WACONIA CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, January 20, 2026
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**

3. **PROCLAMATIONS**

4. **ADOPT AGENDA**

5. **PUBLIC HEARING**

6. **OPEN FORUM**

7. **COMMUNITY INTEREST PRESENTATIONS**
   1) **Margaret Donahue, Southwest Corridor Transportation Coalition**

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) Council Minutes January 5, 2026

2) Approve January 20, 2026 Expenditures

3) Safari Island Community Center Expenditures from Sports Facilities Companies Incurred December 2025
Motion to Approve Safari Island Community Center Expendures from Sports Facilities Companies Incurred December 2025

4) Ice Arena Expenditures from Sports Facilities Companies Incurred December 2025
Motion to Approve Ice Arena Expenditures from Sports Facilities Companies Incurred December 2025

5) Accepting Cash Donations for Operations of the Fire Department
Adopt Resolution No. 2026-024 Accepting Cash Donations for Operations of the Fire Department

6) TH5 Phase 2 Corridor Improvements Change Order 3 to Geotechnical Exploration Contract
Adopt Resolution No. 2026-025 Approve Trunk Highway 5 Phase 2, Change Order 3

7) Capital Equipment 2026
Adopt Resolution No. 2026-026 Authorizing Staff to Solicit Pricing for 2026 Capital Equipment Acquisitions.

8) Fire Alarm Panel Upgrades
Adopt Resolution 2026-027 Authorizing the City to Complete Fire Alarm Panel Upgrades

9) Accept Proceeds from Minnesota Department of Health for Source Water Protection Plan Grant
Adopt Resolution No. 2026-028 Accepting Proceeds from Minnesota Department of Health for Source Water Protection Plan Grant

10) Waconia Paid Family Medical Leave Policy
Adopt Resolution No. 2026-029 Paid Family and Medical Leave Policy

11) Approve Probationary Firefighters to Active Status
Adopt Resolution 2026-030 Approving Probationary Firefighters to Active Status

12) Special Event Permit - The Frunge
Adopt Resolution No. 2026-031 Approving Special Event Permit — The Frunge

9. COUNCIL BUSINESS

1) New Officer and Firefighter Badge Pinning Swearing In Ceremony
None

2) **Franchise Agreement & Fee Ordinance Updates**

Approve Ordinance No. 787 - An Ordinance Amending a Gas Energy Franchise Fee on Centerpoint Energy Minnesota Gas ("Centerpoint Energy") for Providing Gas Energy Service within the City of Waconia.
Adopt Resolution No. 2026-032 Approving Summary Publication of Ordinance No. 787.

Approve Ordinance No. 788 - An Ordinance Amending the Provisions of the Electric Utility Franchise for Northern States Power Company (AKA "Xcel Energy"), Waconia City Code Chapter 595 to Provide for a Franchise Fee.
Adopt Resolution No. 2026-033 Approving Summary Publication of Ordinance No. 788.

Approve Ordinance No. 789 - An Ordinance Implementing an Electric Energy Franchise Fee on Northern States Power Company ("Xcel Energy") for Providing Electric Energy Service within the City of Waconia.
Adopt Resolution No. 2026-034 Approving Summary Publication of Ordinance No. 789

Approve Ordinance No. 790 - An Ordinance Granting Minnesota Valley Electric Cooperative A Non-Exclusive Franchise for Electric Energy.
Adopt Resolution No. 2026-035 Approving Summary Publication of Ordinance No. 790

Approve Ordinance No. 791 - An Ordinance Implementing an Electric Energy Franchise Fee on Minnesota Valley Electric Cooperative for Providing Electric Energy Service within the City of Waconia.
Adopt Resolution No. 2026-036 Aproving Summary Publication of Ordinance No. 791.

3) **Approve Final Plans and Authorization to Bid for the 2026 Downtown Reconstruction Phase 4**

Adopt Resolution No. 2026-037 Authorize Bid for the 2026 Downtown Reconstruction Phase 4

4) **Authorize Eminent Domain Proceedings for the Property Trunk Highway 5 Phase 2 Corridor Improvement Project**

Adopt Resolution 2026-038 Authorizing the Commencement of Eminent Domain Proceedings for the Acquisition of Property for the Trunk Highway 5 Phase 2 Corridor Improvement Project

5) **Special Event Permit Policy Update**

Motion to approve updated Special Event Policy and fees.

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: SPEED LIMIT POLICY

UPCOMING CALENDAR OF EVENTS/MEETINGS:

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 20, 2026
Item Name:	8.1. Council Minutes January 5, 2026
Originating Dept:	Administration
Presented By:	Sue Schwalbe
Previous Council Action:	None
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve the minutes of the January 5, 2026, Council meeting.

EXPLANATION OF AGENDA ITEM:

Approve the January 5, 2026 City Council Minutes.

ATTACHMENTS:

1. Minutes from the January 5, 2026, Council Meeting

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
JANUARY 5, 2026

1. CALL MEETING TO ORDER AND ROLL CALL

Mayor Litfin called the January 5, 2026, Waconia City Council meeting to order at 6:00 p.m. with Council Member Coleman and Council Member Gleason absent.

2. PLEDGE OF ALLEGIANCE

1) Silas Ellingson, Bayview Elementary

The Pledge of Allegiance was led by Bayview Elementary student Silas Ellingson.

3. PROCLAMATIONS

None.

4. ADOPT AGENDA

Motion to adopt the agenda as published made by Council Member Grengs, seconded by Council Member Siddons.

MOTION CARRIED.

5. PUBLIC HEARING

None

6. OPEN FORUM

None

7. COMMUNITY INTEREST PRESENTATIONS

1) Park Board Recognition

Mayor Litfin introduced Lacey Shaw and Tom Adamini of the Park and Recreation Board. The Council recognized both Ms. Shaw and Mr. Adamini for their years of dedicated service to the community as Park Board members. The Park and Recreation Board is responsible for reviewing current and future community park and recreation needs, programs, and facilities, and for recommending actions to promote the implementation of the City's park, trail, and recreation plans. Mr. Adamini has served

two full terms beginning in 2020. Ms. Shaw began her service as an alternate member in 2017 and has also served two full terms since 2020. The Council thanked both individuals for their commitment and passion for the community, to the city's park system, and for the leadership they provided during their tenure.

2) Legislative Update - Representative Jim Nash

Representative Jim Nash provided an update to the Council on legislative activity in 2026. He noted that the November budget forecast will be released and discussed, including the potential ramifications for cities, counties, and residents. Representative Nash also shared an update on the bonding bill, highlighting the importance of the Highway 5 improvement project, which is a vital project for the City of Waconia, its residents, and its businesses. He stated that the Legislature is working diligently to ensure this project moves forward. Roads, bridges, and water treatment plants are expected to receive the highest level of attention in the bonding process. At this time, the state budget remains complicated. While the November forecast projects a cash surplus through the balance of 2026, the state is projected to face a structural deficit of approximately $3 billion by the end of 2026, requiring difficult decisions. A key consideration will be whether the state has the cash flow and capacity to service debt associated with a future bonding bill. Representative Nash explained that all legislators will advocate for projects within their districts. As the Legislature heads into the next session, discussions will focus on what projects can realistically be decided upon during calendar year 2026, while also considering the impact of the projected structural deficit beginning in 2027. He emphasized that, unless a project is of vital importance, the Legislature cannot commit to spending funds that are not available. The second year of the biennium is traditionally a policy-focused year, and the Legislature will primarily address policy bills. Representative Nash stated that he will continue to focus on information technology–related issues.

Mayor Litfin expressed appreciation to Representative Nash for championing the bonding bill tour, which took place in October 2025. The purpose of the tour was to demonstrate to community members and legislators the project being proposed in the bonding bill. The three major items highlighted include: the Highway 5 Corridor Improvements. The City, in partnership with regional stakeholders, has identified critical corridor needs along Highway 5 that will benefit the entire region. A request was made for $6 million in state capital investment funds through the bonding bill, and the City will renew that request if another bonding bill is considered. The water treatment plant, when fully operational, will provide 2,000 gallons per minute of potable water, ensuring the City can meet demand into the future. The $24 million project includes a request for $5 million in state funding support. Under economic development, the City continues to advance local economic growth initiatives and has held a public hearing on social districting to explore opportunities for community and business engagement.

8. ADOPT CONSENT AGENDA

1) **City Council Minutes December 22, 2025.**
2) **Approve January 5, 2026 Expenditures**
3) **Contractor Pay Request - Downtown Reconstruction Phase 3 to GMH Asphalt Corporation #7**
4) **Contractor Pay Request - CSAH 10 & Waconia Parkway North Improvements to Minger Construction #5**
5) **Appointment of Acting Mayor**
6) **Appointment of Council Representatives to Advisory Boards**
7) **Council Liaison Appointments**
8) **Council Committee Appointments**
9) **Appointment of Bond Counsel**
10) **Appointment of City Attorney**
11) **Designation of Official Newspaper**
12) **Appointment of Consulting Engineer**
13) **Designate Official Depositories**
14) **Approving Delegation of Business Administrator — Electronic Funds Transfers**
15) **Workers' Compensation and Property/Liability Insurance Agent**
16) **Amend Chapter 415 Regarding Storm Water Reuse Systems**
17) **Facade Improvement Grant - Lakeside Books**
18) **Elm Creek Ridge Final Plat — Magellan Land Development LLC**
19) **Award the 2025 Pond Cleaning Contract**
20) **Temporary On-Sale Liquor Licenses for Waconia Lions Club**
21) **Temporary On-Sale Liquor Licenses for St. Joseph Catholic Church**
22) **Special Event Permit - Special Olympics Polar Plunge**

Mayor Litfin requested the removal of:
Consent Agenda item 8.12 *Appointment of Consulting Engineer*
Consent Agenda item 8.22 *Special Event Permit — Special Olympics Polar Plunge*

Motion to accept the consent agenda made by Council Member Siddons, seconded by Council Member Grengs with removing Consent Agenda Items 8.12 and 8.22.
MOTION CARRIED.

9. COUNCIL BUSINESS

1) **Ordering Preparation of Plans & Specifications and Authorizing Advertisement for Bids - CSAH 10 Connector Trail**

Jon Haukaaas, Public Services Director, stated that a goal of the City has long been to connect the City's trail system to the Sterling Hill neighborhood and to also provide a safe alternative to walking/biking on the shoulder of CSAH 10. A trail along CSAH 10 to the north of Sterling Road was originally included in the recent CSAH 10/Waconia Parkway North roundabout project but later removed due to overall budget concerns. Saff has worked with Caver County and now has a new funding commitment for a portion of the construction costs. The DNR local Trails Connections Program grant funds obtained in 2024 will be expiring on June 20, 2026. Therefore, it is recommended to complete the trail project from Sterlin Road to Waconia Parkway North this upcoming spring. The preliminary plans were complete with the CSAH 10 - Waconia Parkway North Roundabout project and this will help with a tight schedule to retain a trails grant from the MN DNR for $175,000.

Motion to adopt Resolution No. 2026-022 authorizing the preparation of plans and specifications and authorizing an advertisement for bids for the CSAH 10 connector trail project made by Council Member Grengs, seconded by Council Member Siddons.
MOTION CARRIED.

2) Intersection Control Change to All Way Stop at 1st Street and Vine Street

John Haukaas stated this has been an objective of the Council for a number of years. The safety concerns raised regarding this intersection include sight lines, steep uphill grade for vehicles approaching the intersection northbound on Vine Street, and the higher pedestrian traffic during downtown events. The City's engineering firm of Bolton & Menk were requested to conduct this evaluation. While the review showed the intersection did not meet the standard primary criteria, the provision of an all-way stop may be considered based on engineering study secondary criteria noted in the Mn MUTCD Option D: An intersection of two residential neighborhood collector streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection. The review showed that the safety concerns raised were valid and provided the jurisdiction for a change to the traffic control of the intersection. It may reduce the potential for vehicle conflicts.

Motion to adopt Resolution No. 2026-023 approving the installation of stop signs on 1st Street at the intersection with Vine Street to create an all-way stop condition made by Council Member Siddons, seconded by Council Member Grengs.
MOTION CARRIED.

10. ITEMS REMOVED FROM CONSENT AGENDA

Consent Agenda item 8.12 Appoint of Consulting Engineering.
The Mayor pulled this item as a good news item.

Bolton & Menk offers a municipal discount for key staff members serving the City. This discount applies to day-to-day general engineering items and is intended to minimize the engineering impact on the City's general fund budget. All fees have remained constant for

10 years, including attending Council meetings, attending Planning Commission meetings, and design fees for City projects.
Motion to adopt Resolution No. 2026-008 appointing a Consulting Engineer made by Council Member Grengs, seconded by Council Member Siddons.
MOTION CARRIED.

Consent agenda item 8.22 Special Event Permit for Special Olympics Polar Plunge
Mayor pulled this item for good news and to promote the event.

This event is scheduled for Saturday, February 14th, at Lola's Lakehouse. The Mayor will be attending and jumping. Contact the Special Olympics Polar Plunge for more information. Big thank you to Mark Anderson for organizing this event.
Motion to Adopt Resolution No. 2026-021 approving the Special Event Permit for the Special Olympics Polar Plunge at Lola's Lakehouse made by Council Member Grengs, seconded by Council Member Siddons.
MOTION CARRIED.

11. BOARD REPORTS

1) Staff Reports

None.

2) Councilmember Siddons

None.

3) Councilmember Coleman

Absent.

4) Councilmember Gleason

Absent.

5) Councilmember Grengs

None.

6) Mayor Litfin

Mayor's Report for January 1, 2026:

1. Earlier tonight…the city council toured and discussed the Old Fire Station.
    1. I am in favor of keeping the 13,000 square foot former fire station.
    2. It is an asset.
    3. There are multiple uses that facility has now, and could have in the future for our great city.
    4. There are some issues with the non-operational water treatment plant on the property that will be dealt with.

5. And like any 45 year old building, it has some maintenance items that need to be taken care of.
6. That building is an asset for the city.

2. This Wednesday morning at 7:30 am, is the January opportunity for anyone who wants to visit with me. It is “The Mayor Is In" session here at City Hall. Stop by if you are able, or call, email or text at any time. Thank you.

3. Franchise Fees. This is a topic that the city administrator has been asking the council to consider since last February.

No doubt, Franchise Fees could bring in some revenue for our city. It is a new fee that each of us would have to pay.

These Fees would be collected from all 5,449 resident electric utility customers. And all 4,755 residential gas utility customers. As well as businesses, churches and schools who would also have to pay.

This council has heard loud and clear from multiple residents who oppose this hidden tax. Including three who presented at our last meeting on December 22.

Thank you to the many citizens who have been willing to share their comments. Well done.

It is important for our residents to know that Franchise Fees are separate from Property Taxes. Though it will be like a tax to you, from our two utility companies. Centerpoint and Excel Energy.

Your property taxes will continue to increase separate from Franchise Fees.

Alongside that, Franchise Fees could also increase from year to year.

I will work hard to keep your property taxes as low as possible. We did have a lower percentage growth in property taxes for 2026 than in the previous several years. I am happy about that. As is the council.

Again, separate from property taxes could be Franchise Fees.

If passed by this council, residents could have two parallel fees/taxes increasing at the same time.

Franchise Fees. Once enacted… will be very hard to stop.

Please continue to email, call, and text me and all of our city council members. We need to hear how you feel.

At our next City Council meeting is Tuesday, January 20, 2026 and Franchise Fees will be on the agenda.

Please consider attending that meeting.

Thank you.

12. ANNOUNCEMENTS

Jon Haukaas reminded everyone of the Downtown Street Project Open House scheduled for January 7, 2026, from 4:30 to 6:00 p.m. at City Hall.

13. ADJOURN REGULAR MEETING

Motion to adjourn the meeting by Siddons, second by Council Member Grengs at 7:00 p.m.

WORK SESSION: OLD FIRE STATION PLANNING (4:45 P.M. AT 26 S MAPLE ST)

_____
Tim Litfin, Mayor

ATTEST: _____
Sue Schwalbe, Administrative Specialist

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 20, 2026
Item Name:	8.2. Approve January 20, 2026 Expenditures
Originating Dept:	Finance
Presented By:	Nicole Meyer
Previous Council Action:	None
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve January 20, 2026 Expenditures

EXPLANATION OF AGENDA ITEM:

Attached are the claim and disbursements registers for the City of Waconia as of January 20, 2026. 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:	January 20, 2026
Item Name:	8.3. Safari Island Community Center Expenditures from Sports Facilities Companies Incurred December 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 Expendures from Sports Facilities Companies Incurred December 2025

EXPLANATION OF AGENDA ITEM:

Sports Facilities Companies has provided the attached report for expenditures paid in December 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:
X Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 20, 2026
Item Name:	8.4. Ice Arena Expenditures from Sports Facilities Companies Incurred December 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 December 2025

EXPLANATION OF AGENDA ITEM:

Sports Facilities Companies has provided the attached report for expenditures paid in December 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:
X Budgeted	Personnel Committee:
Non-Budgeted	Other:
Amendment Required	

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 20, 2026
Item Name:	8.5. Accepting Cash Donations for Operations of the Fire Department
Originating Dept:	Finance
Presented By:	Nicole Meyer
Previous Council Action:	None
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-024 Accepting Cash Donations for Operations of the Fire Department

EXPLANATION OF AGENDA ITEM:

The Fire Department staff received the following donations for the service provided by City staff:

- Elizabeth Heagle Donation of $100
- Anonymous Donation for Assistance with Smoke Detectors of $25

With the Council's acceptance of the donation, staff will recognize the donation as revenue in the Fire Department's 2025 budget; this reflects when the funds were received by the City.

ATTACHMENTS:

1. Resoution No. 2026-024 Cash Donation

FINANCIAL IMPLICATIONS:	**ADVISORY BOARD RECOMMENDATIONS:**
Funding Sources & Uses: General Fund - Fire (101)	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
X Non-Budgeted	Other:
_____ Amendment Required	

CITY OF WACONIA
RESOLUTION NO. 2026-024

RESOLUTION ACCEPTING CASH & NON-CASH DONATION FOR OPERATIONS OF THE FIRE DEPARTMENT

WHEREAS, the City of Waconia is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Sections 412.21 and 465.03 for the benefit of its citizens and is specifically authorized to accept gifts and requests for the benefit of facilities, services and the development of programs to benefit residents pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, the following persons and/or entities have offered to contribute the items set forth below to the City:

Name of Donor	Item	Value
Elizabeth Heagle	Cash	$100
Anonymous	Cash	$ 25

WHEREAS, these donations have been contributed for the benefit of residents within the City's corporate limits either alone or in cooperation with others, as allowed by law; and

WHEREAS, the City Council hereby finds that it is appropriate to accept the contributions offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WACONIA, MINNESOTA, AS FOLLOWS:

1. The contribution described above is hereby accepted and acknowledged with gratitude.

2. Said contribution shall be used for the designated purposes.

3. That the Finance Director is hereby directed to issue receipts to the donor acknowledging the City's receipt of the donor's contribution.

Adopted by the City Council of the City of Waconia this 20th day of January 2026.

_____
Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 20, 2026
Item Name:	8.6. TH5 Phase 2 Corridor Improvements Change Order 3 to Geotechnical Exploration Contract
Originating Dept:	Public Services
Presented By:	Jon Haukaas
Previous Council Action:	Resolution No. 2025-257 Approving Geotechnical Exploration Contract Change Orders 1 & 2 for THrunk Highway 5 Phase 2 Corridor Improvements
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-025 Approve Trunk Highway 5 Phase 2, Change Order 3

EXPLANATION OF AGENDA ITEM:

The City of Waconia is the lead agency for the design of the Trunk Highway 5 Phase 2 Corridor Improvements. As we continue the design from the 60% layout level to the final design stages, additional geotechnical data is desired to refine the design and minimize unknowns during construction.

American Engineering Testing (AET) reviewed the boring information we have received to date and found some potential concern with larger settlements on the north side of the road on the east end tied to organics present just outside the roadway core. This situation is similar to what happened on the south side of TH 5 with the utility work in that wetland area and the road settling as organics compressed and shifted south. AET recommends completing additional borings on the north side to confirm the magnitude of settlement and how long we may need to put a small surcharge on the roadway in that area.

The City's Consulting Engineers worked with AET to scope the level of detail and work needed. The attached change order proposal includes all items necessary to collect the information and provide a final report. Staff recommends the City Council authorize acceptance of the change order number 3.

ATTACHMENTS:

1. Resolution No. 2026-025 TH 5 Phase 2 Change Order
2. Highway 5, Phase 2, Change Order #3

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

CITY OF WACONIA
RESOLUTION NO. 2026-025

RESOLUTION AUTHORIZING CHANGE ORDER NO. 3
TO GEOTECHNICAL EXPLORATION CONTRACT SUPPORTING THE
TRUNK HIGHWAY FIVE PHASE II CORRIDOR IMPROVEMENTS

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

WHEREAS, the Waconia City Council accepted the proposal from American Engineering Testing (AET) on December 16, 2024, for geotechnical exploration in support of the design work for the Trunk Highway 5 Phase 2 Corridor Improvements; and

WHEREAS, additional geotechnical exploration was deemed necessary for two areas along the corridor and the City Council accepted Change Orders 1 and 2 pertaining to this work on November 3, 2025; and

WHEREAS, the additional investigation identified another pocket of organic soils with the potential to cause large settlements near the east end of the project and therefore it is desired to perform more testing to confirm the magnitude of possible settlement and develop solution; and

WHEREAS, the City Consulting Engineer has negotiated the scope and cost of this additional work and staff recommend the City accept the change orders to complete additional subsurface geotechnical exploration work in support of the Trunk Highway 5 Phase 2 Corridor design.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes acceptance of the change order 3 with American Engineering Testing for a revised total not-to-exceed contract value in the amount of $66,720.00.

Adopted by the City Council of the City of Waconia this 20th day of January 2026.

_____
Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator

November 21, 2025

Samuel Ellison, PE
Bolton & Menk, Inc.
2638 Shadow Lane, Suite 200
Chaska, MN 55318

Re: Geotechnical Exploration
Highway 5 Phase 2 Improvements – Change Order 3
Waconia, Minnesota
AET Proposal No. P-0028117

Dear Mr. Ellison:

American Engineering Testing (AET) is pleased to submit a change order for this project. In this change order, we present our understanding of the project, an outline of the scope of services we are to provide, a fee schedule, and an estimate of charges for our services. This change order was created based on the provided cross-sections along TH-5.

PROJECT INFORMATION

We understand the city of Waconia is proposing improvements along TH 5 from TH 284 to CSAH 59. Following the soil borings performed and the cross-sections provided by BMI on November 6, 2025, AET determined it was prudent to obtain more information on the depth and limits of potential swamp deposits. Grade raises of up to 5 feet are planned and organic soils are anticipated along the southern embankment from Station 122+00 to 133+00 and along the northern embankment from Station 137+00 to 145+00.

Additionally, proposed utilities are planned along the southern embankment between Station 122+00 to 133+00 with invert elevations around 980 feet.

Our project team recently received the proposed cross sections for the roadway improvements; therefore, additional engineering time will be required to evaluate how this new information affects our recommendations. Additionally, additional analysis for stabilization options such as geofoam was requested to address settlement concerns within the existing roadway.

SCOPE OF SERVICES

Field Exploration

Per the emailed request for proposal, we are submitting our fee proposal for the following scope. We will:

- Mark the proposed boring location.
- Arrange clearance of underground public utilities.
- Obtain the necessary MnDOT and County permit for drilling within the right of way; we assume there will be no fee for the permit.
- Perform a total of 5 Standard Penetration Test (SPT) soil boring, as follows:

This document shall not be reproduced, except in full, without written approval from American Engineering Testing, Inc.

  - Two SPT borings to depth of 21 feet at the planned grade raise location south of TH-5 near Hartmann Drive.
  - Three SPT borings to depth of 31 feet at the planned grade raise location north of TH-5 near Main Street.
- Backfill the boreholes per Minnesota Department of Health (MDH) requirements.
- Document the final soil boring location and boring ground surface elevation using a GPS unit having sub-meter accuracy.

We will drill the SPT boring using hollow stem augers or by rotary mud drilling, with sampling by the split-barrel method (ASTM D1586). Our crew will keep field logs noting the methods of drilling and sampling, the Standard Penetration Values (N-values, "blows per foot"), preliminary soil classification, and observed groundwater levels. At the boring location, we will generally collect samples at 2.5-foot intervals to depths of 15 feet or through organics and 5-foot intervals thereafter to the termination depth. Representative portions of recovered samples will be sealed in jars to prevent moisture loss and submitted to our laboratory for review, testing, and final classification.

We will backfill the borehole to comply with State requirements. Even after backfilling, some settlement of the backfill may occur, resulting in a potential tripping hazard to pedestrians. We assume the County will backfill and repair any boreholes that may settle after our exploration is complete. AET cannot accept any liability associated with pedestrian injury.

We assume that the off-road boring locations are readily accessible by our ATV drill rig. Accessing the off-road boring location may leave ruts in the ground. We have not included a fee for site restoration or tree cutting in our cost estimate.

Underground Utilities
Before we drill, we will contact Gopher State One Call to locate public underground utilities. Gopher State One Call does not currently charge for this service, but they will not locate private underground utilities or structures. Examples of private utilities include, but are not limited to, propane lines, sewer laterals, sprinkler systems, site lighting, and electric and data lines between buildings. **Gopher State One Call indicates that the property owner is responsible for locating all private underground utilities and structures.** We request that you please coordinate this activity with the owner and AET prior to AET beginning any subsurface exploration. Also, please provide us with any maps, plans and records showing the location of all private utilities and structures.

We can provide you with names and contact information for private utility locators. These companies usually charge a fee for their services. Also, please note that private locators cannot guarantee that all private utilities will be located. For the private locator to be accurate and effective, the property owner must provide maps, plans and records showing the location of all private utilities and structures. The property owner must also provide a knowledgeable site representative to meet with the private locator and AET personnel.

AET shall be entitled to rely upon the accuracy of all location information supplied by any source. We will not be responsible for any damages to underground utilities or structures not located or incorrectly identified by the property owner, any maps, plans or records, or public or private utility locator providers.

Laboratory Testing
We will initiate routine laboratory testing by reviewing each recovered soil sample to assess the major and minor soil components, while also noting the color, degree of saturation, and lenses or seams in the samples. We also propose to perform moisture content tests on all soils, as well as organic content, percent passing the #200 sieve, and sieve analyses on select samples. We also plan to perform up to two consolidation tests to better estimate settlement magnitude and rate.

On completion of testing, we will visually/manually classify the soils according to the USCS and AASHTO soil classification systems. We will then prepare the final subsurface boring logs.

Report
Following the field and laboratory services, an amended geotechnical report will be prepared and submitted which will include options to mitigate settlement within the trail and roadway, including surcharge, excavation, and possibly lightweight fill.

We are including a global stability analysis in our scope as we assume a staged construction may be needed.

SCHEDULE

Weather permitting and based on our current backlog, the field exploration can be performed about four to five weeks following authorization. However, to perform the borings within MnDOT ROW, AET will submit a MnDOT permit, which often takes up to two months to be approved.

The field exploration should be completed within two days. The consolidation lab testing takes approximately one month to perform.

FEES

Our fees for the scope of services described above will be charged on a time and materials basis for not-to-exceed fee of **$19,841**. For the scope of services described above, our charges will be as follows:

1.	Layout and Utility Clearance	$ 977
2.	Field Exploration	$ 8,426
3.	Laboratory testing	$ 2,498
4.	Project Management and Reporting	$ 4,340
5.	Global Stability Analysis	$ 3,500
	TOTAL ESTIMATE	**$19,841**

The budget with the contract after Change Order 2 was **$46,879**; therefore, the new contract total will be **$66,720**.

In the event the scope of our services needs to be revised, such as additional or deeper borings and additional field or laboratory testing, we will review such scope adjustments and the associated fees with you and receive your approval before proceeding. Additional services will be charged in accordance with the attached fee schedule. Our fees will be in effect for thirty days following the date of

this proposal, and fees for services authorized after this expiration date will be subjected to review and possible escalation.

MINNESOTA DEPARTMENT OF HEALTH FEES

Effective July 1, 2019, the Minnesota Department of Health (MDH) has changed the borehole sealing and notification requirements. For sites where borings are drilled to a depth of 15 feet or deeper, all licensed drilling companies are required by law to grout the boreholes upon completion. For borings 25 feet in depth or deeper all licensed drilling companies must submit written notification to the MDH prior to drilling along with a fee of $125. Projects that span multiple properties will require multiple notifications. The MDH also requires that a Sealing Record be submitted to the MDH, with a copy to you, after the borings are completed. The above fee estimate for our geotechnical services doesn't include the MDH fee for the proposed scope of drilling; however, because final boring depths can change, for example, due to possible unanticipated poor soil conditions, the final MDH fee (including an administrative charge of $65 per notification) will be added, if necessary, to our final invoice to you.

ENVIRONMENTAL CONCERNS

This proposal is presented for engineering services to evaluate the structural properties of the soil at the specified site. This proposal does not cover an environmental assessment of the site or environmental testing of the soil or groundwater. If you wish to have us provide these additional services, please contact us.

TERMS AND CONDITIONS

The services will be provided per the Terms and Conditions contained in the Subconsultant Master Agreement for Professional Services (Task Orders) between Bolton & Menk, Inc and American Engineering Testing, Inc., dated January 20, 2021.

ACCEPTANCE

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions and Amendments: 1) issuing an authorizing purchase order for any of the Services described above, 2) authorizing AET's presence on site, or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

AET appreciates the opportunity to provide this service for you and looks forward to working with you on this project. If you have questions or need additional information, please contact us.

Sincerely,
American Engineering Testing, Inc.

Reed Kaeppe, P.E. (MN, WI, IA)
Engineer II
Phone: (715) 933-0487
Email: rkaeppe@teamAET.com

Thomas Evans, P.E. (MN)
Senior Engineer
Phone: (701) 690-9732
Email: tevans@teamAET.com

Attachments: Fee Estimate

ACCEPTANCE AND AUTHORIZATION: AET Project No. P-0028117

SIGNATURE:_____

PRINTED NAME: TIM LITFIN, MAYOR

COMPANY: CITY OF WACONIA

ADDRESS: 201 SOUTH VINE STREET, WACONIA MN 55387

PHONE NUMBER AND EMAIL:_____

DATE: JANUARY 20, 2026

GEOTECHNICAL SERVICES FEE ESTIMATE
HIGHWAY 5 PHASE 2 IMPROVEMENTS - CHANGE ORDER 3
MN-5
WACONIA, MINNESOTA 55387
AET PROJECT No. P-0028117

AMERICAN ENGINEERING TESTING

SERVICE DESCRIPTION	PROJECT BUDGET			
	ESTIMATED UNITS		UNIT RATE	BUDGET AMOUNT
Layout & Utility Clearance				
Driller/Drilling Technician	4	Hour	$130.00	$520.00
Company Vehicle Rental	4	Hour	$32.00	$128.00
Standard Vehicle Mileage	80	Mile	$1.35	$108.00
GPS Equipment Rental	1.0	Day	$221.00	$221.00
MDH Sealing Records	0	Unit	$125.00	$0.00
Section Subtotal:				**$977.00**
Geotechnical Field Services				
Hourly Drilling				
Driller/Drilling Technician	16	Hour	$130.00	$2,080.00
Drill Lead	16	Hour	$140.00	$2,240.00
ATV Drill Rig Rental	16	Hour	$160.00	$2,560.00
Auxiliary Vehicle Rental	16	Hour	$39.00	$624.00
ATV Rig Mileage (includes trailer)	160	Mile	$3.00	$480.00
Auxiliary Vehicle Mileage	160	Mile	$1.70	$272.00
Borehole Grouting Per Foot- Bentonite Grout	135	Foot	$2.00	$270.00
Section Subtotal:				**$8,526.00**
Laboratory				
Classification	4	Hour	$105.00	$420.00
ASTM D2974 Moisture, Ash and Organic Matter of Peat & Organic Soils	2	Test	$100.00	$200.00
ASTM D2166 Unconfined Compressive Strength of Cohesive Soil	2	Test	$140.00	$280.00
ASTM D2435 Consolidation Properties of Soils (up to 32 tsf, P-e & Time Curves)	2	Test	$799.00	$1,598.00
Section Subtotal:				**$2,498.00**
Project Management & Reporting				
Project Administrator	2	Hour	$90.00	$180.00
Engineer, Level II	17	Hour	$200.00	$3,400.00
Engineer, Senior	10	Hour	$230.00	$2,300.00
Engineer, Principal	7	Hour	$280.00	$1,960.00
Section Subtotal:				**$7,840.00**
	ESTIMATED BUDGET			**$19,841.00**

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 20, 2026
Item Name:	8.7. Capital Equipment 2026
Originating Dept:	Public Services
Presented By:	Mike Dressel, Jon Haukaas
Previous Council Action:	None
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-026 Authorizing Acquisition of Capital Equipment

EXPLANATION OF AGENDA ITEM:

On December 22, 2025, the Council authorized the solicitation of pricing for equipment acquisition.

The 2026 Capital Improvement Plan identified $400,000 for the replacement of Asset No. 47, Project No. 540, a 2014 TYMCO Regenerative Air Sweeper. Staff solicited a quotation from Environmental Equipment and Services, Inc. for the replacement of the existing sweeper with a 2026 TYMCO 600 Regenerative Air Sweeper mounted on a Freightliner M2 plus chassis at a total cost of $381,715. Upon delivery of the new sweeper, the existing 2014 unit will be sold a public auction. Staff recommends this method will yield the best return based on a preliminary review.

The 2026 Capital Improvement Plan also identified $125,000 for the replacement of Asset No. 182, Project No. 393, a 2019 Toro 5910 16-foot wing-style mower. Staff solicited quotes from MTI Distributing for the replacement of the existing mower with a 2026 Toro 5910 wing-style mower at a cost of $154,715.90. The initial budget estimate assumed a trade-in value of approximately $30,000; however, the trade-in offer received was only $23,000. Staff has observed significantly higher prices fo comparable units at auction. Therefore, once the new mower is received, the existing mower will be sold at auction to help offset the budget difference.

Additionally, the 2026 Capital Improvement Plan identified $95,000 for the addition of a Gate Valve Exerciser and Valve Box Vacuum trailer, Project No. 873. Adding a gate valve exerciser to the City's fleet will allow staff to implement a regular valve exercise program, ensuring valves can be properly opened and closed during routine maintenance and when isolating watermain breaks. Staff solicited quotes from Flexible Pipe Tool Company for a 2023 Pacific Tek PV250 Vacuum/Hydro Excavation Unit at a cost of $81,435. The quoted unit is a demonstration model that staff has evaluated and confirmed includes all desired features. Purchasing the demo unit results in a savings of $19,391 compared to a new 2026 model.

Staff compared pricing through the Minnesota State Cooperative Purchase Program and the Sourcewell Cooperative Purchasing Program to ensure the most competitive pricing was obtained for the equipment.

Staff recommend the City purchase the following:

- 2026 TYMCO 600 Regenenative Aire Sweeper from Environmental Equipment and Services Inc for #381,715.
- 2026 Toro 5910 16ft wing-style mower from MTI Distributing for $154,715.90.
- 2023 Pacific Tek PV250 Vacuum/Hydro Excavation Unti from Flexible Pipe Tool Company for $81,425.

ATTACHMENTS:

1. Resolution No. 2025-026 Capital Equipment
2. Pacific Tek Valve Exercising Equipment
3. 2023 Valve X HydroVacQuote PV250 DEMO
4. Toro 5910 Spec Sheet
5. GM5910 Quote, 01-12-2026
6. Model 600 Brochure
7. TYMCO 600 Quote (without trade-in)

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. 2026-026

RESOLUTION AUTHORIZING ACQUISTION OF CAPITAL EQUIPMENT

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

WHEREAS, the Public Services staff continually evaluates equipment needs in an effort to optimize use and improve efficiency of operations; and

WHEREAS, which more recent evaluation identified other equipment that will be provide better utilized and improve operations across multiple divisions; and

WHEREAS, the following list of equipment has been priced through the Minnesota State Cooperative Purchasing Program to find the best pricing on the desired equipment; and

2026 TYMCO 600 Regenerative Air Sweeper	$381,715.00
2026 Toro 5910 16ft Wing Style Mower	$154,715.90
2023 Pacific Tek PV250 Vacuum/ Hydro Excavation Unit	$ 81,435.00

WHEREAS, Staff recommends approval and authorization to purchase the requested equipment.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes acquisition of equipment from various vendors through the State of Minnesota Cooperative Purchasing Program.

Adopted by the City Council of the City of Waconia this 20th day of January 2026.

_____
Tim Litfin, Mayor

Attest:_____
Jackie Schulze, Assistant City Administrator

Underground Infrastructure Maintenance Solutions

Since 1993

Valve Exercising Equipment

Made in America

PV100-PT1000-D1HW-T

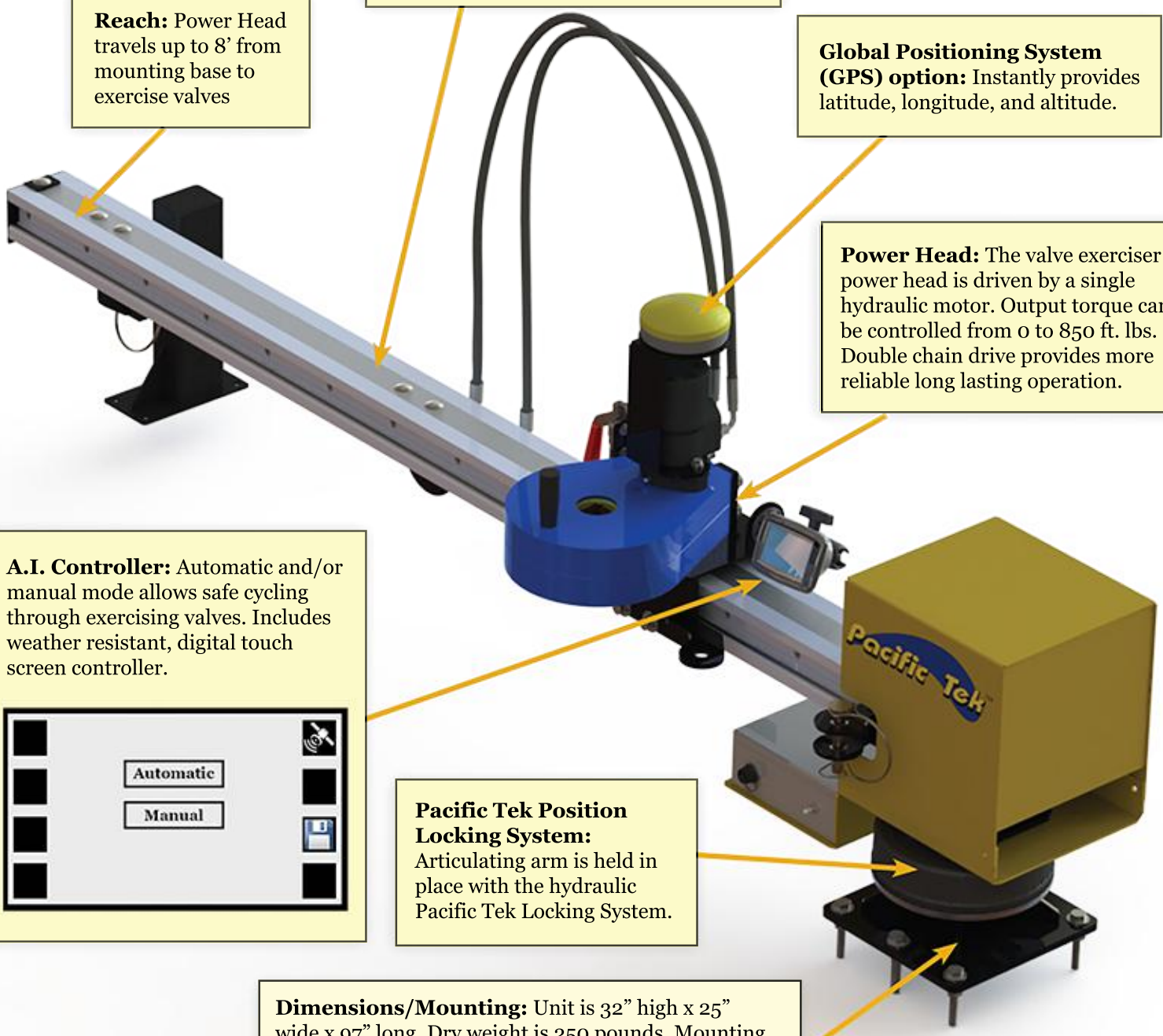
Valve Exerciser - Model PT1000

Long Reach Arm w/GPS Option
0-850 Ft lbs of Torque

Power Head Slide Track: The power head is mounted to a carriage that smoothly rides the full length of the track. A deck mounted stowage system is furnished to secure arms for travel.

Reach: Power Head travels up to 8' from mounting base to exercise valves

Global Positioning System (GPS) option: Instantly provides latitude, longitude, and altitude.



Power Head: The valve exerciser power head is driven by a single hydraulic motor. Output torque can be controlled from 0 to 850 ft. lbs. Double chain drive provides more reliable long lasting operation.

A.I. Controller: Automatic and/or manual mode allows safe cycling through exercising valves. Includes weather resistant, digital touch screen controller.

Pacific Tek Position Locking System: Articulating arm is held in place with the hydraulic Pacific Tek Locking System.

Dimensions/Mounting: Unit is 32" high x 25" wide x 97" long. Dry weight is 250 pounds. Mounting base is .5" thick square plate with a 1.5" pivot post for a swinger arm. Can be skid, truck, or trailer mounted.

Patent Pending

Hydro-Dyne PV100-PT1000-D1HW

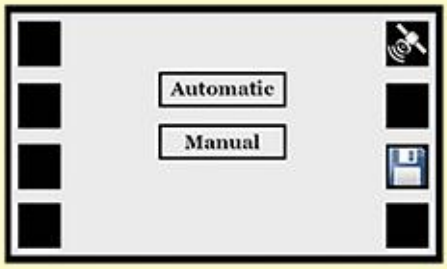
All hydraulic (PTO) driven Power Vac, Valve Exerciser and pressure washer system all built on a F450 body.

PV250-PT1000 Trailer Mounted Vac & Valve Exerciser

Valve Exerciser - Model PT26

High Torque Exerciser w/GPS Option
0-1800 Ft lbs of Torque

A.I. Controller: Automatic and/or manual mode allows safe cycling through exercising valves. Includes weather resistant, digital touch screen controller.



Global Positioning System (GPS) option: Instantly provides latitude, longitude, and altitude.

Dimensions: 26" high x 22" wide x 51" long. Dry weight is 285 pounds.

Power Head: The valve exerciser power head is driven by a single hydraulic motor. Output torque can be controlled from 0 to 1800 ft. lbs. The power head is capable to work with up to 15 degrees of valve stem misalignment. The hydraulic power supply required is a Class II circuit, 8 GPM @ 2,000 PSI.

Sliding Rails: Square rails that roll on bearings inside of the mounting frame rail tubes allow the PT26 to extend the power head up to 30" for operation

Power Coated: The frame assembly is powder coat painted for corrosion resistance.

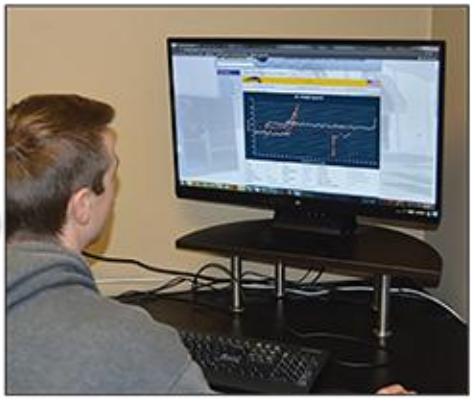
Patent Pending

Valve Exercising - Data Collection

Sub-meter GPS

Intelligent Automatic Controller
(Valve Exerciser)

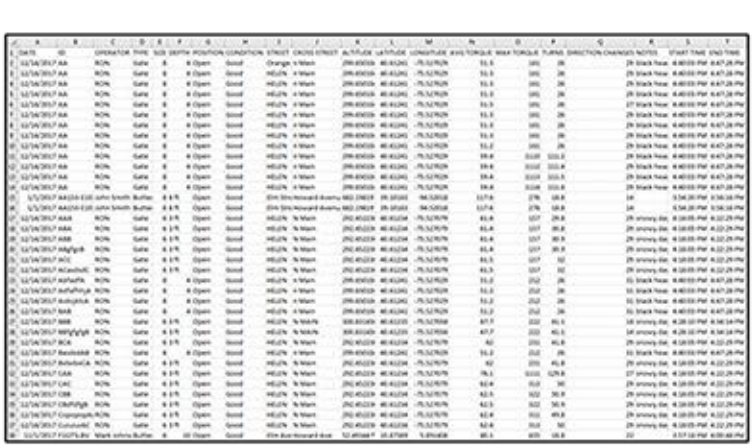
Desktop or Laptop



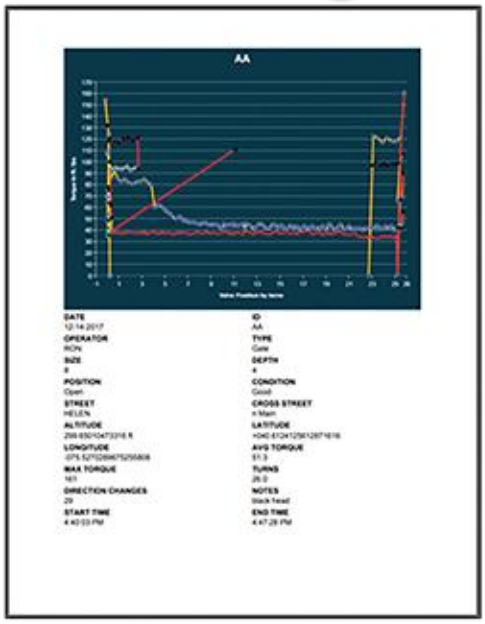
Our equipment is compatible with most major GIS software programs and our A.I. data program is available on our company website

Pacific Tek - A.I. Data System

Pacific Tek's Valve Exercising A.I. Data System Program allows the user to export the valve data in CSV, PDF, or Print format.



Example CSV output opened in Excel



Example Print and PDF output

The PT1000 is also available on a small single axle trailer, model PT1000-G-T

Model PT8 Portable Hydraulic Valve Operator with PUG-06 Portable Cart

All Models Overview:

MODEL	TORQUE	MOUNTING
PT8:	0-300 ft. lbs.	Hand-held or Cart
PT1000:	0-850 ft. lbs.	Truck or Trailer
PT26:	0-1800 ft. lbs.	Truck or Trailer

Data collection is available for PT26 and PT1000

Pacific Tek™

Proudly made in the USA since 1993
204 South 69th Ave, Phoenix, AZ 85043
(800) 884-5551 | (714) 835-3088 | Fax (714) 835-3091

For more information contact:

20.8-Pac.TekValveEx.Bro

FLEXIBLE PIPE TOOL COMPANY

Sewer Cleaning and Inspection Equipment - Sales and Service

22606 186th Avenue, Cold Spring, MN 56320
Phone: 320-597-7552 Fax: 320-597-7882 Toll Free: 800-450-6969

Date: 11/24/2025

To: Doug Bode
City of Waconia
310 E 10th Street
Waconia, MN 55387

From: Shane Smetana

We are pleased to submit the following quotation. All prices are subject to immediate acceptance. Clerical errors are subject to correction. All agreements are contingent upon fires, accidents, labor difficulties and causes beyond our reasonable control. No statement, contract or order will be binding on the Company unless made or approved on behalf of the Company by one of its officers.

One (1) 2023 Pacific Tek PV250 Vacuum/Hydro Excavation Unit Skid
per MN State Contract # 191958

1.0	**Price for base unit:**	1	$ 50,903.00	
	Base price includes all options listed as "standard".			
2.0	**Debris body options**			
2.1	36" opening rear door		standard	
2.2	Hydraulic door opener		standard	
2.3	250 gallon debris tank		standard	
2.4	Hydraulic tank dump		standard	
2.5	Sight glass on rear hatch door		standard	
3.0	**Vacuum system options**			
3.1	10 Micron vacuum filter		standard	
3.2	Float ball shutoff		standard	
3.3	Air vacuum breaker system		standard	
3.4	Roots (580 CFM)blower		standard	
3.5	3" x 25' vacuum hose with attachable pickup tube		standard	
4.0	**Boom options**			
4.2	Camlock hose/tube couplings (no clamps required)		standard	

5.0	**Pump options**			
5.1	4 GPM @ 3000 PSI water pump		standard	
5.2	Cold weather recirculation		standard	
5.3	Antifreeze protection system		standard	
6.0	**Hose reel options**			
6.1	Front curb side location		standard	
6.2	3/8" x 50' hose and reel		standard	
7.0	**Water system options**			
7.1	100 gallon water capacity		standard	
7.2	Hand gun cleaning system		standard	
7.3	Curb side fill		standard	
8.0	**Tool box option**			
8.1	Front mounted tool box, trailer mount	1	$ 528.00	
9.0	**Other options**			
9.1	Engine throttle		standard	
9.2	Tachometer with hour meter		standard	
9.3	Engine oil pressure		standard	
9.4	Automatic engine shutdown		standard	
9.5	Keyed ignition		standard	
9.6	Water pressure gauge		standard	
9.7	Vacuum gauge		standard	
9.8	LED arrow stick		standard	
9.13	Strobe Light(2)	1	$ 545.00	
9.11	PV250 unit mounted on trailer	1	$ 10,497.00	
9.14	LED Floodlight kit	1	$ 1,662.00	
9.15	PT1000 valve exerciser system	1	$ 24,800.00	

Sub total	$	88,935.00
Deduct for Demo unit	$	(7,500.00)
Total	**$**	**81,435.00**

City of Waconia Authorized Signature

Groundsmaster® 5900/5910

LARGE AREA ROTARY MOWER

FEATURES

- *192 in. (488 cm) width of cut, mows mow up to 20.9 acres (8.5 hectares) per hour**
- *3.3 L Yanmar® EPA Tier 4 Final and EU Stage IV emissions compliant turbo-diesel engine*
- *Full-time, bi-directional 4WD*
- *Smart Power® and HybridDrive™ cutting deck system - work together providing optimal power to the cutting blades*
- *CrossTrax® all-wheel drive system offers increased cross wheel traction control*
- *0" uncut circle in turns*
- *Onboard InfoCenter™ with advisories and diagnostics for maximum uptime*
- *SmartCool® auto-reversing cooling fans*
- *24-volt electrical system powers cooling system*
- *4-way adjustable seat and Air Ride Suspension*
- *All-season safety cab with air conditioning and heat (5910)*

More Parks & More Rec.

Tasked with maintaining more parks and sports fields with no additional workers or budget? The Groundsmaster® 5900 Series mowers can mow over 20.9 acres/hour (8.5 hectares/hour)* using only one operator! And to match the 16' (4.88 m) wide mowing brawn and a more fuel-efficient EPA Tier 4 Final and EU Stage IV emissions compliant Yanmar® 3.3 L engine, the Groundsmaster 5900 series is loaded with intelligence. Smart Power® allows the operator to effortlessly maintain the correct speed for optimal cutting, while the SmartCool® system prevents overheating with auto-reversing the cooling fans. An onboard InfoCenter™ gives the operator a quick read on all systems and even provides assistance at the right moment. When the comfort and safety of an all season cab, the incredibly nimble handling, and tough Toro durability are added in, the Groundsmaster 5900 series proves beyond doubt that increased efficiency and ease of operation lead to higher productivity.

Groundsmaster® 5900

Groundsmaster® 5910

SMART POWER™

*Assumes max mow speed and 100% efficiency. Actual mowing rates may vary depending on operator and conditions.

©2022 The Toro Company. All rights reserved. Rev. 2/22

Call your Toro distributor at 800-803-8676

Groundsmaster® 5900/5910 Specifications*

	GROUNDSMASTER 5900, MODEL 31698 / GROUNDSMASTER 5910, MODEL 31699
ENGINE	Yanmar 3.3L, EPA Tier 4 Final and EU Stage IV emissions compliant, turbocharged diesel with direct injection and electronic high-pressure common rail. 72 HP (53.7 kW) @ 2500 rpm, Torque: 206 ft.-lbs. (279 Nm) @ 1625 rpm Displacement: 202 cu. in. (3.3 L).
COOLING SYSTEM	24V dual electric fan banks for separate engine radiator and hydraulic oil cooling; fan banks are variable speed, with auto-reverse feature (SmartCool®, based on coolant and oil temps), radiator is cross flow, 3 rows, 9 fins per in. (FPI). Hydraulic oil cooler is crossflow, 6 FPI. Cooling fan banks tilt away for fast, easy cleaning.
FUEL SYSTEM	Uses ultra-low sulfur diesel fuel only. Biodiesel compatible up to B20.
CAPACITIES	Fuel: 35 gal.(132L) Hydraulic: 19 gal (71.9 L). Engine Oil w/ filter: 11 qt. (10.4 L). Coolant: 13.5 qt. (12.7 L) (Model 31698), 18 qt. (17 L) (Model 31699)
HYDRAULIC SYSTEM	Capacity: 19 gallons (71.9 L) reservoir, Remote spin-on charge filter, Oil: Toro premium all season hydraulic fluid
TIRES/WHEELS	Front: 29x12.00-15, 6 ply rating, 32 psi; Rear: 23x10.50-12, 6 ply rating, 30 psi
INSTRUMENTATION	Onboard LCD (InfoCenter™) display shows customizable gauges, service reminders, advisories/faults and troubleshooting assistance. Indicates fuel level, coolant temp, hydraulic oil temp, engine glow plug, low oil pressure, air cleaner restriction, 12 and 24 volt alternator voltage output, engine hours and rpm, and engine DPF regeneration.
POWERTRAIN	Full time automatic forward and reverse 4WD in low (mow) range. Front wheel drive in transport. Parallel hydrostatic, closed loop with cross wheel traction (CrossTrax™) design; traction drive pump: variable displacement piston, servo control. **Front drive:** 2-speed, fixed displacement high torque, low speed radial piston motors. **Rear drive:** single speed, fixed displacement, high torque, low speed radial piston motors. Smart Power® feature controls traction speed to maintain optimal cutting blade speed.
ELECTRICAL SYSTEM	**Main:** 12 volt system; Alternator: 12V, 80 amp, supplied w/ engine Battery: 1380 CCA (2x 690 CCA), **Cooling Fans, Engine/Hydraulic cooling:** 24 volt system; Alternator: 24V, 105 amp w/ remote sense; Battery: 350 CCA; Disconnect ON/OFF switch for 12 & 24 volt service safety.
BRAKES	**Service:** Dynamic, hydrostatic 4WD in low range. Front wheel drive braking in high range. **Parking:** Electrohydraulic controlled via double-motion rocker switch. Spring applied, hydraulic released. Internal to front wheel motors. Automatically applies with engine OFF or key OFF Manual override from operator platform for servicing
PRODUCTIVITY	Infinitely variable speed. Forward speeds: mow: 0-10.8 mph (17.4 km/h) Transport: 0-20 mph (0-32.2 km/h). Reverse speeds: mow 0-5.7 mph (0-9.2 km/h), transport: 0-10.5 mph (0-16.9 km/h) transport. Speed control: Electronic, limits max speed. Mowing capacity: 20.9 acres/hr. (8.5 ha/hr)**; NOTE: For EU countries complying to ISO 5395, all speeds and mow rates should be reduced by 12%.
CONTROLS	Control arm, right armrest, travels with seat and suspension. Deck lift/lower, electrohydraulic switches. Throttle; electronic, variable. Traction pedal, electronic. Park brakes: double-motion switch. Steering; hydrostatic load sensing. Other: High/low range, PTO, cruise control, lights, horn, key switch, wing deck transport latches (manual).
OPERATOR STATION	Operator platform: isolated rubber mounted. Seat: 4 way adjustable with vinyl (31698) or cloth (31699) cushions standard. Suspension: air-ride with 3 in. (7.6 cm) of adjustability. Steering: power and adjustable tilt. Traction Pedal: adjustable angle uses position sensor. Storage box, cup holder, and 12 volt power outlet, double USB port, standard.
STEERING	Uncut circle - 0" diameter. Turning radius - 86" (218 cm)
CAB (5910)	ROPS certified cab with heat, AC and the following standard features: climate system pressurized cab, heavy-duty pantograph front windshield wiper and washer, front windshield has 38" of visibility, interior mirror, fold away exterior side mirrors, molded front fenders, right and left doors and rear window have tinted (50%) glass, front and rear windows open, quick release window latches act as emergency exit, rubber sound isolator cab mounts and upholstered interior panels and headliner, textured neoprene floor mat, interior dome light. Power provided for optional aftermarket audio accessories. Optional rotating beacon for cab units (31509), additional turn signals and work lights available.
SAFETY AND LIGHTING	Standard (31698 & 31699): LED headlights, brake lights, tail lights, and amber turn signals and flashers). Disconnect ON/OFF switch for 12 & 24-volt service safety.
CERTIFICATION	Meets or exceeds EU Machinery Directive (2006/42/EC); ISO 5395-2013 and ANSI B71.4-2012; ISO 21299 and SAE J1194; OSHA 29CFR1910.95 (SAEJ1175, European Directive 2000/14/EC, ISO 5395-2013); EN 55012:2007 and CISPR12. Model 31698 meets or exceeds ANSI/ASAE S279.12 (Lighting and Marking of Agricultural Equipment on Highways). Model 31699 air conditioning system meets SAE J1503, Section 8.
WARRANTY	Two year limited warranty.
VEHICLE WEIGHT (W/ FULL FLUIDS)	6,710 lbs. (3043 kg) (31698), 7,304 lbs. (3313 kg) (31699)
GROUND CLEARANCE	10.3 in. (26.1 cm)
DIMENSIONS	WIDTH: Transport: 99 in. (251 cm), Mow: 199 in. (505 cm) LENGTH: 174 in. (442 cm) HEIGHT: 85 in. (216 cm) (31698), 95 in. (241 cm) (31699) WHEELBASE: 77 in. (196 cm)

	CUTTING DECKS
TYPE	Three rear discharge rotary decks
CUTTING WIDTH	All three decks: 192 in. (488 cm), One wing: 57 in. (145 cm), center deck: 92 in. (234 cm), center deck + one wing: 144 in. (366 cm).
HEIGHT OF CUT	1-6 " in (2.5 – 15 cm) in 0.5 in. (1.3 cm) increments.
CONSTRUCTION	11-gauge high-strength steel. 7-gauge, reinforcements, bullnose bumpers.
PROTECTION	2-way shock absorption on wing decks.
DECK DRIVE	HybridDrive™ - Hydraulic motor to spindle, remaining spindle(s), driven by "B" section v-belts.
TENSIONING	Automatic, spring loaded idlers.
SPINDLES	**Shaft:** 1.25" (3.2 cm) hardened steel. **Housing:** 9" (22.9 cm) ductile iron. **Bearings:** Greaseable tapered roller.
STANDARD BLADES	20" (50.8 cm), heat-treated steel blades.
OPTIONAL BLADES	Atomic™ mulching blades, flat blades.
SKIDS	4 reversible polymeric, 2 reversible steel

*Specifications and design subject to change without notice. Products depicted in this literature are for demonstration purposes only.
Actual products offered for sale may vary in use, design, required attachments and safety features. See distributor for details on all warranties.

**Assumes max mow speed and 100% efficiency. Actual mowing rates may vary depending on operator and conditions.

The Groundsmaster 5900 and 5910 are manufactured in Tomah, WI ISO 9002 Certified Plant.

MTI Distributing
Equipment Quote
January 12, 2026

Quote Expiration Date: 2/11/2026

Mike Dressel
City of Waconia

MINNESOTA STATE CONTRACT PRICING - CONTRACT #243333

Qty	Model Number	Description	Quote Price Each	Quote Price Extended
1	31699	Toro Groundsmaster 5910 (T4)	$150,886.32	$150,886.32
1	31701	Auxiliary Braking System	$98.28	$98.28
10	93-5973	10 Inch Foam Filled Caster Wheel Assembly	$209.63	$2,096.30
1	RADIO	AM/FM Radio	$825.00	$825.00
6	SSF	Standard Set Up Fee @ $135.00/hour	$135.00	$810.00

Minnesota State Contract Expires February 15, 2026

Equipment Total	$154,715.90
6.875% Sales Tax	Exempt
Total	**$154,715.90**

Net 30 Terms with qualified credit
New Toro commercial equipment comes with a two-year manufacturer warranty
Equipment delivery and set-up at no additional charge
All commercial products purchased by a credit card will be subject to a 2.5% service fee.

Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate in contacting us.

Larry Gorman
Outside Sales Representative
612-877-0830

Karen Wangensteen
Inside Sales Representative
763-592-5643

MTI Distributing, Inc. • 4830 Azelia Avenue N. #100 • Brooklyn Center, MN 55429

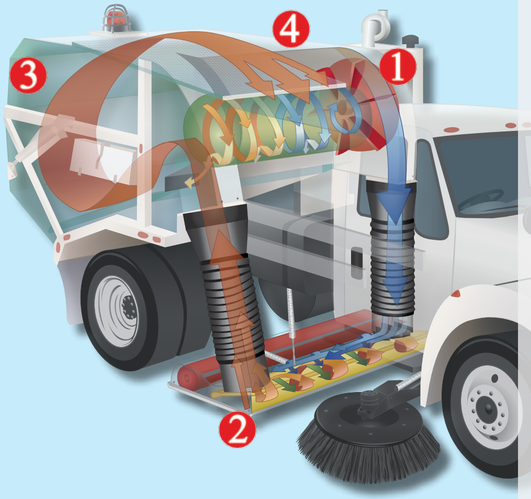
The Sweeper that Changed an Industry !

Cleaning Applications

- Crowned, Cracked and Irregular Paved Streets and Roads
- BMP *(Best Management Practice)* for Stormwater Quality
- Porous and Permeable Pavements
- Airport Runways and Taxiways
- BMP for Fugitive Dust Control
- Industrial Facility Cleaning
- Asphalt and Concrete

Model 600® AIR SWEEPER®

True Regenerative Air®



1. The closed-loop Regenerative Air System uses the force of a high velocity controlled jet of air created by the powerful blower wheel.

2. This jet of air blasts down and across the pick-up head onto the pavement and into the cracks forcing up into the air stream packed-on heavy debris as well as fine dust particles.

3. The debris laden air stream is pulled into the large hopper, where the air loses velocity and the larger debris falls to the bottom. A screen at the top of the hopper prevents items such as paper, cans and rocks from leaving the hopper and entering the centrifugal dust separator.

4. The patented centrifugal dust separator spins the air along the curved wall of the chamber until the micron size dust particles are skimmed off into the hopper. Only clean air is returned to the blower to start the Regenerative Air cycle again. This closed-loop system means no dirty air is exhausted into the environment only to settle on the surface again.

Superior Training from TYMCO

We want you to understand the Regenerative Air System and your TYMCO Sweeper completely, so you can get optimal performance from your equipment investment. That's why, for more than thirty years, we've offered two-day scheduled training schools at our facility in Waco, Texas. Managers, owners, operators and mechanics get hands-on training and answers to specific questions. Enrollment levels are kept low, so you and your team will get personal attention as well as the opportunity to learn from the experiences of other attendees through the interaction of the class.

True Regenerative Air

Model 600 Illustration

When your operators and mechanics are thoroughly trained and knowledgeable about the TYMCO Sweeper, you get better performance and a lower cost per operating hour.

- TYMCO offers full two-day schools
- Choose from over 30 schools scheduled per year
- Yearly class schedules and class agendas are available
- Learn through demonstrations on an operational sweeper
- Special schools arranged for large groups
- Register to attend on tymco.com

Specifically designed for training, our 3500 square foot, temperature controlled facility provides ample space for demonstrations on an operational sweeper and systems components. We also provide daily ground transportation from the hotel to our training facility, and lunch is on us.

This product is protected by numerous U.S. and Foreign Patents. Specifications subject to change without notice.

Convenient Dealer Service Centers

In over 50 U.S. locations and dozens of others worldwide, you receive on-the-spot parts and service from TYMCO's network of dealers.

TYMCO Builds a Model to Fit your Cleaning Needs

MODEL HSP®
High Speed Performance for Airport Runways

MODEL 435®
Mid-Sized Street Sweeper

MODEL 500x®
High Side Dump Street Sweeper

MODEL 600® CNG
Compressed Natural Gas Powered

MODEL DST-4®
Dustless Sweeping Technology

MODEL DST-6®
Dustless Sweeping Technology

Sweeper chassis models may change without notice.

REGENERATIVE AIR SWEEPERS
www.tymco.com
1-800-258-9626

TYMCO REGENERATIVE AIR SWEEPERS are South Coast AQMD Rule 1186 PM_{10} Certified

0217 - 10M - 01SM © TYMCO, Inc. 2017

MODEL 210®
Parking Lot Sweeper

TYMCO, Inc. • P.O. Box 2368 • Waco, TX 76703-2368 • (254) 799-5546 • FAX (254) 799-2722

Please Recycle

TYMCO® REGENERATIVE AIR SWEEPERS

Model 600® AIR SWEEPER®

Regenerative Air Sweeper

MADE IN WACO, TEXAS USA

TYMCO Regenerative Air Cleans Deeper™

*The optional **Auxiliary Hand Hose** is a powerful suction nozzle for hard to reach cleaning such as catch basins, fence lines, and around garbage containers. The hydraulic boom assist makes operation of the heavy duty hand hose easier.*

*Large, heavy duty **7.3 cubic yard hopper** with over 10,000 lb. payload. Hopper, dump door, inspection doors, hopper screen, blower housing, dust separator and hopper drain are available in optional non-magnetic, low carbon, high chrome **stainless steel** for maximum corrosion resistance.*

*An optional **Abrasion Protection Package** is available to protect your sweeper and to extend component life when sweeping highly abrasive materials.*

The powerful, fuel efficient 99 HP, diesel auxiliary engine is easily accessible and meets Final Tier 4 emissions. The air cleaner is scavenged using vacuum from the sweeper's air system, helping extend filter changes up to 7 times longer than a non-scavenged filter. Optional Compressed Natural Gas (CNG) auxiliary engine also available. CNG

*The optional **COMDEX Package** (Compact Design Extra Water) adds an additional 110 gallons of water for dust control (added to the standard 220 gallons for a total of 330 gallons), and a storage box behind the cab of conventional cab trucks, while maintaining maneuverability.*

*The optional **Hopper Deluge** System allows for the attachment of a high-volume hose to aid cleaning.*

*Stationary Hopper with a simple and safer **Raker Dump System** - Two single stage hydraulic cylinders perform the entire dump process.*

*The optional **Broom Assist Pick-up Head (BAH™)** provides an on-demand broom for applications where an additional broom may be desired. In-cab controls allow for broom assisted sweeping only when needed, reducing broom wear.*

GREASE!

No Grease Fittings = Less Maintenance

*The optional in-cab, operator controlled **Pick-Up Head Front Curtain Lifter** allows the operator to raise the front curtain allowing large amounts of lighter materials, such as leaves to easily pass beneath the pick-up head.*

*The TYMCO patented 43 inch **Gutter Brooms** are illuminated for night sweeping. The brooms can be equipped with optional Hydraulic Tilt Adjusters, Variable Speed Control and Drop Down Mode allowing the brooms to work in an outboard or inboard position.*

BlueLogic® Control System

The BlueLogic® Control System is the TYMCO multiplex electronics platform that delivers reduced wiring and advanced diagnostics.

In-cab controls are center mounted and illuminated for ease of operation from either driving position. Switches integrate multi-color LEDs giving operators instant feedback on sweeper functions.

*The high resolution color display delivers **on-board diagnostics** for the TYMCO BlueLogic® Control System and the auxiliary engine's ECU (Engine Control Unit). Service reminders are displayed for the auxiliary engine and hydraulic system - fluids and filters are also included.*

Additional Sweeper Options

- High Output Water Dust Control System
- Hi/Low Pressure Washdown System
- Catch Basin Cleaning Package
- Auto Sweep Interrupt
- Hopper Drain System

Airport Options

- Lateral Air Flow System
- Glycol Recovery System
- Light, Standard and Heavy Duty Magnets

Special options are available for your individual requirements. Contact your local dealer or TYMCO.

Chassis Features

- Dual Steering with Tilt and Dual Instrumentation Panels
- Excellent Visibility, Maneuverability and Accessibility
- Dual Adjustable High Back Air Suspension Seats
- Remote Controlled Heated Power Mirrors

Multiple Chassis Options

International®

Freightliner®

Autocar® Cabover

Peterbilt® Cabover

Autocar® CNG *(Compressed Natural Gas)*

Freightliner® CNG *(Compressed Natural Gas)*

Sweeper photographs may contain optional equipment. Sweeper chassis models and options may change without notice. Consult your dealer or the factory.

Environmental Equipment and Services, Inc.
27365 Zachary Avenue • Elko, MN 55020
Office 952-461-3650 • email@environmentalequipment.com

January 6, 2026

Mike Dressel, Assistant Public Services Director
City of Waconia
310 10th Street East
Waconia, Minnesota 55387

Dear Mike,

Thank you for the opportunity to quote a new TYMCO 600 on a Freightliner M2 Plus Chassis (left steer only). The Minnesota State contract number is S-843(5), #265380.

Base Price:	$313,350.00
Air Dryer Brakes	Standard
LED Light Bar	$1,950.00
Arrow Board LED	$1,450.00
Sweeper Deluge System	$1,450.00
Hopper Drain System	$650.00
High Output Water System	$865.00
Water Level Guage	$700.00
COMDEX – Extra Water, 110 Gallons	$4,950.00
2 Cameras, Color Monitor	$2,650.00
Air Horn	$550.00
Linear Actuator w/ Guage – Pressure Bleeder	$550.00
Electric Heated West Coast Mirrors	Standard
12" Parabolic Mirrors	Standard
High Back Air Ride Seats	Standard
AM / FM / Aux. Input / Blue Tooth Radio	Standard
Dump Switch in Cab	$300.00
Abrasion Protection Package	$1,100.00
Automatic Sweep Assist (ASA)	$2,750.00
Auxiliary Hand Hose	$2,750.00
Auxiliary Hydraulic System	$1,700.00
Curb View Camera System	$8,000.00
Removable Front Curtain Set	$350.00
Pick-up Head Curtain Lifter	$1,700.00
Skid Bumper Extension Set	$350.00
GPS Sweeping Status Kit	$450.00
Gutter Broom Tilt Adjuster Each (L & R)	$1,800.00
Stainless Steel Hopper	$27,500.00
Stainless Steel Blower Housing	$2,500.00
Auxiliary Engine Remote Oil Sight Guage	$850.00
Left & Right Inspection Door (No Steps Needed)	Standard
Battery Disconnect Switch	$500.00
Spring Factory Training for up to 4 People in Waco, TX	Standard
Price:	$381,715.00 (plus tax and titling)

The City of Waconia is responsible for 6.875% motor vehicle sales tax and titling fees. Thank you for your interest.

Sincerely,

Alan Walford

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 20, 2026
Item Name:	8.8. Fire Alarm Panel Upgrades
Originating Dept:	Administration
Presented By:	Jackie Schulze
Previous Council Action:	None
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-027 Authorizing the City to Complete Fire Alarm Panel Upgrades

EXPLANATION OF AGENDA ITEM:

Several City facilities are currently operating with obsolete fire alarm control panels, including panels at Public Services, the Water Treatment Plant, the Water Tower, and the Old Public Services Facility. These panels are no longer supported by the manufacturer, creating long-term reliability, maintenance, and compliance concerns.

To address this issue, staff requested a proposal from Johnson Controls Fire Protection, the City's current fire alarm panel service contractor, to replace the obsolete panels with modern, supported equipment.

Project Scope

Johnson Controls proposes replacing the existing 4010, 4001, and 4008 fire alarm panels with new 4007ES Hybrid Fire Alarm Control Panels at the following locations:

- Public Works Facility
- Water Treatment Plant
- Water Tower
- Old Public Services Facility

The 4007ES Hybrid panels are backward compatible, allowing the City to reuse existing fire alarm field devices. This significantly reduces overall project cost while still modernizing the core system.

The proposal includes:

- New fire alarm control panels and required components
- System programming
- Final testing by a factory-trained technician
- Permits, fees, and bonds

The purchase of the Fire Alarm Panels was identified in the 2026 - 2035 Capital Improvement Plan as a 2026 project and has a budgeted amount of $38,000. The quote received from Johnson Controls is for $38,540.12. The additional $540.12 would be split evenly between water and PIR cash.

ATTACHMENTS:

1. Resolution No. 2026-027 Fire Alarm Panel Upgrades

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. 2026-027

RESOLUTION AUTHORIZING
FIRE ALARM PANEL UPGRADES WITH
JOHNSON CONTROLS FIRE PROTECTION

WHEREAS, several City facilities are currently operating with obsolete fire alarm control panels, including panels at the Public Services Facility, Water Treatment Plant, Water Tower, and the Old Public Services Facility; and

WHEREAS, these fire alarm panels are no longer supported by the manufacturer, creating long-term reliability, maintenance, and compliance concerns; and

WHEREAS, staff requested a proposal from Johnson Controls Fire Protection, the City's current fire alarm panel service contractor, to replace the obsolete panels with modern, supported equipment; and

WHEREAS, Johnson Controls has proposed replacing the existing 4010, 4001, and 4008 fire alarm panels with 4007ES Hybrid Fire Alarm Control Panels, which are backward compatible and allow for reuse of existing fire alarm field devices, thereby reducing overall project costs; and

WHEREAS, the Fire Alarm Panel replacement purchase was identified in the 2026–2035 Capital Improvement Plan as a 2026 project with a budgeted amount of $38,000; and

WHEREAS, the quote received from Johnson Controls Fire Protection is in the amount of $38,540.12, exceeding the budgeted amount by $540.12, which staff proposes to split evenly between the Water Fund and PIR Cash;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waconia that the City Council approves contract with Johnson Controls for the Fire Alarm Panel Replacement.

Adopted by the City Council of the City of Waconia this 20th day of January 2026.

_____
Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator/Clerk

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 20, 2026
Item Name:	8.9. Accept Proceeds from Minnesota Department of Health for Source Water Protection Plan Grant
Originating Dept:	Finance
Presented By:	Nicole Meyer
Previous Council Action:	Resolution No. 2025-292 Authorize Minnesota Department of Health Source Water Protection Plan Grant Application - Dated: December 22, 2025
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-028 Accepting Proceeds from Minnesota Department of Health for Source Water Protection Plan Grant

EXPLANATION OF AGENDA ITEM:

Late last year, staff applied for the Minnesota Department of Health source water protection grant to offset the cost of exploratory digging costs to search for wells in the City's DWISMA area. Staff were notified in December that our grant application was accepted. A grant agreement was completed, and the City was requested to submit proper documentation for costs associated with the work prior to fiscal year-end 2025.

Staff is requesting acceptance of the grant funds and memorializing the final costs for the grant reimbursement submission. The total cost of the work completed with the contractor was $1,350. The total amount reimbursed as part of the grant was $1,350. The expense and off-setting grant proceeds will be recognized in the Water Utility fund (601) as of December 31, 2025.

ATTACHMENTS:

1. Resolution No. 2026-028 Water Protection Plan Grant

FINANCIAL IMPLICATIONS:	**ADVISORY BOARD RECOMMENDATIONS:**
Funding Sources & Uses: Water Utility Fund (601)	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
X Non-Budgeted	Other:
_____ Amendment Required	

CITY OF WACONIA
RESOLUTION NO. 2026-028

RESOLUTION ACCEPTING PROCEEDS FROM MINNESOTA DEPARTMENT OF HEALTH FOR SOURCE WATER PROTECTION PLAN GRANT

WHEREAS, City staff applied for the Minnesota Department of Health for the Source Water Protection Plan grant for reimbursement of exploratory digging cost for a well in the City's DWISMA area; and

WHEREAS, City staff were notified in December that the City was awarded the grant which covered 100% of the costs of the project; and

WHEREAS, once notified of the grant application's approval and receipt of the grant agreement, staff completed the work with a contractor; and

WHEREAS, the total cost of the project is $1,350; and

WHEREAS, the total to be reimbursed for the grant is $1,350.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Waconia hereby graciously accepts the grant proceeds of $1,350 for the Source Water Protection Plan grant from the Minnesota Department of Health and acknowledges funds will be recorded in the City's Water Utility Fund (601) as of December 31, 2025.

Adopted by the City Council of Waconia, Minnesota this 20th day of January 2026.

_____
Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 20, 2026
Item Name:	8.10. Waconia Paid Family Medical Leave Policy
Originating Dept:	Administration
Presented By:	Jackie Schulze
Previous Council Action:	
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-029 Paid Family and Medical Leave Policy

EXPLANATION OF AGENDA ITEM:

Background
During the 2023–2024 legislative sessions, the State of Minnesota enacted the Minnesota Paid Leave law, which requires employers to provide paid family and medical leave benefits beginning in 2026. Local governments are required to comply with this law and must either participate in the state program or adopt a state-approved equivalent plan administered through a private carrier.

Policy Summary
The proposed Minnesota Paid Leave policy establishes the City of Waconia's compliance framework for this mandatory program. The City has elected to participate through a private carrier plan that has been reviewed and approved by the State of Minnesota as equivalent to the state program.

The policy outlines:

- Employee eligibility and benefit determinations, which are governed by state law and administered by the Minnesota Department of Employment and Economic Development (DEED) or the City's approved private carrier.
- Available leave types, including medical leave and family leave, with a combined maximum of 20 weeks per benefit year as required by statute.
- Funding requirements, including premium contributions that are split evenly between the City and employees, as mandated by law.
- Coordination with existing leave benefits and applicable state and federal laws, including FMLA.
- Continuation of health insurance coverage during leave, reinstatement rights following leave, and non-retaliation protections.

Fiscal Impact
The City is required by law to contribute 50 percent of the Minnesota Paid Leave premium, with the remaining 50 percent paid by employees through payroll deductions. Premium costs were included as part of the 2026 budget, as discussed during budget conversations during the fall of

2025.

Council Action Requested
Adopt the Minnesota Paid Leave policy as presented. The general framework of the policy was provided by the League of Minnesota Cities and updated to reflect Waconia's private plan with Mutual of Omaha. Adoption is required to ensure the City's compliance with state law and to formalize administration of the program.

ATTACHMENTS:
1. Resolution No 2026-029 Paid Leave Policy
2. MNPL Policy

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

CITY OF WACONIA
RESOLUTION NO. 2026 - 029

RESOLUTION ADOPTING
CITY OF WACONIA MINNESOTA
PAID FAMILY AND MEDICAL
LEAVE POLICY

WHEREAS, during the 2023–2024 legislative sessions, the State of Minnesota enacted the Minnesota Paid Leave law, which requires employers to provide paid family and medical leave benefits to eligible employees beginning in 2026; and

WHEREAS, the Minnesota Paid Leave law applies to local units of government, including the City of Waconia, and requires employers to either participate in the state-administered program or adopt a state-approved equivalent plan through a private carrier; and

WHEREAS, the City of Waconia has elected to implement a Minnesota Paid Leave program through Mutual of Omaha at no additional cost, and such plan has been reviewed and approved by the State of Minnesota as equivalent to the state program; and

WHEREAS, the Minnesota Paid Leave Policy establishes eligibility, benefit administration, funding requirements, coordination with other applicable leave laws, continuation of benefits, reinstatement rights, and non-retaliation protections in accordance with state law; and

WHEREAS, adoption of the Minnesota Paid Leave Policy is necessary to ensure the City's compliance with state law and to provide clear guidance to employees regarding paid leave benefits;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waconia that the City Council adopts the City of Waconia Paid Leave Policy.

Adopted by the City Council of the City of Waconia this 20th day of January 2026.

_____
Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator/Clerk

Minnesota Paid Leave –
City of Waconia Policy

Overview
The city provides time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. The City of Waconia may elect to use a private carrier to administer its paid leave program. Waconia's plan through a private carrier has received State of Minnesota approval as equivalent to the MNPL plan. Paid leave benefits are funded through premium contributions payable to either the State or the private carrier. The premium cost will be split between the city and employees as follows: The city will pay 50% of the required premium and employees will pay 50% of the premium cost through payroll deductions starting the first paycheck in January.

Eligibility
Eligibility determinations for MNPL benefits are made by the State of Minnesota. Generally, to be eligible for MNPL, you must:

- Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.
- Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by under Minnesota law at the time of your requested leave.

Benefit Amount
An employee's weekly MNPL benefits are calculated and determined by the Minnesota Department of Employment and Economic Development (DEED).

Leave Entitlement and Usage
Leave may be approved for the following conditions in a benefit year:

- Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
    - Bond with a child through birth, adoption, or foster placement.
    - Care for a family member with a serious health condition.
    - Support a military family member called to active duty.
    - Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking.

An employee can take both types of leave in the same year, but cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition. The benefit year starts the first day you take Paid Leave.

MNPL Intermittent Leave
Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

a. Eligibility – In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of

accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

b. Notice – In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to the Assistant City Administrator of the need for intermittent leave before applying for MNPL benefits through Mutual of Omaha. As part of the notice, employees must provide the city with the following: 1) proposed intermittent leave schedule; and 2) a completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.
c. Consistent with other forms of leave provided by the city, employees may take intermittent leave in increments of at least four hours. If eligible for intermittent leave, the city allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

Definitions

- Family member includes:
    - Spouse or partner
    - Child (including biological, adopted, step, or foster children, or a child you raise even if you are not legally related)
    - Parent or person who raised you
    - Sibling
    - Grandchild or grandparent
    - In-laws (including son, daughter, father, or mother)
    - Anyone close to you who depends on you like family, even if not related by blood
- A serious health condition means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

Notice

Prior to starting a claim for paid leave, employees should reach out to the Assistant City Administrator, the Assistant Finance Director, and your supervisor to notify your intention to take leave. If the need is foreseeable, we ask that you provide at least two-weeks notice prior to taking leave. If the leave is not foreseeable you will still be able to take leave under MNPL and we ask that you provide as much notice as possible.

How to Apply for Paid Leave

After your leave has been discussed you may apply for MNPL though the online portal with Mutual of Omaha. It is the employee's responsibility to include any necessary medical documentation requested by Mutual of Omaha. The City will fill out any necessary employer certifications but is not responsible for approving or denying claims.

Interaction with Other Laws and Benefits
MNPL will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law which may include: Family and Medical Leave Act (FMLA), Bereavement Leave, Parental Leave, etc.

Supplementing MNPL Benefits with Accrued Paid Leave
If you are receiving MNPL benefits, the city allows you to supplement, or "top off," your MNPL benefits with any accrued but unused paid leave. If you choose to supplement your MNPL benefits in this way, the combined weekly sum of MNPL benefits, Parental Leave (if applicable), Bereavement Leave, and city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact the Assistant City Administrator and Assistant Finance Director.

If you choose to supplement the unpaid hours with accrued but unused paid leave, an employee will receive prorated PTO and holiday pay based on the hours of accrued paid leave they are using.

Taxes and PERA
The City will follow all tax and W2/tax document requirements as outlined by law related to an employee's paid leave.

The City will follow all applicable PERA laws pertaining to Minnesota Paid Leave.

Maintaining Health Coverage During Leave
Unless the employee revokes coverage while on MNPL, the city will continue to provide group health insurance coverage for an employee on MNPL under the same conditions as the coverage was provided before the employee took leave. The employee must continue to make timely payments of their share of the premiums for such coverage and will be given options prior to leave for how they'd like to handle premium deductions. If the employee is not using paid time off to cover part or all of the leave, they will be responsible for remitting their portion of health premiums either via check or once returned to the City via payroll deduction.

Group health insurance may be cancelled if an employee's premium payment is 30 days late following their return to the City. Before terminating coverage, the city will provide written notice to the employee at least 15 days before the coverage is terminated listing the final date payment is due (30 days past the due date) to avoid cancellation and the date coverage will end if payment is not received.

An employee's share of premium payments for their group health insurance coverage may, at the employee's option, be:

1. prepaid at or before the start of the leave in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions;
2. if electing to supplement MNPL benefits with accrued PTO or compensatory time, your premiums may be deducted by each paycheck;

3. arranged to write a check every month for the duration that the employee may be out;
4. pay all premiums upon returning to work.

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

Reinstatement
Upon return from covered MNPL, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as you have worked for the city for a minimum of 90 calendar days.

Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), the city may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

Retaliation
The city will not interfere or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 20, 2026
Item Name:	8.11. Approve Probationary Firefighters to Active Status
Originating Dept:	Fire
Presented By:	Justin Sorensen
Previous Council Action:	None
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No 2026-030 Approving Probationary Firefighters to Active Status

EXPLANATION OF AGENDA ITEM:

Several Firefighters have completed their probationary periods and have completed the requirements to be moved to active status. Their time on probation ranges from several months to a couple of years, depending on how long it took them to complete their training and certifications. Some come with experience on previous departments where they did most of their training and certifications. Their hard work and dedication to the department has earned them the honor of being placed on Active Status and becoming permanent members of our department. We are confident that all of these candidates will complement our organization and become excellent firefighters. We will be doing a badge pinning and swearing-in ceremony this evening as well to complete the process. The following firefighters will be moving to active status with the approval of this resolution:

- Michael Coughlin
- Luke Meier
- Adam Vaderbeek
- Jackson Rauchwarter
- Simon Malinkski

ATTACHMENTS:

1. Resolution No. 2026-030 Activate Firefighters

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. 2026-030
APPROVING ACTIVE FIREFIGHTER STATUS

WHEREAS, the City of Waconia hired several firefighters as probationary firefighters over the past couple of years; and

WHEREAS, all of the firefighters have completed the conditions of probation and certifications as well as the requirements of the Waconia Fire Department in order to become active members; and

WHEREAS, they are now eligible to move off of probationary status; and

WHEREAS, all members are in good standing with the department; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby approves the following active firefighters with the Waconia Fire Department

Michael Coughlin	Jackson Rauchwarter
Luke Meier	Simon Malinski
Adam Vanderbeek	

Adopted by the City Council of the City of Waconia this 20th day of January 2026.

_____

Tim Litfin, Mayor Attest:

_____

Jackie Schulze, Assistant City Administrator

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 20, 2026
Item Name:	8.12. Special Event Permit - The Frunge
Originating Dept:	Administration
Presented By:	Shane Fineran
Previous Council Action:	None
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-031 Approving Special Event Permit — The Frunge

EXPLANATION OF AGENDA ITEM:

Healing Hearts Connection has submitted a Special Event Permit application for its annual Fringe event, to be held on March 7, 2026. Event organizers estimate attendance of approximately 100 participants and spectators. The cold-water plunge is proposed to occur on the ice adjacent to Lola's Lakehouse.

ATTACHMENTS:

1. Resolution No. 2026-031 Special Event Permit The Frunge
2. Special Event 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. 2026-031

RESOLUTION APPROVING SPECIAL EVENT PERMIT AND TEMPORARY NOISE PERMIT FOR THE FRUNGE EVENT SPONSORED BY HEALING HEART CONNECTION

WHEREAS, The City has received a permit application for a special event to occur on municipal streets submitted by Healing Hearts Connections; and

WHEREAS, The Frunge event will occur on March 7, 2026, at Lola's Lakehouse, 318 Lake Street East from 9:30 a.m. to 1:00 p.m. with amplified sound utilized for music and announcements that exceed the City's noise restrictions: and

WHEREAS, amplified sound will be utilized outdoors during the event; and

WHEREAS, the applicant shall furnish the City of Waconia with a certificate of insurance naming the City as an additional insured with the limits consistent with the Special Events Policy at least two weeks prior to the event: and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the Special Event Permit and Noise Permit

Adopted by the City Council of the City of Waconia this 20th day of January 2026.

_____
Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

#02

SPECIAL EVENT PERMIT APPLICATION

A special event includes an event held in the city in which one of the following occurs:

a) Amplified sound is to be used
b) A street, sidewalk or other public right of way or place is closed for the benefit of the event attendees
c) A temporary alcoholic beverage license is required or an existing on-sale alcoholic beverage license is carried to the event location as part of a community festival
d) The event will adversely impact a considerable number of members of the public

Most outdoor events and activities within the City of Waconia require permits or approvals. All costs associated with the event are to be borne by the event sponsor. All applications must be approved by the City Council prior to issuance of a permit.

A Review Committee, made up of representatives from City and County departments, will review the application and make changes and/or recommendations to the event sponsor prior to application being forward to the City Council for a final decision.

TIMING FOR APPLICATION SUBMISSION

- Applications for special events need to be received by the City of Waconia at least 30 days prior to the event date, with submission 60 days in advance requested wherever possible.
- There is no guarantee an event application can be processed and approved in less than 30 days.
- For large scale events involving 1,000 participants or more application must be made 120 days in advance.

ADDITIONAL CONSIDERATIONS FOR EVENT ORGANIZERS

In the case of a race, walk, parade, or other event using City streets, a detailed layout of the route and arrangements for traffic control to be done by a certified vendor using the Manual of Uniform Traffic Control Devices standards will be required to be submitted with the application.

Any event to be held within Parks or shelter must contact City Hall. A special event permit is required for events/ activities exceeding 300 participants or any event/activity which extends beyond the immediate park boundaries. https://www.waconia.org/347/Facility-Use-Rental-Applications

All applications, are to be sent directly to City Hall. **Issued permits will NOT be eligible for refunds**.

Section 1. CHECKLIST OF REQUIRED INFORMATION

Select any of the following that apply to this event:

- [x] Amplified Sound to be used – COMPLETE SECTION 3 (B)
- [ ] Closure request for a street, sidewalk, or other public way or place as part of the event – COMPLETE SECTION 3 (C)
- [x] Alcohol service as part of the event – COMPLETE SECTION 3 (D) AND ANY ADDITIONAL LIQUOR LICENSES WITH THE CITY HALL'S OFFICE IF REQUIRED
- [x] Tents or other membrane structures to be erected as part of the event
- [ ] Fireworks Display as part of the event

Staff Initials	For your license application to be processed, you must submit the following to the City Halls's Office:
	☐ This application form, fully completed and signed by the applicant or an authorized officer or partner. ANSWER EVERY QUESTION, USING N/A IF NECESSARY ON ANY QUESTIONS. APPLICATIONS WITH BLANK QUESTIONS WILL BE RETURNED WITHOUT PROCESSING.
	☐ Detailed Site Plan for the event
	☐ Certificate of Insurance, if required
	☐ Traffic Control plan from an approved vendor for any street closures
	☐ Payment for required permit fee; Checks must be made payable to the City of Waconia •$100 for base Special Event Permit
	☐ Any required additional permit applications from other City departments

Section 2. REQUIRED LICENSE INFORMATION – complete every question

A. Information about who is completing and submitting this application

1. First Name	2. Last Name
Mariah	Kroschel

3. Primary Telephone Number	4. Type of Phone:	5. Alternate Phone Number	6. Type of Phone:
651-395-8177	■ Cell ☐ Business ☐ Home ☐ Other	N/A	☐ Cell ☐ Business ☐ Home ☐ Other

7. Email Address
mariah@healingheartsconnection.com

8. Please send official notices relating to this license to:	9. Role of person completing application:
☐ Mailing Address ■ Email ☐ Business Address	☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ■ Other Operation Systems M

B. Information about primary point of contact for this license during licensed activity (if different than above) THIS PERSON MUST BE ON SITE DURING THE EVENT

10. First Name	11. Last Name
Jessica	Moujouros

12. Primary Telephone Number	13. Type of Phone:	14. Alternate Phone Number	15. Type of Phone:
773-807-3324	■ Cell ☐ Business ☐ Home ☐ Other	N/A	☐ Cell ☐ Business ☐ Home ☐ Other

16. Email Address	17. Role of primary contact:
jessica@healingheartsconnection.com	☐ Owner ☐ Officer ☐ Partner ☐ Manager ☐ Agent for the Owner ■ Other Executive Director

C. Mailing Address Information

18. Name of organization or individual to whom correspondence should be sent about this permit
Healing Hearts Connection

19. Email Address
mariah@healingheartsconnection.com

20. Mailing Address	21. City	22. State	23. Zip Code
PO Box 623	Moose Lake	MN	55767

24. Please send official notices relating to this license to: ☐ Mailing Address ■ Email

D. License Holder Information

Provide information about who this license will be issued to

25. Entity license will be issued to
Healing Hearts Connection.com

26. Business Federal Tax ID Number/Tax Exempt Number	27. Business State Tax ID Number
41-1998855	41-1998855

28. Business Address	29. City	30. State	31. Zip Code
20000 176th St NW	Big Lake	MN 5530	55309

Section 3. Event Information – *attach additional sheets as needed for any questions*

A. Event Basics

32. Name of Event
The Frunge

33. Date(s) of Event
complete separate applications for a series of events held at separate times
March 7, 2026

34. Time of Event	35. Set up start time and clean up finish time
Check-in 9:30am	Set up: 3/6/26 10am. Finish: 3/7/26 1pm

36. Location of Event –Street Address	37. City	38. State	39. Zip Code
318 E Lake Street	Waconia	MN	55387

40. Description of area to be used at the event location for activities (Attach additional sheets as needed)
****A detailed diagram of the site plan is also required to be submitted*

Winter outdoor plunge event

41. Is your event in a City park?

☐ Yes ☑ No

If yes, you must schedule use of the park with City Hall as well. Call: 952-442-2615

42. Is your event outdoors?

☑ Yes ☐ No

43. Estimated Number of Attendees-	44. Are tickets being sold?
100	☐ Yes ☑ No
45. What is the admission charge, if any	46. Purpose of event proceeds (if applicable)
N/A	Charity fundraiser

47. Describe how attendance will be monitored and limited if necessary

Limited number of registrations sold

48. Describe any entertainment being provided

None

49. Describe food and beverage plans for the event, including who will be providing any food or beverages and what other licenses or permits will be obtained from any jurisdiction for this service.

Food and beverage sold independently by Lola's Lakehouse

50. Describe how any emergencies or medical needs occurring during the event will be met

Waconia fire department on site in case of emergency

Sanitation and garbage disposal is the responsibility of the event sponsor. Staff will review this information for adequacy based on planned attendance.

51. Will you be providing additional trash receptacles?

☐ Yes

Company providing this service:

Number of receptacles:

What is the plan for picking these receptacles up following the event?

☑ No

Explain how trash will be managed as part of the event:

Trash will be hauled away in personal trailer

52. Will you be providing toilets and wash stations?

☐ Yes

Company providing this service:

Number of toilets: Number of wash stations:

What is the plan for picking these items up following the event?

☑ No

Explain how these needs will be met for event attendees:

Lola's Lakehouse facilities

B. Information about Amplified Sound

53. INDICATE WHICH OF THE FOLLOWING APPLIES TO THIS EVENT:

- ☐ Maximum allowable sound pressure level no more than 85 decibels measure at the property line or venue boundary.
- ■ Waive the maximum allowable sound pressure level and require the amplified sound to terminate no later than 10:30 PM
- ☐ There will be NO amplified sound at this event.

54. Describe the means and method proposed by you as the applicant to prevent noise from the event from unreasonably disturbing those persons who live or work in the vicinity of the event.

Main event is less than two hours outdoors, only amplified sound is a mega phone

C. Information about any public right of way closures

55. Are you requesting any kind of public right of way closure as part of this event?

- ☐ Yes, for a very limited duration less than 15 minutes
- ☐ Yes, for 15 minutes or longer – an obstruction permit through Public Services Department will be required
- ■ No – if no, please skip the remainder of this section and jump to subsection D

When a street is to be closed for over 15 minutes, a detour is to be established and signed to provide a designated route around the event. A detailed layout of the route and arrangements for traffic control must be done by a certified vendor using the Manual of Uniform Traffic Control Devices standards. Law Enforcement Officers must be utilized at all traffic controlled intersections. Public Services time for temporary traffic signal modifications, additional signage, or other City costs may be charged.

In addition all events with street closures must include an emergency plan detailing access for emergency vehicles. Road closures are not allowed for locations where there are no other access options for the businesses or residents

56. Attach a detailed diagram of any proposed closure, and explain here exactly what is pictured in the diagram and intended in terms of the closure

57. Are you proposing a street closure that will impact residential properties?

- ☐ Yes – if yes, you must notify all properties at least 7-days in advance of the event of the closure
- ☐ No

58. Are you proposing a street closure that will impact commercial properties?

- ☐ Yes
- ■ No

If yes, you must notify all businesses at least 14-days in advance of the closure.

D. Information about any alcohol as part of the event

59. Are you planning to serve alcoholic beverages as part of this event?

- ■ Yes – if yes, please answer the following questions
- ☐ No – if no, please skip the remainder of this section and jump to Section 4 of the application

60. Which of the following are you requesting as part of serving alcoholic beverages?

- ☐ Temporary Liquor License (requires a separate application)
- ☐ Designation of the special event as a Community Festival to allow on-sale licensee(s) to provide service
- ■ Service by licensed on-sale licensee(s) on Municipal Facilities
- ☐ Use of licensed caterer(s) who will be providing alcohol service incidental to the service of food
- ☐ Other

If you indicated other, please explain how alcoholic beverages will be provided as part of this event, by whom, and under what authority

Patrons will purchase beverages from Lola's Lakehouse

61. If you intend to apply for a temporary liquor license, is the same entity applying for the liquor license as the special event permit?

- ☐ Yes
- ■ No – Name of the organization/entity applying for a temporary liquor license also serving as an event sponsor:

N/A

Indicate what type of organization will be applying for the liquor license:

- ☐ Club
- ☐ Religious Organization
- ☐ Charitable Organization
- ☐ Non-Profit Organization
- ☐ Political Committee Registered Under Minn. Stat. Section 10A.14
- State University
- ☐ Brewer or Microdistillery

*If the organization is not one of the above, it is not eligible to apply for a temporary liquor license

If the organization is a club or a charitable, religious or non-profit organization, has it been in existence for at least 3 years?

- ☐ Yes
- ☐ No-the organization is not eligible for a temporary liquor license

Note: A temporary liquor application must be received by the City Hall's Office NO LATER 45 DAYS BEFORE THE EVENT. There is no ability to make any exceptions to this requirement.

62. Please list all on-sale licensees who will be providing liquor service as part of this event under this designation. Certificates of insurance specifically covering this event must also be provided for all vendors.

Lola's Lakehouse

63. If a licensed caterer will be used as part of the event, indicate the name and state license number of the caterer

N/A

64. List who will be carrying liquor liability insurance for this event

Lola's Lakehouse

65. Indicate the specific area(s) liquor will be dispensed and consumed, and what measures will be followed to ensure liquor is only dispensed to event attendees who are of legal age, and that no liquor leaves the authorized area

Liquor will be dispensed by Lola's Lakehouse, only indoors

66. Do you plan to hire off-duty officers to provide security during the event (required with alcohol service)?

- ☐ Yes
- ☑ No

Contact Carver County Sheriff's Office. 952-361-1231

67. Fireworks Display as Part of the event?

- ☐ Yes
- ☑ No

If you answered yes to the above, please contact the Fire Department at 952-442-2316 in order to request a Fireworks Display Permit

68.Tents or other membrane structures to be erected as part of the event?

- ■ Yes
- ☐ No

69. If you answered yes to question 68, please name the tent provider/company. Please also list the square footage and dimensions of your tent. If you do not have or need a tent provider please state so below.

Ultimate Events: Length - 49, Width - 20, Height - 8. Square Footage - 980

If your tent is over 400 square ft. Please contact the Planning Department for a temporary structure permit. 952-442-2184

Section 4. APPLICATION VERIFICATION AND ACCEPTANCE OF RESPONSIBILITY

Notice of Collection of Private Data

The information collected and required as part of a license application will be used to determine eligibility for a City of Waconia License or Permit. Disclosure of this information is voluntary. It is not legally required to provide requested data, however, failure to do so may mean the City of Waconia is unable to process this application.

Social Security Numbers and Birth Dates are classified as private data, and are not available to the public. Access to this data is limited to staff with a business need in order to determine license eligibility, and to administer and manage the licensing program.

Disclosure of a Minnesota Tax ID Number is required by Minnesota Statutes 270C.72, and this information may be requested by and released to the Minnesota Commissioner of Revenue.

All other information contained in this application is public information upon submission pursuant to the Government Data Practices Act, Minnesota Statutes Chapter 13. Individuals have the right to see and obtain copies of the data maintained on them, including private data, and also have the right to be told the contents and meaning of the data, and to contest the accuracy and completeness of the data.

A SIGNATURE VERIFYING THE OVERALL ACCURACY AND COMPLETENESS OF THIS APPLICATION BY THE OWNER, PARTNER, OR OFFICER OF THE ENTITY APPLYING IS REQUIRED IN ORDER TO PROCESS THIS LICENSE APPLICATION

I, (print name) Mariah Kroschel **, agree to strictly comply with all the laws of the State of Minnesota governing the taxation of business and all ordinances of the City of Waconia, and that I intend to comply with the special event policy as well as any conditions of approval that may be placed on the permit if granted. I understand I can review all City ordinances on the City website or in the City Hall's Office.**

I affirm I have no intention or agreement to transfer the permit being applied for to another person or entity, or to allow any other person or entity to operate under the authority of the permit. I understand that by submitting this application, I hereby consent to allow the appropriate City personnel, or any authorized representative or agents, to inspect the event premises for the purpose of ensuring compliance with the law and any permit conditions at any time the permit is active. I also understand that a denial of permission for such a lawful inspection of the premises is a violation of the permit provisions.

I hereby certify that I have read and understand every question in this application and that the answer to every question is true to my knowledge, information and belief. I further understand that the giving of false information as part of this application, regardless of when it is discovered, and/or failure to give required pertinent information can constitute cause for denial, suspension, or revocation of any permit issued.

Signature of Applicant _____ Date 1/8/26

Print Form

Temporary Structures Permit Application
Tents, Canopies, & Membrane Structures

Building Permit Routed to Metro West	Building Permit #

Date	March 7, 2026
Site Address	318 E Lake Street, Waconia, MN
PID #	

Noise Ordinance In Effect:
Monday – Friday:
Before 7:00 a.m. & after 10:00 p.m.
Saturdays/Holidays:
Before 9:00 a.m. & after 10:00 p.m.
Sundays:
Before 10:00 a.m. & after 10:00 p.m.

City of Waconia
201 South Vine Street
Waconia, MN 55387
Phone: 952-442-2184
Fax: 952-442-2135
www.waconia.org

Property Owner Information

Name	
Company	Lola's Lakehouse
Address	318 E Lake Street
City/State	Waconia, MN
Zip/Postal Code	55397
Phone	952-442-4954
Email	

Applicant Contact Information

Name	Mariah Kroschel
Company	Healing Hearts Connection
Address	PO Box 623
City/State	Moose Lake, MN
Zip/Postal Code	55767
Phone	651-395-8177
Email	mariah@healingheartsconnection.com

Permit Required: **A permit is required for the public use or the use in public places of tents and membrane structures having an area over 400 square feet, and canopies in excess of 600 square feet, or when heat sources, cooking equipment, spark/ember producing processes or open flame are contained within or near the tent, canopy, or structure.**

Number of Structures: 1

Material Type of Structure: Aluminum, **Is it flame resistant?** YES / NO

Type of Structure(s):

- ☑ **Tent**
- ☐ **Membrane Structure**
- ☐ **Canopy**

Dimensions/Size of Stucture(s):

Length: 49, **Width:** 20, **Height:** 8

Size of Structure(s) (in Sq. Ft.): 980

Structure Installation Date: 3/6/26 **Structure Removal Date:** 3/7/26

Applicant must attach a drawing with this application. Drawing must include the following information for review (additional information may be required):

1) Drawing of proposed structure with dimensions (length, width, height),
2) Explanation of material type of structure,
3) Location of all fire extinguishers,
4) Location of ingress (entrance) and egress (exit) of structure(s),

Please also include any other detailed notes applicable for the proposed structure that will be helpful for permit review purposes and as required by Waconia City Code Section 710, Subd. 10, A. subpart 5. City Code Section as referenced, is attached with this application for your review.

Final Inspection Required! The Applicant must schedule a final inspection with the Building Inspector and the City Fire Chief after the structure has been erected. Failure to do so may result in a fine.

- ✓ **Metro West Inspection Services (Building Inspector) 763-479-1720**
- ✓ **City of Waconia Fire Chief 952-442-2316**

Applicant Signature: [signature] Date: 1/8/26

Printed Name: Mariah Kroschel

Signature is of: ☐ Owner ☐ Architect ☐ Lic.Bldg.Contr. Other:

Office Use Only Below This Line

Inspector Approval		Date:		Time:	
City Approval		Date:		Time:	

Paid:	
Date:	
Receipt:	
By:	

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 20, 2026
Item Name:	9.1. New Officer and Firefighter Badge Pinning Swearing In Ceremony
Originating Dept:	Fire
Presented By:	Justin Sorensen
Previous Council Action:	None
Item Type:	Regular Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: None

EXPLANATION OF AGENDA ITEM:

The Department has one officer promotion and several newly hired firefighters to be sworn in and formally recognized. We respectfully request that the Mayor administer the oath of office. Following the oath, each individual will be pinned with their badge by a family member in recognition of their promotion or appointment as an active member of the Waconia Fire Department.

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:	January 20, 2026
Item Name:	9.2. Franchise Agreement & Fee Ordinance Updates
Originating Dept:	Finance
Presented By:	Nicole Meyer
Previous Council Action:	Public Information Meeting on Franchise Fees - Held: December 22, 2025
Item Type:	Regular Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve Ordinance No. 787 - An Ordinance Amending a Gas Energy Franchise Fee on Centerpoint Energy Minnesota Gas ("Centerpoint Energy") for Providing Gas Energy Service within the City of Waconia.
Adopt Resolution No. 2026-032 Approving Summary Publication of Ordinance No. 787.

Approve Ordinance No. 788 - An Ordinance Amending the Provisions of the Electric Utility Franchise for Northern States Power Company (AKA "Xcel Energy"), Waconia City Code Chapter 595 to Provide for a Franchise Fee.
Adopt Resolution No. 2026-033 Approving Summary Publication of Ordinance No. 788.

Approve Ordinance No. 789 - An Ordinance Implementing an Electric Energy Franchise Fee on Northern States Power Company ("Xcel Energy") for Providing Electric Energy Service within the City of Waconia.
Adopt Resolution No. 2026-034 Approving Summary Publication of Ordinance No. 789

Approve Ordinance No. 790 - An Ordinance Granting Minnesota Valley Electric Cooperative A Non-Exclusive Franchise for Electric Energy.
Adopt Resolution No. 2026-035 Approving Summary Publication of Ordinance No. 790

Approve Ordinance No. 791 - An Ordinance Implementing an Electric Energy Franchise Fee on Minnesota Valley Electric Cooperative for Providing Electric Energy Service within the City of Waconia.
Adopt Resolution No. 2026-036 Aproving Summary Publication of Ordinance No. 791.

EXPLANATION OF AGENDA ITEM:

City staff have been working the last several weeks with Centerpoint Energy, Xcel Energy, and Minnesota Valley Electric on franchise agreement and fee ordinance updates and have finalized the ordinances as attached. In these conversations, staff worked to outline the requirements set forward for collection of franchise fees with each utility company. We have outlined the fees as established and reviewed by the City Council along with the City Council's desire to outline in the fee ordinance what the franchise fee revenues will be used for (dedicated to pavement rehabilitation and playground replacement based on the City's capital improvement plan) and the votes needed to update fee ordinances with the utility companies (four-fifths majority vote).

Below is a summary of what each ordinance is about. Please note that each utility company will have a franchise agreement ordinance (Centerpoint & Xcel Engery already have one established) and a franchise fee ordinance which will outline the franchise fee and what it will be used for.

Ordinance No. 787 is an ordinance implementing a gas energy franchise fee on Centerpoint Energy Minnesota Gas for providing gas energy service within the City of Waconia. The City has a franchise fee agreement that was approved with Centerpoint Energy in 2002. Staff expects this ordinance (No. 597) may have some updates in the future that will not affect franchise fees ordinance set here for approval today.

Ordinance No. 788 is an ordinance amending the provisions of the electric utility franchise for Northern States Power Company (AKA "Xcel Energy"), Waconia City Code Chapter 595 to provide for a franchise fee. The City's current Chapter 595 of the City code needs to be updated with the attached language to outline that a franchise fee will be charged and will be outlined in a new chapter of the City's code - Chapter 596.

Ordinance No. 789 an ordinance implementing an electric energy franchise fee on Northern States Power Company ("Xcel Energy") for providing electric energy service within the City of Waconia. As mentioned above, the City has a current franchise agreement with Xcel Energy in the City's code in Chapter 595. The fee ordinance items will be in the City's code under a new chapter of City Code as Chapter 596.

Ordinance No. 790 an ordinance granting Minnesota Valley Electric Cooperative (MVEC) a non-exclusive franchise for electric energy establishes a franchise agreement with MVEC that is not currently in place with the City. This will be a new chapter of the City's code - Chapter 593.

Ordinance No. 791 an ordinance implementing an electric energy franchise fee on Minnesota Valley Electric Cooperative for providing electric energy service within the City of Waconia accompanies Chapter 593 (as listed above), a new Chapter of the City code that outlines the franchise fee that will be charged to MVEC.

At the time of publication of the packet, staff was still waiting for comments and a timeline from Minnesota Valley Electric on the proposed language. Because a new franchise agreement and ordinance establishing fees needs to be created for them, this process has taken a bit longer to finalize and City staff wants to ensure enough time for proper review and establishment. It is possible Ordinance No. 790 and 791 will be pulled from the agenda and considered on February 2, 2026 if City staff do not get comments back on the attached proposed language.

Centerpoint Engery and Northern States Power (Xcel Energy) have reviewed the proposed changes and have provided comments to City staff prior to publication of the packet.

With the approval of these ordinances, staff will work to publish the information and reach out to each utility company with the finalized agreements, fees, and information. Staff are looking forward to getting processes and procedures set up for receipt and reconciliation that will start

this summer.

ATTACHMENTS:

1. CenterPoint Energy Franchise Fee Ordinance 787 (Draft 1.14.25)
2. Resolution No. 2026-032 Summary Publication No. 787
3. Xcel Energy Franchise Ordinance AMENDMENT Waconia (CLEAN 1.20.26)
4. Resolution No. 2026-033 Summary Publication No. 788
5. Xcel Energy Franchise Fee Ordinance 789 (Draft 1.14.25)
6. Resolution No. 2026-034 Summary Publication No. 789
7. Minnesota Valley Electric Franchise Ordinance 790 (DRAFT 1.14.25)
8. Resolution No. 2026-035 Summary Publication No. 790
9. Minnesota Valley Franchise Fee Ordinance 791 (Draft 1.14.25)
10. Resolution No. 2026-036 Summary Publication No. 791

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

ORDINANCE NO. 787

CITY OF WACONIA, CARVER COUNTY, MINNESOTA

Motion by Councilmember _____

Second by Councilmember _____

AN ORDINANCE IMPLEMENTING A GAS ENERGY FRANCHISE FEE ON CENTERPOINT ENERGY MINNESOTA GAS ("CENTERPOINT ENERGY") FOR PROVIDING GAS ENERGY SERVICE WITHIN THE CITY OF WACONIA

The City Council of the City of Waconia, Minnesota, ordains the following, which shall be inserted into the Waconia City Code as Chapter 598:

CHAPTER 598

GAS FRANCHISE FEE

Section

598.01 Definitions

598.02 Purpose and Authority

598.03 Franchise Fee Statement and Schedule

598.04 Payment

598.05 Record Support for Payment

598.06 Payment Adjustments

598.07 Surcharge

598.08 Dispute Resolution

598.09 Effective Date of Franchise Fee

598.10 Relation to Franchise Agreement

598.11 Periodic Review

Gas Franchise Fee.

598.01 Definitions. For the purposes of this Ordinance, the following terms shall have the following meanings:

City. The City of Waconia, County of Carver, State of Minnesota.

Company. CenterPoint Energy Minnesota Gas ("CenterPoint Energy"), its successors and assigns.

Franchise Agreement. The franchise agreement between the City and the Company pursuant to City Ordinance Chapter 596 *et seq*. granting a franchise for gas service within the City of Waconia.

Franchise Fee. The fee as stated in Section 597.03 of this Ordinance.

Gas Energy. Both retail and wholesale natural, manufactured, or mixed gas.

Gross Revenues. All sums received by the Company from the sale or delivery of Gas Energy within the Franchise Area or the corporate limits of the City. By way of example and not limitation, this includes all Company riders, energy, demand, customer charges, metering fees, sales true-ups, rate adjustments, and interim rates. However, gross revenues excludes any Company surcharge to customers for the purpose of reimbursing the Company for the cost resulting from the franchise fee, extension charges, and customer services charges.

Notice. "Notice" means a writing served by any party or parties on any other party or parties. Notice to the Company shall be mailed to CenterPoint Energy, Minnesota Division Vice President, 505 Nicollet Mall, Minneapolis, Minnesota, 55402. Notice to the City shall be mailed to the City of Waconia, Attention City Administrator, 201 South Vine Street, Waconia, MN 55387.

598.02 Purpose and Authority. The Waconia City Council has determined that, pursuant to Minnesota Statutes § 216B.36 it is in the best interest of the City to impose a franchise fee on those public utility companies that provide natural gas and electric services within the City. Pursuant to the Franchise Agreement the City has the right to impose a franchise fee on the Company. The City reserves all rights under Minnesota Statutes §§ 216B.36 and 301B.01, or any other applicable law, to require a Franchise Fee at any time during the term of, and in consideration for, the electric franchise granted to the Company.

The Waconia City Council has determined that the franchise fees shall be solely dedicated for the purpose of funding pavement rehabilitation as identified in the adopted Capital Investment Plan as well as the playground replacement schedule as identified in the adopted Capital Investment Plan.

598.03 Franchise Fee Statement and Schedule. A franchise fee is hereby imposed on the Company at a rate shown in the following table, on a per meter basis, commencing with the billing period beginning on May 1, 2026.

Account Type	Monthly Fee per meter
Residential	$5.00
Commercial A	$10.00
Commercial B	$30.00
Commercial C	$60.00
SVDF A & B	$60.00
LVDF	$100.00

598.04 Payment. Franchise fees are to be collected by the Company, consistent with the Minnesota Public Utility Commission's March 23, 2011, Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970, and submitted to the City as follows:

January – March collections due by April 30
April – June collections due by July 31
July – September collections due by October 31
October – December collections due by January 31

598.05 Record Support for Payment. The Company shall make each payment when due and, if requested by the City, shall provide a statement summarizing how the franchise fee payment was determined, including information showing any adjustments to the total made to account for any non-collectible accounts, refunds or error corrections. The Company shall permit the City, and its representatives, access to the Company's records for the purpose of verifying such statements.

598.06 Payment Adjustments. Payment to the City will be adjusted where the Company is unable to collect the franchise fee. This includes non-collectible accounts.

598.07 Surcharge. The City recognizes that the Minnesota Public Utilities Commission may allow the Company to add a surcharge to customer rates of city residents to reimburse the Company for the cost of the fee, consistent with the Minnesota Public Utility Commission's March 23, 2011, Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970.

598.08 Dispute Resolution. Any dispute, including enforcement of a default regarding this Ordinance will be resolved in accordance with Subsection 2.5 of the Franchise Agreement.

598.09 Effective Date of Franchise Fee. The effective date of this Ordinance shall be after its publication and ninety (90) days or more after sending written notice enclosing a copy of this adopted Ordinance to the Company by certified mail. Collection of the fee shall commence on May 1, 2026.

598.10 Relation to Franchise Agreement. This ordinance is enacted in compliance with the Franchise Agreement and shall be interpreted as such. In the event of a conflict, to the greatest extent possible, both ordinances shall be fully enforced. Where a conflict cannot be reconciled so that both ordinances have effect, the provisions of this Ordinance shall prevail.

598.11 Periodic Review. The City Council shall review this ordinance from time to time in whatever manner the City then determines to be appropriate, including, but not limited to, review by the City Council in either a work session or a regular session. A change to the franchise fees identified in section 598.03 shall only be amended upon a four-fifths (4/5) majority vote of the City Council. Failure to review this ordinance shall not in any way invalidate or limit it.

Effective Date. This ordinance takes effect as provided herein.

PASSED AND ADOPTED BY THE CITY OF WACONIA CITY COUNCIL THIS _____ DAY OF _____, 2026.

_____
Tim Litfin, Mayor

ATTEST:

_____
Jackie Schulze, City Clerk

Published in the Sun Patriot newspaper the _____ day of _____, 2026.

CITY OF WACONIA
RESOLUTION NO. 2026-032

A RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO.787

WHEREAS, the City Council of the City of Waconia, Minnesota (the "City") adopted Ordinance No. 787 on January 20, 2026 (the "Ordinance"); and

WHEREAS, pursuant to Minnesota Statutes §412.191, the City may publish the title and a summary of an Ordinance instead of its full text if the summary informs the public of the intent and effect of the Ordinance and the summary is approved by a four-fifths vote of the City Council; and

WHEREAS, the City Council finds: i) the summary set forth below informs the public of the intent and effect of the Ordinance; and ii) the title and summary of the Ordinance should be published instead of the full text of the Ordinance;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waconia, Minnesota, as follows:

1. The above recitals and findings are incorporated as resolutions of the City Council.

2. The following official summary of Ordinance No. 787 is hereby approved:

   ORDINANCE NO. 787, an Ordinance Amending a Gas Energy Franchise Fee on Centerpoint Energy Minnesota Gas ("Centerpoint Energy") for Providing Gas Energy Service within the City of Waconia.

   The full text of the ordinance is available for public inspection during regular office hours at the office of the City Clerk, City Hall, 201 South Vine Street, Waconia, and will also be posted at City Hall. Further, any person may request the City to send the full text of the ordinance via standard or electronic mail by calling City Hall at (952) 442-2184.

3. The City Administrator shall submit the Ordinance title and summary to a qualified newspaper for publication using bold type no smaller than eight points in size.

Passed and adopted by the City Council of the City of Waconia this 20th day of January 2026.

_____
Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

ORDINANCE NO. 788

CITY OF WACONIA, CARVER COUNTY, MINNESOTA

Motion by Councilmember _____

Second by Councilmember _____

AN ORDINANCE AMENDING THE PROVISIONS OF THE ELECTRIC UTILITY FRANCHISE FOR NORTHERN STATES POWER COMPANY (AKA "Xcel Energy"), WACONIA CITY CODE CHAPTER 595, TO PROVIDE FOR A FRANCHISE FEE

The City Council of the City of Waconia, Minnesota, does hereby ordain that Waconia City Code Chapter 595 is hereby amended as follows:

Waconia City Code Chapter 595, Section 595.09 is deleted and replaced in its entirety to read as follows:

595. 09 Franchise Fee.

Subd. 1. Form. During the term of the franchise hereby granted, the City may charge the Company a franchise fee. The franchise fee will be collected on a flat per meter basis, or by some other method that is mutually acceptable to both City and Company for each retail customer within the corporate limits of the City. The amount of the fee collected may differ for each customer class. The City will use a formula that provides a stable and predictable amount of fees, without placing the Company at a competitive disadvantage. Such fee shall not exceed any amount that the Company may legally charge to its customers prior to payment to the City and be consistent with the Minnesota Public Utility Commission's March 23, 2011, Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970. If the Company claims that the City required fee formula is discriminatory or otherwise places the Company at a competitive disadvantage, the Company will provide a formula that will produce a substantially similar fee amount to the City. If the City and Company are unable to agree, the disagreement shall be subject to the Dispute Resolution provisions of this Franchise.

Subd. 2. Separate Ordinance. The franchise fee shall be imposed by separate ordinance duly adopted by the City Council. The effective date of the franchise fee ordinance shall be no less than 90 days after written Notice enclosing a copy of the duly adopted and approved ordinance has been served upon the Company by certified mail. The Company is not required to collect a franchise fee if the terms of the fee agreement are inconsistent with this franchise or state law, provided the Company notifies the City Council of the same within the 90-day period.

Subd. 3. Condition of Fee. The separate ordinance imposing the fee shall not be effective against the Company unless it lawfully imposes a fee of the same or substantially similar amount on the sale of energy within the City by any other Electric Energy supplier, provided that, as to such supplier, the City has the authority or contractual right to require a franchise fee or similar fee through an agreed upon franchise.

Subd. 4. Collection of Fee. The franchise fee shall be payable not less than quarterly during complete billing months of the period for which payment is to be made. The franchise fee formula may be changed from time-to-time; however, the change shall meet the same Notice and acceptance requirements and the fee may not be changed more often than annually. Such fee shall not exceed any amount that the Company may legally charge to its customers prior to payment to the City and be consistent with Minnesota Public Utility Commission's March 23, 2011, Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970. Such fee is subject to subsequent reductions to account for uncollectibles and customer refunds incurred by the Company. The Company shall not be responsible to pay the City fees that the Company is unable to collect under Commission rules or order. The Company agrees to make available for inspection by the City at reasonable times all records necessary to audit the Company's determination of the franchise fee payments.

Subd. 5. Continuation of Franchise Fee. If the City and Company are unable to agree on the terms of a new franchise by the time this Franchise Ordinance expires, this Franchise Ordinance will remain in effect until a new franchise is agreed upon, or until 90 days after the City or Company serves written notice to the other party of its intention to allow the franchise to expire, but in no event shall this Franchise Ordinance continue for more than one year after expiration of the term set forth in Section 595.02 subdivision 1.

Effective Date. This ordinance will be effective upon its passage and publication.

PASSED AND ADOPTED BY THE CITY OF WACONIA CITY COUNCIL THIS 20TH DAY OF JANUARY, 2026.

_____
Tim Litfin, Mayor

ATTEST:

_____
Jackie Schulze, Assistant City Administrator

Published in the Sun Patriot newspaper the _____ day of _____, 2026.

CITY OF WACONIA
RESOLUTION NO. 2026-033

A RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO.788

WHEREAS, the City Council of the City of Waconia, Minnesota (the "City") adopted Ordinance No. 787 on January 20, 2026 (the "Ordinance"); and

WHEREAS, pursuant to Minnesota Statutes §412.191, the City may publish the title and a summary of an Ordinance instead of its full text if the summary informs the public of the intent and effect of the Ordinance and the summary is approved by a four-fifths vote of the City Council; and

WHEREAS, the City Council finds: i) the summary set forth below informs the public of the intent and effect of the Ordinance; and ii) the title and summary of the Ordinance should be published instead of the full text of the Ordinance;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waconia, Minnesota, as follows:

1. The above recitals and findings are incorporated as resolutions of the City Council.

2. The following official summary of Ordinance No. 788 is hereby approved:

   ORDINANCE NO. 788, an Ordinance Amending the Provisions of the Electric Utility Franchise for Northern States Power Company (AKA "Xcel Energy"), Waconia City Code Chapter 595 to Provide for a Franchise Fee within the City of Waconia

   The full text of the ordinance is available for public inspection during regular office hours at the office of the City Clerk, City Hall, 201 South Vine Street, Waconia, and will also be posted at City Hall. Further, any person may request the City to send the full text of the ordinance via standard or electronic mail by calling City Hall at (952) 442-2184.

3. The City Administrator shall submit the Ordinance title and summary to a qualified newspaper for publication using bold type no smaller than eight points in size.

Passed and adopted by the City Council of the City of Waconia this 20th day of January 2026.

_____
Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

ORDINANCE NO. 789

CITY OF WACONIA, CARVER COUNTY, MINNESOTA

Motion by Councilmember _____

Second by Councilmember _____

AN ORDINANCE IMPLEMENTING AN ELECTRIC ENERGY FRANCHISE FEE ON NORTHERN STATES POWER COMPANY ("XCEL ENERGY") FOR PROVIDING ELECTRIC ENERGY SERVICE WITHIN THE CITY OF WACONIA

The City Council of the City of Waconia, Minnesota, ordains the following, which shall be inserted into the Waconia City Code as Chapter 596:

CHAPTER 596

ELECTRIC FRANCHISE FEE

Section

596.01 Definitions

596.02 Purpose and Authority

596.03 Franchise Fee Statement and Schedule

596.04 Payment

596.05 Record Support for Payment

596.06 Payment Adjustments

596.07 Surcharge

596.08 Dispute Resolution

596.09 Effective Date of Franchise Fee

596.10 Relation to Franchise Agreement

596.11 Periodic Review

Electric Franchise Fee.

596.01 Definitions. For the purposes of this Ordinance, the following terms shall have the following meanings:

City. The City of Waconia, County of Carver, State of Minnesota.

Company. Northern States Power Company, a Minnesota corporation, d/b/a Xcel Energy, its agents, successors, and assigns including all agents, successors, or assigns that own or operate any part or parts of the Electric Facilities subject to this Ordinance.

Franchise Agreement. The franchise agreement between the City and the Company pursuant to City Ordinance Chapter 596 *et seq*. granting a franchise for electric service within the City of Waconia.

Franchise Fee. The fee as stated in Section 597.03 of this Ordinance.

Electric Energy. Both retail and wholesale natural, manufactured, or mixed electric.

Gross Revenues. All sums received by the Company from the sale or delivery of Electric Energy within the Franchise Area or the corporate limits of the City. By way of example and not limitation, this includes all Company riders, energy, demand, customer charges, metering fees, sales true-ups, rate adjustments, and interim rates. However, gross revenues excludes any Company surcharge to customers for the purpose of reimbursing the Company for the cost resulting from the franchise fee, extension charges, and customer services charges.

Notice. "Notice" means a writing served by any party or parties on any other party or parties. Notice to the Company shall be mailed to Northern States Power Company, Attn: General Counsel 414 Nicollet Mall, Minneapolis, MN 55401. Notice to the City shall be mailed to the City of Waconia, Attention City Administrator, 201 South Vine Street, Waconia, MN 55387.

596.02 Purpose and Authority. The Waconia City Council has determined that, pursuant to Minnesota Statutes § 216B.36 it is in the best interest of the City to impose a franchise fee on those public utility companies that provide natural electric and electric services within the City. Pursuant to the Franchise Agreement the City has the right to impose a franchise fee on the Company. The City reserves all rights under Minnesota Statutes §§ 216B.36 and 301B.01, or any other applicable law, to require a Franchise Fee at any time during the term of, and in consideration for, the electric franchise granted to the Company.

The Waconia City Council has determined that the franchise fees shall be solely dedicated for the purpose of funding pavement rehabilitation as identified in the adopted Capital Investment Plan as well as the playground replacement schedule as identified in the adopted Capital Investment Plan.

596.03 Franchise Fee Statement and Schedule. A franchise fee is hereby imposed on the Company at a rate shown in the following table, on a per meter basis, commencing with the billing period immediately following the Effective Date.

Account Type	Monthly Fee*
Residential	$5.00
Small C&I, Non-Demand	$10.00
Small C&I, Demand	$30.00
Large C&I	$60.00

* This fee is an account-based fee on each premise and not a meter-based fee. In the event that an entity covered by this ordinance has more than one meter at a single premise, but only one account, only one fee shall be assessed to that account. If a premise has two or more meters being billed at different rates, the Company may have an account for each rate classification, which will result in more than one franchise fee assessment for electric service to that premise. If the Company combines the rate classifications into a single account, the franchise fee assessed to the account will be the largest franchise fee applicable to a single rate classification for energy delivered to that premise. In the event any entities covered by this ordinance have more than one premise, each premise (address) shall be subject to the appropriate fee. In the event a question arises as to the proper fee amount for any premise, the Company's manner of billing for energy used at all similar premises in the city will control.

596.04 Payment. Franchise fees are to be collected by the Company, consistent with the Minnesota Public Utility Commission's March 23, 2011, Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970, and submitted to the City as follows:

January – March collections due by April 30
April – June collections due by July 31
July – September collections due by October 31
October – December collections due by January 31

596.05 Record Support for Payment. The Company shall make each payment when due and, if requested by the City, shall provide a statement summarizing how the franchise fee payment was determined, including information showing any adjustments to the total made to account for any non-collectible accounts, refunds or error corrections. The Company shall permit the City, and its representatives, access to the Company's records for the purpose of verifying such statements.

596.06 Payment Adjustments. Payment to the City will be adjusted where the Company is unable to collect the franchise fee. This includes non-collectible accounts.

596.07 Surcharge. The City recognizes that the Minnesota Public Utilities Commission may allow the Company to add a surcharge to customer rates of city residents to reimburse the Company for the cost of the fee, consistent with the Minnesota Public Utility Commission's March 23, 2011, Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970.

596.08 Dispute Resolution. Any dispute, including enforcement of a default regarding this Ordinance will be resolved in accordance with 595.02 subd. 5 of the Franchise Agreement.

596.09 Effective Date of Franchise Fee. The effective date of this Ordinance shall be after its publication and ninety (90) days or more after sending written notice enclosing a copy of this adopted Ordinance to the Company by certified mail. Collection of the fee shall commence as provided above.

596.10 Relation to Franchise Agreement. This ordinance is enacted in compliance with the Franchise Agreement and shall be interpreted as such. In the event of a conflict, to the greatest extent possible, both ordinances shall be fully enforced. Where a conflict cannot be reconciled so that both ordinances have effect, the provisions of this Ordinance shall prevail.

596.11 Periodic Review. The City Council shall review this ordinance from time to time in whatever manner the City then determines to be appropriate, including, but not limited to, review by the City Council in either a work session or a regular session. A change to the franchise fees identified in section 598.03 shall only be amended upon a four-fifths (4/5) majority vote of the City Council. Failure to review this ordinance shall not in any way invalidate or limit it.

Effective Date. This ordinance takes effect as provided herein.

PASSED AND ADOPTED BY THE CITY OF WACONIA CITY COUNCIL THIS _____ DAY OF _____, 2026.

_____
Tim Litfin, Mayor

ATTEST:

_____
Jackie Schulze, City Clerk

Published in the Sun Patriot newspaper the _____ day of _____, 2026.

CITY OF WACONIA
RESOLUTION NO. 2026-034

A RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO.789

WHEREAS, the City Council of the City of Waconia, Minnesota (the "City") adopted Ordinance No. 787 on January 20, 2026 (the "Ordinance"); and

WHEREAS, pursuant to Minnesota Statutes §412.191, the City may publish the title and a summary of an Ordinance instead of its full text if the summary informs the public of the intent and effect of the Ordinance and the summary is approved by a four-fifths vote of the City Council; and

WHEREAS, the City Council finds: i) the summary set forth below informs the public of the intent and effect of the Ordinance; and ii) the title and summary of the Ordinance should be published instead of the full text of the Ordinance;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waconia, Minnesota, as follows:

1. The above recitals and findings are incorporated as resolutions of the City Council.

2. The following official summary of Ordinance No. 789 is hereby approved:

   ORDINANCE NO. 789, an Ordinance Implementing an Electric Energy Franchise Fee on Northern States Power Company ("Xcel Energy") for Providing Electric Energy Service within the City of Waconia.

   The full text of the ordinance is available for public inspection during regular office hours at the office of the City Clerk, City Hall, 201 South Vine Street, Waconia, and will also be posted at City Hall. Further, any person may request the City to send the full text of the ordinance via standard or electronic mail by calling City Hall at (952) 442-2184.

3. The City Administrator shall submit the Ordinance title and summary to a qualified newspaper for publication using bold type no smaller than eight points in size.

Passed and adopted by the City Council of the City of Waconia this 20th day of January 2026.

_____
Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

CITY OF WACONIA

ORDINANCE NO. 790

AN ORDINANCE GRANTING MINNESOTA VALLEY ELECTRIC COOPERATIVE A NONEXCLUSIVE FRANCHISE FOR ELECTRIC ENERGY

The City Council of the City of Waconia, Minnesota, ordains the following, which shall be inserted into the Waconia City Code as Chapter 593:

CHAPTER 593

ELECTRIC FRANCHISE

Section

593.01 Definitions

593.02 Adoption of Franchise

593.03 Location; Other Regulations

593.04 Relocations

593.05 Inspection

593.06 Revocation

593.07 Right to a Hearing

593.08 Application of Chapter to Other Requirements

593.09 Abandoned Facilities

593.10 Miscellaneous

593.11 Amendment Procedure

593.12 Effective Date

593.01 Definitions.

The following terms, as used in this Chapter, shall have the meanings stated in this section:

"City" means the City of Waconia, County of Carver, State of Minnesota.

"City Utility System" means facilities used for providing public utility service owned or operated by the City or agency thereof, including sewer, storm sewer, water service, street lighting and traffic signals, but excluding facilities for providing heating, lighting, or other forms of energy.

"Commission" means the Minnesota Public Utilities Commission, or any successor agency or agencies, including an agency of the federal government, which preempts all or part of the authority to regulate electric retail rates now vested in the Minnesota Public Utilities Commission.

"Company" means Minnesota Valley Electric Cooperative, its successors and assigns, including all successors or assigns that own or operate any part or parts of the Electric Facilities subject to this Franchise.

"Franchise" means this electric franchise ordinance.

"Electric Energy" includes both retail and wholesale electrical energy for light, heat, power and other purposes.

"Electric Facilities" means transmission and distribution towers, poles, lines, guys, anchors, conduits, fixtures, structures, and all equipment and appurtenances owned or operated by Company for the purpose of providing Electric Energy.

"Notice" means a writing served by any party or parties on any other party or parties. Notice to the Company shall be mailed to Minnesota Valley Electric Cooperative, ATTN: CEO, 125 Minnesota Valley Electric Drive, Jordan, MN 55352-9369. Notice to the City shall be mailed to City of Waconia, 201 South Vine Street, Waconia, MN 55387. Any party may change its respective address for the purpose of this Franchise by written Notice to the other parties.

"Public Ground" means land owned or otherwise controlled by the City for utility easements, park, trail, walkway, open space or other similar purposes, which is held for use in common by the public or for public benefit and is not a Public Way.

"Public Way" means any highway, street, alley or other public right-of-way within the City.

593.02 Adoption of Franchise.

Subd. 1. Grant of Franchise. The City hereby grants the Company, for a period of 10 years from the date this Franchise is passed and approved by the City, the right to transmit and furnish Electric Energy for public and private use within and through the Franchise Area and also the right to transport Electric Energy through the limits of the City, as its boundaries now exist or as they may be extended in the future, for use inside and outside of the City limits. For these purposes, the Company may construct, operate, repair, and maintain Electric Facilities in, on, over, under and across the Public Ways and Public Grounds, subject to the provisions of this Franchise. The Company may do

all reasonable things necessary or customary to accomplish these purposes, subject, however, to such reasonable regulations as may be imposed by the City pursuant to a public right-of-way ordinance or permit requirements adopted consistent with state law.

Subd. 2. Effective Date; Written Acceptance. This Franchise shall be in force and effect from and after the passage of this Franchise and publication as required by law and its acceptance by the Company. If the Company does not file a written acceptance with the City within 60 days after the date the City Council adopts this Franchise, or otherwise inform the City that the Company does not accept this Franchise, the City Council by resolution may revoke this Franchise or pursue any other legal or equitable remedy.

Subd. 3. Service and Electric Rates. The terms and conditions of service and the rates to be charged by the Company for Electric Energy in the City are subject to the exclusive jurisdiction of the Commission.

Subd. 4. Publication Expense. The Company shall pay the expense of publication of this Franchise.

Subd. 5. Dispute Resolution. If either party asserts that the other party is in default in the performance of any obligation hereunder, the complaining party shall notify the other party of the default and the desired remedy. The notification shall be written. Representatives of the parties must promptly meet and attempt in good faith to negotiate a resolution of the dispute. If the dispute is not resolved within 30 days of the written Notice, the parties may jointly select a mediator to facilitate further discussion. The parties will equally share the fees and expenses of this mediator. If a mediator is not used or if the parties are unable to resolve the dispute within 30 days after first meeting with the selected mediator, either party may commence an action in District Court to interpret and enforce this Franchise or for such other relief as may be permitted by law or equity.

Subd. 6. Continuation of Franchise. If the City and the Company are unable to agree on the terms of a new franchise by the time this Franchise expires, this Franchise will remain in effect until a new franchise is agreed upon, or until 90 days after the City or the Company serves written Notice to the other party of its intention to allow the franchise to expire. The Company shall continue to collect and remit to the City any franchise fee during any period of continuation of the Franchise under this subsection as though the Franchise had not expired

593.03 Location; Other Regulations.

Subd. 1. Location of Facilities. Electric Facilities shall be located, constructed, and maintained so as not to interfere with the safety and convenience of ordinary travel along and over Public Ways or Public Grounds and so as not to disrupt normal operation of any

City Utility System. Notwithstanding anything to the contrary herein, Electric Facilities may only be located on Public Grounds with the City's prior written approval, which may be granted or denied in the City's discretion. The location and relocation of Electric Facilities shall be subject to permits, if required, and reasonable regulations of the City consistent with authority granted the City to manage its Public Ways and Public Grounds under state law, to the extent not inconsistent with a specific term of this Franchise.

Subd. 2. Street Openings. The Company shall not open or disturb the surface of any Public Way or Public Ground for any purpose without first having obtained a permit from the City, if required by a separate ordinance, for which the City may impose a reasonable fee, Permit conditions imposed on the Company shall not be more burdensome than those imposed on other public-right-of-way users for similar facilities or work. The Company may, however, open and disturb the surface of any Public Way or Public Ground without a permit if (i) an emergency exists requiring the immediate repair of Electric Facilities and (ii) the Company gives telephone, email or similar Notice to the City before commencement of the emergency repair, if reasonably possible. Within two (2) business days after commencing the repair, the Company shall apply for any required permits and pay any required fees.

Subd. 3. Restoration. After undertaking any work requiring the opening of any Public Way or Public Ground, the Company shall restore the Public Ways or Public Grounds in accordance with Minnesota Rules, Part , 7819.1100 and applicable City ordinances and standards not prohibited by state law. The Company shall restore the Public Way or Public Ground to as good a condition as formerly existed and shall maintain the surface in good condition for six (6) months thereafter. All work shall be completed as promptly as weather permits, and if the Company shall not promptly perform and complete the work, remove all dirt, rubbish, equipment and material, and put the Public Way or Public Ground in the said condition, the City shall have, after demand to the Company to cure and the passage of a reasonable period of time following the demand, but not to exceed five (5) days, the right to make the restoration of the Public Ways or Public Grounds at the expense of the Company. The Company shall pay to the City the cost of such work done for or performed by the City. This remedy shall be in addition to any other remedy available to the City for non-compliance with this section. The Company shall not be required to post a construction, payment, or other bond unless state law requires a bond.

Subd. 4. Avoid Damage to Electric Facilities. The Company must take reasonable measures to prevent the Electric Facilities from causing damage to persons or property. The Company must take reasonable measures to protect the Electric Facilities from damage that could be inflicted on the Electric Facilities by persons, property, or the elements. The Company shall take protective measures when the City performs work near Electric Facilities if the City provides the Company with Notice of such work prior to its commencement.

Subd. 5. Notice of Improvements to Streets. The City will give the Company reasonable written Notice of plans for improvements to Public Ways and Public Grounds where the City has reason to believe that Electric Facilities may affect or be affected by the improvement. The Notice will contain: (i) the nature and character of the improvements, (ii) the Public Ways or Public Grounds upon which the improvements are to be made, (iii) the extent of the improvements, (iv) the time when the City will start the work, and (v) if more than one Public Way or Public Grounds is involved, the order in which the work is to proceed. The Notice will be given to the Company a sufficient length of time, considering seasonal working conditions, in advance of the actual commencement of the work to permit the Company to make any additions, alterations or repairs to its Electric Facilities the Company deems necessary.

Subd. 6. Mapping Information. If requested by the City, the Company must promptly provide complete and accurate mapping information for any of its Electric Facilities in accordance with the requirements of Minnesota Rules, Parts 7819.4000 and 7819.4100.

Subd. 6. Insurance. Company will maintain insurance and/or self-insure during the term of this franchise agreement. If requested by City, Company will provide, no more than once annually, a certificate of insurance and/or a letter of self-insurance.

593.04 Relocations.

Subd. 1. Relocation in Public Ways and Public Grounds. The Company shall comply with the provisions of Minnesota Rules, Part 7819.3100 and applicable City ordinances with respect to requests for the Company to relocate Electric Facilities located in either Public Ways or Public Grounds. The City may require the Company, at the Company's expense, to relocate or remove its Electric Facilities from a Public Way or Public Ground upon a finding by the City that the Electric Facilities have become or will become a substantial impairment to the existing or proposed public use of the Public Way or Public Ground.

Subd. 2. Projects with Federal Funding. Relocation, removal, or rearrangement of any the Company Electric Facilities made necessary because of the extension into or through the City of a federally aided highway project shall be governed by the provisions of Minnesota Statutes §§ 161.45 and 161.46.

Subd. 3. Relocation Timing, Delays. The Company shall commence any relocations required under this section within any project deadline set by the City Engineer for the Company's relocation subject to adjustment for adverse weather conditions that, in the City Engineer's sole discretion, necessitated the Company's delay. If the relocation is not completed before any project deadline set by the City Engineer or within 30 days of the City's notice to relocate, whichever is later, the Company shall pay $300 per additional day to the City to account for delays caused by the Company. The Company shall not pass the cost of this charge onto its customers by increasing rates

or charging additional fees. The Parties agree that the City's costs that could be incurred by the Company's delay in relocating facilities are difficult to estimate, that the charges set by this clause are a reasonable estimate of those damages, and are proportional to the harm to the City and to the public that would be caused if the Company fails to promptly relocate its facilities. The Company acknowledges that the City has the legislative prerogative to require such a charge, whether it is liquidated damages or a penalty, and waives any challenge to this requirement on a claim that it is a penalty and not liquidated damages.

593.05 Indemnification.

Subd. 1. Indemnity of City. The Company shall indemnify and hold the City harmless from any and all liability, on account of injury to persons or damage to property occasioned by the construction, maintenance, repair, inspection, the issuance of permits, or the operation of the Electric Facilities located in the Public Ways and Public Grounds. The City shall not be indemnified for losses or claims occasioned through the City's own negligence or willful misconduct, except for losses or claims arising out of or alleging the City's negligence as to the issuance of permits for, or inspection of, the Company's plans or work.

Subd. 2. Defense of City. In the event a suit is brought against the City under circumstances where this agreement to indemnify applies, the Company at its sole cost and expense shall defend the City in such suit if written Notice thereof is promptly given to the Company within a period wherein the Company is not prejudiced by lack of such Notice. If the Company is required to indemnify and defend, it will thereafter have control of such litigation, but the Company may not settle such litigation without the consent of the City, which consent shall not be unreasonably withheld. This section is not, as to third parties, a waiver of any defense or immunity otherwise available to the City. The Company, in defending any action on behalf of the City, shall be entitled to assert in any action every defense or immunity that the City could assert in its own behalf This Franchise agreement shall not be interpreted to constitute a waiver by the City of any of its defenses of immunity or limitations on liability under Minnesota Statutes, Chapter 466.

593.06 Tree Trimming.

Unless otherwise provided in any permit or other reasonable regulation required by the City under separate ordinance, the Company may trim all trees and shrubs in the Public Ways and Public Grounds of the City to the extent the Company finds it necessary to avoid interference with the proper construction, operation, repair, and maintenance of any Electric Facilities installed hereunder. The Company shall hold the City harmless from any liability arising from such activity.

593.07 Vacation of Public Ways and Public Grounds.

If Electric Facilities exist within a Public Way or Public Ground that the City desires to vacate, the City shall give the Company at least 14 days prior Notice of the proposed vacation. Regarding any vacation, the City and the Company shall comply with Minnesota Rules, Parts 7819.3100 and 7819.3200 and applicable ordinances consistent with state law.

593.08 Indemnification.

Subd. 1. Indemnity of City. The Company shall indemnify and hold the City and its elected officials, employees, contractors, and agents (the "Indemnified Parties") harmless from any and all liability, on account of injury to persons, or damage to property occasioned by the construction, maintenance, repair, inspection, issuance of permits, or operation of the Electric Facilities located in Public Ways and Public Grounds. The City shall not be indemnified for losses or claims occasioned through its own negligence or wrongful act or omission except for losses or claims arising out of or alleging City's negligence as to the issuance of permits for, or inspection of, the Company's plans or work.

Subd. 2. Defense of City. In the event a suit is brought against the City under circumstances where indemnification applies, the Company, at its sole cost and expense, shall defend the Indemnified Parties in such suit if Notice thereof is given to the Company within a period wherein the Company is not prejudiced by lack of such Notice. If the Company is required to indemnify and defend, it will thereafter have control of such litigation, but the Company may not settle such litigation without the consent of the Indemnified Parties, which consent shall not be unreasonably withheld. This subsection is not, as to third parties, a waiver of any defense or immunity otherwise available to the City. The Company, in defending any action on behalf of the Indemnified Parties, shall be entitled to assert in any action every defense or immunity that the Indemnified Parties could assert on their own behalf. In undertaking and directing any defense under this provision, Company shall not and may not waive any immunity or limitation of liability available to the City without authorization by a resolution of the City's City Council. This Ordinance shall not be interpreted to constitute a waiver by the City of any of its defenses of immunity or limitations on liability under Minnesota Statutes, Chapter 466.

593.09 Change in Form of Government.

Any change in the form of government of the City shall not affect the validity of this Franchise. Any governmental unit succeeding the City shall, without the consent of the Company, succeed to all of the rights and obligations of the City provided in this Franchise.

593.10 Franchise Fee.

Subd. 1. Form. During the term of the franchise hereby granted, the City may charge the Company a franchise fee. The franchise fee will be collected on a flat per meter basis, or by some other method that is mutually acceptable to both City and Company for

each retail customer within the corporate limits of the City. The amount of the fee collected may differ for each customer class. The City will use a formula that provides a stable and predictable amount of fees, without placing the Company at a competitive disadvantage. Such fee shall not exceed any amount that the Company may legally charge to its customers prior to payment to the City and be consistent with the Minnesota Public Utility Commission's March 23, 2011, Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970. If the Company claims that the City required fee formula is discriminatory or otherwise places the Company at a competitive disadvantage, the Company will provide a formula that will produce a substantially similar fee amount to the City. If the City and Company are unable to agree, the disagreement shall be subject to the Dispute Resolution provisions of this Franchise.

Subd. 2. Separate Ordinance. The franchise fee shall be imposed by separate ordinance duly adopted by the City Council. The effective date of the franchise fee ordinance shall be no less than 90 days after written Notice enclosing a copy of the duly adopted and approved ordinance has been served upon the Company by certified mail. The Company is not required to collect a franchise fee if the terms of the fee agreement are inconsistent with this franchise or state law, provided the Company notifies the City Council of the same within the 90-day period.

Subd. 3. Condition of Fee. The separate ordinance imposing the fee shall not be effective against the Company unless it lawfully imposes a fee of the same or substantially similar amount on the sale of energy within the City by any other Electric Energy supplier, provided that, as to such supplier, the City has the authority or contractual right to require a franchise fee or similar fee through an agreed upon franchise.

Subd. 4. Collection of Fee. The franchise fee shall be payable not less than quarterly during complete billing months of the period for which payment is to be made. The franchise fee formula may be changed from time-to-time; however, the change shall meet the same Notice and acceptance requirements and the fee may not be changed more often than annually. Such fee shall not exceed any amount that the Company may legally charge to its customers prior to payment to the City and be consistent with Minnesota Public Utility Commission's March 23, 2011, Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970. Such fee is subject to subsequent reductions to account for uncollectibles and customer refunds incurred by the Company. The Company shall not be responsible to pay the City fees that the Company is unable to collect under Commission rules or order. The Company agrees to make available for inspection by the City at reasonable times all records necessary to audit the Company's determination of the franchise fee payments.

Subd. 5. Continuation of Franchise Fee. If this Franchise expires and the City and the Company are unable to agree upon terms of a new franchise, the franchise fee, if any being

imposed by the City at the time this franchise expires, will remain in effect until a new franchise is agreed upon.

593.09 Abandoned Facilities.

The Company shall comply with Minnesota Statutes, Section 216D.01, et seq., and Minnesota Rules, Part 7819.3300 as they may be amended from time to time with respect to abandoned facilities located in a Public Way or a Public Ground. The Company shall maintain records describing the exact location of all abandoned and retired Electric Facilities within a Public Way or a Public Ground, produce such records at the City's request, and comply with the location requirements of Minnesota Statutes §216D.04 with respect to all Electric Facilities, including abandoned and retired Electric Facilities not located within a Public Ways or a Public Ground.

593.10. Miscellaneous.

Subd. 1. Severability. Every section, provision, or part of this Franchise is declared separate from every other section, provision, or part; and if any section, provision, or part shall be held invalid, it shall not affect any other section, provision, or part. Where a provision of any other the City ordinance is inconsistent with the provisions of this Franchise, the provisions of this Franchise shall prevail.

Subd. 2. Limitation on Applicability. This Franchise constitutes a franchise agreement between the City and the Company. No provisions herein shall in any way inure to the benefit of any third person (including the public at large) so as to constitute any such person as a third-party beneficiary of this Franchise or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person not a party hereto.

SECTION 11. AMENDMENT-PROCEDURE.

Either party may propose an amendment to this Franchise at any time. Further, the City Council may amend this Franchise at any time be passing an amendatory ordinance, which shall become effective upon the filing of the Company's written consent thereto with the City Clerk within 90 days after the effective date of the amendatory ordinance. Nothing in the above procedure waives any powers the City may have under law regarding franchises.

SECTION 12. EFFECTIVE DATE.

This ordinance is effective upon publication.

Passed and adopted by the City Council of the City of Waconia this _____ day of _____ 2026.

_____

Tim Litfin, Mayor

ATTEST: _____

Jackie Schulze, City Clerk

CITY OF WACONIA
RESOLUTION NO. 2026-035

A RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO.790

WHEREAS, the City Council of the City of Waconia, Minnesota (the "City") adopted Ordinance No. 787 on January 20, 2026 (the "Ordinance"); and

WHEREAS, pursuant to Minnesota Statutes §412.191, the City may publish the title and a summary of an Ordinance instead of its full text if the summary informs the public of the intent and effect of the Ordinance and the summary is approved by a four-fifths vote of the City Council; and

WHEREAS, the City Council finds: i) the summary set forth below informs the public of the intent and effect of the Ordinance; and ii) the title and summary of the Ordinance should be published instead of the full text of the Ordinance;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waconia, Minnesota, as follows:

1. The above recitals and findings are incorporated as resolutions of the City Council.

2. The following official summary of Ordinance No. 790 is hereby approved:

   ORDINANCE NO. 790, an Ordinance Granting Minnesota Valley Electric Cooperative a Non-Exclusive Franchise for Electric Energy.

   The full text of the ordinance is available for public inspection during regular office hours at the office of the City Clerk, City Hall, 201 South Vine Street, Waconia, and will also be posted at City Hall. Further, any person may request the City to send the full text of the ordinance via standard or electronic mail by calling City Hall at (952) 442-2184.

3. The City Administrator shall submit the Ordinance title and summary to a qualified newspaper for publication using bold type no smaller than eight points in size.

Passed and adopted by the City Council of the City of Waconia this 20th day of January 2026.

_____
Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

ORDINANCE NO. 791

CITY OF WACONIA, CARVER COUNTY, MINNESOTA

Motion by Councilmember _____

Second by Councilmember _____

AN ORDINANCE IMPLEMENTING AN ELECTRIC ENERGY FRANCHISE FEE ON ON MINNESOTA VALLEY ELECTRIC COOPERATIVE FOR PROVIDING ELECTRIC ENERGY SERVICE WITHIN THE CITY OF WACONIA

The City Council of the City of Waconia, Minnesota, ordains the following, which shall be inserted into the Waconia City Code as Chapter 594:

CHAPTER 594

ELECTRIC FRANCHISE FEE

Section

594.01	Definitions
594.02	Purpose and Authority
594.03	Franchise Fee Statement and Schedule
594.04	Payment
594.05	Record Support for Payment
594.06	Payment Adjustments
594.07	Surcharge
594.08	Dispute Resolution
594.09	Effective Date of Franchise Fee
594.10	Relation to Franchise Agreement
594.11	Periodic Review

Electric Franchise Fee.

594.01 Definitions. For the purposes of this Ordinance, the following terms shall have the following meanings:

City. The City of Waconia, County of Carver, State of Minnesota.

Company. Minnesota Valley Electric Cooperative, a Minnesota corporation, its agents, successors, and assigns including all agents, successors, or assigns that own or operate any part or parts of the Electric Facilities subject to this Ordinance.

Franchise Agreement. The franchise agreement between the City and the Company pursuant to City Ordinance Chapter 593 *et seq*. granting a franchise for electric service within the City of Waconia.

Franchise Fee. The fee as stated in Section 594.03 of this Ordinance.

Electric Energy. Both retail and wholesale natural, manufactured, or mixed electric.

Gross Revenues. All sums received by the Company from the sale or delivery of Electric Energy within the Franchise Area or the corporate limits of the City. By way of example and not limitation, this includes all Company riders, energy, demand, customer charges, metering fees, sales true-ups, rate adjustments, and interim rates. However, gross revenues excludes any Company surcharge to customers for the purpose of reimbursing the Company for the cost resulting from the franchise fee, extension charges, and customer services charges.

Notice. "Notice" means a writing given by any party on any other party. Notice to the Company shall be mailed to Minnesota Valley Electric Cooperative, ATTN: CEO, 125 Minnesota Valley Electric Drive, Jordan, MN 55352-9369.Notice to the City shall be mailed to the City of Waconia, Attention City Administrator, 201 South Vine Street, Waconia, MN 55387.

594.02 Purpose and Authority. The Waconia City Council has determined that, pursuant to Minnesota Statutes § 216B.36 it is in the best interest of the City to impose a franchise fee on those public utility companies that provide natural electric and electric services within the City. Pursuant to the Franchise Agreement the City has the right to impose a franchise fee on the Company. The City reserves all rights under Minnesota Statutes §§ 216B.36 and 301B.01, or any other applicable law, to require a Franchise Fee at any time during the term of, and in consideration for, the electric franchise granted to the Company.

The Waconia City Council has determined that the franchise fees shall be solely dedicated for the purpose of funding pavement rehabilitation as identified in the adopted Capital Investment Plan as well as the playground replacement schedule as identified in the adopted Capital Investment Plan.

594.03 Franchise Fee Statement and Schedule. A franchise fee is hereby imposed on the Company at a rates shown in the following table, on a per meter basis, commencing with the billing period immediately following the Effective Date.

Account Type	Monthly Fee per meter
Residential	$5.00
Small C&I, Non-Demand	$10.00
Small C&I, Demand	$30.00
Large C&I	$60.00

594.04 Payment. Franchise fees are to be collected by the Company, consistent with the Minnesota Public Utility Commission's March 23, 2011, Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970, and submitted to the City as follows:

January – March collections due by April 30
April – June collections due by July 31
July – September collections due by October 31
October – December collections due by January 31

594.05 Record Support for Payment. The Company shall make each payment when due and, if requested by the City, shall provide a statement summarizing how the franchise fee payment was determined, including information showing any adjustments to the total made to account for any non-collectible accounts, refunds or error corrections. The Company shall permit the City, and its representatives, access to the Company's records for the purpose of verifying such statements.

594.06 Payment Adjustments. Payment to the City will be adjusted where the Company is unable to collect the franchise fee. This includes non-collectible accounts.

594.07 Surcharge. The City recognizes that the Minnesota Public Utilities Commission may allow the Company to add a surcharge to customer rates of city residents to reimburse the Company for the cost of the fee, consistent with the Minnesota Public Utility Commission's March 23, 2011, Order establishing franchise fee filing requirements in Docket No. E,G999/CI-09-970.

594.08 Dispute Resolution. Any dispute, including enforcement of a default regarding this Ordinance will be resolved in accordance with 593.02 subd. 5 of the Franchise Agreement.

594.09 Effective Date of Franchise Fee. The effective date of this Ordinance shall be after its publication and ninety (90) days or more after sending written notice enclosing a copy of this adopted Ordinance to the Company by certified mail. Collection of the fee shall commence as provided above.

594.10 Relation to Franchise Agreement. This ordinance is enacted in compliance with the Franchise Agreement and shall be interpreted as such. In the event of a conflict, to the greatest extent possible, both ordinances shall be fully enforced. Where a conflict cannot be reconciled so that both ordinances have effect, the provisions of this Ordinance shall prevail.

594.11 Periodic Review. The City Council shall review this ordinance from time to time in whatever manner the City then determines to be appropriate, including, but not limited to, review by the City Council in either a work session or a regular session. A change to the franchise fees identified in section 594.03 shall only be amended upon a four-fifths (4/5) majority vote of the City Council. Failure to review this ordinance shall not in any way invalidate or limit it.

Effective Date. This ordinance takes effect as provided herein.

PASSED AND ADOPTED BY THE CITY OF WACONIA CITY COUNCIL THIS _____ DAY OF _____, 2026.

_____
Tim Litfin, Mayor

ATTEST:

_____
Jackie Schulze, City Clerk

Published in the Sun Patriot newspaper the _____ day of _____, 2026.

CITY OF WACONIA
RESOLUTION NO. 2026-036

A RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO.791

WHEREAS, the City Council of the City of Waconia, Minnesota (the "City") adopted Ordinance No. 787 on January 20, 2026 (the "Ordinance"); and

WHEREAS, pursuant to Minnesota Statutes §412.191, the City may publish the title and a summary of an Ordinance instead of its full text if the summary informs the public of the intent and effect of the Ordinance and the summary is approved by a four-fifths vote of the City Council; and

WHEREAS, the City Council finds: i) the summary set forth below informs the public of the intent and effect of the Ordinance; and ii) the title and summary of the Ordinance should be published instead of the full text of the Ordinance;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waconia, Minnesota, as follows:

1. The above recitals and findings are incorporated as resolutions of the City Council.

2. The following official summary of Ordinance No. 791 is hereby approved:

   ORDINANCE NO. 791, an Ordinance Implementing an Electric Energy Franchise Fee on Minnesota Valley Electric Cooperative for Providing Electric Energy Service within the City of Waconia.

   The full text of the ordinance is available for public inspection during regular office hours at the office of the City Clerk, City Hall, 201 South Vine Street, Waconia, and will also be posted at City Hall. Further, any person may request the City to send the full text of the ordinance via standard or electronic mail by calling City Hall at (952) 442-2184.

3. The City Administrator shall submit the Ordinance title and summary to a qualified newspaper for publication using bold type no smaller than eight points in size.

Passed and adopted by the City Council of the City of Waconia this 20th day of January 2026.

_____
Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 20, 2026
Item Name:	9.3. Approve Final Plans and Authorization to Bid for the 2026 Downtown Reconstruction Phase 4
Originating Dept:	Public Services
Presented By:	Jon Haukaas
Previous Council Action: Resolution No. 2025-227 Ordering Improvements & Preparation of Plans or the 2026 Downtown Phase 4 Reconstruction Project	
Item Type:	Regular Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-037 Authorize Bid for the 2026 Downtown Reconstruction Phase 4

EXPLANATION OF AGENDA ITEM:

Staff is recommending approval of the Final plans for the 2026 Downtown Reconstruction Phase 4 project and authorization to advertise for bids for the construction of the project.

Staff has been conducting outreach directly to impacted businesses and properties, including The Church of St Joseph and their School, Johnson Funeral Home, and the Old City Hall apartments. Additionally, a public Open House was conducted on January 7, 2026.

Comments received during this outreach have been incorporated into the plans to the extent possible while meeting the City Council's goals for the project. Primary considerations include coordination of parking access for the church and school, locations of banner poles, and the impact to trees from the sidewalk construction. Existing trees will be impacted by the replacement of the sidewalks because the root systems extend under and into both the existing and proposed sidewalk locations. The survival rate of trees this close to excavation is typically very low. Therefore, the trees had been planned for removal with the project. They would later be replaced outside the project by the city under our tree restitution planting programs. Based on comments received, the plans were changed to protect the existing trees to the extent possible and also move the north curbline of 2nd Street two feet south in order to maintain the proposed sidewalks in accordance with the standard set by the City Council in the first three phases of downtown reconstruction. This minimizes impact but cannot guarantee the survival of the trees.

This project is total reconstruction of streets, sidewalks, sewer, water, and storm water utilities. The area of the planned improvements will include:

- First Street West from Olive Street to Elm Street
- First Street East from Elm Street to Spruce Street
- Elm Street South from First Street to Second Street
- Pine Street South from First Street to Second Street
- Second Street East from Elm Street to Pine Street

Specific construction items include:

- Replacement and widening of the concrete sidewalks.
- Replacement of the sanitary sewer system.
- Replacement of the water system, including upsizing the watermain on 1st Street.
- Replacement and expansion of the storm sewer system, including the addition of draintile behind the curb.
- Replacement of the street lighting, including upgrading the system to decorative lighting.
- Restoration of driveways, yards, landscaping, etc.

This project will not require inclusion of stormwater treatment systems. The requirements of the Carver County Watershed Management Organization have been met through alternative compliance. Specifically, the removal of the hard surface on Pine Street from 1st Street to 2nd Street represents a greater than 10% reduction in overall impervious area in the project, thereby improving the stormwater runoff conditions as is the overall goal of the MS4 rules.

The project will be staged to construct 1st Street from Olive Street to Spruce Street, then move on to the Elm Street and Second Street improvements, and finally perform the removal of Pine Street at the end of the project. Each phase must have the curb and sidewalks open for pedestrian access prior to beginning the next phase. As with previous projects, additional wayfinding signage will be placed around the downtown directing people to available public parking, pedestrian routes, and business locations.

If approved, an on-line bid opening would be held on February 24, 2026 with contract award considered by the City Council at regular meeting on March 2, 2026. Pending contract execution, weather, and road restrictions construction is likely to begin in early May.

The project is identified in the City's Capital Investment Plan as Project #132 and will be funded by multiple funding sources, with an estimated total cost of $5M.

ATTACHMENTS:

1. Resolution No. 2026-037 Authorizing Ad for Bids
2. Downtown Reconstruction Phase 4 Auth Memo Bolton & Menk

FINANCIAL IMPLICATIONS:	**ADVISORY BOARD RECOMMENDATIONS:**
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
x Budgeted	Personnel Committee:
Non-Budgeted	Other:
Amendment Required	

CITY OF WACONIA
RESOLUTION NO. 2026-037

RESOLUTION APPROVING PLANS AND SPECIFICATIONS
& ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, pursuant to a resolution passed by the City Council on January 21, 2025, the City Engineer has prepared plans and specifications for the Downtown Reconstruction, Phase 3 Project; and

WHEREAS, the project includes street, sidewalk, utility, and drainage improvements to the following:

- First Street from Olive Street S to Spruce Street S
- Elm Street S from First Street E to Second Street E
- Second Street E from Elm Street S to Pine Street S
- Removal of Pine Street S from First Street W to Second Street W

NOW, THEREFORE, BE IT RESOLVED, that the City approves such plans and specifications, a copy of which is available at the Public Services office; and

BE IT FURTHER RESOLVED, that the City shall prepare and cause to be inserted in the official newspaper and in a trade publication an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall specify the work to be done and shall state that bids will be received online until 9:00 am on February 24th, 2026, at which time they will be publicly opened and read.

The bids will then be tabulated and are planned to be considered at the subsequent City Council meeting in the council chambers of City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless properly submitted online through QuestCDN and accompanied by a cash deposit, cashier's check, bid bond, or certified check payable to the City of Waconia for 5% percent of the amount of such bid.

Adopted this 20th day of January 2026.

_____
Tim Litfin, Mayor

ATTEST:_____
Jackie Schulze, Assistant City Administrator

BOLTON & MENK
Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

MEMORANDUM

Date: January 13, 2026

To: Jon Haukaas, Director of Public Services

From: Jake Saulsbury, City Engineer

Subject: Downtown Reconstruction Phase 4 Project

Honorable Mayor and City Council Members:

The purpose of this memo is to request authorization to advertise for bids for the latest Downtown Reconstruction project.

The project contains the following components:

- Reconstruction of 3 blocks of 1st Street, 1 block of 2nd Street, and 1 block of Elm Street.
- Removal of 1 block of Pine Street.
- Reconstruction/upgrade of the parking lot located in the southwest quadrant of 1st Street and Elm Street.
- Replacement and widening of the concrete sidewalks.
- Replacement of the sanitary sewer system.
- Replacement of the water system, including upsizing the watermain on 1st Street.
- Replacement and expansion of the storm sewer system, including the addition of draintile behind the curb.
- Replacement of the street lighting and the lighting in City Square Park, including upgrading the system to decorative lighting.
- Restoration of driveways, yards, landscaping, etc.

Open House comments have been reviewed and addressed. Final plans are available for viewing at City Hall. If authorized to proceed, the bid opening is scheduled for February 24th.

Please let me know if you have any questions or if you require any additional information.

Bolton & Menk is an equal opportunity employer.

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 20, 2026
Item Name:	9.4. Authorize Eminent Domain Proceedings for the Property Trunk Highway 5 Phase 2 Corridor Improvement Project
Originating Dept:	Public Services
Presented By:	Jon Haukaas
Previous Council Action:	None
Item Type:	Regular Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-038 Authorizing the Commencement of Eminent Domain Proceedings for the Acquisition of Property for the Trunk Highway 5 Phase 2 Corridor Improvement Project

EXPLANATION OF AGENDA ITEM:

The Trunk Highway 5 Phase 2 Corridor Improvement Project has been submitted for 60% design layout review, are approaching 90% completion, and continues to work toward the final project design. At this point, the limits of the project are well-defined, including impacts to adjacent properties. Additional easements and right-of-way have been identified and are necessary in order to complete this project.

This project includes federal funds and so any acquisition of property must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. This law requires agencies to make "every reasonable effort to acquire expeditiously real property by negotiation" before resorting to condemnation. The federal funding use also requires the property acquisition to be completed prior to authorizing the final project or risk losing eligibility for the federal reimbursement.

Staff and our consultants have been working with the affected property owners through good faith negotiations for voluntary sale of the property and/or easements. However, not all agreements are in place yet. Despite these efforts, if property owners contest the process or reasonable compensation, the resulting court proceedings can take as long as 12-18 months from initiation to possession. Initiating the process sets things in motion to create an achievable timeline that allows the City to keep the project on schedule and maintain our federal funding eligibility. The proceedings can end at any point upon reaching agreement with property owners.

Initiation of Eminent Domain proceedings provides risk management for the city and the project, protects the property owners by following the law to ensure legal compliance of any and all acquisitions, and maintains the project schedules.

Staff recommends adoption of the Resolution to Authorize Commencement of Eminent Domain Proceedings for the Acquisition of Property for the Trunk Highway 5 Phase 2 Corridor Improvement Project.

ATTACHMENTS:

1. Resolution No. 2026-038 TH 5 Phase 2
2. TH5 Ph2 Parcels - Exhibit A
3. TH 5 Improvements Phase 2 Bolton & Menk Memo

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

CITY OF WACONIA
RESOLUTION NO. 2026-038
RESOLUTION AUTHORIZING THE COMMENCEMENT OF EMINENT DOMAIN PROCEEDINGS FOR ACQUISITION OF PROPERTY FOR THE TRUNK HIGHWAY 5 PHASE 2 CORRIDOR IMPROVEMENT PROJECT

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

WHEREAS, the City of Waconia has determined that the construction and improvement of the Trunk Highway 5 Phase 2 Corridor is necessary to promote public safety, enhance transportation efficiency, and serve the public interest; and

WHEREAS, the proposed highway project requires the acquisition of certain real property interests located within Waconia Minnesota, as shown in Exhibit A attached hereto; and

WHEREAS, the City of Waconia has made reasonable efforts to negotiate in good faith with the affected property owners to acquire the necessary property interests through voluntary purchase, but such negotiations have not resulted in agreement; and

WHEREAS, despite diligent efforts to acquire the Property Interests through negotiation, the City may be unable to reach voluntary agreements with all affected owners within the Project schedule; and

WHEREAS, the City Council finds and determines that the acquisition of the Property Interests is reasonably necessary for the Project and that timely commencement of condemnation proceedings is required to meet construction schedules and funding requirements, and

WHEREAS, pursuant to Minnesota Statutes Chapter 117 and other applicable laws, the City of Waconia is authorized to acquire property by eminent domain for public purposes, including transportation projects.

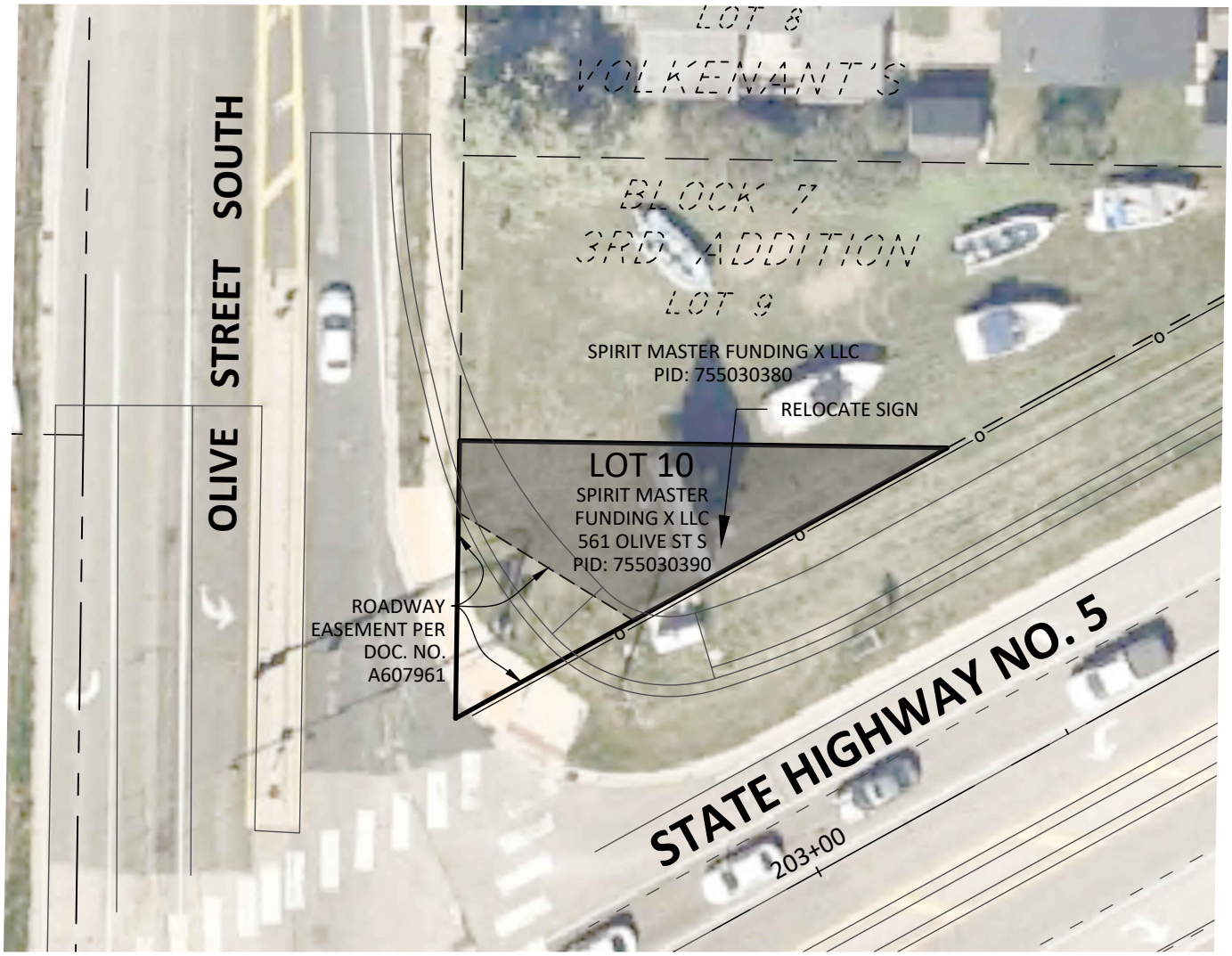
NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Waconia, Minnesota,

1. Authorization to Proceed: The City of Waconia hereby authorizes and directs its legal counsel to commence condemnation proceedings under Minnesota Statutes Chapter 117 to acquire the property interests described in Exhibit A for the Trunk Highway 5 Phase 2 Corridor project.
2. Public Purpose Declaration: The acquisition of said property is declared to be necessary and for a public purpose, specifically for the construction, improvement, and maintenance of the Trunk Highway 5 Phase 2 Corridor.
3. Further Actions: The City of Waconia authorizes its officers, agents, and legal counsel to take all actions necessary to effectuate this resolution, including filing petitions in the appropriate district court and securing appraisals as required by law.

Adopted by the City Council of the City of Waconia this 20th day of January 2026.

_____
Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



LEGEND

- SUBJECT PARCEL
- ADJACENT PROPERTY LINE
- RIGHT OF WAY LINE
- RESTRICTED ACCESS LINE

FEE ACQUISITION =
(1,525± SQ. FT.)

0 30
SCALE IN FEET

Horizontal Datum:Carver County Coordinate System (1986 Adj.)

©Bolton & Menk, Inc. 2025, All Rights Reserved

PROPERTY EXHIBIT

561 OLIVE STREET SOUTH, WACONIA, MN 55387

LOT 10, BLOCK 7
VOLKENANTS 3RD ADDITION

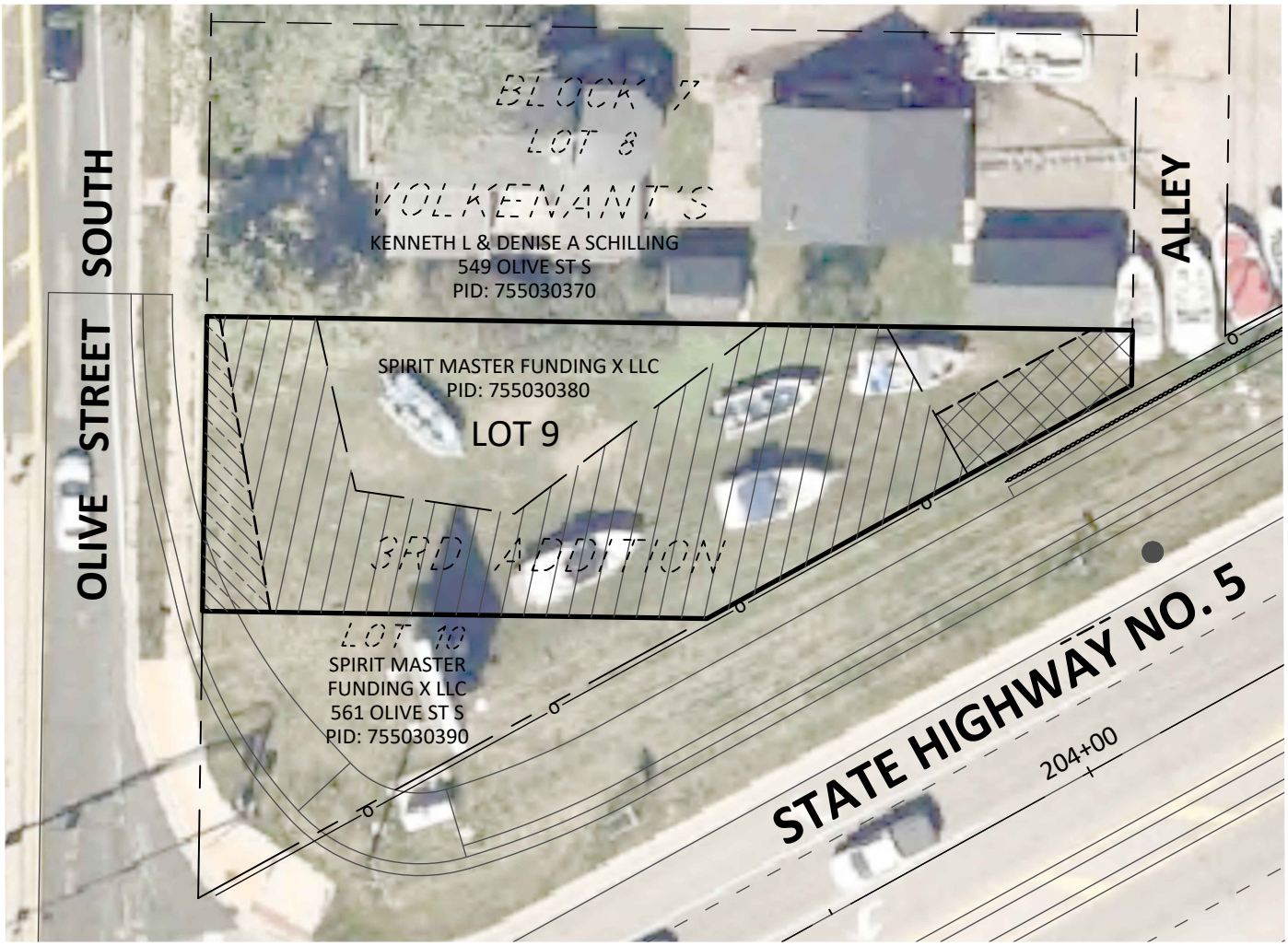
BOLTON & MENK
2638 SHADOW LANE
SUITE 200
CHASKA, MN 55318
(952) 448-8838

FOR: CITY OF WACONIA

JOB NUMBER: 0C1.128660 FIELD BOOK: DRAWN BY: ARK

H:\WACA\0C1128660\CAD\C3D\Property Exhibits\128660_V_EXHB_E1_755030390_561 Olive St.dwg 6/10/2025 8:59 AM

SHEET 1 OF 1



LEGEND

- SUBJECT PARCEL
- ADJACENT PROPERTY LINE
- RIGHT OF WAY LINE
- RESTRICTED ACCESS LINE
- PROPOSED WALL

N

0 30

SCALE IN FEET

- PERPETUAL TRAIL EASEMENT AREA = (343± SQ. FT.)
- PERPETUAL WALL MAINTENANCE EASEMENT AREA = (391± SQ. FT.)
- TEMPORARY CONSTRUCTION EASEMENT AREA = (3,782± SQ. FT.)

Horizontal Datum:Carver County Coordinate System (1986 Adj.)

©Bolton & Menk, Inc. 2025, All Rights Reserved

PROPERTY EXHIBIT

OLIVE STREET SOUTH, WACONIA, MN 55387

LOT 9, BLOCK 7
VOLKENANTS 3RD ADDITION

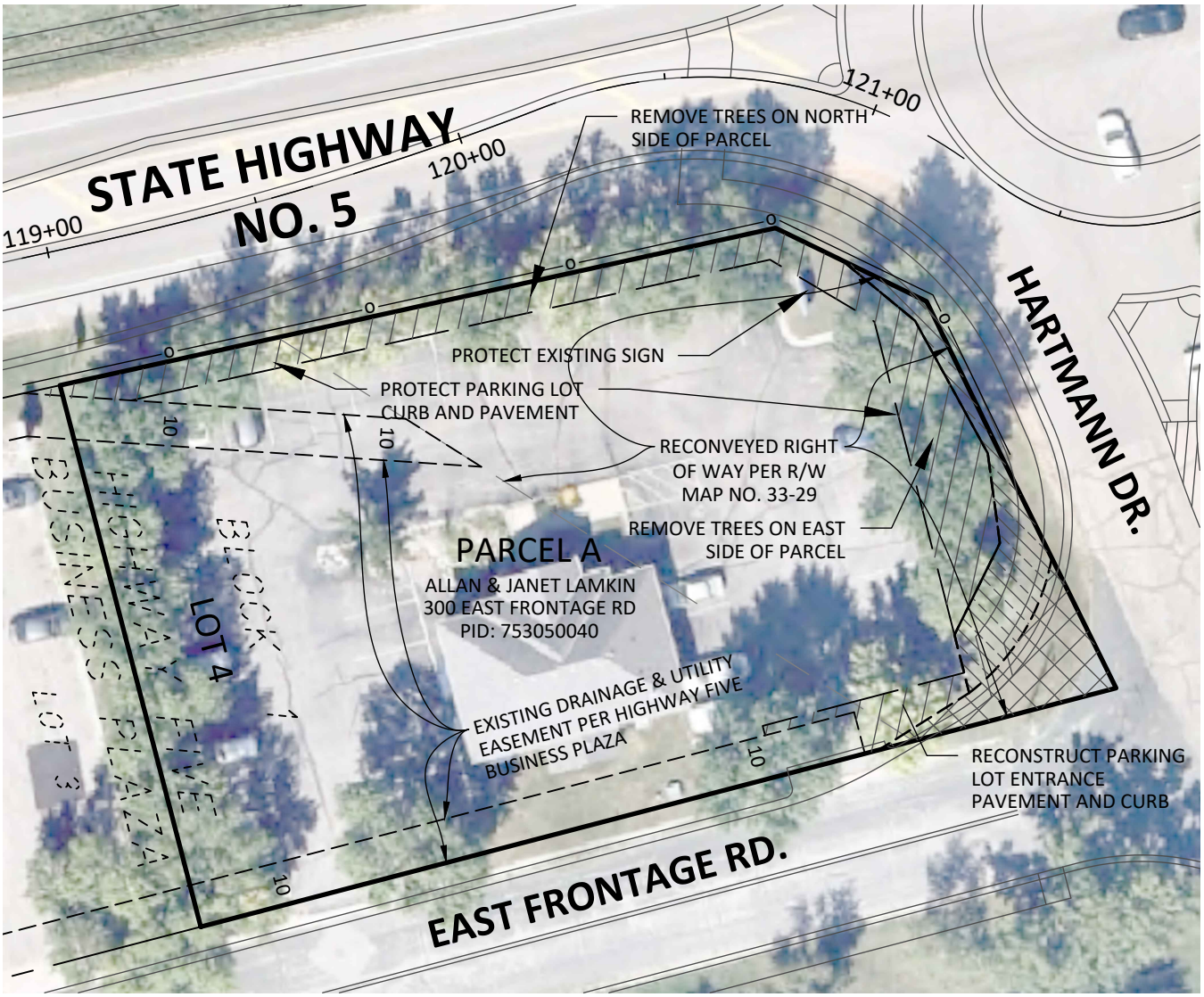
BOLTON & MENK
2638 SHADOW LANE
SUITE 200
CHASKA, MN 55318
(952) 448-8838

FOR: CITY OF WACONIA

JOB NUMBER: 0C1.128660 FIELD BOOK: DRAWN BY: ARK

H:\WACA\0C1128660\CAD\C3D\Property Exhibits\128660_V_EXHB_E2_755030380.dwg 6/6/2025 12:36 PM

SHEET 1 OF 1



LEGEND

- PERPETUAL TRAIL EASEMENT AREA = (766± SQ. FT.)
- PERPETUAL ROADWAY EASEMENT AREA = (661± SQ. FT.)
- TEMPORARY CONSTRUCTION EASEMENT AREA = (2,601± SQ. FT.)
- SUBJECT PARCEL
- ADJACENT PROPERTY LINE
- EXISTING EASEMENT LINE
- RIGHT OF WAY LINE
- RESTRICTED ACCESS LINE

N

0 40

SCALE IN FEET

Horizontal Datum:Carver County Coordinate System (1986 Adj.)

©Bolton & Menk, Inc. 2025, All Rights Reserved

PROPERTY EXHIBIT

300 EAST FRONTAGE ROAD, WACONIA, MN 55387

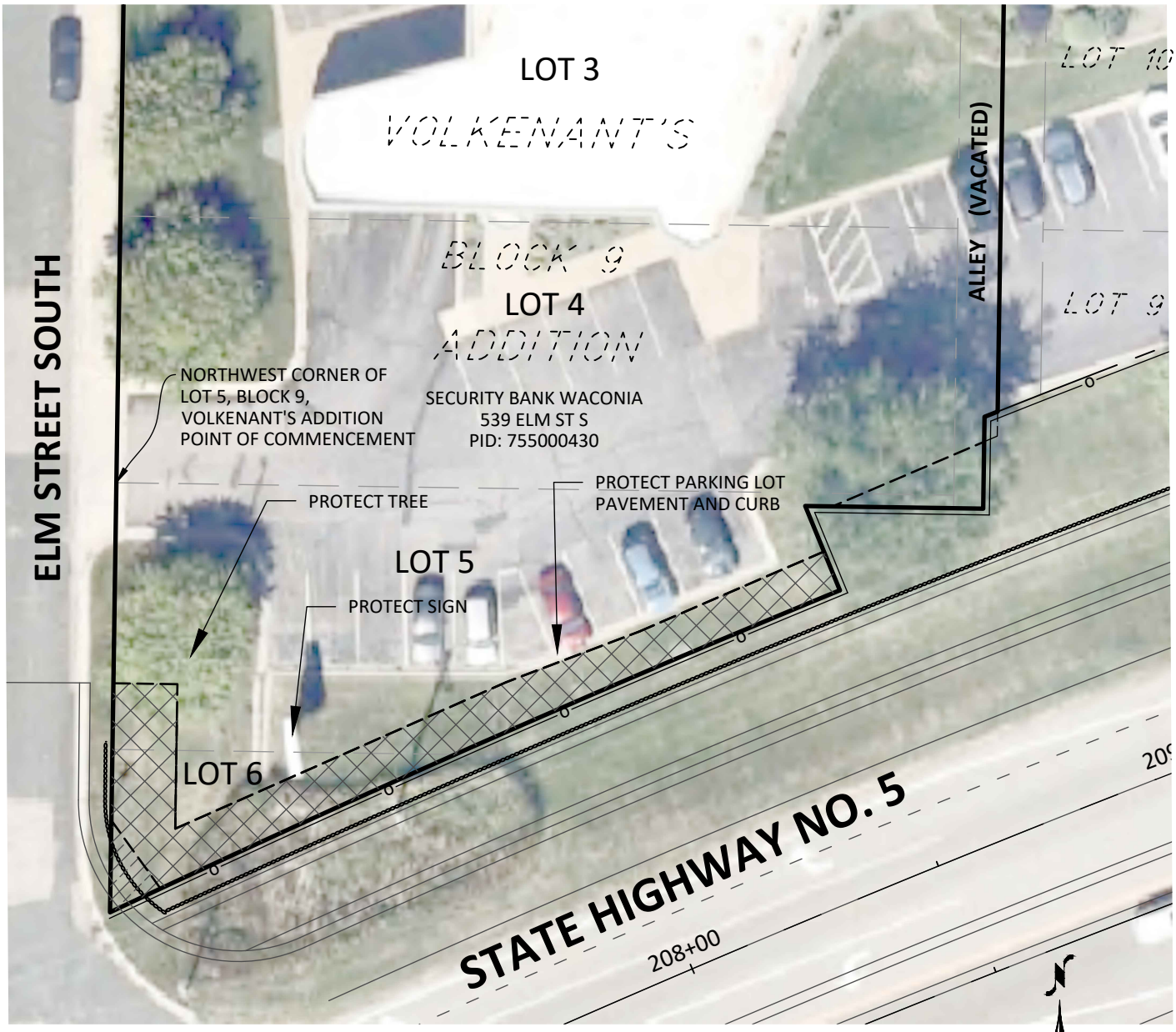
BOLTON & MENK
2638 SHADOW LANE
SUITE 200
CHASKA, MN 55318
(952) 448-8838

PART OF:
R/W MAP NO. 33-29 &
LOT 4, BLOCK 1
HIGHWAY FIVE BUSINESS PLAZA
FOR: CITY OF WACONIA

JOB NUMBER: 0C1.128660 FIELD BOOK: DRAWN BY: ARK

H:\WACA\0C1128660\CAD\C3D\Property Exhibits\128660_V_EXHB_E6_753050040_300 East Frontage Rd.dwg 6/6/2025 12:39 PM

SHEET 1 OF 1



LEGEND

PERPETUAL ROADWAY EASEMENT AREA = (81± SQ. FT.)

PERPETUAL WALL MAINTENANCE EASEMENT AREA = (1,502± SQ. FT.)

SUBJECT PARCEL

ADJACENT PROPERTY LINE

RIGHT OF WAY LINE

RESTRICTED ACCESS LINE

PROPOSED WALL

N

0 30

SCALE IN FEET

Horizontal Datum:Carver County Coordinate System (1986 Adj.)

©Bolton & Menk, Inc. 2025, All Rights Reserved

EASEMENT EXHIBIT

539 ELM STREET SOUTH, WACONIA, MN 55387

BOLTON & MENK
2638 SHADOW LANE
SUITE 200
CHASKA, MN 55318
(952) 448-8838

PART OF:
LOTS 4, 5 & 6, BLOCK 9
VOLKENANTS ADDITION

FOR: CITY OF WACONIA

JOB NUMBER: 0C1.128660 FIELD BOOK: DRAWN BY: ARK

H:\WACA\0C1128660\CAD\C3D\Property Exhibits\128660_V_EXHB_E10_755000430_539 Elm St S.dwg 6/6/2025 12:42 PM

SHEET 2 OF 2

BOLTON & MENK
Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

MEMORANDUM

Date: January 13, 2026

To: Jon Haukaas, Director of Public Services

From: Dan Lonnes, Project Manager

Subject: Highway 5 Improvements – Phase 2

Honorable Mayor and City Council Members:

The purpose of this memo is to request authorization to initiate condemnation proceedings through the process of eminent domain to obtain easements or property necessary to construct the highway 5 improvement project.

The authorization provides approval for the City Attorney to initiate proceedings through Minnesota Statutes and applicable laws providing public agencies the right to acquire land or easements for a public purpose within a designated timeframe.

Negotiations will continue on all properties in the coming months, and in many cases condemnation proceedings will end with a settlement during the process. We expect most parcels subject to acquisition will result in a settlement, however it is necessary to acquire rights for these parcels by June 1, 2026 and proceedings for condemnation require 120 days after initiation.

Failure to initiate condemnation proceedings jeopardizes funding provided for the project as a result of Federal authorization deadlines.

Please let me know if you have any questions or if you require any additional information.

Bolton & Menk is an equal opportunity employer.

REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 20, 2026
Item Name:	9.5. Special Event Permit Policy Update
Originating Dept:	Administration
Presented By:	Shane Fineran
Previous Council Action:	None
Item Type:	Regular Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to approve updated Special Event Policy and fees.

EXPLANATION OF AGENDA ITEM:

Staff have prepared updates to the City's Special Event Permit policy and fee schedule based on preferred operational changes by staff and suggestions by City Council members.

Major changes to the policy include the responsibility of notifying impacted property owners of adjacent street or parking lot closures will now become the responsibility of the City. Previously, the applicant was required to provide property notification, but this was happening in different methods and with inconsistency. In an attempt to make sure that the notification is provided timely, consistently, and in the same fashion, City staff will provide mailed notice to affected properties. Applicants will still be required to post signs along closed routes.

Additionally, the fee schedule has been updated to increase the permit fee from $100 to $350 to reflect the additional expense in mailing and staff time to manage and administer the policy as well as provide notification.

The impact of special events on public parking was also noted. The fee schedule has been updated to charge a fee of $1 per stall/per event for closure of a public parking lot stall and $3 per stall/per event for closure of a marked on-street parking stall. The fees would be capped at $250 and $500, respectively, per applicant.

ATTACHMENTS:

1. Special Events Policy (1)
2. Special Event Fee Schedule

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

Special Events Policy

A Special Event Permit application must be completed and submitted for all public outdoor events and activities on city property and private events that significantly impacts the city (i.e., street closure, public parking). All costs associated with the event are the responsibility of the event sponsor. Special events include such things as community events, parades, fairs, film shoots, festivals, mass participation sports (such as marathons and running events, bicycle races), performances, ceremonies, contests, concerts, vendor fairs (such as farmers market and flea markets), planned demonstrations or marches, rallies, outdoor events held on public or private property, or any event that may require a level of municipal services for its operation, or any other events that the city may reasonably deem as a special event.

Types of Special Events

The purpose of this section is to categorize the various types of Special Events based on the level of the City's participation in the event and to provide guidance on requirements related to the event.

1. City Hosted: A Special Event organized and conducted by the City and largely funded by the City.
2. City Supported: A Special Event organized and conducted by a tax-exempt non-profit organization under Section 501 (c) (3) through (10) of the Internal Revenue Code that the City has elected to support through appropriation of funds within the City's budget. This is typically an annual recurring event. This is an event that the city has determined is of general interest to the public and advances the City's public image. The City may provide in-kind and/or financial support to this event as determined in the annual budget appropriation, which may take the form of cash contributions for services or contributed City services and/or equipment to facilitate the event activities. The City shall be listed as an event sponsor consummate with the financial support provided. Any services, whether through cash contribution or in-kind, that exceeds an identified sponsorship level shall reimburse the City for any support authorized by the City.
3. Any Other Event: A Special Event organized and conducted by a tax-exempt non-profit organization, a for-profit organization, business, or individual(s) must reimburse the city for any City costs and/or equipment used to facilitate the event.

Events exempt from this policy:

1. any permanent place of worship, stadium, athletic field, arena, theatre, auditorium, school-sanctioned events on school property, or fairs sponsored by an agricultural society conducted pursuant to state law.
2. Events in the nature of a family gathering.
3. Non-City-wide garage sales.
4. Non-recurring auctions or estate sales.
5. National Night Out or Night to Unite Events established through the block party permit policy.
6. Funeral processions.
7. Activities conducted by a governmental agency acting within the scope of its authority.

Application

All event organizers shall complete the Special Event Permit application and submit no later than 60 days prior to the event. Priority will be given to recurring events previously held in the community when a conflict arises for facilities and or routes in which a conflict exists. Applications received within 30 days of the event date are not guaranteed to be issued a permit for the event.

Cancellations

In the event of a cancellation, notice shall be provided at least 72 hours prior to the start of the event or

as practically possible. Application fees will not be refunded for approved events and the city does not guarantee that a make-up date will be available for requested facilities and/or streets.

Special Event List

City Hosted

- ~~Candy Cane Hunt~~
- Music in the Park
- Movie in the Park
- Holiday Tree Lighting
- National Night Out

City Supported

- Nickle Dickle Day Events
- Lake Waconia Band Festival
- Waconia Homecoming Parade
- Carver County Fair & Parade
- Memorial Day Program/Ceremony
- Veterans Day Program/Ceremony
- Christkindlmarket
- Lola's 10K Supporting Gather & Grow

Special Event Classifications

Tier 1

- Event may occur during a single day or multiple days.
- Event will involve street closures and detouring, impacting, or stopping of traffic.
- Event will involve the reduction of public parking spaces of 5 or more.
- There may be live entertainment.
- Extensive event equipment (i.e., stage, sound system, booths, tents, EZ ups, fencing, barricades, etc.)
- Alcohol may be sold and/or distributed to the general public.

Tier 2

- Event may occur during a single day or multiple days.
- Event may involve use of sidewalks or roads with minimal disruption to traffic. Traffic laws are obeyed during course of event.
- There may be live entrainment.
- Moderate event equipment (i.e., stage, PA system, chairs, tables)

Tier 3

- Event will be occurring during a single day.
- Event will not extend beyond a municipal park/facility area.
- Minimal event equipment (i.e., PA system)

For all the classifications above, food may be sold and/or distributed to the general public with appropriate licensing and approvals.

REQUIREMENTS, CONDITIONS AND COSTS THAT MAY BE APPLICABLE TO YOUR EVENT

Note that items listed below might only be allowed for certain venues; therefore, please check the parks and amenities listing for verification.

Alcohol

Catered event: licensee holding caterer's permit to provide food and liquor. Under the caterer's permit, the caterer is responsible for ID/wristband, security and ensuring there is no second party transfer.

Temporary 3.2 Percent Malt Liquor license; only issued to a charitable, religious, or nonprofit organization for event not to exceed four (4) consecutive days. Application needs to be submitted with fee and requires City Council approval.

Temporary Intoxicating Liquor license; only issued to a charitable, religious, or nonprofit organization in existence for at least three (3) years for event not to exceed four (4) consecutive days. Application needs to be submitted with fee and requires City Council approval.

Amplified Sound

All requests for amplified sound must be approved. The proposed location of sound system, and direction of sound must be identified on the site map. Event must allow for minimum neighborhood disruption. NO amplified sound before 8:00 a.m., or after 10:~~00~~ 30 p.m, unless otherwise approved by the City Council.

Certificate of Insurance

For events and series of events occurring on city-owned property, the Applicant/Event Organizer must provide a Certificate of Insurance for commercial general liability, auto liability (if applicable), and liquor liability (if applicable) naming the City of Waconia as additional insured and Certificate holder for up to $1,000,000.

The city requires the Certificate of Insurance be provided at least two (2) weeks prior to the event. Insurance coverage must be maintained for the duration of the event including setup and tear-down dates. The certificate must indicate the dates and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer. For event series or organizations with multiple events throughout the year, the Event Organizer may use the following verbiage: "City of Waconia is listed as additional insured for any and all events held on City property".
Minimum limits are as follows:

Certificate of Insurance cont.

$ 1,000,000 per occurrence • $ 2,000,000 aggregate general liability • $ 1,000,000 automobile liability (or non-owned automobile liability) (if applicable) • $ 1,000,000 liquor liability insurance (if applicable). Additional limits may be required after review.

Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement, described in the Special Event Permit Application as Affidavit of Applicant/Event Organizer.

For information on the Tenant User Liability Insurance Program (TULIP) offered by the League of Minnesota Cities, check out the following link: https://www.lmc.org/page/1/Tenant-User-Liability-Insurance- Program.jsp

A Special Event Permit will not be issued if the Certificate of Insurance has not been received.

Concessions/Vendors

Applicants shall specify the location of all proposed concessions by including them on a site plan submitted with the application. Setup is not to extend beyond the boundaries of the site plan when loading or unloading supplies.

Applicants are responsible for acquiring and/or verifying State Health Permit for food handling. The Special Event Permit will allow you control and regulation of any concessionaires/vendors with your defined venue.

Approval for food concessions in parks shall be granted only in connection with organized sports activities or large group gatherings.

Inflatables

Use of inflatables must be approved, and minors shall be always supervised by an adult (18 years and older). Event organizers assume all risk and liability for the use of inflatables.

In locations where staking of tents or canopies is prohibited, the use of weights for stabilization is subject to approval.

Medical Plan

Depending on the size and nature of the event, organizers may be required to provide first aid and medical coverage.

A First Aid Station is defined as a signed first aid area that is staffed throughout the entirety of an event with at least one CPR and first aid certified individual with appropriate supplies. The station must have the capability of calling “911” in case of a medical emergency.

The following matrix is provided as a tool to help determine the appropriate medical services needed based on the number of anticipated attendees. The number of staff and stations shall be determined at discretion of the city.

Attendance	# of First Aid Staff	# of First Aid Stations
200-1,000	1	1
1,001-10,000	2	1
10,001-14,000	4	2
14,000+	4	2 + Stand-by Ambulance

Parades/Runs/Walks/ Rides

In the case of a parade, run, walk, or other event using city streets, a detailed layout of the route and arrangements for traffic control will be required to be submitted with the application.

Distribution of any items from parade floats shall be done in a manner that doesn’t pose a risk to the participants. Items shall not be thrown from moving vehicles.

Use of Streets and Bike Paths: Anyone requesting to use a city street or bike path throughout the city are cautioned that they cannot use any type of permanent markings on the streets or bike path to mark distances or their route. Applicants will be responsible for removing all types of markings used.

Preferred 5k, 10K, and through town routes are provided by the city. Event sponsors shall utilize the preferred routes for any run/walk/or ride that utilizes city streets, trails, or sidewalks to conduct an event within the City or which travels through the City.

Routes utilizing state or county highways and trail within the community shall be responsible for obtaining necessary permits from the appropriate agencies and providing proof thereof.

Pre-Event Inspection

For larger events, city staff may inspect the event location prior to the event to ensure that all permit requirements have been followed. Inspections may also occur during the event to ensure that no changes have been made from the approved permit. If changes are made and not corrected at the request of city staff, the event **may be shut down.**

Refuse/Recycling

The event is responsible for providing refuse and recycling containers from a rental company and must indicate the company contracted for services. Containers shall be clearly identified. The number of refuse containers shall equal the number of recycling containers and shall be placed next to one another throughout the event venue.

Event organizers are responsible for the removal of all refuse/recycling generated by the event. Parks, streets, boulevard, and adjacent property must be left clean. If it's determined that cleanup is inadequate, the cost of public services to cleanup will be charged to the applicant. Cleanup shall be completed within three (3) hours of the end of the event.

Restrooms/Wash Stations

Number of portable restrooms shall be determined by the

number of expected participants. Costs and delivery of the units are the responsibility of the event sponsors. Below is a schedule of the minimum number of restrooms:

	Duration of Event									
Avg. Crowd	1 hr	2 hrs	3 hrs	4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs
100	2	2	2	2	3	3	3	3	4	4
250	3	3	3	4	4	4	5	5	6	6
500	4	4	5	5	6	6	7	7	8	8
1,000	6	7	8	8	9	9	10	10	11	12
2,000	9	12	15	16	17	17	18	18	19	19
3,000	12	18	22	24	25	26	27	28	29	30
4,000	16	24	29	32	34	35	37	38	39	40
5,000	20	30	36	40	43	44	46	47	48	50
6,000	24	36	44	49	52	53	54	54	58	60
7,000	28	42	52	58	60	62	64	66	68	70
8,000	32	48	60	66	69	72	74	76	78	80

It is important to consider attendees who may need a wheelchair accessible toilet. At least one handicap accessible toilet at any event is ideal.

Parks with expected participants larger than 100 persons or where alcohol is sold shall meet the schedule above. Events less than 100 persons may use the existing restrooms within the park when seasonally available.

Temporary restrooms can be placed 24 hours prior to the event and need to be removed within 24 hours following the event. All portable restrooms must be located on a hard surface, which may include asphalt, concrete, or plywood.

In addition to portable restrooms, if food is being served it is requested that portable sinks be provided. For events less than 125 two sinks are recommended, less than 250 three sinks, less than 500 five sinks, and less than 1,000 six to eight sinks.

Security & Traffic Control

Applicants should clearly state what security and/or law enforcement is planned at the event. (Road closure, parade route, traffic direction, general security, overnight security, alcohol etc.)

Events that require set-up or tear-down on days before or after the event occurs must use an overnight security service. Event organizers must hire their own licensed and bonded security services. The security provider shall cooperate with the Carver County Sheriff's Office.

The city is unable to provide law enforcement and/or traffic control services to events. Event organizers will be responsible for providing their own DOT certified traffic control personnel as required. ~~and or provide for off-duty Sheriff's Deputies through the Carver County Sheriff's Office as required.~~.

The City of Waconia will determine and examine the number of officers needed per event on a case-by-case basis. The following are general guidelines regarding the number of personnel needed for various services:

Description of Service:	Number of Personnel Needed:
Traffic at Major Intersection	2 traffic control/direction personnel (DOT Flagger Certified)
Traffic at Minor Intersection	1 traffic control/direction personnel
Local Intersection	1 traffic control/direction personnel
Event Involving Alcohol	1 deputy minimum (Larger events may require more)

Street and or Public Parking Lot Closures

Both ends of the street and or entrances to the public parking lot shall be closed with the appropriate
traffic control devices. 20-foot fire lanes shall be unobstructed the length of the block.

When a street is to be closed for over 15 minutes, a detour is to be established and signed to provide a designated route around the event. A detailed layout of the route and arrangements for traffic control must be done by a certified vendor using the Minnesota Manual of Uniform Traffic Control devices standards. Traffic flaggers must be utilized at all major and minor traffic-controlled intersections. Public works time for temporary traffic signal modifications, additional signage, or other city costs shall be charged to the applicant.

Any street closures must include routes for emergency vehicles through the event area. As part of the application, describe how you plan to meet any emergencies, including medical needs, occurring during the event.

In Residential Neighborhoods:

A fourteen-day advance notice to the residents that will be impacted by the event is required so they can plan around the inconvenience. Notice shall include name of event, date, and time of event. ~~This is the responsibility of the event sponsor. If this activity is not done the event will be cancelled.~~The City will provide written notice to adjacent property owners impacted by street closures.

In Commercial Areas:

A fourteen-day advance notice to businesses that will be impacted by the event is required so they can plan around the inconvenience. Notice shall include name of event, date, and time of event. ~~This is the responsibility of the event sponsor. If this activity is not done the event will be cancelled.~~ The City will provide written notice to adjacent property owners impacted by street closures.

Road closures are not allowed for locations where there are no other access options for the businesses or residents. Access shall be maintained across major intersections as designated by the city.

Street and/or municipal parking lot closures impacting striped public parking stalls in any zoning district shall pay an additional fee per stall/per day as identified in the adopted City Fee Schedule.

Tents or Canopies

Stakes may not be driven into turf, grounds, asphalt or other surfaces without written approval from the city.

Any damage to underground utilities or irrigation due to authorized or unauthorized staking is the responsibility of the applicant.

When staking is not approved, tents or canopies must be securely weighed down to ensure public safety. Small tents or canopies must be property weighted to prevent the tent or canopy from falling over.

Tents or canopies exceeding 400 square feet in size shall be required to submit and receive a building permit prior to installation. All tents and canopy locations and sizes must be marked and submitted on the site plan. The city will need to approve locations for tents or canopies.

Traffic Control Signage/ No Parking

Traffic control signage is the responsibility of the event sponsor and must comply with the approved site plan/traffic control plan submitted with the application.

Applicant is responsible for posting “No Parking” signs along various blocks for parades or races. Signs must be posted 24 hours before street closure. Font of text and sizing of sign has some flexibility; however, font must be red. Signs can be printed on 8-1/2 x 11 paper and must be laminated and stapled on a wood lath. See example below:

NO
PARKING
8 AM TO 5 PM
SAT. 8/16

City of Waconia Fee Schedule **Adopted As of:**
Section 1100 of the City Ordinances **Last Amended:** Approved 12/22/2025 - Effective 1/1/2026

Department	Fee Description	Current Rate	Proposed New Rate	Unit	Related Code	Additional Information
License & Permits						
Recreational						
	Show and Exhibitions	$ 35.00		Annual	506.03	
	Show and Exhibitions-Multi day	$ 10.00		Week		
	Special Event Permit	$ 350.00		Event		
	~~Re-curring Special Event Permit~~	~~$ 50.00~~		~~Event~~		
	Special Event Parking Lot Stall	$1.00		Per stall/per event		$250 max per application
	Special Event On Street Parking Stall	$3.00		Per stall/per event		$500 max per application
Parking & Transportation						
	Parking Ticket	$ 30.00		Offense	634.01	
	Uniform Parking Ticket	$ 20.00		Offense	635.01	Includes $10.00 County Library Fee
	Park Rules Violation/Parking	$ 30.00		Offense	235.03	
Buildings						
	Movement of Buildings	$ 350.00		Move	540.04	Plus Staff and Consultant Costs
	Movement of Building Escrow	$ 1,000.00			540.04	Must Deposit of Account
	Temporary Structure	$ 75.00		Each		
	Temporary Above Ground Pool	$ 100.00		Each		
	Steep Slope Residential	$ 125.00		Each	900.12	
	Steep Slope Non-Residential	$ 250.00		Each	900.12	
	Steep Slope Escrow Deposit	$ 500.00		Each	900.12	
	Grading Permit	Varies				Based on Appendix Chapter 33 of the 1997 Uniform Building Code - Table A-33-A and Table A-33-B
	Grading Permit Escrow Deposit	$ 500.00		Each		
	Building Permit Fees	Per UBC			900.03	Per 1997 Uniform Building Codes Plus 15% (See Ordinance 1101 for details).
	Building Permit Plan Review	Based on Permit			900.03	Equal to one-half (1/2) of amount required for a new permit for such work, provided no changes have been or will be made in the original plans and specifications for such work.
Rental Property						
	Rental Dwelling Annual License	$ 10.00		Building	541.01	
	Rental Dwelling Bi-Annual Inspection	$ 50.00		Unit	541.04	
	Complaint Inspections	$ 35.00		Hour	541.04	
	Violation Administrative Base Fee	$ 50.00		Each	541.04	
	Violation Administrative Daily Non-compliance Fee	$ 5.00		Day	541.04	
	Inspections/Meetings after 7:00 p.m.	$ 60.00		Hour	541.04	Billed to Property Owner
	Rental Dwelling License Transfer Fee	$ 10.00		Unit	541.08	
Signs						
	Sign Permit	$ 45.00		Each	900.1	
	Sign Permit Penalty	$ 45.00		Each	900.1	
Sidewalk Café						
	Sidewalk Use	$ 500.00		Annual	570	
	Municipal Parking Lot Use - Base Rate	$ 500.00		Annual	570	
	Municipal Parking Lot Use - Parking Stall	$ 300.00			570	
				Each		Fee is in addition to base rate and is charged per additional parking stall impacted by sidewalk café.
	Damage Deposit	$ 1,000.00		Annual	570	
Noise						
	Temporary Noise	$ 75.00		Each	740.07	
Animals						
	Bee License Fee	$ 100.00		Each	572.03	
	Bee License Fee - Transfer	$ 25.00		Each	572.04	
	Chicken License Fee	$ 100.00		Each	571.03	
	Chicken License Fee - Transfer	$ 25.00		Each	571.04	
	Violation-Fail to Clean Up Waste Material	$ 50.00		Offense	560.11	
	Violation-Habitual Barking	$ 50.00		Offense	560.11	
	Commercial Kennel License - Initial Fee	$ 150.00		Each		
	Commercial Kennel License - Annual Renewal	$ 50.00		Annual		