

WACONIA CITY COUNCIL REGULAR MEETING AGENDA



**Thursday, February 19, 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**
 - 1) PUBLIC HEARING –Vacation of Drainage and Utility Easement – Waterford 9th Addition, Outlot A and Outlot C**

Motion to Open the Public Hearing

Motion to Close the Public Hearing

Adopt Resolution No. 2026-045 approving the Vacation of the Drainage and Utility Easement identified for Outlot A and Outlot C, Waterford 9th Addition.

6. OPEN FORUM

7. COMMUNITY INTEREST PRESENTATIONS

8. ADOPT CONSENT AGENDA

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

- 1) Approve the February 2, 2026, Council Minutes.
- 2) Approve February 19, 2026 Expenditures
- 3) **Safari Island Community Center Expenditures from Sports Facilities Companies Incurred January 2026**
Motion to Approve Safari Island Community Center Expendures from Sports Facilities Companies Incurred January 2026
- 4) **Ice Arena Expenditures from Sports Facilities Companies Incurred January 2026**
Motion to Approve Ice Arena Expenditures from Sports Facilities Companies Incurred January 2026
- 5) **Group Fitness Room Sound System Replacement - Safari Island Community Center**
Adopt Resolution No. 2026-046 Approving Capital Project at Safari Island Community Center for Replacement of Group Fitness Room Sound System with Farber Sound
- 6) **Group Fitness Small Equipment - Safari Island Community Center**
Adopt Resolution No. 2026-047 Approving Capital Project at Safari Island Community Center for Replacement of Group Fitness Small Equipment
- 7) **Award Contract for Sealing of Wells 3&4**
Adopt Resolution No. 2026-048 Accepting the Quotes and Awarding the Contract for Well Sealing Services
- 8) **Public Services and Water Treatment Plant HVAC Projects**
Adopt Resolution No. 2026-049 Authorizing CIP Projects #810 and #811
- 9) **Donation and Approve Pass Thru Recommendation - Waconia Fire Relief Association**
Adopt Resolution No. 2026-050 Accepting Donation and Approving Pass Through Recommendation from Waconia Fire Relief Association
- 10) **801 Highway 284 Small Area Plan Project**
Adopt Resolution No. 2026-051 Accepting the proposal submitted by TC2 for the 801 Highway 284 Small Area Plan and to complete the identified market analysis for the site.

- 11) **Carver County CDA Planning Grant for Small Area Plan**
Adopt Resolution No. 2026-052 Approving Application for CGPI Pre-Development Grant Funds
- 12) **Waterford 10th Addition Final Plat – JMH Land Development Company**
Adopt Resolution No. 2026-053 approving the Waterford 10th Addition Final Plat application submitted by JMH Land Development Company
- 13) **Collaboration Agreement Between City of Waconia and Carver County for GIS Software Licensing**
Adopt Resolution No. 2026-054 Approving Collaboration Agreement Between the City of Waconia and Carver County for GIS Software Licensing 2026-2029
- 14) **Approve Waconia Works Loan for Springs Wellness Center - 26 2nd Street West**
Adopt Resolution No. 2026-055 Approving Waconia Works Loan for Springs Wellness Center Located at 26 2nd Street West
- 15) **Authorize Application for Metropolitan Council Municipal Inflow and Infiltration Grant**
Adopt Resolution No. 2026-056 Authorizing Application for Metropolitan Council Municipal Inflow and Infiltration Grant for Calendar Year 2026-2027
- 16) **Call Public Hearing - Revision to City's Fee Schedule : Waconia City Code - Chapter 1100**
Motion to Call a Public Hearing - Revision to City's Fee Schedule: Waconia City Code - Chapter 1100
- 17) **Audio Visual Equipment Upgrade City Council Chambers**
Adopt Resolution No. 2026-057 Approving City Council Chambers Replacement of Audio Visual Equipment and Monitors with ProVision
- 18) **Hire of Street Maintenance Worker**
Adopt Resolution No. 2026-058 Authorizing Hire of Street Maintenance Worker
- 19) **Recruitment Services Authorization**
Motion to authorize engagement with David Drown & Associates for Finance Director Recruitment
- 20) **Temporary On-Sale Liquor Licenses Waconia Lions**
Adopt Resolution No. 2026-059 to Approving Temporary On-Sale Liquor License for the Waconia Lions Club

9. COUNCIL BUSINESS

- 1) **SITE PLAN and DESIGN REVIEW – GVT Tire & Auto**
Adopt Resolution No. 2026-060 approving the Site Plan and Design Review application for the proposed GVT Tire & Auto 401 13th Street East.
- 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 Approving Summary Publication of Ordinance No. 791.

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: FRANCHISE FEES ADDITIONAL INFORMATION,

COMMUNITY SURVEY CUSTOM QUESTIONS, MAY SPECIAL MEETING DATE

UPCOMING CALENDAR OF EVENTS/MEETINGS:



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: February 19, 2026	
Item Name: 5.1. PUBLIC HEARING –Vacation of Drainage and Utility Easement – Waterford 9th Addition, Outlot A and Outlot C	
Originating Dept: Community Development	
Presented By: Lane Braaten	
Previous Council Action: None	
Item Type:	Regular Session
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-045 approving the Vacation of the Drainage and Utility Easement identified for Outlot A and Outlot C, Waterford 9th Addition.</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>The phasing of the Waterford residential project has required the developer to provide drainage and utility easements over Outlots A and C, Waterford 9th Addition. As part of the next phase, which is Waterford 10th Addition, the developer has requested that the identified drainage and utility easements, which encompass Outlots A and C, Waterford 9th Addition, be vacated to allow for the outlots to be platted consistent with Waterford 10th Addition, which is also on the February 19, 2026 City Council agenda for review and approval.</p> <p>Section 320.08 of the City Code allows the Council to vacate any alley, street or publicly owned utility easement on its own motion or on petition of a majority of the property owners abutting the alley, street, or utility easement pursuant to Minnesota Statutes Section 412.851. JMH Land Development Company, LLC, as the underlying property owner of Outlots A and C, Waterford 9th Addition has petitioned to vacate the identified drainage and utility easements.</p> <p><u>PUBLIC NOTICE/COMMENT</u></p> <p>The notice was published in the WACONIA PATRIOT on February 5, 2026, and February 12, 2026, and posted at Waconia City Hall. To date, Staff have not received any public hearing comments regarding the proposed request to vacate the drainage and utility easements.</p> <p><u>CONCLUSION/RECOMMENDATION</u></p> <p>City staff recommends approval of the petition to vacate the existing drainage and utility easements as it will allow the development of the Waterford 10th Addition residential development.</p> <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. Resolution No. 2026-045 Waterford 9th Addition Outlot A and C 2. Location Map Outlot A Outlot C Waterford 9th 3. Easement Vacation Description and Image 	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:

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

**CITY OF WACONIA
RESOLUTION 2026-045**

**RESOLUTION VACATING DRAINAGE AND UTILITY EASEMENT
FOR OUTLOT A AND OUTLOT C, WATERFORD 9TH ADDITION**

WHEREAS, pursuant to City Code Section 320.08 of the City of Waconia, Minnesota (the “City”) has received a petition to vacate the drainage and utility easements (the “Easements”) located over Outlot A and Outlot C, WATERFORD 9TH ADDITION; and

WHEREAS, the subject parcels are described as Outlot A and Outlot C, WATERFORD 9TH ADDITION, Waconia, MN, 55387 and identified as PID#s 755370800 and 755370820; and

WHEREAS, JMH Land Development Company, LLC owns the subject parcels and has submitted the request; and

WHEREAS, the property owner is requesting the vacation of the existing easements to allow the parcels to be replatted and included in the Waterford 10th Addition residential development; and

WHEREAS, the City Council, having considered the proposed vacation, finds the vacation of the existing easements acceptable as the recording of the Waterford 10th Addition final plat includes the necessary drainage and utility easements.

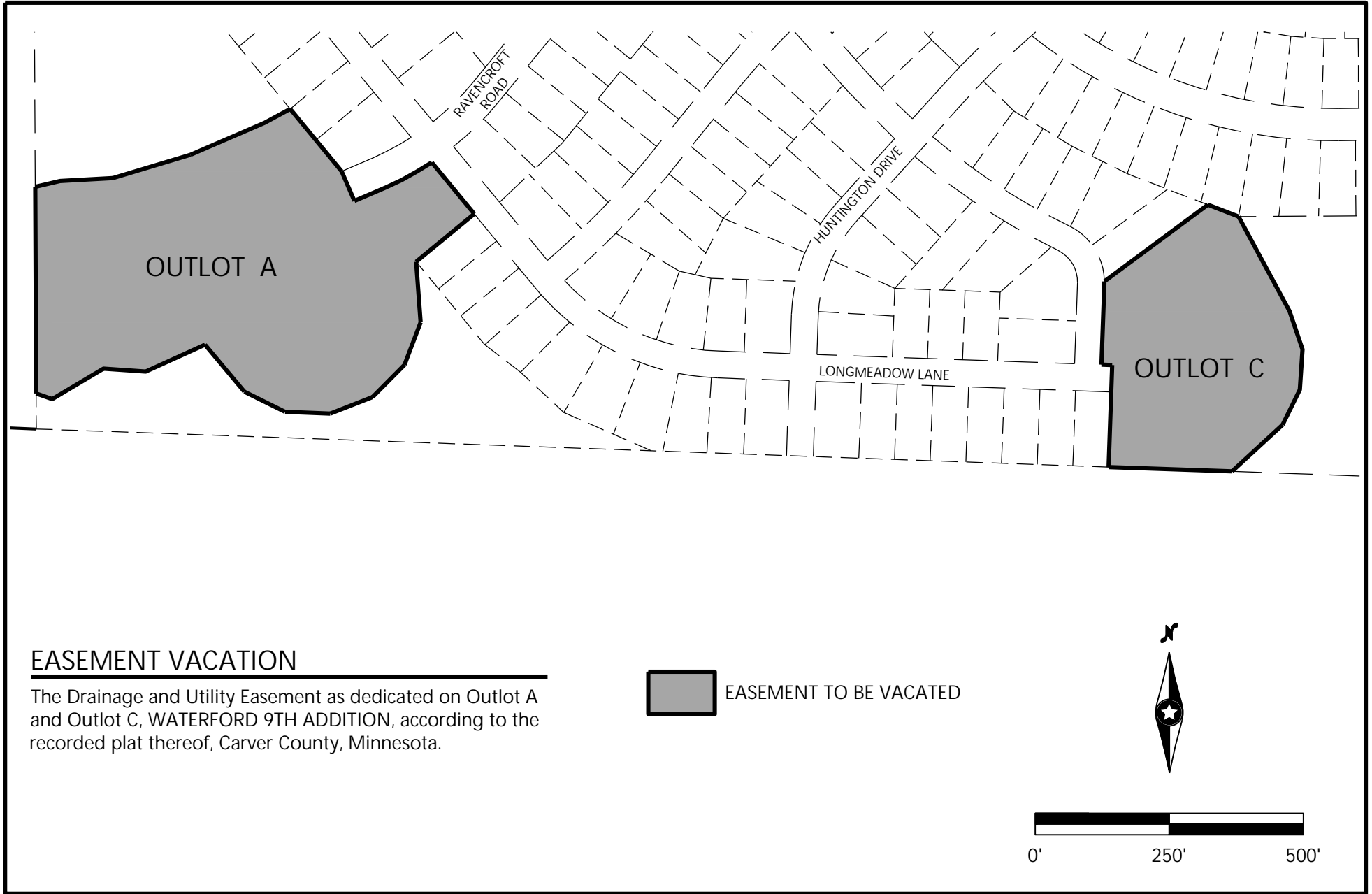
NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the Vacation of the Drainage and Utility Easement request by JMH Land Development Company, LLC for Outlot A and Outlot C, WATERFORD 9TH ADDITION.

Adopted by the City Council of the City of Waconia this 19th day of February 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

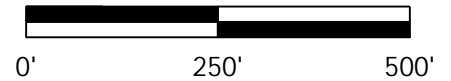




EASEMENT VACATION

The Drainage and Utility Easement as dedicated on Outlot A and Outlot C, WATERFORD 9TH ADDITION, according to the recorded plat thereof, Carver County, Minnesota.

 EASEMENT TO BE VACATED



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WATERFORD 10TH ADDITION

DESIGNED: _____
 CHECKED: _____
 DRAWN: _____ SRM
 FIELD CREW: _____
 FIELD WORK DATE: _____

WATERFORD 10TH
 ADDITION
 WACONIA, MINNESOTA

Westwood

Phone (952) 937-5150 12701 Whitewater Drive, Suite #300
 Fax (952) 937-5822 Minnetonka, MN 55343
 Toll Free (888) 937-5150 westwoodps.com

Westwood Professional Services, Inc.
TIPELS ENGINEERING FIRM REGISTRATION NO. 11756
 TIPELS SURVEYING FIRM REGISTRATION NO. 10074301

EASEMENT VACATION

PROJECT NUMBER: 0029620.05

SHEET NUMBER:

1 OF 1

DATE: 11/12/2025



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: February 19, 2026	
Item Name: 8.1. Approve the February 2, 2026, Council Minutes.	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve the February 2, 2026, Council Minutes.	
EXPLANATION OF AGENDA ITEM: Approve the February 2, 2026, Council Minutes	
ATTACHMENTS: 1. Council Minutes 02-02-2026	
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
FEBRUARY 2, 2026**

1. CALL MEETING TO ORDER AND ROLL CALL

Mayor Litfin called the February 2, 2026, Waconia City Council meeting to order at 6:00 p.m. with all Council Members present.

2. PLEDGE OF ALLEGIANCE

Damian Gangestad, a fifth grader from Southview Elementary School led all in the Pledge of Allegiance.

3. PROCLAMATIONS

None

4. ADOPT AGENDA

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

MOTION CARRIED.

5. PUBLIC HEARING

None.

6. OPEN FORUM

The Mayor provided direction on open-forum speaking.

Bruce Richards, Deacon at St. Joseph's and Head of School, 41 1st Street East spoke on behalf of the school and expressed concerns regarding the proposed design for 2nd Street. He stated that the trees in this area were planted at the time the school was constructed in 2002. Deacon Richards requested that the trees remain in place, noting that they provide shade and offer ongoing opportunities for science and nature education for students. He also provided the Council with 14 letters from fifth-grade students at St. Joseph's School requesting that the trees be preserved.

Bryan Larson, 1510 Spinnaker Road, addressed the Council regarding the sidewalk on the south side of St. Joseph School. He noted that the school was constructed approximately 30 years ago, at which time six-foot sidewalks were installed. He stated that these sidewalks have safely served students, families, and pedestrians for three decades without safety or accessibility concerns. Mr. Larson indicated that expanding the sidewalks to eight feet does

not address an existing problem and would require the removal of mature trees. He emphasized that the trees provide shade for children, reduce energy consumption by cooling the school, enhance pedestrian comfort, assist with stormwater management, and help calm traffic. He concluded that removal of the trees would result in the loss of benefits for decades.

Janice Matlon, 1543 Serenity Lane, a science teacher at St. Joseph's School, addressed the Council regarding the proposed sidewalk design. Ms. Malton stated that she frequently references the trees in her earth science instruction and noted that the absence of trees would make her classroom feel institutional in nature. She also expressed that she does not believe the existing sidewalk width presents an issue.

7. COMMUNITY INTEREST PRESENTATIONS

None.

8. ADOPT CONSENT AGENDA

- 1) Minutes of the January 20, 2026, City Council Meeting**
- 2) Approve February 2, 2026 Expenditures**
- 3) Accept Bids and Approve the Purchase of 2026 Street Lighting Equipment**
- 4) Approve 2026 Capital Equipment Purchases**
- 5) Accepting Grant Proceeds from Carver County Public Services Solid Waste Reduction & Recycling Grant for 2025**
- 6) Trunk Fee Deferral Payment Plan - Lakeside Books**

Mayor Litfin requested the removal of:
Consent Agenda Item 8.4 *Approve 2026 Capital Equipment Purchases.*

Motion to accept the Consent Agenda as published made by Council Member Grengs, seconded by Council Member Siddons with removing Consent Agenda Item 8.4
MOTION CARRIED.

9. COUNCIL BUSINESS

- 1) Approve Layout for 2nd Street - 2026 Downtown Ph 4 Project**

Jon Haukaas, Public Service Director, addressed the Council regarding the Downtown Reconstruction Phase 4 Project. At the January 20th Council meeting, staff presented the project plans, and following extensive discussion related to 2nd Street, the Council directed staff to remove tree removals from the project scope and to protect the existing trees to the greatest extent possible on the south and west sides of the school property. Mr. Haukaas noted that any disruption to a tree's root system has the potential to cause damage; however, no trees are proposed to be removed as part of the project on the south and west sides of the school property. The design decisions

related to 2nd Street are that no trees be removed by the project on the south and west sides of the school property. The sidewalk width is approximately 6 feet wide and the street width to be approximately 40 feet wide. Mr. Haukaas presented details on three options for the Council to review and provide direction to staff:

Option A: A 40-foot wide street with an 8-foot sidewalk (current plan design)

Option B: A 38-foot wide street with an 8-foot sidewalk

Option C: A 40-foot wide street with a 6-foot sidewalk

Council Member Grengs was originally concerned about the safety of the pick-up and drop-off of children; however, this does not seem to be the case. He would be in favor of Option C.

Council Member Coleman drops off children and believes the drop-off area is sufficient and would be in favor of Option C.

Council Member Siddons agrees and would be in favor of Option C.

Council Member Gleason stated that, based on the many comments received by the public, he would be in favor of Option C.

Mayor Litfin thanked residents and staff for their input and comments. The Council is in agreement for Option C.

Motion to adopt Resolution No. 2026-043 Option C approving the layout of 2nd Street for the 2026 Downtown Reconstruction Phase 4 Project made by Council Member Grengs, seconded by Council Member Coleman.

MOTION CARRIED.

2) 2026 Community Survey

Jackie Schulze, Assistant City Administrator, provided an overview of the proposed community survey, noting that the project is part of the Strategic Plan approved by the Council last year. Funding for the survey is included in the 2026 operating budget under the Administration Department. Two proposals were received from firms with extensive experience conducting community surveys for municipalities.

Polco proposes mailing postcards to a random selection of 2,500 households with a survey link, followed by a paper survey mailed two weeks later. Polco utilizes the National Community Survey, which includes approximately 135 questions across 12 categories along with 14 demographic questions. The base cost is \$20,000 with an additional \$2,000 for a half-page of custom questions.

Morris Leatherman proposes a telephone survey of a random sample of 400 households. Their proposal includes 60 questions at a cost of approximately \$20,000, with additional questions available at \$200 per question. The average survey cost typically ranges from \$26,000 to \$34,000.

Council discussion included the following points.
Council Member Grengs expressed support for mailed surveys rather than random telephone calls, noting concerns about response rates.
Council Member Coleman supported the larger sample size of 2,500 households.
Council Member Gleason favored the inclusion of a half-page of custom questions.
Council Member Siddons supported having access to survey results from peer cities.
Mayor Litfin expressed support for conducting a community survey, noting that the City has not previously conducted one and that funding is included in the 2026 budget.

Motion to adopt Resolution No. 2026-044 authorizing a contract with Polco for a community survey made by Council Member Gleason, seconded by Siddons
MOTION CARRIED.

10. ITEMS REMOVED FROM CONSENT AGENDA

The Mayor pulled this item to describe for the public the items for purchase.

Mike Dressel, Assistant Public Services, provided a break-down of each of the three pieces of equipment. The second item is a Z-Master 6000 72" mower with a bagger, striping kit and Tweel tires at a cost of \$23,578.02. The City will receive \$18,000 for the trade in of the current mower. Staff have observed significantly higher prices for comparable units at auction. Therefore, once the new mower is received, the existing mower will be sold at auction. Staff compared pricing through the Minnesota State Cooperative Purchasing Program and the Sourcewell Cooperative Purchasing Program to ensure the most competitive prices were obtained for this equipment.

The 2026 capital improvement plan identified \$10,000 for a turf aerator. This new aerator will have the capability to over seed turf while aerating. Staff solicited quotes from two vendors as this is not on the Minnesota State Cooperative Purchase Program or Sourcewell.

Motion to adopt amended Resolution No. 2026-040 authorizing acquisition of capital equipment to include only:

2026 Toro Z-Master 6000 72" Mower	\$23,785.02
2026 60" AERA-vator	\$15,268.93

was made by Council Member Coleman, seconded by Council Member Siddons.

MOTION CARRIED.

11. BOARD REPORTS

1) Staff Reports

None

2) Councilmember Siddons

Nothing to report.

3) Councilmember Coleman

Nothing to report.

4) Councilmember Gleason

Nothing to report.

5) Councilmember Grengs

Nothing to report.

6) Mayor Litfin

Mayor's report for February 2, 2026:

- On Wednesday, January 21st, the Mayor and Jake Saulsbury toured the City to discuss banner poles, light poles, and sidewalk approaches and the current proposed new sidewalks for the Downtown Reconstruction Project Phase 4.
- On Wednesday, January 21st, the Mayor met with Brian Gersich the School Superintendent, and school principals to discuss the *Waconia Plus 30* April Challenge.
- On Thursday, January 22nd, the Mayor met with the Waconia Chamber of Commerce for their annual awards meeting. A big thank you to Christine and Chelsea at the Chamber Office for their wonderful organization of this meaningful event and recognition program for our community.
- On Thursday, January 22nd, the Mayor met with the High School Mayor Advisory Council working on the *Waconia Plus 30* event.
- On Friday, January 23rd, the Mayor attended and spoke at the Goodwill ribbon cutting event with over 200 people in attendance.
- On Wednesday, January 28th, the Mayor toured the area around Old City Hall.
- On Wednesday, January 28th, the Mayor and Jackie Schulze were at EggCetra Café to tape a *Mayor's Minute*. The EggCetra Café is celebrating 22 years in business.
- The Mayor read to kindergartens the week of January 26h.
- The Mayor met with the Polar Plunge Committee. There are more than 400 registered plungers at this time.
- The Mayor and Council Member Coleman attended a St. Joseph's School gala.
- On Wednesday, February 4th, is the next scheduled *Mayor's is In* session at 7:30 am at City Hall. Everyone welcome.

12. ANNOUNCEMENTS

Shane Fineran announced the next regular City Council meeting has been rescheduled to Thursday, February 19, 2026, at 6:00 p.m. with the Work Session to begin at 5:00 p.m. He also thanked City Staff for their time and effort in coordinating the holiday lights in Waconia. Special recognition was given to Mr. Paul Melchert for securing generous donations from the Waconia Lions, the Waconia Legion and the Waconia Fire Relief Association to support the ongoing maintenance of the holiday lighting systems.

13. ADJOURN REGULAR MEETING

Motion to adjourn the February 2, 2026, City Council meeting at 6:45 was made by Council Member Coleman, seconded by Council Member Siddons.

MOTION CARRIED.

**WORK SESSION: HOTEL DEVELOPMENT, MAYOR'S BUDGET
RECOMMENDATIONS**

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Tim Litfin, Mayor

ATTEST: _____
Sue Schwalbe, Administrative Specialist



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: February 19, 2026	
Item Name: 8.2. Approve February 19, 2026 Expenditures	
Originating Dept: Finance	
Presented By: Nicole Meyer	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Approve February 19, 2026 Expenditures	
EXPLANATION OF AGENDA ITEM: Attached are the claim and disbursement registers for the City of Waconia as of February 19, 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: February 19, 2026	
Item Name: 8.3. Safari Island Community Center Expenditures from Sports Facilities Companies Incurred January 2026	
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 January 2026	
EXPLANATION OF AGENDA ITEM: Sports Facilities Companies has provided the attached report for expenditures paid in January 2026. 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:
<u> X </u> Budgeted	Personnel Committee:
<u> </u> Non-Budgeted	Other:
<u> </u> Amendment Required	



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: February 19, 2026	
Item Name: 8.4. Ice Arena Expenditures from Sports Facilities Companies Incurred January 2026	
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 January 2026	
EXPLANATION OF AGENDA ITEM: Sports Facilities Companies has provided the attached report for expenditures paid in January 2026. 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:
<input checked="" type="checkbox"/> Budgeted	Personnel Committee:
<input type="checkbox"/> Non-Budgeted	Other:
<input type="checkbox"/> Amendment Required	



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: February 19, 2026	
Item Name: 8.5. Group Fitness Room Sound System Replacement - Safari Island Community Center	
Originating Dept: Finance	
Presented By: Nicole Meyer	
Previous Council Action: None	
Item Type:	Consent
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-046 Approving Capital Project at Safari Island Community Center for Replacement of Group Fitness Room Sound System with Farber Sound</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>A project listed in the City's current 2026 capital budget is replacement of the sound system in the group fitness room at Safari Island Community Center. The current system is the original system purchased when the facility opened with the addition of a few wireless headsets throughout the years. The system has outdated technology and is in need of replacement to continue providing great service to the patrons that attend group fitness programming. Two quotes were obtained which include delivery, installation, and staff training to use the equipment.</p> <p>Two quotes are attached to this resolution and are summarized below:</p> <ul style="list-style-type: none"> • Farber Sound - \$19,548 • Audio Logic Systems - \$19,746.01 (does not include wireless headset — added \$750 to attached quote) <p>Staff is recommending moving forward with Farber Sound for this project. The City budgeted \$20,000 and planned to use Safari Island Operating Fund (231) cash to complete this project.</p> <p>With approval of the project, staff will work with the vendor to schedule delivery and installation.</p> <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. Resolution No. 2026-046 Safari Island Group Ex Sound System 2. ALS Fitness Room Audio Upgrade with Best 3. Fitness Center Audio Upgrade with Farber 	
FINANCIAL IMPLICATIONS: Funding Sources & Uses: Safari Island Community Center Operating Fund (231) Budget Information:	ADVISORY BOARD RECOMMENDATIONS:
	Planning Commission:
	Park Board:
	Personnel Committee:

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

**CITY OF WACONIA
RESOLUTION NO. 2026-046**

**RESOLUTION APPROVING CAPITAL PROJECT AT SAFARI ISLAND
COMMUNITY CENTER FOR REPLACEMENT OF GROUP FITNESS ROOM SOUND
SYSTEM WITH FARBER SOUND**

WHEREAS, the 2026 capital improvement plan includes a project for replacement of the sound system in the group fitness room at Safari Island Community Center; and

WHEREAS, the current system is the original system purchased with construction of the facility; and

WHEREAS, City staff obtained two quotes as listed below:

- Farber Sound - \$19,548
- Audio Logic Systems - \$19,746.01 (does not include wireless headset - added \$750 to attached quote)

WHEREAS, the City budgeted \$20,000 to fund the project and plans to utilize Safari Island Community Center operating fund cash (Fund 231); and

WHEREAS, City staff requests approval of the project to ensure the system can be ordered, delivered, and installed as soon as possible.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Waconia hereby approves the capital project at the Safari Island Community Center for replacement of the group fitness room sound system with Farber Sound.

Adopted by the City Council of the City of Waconia this 19th day of February 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

PROPOSAL

Fitness Room Audio upgrade - Best

Safari Island Community Center

1600 Community Dr
Waconia, MN 55387

Revision: 0
Modified: 1/23/2026



Presented By:
Audio Logic Systems
7512 Washington Ave. South
Eden Prairie, MN 55344 USA
952-400-2222



PROPOSAL SUMMARY

Fitness Room Audio upgrade - Best

Safari Island Community Center

1600 Community Dr
Waconia, MN 55387

Revision: 0

Modified: 1/23/2026

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Audio Logic Systems

7512 Washington Ave. South
Eden Prairie, MN 55344 USA
952-400-2222



Video | Lighting | Audio

System	Installed Price
TERMS	\$0.00
Speakers & Amp	\$6,075.04
Processing and Control QSC	\$4,617.69
Inputs QSC	\$1,136.57
New Rack - Optional	\$1,177.71
Infrastructure, Labor, Admin - FULL	\$5,989.00
Project Subtotal:	\$18,996.01



1 ALS Installs Disclaimer - Owner Furnished Equipment

This proposal lists Owner Furnished Equipment (OFE). Any item with the designation of OFE is a zero cost item and is being supplied by the client or by other trades. OFE items are listed for scope of work purposes only. OFE items will be installed by ALS as part of the project.



1 ALS Installs Disclaimer Budgetary - NOT AN OFFER

THIS PROPOSAL IS NOT A FINAL SYSTEM DESIGN, COMPETITIVE PROJECT BID, OFFER FOR SALE OF GOODS OR SERVICES, OR A CONTRACT FOR WORK. Specific products listed are illustrative as to quality, price and performance and may change during the design phase of the installation.



1 ALS Installs Disclaimer Electrical

Customer is responsible for all high voltage electrical work and materials required by this proposal. This proposal does not include high voltage equipment or high voltage installation labor.



1 ALS Installs Disclaimer Sales Tax

This proposal does not include federal, state, county, or city sale/use tax. Client is responsible for any applicable sales or use tax relating to this purchase.



1 ALS Installs Disclaimer Tariffs

Due to recent US Tariff policy all equipment purchases are subject to a Tariff surcharge that may be added to the final invoice. Tariff costs are a pass through item directly from equipment manufacturers, ALS has no control over these costs. ALS will notify you of any tariff increases immediately.

Equipment:	\$0.00
Labor:	\$0.00
TERMS Total	\$0.00

* Price Includes Accessories

Scope of Work:

- Replace speakers and amp with 4x CDD8 speakers and 1 sub
- Install all cable and rigging as required



4 Martin Audio CDD8W
8" CDD Speaker White



1 Martin Audio SX110-W
10" Compact Direct Radiating Sub In White



4 Martin Audio WB6/8W
6/8 Wall Bracket White



1 QSC CX-Q2K4-NA FG-901347-10
Processing Amplifier

Equipment:	\$6,075.04
Labor:	\$0.00
Speakers & Amp Total	\$6,075.04

* Price Includes Accessories

Processing and Control QSC

Scope Of Work:

- Install new System Processor
- Install and Program new touch screen control for system

- 

1 QSC CORE 8 FLEX CORE 8 FLEX
 Unified Core With 8 Local Audio I/o Channels, 64x64 Network I/o Channels With 8x8 Software-based Dante License Included, Usb Av Bridging, Dual Lan Ports, Voip Telephony, 8x8 Gpio, 8 Aec Processors, Half-size 1ru.
- 

1 QSC TSC-70-G3 FG-901372-00
 High Definition Touch Screen Controller
- 


1 QSC TSC-710T-G3 FG-901525-00
 Table Top Mounting Accessory For TSC-70-G3 And TSC-101-G3

Equipment:	\$4,617.69
Labor:	\$0.00
Processing and Control QSC Total	\$4,617.69

Inputs QSC

Scope of Work:

- Install Wall mounted Blue tooth receiver
- Install Client's Wireless mic into rack

- 

1 QSC UND6IO-BT FG-901389-01
 4x2 Channel 2 Gang US, Dante/AES67 Wall Plate w/Bluetooth, RCA, 3.5mm I/O, PoE (white and black faceplates included)

Equipment:	\$1,136.57
Labor:	\$0.00
Inputs QSC Total	\$1,136.57

* Price Includes Accessories

Scope of Work (OPTIONAL):
 - install wall rack for all AV equipment

*** CLIENT MY CHOOSE TO USE THEIR CURRENT EQUIPMENT RACK, and REMOVE THE COST OF THIS SECTION ***

1 24 Spc. Wall Rack

Wall Equipment Rack



1 ALS Installs Install Labor
 Installation Commercial Labor



1 ALS Installs Shop Supplies
 Misc Shop Supplies



1 Middle Atlantic EWR-10-22SD 656747057168
 EWR Series Pivoting Wall Rack



1 Middle Atlantic LBP-1.5 656747035302
 10Pack Lacing Bars with 1.5off



1 Radial Engineering Power-1 R800 5000

[OFE] - 19" Rack mount power conditioner/surge suppressor, 11 outlets

Equipment:	\$677.71
Labor:	\$500.00
New Rack - Optional Total	\$1,177.71

* Price Includes Accessories

Scope of Work:

- Labor, cable, Infrastructure, design and admin as required by the project.



1 ALS Rigging Hardware
Misc Rigging Hardware / Shop Supplies



1 ALS Installs Connectors
Misc Connectors / Shop Supplies



1 ALS Installs Design
Design Costs



1 ALS Installs Install Labor
Installation Commercial Labor



1 ALS Installs Programming
Programming Costs



1 ALS Installs Project Management
Project Manager



1 ALS Installs Room Tuning
Room Tuning Costs



1 ALS Installs Shipping
Normal ground shipping charges



1 ALS Installs Wire Pulling
Wire pulling for project



600 West Penn Wire 25227BBK1000 25227BBK1000
1P 12G STRD UNSHLD PLENII, Black, 1000 ft



300 West Penn Wire 254246EZBK1000 254246EZ
4 PR CAT 6 UTP Plenum Black 1000ft



300 West Penn Wire D252401BK1000 D252401
1P 24G STR SHLD Data Plen 1000ft - Black

* Price Includes Accessories

Equipment:	\$1,229.00
Labor:	\$4,760.00
Infrastructure, Labor, Admin - FULL Total	\$5,989.00
Equipment Subtotal:	\$13,736.01
Labor Subtotal:	\$5,260.00
Project Subtotal:	\$18,996.01

* Price Includes Accessories

PROJECT SUMMARY

Equipment:	\$13,736.01
Labor:	\$5,260.00

Grand Total:	\$18,996.01
---------------------	--------------------

Client: Dan Montague

Date:

Contractor: Audio Logic Systems

Date:



Minneapolis/St. Paul

Milwaukee

3555 Holly Lane N., Suite 10, Plymouth, MN 55447 :: (763) 478-4513 :: www.farbersound.com

◆◆◆ **Budgetary Proposal**

TO:

Safari Island Community Center
c/o Dan Montague
General Manager
Waconia, MN
952-442-3101
dmontague@waconia.org

Safari Island Fitness Room Audio System Upgrade - Budgetary Proposal

1	I-251215-1P	12/17/2025				
PAGE #	QUOTE #	QUOTE DATE			Req. No or Dept.	
					DF	Fitness Room Audio
					SALESPERSON	JOB DESCRIPTION

NO	QTY SHIP.	QTY.	DESCRIPTION	PRICE	TOTAL
1			FITNESS CENTER:		
2			* Project Scope:		
3			Remove existing equipment rack, loudspeakers, & wiring.		
4			Install a new digital processor with remote control for system flexibility & ease of use.		
5			Install a new amplifier and (2) loudspeakers for performance audio & speech.		
6			Install a new equipment rack on opposite wall - in or near existing cabinetry.		
7			Install a dual channel wireless microphone system - (1) Handheld, (1) Headset.		
8			Install a Bluetooth interface for ease of music playback.		
9			* System Design/Engineering, Installation Labor, Testing, Tuning, Training		
10		1	* TOTAL INSTALLED PACKAGE PRICE =	\$19,548.00	\$19,548.00
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38			Please contact Dave or Travis with questions on the estimate provided:		
39			Dave: dave@farbersound.com		
40			Travis: admin@farbersound.com		

NOTE: * Applicable Sales Tax Not Included * Applicable Tariff Fees That May Arise Not Included	SUBTOTAL	\$19,548.00
	TAX RATE	\$0.00
	SHIPPING AND HANDLING	
	TOTAL	\$19,548.00



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: February 19, 2026	
Item Name: 8.6. Group Fitness Small Equipment - Safari Island Community Center	
Originating Dept: Finance	
Presented By: Nicole Meyer	
Previous Council Action: None	
Item Type:	Consent
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-047 Approving Capital Project at Safari Island Community Center for Replacement of Group Fitness Small Equipment</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>A project listed in the City's current 2026 capital budget is the replacement of the small group fitness equipment at Safari Island Community Center. Last fall, the Capital Improvement Committee reviewed images of the equipment at the facility being used for group fitness classes in the studio and aquatic courses. Most of the equipment is mismatched and outdated. Some are damaged and peeling from several years of use. Council budgeted \$12,000 for free weight replacement and \$15,000 for other group fitness equipment items.</p> <p>Staff received a quote from Johnson Fitness for the majority of the replacement of hand weights, mats, kettlebells, resistance bands, and other small equipment. The total quote was \$17,888.60. Johnson Fitness has been a great partner in providing quality equipment and service at the facility. Another quote was received from Kiefer for the foam noodles and dumbbells used for aquatics group fitness programming. The total quote was \$1,116.13. Along with these purchases staff has requested an additional \$830.77 to purchase weighted ankle bands, a music player for the aquatics classes in the pool area, and an organizer to transport the equipment from storage for aquatics classes. These items would be purchased from Amazon. The total for all three quotes and estimates for this small equipment replacement project is \$19,835.50.</p> <p>Staff is recommending moving forward with the quotes as received from trusted vendors and brands for this equipment. This project is planned in the CIP to use Capital Equipment Fund (105) cash to complete.</p> <p>With approval of the project, Staff will work with the vendor to schedule delivery.</p> <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. Resolution No. 2025-047 Safari Island Group Fitness Small Equipment 2. Group Fitness Small Equipment Quote with Johnson Fitness 3. Group Fitness Small Equipment Quote with Kiefer 	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: Capital Equipment Fund	Planning Commission:

(105)

Budget Information:

Budgeted
 Non-Budgeted
 Amendment Required

Park Board:

Personnel Committee:

Other:

**CITY OF WACONIA
RESOLUTION NO. 2026-047**

**RESOLUTION APPROVING CAPITAL PROJECT
AT SAFARI ISLAND COMMUNITY CENTER FOR
REPLACEMENT OF GROUP FITNESS SMALL EQUIPMENT**

WHEREAS, the 2026 capital improvement plan includes a project for replacement of small equipment for group fitness classes at Safari Island Community Center; and

WHEREAS, the current equipment is mismatched, worn, and some pieces are damaged; and

WHEREAS, quotes were received from Johnson Fitness for the replacement of hand weights, kettlebells, mats, resistance bands, and other small equipment totaling \$17,888.60; and

WHEREAS, quotes were received from Kiefer for the replacement of foam noodles and weights totaling \$1,116.13; and

WHEREAS, staff has requested an additional \$830.77 for ankle weights, aquatics music player, and equipment storage and transport; and

WHEREAS, total project costs for all components of the project are estimated to be \$19,835.50; and

WHEREAS, the City budgeted funds for this project from the Capital Equipment Fund (Fund 105); and

WHEREAS, City staff requests approval of the project to ensure the equipment can be ordered, delivered, and put into service as soon as possible.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Waconia hereby approves the capital project at the Safari Island Community Center for replacement of the group fitness small equipment from the vendors as listed.

Adopted by the City Council of the City of Waconia this 19th day of February 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



Johnson Fitness & Wellness

Drew Wurst (3827)
 10759 Hampshire Avenue South
 Bloomington, MN 55438
 Phone: (952) 500-0508
 Fax: (952) 906-6909
 Email: drew.wurst@johnsonfit.com

Quote

Quote Order 22-074898
 Date 12/22/25

Ship To Information

Safari Island Waconia Community Center
 Dan Montague
 1600 Community Drive
 Waconia, MN 55387

Home: (651) 438-4188 Work: (651) 438-4188
 Fax: (952) 442-0692
 Email: drew.wurst@johnsonfit.com

Bill To Information

Safari Island Waconia Community Center
 Dan Montague
 1600 Community Drive
 Waconia, MN 55387

Home: (651) 438-4188 Work: (651) 438-4188
 Fax: (952) 442-0692
 Email: drew.wurst@johnsonfit.com

Expiration Date: 4/21/2026

Terms: Net 30 Days

Qty	SKU	Description	Delivery Method	Tax	List Price	Your Price	Ext. Price
		Tray Racks for Dumbbells		<input type="checkbox"/>			
1	AX-DBR50	Axe Strength 5-50 DB Rack - 3 Tier	Deliver	<input type="checkbox"/>	\$899.00	\$595.00	\$595.00
2	AX-DBR-100	Axe Strength 5-100 DB Rack - 3 Tier	Deliver	<input type="checkbox"/>	\$1,599.00	\$1,215.00	\$2,430.00
		Vinyl Dumbbells - singles		<input type="checkbox"/>			
12	VFW-VH-2	Vision Fitness Vinyl Hex DB - 2lb	Deliver	<input type="checkbox"/>	\$4.00	\$3.33	\$39.96
12	VFW-VH-3	Vision Fitness Vinyl Hex DB - 3lb	Deliver	<input type="checkbox"/>	\$6.00	\$5.00	\$60.00
24	VFW-VH-4	Vision Fitness Vinyl Hex DB - 4lb	Deliver	<input type="checkbox"/>	\$8.00	\$6.67	\$160.08
		(300" tray space)		<input type="checkbox"/>			
		Rubber, Hex head Dumbbells - singles		<input type="checkbox"/>			
24	VFW-RBHX-5	Vision Fitness Rubber Hex Dumbbell 5lb (Each)	Deliver	<input type="checkbox"/>	\$10.00	\$7.29	\$174.96
40	VFW-RBHX-7.5	Vision Fitness Rubber Hex Dumbbell 7.5lb (Each)	Deliver	<input type="checkbox"/>	\$15.00	\$10.93	\$437.20
14	VFW-RBHX-10	Vision Fitness Rubber Hex Dumbbell 10lb (Each)	Deliver	<input type="checkbox"/>	\$20.00	\$14.57	\$203.98
16	VFW-RBHX-12.5	Vision Fitness Rubber Hex Dumbbell 12.5lb (Each)	Deliver	<input type="checkbox"/>	\$25.00	\$18.21	\$291.36
12	VFW-RBHX-15	Vision Fitness Rubber Hex Dumbbell 15lb (Each)	Deliver	<input type="checkbox"/>	\$30.00	\$21.86	\$262.32
		(500" tray space)		<input type="checkbox"/>			
		Hanging Mats (Same as 2023) - 4.5ft long		<input type="checkbox"/>			
20	SPRI-07-70537	SPRI Premium Hanging Mat - 56" x 23" (15mm)	Deliver	<input type="checkbox"/>	\$49.98	\$35.33	\$706.60
		9" Flat Loop Bands		<input type="checkbox"/>			
20	TF-LBT9-2	Torque Fitness 9 Inch Loop Band LVL 2 Blue	Deliver	<input type="checkbox"/>	\$4.00	\$3.32	\$66.40
20	TF-LBT9-3	Torque Fitness 9 Inch Loop Band LVL 3 Yellow	Deliver	<input type="checkbox"/>	\$6.00	\$3.43	\$68.60
20	TF-LBT9-4	Torque Fitness 9 Inch Loop Band LVL 4 Red	Deliver	<input type="checkbox"/>	\$6.00	\$3.69	\$73.80

Qty	SKU	Description	Delivery Method	Tax	List Price	Your Price	Ext. Price
		<u>Iron Kettlebells*** 5lb increments & KG options</u>		<input type="checkbox"/>			
4	ZMD4023987	Matrix Kettlebell Cast 005b Black	Deliver	<input type="checkbox"/>	\$21.00	\$15.38	\$61.52
6	ZMD4023988	Matrix Kettlebell Cast 010b Black	Deliver	<input type="checkbox"/>	\$36.00	\$26.67	\$160.02
15	ZMD4023989	Matrix Kettlebell Cast 015b Black	Deliver	<input type="checkbox"/>	\$50.00	\$36.91	\$553.65
12	ZMD4023990	Matrix Kettlebell Cast 020b Black	Deliver	<input type="checkbox"/>	\$66.00	\$49.22	\$590.64
6	ZMD4023991	Matrix Kettlebell Cast 025b Black	Deliver	<input type="checkbox"/>	\$82.00	\$61.21	\$367.26
2	ZMD4023992	Matrix Kettlebell Cast 030b Black	Deliver	<input type="checkbox"/>	\$96.00	\$71.76	\$143.52
2	ZMD4023993	Matrix Kettlebell Cast 035b Black	Deliver	<input type="checkbox"/>	\$111.00	\$82.30	\$164.60
2	ZMD4023994	Matrix Kettlebell Cast 040b Black	Deliver	<input type="checkbox"/>	\$125.00	\$92.85	\$185.70
2	ZMD4023995	Matrix Kettlebell Cast 045b Black	Deliver	<input type="checkbox"/>	\$143.00	\$106.36	\$212.72
2	ZMD4023996	Matrix Kettlebell Cast 050b Black	Deliver	<input type="checkbox"/>	\$154.00	\$115.05	\$230.10
6	VFW-KB8	Vision Fitness 4kg/8.8lb Kettlebell	Deliver	<input type="checkbox"/>	\$17.60	\$14.67	\$88.02
6	VFW-KB13	Vision Fitness 6kg/13.2lb Kettlebell	Deliver	<input type="checkbox"/>	\$26.44	\$22.03	\$132.18
12	VFW-KB17	Vision Fitness 8kg/17.6lb Kettlebell	Deliver	<input type="checkbox"/>	\$35.26	\$29.39	\$352.68
				<input type="checkbox"/>			
3	HF-MB-HF-5461-60	Hoist MB HF 60" Horizontal Rack for KBs	Deliver	<input type="checkbox"/>	\$675.00	\$458.71	\$1,376.13
3	HF-MB-HF-5461-OPT-60	Hoist MB HF 60" Third Tier	Deliver	<input type="checkbox"/>	\$235.00	\$158.96	\$476.88
				<input type="checkbox"/>			
		Stability Balls		<input type="checkbox"/>			
5	TF-SBTP-55	Torque Fitness Stability Ball-55 CM Silver	Deliver	<input type="checkbox"/>	\$28.00	\$14.71	\$73.55
30	TF-SBTP-65	Torque Fitness Stability Ball-65 CM Black	Deliver	<input type="checkbox"/>	\$36.00	\$17.66	\$529.80
5	HGYMB-75	Hampton Hero 75CM Anti-Burst Stability Ball	Deliver	<input type="checkbox"/>	\$44.00	\$22.00	\$110.00
				<input type="checkbox"/>			
25	ZMD4024240	Matrix Yoga Mat 5mm 72"x24" Dk Blue Grey	Deliver	<input type="checkbox"/>	\$46.00	\$33.97	\$849.25
30	SPRI-05-61714	Spri Gaiam Yoga Block-Blue	Deliver	<input type="checkbox"/>	\$10.98	\$8.40	\$252.00
				<input type="checkbox"/>			
				<input type="checkbox"/>			
		Resistance bands w/Handles		<input type="checkbox"/>			
20	SPRI-XT-L	Spri Xertube-Light Res-Green	Deliver	<input type="checkbox"/>	\$16.98	\$7.97	\$159.40
20	SPRI-XT-M	SPRI Original Xertube-Medium-Red	Deliver	<input type="checkbox"/>	\$17.98	\$8.85	\$177.00
15	SPRI-XT-H	Spri Original Xertube-Heavy Res-Blue	Deliver	<input type="checkbox"/>	\$18.98	\$9.74	\$146.10
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
		*Delivery with quote 22075231		<input type="checkbox"/>			
				<input type="checkbox"/>			
		<u>Delivery+Assembly for all Above</u>		<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
		<u>These items below ship directly to Safari Island</u>		<input type="checkbox"/>			
1		Factory Freight		<input type="checkbox"/>	\$890.41	\$531.91	\$531.91
				<input type="checkbox"/>			
20	PS-91140	Original Club Step w/4 Risers (Black/Gray)	Deliver	<input type="checkbox"/>	\$139.00	\$110.00	\$2,200.00
30	83915	Pilates Poz-A-Ball (blue)	Deliver	<input type="checkbox"/>	\$16.50	\$12.25	\$367.50

Qty	SKU	Description	Delivery Method	Tax	List Price	Your Price	Ext. Price
				<input type="checkbox"/>			
		Fixed Weight Bars		<input type="checkbox"/>			
3	PS-91372	VersaBar 6 lb. Prime	Deliver	<input type="checkbox"/>			
3	PS-91373	VersaBar 9 lb. Prime	Deliver	<input type="checkbox"/>	\$44.00	\$35.62	\$106.86
3	PS-91374	VersaBar 12lb Prime	Deliver	<input type="checkbox"/>	\$46.50	\$37.65	\$112.95
3	PS-91375	VersaBar 15lb Prime	Deliver	<input type="checkbox"/>	\$55.00	\$44.54	\$133.62
3	PS-91376	VersaBar 18 lb. Prime	Deliver	<input type="checkbox"/>	\$70.00	\$56.68	\$170.04
3	PS-91377	VersaBar 24 lb. Prime	Deliver	<input type="checkbox"/>	\$84.50	\$68.43	\$205.29
				<input type="checkbox"/>			
2	PS-11028	15ft Agility Ladder - Rollout/Mat	Deliver	<input type="checkbox"/>	\$129.00	\$105.00	\$210.00

Special Instructions:

*Delivery with quote 22075231

Item Total:

Tax:

TOTAL:

Standard Terms and Conditions

1. All orders must be prepaid before shipment without approved credit.
2. These prices are subject to change after 30 days from document date.
3. There will be a 1.5% monthly service charge on all overdue accounts. The buyer is also responsible for any collection and/or legal fees involved in collecting past due accounts.
4. Any changes on orders must be made within 7 days after the order is accepted.
5. Clerical errors subject to correction. All prices and agreements are contingent upon strikes, accidents, and other causes avoidable or beyond our control.
6. Buyer agrees to promptly file claim for all goods damaged in transit.
7. There will be a 25-35% restocking charge on merchandise ordered but not accepted. Special orders are not refundable. Delivery, Set-Up and Freight charges will not be refunded.
8. A Preventative Maintenance Agreement is available for all equipment.
9. Equipment lease is available with approved credit.
10. All unit prices are F.O.B. manufacturer.
11. Products purchased without commercial warranties that are placed in non-residential settings void manufacturer's warranty. All repair costs are customers responsibility.

Please send check payments to:
DBA Johnson Fitness & Wellness
1600 Landmark Drive
Cottage Grove, WI 53527

Acceptance of Proposal:

These prices, specifications and conditions are satisfactory and are hereby accepted.
I am authorized to order the listed equipment with full understanding
of the payment terms.

Authorized Signature: _____

Print Name: TIM LITFIN

Date of Acceptance: FEBRUARY 19, 2026

www.johnsonfit.com/commercial



Kiefer Aquatics
The Lifeguard Store



903 Morrissey Drive
 Bloomington, IL 61701
 P (309) 451-5858
 F (309) 451-5959

Quote

DATE	Customer #	ESTIMATE
02/03/2026	25429	EST146229



BILL TO
Safari Island Community Center Karen Hughes 1600 Community Dr. Waconia, MN 55387

SHIP TO
Safari Island Community Center 1600 Community Dr. Waconia, MN 55387

Shipped Via:
FEDEX_GROUND

Estimate Prepared by:
callison

ITEM	DESCRIPTION	QUANTITY	PRICE EACH	TOTAL
6503	Kiefer Large Fun Noodles 3" x 58"	30	\$6.67	\$200.10
653614	Kiefer Deluxe Foam Water Dumbbells - Medium- Pair- Blue	8	\$22.95	\$183.60
653615	Kiefer Deluxe Foam Water Dumbbells - Large- Pair- Blue	8	\$25.71	\$205.68
653613	Kiefer Deluxe Foam Water Dumbbells - Mini - Pair- Blue	25	\$19.27	\$481.75
		Subtotal		\$1,071.13
		Shipping, Packaging & Handling		\$45.00
		Discount		\$0.00
		Tax		\$0.00
		Total		\$1,116.13



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: February 19, 2026	
Item Name: 8.7. Award Contract for Sealing of Wells 3&4	
Originating Dept: Public Services	
Presented By: Jon Haukaas	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-048 Accepting the Quotes and Awarding the Contract for Well Sealing Services	
EXPLANATION OF AGENDA ITEM:	
<p>The City completed construction and connection of Well No. 9 in the fall of 2025. With this addition to our system, we are now able to abandon Wells 3 and 4 located at the old Fire Station on Maple Street. These two wells have been used only as emergency backup wells for the past decade due to poor water quality from high levels of iron or other naturally occurring minerals in the groundwater. Abandonment of these wells also allows for the eventual reuse or redevelopment of the old Fire Station site.</p> <p>Quotes were requested from two qualified contractors, both have done excellent work for the city in the past. The higher quote did include additional service deemed unnecessary for this project and also had a longer timeframe for when the work could be scheduled. The low quote was provided by Traut Companies and can be schedule in March.</p> <p>The City has also secured a \$50,000 grant from the Carver County CDA to assist with the decommissioning of Water Treatment Plant No 2 and the wells, which will help fund this project.</p> <p>Staff recommends acceptance of the quotes and award of the Well Sealing contract for Wells 3 and 4 to Traut Companies in an amount of \$27,505.00.</p>	
ATTACHMENTS:	
<ol style="list-style-type: none"> 1. Resolution 2026-048 Well 3 & 4 Sealing Contract 2. Traut Co - Well 3 and 4 Sealing Quote 3. Bergerson Co - Well 3 and 4 Sealing Quote 	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: Capital Improvement Fund Project #831	Planning Commission:
Budget Information:	Park Board:
x _____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2026-048**

**RESOLUTION AUTHORIZE ACCEPTANCE
OF QUOTES AND
AWARDING A CONTRACT FOR WELL SEALING SERVICES**

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

WHEREAS, the City has identified the need to properly seal an abandoned well in accordance with Minnesota Department of Health regulations; and

WHEREAS, quotes were solicited from qualified contractors to perform the well sealing work; and

WHEREAS, two quotes were received as noted below: and

Traut Companies	\$27,505
Bergerson-Caswell, Inc.	\$67,313

WHEREAS, Traut Companies provided the lowest cost for this work and have provided excellent service on similar projects in the past.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes acceptance of quotes and award the contract for well sealing services to Trout Companies in the amount of \$27,505.00.

Adopted by the City Council of the City of Waconia this 19th day of February 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



32640 Co Rd 133
 St Joseph, MN 56374
 320-251-5090

Email
 joet@trautcompanies.com
 www.trautcompanies.com

Quote - Well 3 (Unq# 239961) Well 4 (Unq# 239962) - Pull pumps & seal wells

DATE: 2/5/2026

PHONE # 952-442-4459

FAX # _____

NAME: City of Waconia

ADDRESS 201 south Vine St

Waconia MN 55387

ATTN: _____

JOB # 30-0000

RE: Quote based on 12" wells. No information on well logs regarding casing size. Doug indicated the casing is 12" on both wells.

Description
 Mob / Demob / load & unload grouting equipment
 Field labor to pull pumps from well 3 & 4
 MDH Sealing notifications
 Per-Diem
 F, I, & Remove grouting trimmie pipe and equipment
 Well 3 - Cut casing off 1 ft. below grade
 Well 4 - no additional work to casing or concrete base in
 pumphouse
 Neat cement grout well 3
 Neat cement grout well 2

Unit	Unit Price	QTY	Totals
LS	3,750.00	1	\$ 3,750.00
HR.	375.00	16	\$ 6,000.00
EA	350.00	2	\$ 700.00
DAY	475.00	4	\$ 1,900.00
HR.	375.00	6	\$ 2,250.00
HR.	375.00	1	\$ 375.00
HR.	375.00		\$ -
YDS	895.00	7	\$ 6,265.00
YDS	895.00	7	\$ 6,265.00

TOTAL MATERIALS	\$ 12,530.00
TOTAL LABOR	\$ 14,975.00
INCOMING FREIGHT	
TOTAL	\$ 27,505.00

Note: City to isolate underground line at well 3 before grouting well

Tim Litfin, Mayor

02-19-2026



BERGERSON - CASWELL INC.
 5115 INDUSTRIAL STREET
 MAPLE PLAIN, MN 55359

Telephone: (763)479-3121
 Fax: (763)479-2183
 bergersoncaswell.com

Date: 2/10/2026

Project: Waconia Well 3 & 4 Sealing

Project Address: 26 S Maple St., Waconia, MN 55387

Attention: Doug Bode

Scope of Work

Well Sealing Waconia # 3 & 4
 MDH Permit
 Pull and dispose of all down hole equipment in both wells.
 Remove equipment pedestal for well # 4
 Grout both wells to top of screen.
 Perforate well casing from top of screen to surface.
 Grout well casing from top of screen to surface.
 Remove surface casing ~ 12" below grade.
 Grout surface void level with grade.
 Customer and MDH well sealing report

Bid Line	Description	Qty	Unit Price	Extended Price
1	MDH Permitting	2	\$ 326.00	\$ 652.00
2	Equipment removal and disposal	2	\$ 4,643.00	\$ 9,286.00
3	Airlift and debris removal	2	\$ 3,159.00	\$ 6,318.00
4	Remove Well # 4 equipment pedestal	1	\$ 3,104.00	\$ 3,104.00
5	Mob / Demob for well screen routing	2	\$ 3,970.00	\$ 7,940.00
5a	Grout well # 3 screen (estimated yards of concrete)	1.5	\$ 1,809.00	\$ 2,713.50
5b	Grout well # 4 screen (estimated yards of concrete)	1.5	\$ 1,809.00	\$ 2,713.50
6	Perforate well casing from screen to surface	2	\$ 5,982.00	\$ 11,964.00
7	Mob / Demob for well case routing	2	\$ 3,319.00	\$ 6,638.00
7a	Grout well # 3 casing (estimated yards of concrete)	8	\$ 453.00	\$ 3,624.00
7b	Grout well # 4 casing (estimated yards of concrete)	8	\$ 453.00	\$ 3,624.00
8	Remove surface casing to ~ 12" below grade	2	\$ 2,193.00	\$ 4,386.00
9	Surface rout and to top	2	\$ 1,849.00	\$ 3,698.00
10	Customer and MDH well sealing report	2	\$ 326.00	\$ 652.00
			Extended Total	\$ 67,313.00

Accepted By:

Submitted By:

 Customer Signature

 Jason Popko
 Project Manager



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	February 19, 2026
Item Name:	8.8. Public Services and Water Treatment Plant HVAC Projects
Originating Dept:	Administration
Presented By:	Jackie Schulze
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-049 Authorizing CIP Projects #810 and #811	
EXPLANATION OF AGENDA ITEM:	
Background	
<p>City staff, in consultation with our HVAC contractor, Nordic Mechanical Services, have identified two facilities requiring air conditioning unit replacements in 2026. These projects are included in the City's adopted Capital Improvement Plan (CIP) as:</p> <ul style="list-style-type: none">- Project #810 – Public Services Facility Rooftop Unit Replacements- Project #811 – Water Treatment Plant Electrical Room Mini-Split Replacement	
Public Services Facility – Project #810	
<p>The five rooftop units at the Public Services Facility are original to the building and utilize ozone-depleting refrigerant that is no longer in production. Replacement is necessary to maintain reliable operation and ensure compliance with current state code requirements.</p> <p>The project was initially quoted at \$97,000 and included two 4-ton units and three 3-ton units. After further review of the mechanical room drawings and updating load calculations, Nordic Mechanical Services was able to modify their proposal to five-3 ton units, which will adequately handle the building's needs, reducing the total project cost to \$80,000, which aligns with the budgeted CIP amount. The reduced load is mainly due to upgraded LED lighting and improved efficiency/fan curve of the newer rooftop units.</p>	
Water Treatment Plant – Project #811	
<p>The mini-split system serving the electrical room at the Water Treatment Plant requires replacement to ensure proper cooling of critical electrical components and maintain system reliability. The proposed replacement cost is \$15,500, which matches the amount budgeted in the CIP.</p>	
Financial Impact	
<p>Both projects are included in the 2026 Capital Improvement Plan and are within the approved budget amounts:</p> <ul style="list-style-type: none">- Public Services Facility: \$80,000- Water Treatment Plant: \$15,500	
Attachments	

Full project proposals from Nordic Mechanical Services are included for Council review.

ATTACHMENTS:

1. Resolution No. 2026-049 Water Treatment Plant #180 and #811
2. Mini Split Proposal with Nordic Mechanical
3. Rooftop Unit Replacement Quote with Nordic Mechanical

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: Budget Information: <input checked="" type="checkbox"/> Budgeted _____ Non-Budgeted _____ Amendment Required	Planning Commission: _____ Park Board: _____ Personnel Committee: _____ Other: _____

**CITY OF WACONIA
RESOLUTION NO. 2026 - 049**

**RESOLUTION APPROVING HVAC REPLACEMENTS
AT THE PUBLIC SERVICES FACILITY
AND WATER TREATMENT PLANT**

WHEREAS, the City of Waconia’s 2026–2030 Capital Improvement Plan identifies the replacement of rooftop air conditioning units at the Public Services Facility (Project #810) and the replacement of the electrical room mini-split system at the Water Treatment Plant (Project #811); and

WHEREAS, the rooftop units at the Public Services Facility are original to the building, utilize ozone-depleting refrigerant that is no longer in production, and require replacement to maintain reliable operation and compliance with current code requirements; and

WHEREAS, the electrical room mini-split system at the Water Treatment Plant requires replacement to ensure proper cooling of critical electrical equipment and maintain operational reliability; and

WHEREAS, Nordic Mechanical Services has provided proposals in the amount of \$80,000 for the Public Services Facility rooftop unit replacements and \$15,500 for the Water Treatment Plant mini-split replacement; and

WHEREAS, both projects are included in the adopted Capital Improvement Plan and are within the approved budgeted amounts.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waconia, Minnesota, that the proposals from Nordic Mechanical Services for HVAC replacements at the Public Services Facility in the amount of \$80,000 and at the Water Treatment Plant in the amount of \$15,500 are hereby approved.

Adopted by the City Council of the City of Waconia this 19th day of February 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



January 21st, 2026

City of Waconia
201 Vine Street
Waconia, MN 55387
Contact: Jackie Schulze
Phone: (952)-442-3103
Email: jschulze@waconia.org

Re: City of Waconia Water Treatment – Mini Split
200 East 10th Street
Waconia, MN 55387

Nordic Mechanical Services proposes to provide the labor and materials necessary to replace the electrical room mini split with a new Carrier mini split.

Installation Includes:

- 1 – Carrier 3-Ton Mini Split System
 - Cassette Indoor Ductless Unit
 - Outdoor Heat Pump Condenser
- 1 – Wired Remote Controller
- Electrical Connection
- Piping Connection
- Startup and Testing
- Removal and Environmental Disposal of Existing System
- Installation Materials
- Labor and Installation

Total Installed Cost..... \$15,500.00

All work to be performed during normal business hours unless otherwise noted. If you have any questions or need further information, please contact Nick with Nordic Services.

Thank You,

Nicholas Gonzalez

Authorized Signature *Nicholas Gonzalez*

Date 1/21/26

Acceptance Signature _____

Name (Please Print) TIM LITFIN, MAYOR

Date FEBRUARY 19, 2026



February 2nd, 2026

City of Waconia
26 Maple Street South
Waconia, MN 55387
Contact: Jackie Schulze
Email: jschulze@waconia.org

Re: Maintenance Facility – Rooftop Unit Replacement

Nordic Mechanical Services proposes to provide the labor and materials necessary to replace the five outdated rooftop units. The existing units are original to the building and have Ozone depleting refrigerant that is no longer in production.

Installation includes:

- 3 – 3-Ton Standard Efficient Rooftop Units
 - Low Leak Economizers (Required by State Code)
 - Condensate Float Switches (Required by State Code)
- 2 – 4-Ton Standard Efficient Rooftop Units
 - Low Leak Economizers (Required by State Code)
 - Condensate Float Switches (Required by State Code)
- Thermostats
- Electrical Connection
- Gas Piping Connection
- Crane
- Permit
- Startup and Testing
- Installation Materials
- Labor and Installation

Total Installed Cost \$80,000.00

Project Notes

- Available Fault Current calculation not included if required by City Inspector; can be added at additional cost
- Additional Available Fault Current requirements not included if required by City Inspector, can be added at additional cost
- Mechanical Drawings not included if required by City Inspector; can be added at additional cost
- Structural Drawings not included if required by City Inspector; can be added at additional cost
- Rooftop Unit screening not included if required by City Inspector; can be added at additional cost
- Ductwork modifications and balancing not included if required; can be added at additional cost

All work to be performed during normal business hours unless otherwise noted. If you have any questions or need further information please contact Nick with Nordic Services.

Thank you,

Nicholas Gonzalez

Acceptance Signature _____

Authorized Signature *Nicholas Gonzalez*

Name (Please Print) TIM LITFIN, MAYOR

Date 2/2/26

Date FEBRUARY 19, 2026



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: February 19, 2026	
Item Name: 8.9. Donation and Approve Pass Thru Recommendation - Waconia Fire Relief Association	
Originating Dept: Finance	
Presented By: Nicole Meyer	
Previous Council Action: None	
Item Type:	Consent
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-050 Accepting Donation and Approving Pass Through Recommendation from Waconia Fire Relief Association</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>The City received a donation from the Waconia Fire Department Gambling Board totaling \$3,150. The gambling board approved this donation as a pass-through for the following purposes:</p> <ul style="list-style-type: none"> • \$3,150 – Purchase of Insulated Vests for Fire Department Membership - Considered official apparel and suitable for wear during shifts. <p>With the Council’s acceptance of the donation and recommended purpose for pass through by the gambling board, City staff will recognize the donation revenue and off-setting expenditures in the General Fund — Fire budget (101).</p> <p>ATTACHMENTS:</p> <p>1. Resolution No. 2026-050 Pass Thru Fire Relief</p>	
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. 2026-050**

**RESOLUTION ACCEPTING DONATION AND PASS THRU
RECOMMENDATION FROM
WACONIA FIRE RELIEF ASSOCIATION**

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 recreational 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:

<u>Name of Donor</u>	<u>Item</u>	<u>Value</u>	<u>Department/Fund</u>
Waconia Fire Gambling Board	Check	\$3,150	General Fund

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.

WHEREAS, the Waconia Fire Department Gambling Board wishes to enhance the donation by passing the funds thru for the following purpose:

\$3,150 – Purchase of Insulated Vests for Fire Department Membership

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 deposited to the appropriate funds and 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 19th day of February 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	February 19, 2026
Item Name:	8.10. 801 Highway 284 Small Area Plan Project
Originating Dept:	Community Development
Presented By:	Jon Haukaas
Previous Council Action:	December 22, 2025 - City Council authorized staff to solicit proposals for a small area plan for 801 Highway 284
Item Type:	Consent
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-051 Accepting the proposal submitted by TC2 for the 801 Highway 284 Small Area Plan and to complete the identified market analysis for the site.</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>The City Council adopted the 2026-2029 Strategic Plan, which captures the City's strategic direction for the coming three years. The plan translates broad goals into clear priorities and reinforces Waconia's commitment to accountable governance and high-quality service outcomes. Strategic Priority 3. Promote Economic Development, and the acquisition of the 9-acre former UFC site by the City, inform and indicate the need to complete a small area plan and a market analysis to determine the highest and best use of the property while also identifying key components related to traffic, infrastructure, pedestrian amenities and market viability.</p> <p>The City Council, at their regular meeting on December 22nd, 2025, authorized staff to solicit proposals for the small area plan identified in the strategic plan. The RFP garnered a lot of interest, and we received eight proposals, which ranged in price from \$23,000 to nearly \$59,000. After some consideration and discussion, staff recommend entering into an agreement with TC2 to complete the small area plan. Additionally, staff found that the completion of an accompanying market-based analysis regarding demand and potential uses would be an important component in determining the future uses and viability of the site. The 2026 budget identified for contract services related to redevelopment of the UFC site is \$100,000, which is intended to include the small area plan, environmental work, etc. The total cost of the TC2 contract for planning services is \$23,000 and staff intends to work with TC2 to identify a team to complete the market based analysis for the site. The TC2 proposal and future market analysis are consistent with the costs identified in the city budget related to this item. Further, staff have submitted a grant application to the Carver County CDA for up to \$10,000, which makes funds available for communities to do planning and pre-planning work.</p> <p>Staff recommends approval of TC2 to complete the scope of work identified in the attached proposal. Additionally, staff recommends authorization to contract with a consultant to complete the identified market-analysis research within the identified budget. Please note that the future market analysis research is planned to also include analysis work related to the future small area plan identified in the strategic plan for the future industrial area planned for the southeast. Staff believes completing the market analysis for both small area plans at the same time provides the</p>	

most cost-effective analysis for the community.

ATTACHMENTS:

1. Resolution No. 2026-051 801 Highway 284 Small Area Plan
2. TC2 Proposal Small Area Plan 801 Highway 284

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
<input checked="" type="checkbox"/> Budgeted	Personnel Committee:
<input type="checkbox"/> Non-Budgeted	Other:
<input type="checkbox"/> Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2026-051**

**RESOLUTION ACCEPTING PROPOSALS FOR
SMALL AREA PLAN AND MARKET ANALYSIS**

WHEREAS, one of the City’s Priorities is to “promote economic development”; and

WHEREAS, the City Council has identified strategic initiatives associated with promoting economic development. One of which is to complete small area and site pre-planning for industrial and commercial sites; and

WHEREAS, the City Council, on December 22nd, 2025, authorized staff to solicit proposals related to small area planning for the city owned parcel at 801 Highway 284; and

WHEREAS, the City received eight (8) proposals related to the request for proposals ranging in cost from \$23,000 to nearly \$59,000 and staff have reviewed each of them to determine services provided, projected cost and timelines and recommend entering into an agreement with TC2 to complete this work; and

WHEREAS, the TC2 proposal aligned with the expectations and needs of the community at a projected cost of \$23,000; and

WHEREAS, the staff have identified the need for a market analysis related to the current small area plan and the future business park small area plan and have conveyed this to TC2 to determine next steps related to this service; and

WHEREAS, the City Council finds that market analysis research is an important component to the successful planning of the site; and

WHEREAS, sufficient funding is available in the budget to complete the small area plan and the market analysis research; and

WHEREAS, Staff recommends approval of the proposal submitted by TC2 to complete the small area plan work related to the City owned parcel at 801 Highway 284.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes acceptance of the proposal from TC2 to complete the small area plan for the city owned parcel at 801 Highway 284 and to authorize staff to pursue a consultant to complete market analysis research for the site.

Adopted by the City Council of the City of Waconia this 19th day of February 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



PROPOSAL FOR **SMALL AREA PLAN:** **801 HIGHWAY 284**



Primary Contact

Lance Bernard

(320) 420-7768

lbernard@transportationcollaborative.com

January 20, 2026

January 20, 2026

Lane Braaten, Community Development Director
City of Waconia
201 South Vine Street
Waconia, MN 55387

Click on a
tab to go to
that section

Subject: 801 Highway 284 Small Area Plan - TC2 Proposal

TC2 (Transportation Collaborative & Consultants) is genuinely excited about the opportunity to partner with the City of Waconia on the 801 Highway 284 Small Area Plan. Our team truly enjoyed crafting this response and exploring the site's potential. We're energized by Waconia's momentum and eager to help translate community aspirations into an implementable plan that advances the community's 2040 Comprehensive Plan land use goals for growth, conservation, and resiliency.

We bring a wealth of skills and experience to support the approach outlined in this proposal. Our desire and ability to support the city can be summarized into five key points:

- **Experienced, public minded team:** Your core TC2 team brings decades of relevant experience. Lance Bernard will serve as Project Manager with over 20 years in land use planning. Matt Pacyna, PE brings decades of experience conducting traffic studies, many at the scale similar to the 801 site. Stephanie Falkers, AICP adds 15 years of planning and design expertise with a background in landscape architecture and urban design. Importantly, both Lance and Stephanie began their careers in city and county government, experience we rely on to develop purposeful, implementable plans that work for staff, elected officials, and the public.
- **Familiarity with Waconia:** Lance has led numerous planning efforts across Carver County over the past decade, including recent parks and transportation planning initiatives, providing an understanding of regional context. Matt Pacyna, PE, a Waconia resident, knows the 801 site firsthand, along with existing/planned transportation infrastructure and community context, which will streamline early decision making and stakeholder engagement.

- **Integrated land use + traffic approach:** TC2's practice sits at the intersection of transportation and community planning. We ground development concepts and action plans in a detailed analysis of access and multimodal connections, surrounding context, and future needs. This integrated approach ensures recommendations are feasible, equitable, and aligned with how people will actually access and use the site.
- **Capacity to deliver results:** We are ready to help Waconia move from vision to action. The 801 site's location, size, and context create a unique platform for targeted public and private investment. We will bring forward a concise set of alternatives with transparent trade offs, followed by an implementation roadmap that addresses near term steps, funding, partnerships, and phasing.
- **Deep site understanding:** Our team is familiar with the site's history and surrounding conditions, including prior fuel storage that may influence redevelopment options. We will pair these environmental and land use considerations with access management strategies and transportation network improvements to unlock feasible, context sensitive concepts.

Thank you for the opportunity to submit our proposal. We look forward to collaborating with the City and community on the future for the site. If you have questions, please contact Lance Bernard at 320-420-7768 or lbernard@transportationcollaborative.com.



Lance Bernard
Director of Planning



Matt Pacyna, PE
Principal, Co-Founder

UNDERSTANDING & APPROACH

PROJECT UNDERSTANDING

The subject property located at 801 Highway 284, which is commonly referred to as the former UFC Farm Supply site, has been vacant for a number of years. The recent sale / land-swap agreement between the City of Waconia and Ridgeview Medical Center provides the opportunity for the City to see revitalization of a key infill development area within the community. Therefore, key objectives of the small area plan are to quantify current market and site conditions to identify potential risks and opportunities, evaluate a range of access, land use, and transportation conditions, and develop a preferred concept to support development that aligns with the community's vision.

The TC2 approach to these types of projects is grounded in understanding community and stakeholder desires, while also highlighting the realities of existing infrastructure and market conditions. Our goal is to collaborate early and often with elected officials, area agencies (City, County, MnDOT, and MPCA), and the development community to understand issues and opportunities related to the site, overall area, and development constraints / limitations. By establishing clear communication channels early in the process, the project team can efficiently guide the overall plan development process.

There are several key considerations that need to be vetted as part of the planning process, including:

- What type of land use(s) would the community and market support?
- How can redevelopment of the site support larger community goals or amenities?
- Can existing utilities / infrastructure provide adequate capacity to support different levels of development density or uses?



Highway 284 facing north toward Highway 5



801 site southern access point, facing southeast



S Olive Street facing south to 801 site

In addition, the following items provide additional context and information that needs to be evaluated and / or discussed with the project team and area stakeholders.



The UFC Farm Supply business had fuel storage facilities, in addition to other potentially hazardous materials, which could lead to environmental risks and / or different clean-up standards depending on the preferred land use scenario.



The existing 8th Street right-in / right-out access along Highway 284 limits circulation and access for areas businesses, which is less than ideal; this access also does not align with current MnDOT access spacing guidance; redevelopment of the site provides an opportunity to realign 8th Street across from the Walgreens access and improve access to the site, as well as existing businesses within the area.



Highway 284 is a potential jurisdictional transfer candidate, which could influence access guidance whether a County or City facility.



How does the future Highway 5 Phase 2 Improvements project, planned for 2027, influence the site?; What level of traffic generation is anticipated from the proposed land uses and will that necessitate any changes to planned roadway infrastructure?



What multimodal facilities (sidewalks / trails) are preferred and where should connectivity be prioritized, such as connectivity to the existing sidewalk along 8th Street to the east of Pine Street?



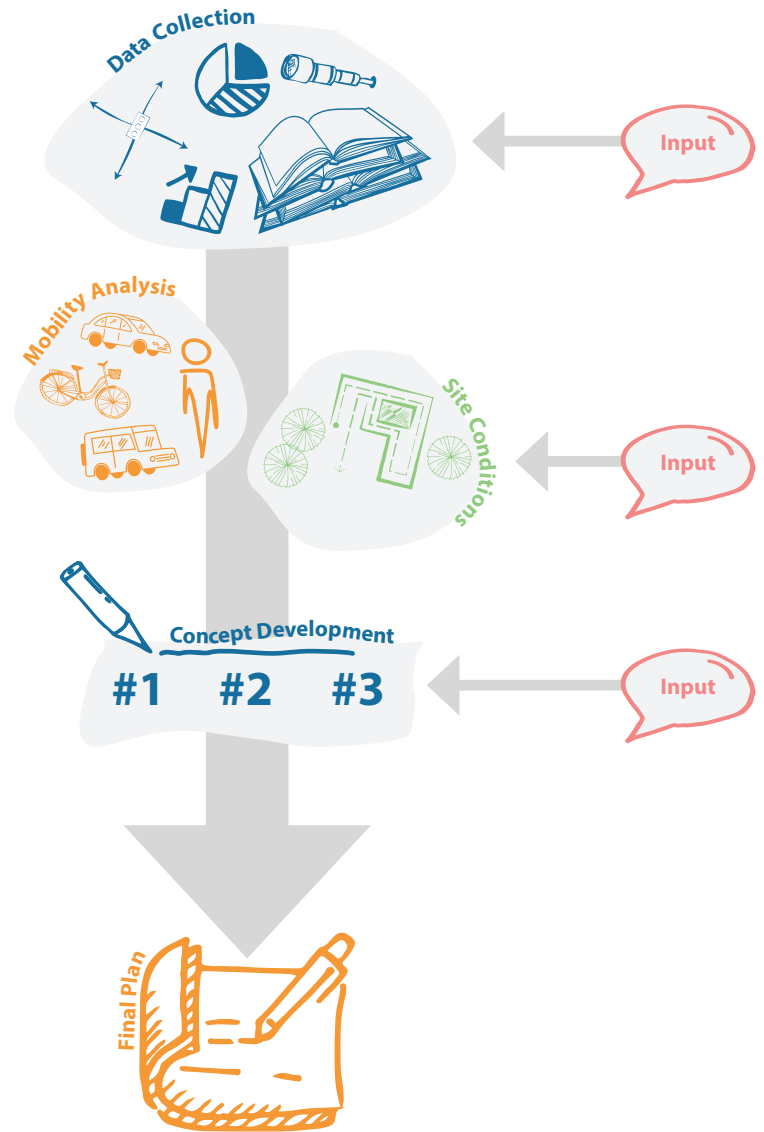
How do other potential development opportunities / land uses within the community influence the marketability of the subject site, such as Tractor Supply, Goodwill, Colony Plaza, former Holiday Gas Station, the Wilford Apartments, Hartman properties, etc.

WORK PLAN & SCHEDULE

OUR PLANNING PHILOSOPHY & PROCESS

TC2's approach is built on a strong foundation of understanding, so the final plan is not only visionary but implementable. We begin by deeply exploring site details, the surrounding development context, and the multimodal transportation network to establish a clear baseline. From that foundation, we create and test development concepts with the community, each organized around a theme, highlighting different tradeoffs, and pairing a development framework with transportation network improvements that reinforce one another. Throughout the process, we continuously assess implementation needs, zoning and policy alignment, infrastructure capacity, phasing, partnerships, and funding, so the final plan is a practical roadmap the City of Waconia can act on.

The approach and work program described on the following pages is summarized into seven tasks. A detailed schedule is available on [page 8](#).



TASK 1: PROJECT INITIATION & DATA REVIEW

We will kick off the effort with city staff to confirm goals, success measures, schedule, and deliverables, and to align communications and decision-making protocols. Immediately following kickoff, we will assemble and review materials that establish our foundational understanding. This includes adopted plans and policies (e.g., Comprehensive Plan, Transportation Plan, zoning and relevant ordinances), prior studies, and available technical datasets such as traffic volumes and crash history, utilities and infrastructure capacity, environmental constraints, and relevant GIS data (e.g., parcel information). The purpose of this task is to organize past plans and policies that establish goals and regulations, clarify information gaps, and define the questions that the concept phase must answer.

Task 1 Outcome: A shared understanding of site conditions and applicable data, ensuring decisions in later phases are grounded in adopted policy, accurate data, and a common understanding of site opportunities and limitations.

Task 1 Deliverables: Kick-off conversation and summary, Data collection and analysis

TASK 2: EXISTING CONDITIONS ASSESSMENT

Building on Task 1, we will translate the document and data review into a concise assessment of existing conditions for the site and its immediate context. We will evaluate parcel configuration and access, topography and drainage, environmental features, and the condition and capacity of supporting infrastructure. In parallel, we will analyze adjacent land uses and zoning to understand compatibility, and we will scan market and housing needs to illuminate feasible use mixes and intensity. The result is a clear articulation of opportunities and constraints that will directly inform how each concept is shaped.

Task 2 Outcome: A site assessment that identifies the key features and design constraints affecting re-development potential and establishes the performance targets that concepts will be measured against.

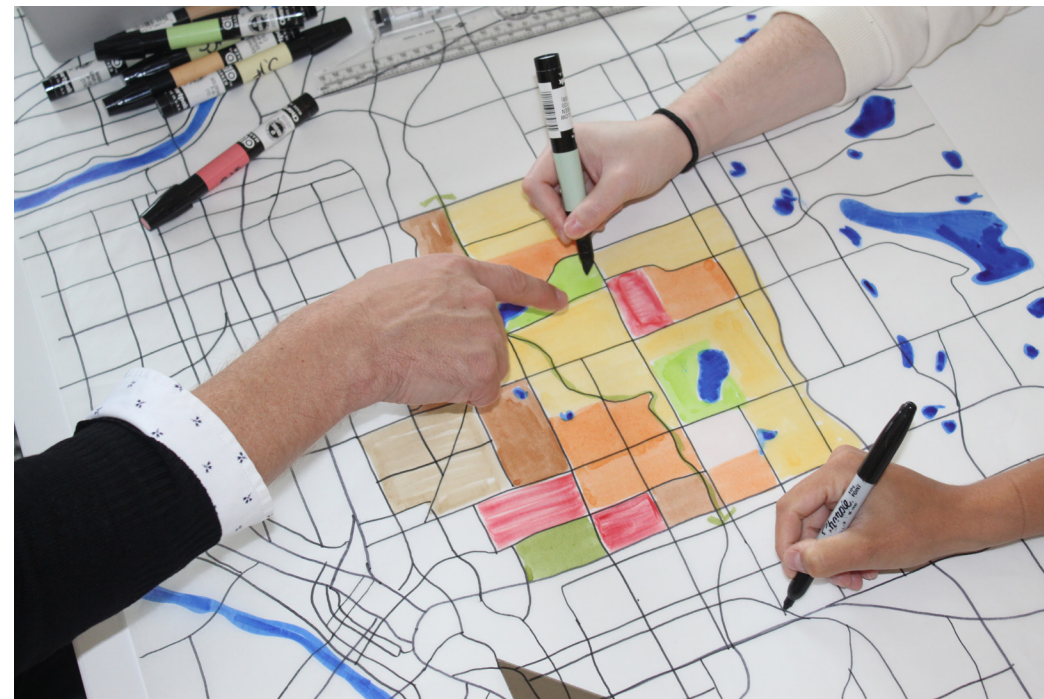
Task 2 Deliverables: Existing conditions summary, including maps, data and analysis

TASK 3: TRANSPORTATION & ACCESS EVALUATION

We will assess existing and projected traffic conditions on Highway 284 and the surrounding street network, expanding the review beyond the site to understand system-wide effects. This multimodal analysis will evaluate connectivity and safety for all modes, including access points, intersection operations, freight and service needs, and opportunities to complete or enhance networks. From this work, we will develop a menu of roadway, intersection, and multimodal improvements that can be paired with land use concepts to reinforce safe, efficient, and equitable mobility.

Task 3 Outcome: A set of transportation/access recommendations and an illustrative plan that will inform the concept development and be refined in response to community input and analysis.

Task 3 Deliverables: Transportation and access data and analysis, Concept recommendations and considerations



TASK 4: CONCEPT DEVELOPMENT

Using the findings from Tasks 2 and 3, we will collaborate with staff to define three distinct concept themes. Each concept will vary in land use mix and intensity while remaining consistent with the city's vision and infrastructure realities. Concepts will illustrate future land uses and site layout, circulation and access strategies, multimodal improvements, utility implications, and potential public realm and streetscape enhancements. We will evaluate each concept against the agreed-upon criteria and refine them based on staff and community input.

Task 4 Outcome: Three rendered concept alternatives that clearly show tradeoffs, demonstrate how transportation and land use can mutually reinforce outcomes, and provide a solid basis for selecting a preferred direction.

Task 4 Deliverables: Three concept themes and rendered concept plans

TASK 5: PUBLIC & STAKEHOLDER ENGAGEMENT

Community insight is essential to an actionable plan. We will host one public open house in the process to share existing conditions and the transportation/access assessment, validate goals, and share initial concepts to gather insights on how the concepts could be refined to better align with community goals. We will also meet twice with a joint Planning Commission/City Council audience at key milestones. The first meeting will share project goals, review existing and transportation analysis, and confirm the three concept themes. The second will review the concept alternatives and synthesize public feedback to guide refinement. We will prepare all meeting promotions and materials (presentation boards, exhibits, and renderings) for all engagement activities. Content will be formatted for a city-hosted project webpage to share updates and gather ongoing input. After each engagement touchpoint, we will produce a concise summary documenting what we heard and how it will shape next steps.

Task 5 Outcome: A transparent, accessible engagement record that meaningfully influences concept refinement and builds consensus toward a preferred plan.

Task 5 Deliverables: Preparation, materials and summaries for one public open house and two joint Planning Commission and City Council workshops





The Otto apartment development - recent high density development

TASK 6: PREFERRED CONCEPT & IMPLEMENTATION STRATEGY

Guided by feedback from the community and city leadership, we will identify and refine one preferred concept. We will then translate that concept into a practical implementation roadmap focused on near-term actions the city can take. The strategy will outline recommended zoning and policy amendments as needed, infrastructure improvements and sequencing, partner roles and responsibilities, required approvals and decision points, potential funding and grant opportunities, and a realistic phasing framework.

We will assemble a concise, graphically rich final report that documents the process, findings, concepts, and recommendations, suitable for Planning Commission and City Council consideration for adoption.

Task 6 Outcome: An adopted small area plan that pairs a compelling preferred concept with a clear, step-by-step path to implementation.

Task 6 Deliverables: Refined Concept, Implementation Plan, Draft and Final Small Area Plan.

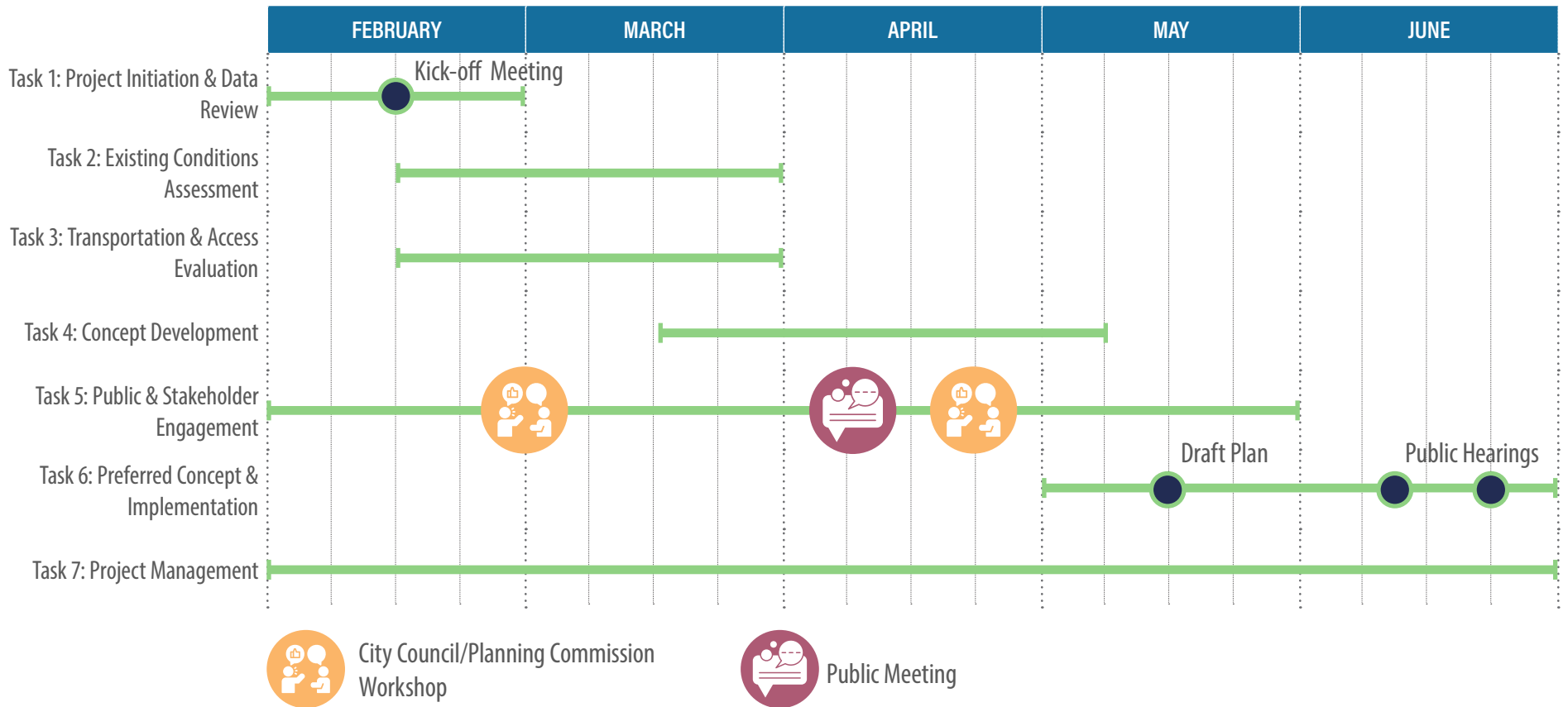
TASK 7: PROJECT MANAGEMENT

Our project management responsibilities include overseeing day-to-day coordination, maintaining clear and consistent communication with city staff, and ensuring the project remains on schedule and within budget. This includes regular check-ins at intervals established with the city to review progress, confirm upcoming tasks, monitor budget status, and proactively address any emerging issues. We will track scope, schedule, and budget throughout the project, provide timely status updates, and adjust workflow as needed to keep the planning process efficient, transparent, and aligned with city expectations.

Task 7 Deliverables: Check ins, Monthly invoices

SCHEDULE

We have identified a project schedule highlighting the key tasks and milestones expected throughout the duration of the planning process. We will regularly review the schedule to ensure that key tasks, deliverables, and engagement events are following the schedule and city expectations. We understand the goal of completing the project within a three-month timeline, with a planned kick-off in February 2026 and anticipated City Council adoption in April 2026. To ensure adequate time to develop, refine and engage community and stakeholders, we suggest an extension of the schedule for an additional two months, primarily to ensure adequate review time. We recognize that this is an extension and are happy to discuss schedule changes as needed.



PROJECT TEAM & QUALIFICATIONS

At TC2, our culture is rooted in collaboration, creativity, and a shared commitment to meaningful outcomes. We are a team of planners, engineers, “plangineers,” strategists, and communicators who believe that planning should be people-centered, inclusive, and fun. Our vision is to partner with others who share our values, cultivating diverse perspectives, empowering communities, and delivering work that reflects both technical excellence and human connection.

Founded in 2021, TC2 is a certified TGB firm with a team that brings over 100 years of combined experience across the Midwest. Our core service lines include community planning, transportation planning, traffic engineering, community engagement, and civil design. Whether we’re shaping long-range transportation plans or facilitating neighborhood visioning sessions, our work is grounded in data, driven by collaboration, and designed to serve communities today and into the future.



COMMUNITY PLANNING AT TC2

Lance Bernard joined TC2 in 2023, bringing over 20 years of community planning experience to the crew. His experience spans multiple community planning efforts, zoning ordinance updates, day-to-day planning, master plans, and impact assessments throughout the Midwest.

Since that time Stephanie Falkers, AICP has joined TC2 to broaden our community planning practice. Lance and Stephanie have been close collaborators on projects over the years and are elated to be together as a team at TC2. They have collectively provided a breadth of planning support for counties and municipalities, leading comprehensive plan updates, zoning code updates, and providing day-to-day planning support.

At TC2, our Community Planning work is grounded in collaboration, data, and design. We work closely with residents, stakeholders, and agency partners to explore community goals and co-create actionable strategies. From master plans to long-range plans, our approach blends big data analysis with inclusive engagement to shape places that reflect the values and aspirations of the people who live there. With experiences as public planners and day-to-day planners, our approach emphasizes the need for actionable outcomes and building of support for implementation. We believe that community education and collaboration is a cornerstone of this approach.

PROJECT TEAM

The team assembled for this effort brings a wealth of experience and expertise, ensuring a thoughtful and actionable approach to the Small Area Plan for 801 Highway 284. Our qualifications include:

- **Public Sector Experience:** Many of our team members began their careers in the public sector with cities and counties and continue to provide day-to-day planning support, serving as implementers and communicators of local policies.
- **Focus on Collaboration:** Our team has worked with city stakeholders, community members, and elected/appointed officials to solidify and execute implementation plans that build momentum and set up strategies for success. Our facilitation methods focus on collaboration to drive outcomes that are meaningful to each organization.
- **Proven Leadership:** Lance Bernard has a strong resume of project management experience. His approach focuses on collaboration, comprehensive analysis, and the definition of implementable outcomes. Lance will be supported by Matt and Stephanie who bring decades of experience facilitating engineering and planning processes and outcomes.
- **Technical Experience:** Our team is comprised of planners and engineers who have spent their careers collaborating with communities and developers to establish and implement policies, assess project impacts, and to facilitate development reviews. Our extensive experience partnering with development teams allows us to understand their needs, anticipate challenges, and craft solutions that balance community goals with feasible, market-ready outcomes. Leveraging our work with a wide range of communities, we bring fresh ideas and proven concepts that can help advance Waconia's priorities and result in a clear, actionable, and meaningful small area plan.
- **Strong Community Engagement Expertise:** We prioritize inclusive and meaningful engagement, ensuring that all voices are heard and reflected in the process.

With this diverse expertise, we are excited to collaborate with the City of Waconia to develop the Small Area Plan for 281 Highway 284. Resumes for our team members are identified in the following pages.

TEAM ORGANIZATION

These are the people who will be guiding you through the planning process. ***Our team has the capacity and availability to support the City of Waconia.***





LANCE BERNARD
Director of Planning

Phone: 320-420-7768
Email: lbernard@transportationcollaborative.com



Project Manager

BACKGROUND

BACHELOR OF ARTS, COMMUNITY DEVELOPMENT/URBAN AFFAIRS
ST. CLOUD STATE UNIVERSITY (2003)

EXPERTISE

COMMUNITY PLANNING

Land Use Planning
Comprehensive Planning
Neighborhood Studies
Redevelopment Plans
Strategic Frameworks

TRANSPORTATION PLANNING

Multimodal Planning
Corridor Studies
Asset Management
Financial Planning/Grant Assistance
Parking Studies
System Analysis

COMMUNITY ENGAGEMENT

Stakeholder Facilitation
Engagement Materials and Activities

Lance recently joined TC2 and brings over 20 years of experience leading a variety of planning projects. Lance's work has touched on all aspects of planning, including comprehensive/land use plans, neighborhood studies, public health initiatives, expanded multimodal planning, corridor studies, parking and micro-mobility assessments, asset management, and grant funding coordination. His approach is built on trust and genuinely listening to community needs, aspirations, and desires.

RELEVANT PROJECT EXPERIENCE

MISSING MIDDLE HOUSING ZONING UPDATE,
RICHFIELD, MN
Project Manager

DAY-TO-DAY ZONING AND DEVELOPMENT REVIEW,
RICHFIELD, MN
Support Staff

2040 CITY COMPREHENSIVE PLAN UPDATES
(RICHFIELD, STILLWATER, COLUMBIA HEIGHTS)
Project Manager

PORTLAND AND 66TH STREET SUB AREA STUDY,
RICHFIELD, MN
Project Manager

DEVELOPMENT LOI SUPPORT, RICHFIELD AND DULUTH,
MN
Project Manager

COLUMBIA HEIGHTS MEDTRONIC SUB AREA STUDY,
COLUMBIA HEIGHTS
Project Manager

CARVER COUNTY 20250 TRANSPORTATION PLAN
Project Manager

MOUNDS VIEW SQUARE REDEVELOPMENT STUDY,
MOUNDS VIEW, MN
Project Manager

COUNTY COMPREHENSIVE PLANS (E.G., SHERBURNE,
BENTON, KANABEC, OTTER TAIL, AND STEARNS
COUNTY)
Project Manager

DILWORTH SUB AREA STUDIES AND ZONING UPDATES
Project Manager

CARVER COUNTY PARKS AND TRAIL CAPITAL
IMPROVEMENT PROGRAM DEVELOPMENT AND
FUNDING STRATEGIST
Project Manager

MIXED USE ZONING DISTRICT UPDATES,
STILLWATER, MN
Project Manager

SCANDIA CITY CENTER STUDY, SCANDIA, MN
Transportation Planner

LOT D DEVELOPMENT FRAMEWORK, DULUTH, MN
Project Manager



Note: Projects include those completed with another firm



MATT PACYNA, PE
Principal, Co-Founder



Phone: 612-464-3800
Email: mpacyna@transportationcollaborative.com

Traffic/Transportation Lead

BACKGROUND

BACHELOR OF CIVIL ENGINEERING,
UNIVERSITY OF MINNESOTA (2005)

Matt has over 20 years of traffic engineering, operations, safety, transportation/ multimodal planning, and preliminary design experience. His vast experience in traffic and transportation engineering allows him to lead transportation system evaluations for public and private developments, safety projects, corridor studies, small area plans, and multimodal system reviews. Matt understands how to effectively communicate with stakeholders to achieve understanding and obtain project support.

EXPERTISE

- TRAFFIC ENGINEERING
 - Traffic Impact Studies
 - ICE Reports
 - Parking Studies
 - Safety Evaluations
- TRANSPORTATION PLANNING
 - Multimodal Systems
 - Small Area Plans
 - Corridor Studies
 - Safe Routes to School
 - Access Management
 - Concept Development
- COMMUNITY ENGAGEMENT
 - Meeting Facilitation
 - Public Participation

RELEVANT PROJECT EXPERIENCE

- LAKEVILLE SMALL AREA PLANS
Project Manager
- ELMWOOD NEIGHBORHOOD TRAFFIC AUDIT
Project Manager
- ROSEVILLE MALL AREA TRANSPORTATION CONCEPT PLAN
Project Manager
- 3801 WOODDALE AVENUE TRAFFIC STUDY
Project Manager
- NORTHWEST FARGO SMALL AREA TRAFFIC STUDY
Project Manager
- MEDINA SITE SUPPORT
Project Manager
- PRUDENTIAL SITE REDEVELOPMENT TRANSPORTATION STUDY
Project Manager

- PRESERVE VILLAGE INFILL DEVELOPMENT PARKING STUDY
Project Manager
- ST. FRANCIS AMBULATORY SURGERY CENTER (ASC) TRAFFIC STUDY
Project Manager
- VICTORIA ROERS DEVELOPMENT TRAFFIC STUDY
Project Manager
- PROJECT LIBRE TRAFFIC STUDY
Project Manager
- SUNRISE VIEW ESTATES TRAFFIC OPERATIONS STUDY
Project Manager
- RYAN COMPANY - TARGET LOGISTICS SUPPORT
Project Manager





STEPHANIE FALKERS, AICP

Director of Community Planning

Phone: 612-314-0030

Email: sfalkers@transportationcollaborative.com



Land Use & Graphics Lead

BACKGROUND

BACHELOR OF LANDSCAPE
ARCHITECTURE, NORTH DAKOTA STATE
UNIVERSITY (2010)

BACHELOR OF SCIENCE,
ENVIRONMENTAL DESIGN, NORTH
DAKOTA STATE UNIVERSITY (2010)

EXPERTISE

COMMUNITY PLANNING
Land Use Planning
Comprehensive Planning
Zoning Ordinances
Neighborhood Studies
Day to Day Planning Services
Small Area Plans
Implementation Plans
Strategic Frameworks

TRANSPORTATION PLANNING

Multimodal Planning
Corridor Studies
Streetscape and Placemaking
Impact Assessment

COMMUNITY ENGAGEMENT

Stakeholder Facilitation
Engagement Materials and Activities

Stephanie recently joined TC2 and brings over 15 years of experience leading a variety of community, transportation and environmental planning projects. She enjoys working closely with a community to explore goals and identify future actions and investments through collaboration with staff, residents and stakeholders. With thoughtful planning, sound community engagement, and appropriate analysis, the possibilities are endless. Stephanie's planning approach utilizes the exploration of big data to understand potential issues, confirming perspectives with community input, to inform the creation of strategies and solutions. She works with stakeholders and partners across a variety of projects to facilitate dozens of open houses, stakeholder meetings, and other engagement events. Stephanie's engagement approach focuses on providing everyone a seat at the table, creating opportunities to share ideas, and facilitating discussions of trade-offs and strategies to define a collaborative approach.

RELEVANT PROJECT EXPERIENCE

MISSING MIDDLE ZONING UPDATES, RICHFIELD, MN
Planner

CEDAR AVENUE LAND USE STUDY
Project Manager

ARRIVE + THRIVE SMALL AREA PLAN
Project Manager

SUPERIOR ZONING ORDINANCE UPDATES, SUPERIOR, WI
Project Manager

WITH WILLMAR COMPREHENSIVE PLAN, WILLMAR, MN
Project Manager

OUR WORTHINGTON COMPREHENSIVE PLAN,
WORTHINGTON, MN
Project Manager

WAYZATA BOULEVARD LAND USE AND CORRIDOR
STUDY, WAYZATA, MN
Project Manager

MARSHALL COMPREHENSIVE PLAN UPDATE,
MARSHALL, MN
Project Manager

IMAGINE ISANTI COUNTY 2045 COMPREHENSIVE PLAN
UPDATE, ISANTI COUNTY, MN
Project Manager

MILLE LACS COUNTY COMPREHENSIVE LAND USE
PLAN UPDATE, MILLE LACS COUNTY, MN
Project Manager

GRAND RAPIDS DOWNTOWN PLAN UPDATE, GRAND
RAPIDS, MN
Project Manager

FOCUS RIVER FALLS COMPREHENSIVE PLAN, BICYCLE
& PEDESTRIAN PLAN, AND OUTDOOR RECREATION
PLAN, RIVER FALLS, WI
Project Manager

SUPERIOR COMPREHENSIVE PLAN, SUPERIOR, WI
Project Manager

GROW GRAND RAPIDS COMPREHENSIVE PLAN, GRAND
RAPIDS, MN
Project Manager

WAYZATA COMPREHENSIVE PLAN, WAYZATA, MN
Project Manager

NORWOOD YOUNG AMERICA COMPREHENSIVE PLAN,
NORWOOD YOUNG AMERICA, MN
Project Manager

ROGERS COMPREHENSIVE PLAN, ROGERS, MN
Project Manager

WASHINGTON COUNTY COMPREHENSIVE PLAN,
WASHINGTON COUNTY, MN
Project Manager

OCONOMOWOC COMPREHENSIVE PLAN,
OCONOMOWOC, WI
Project Manager

UNIVERSITY AVENUE CORRIDOR PLAN, MIDDLETON, WI
Planning Advisor

CITY OF FARGO GROWTH AREA MASTER PLANNING,
FARGO, ND
Project Manager

Note: Projects include those completed with another firm

RELEVANT PROJECT EXPERIENCE

TC2 planners have worked with municipalities and counties across the Midwest on a range of planning projects. From Comprehensive Plans and Zoning Ordinance Updates to Small Area and Transportation Plans, we help communities achieve their goals. The following pages showcase some of our recent work.

Lakeville Small Area Plans

- **Location:** Lakeville, MN
- **Client:** City of Lakeville
- **Dates of Involvement:** 2025-2026

Project Description:
 Our team is actively supporting the City of Lakeville through small area planning and transportation analysis efforts focused on key growth corridors. The Cedar Avenue Small Area Plan is a key growth area focus, where we are conducting detailed land use, market, and transportation analyses to guide future development along the corridor. This includes evaluating development potential, reviewing market conditions, analyzing existing traffic volumes, and preparing concept plans that align with long range community goals.

In addition to Cedar Avenue, our work also encompasses the Kenrick Small Area Plan and the Warwig traffic analysis. These efforts include evaluating land use opportunities, understanding transportation network performance, and identifying infrastructure needs across these key subareas, ensuring coordinated planning outcomes across Lakeville’s growth corridors. The Warwig traffic analysis specifically supports transportation planning efforts, leveraging traffic data and local network knowledge to inform future mobility needs.

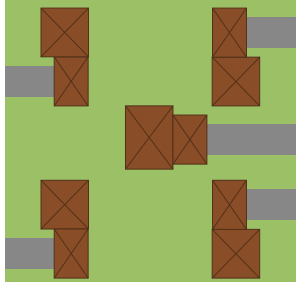
Collectively, the Cedar Avenue, Kenrick, and Warwig studies position the City of Lakeville with a cohesive framework to guide future land use, transportation investment, and infrastructure planning across multiple strategic areas.

Project Contact:
 Tina Goodroad, Community Development Director, (952) 985-4421, tgoodroad@lakevillemn.gov

Services Provided:
 Traffic analysis, Site analysis, Concept Development, Small Area Plan, Meeting facilitation



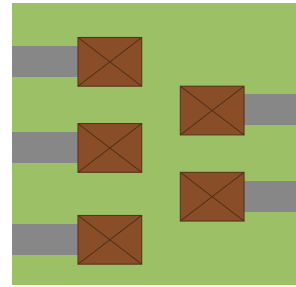
Single Family Home



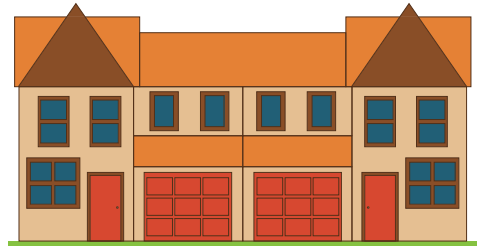
4 to 5 Single Family Homes



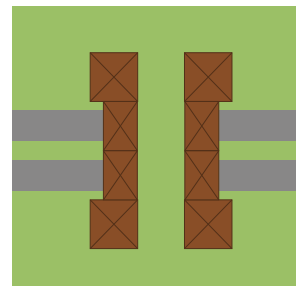
Detached Townhomes



4 to 5 Detached Townhomes



Two Family Homes



1 to 2 Two Family Homes (2 to 4 units)

Carver County Transportation Plan Update & Planning Services

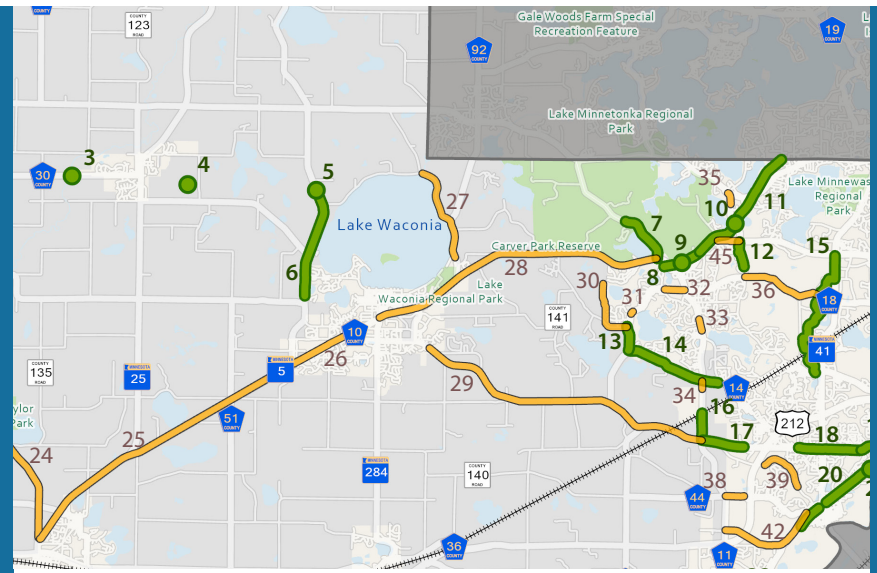
- Location: Carver County, MN
- Client: Carver County
- Dates of Involvement: 2023 - 2026

Project Description:
 TC2 is leading the early stages of Carver County's Transportation Plan update to ensure alignment with Metropolitan Council requirements. Our approach is strategic and deliberate, focusing on foundational elements critical for the update. This includes reviewing the functional classification system, conducting jurisdictional assessments, and establishing clear goals to guide future transportation planning.

In addition, TC2 provides comprehensive planning support for the County's Parks and Recreation Department, laying the groundwork for long-term system management. We facilitate visioning workshops with the Parks Commission and County Board to align parks and trails with community needs and growth trends. Our work has provided a prioritized project list and a ten-year financial plan, ensuring investments are both strategic and sustainable. TC2 also engages the community through surveys and pop-up events and assists with grant writing to secure funding for implementation.

Project Contact:
 Lyndon Robjent, P.E., Public Works Division Director, County Engineer, Carver County Public Works
 (952) 466.5206, lrobjent@carvercountymn.gov

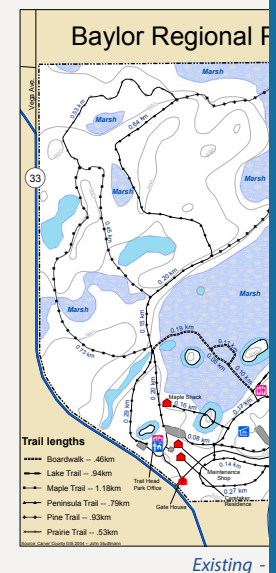
Services Provided:
 Land use planning, Transportation planning, Park system planning, Public engagement



Help guide the vision for Baylor Regional Park.

The initial Baylor Regional Park plan was prepared and initiated in 1975. As new parkgoers, needs and desires emerge, we are looking for fresh input for the future of Baylor Regional Park!

Scan the QR code to share your thoughts or leave a comment on the boards.



Penn Avenue Safety Improvements

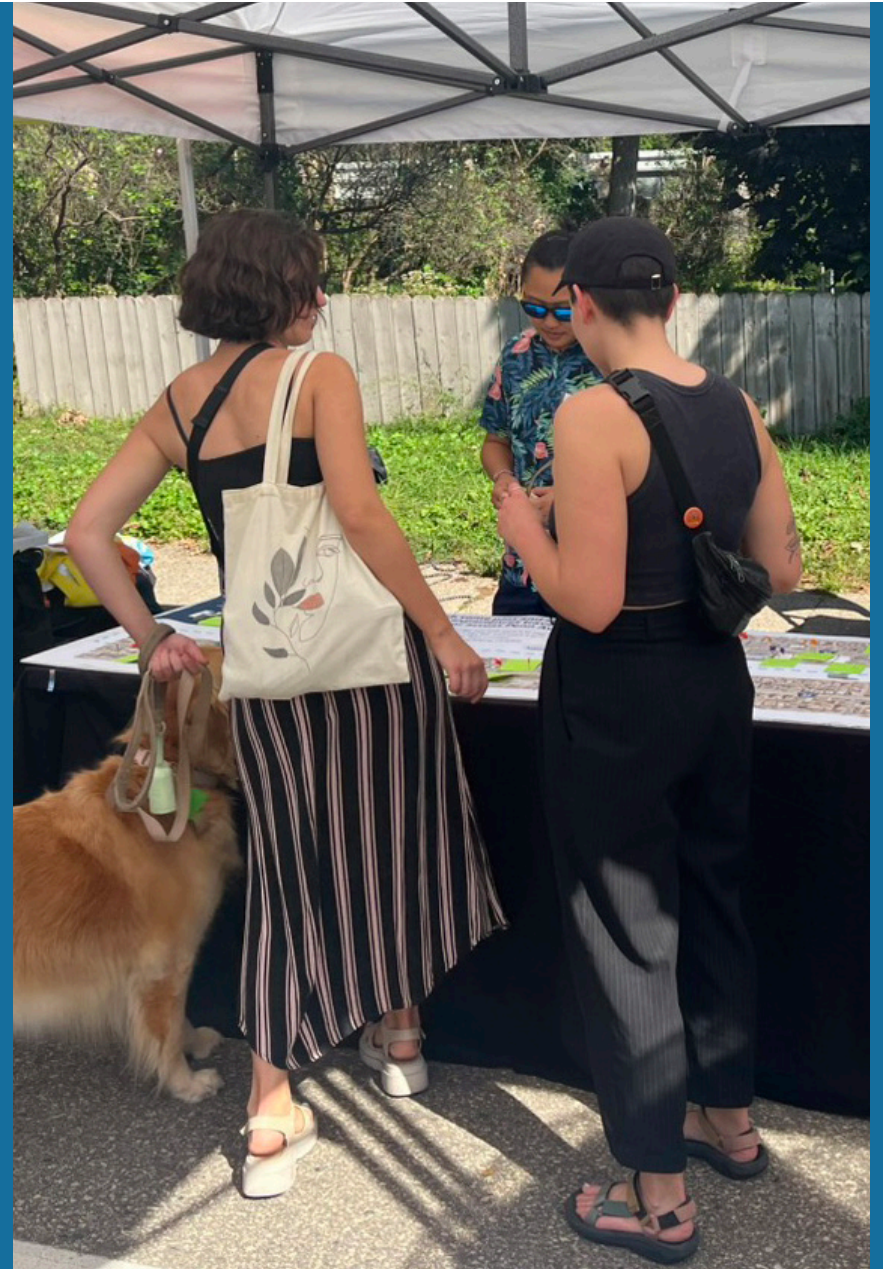
- **Location:** Richfield, MN
- **Client:** City of Richfield and Hennepin County
- **Dates of Involvement:** October 2025 - current

Project Description:
 Penn Avenue in Richfield, Minnesota serves as a critical regional corridor and is home to a diverse mix of businesses, including the distinctive “Penn Central” district known for its local shops and unique character. In anticipation of a full roadway reconstruction scheduled for 2028, Hennepin County has initiated a comprehensive planning process to shape the future design of this corridor. The goal is to create a roadway that not only improves transportation functionality but also strengthens the economic vitality of the area.

As part of this effort, TC2 is collaborating with a multidisciplinary consulting team to evaluate redevelopment potential and ensure that roadway improvements complement and support existing businesses. Our work includes a detailed assessment of redevelopment and reinvestment opportunities, identification of public realm enhancements, parking needs, and analysis of zoning and policy adjustments needed to foster growth. By integrating transportation planning with economic development strategies, TC2 is helping to position Penn Avenue as a corridor that meets community needs while encouraging sustainable investment and long-term success.

Project Contact:
 Jan Youngquist, AICP, Economic Development Manager, City of Richfield
 (612) 861-9771, jyoungquist@richfieldmn.gov

Services Provided:
 Land use planning, Graphic design, Meeting facilitation



COST PROPOSAL

We have developed a cost-effective work plan that aligns with the requirements outlined in the RFP and are happy to collaborate with city staff to refine the work program. The following fee estimate was developed.

FEE ESTIMATE

	Task	Est.
LABOR	Task 1: Project Initiation & Data Review	\$3,700
	Task 2: Existing Conditions Assessment	\$3,700
	Task 3: Transportation & Access Evaluation	\$1,700
	Task 4: Concept Development	\$4,700
	Task 5: Public & Stakeholder Engagement	\$4,000
	Task 6: Preferred Concept & Implementation	\$3,800
	Task 7: Project Management	\$1,000
	Total Labor	\$22,600
EXPENSES	Mileage: 192 Miles @ \$0.725/mile	\$140
	Materials: Printing and Reproduction at cost	\$260
	Total Expenses	\$400
Total Not to Exceed Estimate		\$23,000



Walgreens access facing northeast

AVAILABILITY

We are fully prepared to initiate the 801 Highway 284 Small Area Plan upon award and to meet the schedule outlined. Our proposed team is staffed with practitioners who are already oriented to the project context and have reserved capacity aligned with the anticipated workload. The following table outlines each key team member's current time allocations and availability. This transparency ensures our commitments are visible and that the project receives the dedicated attention it requires.

To safeguard on time and quality delivery, we have built in cross coverage for critical roles and utilize proactive resource management planning. If scope or sequencing changes, we adjust allocations in coordination with the City of Waconia, ensuring the right expertise is available at the right moments without compromising quality or continuity.

Staff	% Committed	% Available
Lance Bernard	50%	50%
Matt Pacyna	65%	35%
Stephanie Falkers	50%	50%
Planning Support Staff	50%	50%
Traffic Support Staff	60%	40%





REQUEST FOR CITY COUNCIL ACTION

Meeting Date: February 19, 2026	
Item Name: 8.11. Carver County CDA Planning Grant for Small Area Plan	
Originating Dept: Administration	
Presented By: Shane Fineran	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-052 Approving Application for CGPI Pre-Development Grant Funds	
EXPLANATION OF AGENDA ITEM: The Carver County CDA makes grant assistance available to cities for planning and pre-development work in their communities. Up to \$10,000 is available in grant assistance. The effort surrounding the small area plan development for 801 Highway 284 would be an eligible planning scope of services and the grant can be used to offset the consultant services of TC2 and Maxfield for this project.	
ATTACHMENTS: 1. Resolution No. 2026-052 CDA CGPI Planning Grant 2. 801 Hwy 284 County Development Pre-Development Application	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: Economic Development Fund	Planning Commission:
Budget Information:	Park Board:
<input checked="" type="checkbox"/> Budgeted	Personnel Committee:
<input type="checkbox"/> Non-Budgeted	Other:
<input type="checkbox"/> Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2026-052**

**A RESOLUTION APPROVING APPLICATION TO THE
CARVER COUNTY CDA COMMUNITY GROWTH INITIATIVE PROGRAM
FOR PLANNING ASSISTANCE GRANT FUNDS**

WHEREAS, the City or Waconia has identified a proposed project within the City or Township that meets the Carver County Community Development Agency’s (CDA) Community Growth Partnership Initiative Grant Program’s purpose and criteria; and

WHEREAS, the City has established a Redevelopment Plan of which the proposed project is a component; and **OR WHEREAS**, the City or Township has identified a project that will create living wage jobs; and

WHEREAS, the City has the capability and capacity to ensure the proposed project will be completed and administered within the guidelines of the Community Growth Partnership Initiative Program; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

WHEREAS, the City supports the development of affordable housing and of the CDA’s mission to improve the lives of Carver County residents through affordable housing and community development.

NOW THEREFORE BE IT RESOLVED that the City of Waconia approves the application for funding from the Carver County Community Development Agency’s Community Growth Partnership Initiative Grant Program.

BE IT FURTHER RESOLVED that if the Carver County Community Development Agency approves its application, Shane Fineran, the City Administrator, is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

Adopted by the City Council of the City of Waconia this 19th day of February 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



I. APPLICANT INFORMATION

Applicant	Organization: Contact Name: Address: Phone Number: Email: Authorized representative for execution of contract(s): Name: Title:
Project Request	Name of Project: Amount of funding request: \$ Total environmental costs: \$ Total redevelopment costs: \$

II. AREA OR SITE CONDITIONS

General location of Area (Property ID and/or Address):	
Legal Description of Site:	
Site Size (acres):	
Define boundary of plan area:	
After redevelopment is completed, will properties in the Plan Area be publicly or privately owned?	<input type="checkbox"/> Publicly owned <input type="checkbox"/> Privately owned
Post-redevelopment owners?	
Current Appraised or Assessed Value of the Plan Area properties:	

The CDA reserves the right to seek additional information after initial review of the application.



III. PRE-DEVELOPMENT PROJECT INFORMATION

Describe the type and scope of the Plan.	
Describe the city's goals and needs for the Plan. Please explain why the Plan is needed.	
Describe the desired redevelopment project that will occur.	
Who will lead the planning efforts (i.e. City, Consultant, etc.)?	
Identify any partners that will participate in the redevelopment of the Plan Area (developers, consultants, regulating/permitting agencies, etc.).	
Estimated time for Plan completion?	

Provide details on funding sources for the Plan.

Source of Funds	Amount	Committed	Pending
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
Total:	\$		

The CDA reserves the right to seek additional information after initial review of the application.



**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY
COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)
PRE-DEVELOPMENT APPLICATION**

REQUIRED RESOLUTION

The application must be approved by the respective City/Township council via resolution that includes the Required Resolution Provisions (sample resolution is attached to application/ below).

SAMPLE RESOLUTION

WHEREAS, the City or Township of _____ has identified a proposed project within the City or Township that meets the Carver County Community Development Agency's (CDA) Community Growth Partnership Initiative Grant Program's purpose and criteria; and

WHEREAS, the City or Township has established a Redevelopment Plan of which the proposed project is a component; and OR WHEREAS, the City or Township has identified a project that will create living wage jobs; and

WHEREAS, the City or Township has the capability and capacity to ensure the proposed project will be completed and administered within the guidelines of the Community Growth Partnership Initiative Program; and

WHEREAS, the City or Township has the legal authority to apply for financial assistance; and

WHEREAS, the City or Township supports the development of affordable housing and of the CDA's mission to improve the lives of Carver County residents through affordable housing and community development.

NOW THEREFORE BE IT RESOLVED that the City or Township of _____ approves the application for funding from the Carver County Community Development Agency's Community Growth Partnership Initiative Grant Program.

BE IT FURTHER RESOLVED that if the Carver County Community Development Agency approves its application, the [insert authorized official's name] , the [insert authorized official's title] , is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	February 19, 2026
Item Name:	8.12. Waterford 10th Addition Final Plat – JMH Land Development Company
Originating Dept:	Community Development
Presented By:	Lane Braaten
Previous Council Action: None	
Item Type:	Regular Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-053 approving the Waterford 10th Addition Final Plat application submitted by JMH Land Development Company

EXPLANATION OF AGENDA ITEM:

BACKGROUND/REQUEST

Applicant/Owner: JMH Land Development Company, LLC

P.I.D.#s: 755370800 & 755370820

Zoning District: PUD, Planned Unit Development District

Attached are the application materials pertaining to the Waterford 10th Addition Final Plat as proposed by JMH Land Development Company, LLC. The proposed final plat is generally consistent with the Waterford Additions Preliminary Plat which was approved by the City Council via Resolution No. 2021-112 on April 19th, 2021. The Waterford Additions Preliminary Plat included the development of a total of two hundred and twelve (212) single-family parcels and one hundred and forty-four (144) townhome units. The Waterford 10th Addition Final Plat, which is the fifth and final phase of the project, is requesting approval to final plat thirty (30) single-family residential parcels consistent with the preliminary plat approval.

The Waterford 10th Addition Final Plat consists of the following:

1. Thirty (30) single-family home parcels.
2. The proposed street and lot configuration are generally consistent with the approved Waterford Additions Preliminary Plat considered by the City Council on April 19th, 2021.
3. The preliminary plat approval allowed for 65-foot-wide single-family home parcels, 75-foot-wide single-family home parcels and townhome parcels. The parcels shall be developed consistent with the setback and impervious surface requirements stated in the preliminary plat approval and the development agreement.
4. The final construction plans and plat are subject to final review and approval by the Public Services Director and City Engineer prior to any work commencing on the subject parcel.

CONCLUSION/RECOMMENDATION

City Staff recommends approval of the Waterford 10th Addition Final Plat subject to the findings and conditions stated in the attached resolution.

ATTACHMENTS:

1. Resolution No. 2026-053 Waterford 10th Addition Final Plat
2. Location Map Waterford 10th Addition
3. Waterford 10th Addition Final Plat

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. 2026-053**

**RESOLUTION APPROVING WATERFORD 10TH ADDITION
FINAL PLAT
BY JMH LAND DEVELOPMENT COMPANY**

WHEREAS, JMH Land Development Company (the “Applicant”), has submitted a final plat application for the fifth and final phase of the Waterford Additions residential planned unit development titled Waterford 10th Addition, which consists of thirty (30), single-family home parcels pursuant to Chapter 1000 of the Waconia Code of Ordinances; and

WHEREAS, the subject properties are described as Outlot A and Outlot C, WATERFORD 9TH ADDITION and identified as PID#s 755370800 and 755370820; and

WHEREAS, the Waterford 10th Addition Final Plat is consistent with the Waterford Additions Preliminary Plat approved by the City Council on April 19th, 2021, per Resolution No. 2021-112; and

WHEREAS, staff have reviewed the final plat application and recommends approval of the fifth and final phase of the Waterford Additions residential development consisting of thirty (30) single-family parcels subject to the following conditions:

1. Compliance with applicable items contained in Chapter 1000 of the City of Waconia Subdivision Ordinance.
2. Compliance with the conditions of approval for the Waterford Additions Preliminary Plat as stated in Resolution No. 2021-112.
3. Compliance with the final plan review of the Public Services Director and City Engineer.
4. Execution and approval of a developers agreement prior to work commencing on site.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia hereby approves the Waterford 10th Addition Final Plat for the fifth and final phase of the Waterford Additions residential planned unit development subject to the conditions noted above.

Adopted by the City Council of the City of Waconia this 19th day of February 2026.

Tim Litfin, Mayor

Attest: _____
Jackie Schulze, Assistant City Administrator



WATERFORD 10TH ADDITION

PLAT FILE NO.
C.R. DOC. NO.

KNOW ALL PERSONS BY THESE PRESENTS: That JMH, Land Development Company, LLC, a Minnesota limited liability company, owner of the following described property situated in the County of Carver, State of Minnesota, to wit:

Outlot A and Outlot C, WATERFORD 9TH ADDITION, according to the recorded plat thereof, Carver County, Minnesota

Has caused the same to be surveyed and platted as WATERFORD 10TH ADDITION and does hereby donate and dedicate to the public for public use forever the public ways and also dedicates the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said JMH, Land Development Company, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

JMH LAND DEVELOPMENT COMPANY, LLC

By: _____
Its: _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ its _____ of JMH, Land Development Company, LLC, a Minnesota limited liability company, on behalf of the company.

(Signature) _____ (Name Printed)
Notary Public, _____ County, Minnesota
My Commission Expires _____

I, Ernest M. Wirtz Jr., do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Ernest M. Wirtz Jr., Licensed Land Surveyor
Minnesota License No. 63719

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me on _____ by Ernest M. Wirtz Jr.

(Signature) _____ (Name Printed) _____

Notary Public, _____ County, Minnesota

My Commission Expires _____

CITY COUNCIL, CITY OF WACONIA, MINNESOTA

This plat of WATERFORD 10TH ADDITION was approved and accepted by the City Council of the City of Waconia, Minnesota at a regular meeting thereof held this _____ day of _____, 20____ and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City of Waconia, Minnesota

By: _____ Mayor
By: _____ Clerk

COUNTY SURVEYOR, Carver County, Minnesota

Pursuant to Chapter 395, Minnesota Laws of 1971, this plat has been approved this _____ day of _____, 20____.

Brian Praske, County Surveyor

COUNTY AUDITOR, Carver County, Minnesota

I hereby certify that taxes payable in 20____ and prior years have been paid for land described on this plat. Dated this _____ day of _____, 20____.

Crystal Campos, County Auditor

By: _____

COUNTY RECORDER, Carver County, Minnesota

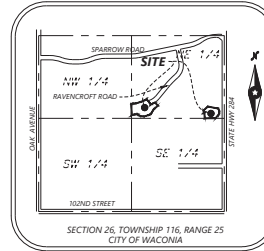
I hereby certify that this plat of WATERFORD 10TH ADDITION was filed this _____ day of _____, 20____, at _____ o'clock _____ M., as Document No. _____.

Kaaren Lewis, County Recorder

By: _____

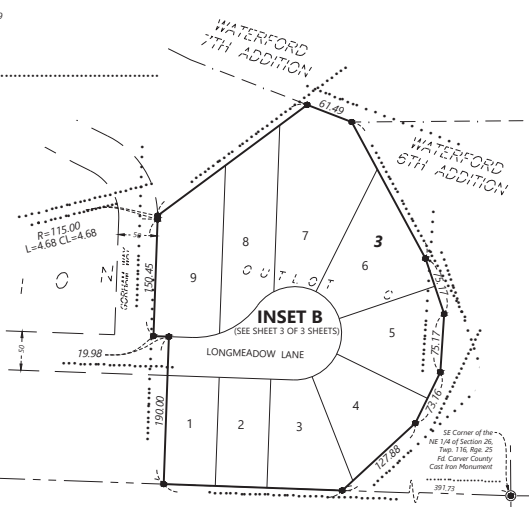
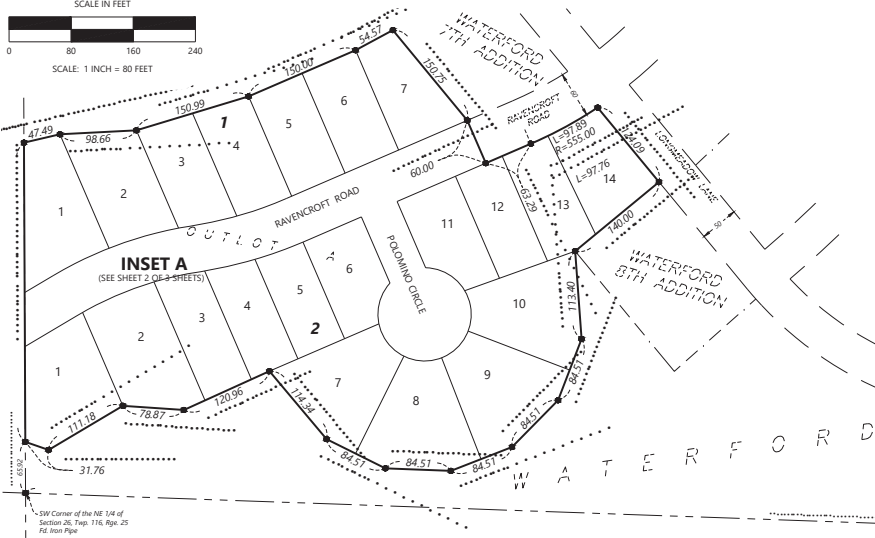
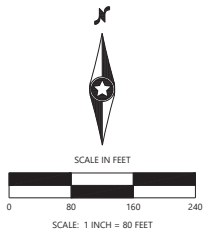
VICINITY MAP

(NOT TO SCALE)



- SET 1/2" BY 14" IRON REBAR WITH CAP #63179
- FOUND MONUMENT: LS #53596

THE SOUTH LINE OF OUTLOT C, WATERFORD 9TH
(CARVER COUNTY, NAD83(1986AD))



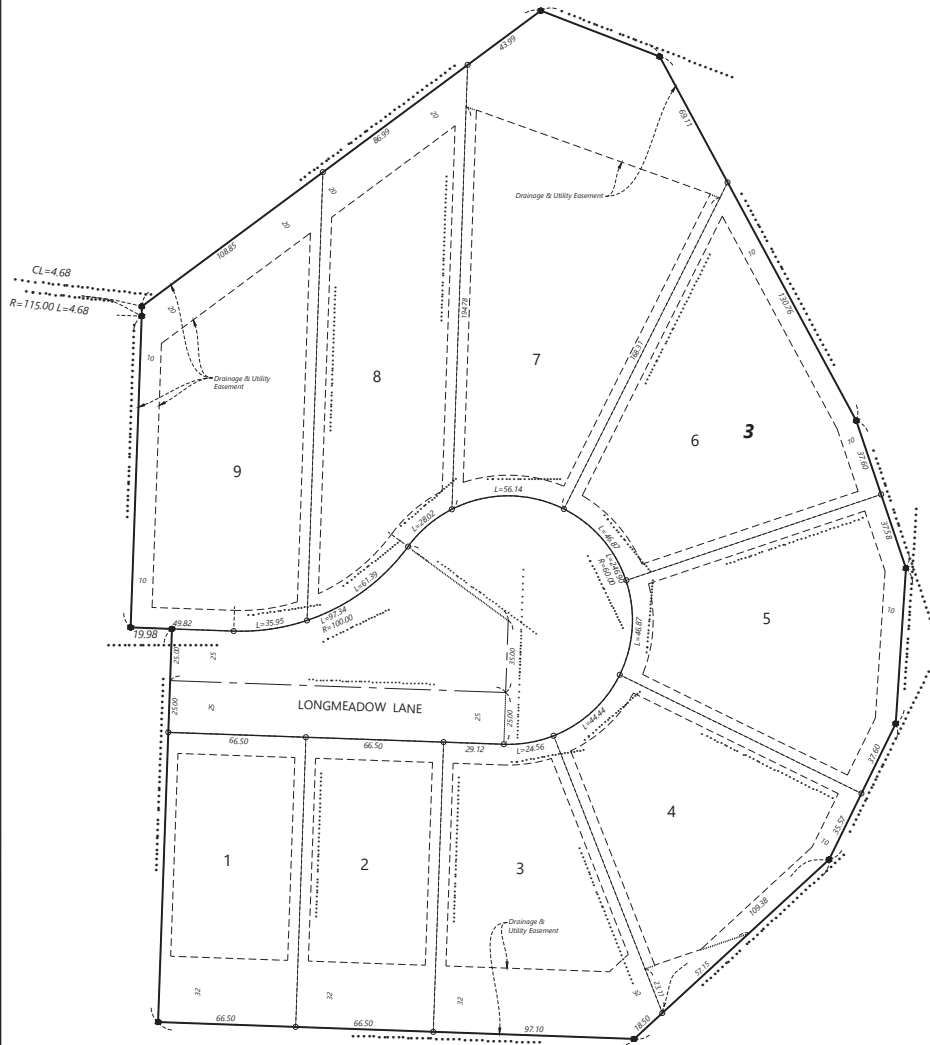
Westwood
Professional Services, Inc.

Sheet 1 of x Sheets

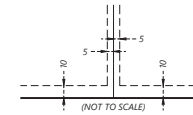
WATERFORD 10TH ADDITION

PLAT FILE NO.
C.R. DOC. NO.

INSET B
(FROM SHEET 1 OF 3 SHEETS)



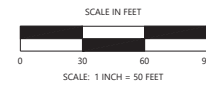
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 5 FEET IN WIDTH, UNLESS OTHERWISE INDICATED, AND ADJOINING LOT LINES, AND 10 FEET IN WIDTH AND ADJOINING RIGHT-OF-WAY LINES AS SHOWN ON THE PLAT

- SET 1/2" BY 14" IRON REBAR WITH CAP #63119
- FOUND MONUMENT, LS #53596

THE SOUTH LINE OF OUTLOT C, WATERFORD 9TH
(CARVER COUNTY, NAD83(1986AD))





REQUEST FOR CITY COUNCIL ACTION

Meeting Date: February 19, 2026	
Item Name: 8.13. Collaboration Agreement Between City of Waconia and Carver County for GIS Software Licensing	
Originating Dept: Finance	
Presented By: Nicole Meyer	
Previous Council Action: Resolution No. 2023-041 Approving Collaboration Agreement Between the City of Waconia and Carver County for GIS Software Licensing - Dated: February 21, 2023	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-054 Approving Collaboration Agreement Between the City of Waconia and Carver County for GIS Software Licensing 2026-2029	
EXPLANATION OF AGENDA ITEM:	
<p>Every year as part of the budgeting process, the City allocates resources in the technology budget for GIS software licenses through ESRI Small Municipal and County Government Enterprise Agreement (ELA) with Carver County. This agreement provides the City unlimited software licenses, yearly maintenance fees, and training. It also gives us the ability to use additional necessary ESRI software that allow for advanced use of the software for analysis and mapping, mobile GIS software, centralized database management, and more.</p> <p>This software agreement saves the City significant money by participating with Carver County and other Carver County cities. Without the agreement, the City's costs would be much higher. A three-year agreement is proposed with an annual cost of \$8,383.43. The price for the software package is shared amongst the municipalities participating based on population.</p>	
ATTACHMENTS:	
<ol style="list-style-type: none"> 1. Resolution No. 2026-054 GIS Software Licensing 2. Esri Authorized Entity 	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: General Fund (101) - Technology	Planning Commission:
Budget Information:	Park Board:
<input checked="" type="checkbox"/> Budgeted	Personnel Committee:
<input type="checkbox"/> Non-Budgeted	Other:
<input type="checkbox"/> Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2026-054**

**RESOLUTION APPROVING COLLABORATION AGREEMENT BETWEEN
THE CITY OF WACONIA AND CARVER COUNTY
FOR GIS SOFTWARE LICENSING 2026-2029**

WHEREAS, Carver County and the City of Waconia are interested in sharing the cost of a Small Municipal and County Enterprise License Agreement (ELA) from Environmental Systems Research Institute, Inc. (ESRI); and

WHEREAS, this collaboration agreement defines the cost sharing and responsibilities of the two organizations; and

WHEREAS, the intent of this agreement is to create one agreement for licensing ESRI software, providing financial savings and opportunities to expand GIS software solutions within both organizations.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Waconia hereby approves the Collaboration Agreement and authorizes the City Administrator or City Clerk to execute the appropriate documents affecting this collaboration.

Adopted by the City Council of Waconia, Minnesota this 19th day of February 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

Prior to any Deployment to an Authorized Entity, Managing Customer shall require each such entity to be contractually bound to applicable terms and conditions by executing an Authorized Entity Acknowledgment Statement. Managing Customer shall keep a copy of the signed original acknowledgment for its records and forward a copy of the signed original to Esri. Esri may pursue remedies against Managing Customer or an individual Authorized Entity for material breach. Only Managing Customer has a right to Deploy.

AUTHORIZED ENTITY ACKNOWLEDGMENT STATEMENT

Environmental Systems Research Institute, Inc. (“**Esri**”) and County of Carver (“**Managing Customer**”), have entered into a Regional Government Enterprise Agreement (“**Agreement**”) for licensing certain rights to use and Deploy Products and to receive maintenance for the term of the Agreement, subject to payment of fees and adherence to the terms and conditions of this Agreement. Esri has authorized Managing Customer to Deploy Products to Authorized Entity provided Authorized Entity signs and returns this Authorized Entity Acknowledgment Statement.

Accordingly, Authorized Entity, as a Customer, represents it has received and read the Agreement, and understands and agrees to be bound by the Agreement, for use of Products received from Managing Customer. Authorized Entity agrees that Esri may pursue remedies against Authorized Entity for material breach of the Agreement. All Deployments made by Managing Customer to Authorized Entity shall be made through Managing Customer’s centralized point of contact. Tier 1 Help Desk will provide Maintenance to Authorized Entity. Authorized Entity grants Managing Customer the right to unilaterally sign amendments to this Agreement, which shall be binding on Authorized Entity.

No other rights are granted to Authorized Entity under this acknowledgment.

Accepted and Agreed:

City of Waconia
(Authorized Entity) Signature:

Printed Name: TIM LITFIN

Title: M A Y O R

Date: FEBRUARY 19, 2026



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	February 19, 2026
Item Name:	8.14. Approve Waconia Works Loan for Springs Wellness Center - 26 2nd Street West
Originating Dept:	Finance
Presented By:	Nicole Meyer
Previous Council Action: None	
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-055 Approving Waconia Works Loan for Springs Wellness Center Located at 26 2nd Street West

EXPLANATION OF AGENDA ITEM:

City staff have received an application for the Waconia Works Loan program from Springs Wellness Center. Springs Wellness Center is a new business that will be located at 26 2nd Street West (Wilford building lower level). Springs Wellness Center will be a boutique wellness collective. Opening dates are scheduled for late spring 2026. Services that will be provided at the center include; halo-therapy, light-based wellness therapies, integrative lifestyle coaching, and health coaching.

The owner, Trisha Hayden has requested a five-year loan totaling \$50,000 for wellness equipment acquisition and some tenant space build-out. The total project costs for the start-up are estimated to be around \$100,000. The owner plans to make a cash contribution to the project of \$10,000 and has secured other private financing for the remainder of the start-up costs. The owner has provided the application along with supporting documents requested under the program.

With the City Council's approval, staff will work to get documents drawn up and signed by the borrowers. Under the program, the borrowers will be required to sign a promissory note, loan agreement, and automatic payment agreement. The total amount requested will be amortized over a five-year period with a 2.0% interest rate. Monthly payments under this program are requested to be paid to the City with electronic funds and are expected to start on June 1, 2026. The total estimated monthly payment will be \$876.39.

ATTACHMENTS:

1. Resolution No. 2026-055 Works Loan for Springs Wellness Center

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: Revolving Loan Fund (202)	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:

<u> </u> Amendment Required	
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**CITY OF WACONIA
RESOLUTION 2026-055**

**RESOLUTION APPROVING WACONIA WORKS LOAN
FOR SPRINGS WELLNESS CENTER
LOCATED AT 26 2ND STREET WEST**

WHEREAS, the City has approved three economic development programs to support the downtown commercial core, commercial and industrial sectors, and small business start-ups; and

WHEREAS, the City has received a Waconia Works Loan application from Trisha Hayden, the owner of a new business known as Springs Wellness Center; and

WHEREAS, proposed project expenses include equipment acquisition and tenant finish build-out for the space located on 2nd Street; and

WHEREAS, the purpose of the loan is consistent with the goals of the Waconia Works Loan and Economic Development Programs.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia approves the 5-year, \$50,000 Waconia Works Loan for Springs Wellness Center located at 26 2nd Street West.

Adopted by the Waconia City Council this 19th day of February 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: February 19, 2026	
Item Name: 8.15. Authorize Application for Metropolitan Council Municipal Inflow and Infiltration Grant	
Originating Dept: Finance	
Presented By: Nicole Meyer	
Previous Council Action: None	
Item Type:	Consent
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-056 Authorizing Application for Metropolitan Council Municipal Inflow and Infiltration Grant for Calendar Year 2026-2027</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>The City of Waconia exists on the list of metro communities which exceed sewer discharge limits due to excessive water inflow and infiltration of its sanitary sewer system from ground and illegal connections to its sanitary collection system. The City has worked extensively on reducing the impacts of inflow and infiltration through processes of sump pump disconnections, sewer main line replacements, lining of sanitary main lines, structure sealing, and private lateral line sealing.</p> <p>The Minnesota legislature has approved funding for inflow and infiltration reduction and has a grant opportunity available for expenditures incurred from January 1, 2026, through December 31, 2027. Funding can be used for pipe lining and replacement, pipe joint sealing, manhole lining or replacement, chimney seals, manhole sealing joints, castings or covers, flood mitigation, cross connection elimination, and repair or replacement of lateral tee, wye, or tap connections.</p> <p>With Council approval, Staff will complete the application guided upon maintenance and improvement projects listed in the capital improvement plan and budgetary items for inflow and infiltration reductions as listed in the sewer operating budget.</p> <p>ATTACHMENTS:</p> <p>1. Resolution No. 2026-056 I&I Grant Application</p>	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
X _____ Non-Budgeted	Other:
_____ Amendment Required	

**CITY OF WACONIA
RESOLUTION NO. 2026-056**

**RESOLUTION AUTHORIZING APPLICATION FOR METROPOLITAN COUNCIL
MUNICIPAL INFLOW AND INFILTRATION GRANT FOR
CALENDAR YEARS 2026-2027**

WHEREAS, the Metropolitan Council has secured funding for inflow and infiltration reduction efforts; and

WHEREAS, the City of Waconia exists on the list of metro communities which exceed sewer discharge limits due to excessive water inflow and infiltration of its sanitary sewer system from ground and illegal connections to the sanitary sewer system; and

WHEREAS, the grant funds assist in off-setting capital and operational expenditures to eliminate ground water, inflow, and infiltration of the public sanitary sewer system; and

WHEREAS, the City Council authorizes the Utilities Supervisor and Finance Director to prepare the grant application and supporting documents for the grant period.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Waconia hereby authorizes approval of the grant application for the Metropolitan Council Municipal Inflow and Infiltration program for expenditures incurred January 1, 2026, thru December 31, 2027.

Adopted by the City Council of Waconia, Minnesota this 19th day of February 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: February 19, 2026	
Item Name: 8.16. Call Public Hearing - Revision to City's Fee Schedule : Waconia City Code - Chapter 1100	
Originating Dept: Finance	
Presented By: Nicole Meyer	
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to Call a Public Hearing - Revision to City's Fee Schedule: Waconia City Code - Chapter 1100	
EXPLANATION OF AGENDA ITEM: The City Council will hold a public hearing in the Council Chambers located at 201 South Vine Street, Waconia, Minnesota at 6:00 p.m. on March 16, 2026, to receive public input regarding proposed revisions to the City's fee schedule (Waconia City Code, Chapter 1100). The fee schedule includes the rates charged by the City for licenses, permits, municipal utilities, services, land use applications, penalties, and other items. You can view the proposed fee schedule at City Hall (same address as above) or on the City's website at www.waconiamn.gov	
ATTACHMENTS: None	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other:
_____ Amendment Required	



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	February 19, 2026
Item Name:	8.17. Audio Visual Equipment Upgrade City Council Chambers
Originating Dept:	Finance
Presented By:	Nicole Meyer
Previous Council Action: None	
Item Type:	Consent

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-057 Approving City Council Chambers Replacement of Audio Visual Equipment and Monitors with ProVision

EXPLANATION OF AGENDA ITEM:

A project listed in the City's current 2026 operating budget is the replacement of a portion of the audiovisual equipment in the Council Chambers. Staff began working with the City's vendor, ProVision on this project in late 2024. At that time, they identified the needs in the Chambers and how to spread out replacements over the course of the next three years to manage costs and reduce downtime. Staff started the project in 2025 with the replacement of a few pieces in the AV room that were no longer functional. This year, as part of the technology operating budget, another \$25,000 was budgeted for replacement of cameras, switches, and other upgraded cabling. Also, Staff secured quotes for the replacement of two of the television monitors. A final phase of the project will be completed in 2027 to replace the projector and two additional television monitors.

ProVision provides the equipment and services the equipment in the AV room and has provided a quote for services. A quote was provided for \$25,585.53 for the camera, switches, and cable replacements and a second quote for \$4,698.61 was provided for replacement of the two television monitors along with cabling and installation. Staff will utilize the technology budget for the camera, switch, and cabling portion of the project and plans to use available funds in the capital equipment fund that were remaining from the server replacement project completed.

Staff is preparing to complete this project next month, between the City Council and Planning Commission meetings in order to provide adequate time for testing prior to implementation at live meetings.

ATTACHMENTS:

1. Resolution No 2026-057 Council Chamber Audio Visual Equipment Upgrade

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: General Fund - Technology (101) & Capital Equipment Fund (105)	Planning Commission:
Budget Information:	Park Board:
<input checked="" type="checkbox"/> Budgeted	Personnel Committee:
<input type="checkbox"/> Non-Budgeted	Other:

<u> </u> Amendment Required	
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**CITY OF WACONIA
RESOLUTION NO. 2026-057**

**RESOLUTION APPROVING COUNCIL CHAMBERS REPLACEMENT OF
AUDIO VISUAL EQUIPMENT AND MONITORS WITH PROVISION**

WHEREAS, the 2026 technology operating budget includes a project for replacement of audio visual equipment in the City Council Chambers; and

WHEREAS, City staff have worked to review the needs for recording meetings and made a plan for replacement over the course of three years (2025-2027); and

WHEREAS, City staff obtained quotes from ProVision as they provide the equipment and technical support for all the equipment located in the City Council Chambers; and

WHEREAS, a quote was provided for \$25,585.53 for replacement and installation of cameras, switches, and cabling; and

WHEREAS, a quote was provided for \$4,698.61 for replacement and installation of two television monitors along with cabling; and

WHEREAS, City staff requests approval of the project to ensure the system can be ordered, delivered, and installed as soon as possible.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Waconia hereby approves the project in the City Council Chambers for replacement of audio-visual equipment and monitors with ProVision.

Adopted by the City Council of the City of Waconia this 19th day of February 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	February 19, 2026
Item Name:	8.18. Hire of Street Maintenance Worker
Originating Dept:	Administration
Presented By:	Jackie Schulze
Previous Council Action: None	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-058 Authorizing Hire of Street Maintenance Worker	
EXPLANATION OF AGENDA ITEM:	
Background The City recently initiated recruitment to fill a vacant Street Maintenance Worker position following the promotion of Alex Worm to the Utility Maintenance Worker role. The recruitment process generated significant interest, with a total of 80 applications received. Staff conducted two rounds of interviews and incorporated a practical skills assessment, which included equipment operation, to evaluate candidates' technical abilities and qualifications. Following completion of the interview process, staff recommend the appointment of Kris Raether to the Street Maintenance Worker position.	
Candidate Qualifications Mr. Raether brings 17 years of experience as a Maintenance Technician with ISD #110. In addition, he owns and operates a concrete and landscape business, further demonstrating his hands-on experience and knowledge in maintenance-related work. His qualifications include: <ul style="list-style-type: none">- Class A Commercial Driver's License with air brake and tanker endorsements- Boilers license (a credential not currently held by any City staff) Staff believe his breadth of experience and certifications will be a strong asset to the Public Services team.	
Compensation Recommendation Based on his years of relevant experience, CDL with endorsements, and boilers license, staff recommend: <ul style="list-style-type: none">-Placement at Step 2 of the Maintenance Worker pay scale (Grade 6)-A 40-hour PTO bank upon hire-Crediting five years of service for PTO accrual purposes	
Pre-Employment Contingencies The appointment is contingent upon successful completion and the City's evaluation of standard pre-employment requirements, including:	

- Background check
- Physical examination
- Drug screening
- Driver's license verification

These processes are currently underway. Mr. Raether's anticipated start date is March 16, 2026.

ATTACHMENTS:

1. Resolution No. 2026-058 Street Maintenance Hire

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 – 058**

**RESOLUTION AUTHORIZING
HIRE OF STREET MAINTENANCE WORKER**

WHEREAS, the City of Waconia recently recruited for a vacant Street Maintenance Worker position; and

WHEREAS, after receiving 80 applicants and conducting two rounds of interviews, staff recommend the hiring of Kris Raether to this position; and

WHEREAS, Kris will start at Step 2 on the Maintenance Worker (CDL) pay scale, with a 40-hour PTO bank, and be credited with five-years of service for PTO accrual purposes; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia authorizes the hire of Kris Raether for the Street Maintenance Worker position, effective March 16, 2026, and contingent upon the successful completion and City's evaluation of the pre-employment contingencies.

Adopted by the City Council of the City of Waconia this 19th day of February 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: February 19, 2026													
Item Name: 8.19. Recruitment Services Authorization													
Originating Dept: Administration													
Presented By: Shane Fineran													
Previous Council Action: None													
Item Type:	Consent												
<p>RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to authorize engagement with David Drown & Associates for Finance Director Recruitment</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>Nicole Meyer, Finance Director, has submitted her intent to retire from the City of Waconia in 2026. In advance of this pending departure, it is recommended that the City engage with David Drown & Associates (DDA) for executive recruitment services. DDA assisted with the City's last senior leader recruitment in the hiring of a Public Services Director. Due to the nature of the position and the desire to identify the highest quality of candidates, it is advantageous to the City to utilize these services.</p> <p>The full-service suite proposed at a fee of \$22,000 also includes a 1-year hiring assurance, and additional professional development coaching after placement for the selected hired candidate. The goal is to have the position filled by June 2026.</p> <p>ATTACHMENTS:</p> <p>1. Finance Director Recruitment Proposal 2026</p>													
<table border="1"> <tr> <td>FINANCIAL IMPLICATIONS:</td> <td>ADVISORY BOARD RECOMMENDATIONS:</td> </tr> <tr> <td>Funding Sources & Uses: General Fund</td> <td>Planning Commission:</td> </tr> <tr> <td>Budget Information:</td> <td>Park Board:</td> </tr> <tr> <td>_____ Budgeted</td> <td>Personnel Committee:</td> </tr> <tr> <td>_____ Non-Budgeted</td> <td>Other:</td> </tr> <tr> <td><u>X</u> _____ Amendment Required</td> <td></td> </tr> </table>		FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:	Funding Sources & Uses: General Fund	Planning Commission:	Budget Information:	Park Board:	_____ Budgeted	Personnel Committee:	_____ Non-Budgeted	Other:	<u>X</u> _____ Amendment Required	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:												
Funding Sources & Uses: General Fund	Planning Commission:												
Budget Information:	Park Board:												
_____ Budgeted	Personnel Committee:												
_____ Non-Budgeted	Other:												
<u>X</u> _____ Amendment Required													



CITY OF WACONIA

Finance Director Recruitment

Proposal & Scope of Work

Submitted by **DDA Human Resources, Inc.**

January 26, 2026



Prepared by:
Liza Donabauer
Management Consultant

CONTENTS OF THE PROPOSAL

- Description of the Firm
- Service Structure & Approach
- Service Team
- Process Details
- Timeline
- List of Clients
- Fee
- Assurance
- References
- Acceptance
- Addendum

DESCRIPTION OF THE FIRM

DDA Human Resources, Inc. (DDA HR) is a Minnesota-based consulting firm dedicated to serving the human resources needs of local governments. Established as an affiliate of David Drown Associates (DDA), the company was created in response to the growing demand for HR consulting services within the public sector. DDA has served hundreds of cities and counties for over 25 years, while DDA HR has provided human resource services for more than 12 years.

DDA HR's foundation was shaped by the expertise and vision of Gary Weiers, whose leadership was instrumental in building our executive search and HR consulting services from the ground up. Gary's reputation for integrity, thoroughness, and a deep understanding of Minnesota's public sector set the standard for our work. While he is no longer engaged in day-to-day client services, his influence continues to guide our values, processes, and commitment to exceptional service.

The DDA HR team includes 11 experienced practitioners, many former Administrators and HR leaders, who bring hands-on knowledge of local government operations. We are known for a nimble, efficient, and personal approach that delivers tailored solutions at fair and transparent prices, supported by a robust network and deep understanding of the statewide public sector landscape.

Core Services

- Executive Search & Recruitment
- Organizational Studies
- Performance Appraisals
- Classification & Compensation Studies
- Ongoing Maintenance of Classification and Compensation Systems
- Leadership Development Mentoring
- Strategic Planning/Goal Setting Facilitation
- Council/Staff Relationship Building
- MN County HR Technical Assistance Program (through partnership with AMC)

SERVICE STRUCTURE & APPROACH

DDA Human Resources, Inc. offers flexible executive search services that can be tailored to meet the unique needs of each client. Our offerings include full-service recruitment as well as a comprehensive à la carte menu of services that can be combined to create a customized search process. The following sections outline our **full-service search process**.

Our full-service search is an end-to-end process that includes every stage of recruitment from initial input, salary comparisons, and review of job description, to preparing an employment agreement offer for the Council to approve. This package is ideal for clients seeking a thorough, all-inclusive process. Full-service searches include a one-year placement guarantee and one year of leadership development mentoring for the selected candidate.

SERVICE TEAM

LIZA DONABAUER – PROJECT LEAD

Liza is a Management Consultant specializing in Executive Search Services. Since joining DDA HR, she has conducted more than 70 searches for Administrators/Managers, Department Directors, and Executive Directors. She has public administration experience at both the city and county levels in Kansas and Minnesota. She began in Wright County providing administrative support to the Commissioners, Coordinator, and Human Resources Department, later serving as City Administrator in Clearwater, Kansas, and Arlington, Minnesota. Her career has focused on human resource management, community engagement, and leadership development.



Liza holds an MBA with an emphasis in Public Administration from the College of St. Scholastica and is a Certified Diversity and Inclusion Recruiter and AI and Sourcing Recruiter through AIRS®.

Liza will serve as the Project Lead.

Organizations/Affiliations

Liza enjoys working with public administration colleagues through her involvement in:

- MCMA, a state affiliation of ICMA
- MCMA Women in the Profession Committee
- MCMA Annual Conference Planning Committee
- MCMA Education & Outreach Committee
- As Founder of MCMA Hiking in the Profession
- Secretary, Board of Directors, Minnesota Municipal Power Agency
- Publicity Committee for City Clerks & Municipal Finance Officers Association (KS)

Contact Information:

liza@daviddrown.com

612-920-3320 x111

P.O. Box 534

Waconia, MN 55387

PAT MELVIN

Pat joined DDA HR in 2021 as a Management Consultant specializing in Executive Search Services. He has served in a variety of local government leadership roles, progressing from Special Projects Administrator in Wright County to County Administrator in McLeod County. He also served as City Administrator for Arlington and Minnetonka Beach, Minnesota. His county and city government experience includes policy development, budgeting, human resources (including recruitment), payroll, benefits and workplace investigations, capital improvement planning, contract negotiations, grievance settlements, and management of a group self-insured health insurance plan.



Pat holds a degree in Government and Management from Saint John's University and a master's degree in Public Administration Studies from the University of Minnesota – Mankato, which he earned while working for the City of Edina.

Pat will assist with recruitment and consulting as needed.

Organizations/Affiliations

Pat enjoys working with public administration colleagues through his involvement in:

- AMC (Association of Minnesota Counties)
- MCMA (Minnesota City/County Managers Association)
- ICMA (International City/County Managers Association)

Contact Information:

pat@daviddrown.com

612-920-3320 x116

3620 Northome Ave

Wayzata, MN 55391

LIZ FOSTER

Since joining DDA in 2015, Liz has been involved in over 160 executive search processes and other human resource projects. With certifications as a Professional Recruiter, AI and Sourcing Recruiter, Diversity and Inclusion Recruiter, and Internet Recruiter through AIRS®, Liz performs Recruitment Only search services for clients looking for assistance hiring those hard-to-fill positions.

In addition to recruitment, Liz provides support and assistance to the Management Consultants within the Human Resources Division. While assisting our Management Consultants, some of Liz's duties include community research, creating position profiles and advertisements, posting position openings, assembling interview materials for our clients, and providing other general administrative support to our Management Consultants.

Liz will provide administrative support for this project.



Contact Information:

liz@daviddrown.com

612-920-3320 x108

605 25th Ave NW

Austin, MN 55912

BART FISCHER – AFFILIATE PARTNER

Bart joined DDA Human Resources in 2023 as a Management Consultant, providing leadership development mentoring, organizational consulting, strategic planning facilitation, and executive search services.

In 2026, Bart launched Fischer Leader Resources to focus exclusively on leadership development mentoring. He remains an active and trusted partner of DDA Human Resources and continues to deliver our Leadership Development Mentoring services as part of our proposal teams and client engagements.

Bart has more than 20 years of experience as a public sector executive and consultant, including roles as Assistant City Administrator in Newport and Chaska, Minnesota, and City Administrator in Falcon Heights and Oakdale, Minnesota.

He holds a master's degree in Public Administration from Metropolitan State University in St. Paul and a bachelor's degree from the University of Northwestern–St. Paul.

Bart will be providing the Leadership Development Mentoring service for this project.



Contact Information:

[bart@fischer-leader-](mailto:bart@fischer-leader-resources.com)

resources.com

7383 Hyde Ave S

Cottage Grove, MN 55016

PROCESS DETAILS

STEP 1: PROJECT KICK-OFF & INFORMATION GATHERING

DDA HR will gather and assemble background information pertaining to the organization and position. In addition, Liza will meet individually with all key staff to review the hiring process and discuss candidate attributes, experience, and other important qualifications. At the same time, the job description will be reviewed and updated as needed, and we will gather relevant comparative salary information for consideration. As part of the information gathering process, Liza will also conduct a Workplace Climate Assessment to capture a high-level snapshot of your organization's current strengths and weaknesses. This brief analysis gathers feedback from key stakeholders on the strengths, challenges, opportunities, and threats within the organization, providing valuable context for the recruitment process.

Deliverables:

- Information gathering via interviews with key staff and others as identified.
- DDA HR receives information from the organization such as organizational chart, logos/images, budgets, existing job description, etc.
- Consultant will review the scope of the process and timeline with staff.
- Results of Workplace Climate Assessment.

STEP 2: DEVELOPMENT OF POSITION PROFILE

Based on the information received from key staff, DDA HR will develop a professional position profile that is customized to present the organization in the most positive manner and provide prospective candidates with meaningful information. A draft will be presented to the City Administrator for review and approval prior to advertising. For a sample profile, see Addendum A.

Deliverables:

- Draft profile sent to the City Administrator for approval

STEP 3: RECRUITMENT AND ADVERTISEMENT

DDA HR will make direct contact with possible candidates including those who are not active job seekers or traditional candidates. In addition, we comprehensively advertise the position. These efforts will include local, regional, and national outreach. In today's job market, it is important to reach candidates in ways that were not necessary even five years ago. Our efforts have resulted in 41% of candidates applying from outside of Minnesota. This means that 59% of candidates still are from within the state, so comprehensive strategies are needed.

To address the current challenging job market, we have added advanced recruiting methodologies to our portfolio through LinkedIn's robust recruiter platform. LinkedIn has nearly 1 billion members with over 65 million job seekers visiting LinkedIn Jobs every week. This offers us 100% visibility of all those members. Our job posts receive high visibility for both active and passive candidates across more than 69 million organizations and over 41,000 skills. The recruiter platform provides over 40 advanced recruiting filters, recommended matches, and up-to-date insights allowing us to directly contact individuals that possess the desired backgrounds and/or experiences. At the same time, it allows us to personally connect with candidates in a career focused environment.

Local efforts (within Minnesota) will include:

- Direct outreach to candidates
- League of Minnesota Cities
- Association of Minnesota Counties
- GovernmentJobs.com
- University of Minnesota

- Minnesota Private College Consortium- Augsburg University, Bethel University, Carleton College, College of Saint Benedict, The College of St. Scholastica, Concordia College, Gustavus Adolphus College, Hamline University, Saint John's University, Saint Mary's University, St. Catherine University, St. Olaf College, and the University of St. Thomas
- Minnesota State Colleges and Universities- Bemidji State University/Northwest Technical College, Metro State University, Minnesota State Universities of Moorhead & Mankato, Southwest Minnesota State University, St. Cloud State University, and Winona State University
- Minnesota City County Management Association
- Minnesota Government Finance Officers Association
- Municipal Clerks and Finance Officers Association of Minnesota
- Minnesota Society of Certified Public Accountants
- LinkedIn

Regional Outreach

- Direct outreach to candidates
- South Dakota Municipal League
- Iowa League of Cities
- League of Wisconsin Municipalities
- Over 20 universities outside of Minnesota throughout the upper Midwest
- Universities of Iowa, Wisconsin, South Dakota, Nebraska
- LinkedIn

Nationwide Outreach

- Direct outreach to candidates
- National Association of County Administrators
- National League of Cities
- National Association of Counties
- International City/County Management Association
- Women Leading Government
- International Network of Asian Public Administrators
- LinkedIn

The simple DDA HR online application process will be used. This system enables us to efficiently manage applicant flow, and corresponding reference information, and allows us to communicate with each applicant quickly and effectively. We are known for our communication with both the applicant and our client which engages and informs both parties of each step. Additionally, our system also allows us to access, review, and evaluate thousands of prior applicants who may not be actively seeking a job but who may be open to the “right opportunity.”

Deliverables:

- Advertising outreach begins with posting on identified websites and social media platforms.
- Direct contact through established professional networks.
- We utilize our database of identified prospective candidates to contact via email or phone call.

STEP 4: INITIAL SCREENING AND REVIEW

DDA HR will complete a comprehensive analysis of all applications received and identify approximately 8–12 semifinalists based on job-related criteria and desired attributes.

Each semifinalist will complete an information disclosure, which provides the opportunity to proactively address any personal or professional incidents that could be perceived as reflecting negatively on job performance, qualifications, ethics, or other relevant factors. Semifinalists will also complete the Work Personality Index Select, which assesses personal characteristics and tendencies that influence job performance (see Addendum B).

In coordination with DDA HR, the City Administrator and Assistant City Administrator (staff) will select candidates to advance to a first round of in-person interviews with staff and the DDA Consultant.

One week prior to the first round of interviews, the information disclosure, personality index results, cover letter, and resume for each semifinalist will be made available to staff for review.

DDA HR will facilitate the first round of in-person interviews. Following review of candidate materials and completion of the interviews, staff will determine which candidates will advance to a second round of in-person interviews with the City Council. DDA HR will notify those candidates not selected to move forward.

Candidate names and certain background information become public once finalists are selected.

Deliverables:

- List of approximately 8-12 semifinalists with cover letter and resume.
- Results of Work Personality Index Select.
- Results of information disclosure.
- Confirm interview schedule and logistics.
- DDA HR will facilitate the first round of interviews
- DDA HR will contact candidates not selected as finalists.

STEP 5: SELECTION

After the City staff selects finalists, DDA HR will complete comprehensive background screenings including criminal history, civil court history, verification of education, driver's license review, credit check, and other items. Along with background checking all finalists, DDA HR will conduct character references with current and/or former employers to get a good understanding of each candidate's role and responsibilities, performance and strengths, leadership and management style, communication and interpersonal skills, community engagement, areas for improvement, and overall fit. In addition, DDA HR will administer an Intellect Profile which measures verbal reasoning, mathematical and logical reasoning, and overall mental aptitude. For more information about the Intellect Profile, see Addendum C.

Early in the search process, Liza will work with staff to coordinate all interview logistics.

Prior to interviews, Liza will prepare questions and then facilitate all interviews and other activities staff determines appropriate. Our goal is to make the process smooth and painless so you can focus your energy on finding the right person for the job, minimize staff disruptions, and not have to take on the additional burden of managing the hiring process.

Approximately one week prior to the final interview process, the Council will have access to each of the finalists' application materials, background check results, reference information, information disclosure, a work personality report, and an intellectual profile.

Deliverables:

- List of 2 to 3 finalists, confirming interview schedule and logistics.
- Summary of references and background checks.
- Work Personality Index Select and Intellect Profile reports.
- Information Disclosure.
- Cover letter and resume.
- Press release.

STEP 6: OFFER & AGREEMENT

After the interviews conclude, Liza will assist the Council in its deliberations. Working with a designated subcommittee, she will then work with staff to draft an employment offer, present an offer to the selected finalist, and negotiate terms in alignment with the parameters established by the Council.

Deliverables:

- Draft employment offer.
- Present offer to recommended candidate.
- Negotiate agreement terms.
- DDA HR will contact those not selected.

STEP 7: LEADERSHIP DEVELOPMENT MENTORING

As a commitment to the long-term success of the new Finance Director, DDA Human Resources, Inc. will provide one year of leadership development mentoring to the new Finance Director following the hire. The goal of the program is to partner with the organization and the new Finance Director to ensure a successful transition into the new role.

Deliverables:

- Ten, 1.5 hour, in-person or virtual meetings with dedicated mentor, Bart Fischer, DDA Human Resources, Inc. and communication with this mentor outside of regular meetings when needs and challenges arise.
- Onboarding support, strengthening leadership capacity, and ensuring alignment with organizational priorities and goals.
- Provide the City Administrator with quarterly updates on mentoring focus, progress, and next steps for new Finance Director.

TIMELINE

This timeline is tentative. The final timeline will be set after the Council's decision to proceed. The dates **highlighted in yellow** indicate required Council participation.

ITEM	TASK	COMPLETION DATE
Decision by Council to proceed		February 19, 2026
Project Kick-off & Information gathering	<ul style="list-style-type: none"> Meet with key staff and stakeholders Gather all pertinent background information and review job description Review scope of process 	February 19-20, 2026
Professional position profile	Develop position profile and advertisement.	February 26, 2026
Candidate recruitment	<ul style="list-style-type: none"> Post position upon approval of profile Comprehensively advertise Direct outreach and recruitment of prospective candidates 	March 2, 2026- March 30, 2026
Screening of applicants	DDA HR will review and rank applicants based on job related criteria & desired attributes and select semifinalists.	March 31, 2026
Personality Index	DDA HR will administer a Work Personality Index to all semifinalists. Semi-finalist information forwarded to City Administrator & Assistant City Administrator for review on April 7, 2026.	April 6, 2026
Interview and selection of finalists	<ul style="list-style-type: none"> City Administrator & Assistant City Administrator will select semifinalists for first-round interviews. DDA HR will facilitate first round of interviews with staff. DDA HR will notify candidates not selected as finalists. 	April TBD, 2026
Finalist Evaluation	DDA HR will conduct the following on the finalists: <ul style="list-style-type: none"> Background checks (criminal, education, credit, motor vehicle, etc.) Comprehensive reference checks Intellect Profile (measures verbal reasoning, mathematical and logical reasoning, and overall mental aptitude) 	April 24, 2026
Finalist packet	DDA HR will provide the Council information including: <ul style="list-style-type: none"> Summary of references Results of background checks Intellect Profile and Work Personality Index Select reports Resumes, etc. 	April 30, 2026
Interviews	DDA HR will prepare all interview materials for second round of in-person interviews and be present at all interviews and other functions.	May 7, 2026 Special Meeting
Decision	Council will select candidate for offer.	May 7, 2026
Offer and agreement	DDA HR will present offer to and negotiate an agreement with the recommended candidate based on the parameters established by Council	May 18, 2026
Projected start date	New Finance Director begins.	June 2026
Leadership Development Mentoring	Mentoring begins to support onboarding, strengthen leadership capacity, and ensure alignment with organizational priorities and goals.	July 2026

LIST OF SEARCH CLIENTS FROM THE PAST THREE YEARS

In addition to the specific references listed on the following page, the organization is encouraged to speak with any of the entities listed below:

2026	Client	Recruitment
	Steele County, MN	Finance Director

2025	Client	Recruitment
	City of Granite Falls, MN	Finance Director
	City of Biwabik, MN	City Administrator
	Three Rivers Park District	Chief Financial Officer
	City of Woodbury, MN	Human Resources Manager
	Cook County, MN	County Administrator
	Lake Minnetonka Conservation District	Executive Director
	City of St. Paul Park, MN	City Administrator
	City of Lino Lakes, MN	City Administrator
	Kandiyohi County Economic Development	Executive Director
	City of St. Paul Park, MN	Public Works Supervisor
	Minnesota Inter-County Association (MICA)	Executive Director
	City of Jackson, MN	City Administrator
	City of Red Wing, MN	Council Administrator

2024	Client	Recruitment
	Willmar Municipal Utilities	General Manager
	City of Watertown, MN	City Administrator
	City of Red Wing, MN	Finance & Accounting Manager
	City of Granite Falls, MN	Finance Director
	Anoka County, MN	County Administrator
	Dakota County, MN	County Manager
	Cottonwood County, MN	County Attorney
	City of Maple Lake, MN	City Administrator
	Becker County, MN	County Administrator
	City of Waverly, MN	City Administrator/Clerk
	Mahnomen County, MN	County Administrator
	Steele County, MN	County Administrator
	City of Waconia, MN	Public Services Director
	City of Faribault, MN	City Administrator
	City of Red Wing, MN	Human Resources Manager

DDA is currently conducting searches for the Cities of Arlington, Inver Grove Heights, Maple Lake, Montgomery, Morris, and Staples, as well as the Albert Lea Economic Development Agency, Minnesota Counties Information Systems, Pioneerland Library System, and the Southeast Minnesota Multi-County Housing and Redevelopment Authority.

FEE

The fee for a Full-Service Executive Search process is \$22,000, payable at the completion of the search. This all-inclusive fee covers professional services and all expenses including consultant's travel, advertising, personality index, intellectual profile, background checks on all finalists, etc. If the course of the full-service search process is followed as put forth in the approved scope of work and no candidate is selected, we will repeat the recruitment once at no additional professional fee. The organization will only be responsible for paying an expense charge of \$5,000.

If the organization chooses to offer a travel stipend or reimbursement for expenses of the candidates, that cost is handled directly between the organization and the candidates. DDA HR would be available to provide input and guidance on this item.

ASSURANCE

Recruiting local government leaders is increasingly complex due to factors such as demographic shifts, the perception and attractiveness of public service careers, compensation and benefits, the political and organizational environment, evolving workforce expectations, and geographic or lifestyle considerations.

To address these challenges, DDA HR offers assurances that reflect our commitment to your satisfaction and confidence in our ability to secure the right candidate. Our goal remains unchanged: to deliver the best possible candidates through a thorough, transparent, and results-driven process.

Under the Full-Service Executive Search model, if the newly hired Finance Director leaves the organization for any reason within the first 12 months of employment, DDA HR will conduct one additional search at no professional service fee; the City will only be responsible for an expense charge of \$5,000.*

Additionally, every Full-Service Executive Search includes one year of leadership development mentoring provided by our dedicated mentor, Bart Fischer. This program includes ten monthly in-person or virtual sessions, along with on-call support, to help your new Finance Director successfully navigate their first year, build strong relationships, and deliver results for your organization and community.*

**The organization's eligibility for the one-year guarantee is contingent upon the new Finance Director's attendance at a minimum of 7/10 of the scheduled leadership development mentoring sessions.*

REFERENCES

Deborah Zorn

Lake Minnetonka Conservation District
Board of Director for City of Shorewood
Executive Director Search

Phone Number: 612-889-3767

Email: dzorn@lmcd.org deborah.zorn@mac.com

Rich Murray

Mayor, City of Albert Lea
*Econ. Dev. Executive Director (ALEDA) &
HRA Executive Director Searches*

Phone Number: 507-383-1530

Email: rmurray@ci.albertlea.mn.us

ACCEPTANCE

The undersigned acknowledges receipt of and agreement to the terms outlined in this proposal and authorizes DDA Human Resources, Inc. to proceed with the agreed-upon service

Authorized Representative

Name: TIM LITFIN

Title: MAYOR

Signature: _____

Date: FEBRUARY 19, 2026



Addendums

Addendum A: Sample Position Profile

Addendum B: Work Personality Index Information

Addendum C: Intellect Profile Information

Addendum D: Additional Services



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: February 19, 2026	
Item Name: 8.20. Temporary On-Sale Liquor Licenses Waconia Lions	
Originating Dept: Administration	
Presented By: Sue Schwalbe	
Previous Council Action: Adopt Resolution No. 2026-018 Approving Temporary On-Sale Liquor License for the Waconia Lions Club for June 4, 2026.	
Item Type:	Consent
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-059 to Approving Temporary On-Sale Liquor License for the Waconia Lions Club	
EXPLANATION OF AGENDA ITEM: On January 5, 2026, the City Council adopted Resolution No. 2026-018 approving a temporary liquor license for the Waconia Lions in conjunction with the Waconia Rodeo event scheduled for June 5, 2026, at the Carver County Fairgrounds. The Waconia Lions have since requested an extension of the temporary liquor license to include Friday, June 5; Saturday, June 6; and Sunday, June 7, 2026. The sale and consumption of alcoholic beverages would be limited to the Carver County Fairgrounds, located at 501 3rd Street West, Waconia.	
ATTACHMENTS: 1. Resolution No. 2026-059 Temp On Sale	
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. 2026-059

RESOLUTION APPROVING TEMPORARY ON-SALE LIQUOR LICENSE

WACONIA LIONS CLUB

WHEREAS, an application for a temporary on-sale liquor license has been received in the Office of the City Administrator from the Waconia Lions Club for a Waconia Rodeo event to be held at the Carver County Fairgrounds, located at 501 3rd Street West in Waconia; and

WHEREAS, On January 5, 2026, the Council adopted Resolution No. 2026-018 approving a temporary on-sale liquor license for the Waconia Rodeo event scheduled for June 4, 2026; and

WHEREAS, an application to extend Resolution No. 2026-018 has been received in the Office of the City Administrator from the Waconia Lions Club to include Friday, June 5; Saturday, June 6; and Sunday, June 7, 2026; and

WHEREAS, the sale and consumption of alcoholic beverages will be limited to the Carver County Fairgrounds, 501 3rd Street West in Waconia.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the extension of the temporary on-sale liquor license for the Waconia Lions Club for June 5, June 6, and June 7, 2026, contingent upon completion of all forms, payment of all fees, receipt of certificates of insurance, and proof of compliance with state and local requirements

Adopted by the City Council of the City of Waconia this 19th day of February 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	February 19, 2026
Item Name:	9.1. SITE PLAN and DESIGN REVIEW – GVT Tire & Auto
Originating Dept:	Community Development
Presented By:	Lane Braaten
Previous Council Action: None	
Item Type:	Regular Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Adopt Resolution No. 2026-060 approving the Site Plan and Design Review application for the proposed GVT Tire & Auto 401 13th Street East.	
EXPLANATION OF AGENDA ITEM:	
<u>BACKGROUND</u>	
Applicant: Axys Construction	
Owner(s): City of Waconia/10401 BRE Group LLC	
Address(es): 401 13th Street East	
PID#s: 753540010	
Existing Zoning: B-1, Highway Business District	
Design District: Highway District	
<u>REQUEST</u>	
The applicant, Axys Construction, has submitted a Site Plan and Design Review application proposing the construction of a 6,640 square foot motor vehicle repair garage at 401 13th Street East.	
<u>APPLICABLE ORDINANCE PROVISIONS:</u>	
1. Section 900.05 – District Regulations, Subd. 2.F – B-1, Highway Business District	
2. Section 900.06 – Supplementary Regulations, Subd. 9 – Architectural Design Standards	
3. Section 900.07 – Landscaping and Fencing	
4. Section 900.08 – Performance Standards	
5. Section 900.09 – Off-Street Parking, Loading, and Access Regulations	
6. Section 900.10 – Sign Regulations	
7. Section 900.12 - Administration, Enforcement and Procedures, Subd. 10 - Site Plan Review	
<u>SITE PLAN REVIEW</u>	
City Ordinance requires Site Plan Review “in order to further promote the safe and efficient use of land and to further enhance the value of property in the City.” City Ordinance requires Site Plan Review for any construction for which a building permit is required, except for construction of detached, single-family residential structures or structures accessory thereto.	
EXISTING USE	
The subject parcel is currently undeveloped.	

ZONING

The subject parcel is zoned B-1, Highway Business District. Automobile service and repair businesses are a permitted use in the B-1 zoning district.

LOT REQUIREMENTS

The B-1, High Business District section of the City Ordinance states “The purpose of this district is to provide for an appropriate range of businesses that will be utilized by area residents as well as vehicular traffic generate from the surrounding area.” The Lot Requirements for the Highway Business District are indicated in Table 1-1 below.

Table 1-1.	B-1 – Lot Requirements	Proposed Site Improvements
Lot Area	17,500 sq. ft. min.	68,200 sq. ft.
Lot Width	100 ft. min.	Conforming
Maximum Hardcover Surface	80% max.	Conforming
Maximum Structure Height	35 ft. max.	28 ft. (top of parapet)
Front Yard Setback	25 ft. min.	Conforming
Interior Side Yard Setback	15ft. min.	Conforming
Rear Yard Setback	20 ft. min.	Conforming
Parking Area Setback	8 ft. min.	Conforming

The proposed GVT Tire & Auto building meets all required setbacks, hardcover, and building height requirements for the B-1, Highway Business District based on a review of Sheet No. C2 of the plan set dated 12/29/25.

VEHICULAR ACCESS

The applicant is proposing two accesses off of the shared driveway access from County Road 10, which has been reviewed by the City Engineer and are acceptable as proposed.

SCREENING OF EQUIPMENT

Mechanical equipment, such as furnaces, air conditioners, elevators, transformers, and utility equipment, shall be screened, whether on the roof or mounted on the ground, with a screening material similar to or compatible with material used on the main structure.

It appears that the mechanical equipment will be located on the roof and screening is provided to the north by the use of a parapet. Additional screening details shall be provided showing how the roof mounted mechanical systems will be enclosed/screened from the remaining directions (south, east and west).

OFF-STREET PARKING

City Ordinance requires the following parking requirements for motor vehicle service establishments:

Four (4) spaces for each 1,000 square feet of gross floor space, less storage space.

The total number of parking spaces required for the proposed building is 27. The applicant is proposing 42 parking spaces for the overall project, which is conforming.

LANDSCAPING

Section 900.07, Subd. 2.B of the City Ordinance requires one (1) tree for every one thousand (1,000) square feet of total building floor area or one (1) tree for every fifty (50) feet of site perimeter, whichever is greater.

The project requires 23 trees to be planted based on the site perimeter of 1,146 feet. The applicant proposes to plant 25 trees on site which is consistent with City Code requirements. Further, the mix of coniferous and deciduous trees is consistent with code requirements.

All proposed trees shall meet the minimum sizing and species requirements. More specifically, all deciduous trees shall be a minimum of 2.5 caliper inches in diameter measured 6 inches above ground and all coniferous trees shall be a minimum of 6 ft. in height.

SIGNS

A sign plan was not submitted with the Site Plan application. The applicant is aware that any future signage shall require a permit through the City and be formally reviewed at that time.

The elevations provided indicate signage on the north façade and the east façade. The city sign regulations allow two (2) walls signs located on separate building faces, each covering a maximum of 10% of the building face on which it is located. The north façade shows what appears to be two signs on the front façade which would not be allowed under the City Code. Sign revisions will be necessary before building permit issuance.

LIGHTING

Section 900.08, Subd. 1.C provides standards for exterior lighting. Exterior lighting is required to be designed and arranged to limit direct illumination and glare in any contiguous parcel of land. Reflected glare or spill light shall not exceed five tenths (0.5) foot candle when the source of light abuts any residential or public use parcel. Additionally, reflected glare or spill light shall not exceed one (1.0) foot candle when the source of light abuts any commercial parcel or public right-of-way.

The lighting plan appears to meet City Code lighting standards. All light poles and standards shall not exceed 35 feet.

PEDESTRIAN ACCESS

The applicant has proposed a sidewalk along the front façade of the building. Additionally, the applicant has included a pedestrian link from the sidewalk link extending from the New Creations Day Care site north to the existing sidewalk located along the south side of County Road 10. The sidewalk appears to extend onto the Kwik Trip parcel and may require

agreements and/or easement prior to placement of the sidewalk. Additionally, the crossing of the access driveway shared with Kwik Trip may need to be striped for pedestrians, signed, etc. The final placement and required improvements, if acceptable to the Planning Commission, should be reviewed and approved by the City Engineer prior to final design.

TRASH

City Ordinance requires “All trash and trash handling equipment to be stored within the principal structure, within an attached structure accessible from within the principal structure, or totally screened from eye-level view from public streets and adjacent residential properties. If accessory structures are proposed, they shall be constructed of the same building material as the principal structure.”

The applicant has indicated that trash and trash handling equipment will be stored inside the building and will be rolled out for pickup as needed. Further, they state “No outdoor trash is being utilized.”

GRADING, DRAINAGE & UTILITIES

The utility, grading and storm water information has been initially reviewed by the City Engineer. There are a few outstanding items which require resolution, but nothing significant enough to preclude the Planning Commission and City Council from reviewing the site plan application. Any recommendation of approval shall require the applicant to work with the City Engineer to revise the grading, drainage, and utility information to the satisfaction of the City prior to any work commencing on site.

SEWER AVAILABILITY CHARGE (SAC) AND CITY TRUNK FEES

New construction, a new business, a change in location or change in the use of space in a way that creates more potential demand on the wastewater system will require submission to the Metropolitan Council for a Sewer Availability Charge (SAC) determination. The SAC determination made by the Metropolitan Council informs the City sewer and water trunk fees associated with the potential development, redevelopment and/or remodeling of the subject property, location, or business. City Code requires that for every SAC unit determined by the Metropolitan Council, the project will require the payment of one City sewer trunk fee and one City water trunk fee. The SAC and City trunk fees are included below for convenience.

SAC Charge	\$2,485 per SAC unit determined by the Metropolitan Council
Sewer Trunk Fee	\$4,200 per SAC unit determined by the Metropolitan Council
Water Trunk Fee	\$6,500 per SAC unit determined by the Metropolitan Council
Stormwater Trunk Fee	\$11,500 per acre
Stormwater Access Fee	\$1,6000 per acre

DESIGN REVIEW – HIGHWAY DISTRICT

City Ordinance requires Design Review with the understanding that “the visual character and historic resources of the City are important attributes of its quality of life.” City Ordinance requires Design Review to be conducted as part of the Site Plan Review process.

Based on a review of the plan set provided by the applicant for GVT Tire & Auto, the Planning Commission found that the application met the requirements of the Highway District Design Standards.

Staff have provided a link below to the Architectural Design Standards section of the City Code for convenience in review. Please reference subpart E. Design Standards, Highway District

https://library.municode.com/mn/waconia/codes/code_of_ordinances?nodeId=COOR_PTIXZO_CH900ZOOOR_S900.06.9ARDEST

CONCLUSION/RECOMMENDATION

The Planning Commission, at their regular meeting on February 5th, 2026, reviewed the GVT Tire & Auto Site Plan & Design Review application to allow the construction of a 6,640 square foot motor vehicle repair garage at 401 13th Street East. This Planning Commission recommended approval via a 5-0 vote.

If the City Council approves of the Site Plan and Design Review application for GVT Tire & Auto, the Planning Commission and staff have recommended the following conditions for consideration:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. The applicant shall work with the City Engineer to revise the grading, drainage and utility information to the satisfaction of the City prior to any work commencing on site.
4. The applicant shall provide the City with a letter of credit to guarantee the proper installation and growth of the approved landscape plan. The letter of credit shall be submitted by the developer prior to obtaining a building permit that is equal to the amount of the required landscaping to be installed for the project. The letter of credit shall be held by the City and must cover one full calendar year subsequent to the installation of said landscaping and must be conditioned upon complete and satisfactory implementation of the approved landscape plan.
5. All indirect costs with the building permit, review, and final plans associated with engineering and administrative costs shall be paid by the applicant/owner.
6. All future signage shall require a sign permit from the City of Waconia.
7. All future exterior mechanical equipment shall be screened in conformance with City Ordinance requirements.
8. Light poles and standards shall not exceed 35 feet.
9. The Fire Chief shall review and approve the final plans for any required fire access lanes and hydrant placement prior to work commencing on the site.
10. Final placement and location of the sidewalk extending from the subject parcel to the

sidewalk located on the south side of County Road 10 shall be reviewed and approved by the City Engineer prior to work commencing on site. If pedestrian striping, signage, etc. are required by the City Engineer, the applicant shall revise the plans accordingly.

11. The applicant shall contact the City Community Development Department for a final site inspection when all conditions of approval regarding this application have been completed.
12. The applicant shall obtain, if necessary, Carver County Water Management Organization (CCWMO) approval and permitting for erosion control and storm water management. A copy of any approvals or permits shall be submitted prior to any land disturbing activities.
13. The applicant shall obtain, if necessary, a General Construction Stormwater Permit (NPDES) from the Minnesota Pollution Control Agency and submit a copy to the City prior to any land disturbing activities.
14. The easement, watermain, sanitary sewer, grading and storm water issues shall be resolved to the satisfaction of the City Engineer prior to the issuance of a building permit.

ATTACHMENTS:

1. Resolution No. 2026-060 GVT Tire & Auto Plan and Design
2. Location Map
3. GTV Tire & Auto Civil Set
4. GVT Architectural Plan Set
5. Site Photometrics

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

**CITY OF WACONIA
RESOLUTION 2026-060**

**A RESOLUTION APPROVING SITE PLAN & DESIGN REVIEW
FOR THE PROPERTY LOCATED AT 401 13TH STREET EAST**

WHEREAS, Axys Construction (the “**Applicant**”), has submitted a Site Plan & Design Review application for the property located at 401 13th Street East (the “**Property**”) pursuant to Section 900.12 of the City Zoning Code; and

WHEREAS, the subject parcel is described as Lot 1, Block 1, NC WACONIA ADDITION, Carver County, Minnesota and identified as PID# 753540010; and

WHEREAS, the property is zoned for B-1, Highway Business District and is located within the Highway Design Standards District; and

WHEREAS, the Applicant is proposing to construct a 6,684 square foot motor vehicle repair shop on the Property which is a permitted use in the B-1, Highway Business District; and

WHEREAS, the Planning Commission, at their regular meeting on February 5th, 2026, voted 5-0 to recommend approval of the Site Plan & Design Review application with the following conditions:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. The applicant shall work with the City Engineer to revise the grading, drainage and utility information to the satisfaction of the City prior to any work commencing on site.
4. The applicant shall provide the City with a letter of credit to guarantee the proper installation and growth of the approved landscape plan. The letter of credit shall be submitted by the developer prior to obtaining a building permit that is equal to the amount of the required landscaping to be installed for the project. The letter of credit shall be held by the City and must cover one full calendar year subsequent to the installation of said landscaping and must be conditioned upon complete and satisfactory implementation of the approved landscape plan.
5. All indirect costs with the building permit, review, and final plans associated with engineering and administrative costs shall be paid by the applicant/owner.
6. All future signage shall require a sign permit from the City of Waconia.
7. All future exterior mechanical equipment shall be screened in conformance with City Ordinance requirements.
8. Light poles and standards shall not exceed 35 feet.
9. The Fire Chief shall review and approve the final plans for any required fire access lanes and hydrant placement prior to work commencing on the site.
10. Final placement and location of the sidewalk extending from the subject parcel to the sidewalk located on the south side of County Road 10 shall be reviewed and approved by the City Engineer prior to work commencing on site. If pedestrian striping, signage, etc. are required by the City Engineer, the applicant shall revise the plans accordingly.

11. The applicant shall contact the City Community Development Department for a final site inspection when all conditions of approval regarding this application have been completed.
12. The applicant shall obtain, if necessary, Carver County Water Management Organization (CCWMO) approval and permitting for erosion control and storm water management. A copy of any approvals or permits shall be submitted prior to any land disturbing activities.
13. The applicant shall obtain, if necessary, a General Construction Stormwater Permit (NPDES) from the Minnesota Pollution Control Agency and submit a copy to the City prior to any land disturbing activities.
14. The easement, watermain, sanitary sewer, grading and storm water issues shall be resolved to the satisfaction of the City Engineer prior to the issuance of a building permit.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waconia hereby approves the Site Plan & Design Review application submitted by Axys Construction for the property located at 401 13th Street East subject to the conditions, findings and recommendations of the Waconia Planning Commission stated above.

Adopted by the City Council of the City of Waconia this 19th day of February 2026.

Tim Litfin, Mayor

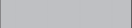
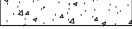



ATTEST: _____
Jackie Schulze, Assistant City Administrator

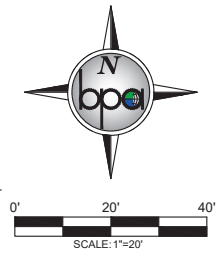
Location Map—401 13th Street East



County Road 10

LEGEND:

-  PROPOSED ASPHALT PAVEMENT
-  PROPOSED CONCRETE PAVEMENT
-  PROPOSED TURF ESTABLISHMENT
-  CONCRETE CURB AND GUTTER - B612
-  PROPOSED SIGN



SITE PLAN NOTES:

1. PAINTED PAVEMENT MARKING DIMENSIONS ARE SHOWN TO FACE OF CURB. ALL OTHER DIMENSIONS ARE SHOWN TO BACK OF CURB.
2. ALL CONCRETE RAMPS, SIDEWALKS AND ACCESSIBLE HANDICAPPED PARKING STALLS TO CONFORM TO CURRENT A.D.A. REQUIREMENTS.
3. CONTRACTOR SHALL FIELD VERIFY HORIZONTAL AND VERTICAL LOCATION OF EXISTING UTILITIES PRIOR TO START OF CONSTRUCTION.
4. CONTRACTOR SHALL INSTALL EROSION CONTROL MEASURES PRIOR TO THE START OF CONSTRUCTION.
5. CONSTRUCTION SHALL BE IN ACCORDANCE WITH APPLICABLE CITY, COUNTY AND STATE REGULATIONS.
6. SITE SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE PLANS APPROVED BY THE CITY.
7. LANDSCAPING AND TURF ESTABLISHMENT PER LANDSCAPE PLANS & SPECIFICATIONS.
8. ALL DISTURBED AREAS OUTSIDE THE BUILDING PAD WHICH ARE NOT DESIGNATED TO BE PAVED OR RECEIVE AGLIME, SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SEEDED OR SODDED. REFER TO THE EROSION CONTROL PLAN FOR SOD AND SEED LOCATIONS. ALL OTHER AREAS DISTURBED BY CONSTRUCTION NOT SPECIFICALLY IDENTIFIED TO RECEIVE A CERTAIN SEED MIX SHALL BE MIXED WITH SEED MIX 25-131.
9. WHERE NEW SOD MEETS EXISTING SOD, EXISTING SOD EDGE SHALL BE CUT TO ALLOW FOR A CONSISTENT, UNIFORM STRAIGHT EDGE. JAGGED OR UNEVEN EDGES WILL NOT BE ACCEPTABLE. REMOVE TOPSOIL AT JOINT BETWEEN EXISTING AND NEW AS REQUIRED TO ALLOW NEW SOD SURFACE TO BE FLUSH WITH EXISTING.

SITE PLAN INFORMATION:

- PARCEL AREA:**
• 1.56 ACRES ±
- EXISTING ZONING:**
• B-1 HIGHWAY BUSINESS DISTRICT
- PRINCIPAL STRUCTURE SETBACKS:**
• FRONT: 30'
• SIDE: 15'
• REAR: 20'
- | SITE DATA | EXISTING | PROPOSED |
|---------------|-----------|-----------|
| PAVEMENT AREA | 9,843 SF | 34,951 SF |
| BUILDING AREA | 0 SF | 6,640 SF |
| PERVIOUS AREA | 58,357 SF | 26,609 SF |
| TOTAL AREA | 68,200 SF | 68,200 SF |
- PARKING REQUIREMENTS:**
• MINIMUM PARKING STALL DIMENSIONS: 20' X 9' (90° PARKING)
PARKING STALLS:
• TOTAL STALLS PROVIDED: 42
• TOTAL ADA STALLS PROVIDED: 2 (2 VAN ACCESSIBLE)
• TOTAL ADA STALLS REQUIRED: 2 (2 VAN ACCESSIBLE REQUIRED)

NOT FOR CONSTRUCTION

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING
ENVIRONMENTAL SERVICES
13076 FIRST STREET, BECKER, MN 55508-9322
TEL: 763-262-8822 FAX: 763-262-8844

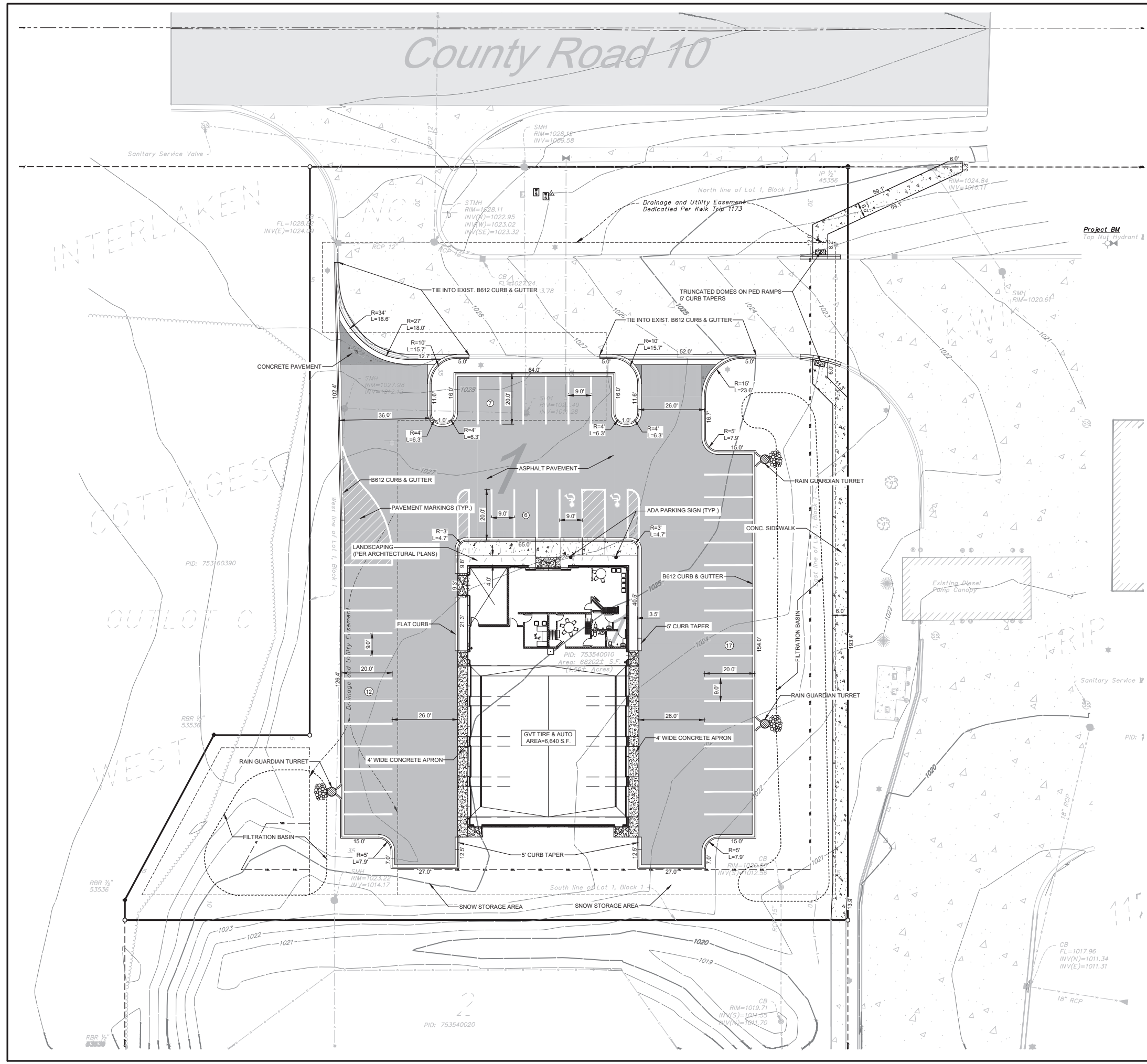


**GVT TIRE & AUTO
AXYS CONSTRUCTION**
150 Sparrow Road
City of Waconia, Carver County, MN
SITE & DIMENSION PLAN

SHEET NO.

C2

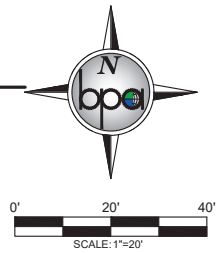
CALL 48 HOURS BEFORE DIGGING:
GOPHER STATE ONE CALL
TWIN CITY AREA 651-454-0002
MINNESOTA TOLL FREE 1-800-252-1166



County Road 10

LEGEND:

- PROPOSED RIP RAP
- 980.50 TC NEW TOP-BACK OF CURB ELEVATION
- 980.50 FL NEW FLOW LINE OF CURB ELEVATION
- 980.50 SW NEW SIDEWALK ELEVATION
- 980.50 TP NEW TOP OF PAVEMENT ELEVATION
- 980.50 TG NEW TOP OF GRAVEL ELEVATION
- 980.50 FG NEW FINISHED GRADE ELEVATION
- 980.50 EX EXISTING ELEVATION
- 984 PROPOSED CONTOUR
- PROPOSED SLOPE
- E.O.F. EMERGENCY OVERTURN



GRADING GENERAL NOTES:

- THE CONTRACTOR SHALL NOTE ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS IN THE FIELD REPRESENTED WITHIN THE PLANS AS SHOWN AND ALERT THE ENGINEER BEFORE BIDDING THE PROJECT AND BEGINNING CONSTRUCTION.
- CONTRACTOR SHALL LOCATE AND VERIFY ALL UTILITIES WHICH MAY AFFECT THIS WORK AND NOTIFY THE OWNER OF ANY CHANGES. CONTACT LOCAL UTILITY COMPANIES FOR EXACT LOCATIONS PRIOR TO BIDDING THE PROJECT AND COMMENCING WORK.
- CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONS TO PREVENT SILT AND DEBRIS RUN-OFF DURING GRADING OPERATIONS (I.E. SILT FENCE, STRAW BALES, ETC.).
- CONTRACTOR SHALL VERIFY CRITICAL ELEVATIONS TO ENSURE CONFORMANCE WITH GRADING PLAN, PARTICULARLY WITH EXISTING STRUCTURES AND/OR PAVEMENTS TO REMAIN. MEET EXISTING GRADES ALONG STREETS, PROPERTY LINES, AND DRIVEWAY ENTRANCES. RESTORE ALL PAVEMENTS THAT REMAIN TO THEIR ORIGINAL IF NOT BETTER CONDITION. NOTIFY OWNER OF ANY CONFLICTS PRIOR TO BIDDING THE PROJECT.
- TURF ESTABLISHMENT AREAS SHALL RECEIVE MINIMUM OF 6" DEPTH AS MEASURED IN PLACE OF TOPSOIL. TOPSOIL SHALL BE FURNISHED AND INSTALLED BY THE CONTRACTOR. ALL GRADED SLOPES GREATER THAN OR EQUAL TO 5:1 SHALL BE HYDROSEED, EROSION CONTROL BLANKETED, OR MULCHED TO HELP STABILIZE THE SLOPES BY GENERAL CONTRACTOR.
- PROPOSED SPOT ELEVATIONS ARE TO THE TOP OF CURB UNLESS NOTED OTHERWISE. ELEVATION OF FLOW LINE IS 6" BELOW TOP OF CURB UNLESS OTHERWISE SHOWN.
- CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR DETERMINING QUANTITIES OF CUT, FILL AND WASTE MATERIALS TO BE HANDLED, AND FOR AMOUNT OF GRADING TO BE DONE IN ORDER TO COMPLETELY PERFORM ALL WORK INDICATED ON THE DRAWINGS. IMPORT SUITABLE MATERIAL AND EXPORT UNSUITABLE / EXCESS / WASTE MATERIAL AS REQUIRED. ALL COSTS ASSOCIATED WITH IMPORTING AND EXPORTING MATERIALS SHALL BE INCIDENTAL TO THE CONTRACT.
- IT IS NOT INTENDED THAT EARTHWORK (CUT VS. FILL) BALANCE ON SITE. THE CONTRACTOR SHALL SUBMIT THE QUANTITY OF MATERIAL AND AMOUNT OF ANTICIPATED GRADE ADJUSTMENT FOR REVIEW BY THE ENGINEER A MINIMUM OF FOUR WEEKDAYS PRIOR TO MAKING ADJUSTMENTS. ALL GRADE ADJUSTMENTS MUST BE APPROVED BY THE ENGINEER. NO ADDITIONAL COMPENSATION SHALL BE ALLOWED FOR WORK ASSOCIATED WITH GRADING ADJUSTMENTS, INCLUDING, BUT NOT LIMITED TO, EARTHWORK OPERATIONS, STORM SEWER PIPING AND STRUCTURE ADJUSTMENTS, CONSTRUCTION SURVEYING FOR ADJUSTING FEATURE LOCATIONS ACCORDINGLY, SILT FENCE, ETC.
- FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, THE CONTRACTOR SHALL RE-SEED OR RE-SOD ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER.
- ANY MANHOLE, CATCH BASIN, STORM SEWER, SANITARY SEWER, DRAINTILE, OR OTHER POTENTIAL SOURCE FOR CONTAMINATION SHALL BE INSTALLED AT LEAST 10 FEET HORIZONTALLY FROM ANY WATERMAIN PER MINNESOTA PLUMBING CODE. THIS ISOLATION DISTANCE SHALL BE MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR PIPING OR SIMILAR)
- CONTRACTOR SHALL MAINTAIN DRAINAGE FROM EXISTING BUILDING AT ALL TIMES. PROVIDE TEMPORARY STORM SEWER (INCLUDING, BUT NOT LIMITED TO, CATCH BASINS, MANHOLES, PIPING, ETC.) AS REQUIRED. EXISTING STORM SEWER SHALL NOT BE REMOVED UNTIL TEMPORARY OR PERMANENT STORM SEWER IS INSTALLED AND FUNCTIONAL. COORDINATE ALL REMOVALS WITH APPROPRIATE TRADES (SITE UTILITY CONTRACTOR, MECHANICAL CONTRACTOR, ETC.) AS REQUIRED.

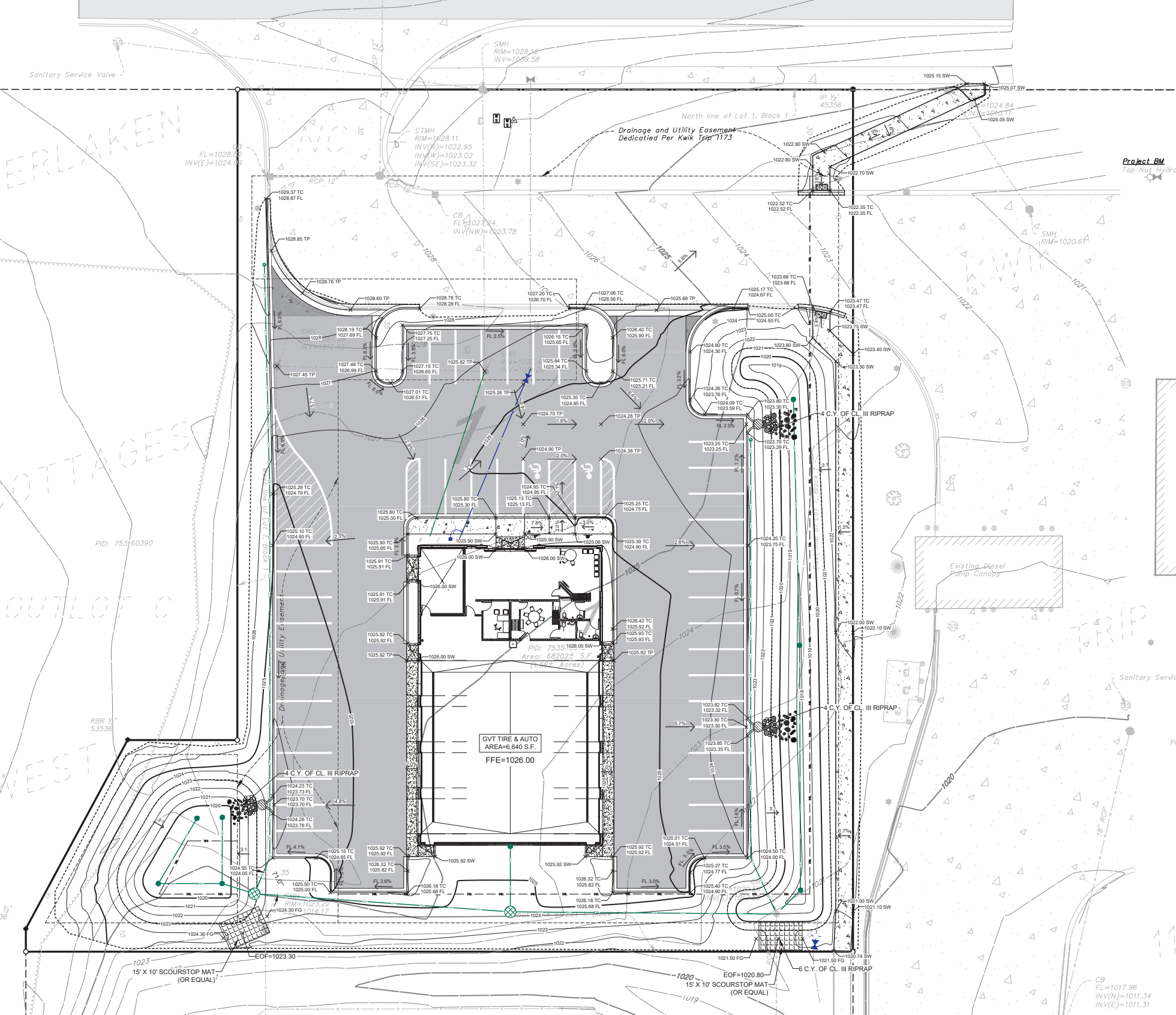
NOT FOR CONSTRUCTION

BOGART, PEDERSON & ASSOCIATES, INC.
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 13076 FIRST STREET, BECKER, MN 55305-9322
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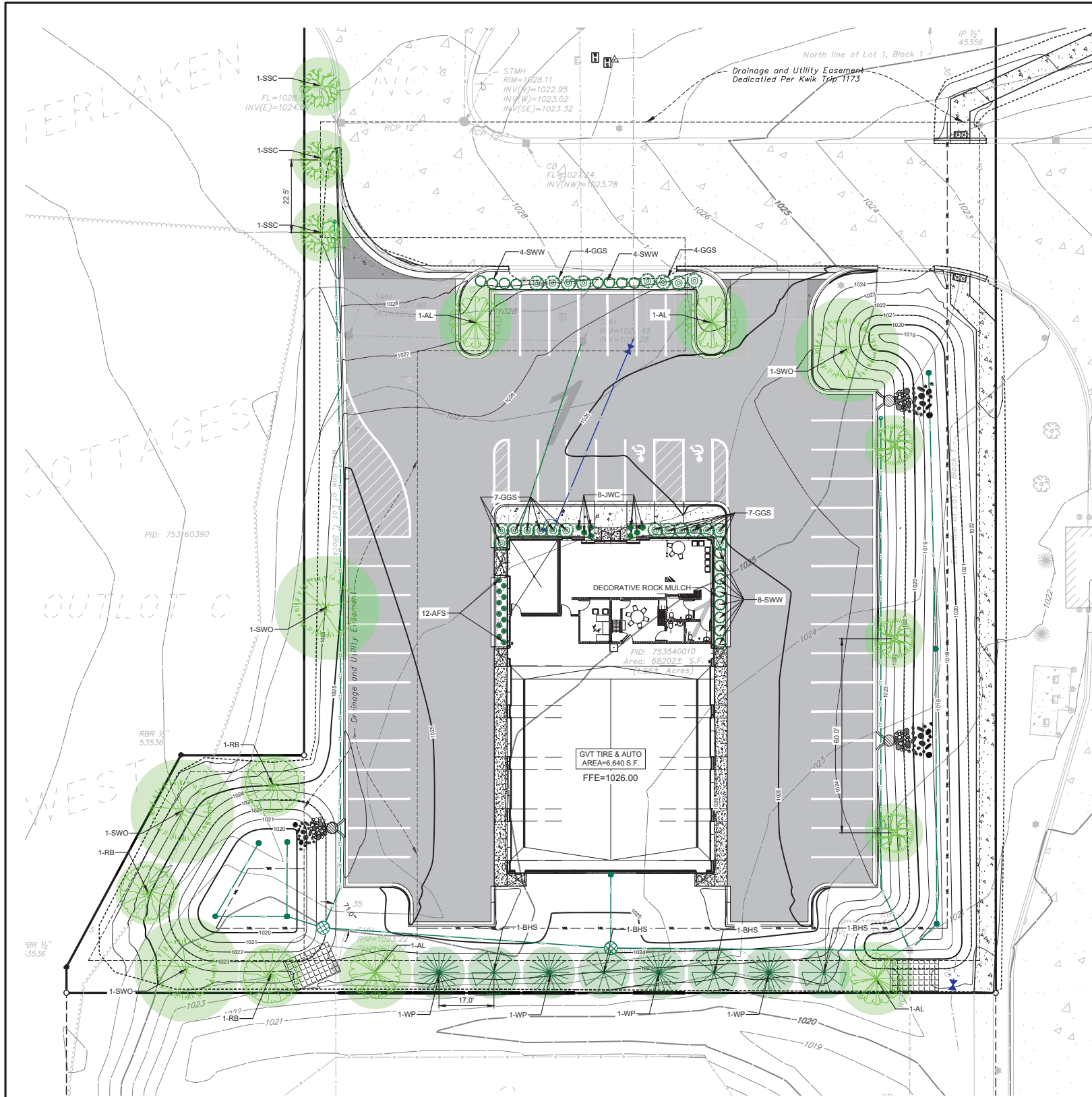


GVT TIRE & AUTO AXYS CONSTRUCTION
 150 Sparrow Road
 City of Waconia, Carver County, MN
 GRADING PLAN

SHEET NO.
C3

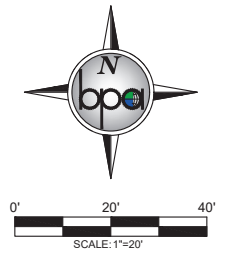


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LEGEND:

- PROPOSED BITUMINOUS PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED CONCRETE SIDEWALK
- PROPOSED TURF ESTABLISHMENT
- PROPOSED DOUBLE SHREDDED BROWN MULCH
- PROPOSED DECIDUOUS TREE
- PROPOSED CONIFEROUS TREE
- PROPOSED SHRUB



LANDSCAPE REQUIREMENTS:

PER CITY OF WACONIA ZONING ORDINANCE:
ALL LANDSCAPING INCORPORATED IN SAID PLAN SHALL CONFORM TO THE FOLLOWING STANDARDS AND CRITERIA:

- A. ALL PLANTS MUST AT LEAST EQUAL THE FOLLOWING MINIMUM SIZE:
- | | |
|--------------------------|--|
| SHADE TREES | POTTED/BARE ROOT OR BALLED & BURLAPPED |
| HALF TREES | 2-INCH DIAMETER |
| EVERGREEN | 1-1/2 INCH DIAMETER |
| TALL SHRUBS & HEDGE MAT. | 6 FEET HIGH |
| LOW SHRUBS - DECIDUOUS | 6 FEET HIGH |
| -EVERGREEN | 24 - 30 INCHES |
| -SPREADING EVERGREENS | 24 - 30 INCHES |
| | 18 - 24 INCHES |

- B. LANDSCAPE GUARANTEE: ALL NEW PLANTS SHALL BE GUARANTEED FOR TWO (2) FULL YEARS FROM THE TIME PLANTING HAS BEEN COMPLETED. ALL PLANTS SHALL BE ALIVE AND IN SATISFACTORY GROWTH AT THE END OF THE GUARANTEE PERIOD OR BE REPLACED.
- C. CITY ORDINANCE REQUIRES ONE (1) TREE FOR EVERY ONE THOUSAND (1,000) SQUARE FEET OF TOTAL BUILDING FLOOR AREA OR ONE (1) TREE FOR EVERY FIFTY (50) FEET OF SITE PERIMETER, WHICHEVER IS GREATER.

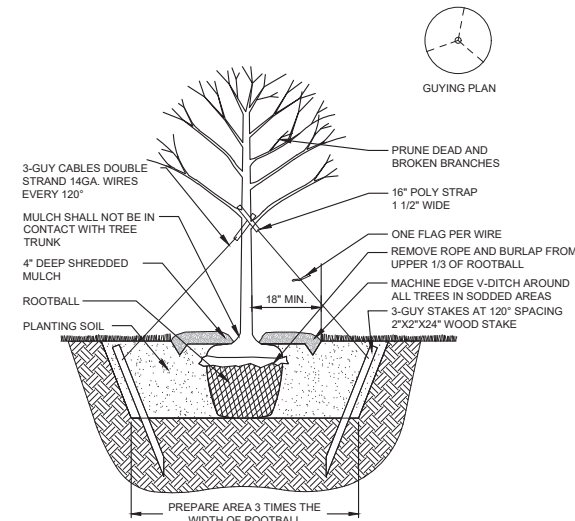
BUILDING AREA	6,640 S.F. (7 TREES REQ.)
SITE PERIMETER	1,146 FT (23 TREES REQ.)
TREES PROVIDED	25 TREES

(SEE CITY ORDINANCE FOR FULL REQUIREMENTS)

LANDSCAPE NOTES:

- ALL AREAS DISTURBED DURING CONSTRUCTION SHALL BE RESTORED AND VEGETATED AS SOON AS POSSIBLE. ANY FINISHED AREAS SHALL BE SEEDED AND MULCHED WITHIN 7 DAYS AFTER FINISHED GRADING IS COMPLETED IN ACCORDANCE TO MN/DOT 2575.
- PLANTING SOIL SHALL CONSIST 1:1:1 CONSISTING OF 33% SELECT LOAMY TOPSOIL, 33% PEAT MOSS, 33% PIT RUN SAND.
- ALL DISTURBED AREAS SHALL BE REVEGETATED WITH MN/DOT SEED MIX, MULCHED, & DISK ANCHORED, PER THE FOLLOWING SCHEDULE:

SOUTHERN BOULEVARD:	160 LB./AC.
WET DITCH:	20 LB./AC.
FERTILIZER 22-5-10:	350 LB./AC.
MULCH TYPE 3:	2 TONS/AC.

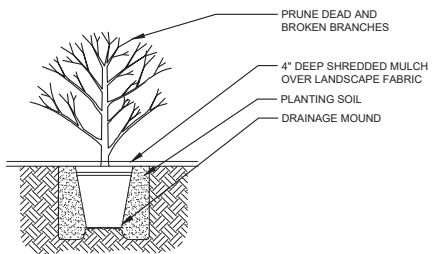


TREE PLANTING DETAIL
N.T.S.

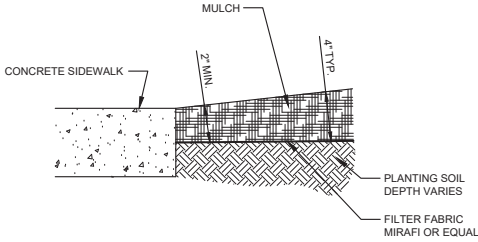
CALL 48 HOURS BEFORE DIGGING:
GOPHER STATE ONE CALL

TWIN CITY AREA 651-454-0002
MINNESOTA TOLL FREE 1-800-252-1166

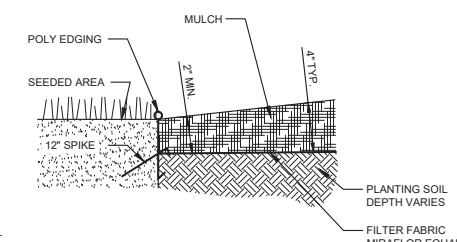
QUANTITY	KEY	COMMON NAME	SCIENTIFIC NAME	SIZE	AVG. HEIGHT (UMN)	NOTES
DECIDUOUS TREES						
4	SWO	SWAMP WHITE OAK	QUERCUS BICOLOR	2.5\"	50+	STRAIGHT TRUNK, NO V-CROTCH
4	AL	AMERICAN LINDEN	TILIA AMERICANA	2.5\"	50+	STRAIGHT TRUNK, NO V-CROTCH
6	RB	RIVER BIRCH	BETULA NIGRA	6\"	40+	STRAIGHT TRUNK, NO V-CROTCH
3	SSC	SPRING SNOW CRABAPPLE	MALUS 'SPRING SNOW'	2.5\"	10+	STRAIGHT TRUNK, NO V-CROTCH
17	TOTAL					
CONIFEROUS TREES						
4	BHS	BLACK HILLS SPRUCE	PICEA GLAUCA VAR. DENSATA	6\"	40+	
4	WP	WHITE PINE	PINUS STROBUS	6\"	40+	
8	TOTAL					
SHRUBS						
22	GGS	GLOW GIRL SPIREA	SPIRAEA BETULIFOLIA	POT	24\"	
16	SWW	SPILLED WINE WEIGELA	WEIGELA FLORIDA 'BOKRASPIWI'	POT	2\"	
12	AFS	AUTUMN FIRE SEDUM	HYLOTELEPHIUM SPECTABILE 'AUTUMN FIRE'	POT	18\"	
8	JWC	JUNIOR WALKER CATMINT	NEPETA X FAASSENII	POT	1\"	
58	TOTAL					
83	COMBINED TOTAL					



SHRUB PLANTING DETAIL
N.T.S.



MULCH AT SIDEWALK DETAIL
N.T.S.



MULCH AT SEEDED AREA DETAIL
N.T.S.

REV. NO.	DATE	DESCRIPTION
1	01/28/2026	REVISION PER CITY REVIEW

NOT FOR CONSTRUCTION

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING
ENVIRONMENTAL SERVICES
13076 FIRST STREET, BECKER, MN 55505-9322
TEL: 763-262-8822 FAX: 763-262-8844



GVT TIRE & AUTO AXYS CONSTRUCTION
150 Sparrow Road
City of Waconia, Carver County, MN
LANDSCAPE PLAN

SHEET NO.
C10

SCALE INDICATED BASED UPON PRINTED 24" X 36" (ARCHITECTURAL D) SHEET



3 25026 GVT Waconia 12-15-25 - NW View - Aerial

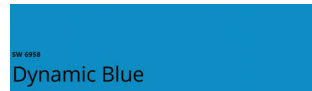


2 25026 GVT Waconia 12-15-25 - SE View

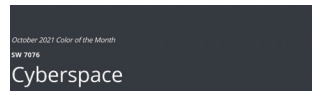


Matte Black

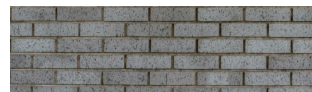
PREFIN MTL PARAPE CAP



Dynamic Blue



Cyberspace



FABCON PANEL - GRAY BRICK INLAY



FABCON STEEL FORM PANEL - PAINTED



Carbon Black**

SECTIONAL, OVERHEAD GARAGE DOORS



BLAK ANODIZED ALUM STOREFRONT WINDOWS AND DOORS

PROJECT TEAM

ARCHITECT

Michael J. Thomas Architect, LLC
4918 S. Tri Oak Circle NE
East Bethel, MN 55092
Phone: 651-245-2346
Email: mjtalc2520@gmail.com
Contact: Michael Thomas

CIVIL ENGINEER

Bogart, Pederson & Associates, Inc.
13076 First Street
Becker, MN 55308-9322
Phone: 763-262-8844

STRUCTURAL ENGINEER

Innovative Structural Solutions (ISS), PA
5279 Kiyler Ave.
Albertville, MN 55301
Phone: 763-425-9960
Email: sparks@isseng.com
Contact: Shawn Parks, PE

CONTRACTOR & OWNER

Axys Construction
940 McKinley Parkway
Unit 102
Delano, MN 55328
Phone: 952-220-1450
Email: jamie@axys-construction.com
Contact: Jamie Rosenlund



4 25026 GVT Waconia 12-15-25 - NE View



1 25026 GVT Waconia 12-15-25 - North Color Elevation



4918 S. Tri Oak Circle NE
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Phone: 651-245-2346
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Project No:
25026

Date Last Revised:
12-08-25, 12-13-25, 12-15-25,
12-17-25
75% Progress Set 12-26-25

File Name:
25026 GVT Waconia 12-26-25.pln

Drawn By:
MJT

Minnesota License No.:

23592

Date Signed:
00-00-00

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GVT Tire & Auto
New Auto Service Building

150 Sparrow Road
Waconia, MN

A0.0

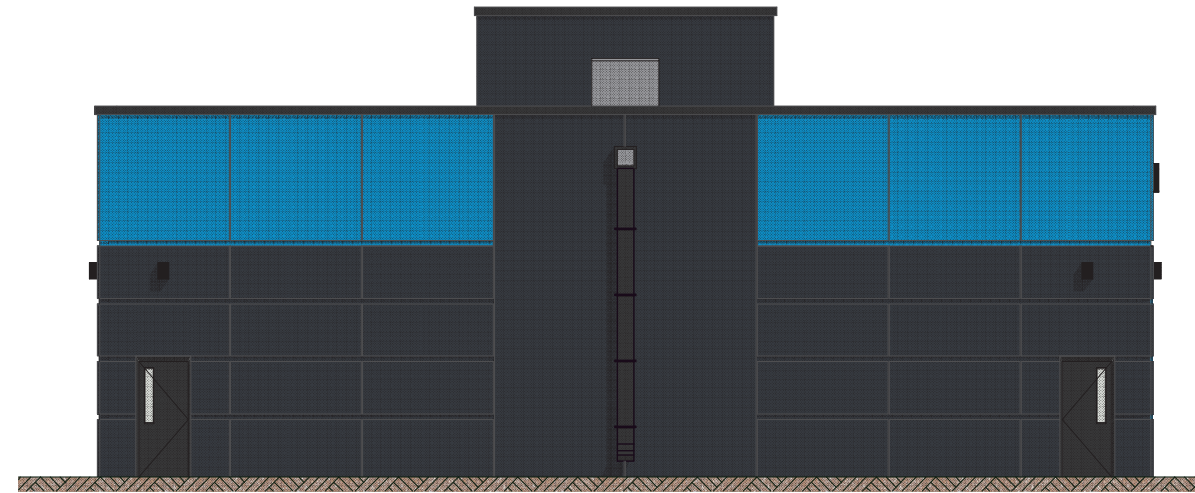
SCALE INDICATED BASED UPON PRINTED 24" X 36" (ARCHITECTURAL D) SHEET



3 North Elevation - Materials & Colors

SCALE: 3/16" = 1'-0"

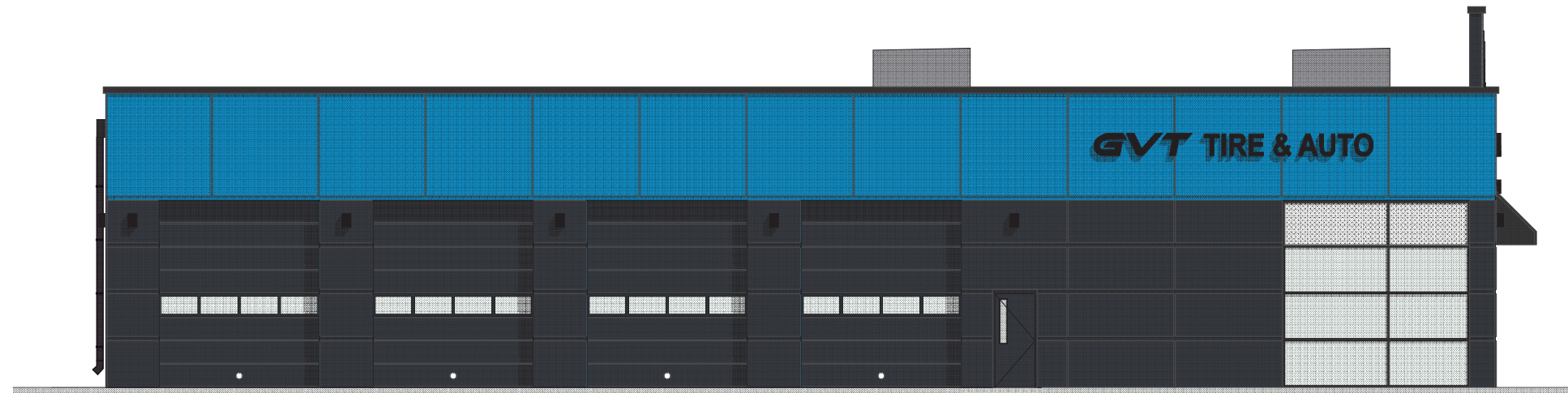
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4 South Elevation - Materials & Colors

SCALE: 3/16" = 1'-0"

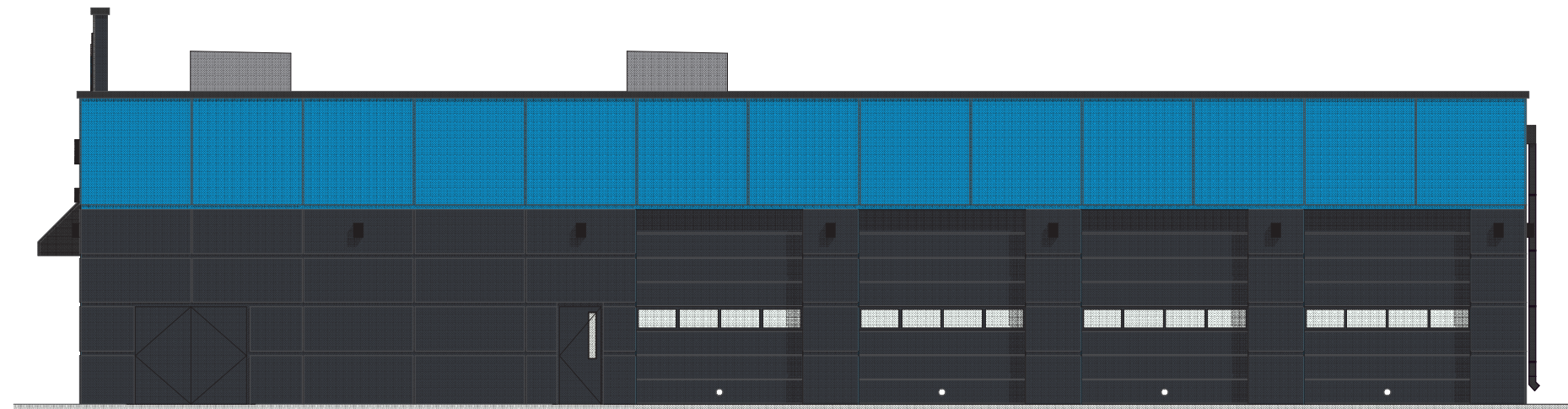
0 4 8 12



2 West Elevation - Materials & Colors

SCALE: 3/16" = 1'-0"

0 4 8 12



1 East Elevation - Materials & Colors

SCALE: 3/16" = 1'-0"

0 4 8 12



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Waconia, MN

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BUILDING CODE ANALYSIS

2020 Minnesota State Building Code

Chapter 3 OCCUPANCY CLASSIFICATION AND USE

Section 309
 Mercantile Group M. Sales Room
 Section 311
 Storage Group S-1. Motor Vehicle Repair Garage

First (only) Story
 Group M = 1,500 sf
 Group S = 5,140 sf
 Total Gross First Story/ Building Footprint = 6,640 sf

Chapter 5 GENERAL BUILDING HEIGHTS AND AREAS

Table 504.3 Allowable Building Height In Feet Above Grade Plane
 M & S, Sprinklered, Type IIB Construction. 75' Height Allowed. 28' Height Actual
 Table 504.4 Allowable Number of Stories Above Grade Plane
 M, Sprinklered, Type IIB Construction. 3 Stories Allowed. 1 Story Actual.
 S-1, Sprinklered, Type IIB Construction. 3 Stories Allowed. 1 Story Actual.
 Table 506.2 Allowable Area Factor in Square Feet (SF)
 M, 1-Story, Sprinklered, Type IIB Construction. 50,000 sf Allowed. 1,500 sf Actual
 S-1, 1-Story, Sprinklered, Type IIB Construction. 70,000 sf Allowed. 5,140 sf Actual
 Table 508.3 Nonseparated Occupancies.
 This is considered a nonseparated occupancy.
 Item 508.3.1 Occupancy Classification. The most restrictive provisions of Chapter 9 will be applied to the Group M Occupancy
 Table 508.4 Required Separation of Occupancies
 No Occupancy separations required.

Chapter 6 TYPES OF CONSTRUCTION

Table 601 Fire-Resistance Requirements for Building Elements
 Type II. Non-combustable, No fire rating required.
 Section 602.2. Type IIB:
 Structural Elements, Exterior Walls, and Interior Walls are non-combustable.
 Table 602 Fire-Resistance Rating Requirements For Exterior Walls Based On Fire Separation Distance.
 All sides are open over 10'. No rating required.

Chapter 7 FIRE AND SMOKE PROTECTION FEATURES

No requirements based upon occupancy, construction type, and exterior wall separation distances.

Chapter 8 INTERIOR FINISHES

Table 803.13 Interior Wall and Ceiling Finish Requirements by Occupancy
 M Occupancy/ Sprinklered
 Interior exit stairways and ramps and exit passageways = Class B
 Corridors and enclosure for exit access stairway and ramps = Class C
 Rooms and enclosed space = Class C
 S Occupancy/ Sprinklered
 Interior exit stairways and ramps and exit passageways = Class C
 Corridors and enclosure for exit access stairway and ramps = Class C
 Rooms and enclosed space = Class C

Chapter 9 FIRE PROTECTION AND LIFE SAFETY SYSTEMS

Section 903 Automatic Sprinkler Systems
 Not required per 2020 MN Building Code
 Its understood the City of Waconia has adopted Minnesota Administrative Rules CHAPTER 1306, SPECIAL FIRE PROTECTION SYSTEMS.
 Therefore, the entire building will be equipped with an automatic fire suppression (sprinkler) system.

Chapter 10 MEANS OF EGRESS

Table 1004.5 Maximum Floor Area Allowances Per Occupant
 Mercantile = 60 sf gross. 1,500 sf / 60 = 25 occupants
 Mercantile (Storage, stock, shipping) = 300 sf gross.
 5,140 sf / 300 = 17.13, or round up to 18 occupants
 Total Calculated Occupant Load = 43 Occupants

Table 1006.2.1 Space With One Exit or Exit Access Doorway
 M Occupancy
 Max Occupant Load of Space = 49
 Actual Occupant Load of the M Occupancy, Sales Room is 25.
 Max Common Path of Egress Travel Distance (Sprinklered)
 Allowed is 75'. Per Code Plan, this space complies.

Chapter 29 PLUMBING SYSTEMS

Section 2902.1.1 Fixture Calculation
 Calculated Occupant Load 43 / 2 = 22 male and 22 female
 Table 2902.1
 Business
 Water Closets 1/25 = 1 each sex required. 3 provided.
 Lavatories 1/40 = 1 each sex required. 3 provided.
 Drinking Fountain. Per footnote "h" note required with occupant load less than 50
 No drinking fountain, however a customer self-service beverage station is provided in the lobby.
 Service Sink = 1 required. 1 Provided (located in the service bay area).

2020 MINNESOTA PROVISIONS TO THE MINNESOTA STATE BUILDING CODE

Section 1303.1500 Recycling Space
 Table 1-A Minimum Recycling Space Requirements
 "All Others" = .0025 x 6,640 sf = 16.6 sf required.
 See Code Plan. 20 sf of recycling space provided at interior trash area.

2020 Minnesota Energy Code

Chapter 3 General Requirements

Table C301 Climate Zone
 Delano, Wright County, Minnesota
 Climate Zone 6A

Chapter 4 Commercial Energy Efficiency

Table C402.1.3 Opaque Thermal Envelope Requirements
 Roof, Insulation entirely above deck
 R-30 Continuous Insulation
 Walls, Above Grade, Mass (Versa+ Fabcon Precast Concrete)
 R-13.3 Continuous Insulation
 Walls, Wood-framed and others (steel studs)
 R-19 + R-5 Continuous Insulation
 Below Grade
 R-7.5 Continuous Insulation
 Slabs-on-Grade Floors, Unheated slabs
 R-10 for 24" below
 Table C402.4 Building Envelope Requirements: Fenestration
 U-factor
 Fixed Fenestration = 0.36
 Operable Fenestration = 0.43
 Entrances = 0.77
 SHGC
 All = 0.40
 Skylights
 U-factor = 0.50
 SHGC = 0.40

Mechanical, Electrical, and Plumbing
 Building Mechanical and Electrical Systems will be Design/ Build by applicable subcontractor. It shall be said subcontractor's responsibility to design their system to meet all applicable energy code (and other code) requirements.

2020 Minnesota Accessibility Code

This project is subject to and must follow all requirements of the 2020 Minnesota Accessibility Code, 2020 MN Building Code Chapter 1341, and the ICC/ANSI A117.1-2009.



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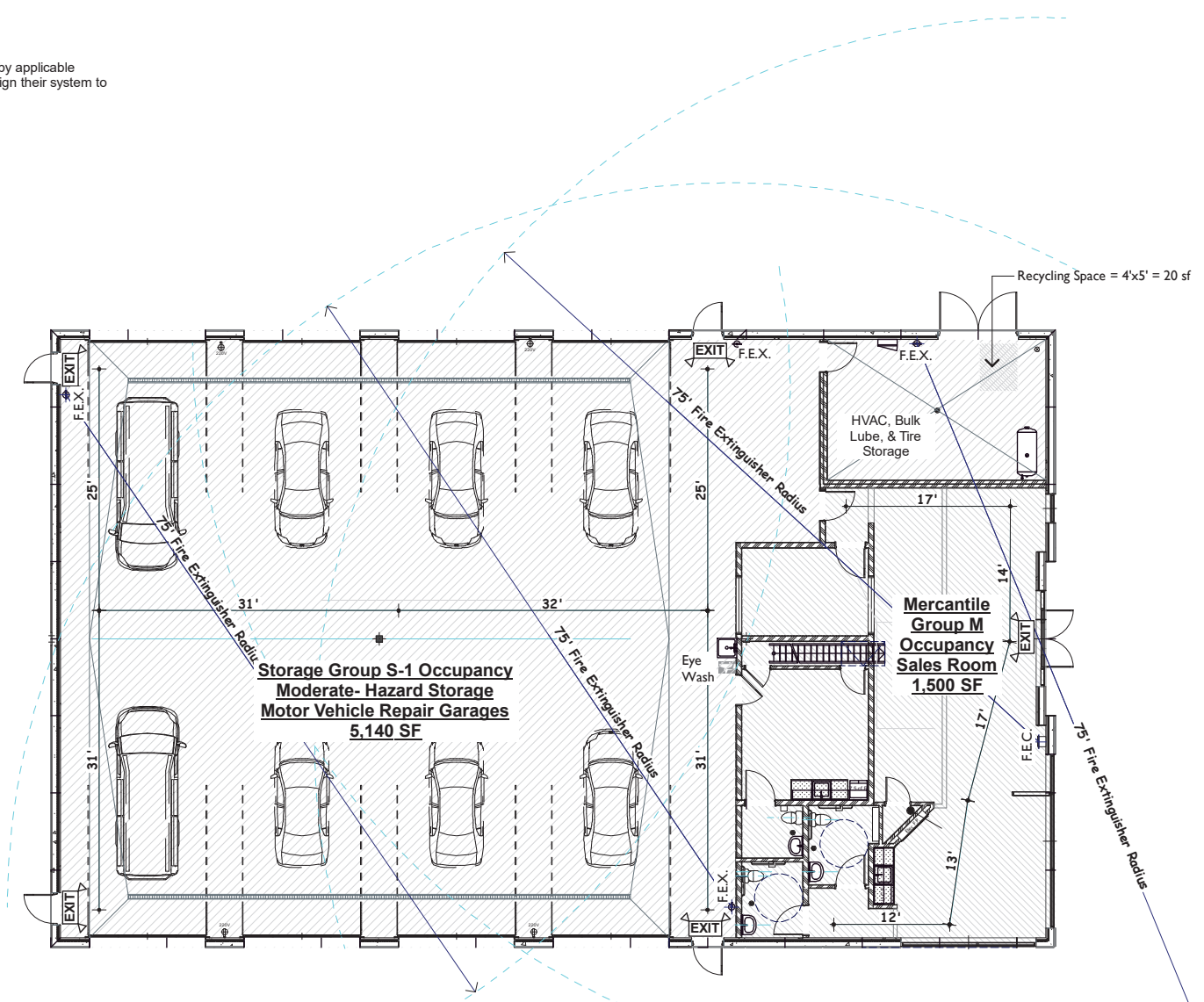
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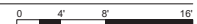
**GVT Tire & Auto
 New Auto Service Building
 150 Sparrow Road
 Waconia, MN**

A0.2



F.E.C. = Fire Extinguisher Within Cabinet
 F.E.X. = Wall-hung Fire Extinguisher

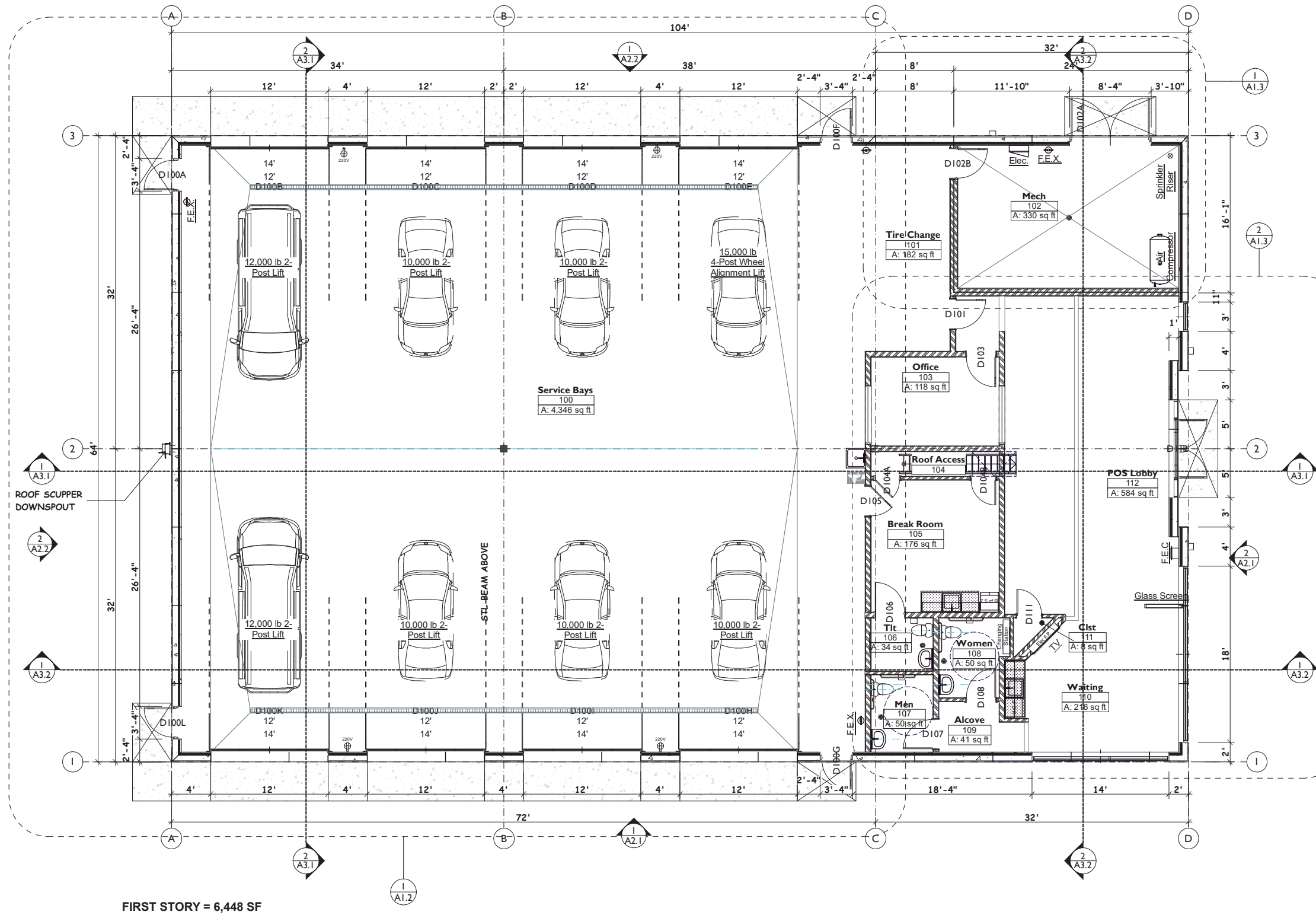
1 First Story - Code & Life Safety Plan
 SCALE: 1/8" = 1'-0"



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FIRST STORY = 6,448 SF

1 First Story Plan - Overall
SCALE: 3/16" = 1'-0"



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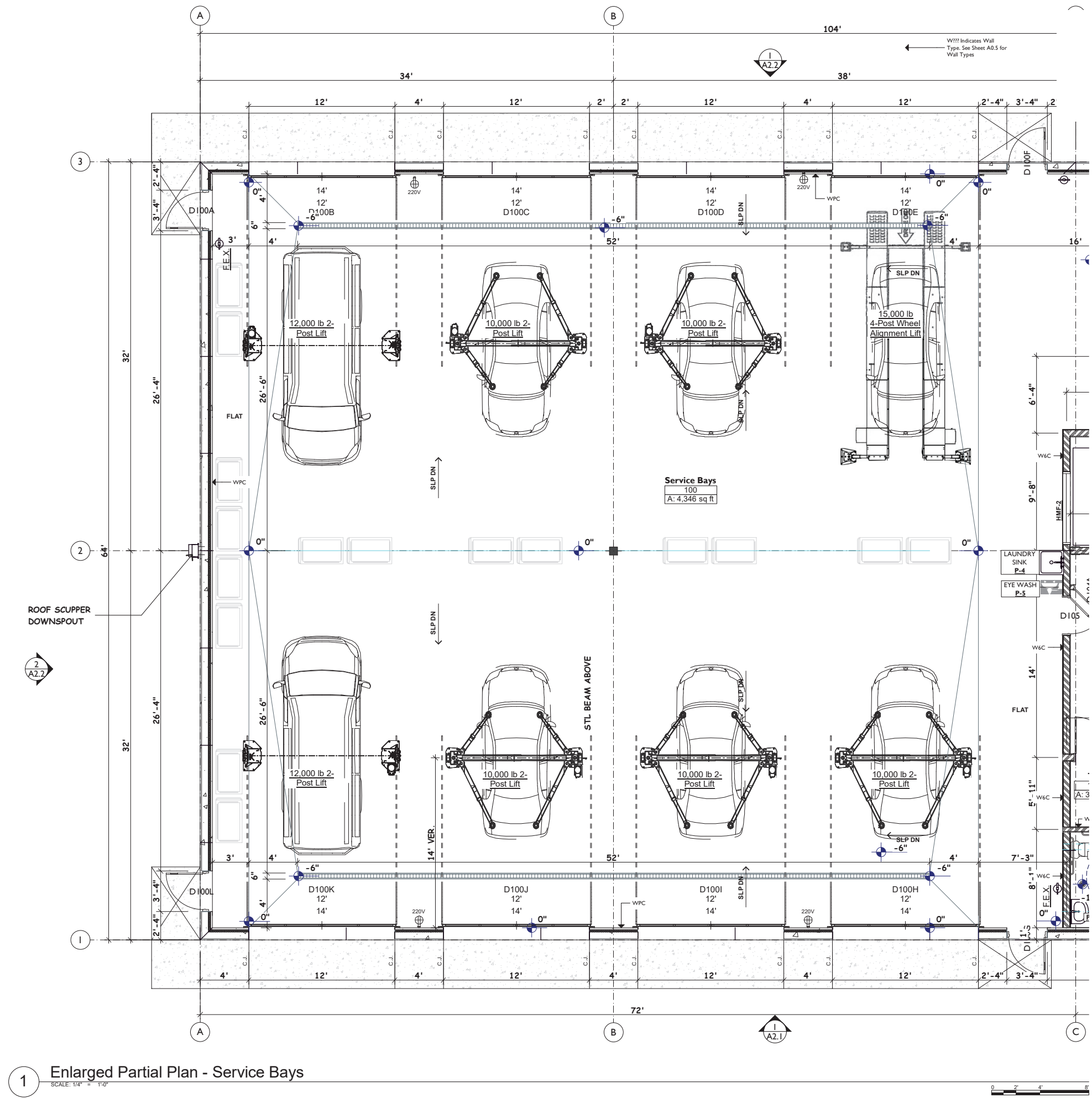


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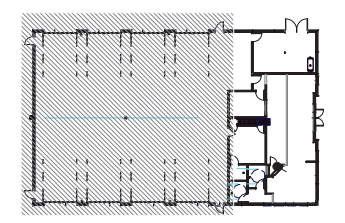
GVT Tire & Auto
New Auto Service Building
150 Sparrow Road
Waconia, MN

AI.1

SCALE INDICATED BASED UPON PRINTED 24" X 36" (ARCHITECTURAL D) SHEET



1 Enlarged Partial Plan - Service Bays
SCALE: 1/4" = 1'-0"



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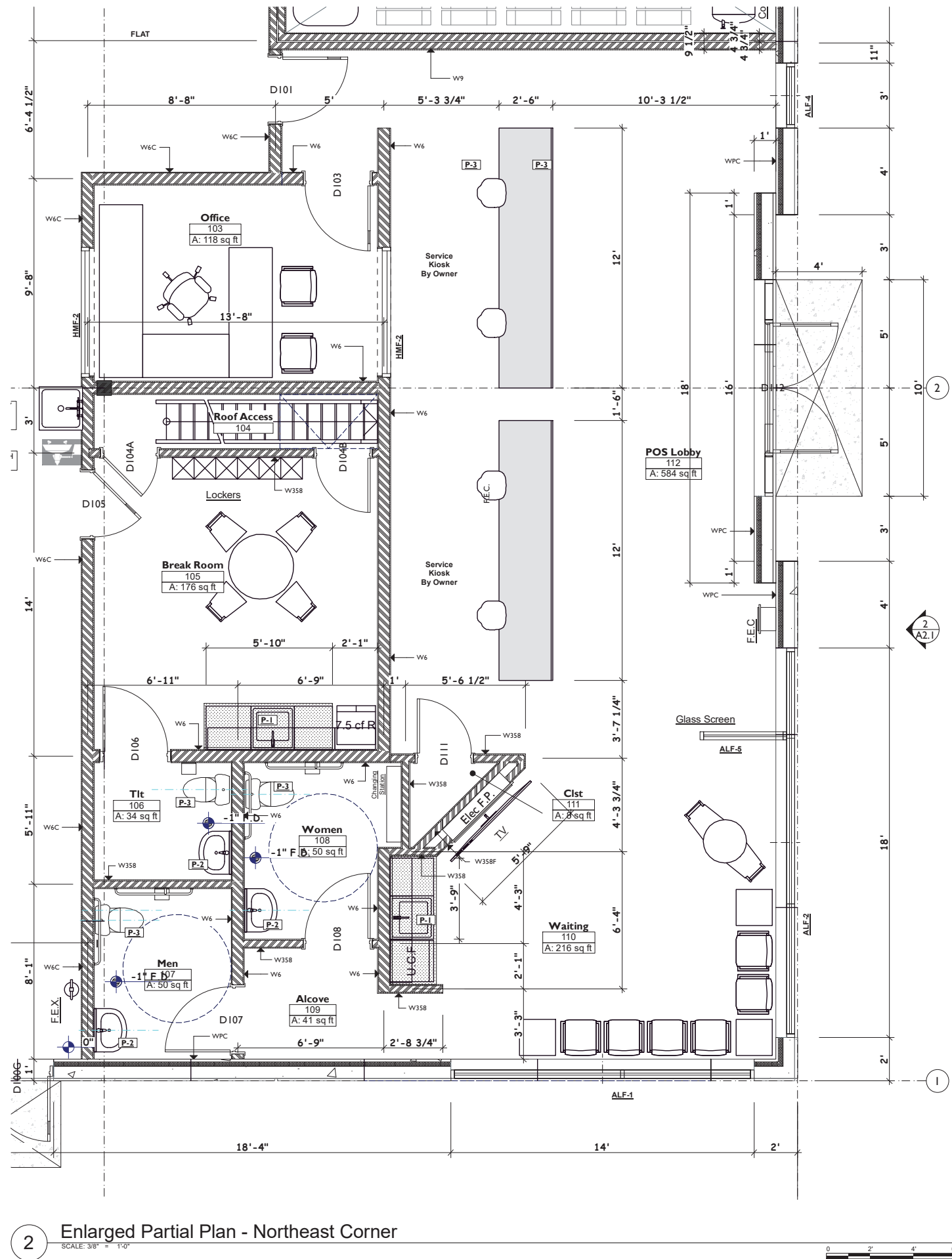


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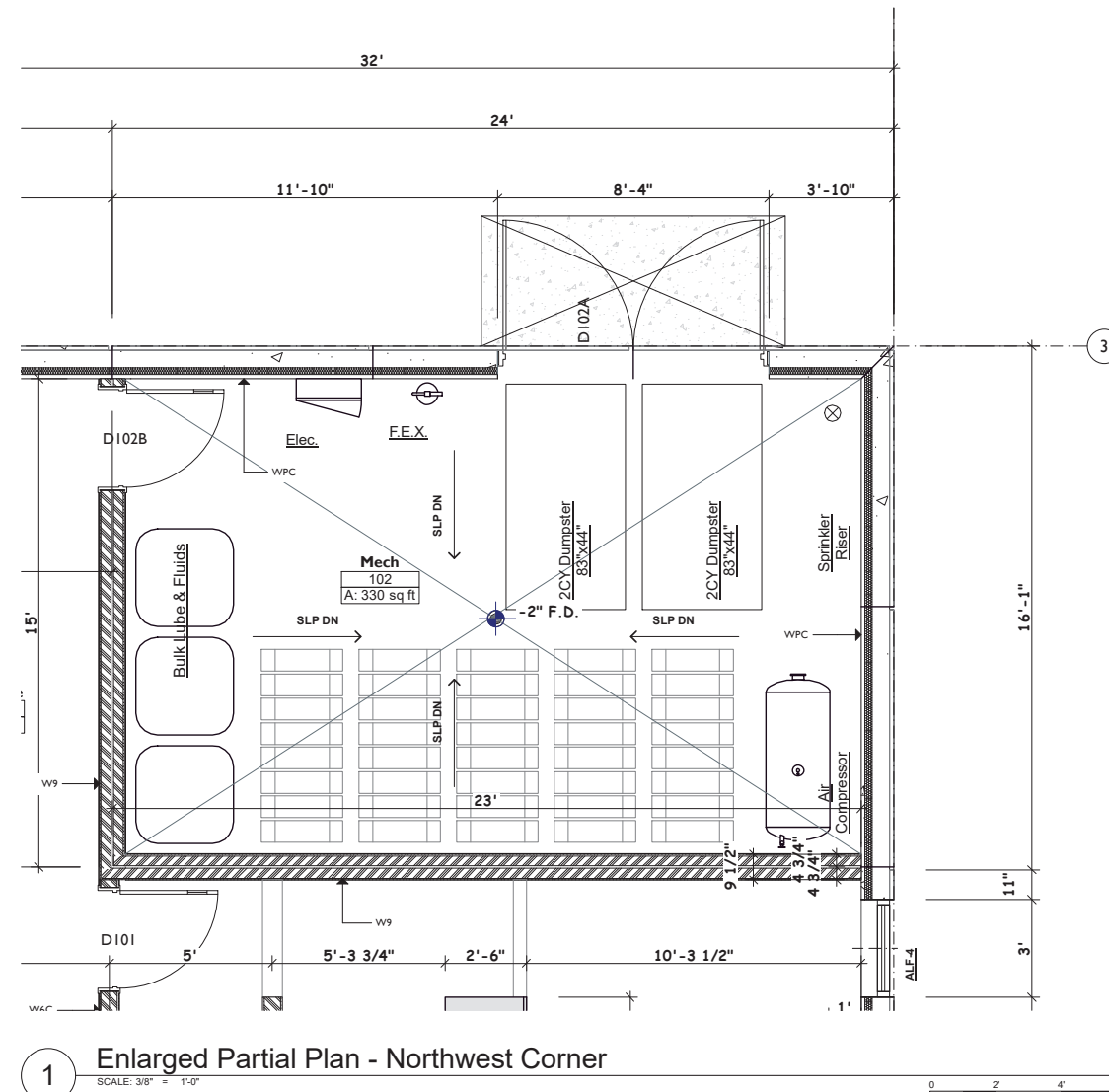
GVT Tire & Auto
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A1.2

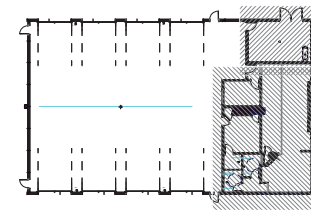
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2 Enlarged Partial Plan - Northeast Corner
SCALE: 3/8" = 1'-0"



1 Enlarged Partial Plan - Northwest Corner
SCALE: 3/8" = 1'-0"



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Celebrating
20
Years
2005-2025

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**GVT Tire & Auto
New Auto Service Building**

150 Sparrow Road
Waconia, MN

A1.3



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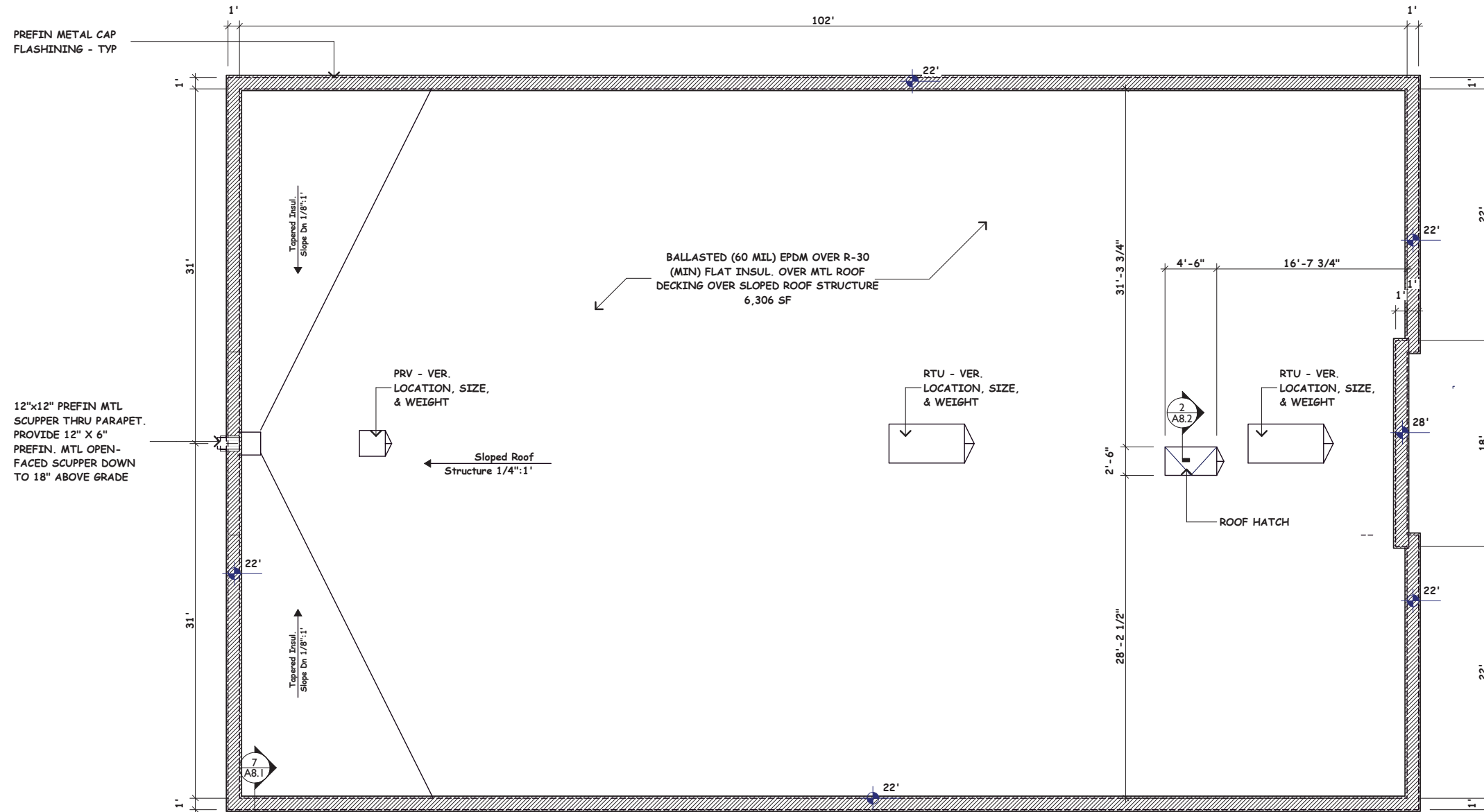
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**GVT Tire & Auto
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150 Sparrow Road
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AI.4

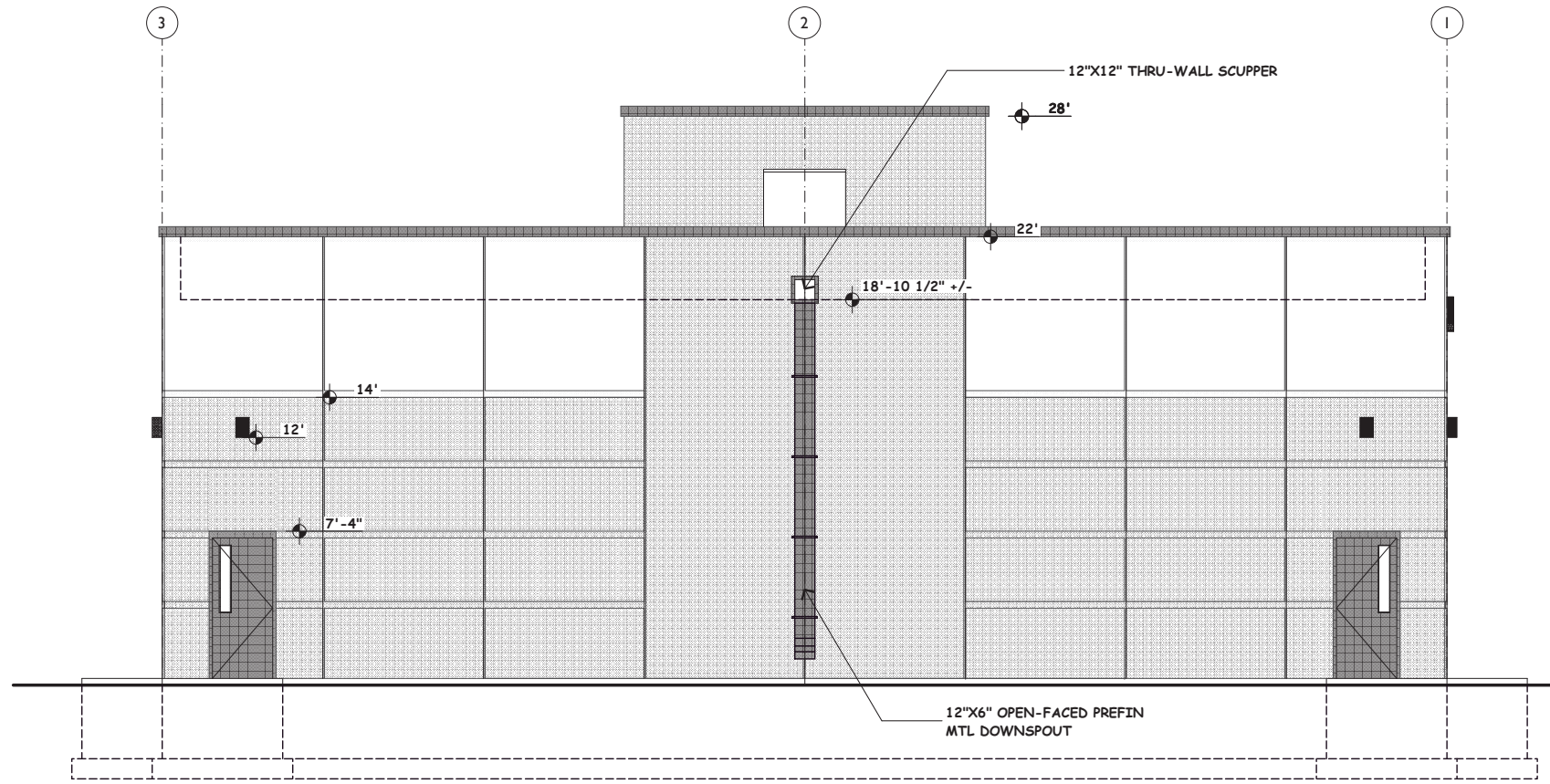


1 Roof Plan
 SCALE: 3/16" = 1'-0"

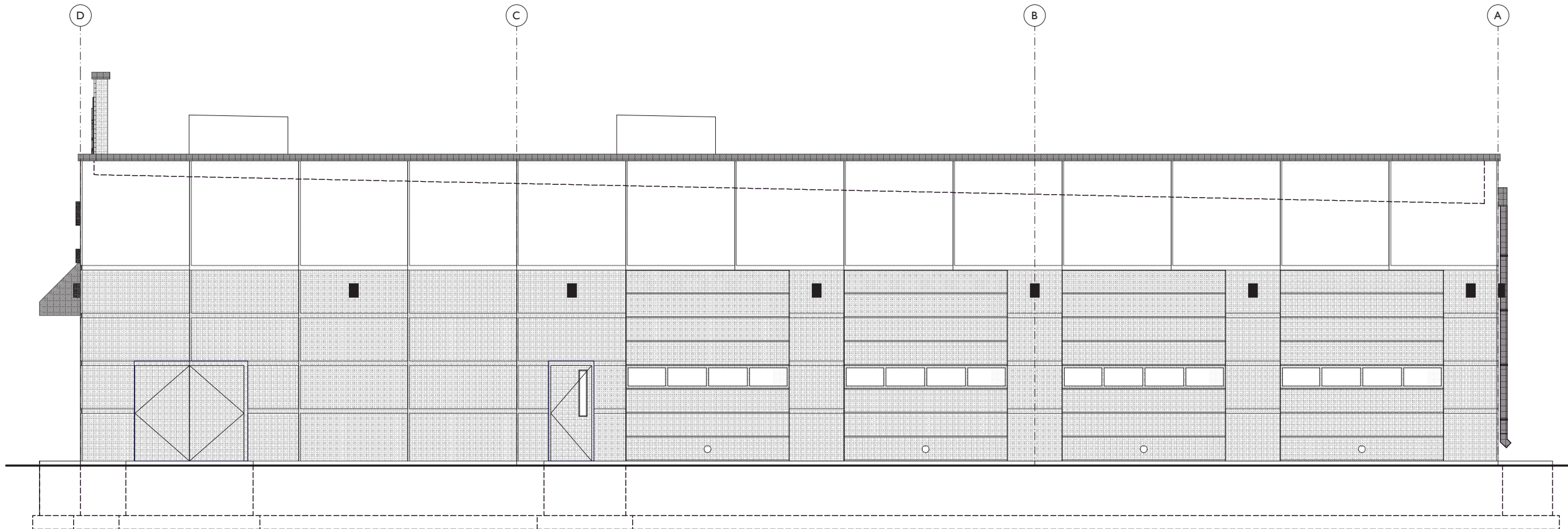


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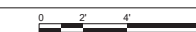
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2 South Exterior Elevation
SCALE: 1/4" = 1'-0"



1 West Exterior Elevation
SCALE: 1/4" = 1'-0"



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**GVT Tire & Auto
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150 Sparrow Road
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A2.2

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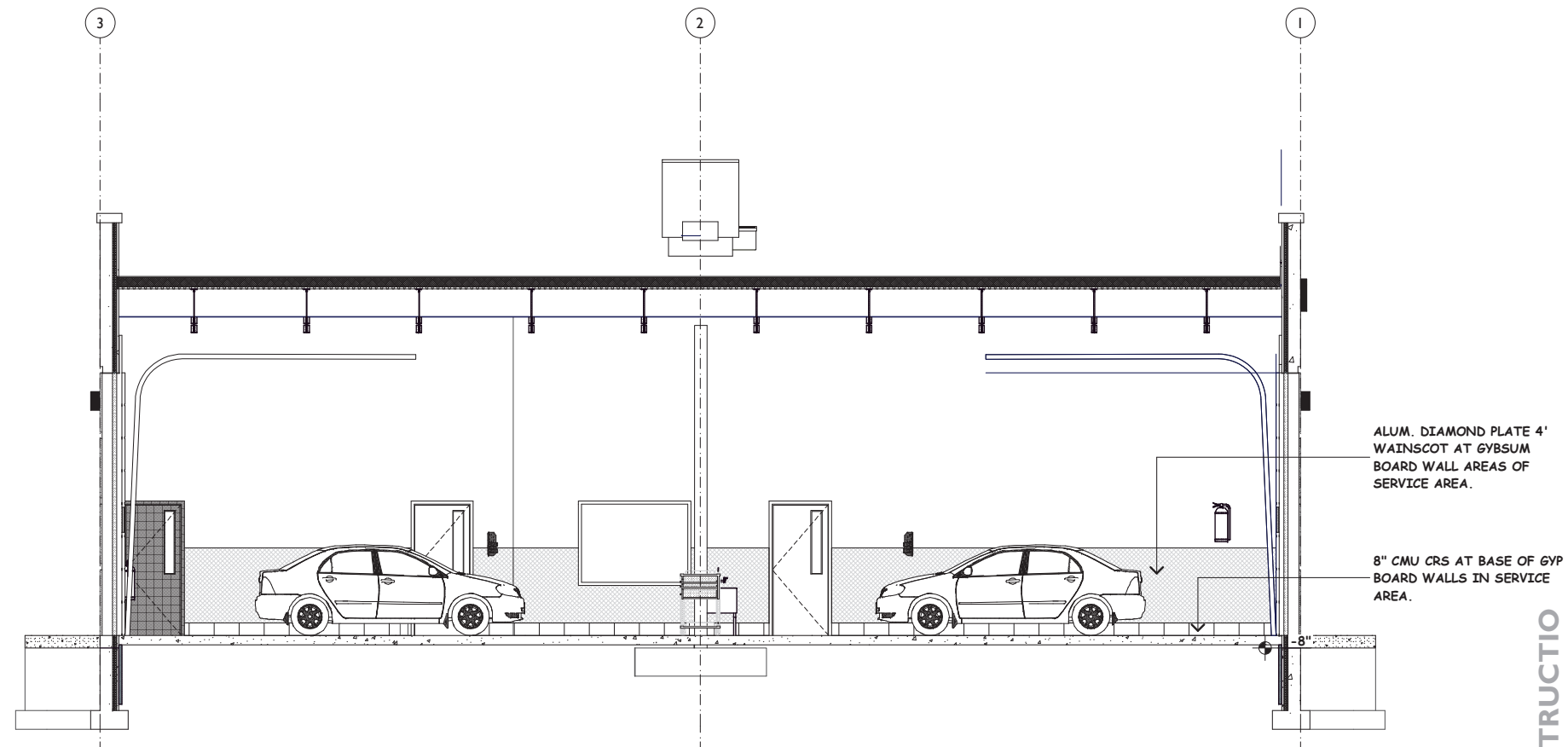
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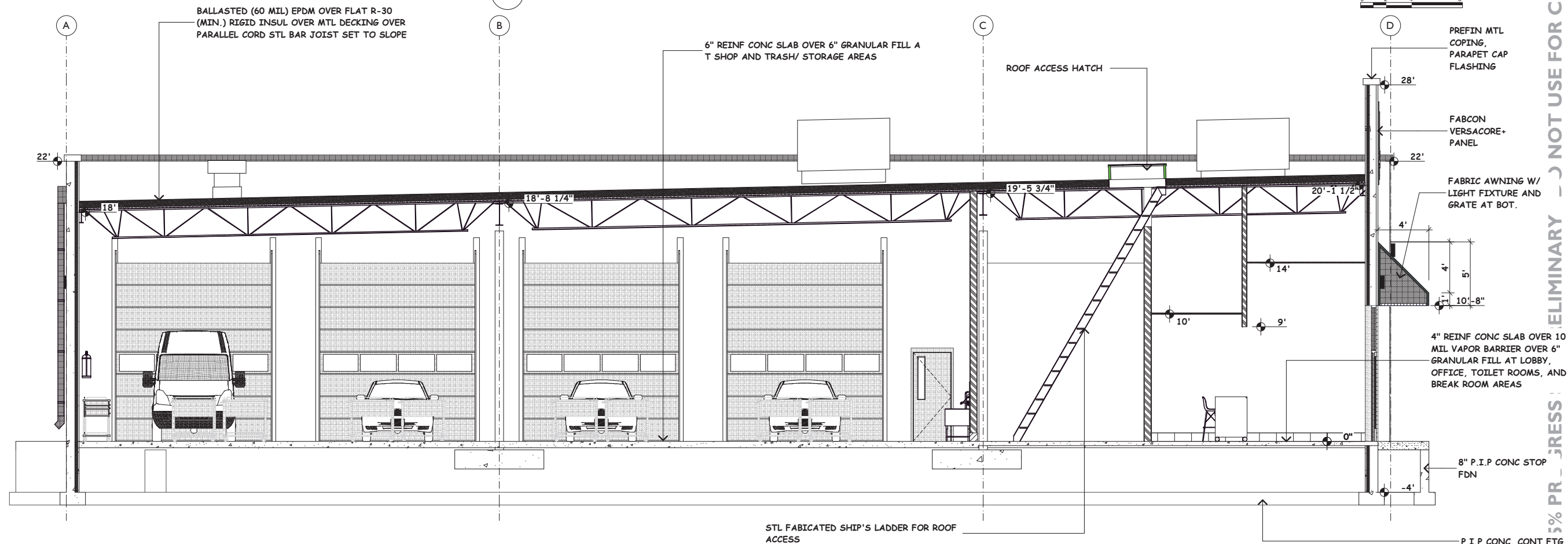


**GVT Tire & Auto
 New Auto Service Building**
 150 Sparrow Road
 Waconia, MN

A3.1



2 Building Section - West East Shop
 SCALE: 1/4" = 1'-0"

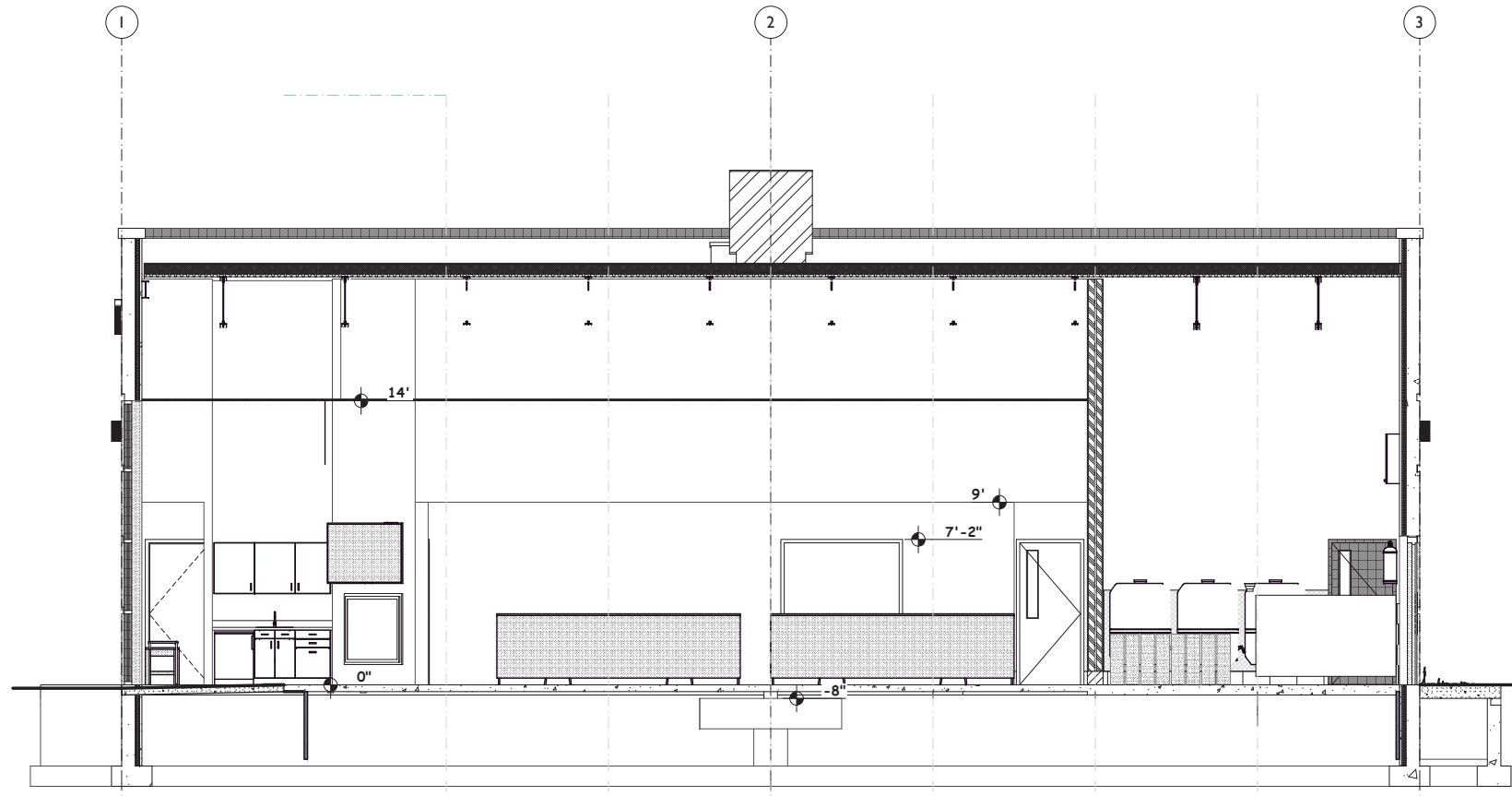


1 Building Section - South North Office & Shop
 SCALE: 1/4" = 1'-0"

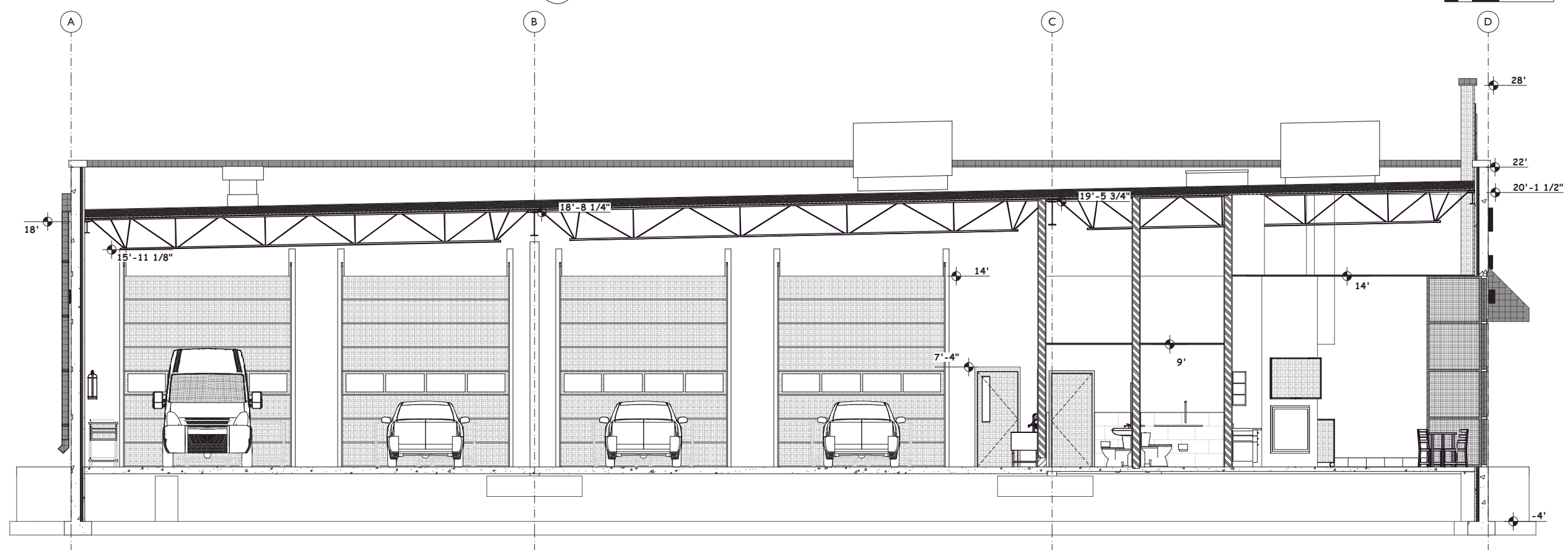
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SCALE INDICATED BASED UPON PRINTED 24" X 36" (ARCHITECTURAL D) SHEET



2 Building Section - West East Waiting
SCALE: 1/4" = 1'-0"



1 Building Section - South North Waiting & Shop
SCALE: 1/4" = 1'-0"



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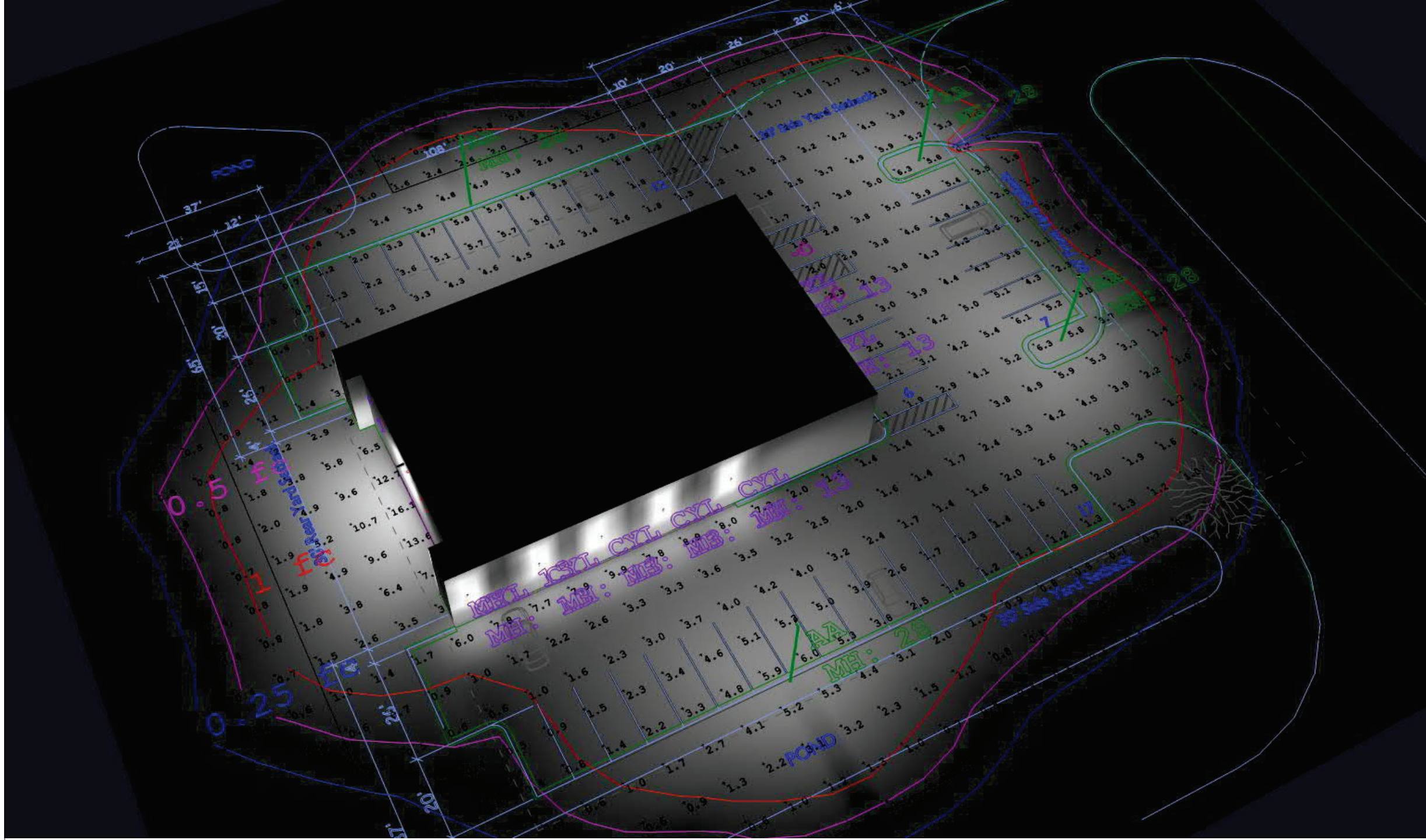
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A3.2

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Calculation Summary

Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min	
Ground Planar	Illuminance	Fc	0.99	16.1	0.0	N.A.	N.A.	
Luminaire Schedule								
Symbol	Qty	Label	Arrangement	Description	LLF	Luminaire Lumens	Luminaire Watts	Total Watts
	4	AA	Single	ALF LS250 T4 G2 FSK-25000Lm-40K	0.910	25598	158.3	633.2
	15	CYL	Single	LCH 4R LS34 D70 G2 FSK-3460Lm-40K-Full	0.910	3484	36	540
	1	WP	Single	ALF LS250 T4 G2 FSK-25000Lm-40K	0.910	25598	158.3	158.3

Golden Valley Tire & Auto

Page M of 1

Drawn By: Daniel Budke
 Checked By:
 Date: 12/23/2025
 Scale:

#	Date	Comments





REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	February 19, 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 City Council Item Tabled : January 20, 2026
Item Type:	Discussion
<p>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.</p> <p>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.</p> <p>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</p> <p>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</p> <p>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.</p> <p>EXPLANATION OF AGENDA ITEM:</p> <p>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).</p>	

Below is a summary of what each ordinance is about. Please note that each utility company will have a franchise agreement ordinance (Centerpoint & Xcel Energy 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 Energy 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 Waconia (Draft 2.11.26-R)
2. Resolution No. 2026-032 Summary Publication No. 787
3. Xcel Energy Franchise Ordinance 788 AMENDMENT Waconia (CLEAN 1.20.26)
4. Resolution No. 2026-033 Summary Publication No. 788
5. Xcel Energy Franchise Fee Ordinance 789 Waconia (Draft 1.14.25)
6. Resolution No. 2026-034 Summary Publication No. 789
7. Minnesota Valley Electric Franchise Ordinance 790 Waconia (DRAFT 1.14.25)
8. Resolution No. 2026-035 Summary Publication No. 790
9. Minnesota Valley Franchise Fee Ordinance 791 Waconia (Draft 1.14.25)
10. Resolution No. 2026-036 Summary Publication No. 791

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

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 June 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
Large Volume, Firm and Dual Fuel	\$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 June 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 February 19, 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 19th day of February, 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 19TH DAY OF FEBRUARY, 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. 788 on February 19, 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 19th day of February, 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 19TH DAY OF FEBRUARY 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. 2026-034**

A RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO.789

WHEREAS, the City Council of the City of Waconia, Minnesota (the “City”) adopted Ordinance No. 789 on February 19, 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 19th day of February, 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 19th day of February 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator

**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. 790 on February 19, 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 19th day of February, 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 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 19TH DAY OF FEBRUARY 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. 2026-036**

A RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO.791

WHEREAS, the City Council of the City of Waconia, Minnesota (the “City”) adopted Ordinance No. 791 on February 19, 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 19th day of February, 2026.

Tim Litfin, Mayor

ATTEST: _____
Jackie Schulze, Assistant City Administrator