

WACONIA CITY COUNCIL MEETING AGENDA



Monday, January 3, 2022
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:	KENT BLOUDEK
COUNCILMEMBER, WARD I:	RANDALL SORENSEN
COUNCILMEMBER, WARD I:	NICOLE WALDRON
COUNCILMEMBER, WARD II:	CARL PIERSON
COUNCILMEMBER, WARD II:	PETER LEO

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@waconia.org to make certain that you are called upon during the meeting.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ADOPT AGENDA**
- 4. VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE**
- 5. 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) [December 20, 2021 Special Meeting Minutes](#)
Approve December 20, 2021 Special Meeting Minutes
- 2) [December 20, 2021 City Council Meeting Minutes](#)
Approve December 20, 2021 City Council Meeting Minutes
- 3) [Council List - Expenditures](#)
Payment of January 3, 2022 Expenditures
- 4) [Contractor Pay Request #2 - Everson New Storage Shed](#)
Motion to approve Pay Estimate No. 2 to Ebert Construction for the Everson New Storage Shed
- 5) [Appointing Acting Mayor](#)
Adopt Resolution 2022-01, Appointing Acting Mayor

- 6) [Designate Official Newspaper](#)
Adopt Resolution 2022-02, Designating Official Newspaper
- 7) [Designate Official Depositories](#)
Adopt Resolution 2022-03, Designating Official Depositories
- 8) [Appointment of City Attorney](#)
Adopt Resolution 2022-04, Appointing City Attorney
- 9) [Appointment of Consulting Engineer](#)
Adopt Resolution 2022-05, Appointing Consulting Engineer
- 10) [Appoint Bond Counsel](#)
Adopt Resolution 2022-06, Appointing Bond Counsel
- 11) [Appoint Fiscal Advisor](#)
Adopt Resolution 2022-07, Appointing Fiscal Advisor
- 12) [Appoint City Insurance Agent](#)
Adopt Resolution 2022-08, Appointing a City Insurance Agent
- 13) [Administration of the Wetland Conservation Act](#)
Adopt Resolution 2022-09, Regarding the Administration of the Wetland Conservation Act
- 14) [Council Liaison Appointments](#)
Adopt Resolution 2022-12, Appointing Council Liaison Appointments
- 15) [Appoint Council Representative to Advisory Boards](#)
Adopt Resolution 2022-10, Appointing Council Representative to Advisory Boards
- 16) [Council Committee Appointments](#)
Adopt Resolution 2022-11, Approving Council Committee Appointments
- 17) [License Renewals](#)

Adopt Resolution No. 2022-13, Approving Liquor License Applications and Adopt Resolution No. 2022-14, Approving License/Permit Renewals
- 18) [City Administrator Performance Review Summary](#)
Adopt Resolution 2022-15, Summarizing Performance Review of City Administrator
- 19) [Donation Acceptance - Cash Donations for Adaptive Playground Equipment](#)
Adopt Resolution No. 2022-16, Accepting Cash Donation for Adaptive Playground Equipment
- 20) [Authorize Siren Equipment Order](#)
Adopt Resolution 2022-17; Authorizing Civil Defense Siren Equipment Acquisition with Federal Signal Corporation in the Amount of \$11,200.00
- 21) [Trade of T12DT Trailer and Acquisition of Replacement](#)
Adopt Resolution 2022-18; Authorizing Trade of 2015 Towmaster Trail T-12DT and Acquisition of Same Model Trailer from Titan Machinery in the Amount of \$4,624.00; CIP Project 648
- 22) [Authorize Reclaim Pump Order with Electric Pump](#)
Adopt Resolution 2022-19; Authorizing Reclaim Pump Order with Electric Pump for Water Treatment Facility Three Reclaim Pump Replacement in the Amount of \$38,956.60; CIP Project 664
- 23) [Authorize Hire for Public Services Technician.](#)
Adopt Resolution 2022-20 Approving Public Services Technician Hire.
- 24) [Temporary Liquor License](#)
Adopt Resolution 2022-21 Approving Temporary On-Sale Liquor License Applications for Lions Club
- 25) [EAB Management Plan](#)
Adopt Resolution 2022-22; Approving Emerald Ash Bore Management Plan and Authorize Staff to Submit a MNDNR Grant for Community Forest Grant
- 26) [Authorize Hire for Office Assistant - Planning.](#)
Adopt Resolution 2022-23 Approving Hire for Office Assistant - Planning.
- 27) [Replacement of Network Firewall](#)
Adopt Resolution 2022-24, Approve CIP Project #577, Authorizing Replacement of Network Firewall
- 28) [2022 Fee Schedule Ordinance Amendment](#)

ADOPT ORDINANCE NO. 744 AMENDING CHAPTER 1100 OF THE WACONIA CITY CODE RELATED TO PERMITS, LICENSES, AND FEES AND TO AUTHORIZE SUMMARY

PUBLICATION

6. COUNCIL BUSINESS

- 1) [Winter Parking Towing Charge](#)
Adopt Resolution 2022-25, Denying Towing Charges Refund

7. ITEMS REMOVED FROM CONSENT AGENDA

8. STAFF REPORTS

- 9. BOARD REPORTS**
- 1) Councilmember Waldron
 - 2) Councilmember Sorensen
 - 3) Councilmember Leo
 - 4) Councilmember Pierson
 - 5) Mayor Bloudek

10. ANNOUNCEMENTS

11. ADJOURN REGULAR MEETINGOFFICE OF THE CITY ADMINISTRATOR

Shane Fineran

Work Session: Redistricting, Optional Plan B Form discussion.

UPCOMING CALENDAR OF EVENTS/MEETINGS: Planning Commission - January 6th, 2022 at 6:30 p.m.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 3, 2022			
Item Name:		December 20, 2021 Special Meeting Minutes			
Originating Department:		Administration			
Presented by:		Shane Fineran			
Previous Council Action (if any):					
Item Type (X only one):		Consent	X	Regular Session	Discussion Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
Approve December 20,2021 Special Meeting Minutes					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Attachments:					
1. 2021-12-20 special meeting minutes.doc					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses:					
Budget Information:			Planning Commission		
_____ Budgeted			Parks and Recreation Board		
_____ Non Budgeted			Safari Island Advisory Board		
_____ Amendment Required			Other		

CITY OF WACONIA

December 20, 2021

Pursuant to due call and notice thereof, the special meeting of the City Council of the City of Waconia was called to order by Mayor Bloudek at 5:03 p.m. The following members were present: Kent Bloudek, Randall Sorensen, Carl Pierson, Nicole Waldron, Pete Leo.

Staff Present: Shane Fineran

Visitors: None

ADOPT AGENDA: Motion by Waldron, seconded by Sorensen to adopt the agenda as presented. All present voted aye. **MOTION CARRIED.**

COUCIL BUSINESS:

Pursuant to Minn. Stat. Sec. 13D.05, subd. 3, Sorensen motioned, seconded by Leo to close the meeting to review the performance of Shane Fineran, City Administrator. All present aye. **MOTION CARRIED.**

The closed session was concluded at 5:55 p.m.

ADJOURN:

Motion by Sorensen, seconded by Waldron to adjourn the meeting at 5:55 p.m. All present voted aye. **MOTION CARRIED.**

Kent Bloudek, Mayor

ATTEST: _____
Shane Fineran, City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 3, 2022					
Item Name:		December 20, 2021 City Council Meeting Minutes					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Approve December 20,2021 City Council Meeting Minutes							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attachments:							
1. 2021-12-20 minutes.doc							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

CITY OF WACONIA
December 20, 2021

Pursuant to due call and notice thereof, the regular meeting of the City Council of the City of Waconia was called to order by Mayor Bloudek at 6:00 p.m. The following members were present: Kent Bloudek, Randall Sorensen, Carl Pierson, Nicole Waldron, Pete Leo.

Staff Present: Shane Fineran, Jackie Schulze, Nicole Meyer, Criag Eldred, Lane Braaten, Ann Meyerhoff, Mike Melchert, Justin Sorensen.

Visitors: Michael Lecy, Jonathan Olmscheld, Gary & Allyson Dressel, Michael Dehn, Jesse Bergstrom, Roman Olshansky, Dan Montague, Jeremy Donebaur, Michael Werner, Bruce Lundgren.

Pledge of Allegiance was led by Mayor Bloudek.

ADOPT AGENDA: Resolution 2021-295 was added to the Consent Agenda. Motion by Waldron, seconded by Pierson to adopt the agenda as Amended. All present voted aye. **MOTION CARRIED.**

VISITOR'S PRESENTATION:

- Dan Montague, New General Manager at Safari Island introduced himself.
- Gary & Allyson Dressel shared their story about their daughter Faith. She was very passionate about the Inclusive Playground and after passing in November the family raised \$10,439.00 in donations for the Playground in her memory.

ADOPT CONSENT AGENDA

- 1) December 6, 2021 City Council Meeting Minutes.
- 2) Payment of December 20, 2021 Expenditures.
- 3) Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred in November 2021.
- 4) Rink Management Services Corporation Safari Island Community Center Expenditures Incurred November 2021.
- 5) Contractor Pay Request #6 – 2021 Infrastructure Improvement Project.
- 6) Contractor Pay Request #2 – Bayview Elementary Reuse Expansion.
- 7) Contractor Pay Request #3 – Waconia East Frontage Road Parking Lot.
- 8) Contractor Pay Request #4 – Lift Station Upgrade.
- 9) Lodging Tax Funds Request – Waconia CVB.
- 10) Resolution 2021-283, Execute Restoration Proposal for Veteran Memorial.
- 11) Resolution 2021-284, Donation Acceptance – Cash Donations for Adaptive Playground Equipment in Memory of Faith Dressel.
- 12) Resolution 2021-285, Employee Reference Manual.
- 13) Resolution 2021-286, Fire Officer Appointments.
- 14) Resolution 2021-287, Fire Department Reference Manual.
- 15) Resolution 2021-288, Donation of Vacant Land – Lariat Companies, Inc.
- 16) Resolution 2021-289, Zoning Map Amendment submitted by Ridgeview Medical Center for the Property located at 80 Highway 284.
- 17) Resolution 2021-290, Variance Amendment for the Property located at 80 Point Drive.
- 18) Ordinance 743, Impoundment of Dogs.
- 19) Resolution 2021-295, Participation in Opioid Settlement.

Motion by Sorenesn, seconded by Leo to Adopt the Consent Agenda as amended. All present voted aye.
MOTION CARRIED.

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COUCIL BUSINESS:

2022 Budget & Levy Presentation

Nicole Meyer presented on the 2022 Levy and Budget which included reviewing Annual Budget Process & Proposed Final Levy, Departmental Budgets – General Fund, and Departmental Budgets – Enterprise Funds. Meyer communicated the timeline for the annual budget process which is comprised of the following:

- February – June
 - Staff & CIP Committee work to build capital budget
- July – August
 - Staff generates preliminary operating budgets
 - City Council reviews budgets and builds preliminary levy
- September – November
 - Set preliminary levy by resolution
 - Staff works to finalize and tighten up numbers
- December
 - Approve final levy and budget

Taxable Market Value Information:

- General
 - Property owners notified of market value changes in March
 - Review valuation of their property with the Carver County Assessor in April
 - County board of equalization reviews adjustments in June
 - City receives numbers in August to build preliminary levy
- City of Waconia’s Market Value Information
 - Overall Taxable market Value increased 4.76% from 2021
 - Average Valued Home in Waconia increased in value approximately 5.2%
 - Current average valued home is about \$334,400

The 2021 total levy was \$8,608,629 with a tax rate of 46.140%. The proposed final levy will be approved on December 20, 2021. The total final proposed levy is \$9,025,258 with a Tax Rate of 46.110%. Meyer reviewed 6 properties that the City follows tax changes on. There are 3 residential properties and 3 commercial properties. She advised some properties are seeing in an increase in valuation while others are seeing a slight decrease. These changes in valuation will affect their 2020 tax bill.

In 2022, property taxes on a residence valued at \$334,400 are split as follows: School receives \$1,015.64, County \$1,111.46, City \$1,502.26, School EMV \$795.92, and Misc. Districts \$134.14. The residential use of City Tax Dollar for 2022 breaks down as follows: Special Debt Levy \$384.00, Safari Island \$41.00, Ice Arena \$67.00, Administrative \$223.00, Capital Equipment \$163.00, Planning & Inspections \$92.00, Fire \$78.00, Law Enforcement \$120.00, Parks \$106.00, Streets \$190.00, and Central Facilities \$37.00. For a Commercial Property valued at \$1,668,100 the split is as follows: School receives \$6,265.44, County \$6,856.58, City \$9,267.45, State \$6,0245.43, Fiscal Disparity \$21,664.86, School EMV, \$3,888.90, and Misc. Districts \$723.48. The Commercial use of City tax dollar for 2022 is as follows; Special Debt Levy \$,2369.00, Safari Island \$256.00, Ice Arena \$416.00, Administrative \$1,377.00, Capital Equipment \$1,005.00., Planning & Inspections \$571.00, Fire \$481.00, Law Enforcement \$739.00, Parks \$652.00, Streets \$1,173.00 and Central Facilities \$230.00.

Meyer then went through the different departments within the City and shared their various duties and budgets referencing what is included as revenue as well as expenditures. It was indicated that there will be an increase in 2022 for both water and sewer monthly utility rates. Rates are increasing to support projects that address these utilities aging infrastructure. In 2021 the average utility bill was \$82.46/month while in 2022 the average utility bill is budgeted to increase to \$86.29/month. That is a total increase for the average bill of \$3.83/month for residents.

Major utility 2022 Infrastructure Projects include:

- Floor Resurfacing at Public Services Facilities
- Water Treatment Plant Floor Resurfacing

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- Reclaim Pump Replacement – Water Treatment Facility
- 2022 Infrastructure Improvement Project
- Highway 284 Generator Replacement
- Waterford Development Utility Oversizing
- Excessive Slope Mower
- BMP Sump Structures & Retaining Wall Replacement at Oak Avenue
- Highway 5 Irrigation System Expansion
- Waterford Reuse System

Motion by Leo, seconded by Waldron, Adopting Resolution 2021-291, Approving the Final Levy Collectable in 2022. All present voted aye. **MOTION CARRIED.**

Motion by Waldron, seconded by Leo, Adopting Resolution 2021-292, Adopting the 2022 Budget for all General, Enterprise, Special Revenue, Capital Project, and Debt Service Funds. All present voted aye. **MOTION CARRIED.**

Site Plan, Design Review & Variance – 233 Olive Street South

Lane Braaten indicated that Waconia Investment Partnership, LLC, on behalf of the property owner the American Legion, has submitted applications for Site Plan, Design Review and Variances for the property located at 233 Olive Street South. The applicant is proposing to redevelop the site, which would include the demolition of the existing building and the construction of a 4-story, 44 unit apartment building on the site.

Braaten gave a snapshot of:

1. Site Plan and Design Review for the proposed apartment building
2. Variance from the Downtown District Design standards which are applicable to storefront use on the ground floor level of the structure.
3. Variance from the multi-family parking requirement of 2.25 spaces per unit.

He shared that the Planning Commission will be having a work session regarding the possibility of an Ordinance amendment in the current city code for parking. The applicant is proposing 1.8 spaces per unit which is less than the current requirement of 2.25 spaces.

The Planning Commission at their regular meeting on December 16th, held the required public hearing, took all public comment regarding the Site Plan, Design Review and Variance applications for construction of a multi-family building and recommended approval via a 4-1 vote with 14 conditions.

Mayor Bloudek mentioned that there was a lot of talk about the height of the building and asked Lane to explain how the height is determined. Braaten responded that the definition in our City zoning code we take the average height of the building and measure vertically.

Council Member Pierson asked Craig Eldred what constitutes acceptable regarding vehicular access. Eldred referred to an email that was sent out from the City Engineer. He indicated that he actually drove the alley and does not see any problems and traffic should flow pretty well. There is a power pole at the end of the alley that should be relocated. Olive Street is also designed to handle parking and traffic management.

Council Member Pierson brought up that during the Planning Commission meeting a resident asked if it would be feasible to allow permitted parking for the residents. Eldred indicated that it is not something we have in place right now. Mayor Bloudek added that if this were to be allowed, where will the next place be and so on and then we would have it all over the City. It is also an administrative issue.

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Mike Lecy & Roman Olshansky, 232 W Elm St, Nagel Assisted Living, expressed concern about parking since the amount of spots they have is already limited. Also a concern with trash pick up and how the truck will be able to get in and out. Safety issues for residents and employees.

Crag Lofstuen, 301 Olive Street, expressed that he is excited about something being done with the Legion building but shared concerns about parking and traffic becoming a real issue.

Jeff Born, 300 S Olive Street, indicated that he was the resident who brought up permit parking at the planning commission meeting. He brought it up as a possible solution.

Jessie Bergstrom, 41 2nd Street, currently the only users of the alley, the biggest problem is that the Nagel deliveries block the alley. With more people using the alley it is going to cause problems.

Christoper Bonick, 241 S Olive Street, share his concerns with safety in the alley and parking. Would like to see permitted parking.

Dave, Waconia Investment Partnership, LLC, stated that they had a significant amount of time meeting with City staff with the goal of coming up with something that meets City standards and vision. The original goal was to renovate the building and found that was not possible. The vision is to develop a market rate building that is different than anything else downtown. One of the first thing while talking with City staff was parking. They had a meeting with their design team and they came back with the same thing that City staff suggested. The underground parking lot will strictly be for residents of the building. Not concerned that street parking will be limited. The main entrance is going to be in the rear so that will limit the street parking. They see the biggest issue with the alley is the power point and are willing to grant an easement to Xcel to move it. In agreement with all the conditions from Planning Commission. Would like to begin construction this summer giving the Legion time to relocate after the closing.

Council Member asked who would be responsible for moving the power pole. Shane Fineran responded that Xcel would be responsible.

Motion by Leo, seconded by Pierson, to adopt Resolution 2021-293, Approving the Site Plan, Design Review and Variance applications for the proposed multi-family structure at 233 Olive Street South. All present voted aye.
MOTION CARRIED.

Redefined Contract and Change Orders for New Storage Shed and Entry Remodel

Craig Eldred stated that on September 20, 2021 Council authorized award of improvements to Ebert, Inc. dba Ebert Construction and staff's notes of Crimson and Copper at a value of \$390,800.00. In finalizing the Construction Contract, Ebert Construction noted to staff that the costs from Crimson and Copper were not supplemental to their bid price. Therefore, the bid provided by Crimson and Copper was then non-compliant to the project. Staff also noted in the award memo that additional costs were being provided to increase the wll height of the storage shed as agreed upon with the Everson's. The cost was defined at \$4,100.00.

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Eldred shared the new Contract Price for the programmed improvement:

Ebert Construction Project Budget Revision

Project Item	Value
Storage Shed	\$187,700.00
Front Entry Remodel	\$192,200.00
Wall Height Adjustment	\$4,100.00
Final Contract Bid Cost	\$384,000.00

He indicated that with most projects we tend to see change orders due to site and weather elements specifically when construction occurs in the winter season. The three changes orders for winter related impacts and addition of expansion joint and vapor barrier materials. Each have been executed with two already completed in the installation of storage shed foundation and slab. The remaining change order is directed to the column pier installations for the Front Entry Remodel, which has been deemed to be managed as Time and Materials in efforts to reduce costs.

Change Order Items

Change Order	Value
Expansion Joint/Vaper Barrier	\$1,531.20
Winter Conditions, Foundation	\$3,772.00
Winter Conditions, Shed Slab & Canopy Piers	Time & Materials; Est. \$22,655.58

In reflection of the two completed change order items, we are 1.5% over the final contract bid. With the additional shed slab & canopy pier change order there is a potential exceedance for all change orders at a total of 7%.

Council Member Pierson inquired as to why the City has to pay rather than the contractor. Eldred stated that the change is for work the City is requesting.

Council Member Sorensen expressed concern with the project cost and thinking we have done above and beyond.

Motion by Leo, seconded by Waldron to Adopt Resolution 2021-294, Approve Redefined Contract Numbers and Change Orders for New Storage Shed and Façade Improvements as Component of East Frontage Road Improvement Project. All present voted aye. **MOTION CARRIED.**

ITEMS REMOVED FROM CONSENT AGENDA: None

STAFF REPORTS: None

BOARD REPORTS:

Councilmember Sorensen – The School Board recognize that Lions Field received National Field 2021.

Councilmember Leo – Nothing to Report.

Councilmember Pierson – Congratulations to Waconia Baseball Association.

Councilmember Waldron – Nothing to Report.

Mayor Bloudek – Happy Holidays.

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ANNOUNCEMENTS: City Hall hours will be closed December 23 & 24, Close at noon on December 30, closed December 31.

ADJOURN:

Motion by Sorensen, seconded by Waldron to adjourn the meeting at 8:45 p.m. All present voted aye. **MOTION**

CARRIED.

Kent Bloudek, Mayor

ATTEST: _____
Ann Meyerhoff, Office Assistant



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 3, 2022					
Item Name:		Council List - Expenditures					
Originating Department:		Finance					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Payment of January 3, 2022 Expenditures							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attachments:							
1. Council List-Expenditures 01.03.2022.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

I have reviewed the list of claims for council approval and recommend payment



Nicole Meyer, Finance Director

CITY OF WACONIA
Council List-Expenditures
Meeting: January 3, 2022

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
ADAM HEGEHOLZ	2021 Park Board Attendance	\$150.00	Administration
AMERICAN ENGINEERING TESTING, INC.	East Frontage Road Improvements	\$4,551.50	PIR Fund
AMERICAN LEGION POST 150	Senior Dining Program 01.2022	\$600.00	Central Facilities
ANDREW ANAUO	2021 Park Board Attendance	\$125.00	Administration
BKV GROUP	New Fire Station Study	\$51,684.14	PIR Fund
CARVER COUNTY	Phone/Internet Service 12.2021	\$52.81	Bill Back Receivable
CARVER COUNTY	Phone/Internet Service 12.2021	\$697.38	Central Facilities
CARVER COUNTY	Phone/Internet Service 12.2021	\$247.71	Safari Island Fund
CARVER COUNTY	Phone/Internet Service 12.2021	\$133.64	Water Utility Fund
CARVER COUNTY	Phone/Internet Service 12.2021	\$54.57	Sewer Utility Fund
CARVER COUNTY	Phone/Internet Service 12.2021	\$116.42	Storm Water Fund
CARVER COUNTY	Phone/Internet Service 12.2021	\$207.37	Ice Arena
CARVER COUNTY	Truth in Taxation Billing	\$4,622.72	Finance
CCP NI MASTER TENANT 4, LLC	Solar Electric 11.2021	\$525.27	Central Facilities
CCP NI MASTER TENANT 4, LLC	Solar Electric 11.2021	\$12.58	Water Utility Fund
CCP NI MASTER TENANT 4, LLC	Solar Electric 11.2021	\$497.73	Sewer Utility Fund
CCP NI MASTER TENANT 4, LLC	Solar Electric 11.2021	\$239.63	Street Light Utility Fund
CHOICE ELECTRIC INC	East Frontage Road Parking Lot Lights	\$21,646.00	PIR Fund
CHOICE ELECTRIC INC	Old Hwy 10 Project Lighting	\$7,717.00	PIR Fund
CHOICE ELECTRIC INC	Waconia Pkwy South Project Lights	\$23,475.00	PIR Fund
CITY OF BLOOMINGTON	Water Testing 11.01.2021	\$147.00	Water Utility Fund
DANIEL LESHER	2021 Planning Commission	\$225.00	Administration
EBERT INC.	Everson Storage Shed Project	\$34,241.04	PIR Fund
EHLERS & ASSOCIATES, INC.	2016 Lease Arbitrage Reporting	\$3,000.00	2016 Lease Bond
JAMES LUDFORD	2021 Planning Commission	\$250.00	Administration
JAMES SARCLETTI	2021 Planning Commission	\$300.00	Administration
JEFFERSON FIRE & SAFETY, INC	Foam 55 Gallon Drum	\$1,259.00	Fire
JMH LAND DEVELOPMENT COMPANY LLC	Storm Water Oversizing	\$100,000.00	Storm Water Fund
JMH LAND DEVELOPMENT COMPANY LLC	Water Main Oversizing	\$12,708.00	Water Utility Fund
JOHNSON CONTROLS FIRE PROTECTION	City Hall Fire Alarm Monitoring	\$417.23	Central Facilities
JOHNSON CONTROLS FIRE PROTECTION	Fire Station Fire Alarm Monitoring	\$375.00	Central Facilities
JOHNSON CONTROLS FIRE PROTECTION	Ice Arena Fire Alarm Monitoring	\$375.00	Ice Arena
JOHNSON CONTROLS FIRE PROTECTION	Ice Arena Sprinkler/Ext Monitoring	\$1,118.75	Ice Arena
JOHNSON CONTROLS FIRE PROTECTION	Public Services Fire Alarm Monitoring	\$375.00	Central Facilities
JOHNSON CONTROLS FIRE PROTECTION	Safari Island Fire Alarm Monitoring	\$96.09	Safari Island Fund
JOHNSON CONTROLS FIRE PROTECTION	Water Treatment Plant Fire Alarm Monitoring	\$375.00	Water Utility Fund
JOHNSON CONTROLS FIRE PROTECTION	Water Treatment Plant Sprinkler/Ext Monitoring	\$1,153.51	Water Utility Fund
KLM ENGINEERING, INC.	Composite Tower 3 Completion	\$5,550.00	PIR Fund
KLM ENGINEERING, INC.	Pedestal Tower 2 Completion	\$5,100.00	PIR Fund
LEAH SOLTIS	2021 Park Board Attendance	\$50.00	Administration

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Meeting: January 3, 2022

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
MARCO HOLDINGS, LLC	Azure Subscrip.11.16.21-12.15.21	\$32.02	Technology
MARCO HOLDINGS, LLC	Cisco Insights 12.16.21-1.15.22	\$210.00	Technology
MATTHEW WESSALE	2021 Park Board Attendance	\$75.00	Administration
MIKE SHERMAN	2021 Planning Commission	\$225.00	Administration
NCPERS GROUP LIFE INS.	Premiums 01.2022	\$64.00	Personnel Liabilities
NORDIC MECHANICAL SERVICES	City Hall Boiler Replacement	\$39,625.00	PIR Fund
NORDIC MECHANICAL SERVICES	Public Services HVAC Repair	\$550.00	Central Facilities
NOVEL SOLAR THREE LLC	Solar Electric 09.2021	\$3,773.89	Central Facilities
NOVEL SOLAR THREE LLC	Solar Electric 09.2021	\$3,732.95	Water Utility Fund
NOVEL SOLAR THREE LLC	Solar Electric 09.2021	\$2,925.61	Sewer Utility Fund
NOVEL SOLAR THREE LLC	Solar Electric 09.2021	\$657.72	Storm Water Fund
NOVEL SOLAR THREE LLC	Solar Electric 09.2021	\$375.97	Street Light Utility Fund
NOVEL SOLAR THREE LLC	Solar Electric 09.2021	\$1,364.07	Ice Arena
ROBERT GROHMANN	2021 Planning Commission	\$275.00	Administration
SUSAN LYNN OLSON	CH LCN Door Closer	\$524.00	Central Facilities
THOMAS ADAMINI	2021 Park Board Attendance	\$150.00	Administration
USA SECURITY, INC.	Open Path Subscription - Quarter 1	\$225.00	Water Utility Fund
VOLUNTEER FIREFIGHTER'S BENEFIT ASSN. MN	2022 Membership Dues	\$405.00	Fire
WACONIA CHAMBER OF COMMERCE	Lodging Tax Request Q1-2022 Stipend	\$2,500.00	Lodging Tax
WACONIA CONVENTION & VISITORS BUREAU	Lodging Tax Request 01.03.22	\$1,100.00	Lodging Tax
ZELLMAN, KRISTINA	2021 Planning Commission	\$275.00	Administration
Grand Total		\$343,537.32	

The above bills have been approved for payment at the regular City Council Meeting on January 3, 2022.
Authorized and ordered for payment:

Mayor

City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 3, 2022
Item Name:	Contractor Pay Request #2 - Everson New Storage Shed
Originating Department:	Finance
Presented by:	Shane Fineran

Previous Council Action (if any):

Item Type (X only one):	Consent	<input checked="" type="checkbox"/>	X	Regular Session	<input type="checkbox"/>	Discussion Session	<input type="checkbox"/>
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Motion to approve Pay Estimate No. 2 to Ebert Construction for the Everson New Storage Shed

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

Staff has reviewed the contractor pay request for the Everson New Storage Shed and recommends payment of \$34,241.04 based on the architect request for payment. This payment represents approximately 28.0% of the total approved contract for the project.

Attachments:

1. [Contractor Pay Request Everson New Storage Shed_Attach.pdf](#)

FINANCIAL IMPLICATIONS: Funding Sources & Uses:	ADVISORY BOARD RECOMMENDATIONS:	
Budget Information:	Planning Commission	
_____ Budgeted	Parks and Recreation Board	
_____ Non Budgeted	Safari Island Advisory Board	
_____ Amendment Required	Other	

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Application and Certificate for Payment

TO OWNER: City of Waconia 201 South Vine Street Waconia, MN 55387	PROJECT: Everson New Storage Shed 121 Highway 5 East Waconia, MN 55387	APPLICATION NO: 2 PERIOD TO: 12/31/2021	Distribution to: OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
FROM CONTRACTOR: Ebert Construction 23350 County Road 10 Corcoran, MN 55357	VIA ARCHITECT: Kaeding Architects LLC	CONTRACT FOR: CONTRACT DATE: PROJECT NOS: 6513 / /	

CONTRACTOR'S APPLICATION FOR PAYMENT

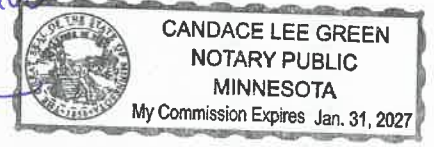
Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$	384,000.00
2. NET CHANGE BY CHANGE ORDERS	\$	5,303.20
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	389,303.20
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	113,613.20
5. RETAINAGE:		
a. <u>5.00</u> % of Completed Work (Columns D + E on G703)	\$	5,680.66
b. _____ % of Stored Material (Column F on G703)	\$	_____
Total Retainage (Lines 5a + 5b, or Total in Column I of G703)	\$	5,680.66
6. TOTAL EARNED LESS RETAINAGE	\$	107,932.54
<i>(Line 4 minus Line 5 Total)</i>		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	73,691.50
<i>(Line 6 from prior Certificate)</i>		
8. CURRENT PAYMENT DUE	\$	34,241.04
9. BALANCE TO FINISH, INCLUDING RETAINAGE <i>(Line 3 minus Line 6)</i>	\$	281,370.66

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month	\$ 5,303.20	\$
TOTAL	\$ 5,303.20	\$
NET CHANGES by Change Order	\$ 5,303.20	

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

CONTRACTOR: Ebert Construction
 By: [Signature] Date: 12/22/21
 State of: Minnesota
 County of: Hennepin
 Subscribed and sworn to before me this 22nd day of Dec 2021
 Notary Public: Candace Green
 My commission expires: 1-31-2027



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: Kaeding Architects LLC
 By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

In tabulations below, amounts are in US dollars.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 2
 APPLICATION DATE: 12/22/2021
 PERIOD TO: 12/31/2021
 ARCHITECT'S PROJECT NO: 6513

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		%	(G ÷ C)		
01	General Conditions	36,600.00	7,320.00	5,490.00		12,810.00	35.00	23,790.00	640.50
02	Bond, Insurance	5,500.00	5,500.00			5,500.00	100.00		275.00
03	Excavation, Shed	13,000.00	9,750.00	3,250.00		13,000.00	100.00		650.00
04	Footings and Foundation, Shed	55,000.00	55,000.00			55,000.00	100.00		2,750.00
05	Rough Carpentry Material, Shed	22,000.00		22,000.00		22,000.00	100.00		1,100.00
06	Rough Carpentry Labor, Shed	35,120.00						35,120.00	
07	Roofing, Shed	10,250.00						10,250.00	
08	Siding, Shed	21,200.00						21,200.00	
09	HM Doors/Frames, OHD's, Wind	10,200.00						10,200.00	
10	Painting, Shed	1,075.00						1,075.00	
11	Plumbing, Shed	6,200.00						6,200.00	
12	Excavation, Canopy	5,500.00						5,500.00	
13	Footings, Canopy	6,500.00						6,500.00	
14	Structural Steel	15,500.00						15,500.00	
15	Rough Carpentry (MATL), Canopy	19,800.00						19,800.00	
16	Rough Carpentry Labor, Canopy	36,030.00						36,030.00	
17	Siding, Canopy	47,250.00						47,250.00	
18	Roofing, Canopy	34,000.00						34,000.00	
19	Painting, Canopy	1,075.00						1,075.00	
20	Plumbing, Canopy	2,200.00						2,200.00	
21	GC01 Exp Jt and Vapor Barrier	1,531.20		1,531.20		1,531.20	100.00		76.56
22	GC02 Foundation Winter Condr	3,772.00		3,772.00		3,772.00	100.00		188.60
		389,303.20	77,570.00	36,043.20		113,613.20	29.18	275,690.00	5,680.66
	GRAND TOTAL								

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G703™ – 1992. Copyright © 1963, 1965, 1966, 1967, 1970, 1978, 1983 and 1992 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 3, 2022			
Item Name:		Appointing Acting Mayor			
Originating Department:		Administration			
Presented by:		Shane Fineran			
Previous Council Action (if any):					
Item Type (X only one):	Consent	X	Regular Session		Discussion Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
Adopt Resolution 2022-01, Appointing Acting Mayor					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Attachments:					
1. 2201res acting mayor.doc					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses:					
Budget Information:			Planning Commission		
_____ Budgeted			Parks and Recreation Board		
_____ Non Budgeted			Safari Island Advisory Board		
_____ Amendment Required			Other		

CITY OF WACONIA

RESOLUTION NO. 2022-01

RESOLUTION APPOINTING ACTING MAYOR

WHEREAS, Mayor Kent Bloudek has recommended the appointment of Nicole Waldron as Acting Mayor for 2021.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the appointment of Nicole Waldron as Acting Mayor for 2022.

Adopted by the City Council of the City of Waconia this 3rd day of January, 2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/_____	Bloudek	_____
	Pierson	_____
S/_____	Leo	_____
	Waldron	_____
	Sorensen	_____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 3, 2022					
Item Name:		Designate Official Newspaper					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)							
Adopt Resolution 2022-02, Designating Official Newspaper							
EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)							
Attachments:							
1. 2202res newspaper.doc							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

CITY OF WACONIA

RESOLUTION NO. 2022-02

RESOLUTION DESIGNATING OFFICIAL NEWSPAPER

WHEREAS, The City must annually designate an Official Newspaper.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the designation of *The Waconia Patriot* as Official Newspaper for 2022.

Adopted by the City Council of the City of Waconia this 3rd day of January, 2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/ _____	Bloudek	_____
	Pierson	_____
S/ _____	Leo	_____
	Waldron	_____
	Sorensen	_____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 3, 2022			
Item Name:		Designate Official Depositories			
Originating Department:		Administration			
Presented by:		Shane Fineran			
Previous Council Action (if any):					
Item Type (X only one):	Consent	X	Regular Session		Discussion Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
Adopt Resolution 2022-03, Designating Official Depositories					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Attachments:					
1. 2203res depositories.doc					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses:					
Budget Information:			Planning Commission		
_____ Budgeted			Parks and Recreation Board		
_____ Non Budgeted			Safari Island Advisory Board		
_____ Amendment Required			Other		

CITY OF WACONIA

RESOLUTION NO. 2022-03

RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES

WHEREAS, The City must annually consider institutions as Official Depositories for City of Waconia funds for 2022:

- Old National of Waconia
- Security Bank of Waconia
- Wells Fargo
- MidCountry Bank
- Hometown Bank
- Moreton Capital Markets, LLC

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the designation of Official Depositories for 2022 as recommended.

Adopted by the City Council of the City of Waconia this 3rd day of January, 2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/_____	Bloudek	_____
	Pierson	_____
S/_____	Leo	_____
	Waldron	_____
	Sorensen	_____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 3, 2022
Item Name:	Appointment of City Attorney
Originating Department:	Administration
Presented by:	Shane Fineran

Previous Council Action (if any):

Item Type (X only one):	Consent	<input checked="" type="checkbox"/>	Regular Session	<input type="checkbox"/>	Discussion Session	<input type="checkbox"/>
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Adopt Resolution 2022-04, Appointing City Attorney

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

Staff recommends that the City of Waconia continue representation with Melchert, Hubert, Sjodin, PLLP for 2021. Terms are substantially similar to last year, with a 1.3% increase. As part of their agreement, Melchert, Hubert, Sjodin states that for 2023, they will provide the contract renewal information in the summer so the City is able to more accurately budget for this service.

Attachments:

1. [2204res attorney.doc](#)
2. [City Attorney Attachment.pdf](#)

FINANCIAL IMPLICATIONS: Funding Sources & Uses:	ADVISORY BOARD RECOMMENDATIONS:	
Budget Information:	Planning Commission	
_____ Budgeted	Parks and Recreation Board	
_____ Non Budgeted	Safari Island Advisory Board	
_____ Amendment Required	Other	

**CITY OF WACONIA
RESOLUTION NO. 2022-04
RESOLUTION APPOINTING CITY ATTORNEY**

WHEREAS, The City of Waconia annually reviews the designation of its City Attorney.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the appointment of Melchert Hubert Sjodin as City Attorney for 2022.

Adopted by the City Council of the City of Waconia this 3rd day of January, 2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/_____	Bloudek	_____
	Pierson	_____
S/_____	Leo	_____
	Waldron	_____
	Sorensen	_____

J. Michael Melchert, Esq.

Direct Dial:
(952) 442-7788
Email Address:
mmelchert@mhsllaw.com



121 West Main Street, Suite 200
Waconia, Minnesota 55387
Telephone: (952) 442-7700

OTHER OFFICES
Chaska, Minnesota
Hutchinson, Minnesota

www.mhsllaw.com

December 14, 2021

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

**Re: *Waconia City Attorney
2022 Representation***

Dear Shane:

Melchert Hubert Sjodin, PLLP, respectfully requests that the City of Waconia (the "City") appoint our firm as City attorneys for 2022. This letter confirms terms of representation. As you will see, the terms are substantially similar to last year, except we are requesting a 1.3% cost of living increase (rounded) for 2022. If the City approves our request, please sign both copies of this letter, keep one for the City's file and return the other to me.

SCOPE OF SERVICES

We will provide usual and customary legal services to the City as requested by the City. In certain instances, due to the need for particular expertise or due to a conflict of interest, it may be necessary for the City to retain other legal counsel. The City acknowledges this possibility and that our representation does not entail a continuing obligation to advise the City concerning legal developments bearing on the City's affairs generally or, after the completion of any matter, subsequent legal developments.

STAFFING

I will serve as your primary contact. When questions or comments arise about our services, staffing, billing, or other aspects of our representation, please contact me. My direct dial telephone number is (952) 442-7788. It is important that you are satisfied with our services and responsiveness.

Shane Fineran
December 14, 2021
Page 2

We strive to provide quality legal services in an efficient, economical manner. To do this, we sometimes involve other attorneys and paralegals from our firm. Although this approach might appear to be a duplication of effort, under certain circumstances this practice facilitates communication, improves the quality of the work and ultimately is more economical.

RESPONSIBILITIES

Based upon information and guidance provided by you, we will provide legal counsel and assistance to you in accordance with this letter, keep you reasonably informed of progress and developments, and respond to your inquiries. You agree to cooperate fully in all matters relating to the work we are performing and to fully and accurately disclose to us all facts that may be relevant to the matter or that we may otherwise request, and to keep us apprised of developments relating to the matter. You also will make yourself reasonably available to attend meetings, discovery proceedings and conferences, hearings, and other proceedings. Your responsibilities will further include approving negotiations and business terms in documents; approving causes of action and parties to any litigation; and determining acceptable terms of any compromise, settlement, or agreement. In addition, you will be responsible for advising us whether any document we have prepared or received and sent to you for your approval or review reflects the principal terms of your proposed agreement, or other expectations, as the case may be.

Either at the beginning or during the course of our representation, we may express our opinions or beliefs concerning the matter or various courses of action and the results that might be anticipated. Any such statement made by any partner or employee of our firm is intended to be an expression of opinion only, based on information available to us at the time, and may not be construed by you as a promise or guaranty of any particular result.

FEES, DISBURSEMENTS, AND OTHER CHARGES

Our fees will be based on the complexity of the particular matter, the skill and experience of the attorney providing the service and the amount of time spent by attorneys and paralegals on the matter. Each lawyer and paralegal has an hourly billing rate based generally on his or her experience and expertise. The rate multiplied by the time spent on your behalf, measured in tenths of an hour, will be evaluated by the billing attorney as the basis for determining the fee.

My standard billing rate is \$280.00 per hour. We have agreed to reduce billing rates for certain services provided to the City, as a governmental entity, in accordance with the schedule set forth on **Exhibit A** attached hereto. Time devoted by paralegals is charged at billing rates currently ranging from \$135.00 to \$150.00 per hour. These rates are adjusted from time to time to reflect increased experience and inflationary cost increases affecting our practice, and the

Shane Fineran
December 14, 2021
Page 3

adjusted rates will apply to all services performed thereafter. Our hourly rates are adjusted as of January 1 of each year.

Other factors may be considered in determining our fees, including the novelty and difficulty of the questions involved; the skill needed to perform the services properly; the experience, reputation, and ability of those performing the services; the time limitations imposed by you or the circumstances; the amount involved and results obtained; and any other factors that may be relevant under applicable rules of professional conduct. However, these factors will not result in our fees exceeding the indicated amounts based on our hourly rates without prior discussion with you.

In addition to our fees, we will expect payment for disbursements and other charges as billed. You authorize us to incur all reasonable costs and to retain any investigators, consultants, or experts necessary, in our judgment, in our representation of the City.

Each month we will furnish you with a statement describing our services, disbursements and other charges (in a format and with such detail as you and we may agree). There is often an unavoidable delay in reporting disbursements and other charges, and therefore not all disbursements and charges will be billed at the same time as the related legal services. Also, statements for a matter that has a fee of less than \$250.00 may be held for a month if we anticipate additional fees the next month.

TERMINATION BY CITY

The City may terminate our appointment as City Attorney at any time, with or without cause.

GENERAL PROVISIONS

Enclosed is a statement entitled *General Provisions of Representation* setting forth additional terms and conditions, which are incorporated into this letter and apply to our representation to the extent not expressly inconsistent with this letter. If this letter correctly reflects your understanding of the terms and conditions of our representation, please confirm your acceptance by signing in the space provided below and returning a signed copy to me.

Shane Fineran
December 14, 2021
Page 4

We are pleased to have this opportunity to be of service and to work with you.

Very truly yours,

A handwritten signature in black ink, appearing to read 'J. Michael Melchert', is written over the typed name. The signature is fluid and cursive, with a large loop at the end.

J. Michael Melchert

JMM/clw

The City of Waconia acknowledges and agrees to the terms and conditions set forth in this letter (including the attached *General Provisions of Representation* and **Exhibit A**).

The City of Waconia appoints J. Michael Melchert and Melchert Hubert Sjodin, PLLP, as City Attorney to represent the interests of the City of Waconia in the matters which are the subject of this letter.

Shane Fineran, City Administrator

GENERAL PROVISIONS OF REPRESENTATION

Except as modified by the accompanying engagement letter, the following provisions will apply to the relationship between Melchert Hubert Sjodin, PLLP, and our clients:

(1) The time for which a client will be charged will include, but will not be limited to, telephone and office conferences with a client and counsel, witnesses, consultants, court personnel, and others; conferences among our personnel; factual investigation; legal research; responding to clients' requests to provide information to auditors in connection with reviews or audits of financial statements; drafting of letters, pleadings, briefs, and other documents; travel time; waiting time in court or elsewhere; and time in depositions and other discovery proceedings.

(2) In addition to our fees, we will be entitled to payment or reimbursement for disbursements and other charges incurred in performing services such as photocopying, messenger and delivery, air freight, computerized research, videotape recording, travel (including mileage, parking, airfare, lodging, meals, and ground transportation), long distance telephone, facsimiles, word processing, court costs, and filing fees. To the extent we directly provide any of these services, we reserve the right to adjust the amount we charge, at any time or from time to time, as we deem appropriate, in light of our direct costs, our estimated overhead allocable to the services, and outside competitive rates. Unless special arrangements are made, fees and expenses of others (such as experts, investigators, witnesses, consultants, and court reporters) and other large disbursements will not be paid by our firm and will be the responsibility of, and billed directly to, the client.

(3) Although we may, from time to time, furnish estimates of fees or charges that we anticipate will be incurred on a client's behalf, these estimates are subject to unforeseen circumstances and are by their nature inexact. We will not be bound by any estimates except as otherwise expressly set forth in the engagement letter or otherwise agreed to by us in writing.

(4) Fees, disbursements, and other charges will be billed monthly and are payable upon presentation. We expect prompt payment.

(5) A client shall have the right at any time to terminate our services and representation upon written notice to the firm. Such termination shall not, however, relieve the client of the obligation to pay for all services rendered and disbursements and other charges made or incurred on behalf of the client prior to the date of termination.

Shane Fineran
December 14, 2021
Page 6

(6) We reserve the right to withdraw from our representation with the client's consent or for good cause. Good cause may include the client's failure to honor the terms of the engagement letter, the client's failure to pay amounts billed in a timely manner, the client's failure to cooperate or follow our advice on a material matter, or any fact or circumstance that would, in our view, impair an effective attorney-client relationship or would render our continuing representation unlawful or unethical. If we elect to do so, the client will take all steps necessary to free us of any obligation to perform further, including the execution of any documents (including forms for substitution of counsel) necessary to complete our withdrawal, and we will be entitled to be paid for all services rendered and disbursements and other charges made or incurred on behalf of the client prior to the date of withdrawal.

(7) If any attorney providing services to you leaves our firm, we will work with you to replace that attorney with someone acceptable to you.

EXHIBIT A
Waconia City Attorney 2022 Fee Schedule

We will provide the following types of services for the fees indicated. If a firm attorney with an hourly rate lower than the rate quoted in this schedule provides the billed services, the lower hourly rate will be billed to the City.

1. Public Meetings. We will attend City Council meetings and, as requested, other public meetings. Our rate for attendance at such meetings is \$172.00 per hour.
2. Routine Code Amendments and Code Enforcement. We will provide requested legal services in relation to minor amendments to the City Code and preparation of basic ordinances and enforcement of basic City Code provisions (utility hookup, nuisance, animal, etc.) including litigation. Our rate for these services is \$221.00 per hour.
3. Municipal Finance/Chapter 429. We will provide requested legal services to the City in relation to public financing, tax increment financing and financing of public improvements pursuant to Minnesota Statutes Chapter 429. We are not bond counsel. Our rate for these services is \$238.00 per hour.
4. Personnel and Labor Relations. We will provide requested legal services to assist the City in personnel matters including but not limited to, employment practices, employment disciplinary proceedings, employment contracts, data practices act matters, and personnel policy review and analysis. Our rate for these services is \$221.00 per hour.
5. Economic Development. We will provide requested legal services in relation to economic development and redevelopment projects including, but not limited to, land acquisition, land sales, covenant preparation, negotiations with developers and drafting agreements. Our rate for these services is our standard hourly rate.
6. Eminent Domain. We will provide requested legal services in relation to condemnation of land and relocation benefits and litigation related thereto. Our rate for these services is \$221.00 per hour.
7. Land Use and Construction Litigation. We will provide requested representation of the City in pre-litigation negotiation, litigation and alternative dispute resolution relating to land use and construction matters. Our rate for these services is our standard hourly rate.

8. Routine Land Use Matters. We will provide requested legal services for simple and routine land use matters such as minor subdivisions, one parcel conditional use permits (excepting big box) or variances and minor amendments to the zoning and subdivision provisions of the City Code. Our rate for these services is \$221.00 per hour.
9. Complex Land Use Matters. We will provide requested legal services for more complex land use matters including, but not limited to, subdivision review and approval, rezoning requests, major amendments to or new comprehensive plans, major revisions to zoning ordinances or subdivision ordinances, big box conditional use permits, annexation matters, negotiations with developers and other governmental agencies and utility companies and preparation of development agreements and resolutions. Our rate for these services is our standard hourly rate.
10. Environmental Review. We will provide requested legal services for City environmental matters including services related to the preparation and review of EAWs, AUARs and EISs. Our rate for these services is our standard hourly rate.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 3, 2022			
Item Name:		Appointment of Consulting Engineer			
Originating Department:		Administration			
Presented by:		Shane Fineran			
Previous Council Action (if any):					
Item Type (X only one):	Consent	X	Regular Session		Discussion Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
Adopt Resolution 2022-05, Appointing Consulting Engineer					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Staff Recommends that the City of Waconia contract with Bolton & Menk, Inc for professional engineering services in 2022.					
Attachments:					
<ul style="list-style-type: none"> 1. 2205res engineer.doc 2. Bolton & Menk Attachment.pdf 					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses:					
Budget Information:			Planning Commission		
_____ Budgeted			Parks and Recreation Board		
_____ Non Budgeted			Safari Island Advisory Board		
_____ Amendment Required			Other		

CITY OF WACONIA

RESOLUTION NO. 2022-05

RESOLUTION APPOINTING CONSULTING ENGINEER

WHEREAS, The City of Waconia annually reviews the designation of its City Engineer.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the appointment of Kreg Schmidt/Bolton & Menk, Inc. as Consulting Engineer for 2022.

Adopted by the City Council of the City of Waconia this 3rd day of January, 2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/ _____	Bloudek	_____
	Pierson	_____
S/ _____	Leo	_____
	Waldron	_____
	Sorensen	_____



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

December 21, 2021

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

RE: 2022 Professional Engineering Services

Dear Mr. Fineran:

We are pleased to once again offer professional engineering services to the City of Waconia for 2022 in accordance with the attached Fee Schedule. We look back with great satisfaction on the important projects we have been able to complete with you and your staff at the direction of the City Council. I have every confidence that our long-term knowledge of your community and understanding of your needs coupled with cooperation and hard work will result in the continued advancement of the City's vision for its future.

It is also my pleasure to inform you we will be expanding the "municipal discount" for key staff members serving your City. This discount applies to day-to-day general engineering items and is intended to minimize the engineering impact on the General Fund budget. For your City, the municipal discount includes the following:

- Kreg Schmidt - First 20 hours/month at \$65/hour
- Jake Saulsbury - First 20 hours/month at \$60/hour
- Ryan Johnson - First 10 hours/month at \$55/hour

Further, we have not changed our fee for City Council meeting attendance or Planning Commission meeting attendance. We have also not changed our design fees for City projects. All of these fees have remained unchanged for well over 5-years. The fee structure items identified above reflect our continued commitment to provide you high quality and full service municipal engineering services with increasing value and efficiency.

Please review the attached information and contact me with any questions you may have. **We are committed to providing you with the superior service you expect and require as together we work to build a safe, sustainable and beautiful community.**

Respectfully Submitted,
Bolton & Menk, Inc.

Kreg J. Schmidt, P.E.
Vice President

KJS/kjs

2022 SCHEDULE OF FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2022. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	Hourly Billing Rates
Senior Principal	\$220-295/Hour
Principal Engineer/Surveyor/Planner/GIS/Landscape Architect	\$150-235
Senior Engineer/Surveyor/Planner/GIS/Landscape Architect	\$140-225
Project Manager (Inc. Survey, GIS, Landscape Architect)	\$130-250
Project Engineer/Surveyor/Planner/Landscape Architect	\$100-195
Design Engineer/Landscape Designer/Graduate Engineer/Surveyor	\$85-195
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)	\$90-180
Senior Technician (Inc. Construction, GIS, Survey ¹)	\$100-190
Technician (Inc. Construction, GIS, Survey ¹)	\$80-165
Administrative	\$60-140
Structural/Electrical/Mechanical/Architect	\$120-295
Municipal Project Design Fee - Final Plans and Specifications (Well Defined Scope)	6%
Municipal Project Design Fee - Final Plans and Specifications (State Aid & Federally Funded Projects)	8%
City Council/Planning Commission Meeting Attendance	\$60.00/Meeting
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 3, 2022			
Item Name:		Appoint Bond Counsel			
Originating Department:		Administration			
Presented by:		Shane Fineran			
Previous Council Action (if any):					
Item Type (X only one):	Consent	<input checked="" type="checkbox"/> X	Regular Session		Discussion Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
Adopt Resolution 2022-06, Appointing Bond Counsel					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Attachments:					
1. 2206res bond counsel.doc					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses:					
Budget Information:			Planning Commission		
_____ Budgeted			Parks and Recreation Board		
_____ Non Budgeted			Safari Island Advisory Board		
_____ Amendment Required			Other		

**CITY OF WACONIA
RESOLUTION NO. 2022-06
RESOLUTION APPOINTING BOND COUNSEL**

WHEREAS, Mayor Kent Bloudek has recommended the appointment of the following firm as Bond Counsel for 2022:

Briggs & Morgan

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the appointment of the above noted firm as Bond Counsel for 2022.

Adopted by the City Council of the City of Waconia this 3rd day of January,2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/ _____	Bloudek	_____
	Pierson	_____
S/ _____	Leo	_____
	Waldron	_____
	Sorensen	_____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 3, 2022			
Item Name:		Appoint Fiscal Advisor			
Originating Department:		Administration			
Presented by:		Shane Fineran			
Previous Council Action (if any):					
Item Type (X only one):	Consent	X	Regular Session		Discussion Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
Adopt Resolution 2022-07, Appointing Fiscal Advisor					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Attachments:					
1. 2207res fiscal advisor.doc					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses:					
Budget Information:			Planning Commission		
_____ Budgeted			Parks and Recreation Board		
_____ Non Budgeted			Safari Island Advisory Board		
_____ Amendment Required			Other		

**CITY OF WACONIA
RESOLUTION NO. 2022-07**

RESOLUTION APPOINTING FISCAL ADVISOR

WHEREAS, Ehlers & Associates has served as the City’s Fiscal Advisor for the last several years.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia hereby approves the appointment of fiscal Advisor as recommended.

Adopted by the City Council of the City of Waconia this 3rd day of January,2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/_____	Bloudek	_____
	Pierson	_____
S/_____	Leo	_____
	Waldron	_____
	Sorensen	_____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 3, 2022					
Item Name:		Appoint City Insurance Agent					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2022-08, Appointing a City Insurance Agent							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attachments:							
1. 2208res insurance agent.doc							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2022-08**

RESOLUTION APPOINTING A CITY INSURANCE AGENT

WHEREAS, The League of Minnesota Cities Insurance Trust ("LMCIT") requires cities to use the services of an insurance agent in order to participate in the LMCIT property/casualty program; and

WHEREAS, The City Council of the City of Waconia has reviewed and considered the written materials from LMCIT discussing the agent's role and compensation in LMCIT; and

WHEREAS, Thom Agency has agreed that they are willing to provide the City the services listed below under the terms and conditions listed below;

NOW, THEREFORE, BE IT RESOLVED By the City Council of the City of Waconia that:

1. Thom Agency is hereby appointed as insurance agent for the purposes of the City's participation in the League of Minnesota Cities Insurance Trust (LMCIT) property/casualty program.
2. The term of this appointment shall remain effective for a one year period from the date of adoption.
3. As compensation for the services provided to the City as described in Paragraph 4 below, the agent will receive annually a fee not to exceed 4.5% of the annual premiums paid by the City to LMCIT for property, liability, and automotive coverages. This fee shall be included in the amounts billed to the City by LMCIT and shall be paid to the agent by LMCIT on the City's behalf.
4. The agent will perform for the City the following services:
 - a. Advise and assist the City in assembling and accurately reporting underwriting data, including updating property values, for rating purposes.
 - b. Advise and assist the City in evaluating and selecting among coverage alternatives such as deductibles, limits, optional coverages, alternative coverage forms, etc.
 - c. Review coverage documents and invoices to assure coverage has been correctly issued and billed.
 - d. Advise the City on potential gaps or overlaps in coverages.
 - e. Review and prepare insurance certificates for outside parties who are involved in doing business with the City as requested.
 - f. Provide insurance counseling in areas such as Hold Harmless Agreements, Indemnity Clauses, and other contracts which the City becomes involved in such as Joint Powers Acts, etc.

Adopted by the City Council of the City of Waconia this 3rd day of January, 2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/ _____	Bloudek	_____
	Pierson	_____
S/ _____	Leo	_____
	Waldron	_____
	Sorensen	_____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 3, 2022			
Item Name:		Administration of the Wetland Conservation Act			
Originating Department:		Administration			
Presented by:		Shane Fineran			
Previous Council Action (if any):					
Item Type (X only one):	Consent	<input checked="" type="checkbox"/> X	Regular Session		Discussion Session
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>					
Adopt Resolution 2022-09, Regarding the Administration of the Wetland Conservation Act					
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>					
Attachments:					
1. 2209res wetland conservation act.doc					
FINANCIAL IMPLICATIONS:			ADVISORY BOARD RECOMMENDATIONS:		
Funding Sources & Uses:					
Budget Information:			Planning Commission		
_____ Budgeted			Parks and Recreation Board		
_____ Non Budgeted			Safari Island Advisory Board		
_____ Amendment Required			Other		

**CITY OF WACONIA
RESOLUTION NO. 2022-09**

**A RESOLUTION REGARDING THE ADMINISTRATION OF THE WETLAND
CONSERVATION ACT**

WHEREAS, the City of Waconia is authorized by Minnesota Administrative Rules Part 8420.0200, Subpart 2, to delegate certain functions with regard to implementation of the Wetland Conservation Act including, decision authority for exemption, no loss, wetland boundary and type, replacement plan, and wetland banking determinations with its staff.

THEREFORE; BE IT RESOLVED by the City of Waconia that decision authority for exemption, no loss, wetland boundary and type, sequencing determinations, replacement plan, and wetland banking determinations are placed with Jake Saulsbury, and the other qualified staff of Bolton and Menk, Inc.

Adopted by the City Council of the City of Waconia this 3rd day of January, 2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/ _____	Bloudek	_____
	Pierson	_____
S/ _____	Leo	_____
	Waldron	_____
	Sorensen	_____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 3, 2022					
Item Name:		Council Liaison Appointments					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2022-12, Appointing Council Liaison Appointments							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attachments:							
1. 2212res council liaison appointments.doc							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2022-12**

RESOLUTION APPOINTING COUNCIL LIAISON APPOINTMENTS

WHEREAS, Mayor Kent Bloudek recommends that a Council Member be appointed to attend various meetings as a liaison to the Council; and

WHEREAS, Mayor Kent Bloudek recommends the appointment of Kent Bloudek as Council Liaison to the Southwest Corridor Transportation Coalition; and

WHEREAS, Mayor Kent Bloudek recommends the appointment of Randall Sorensen as Council Liaison to Independent School District 110 and District 110 Community Education Advisory Council; and

WHEREAS, Mayor Kent Bloudek recommends the appointment of Kent Bloudek to the RMC Board of Directors Ex-Officio; and

WHEREAS, Mayor Kent Bloudek recommends the appointment Kent Bloudek as Council Liaison to the Carver County Leaders, and

WHEREAS, Mayor Kent Bloudek recommends the appointment of Nicole Waldron as Council Liaison to the Chamber of Commerce/CVB.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the Council Representative Liaison appointments as recommended by Mayor Bloudek.

Adopted by the City Council of the City of Waconia this 3rd day of January,2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/ _____	Bloudek	_____
	Pierson	_____
S/ _____	Leo	_____
	Waldron	_____
	Sorensen	_____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 3, 2022					
Item Name:		Appoint Council Representative to Advisory Boards					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2022-10, Appointing Council Representative to Advisory Boards							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attachments:							
1. 2210res advisory board council reps.doc							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2022-10**

**RESOLUTION APPOINTING COUNCIL REPRESENTATIVE TO
ADVISORY BOARDS**

WHEREAS, Mayor Kent Bloudek recommends that a Council Member be appointed to attend Advisory Board meetings as a liaison to the Council; and

WHEREAS, Mayor Bloudek recommends that Randy Sorensen be appointed as Council representative to the Planning Commission; and

WHEREAS, Mayor Bloudek recommends that Pete Leo be appointed as Council representative to the Commission on Aging, and

WHEREAS, Mayor Bloudek recommends that Carl Pierson be appointed as Council representative to the Park Board.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the Advisory Board Council Representative appointments as recommended by Mayor Bloudek.

Adopted by the City Council of the City of Waconia this 3rd day of January, 2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/ _____	Bloudek	_____
	Pierson	_____
S/ _____	Leo	_____
	Waldron	_____
	Sorensen	_____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		January 3, 2022					
Item Name:		Council Committee Appointments					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2022-11, Approving Council Committee Appointments							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attachments:							
1. 2211res council committees.doc							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information:				Planning Commission			
_____ Budgeted				Parks and Recreation Board			
_____ Non Budgeted				Safari Island Advisory Board			
_____ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2022-11**

RESOLUTION APPROVING COUNCIL COMMITTEE APPOINTMENTS

WHEREAS, Mayor Kent Bloudek has recommended the appointment of Mayor Kent Bloudek and City Council Member Pete Leo to the 2022 Personnel Committee; and

WHEREAS, Mayor Bloudek has recommended the appointment of Council Member Carl Pierson and Council Member Nicole Waldron to the Long Range/CIP Planning Committee; and

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the Council Committee appointments as recommended by Mayor Bloudek.

Adopted by the City Council of the City of Waconia this 3rd day of January, 2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/ _____	Bloudek	_____
	Pierson	_____
S/ _____	Leo	_____
	Waldron	_____
	Sorensen	_____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 3, 2022
Item Name:	License Renewals
Originating Department:	Administration
Presented by:	Shane Fineran

Previous Council Action (if any):

Item Type (X only one):	Consent	<input checked="" type="checkbox"/>	X	Regular Session	<input type="checkbox"/>	Discussion Session	<input type="checkbox"/>
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution No. 2022-13, Approving Liquor License Applications and Adopt Resolution No. 2022-14, Approving License/Permit Renewals

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

Applications for liquor, cigarette, amusement machines, and bowling licenses have been submitted and reviewed for the establishments listed in the attached resolutions.

Liquor licenses will be issued upon approval by the State of Minnesota, Alcohol and Gambling Division and upon all conditions of licensing being met in accordance with City ordinances which includes completion of all forms, payment of fees and fines, receipt of certificates of insurance, proof of payment of state and local taxes, approval by the State Department of Revenue and the Bureau of Criminal Apprehension is also necessary.

Attachments:

1. [2213res liquor.doc](#)
2. [2214res permits.doc](#)
3. [List of Licenses 2022.doc](#)
4. [2022 cig holders.doc](#)
5. [2022 general corporate licenses.doc](#)

FINANCIAL IMPLICATIONS: Funding Sources & Uses:	ADVISORY BOARD RECOMMENDATIONS:
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Budget Information: <input type="checkbox"/> Budgeted <input type="checkbox"/> Non Budgeted <input type="checkbox"/> Amendment Required	Planning Commission	
	Parks and Recreation Board	
	Safari Island Advisory Board	
	Other	

**CITY OF WACONIA
RESOLUTION NO. 2022-13**

RESOLUTION APPROVING LIQUOR LICENSE APPLICATIONS

WHEREAS, Applications for liquor license renewals have been received in the Office of the City Clerk for the following licenses:

- On-Sale Intoxicating Liquor
- On-Sale Sunday Liquor
- Off-Sale Intoxicating Liquor
- Club
- Wine
- On-Sale 3.2% Malt Liquor
- Off-Sale 3.2% Malt Liquor

WHEREAS, The applicants and their requested licenses/permits are identified on the attached list; and

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves Liquor Licenses for the term February 1, 2022 through January 31, 2023, contingent upon completion of all forms, payment of fees, receipt of certificates of insurance, proof of payment of state and local taxes, approval by the State Liquor Control, the State Department of Revenue, and the BCA, and other conditions as noted above.

Adopted by the City Council of the City of Waconia this 3rd day of January,2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/ _____	Bloudek	_____
	Pierson	_____
S/ _____	Leo	_____
	Waldron	_____
	Sorensen	_____

**CITY OF WACONIA
RESOLUTION NO. 2022-14**

RESOLUTION APPROVING LICENSE/PERMIT APPLICATIONS

WHEREAS, Applications for new and renewal licenses and permits have been received in the Office of the City Clerk for the following licenses:

- Cigarette
- Amusement Machines/Billiard, Pool, and Game Tables
- Sanitation and Recycling

WHEREAS, The applicants and their requested licenses/permits are identified on the attached list.

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

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves Licenses and Permits, as attached, for the term February 1, 2022 through January 31, 2023.

Adopted by the City Council of the City of Waconia this 3rd day of January, 2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/ _____	Bloudek	_____
	Pierson	_____
S/ _____	Leo	_____
	Waldron	_____
	Sorensen	_____

LIQUOR LICENSES
February 1, 2021 - January 31, 2022

American Legion Post #150	Sunday Liquor Club
Chumly's	Sunday Liquor On-Sale Intoxicating Liquor Off-Sale Intoxicating Liquor
Colony Plaza	Off-Sale Intoxicating Liquor
D'Vinci's	Wine On-Sale 3.2% Malt Liquor
Garage Bar & Bowl	Sunday Liquor On-Sale Intoxicating Liquor Off-Sale Intoxicating Liquor
Hopper's	Sunday Liquor On-Sale Intoxicating Liquor Off-Sale Intoxicating Liquor
Iron Tap	Sunday Liquor On-Sale Intoxicating Liquor Off-Sale Intoxicating Liquor
J. Carver Distillery	Microdistillery Cocktail Microdistilley Off-Sale Sunday Liquor
JDK (MGM)	Off-Sale Intoxicating Liquor
Kwik Trip, Inc.	Off-Sale 3.2% Malt Liquor
Lighthouse of Waconia	Wine On-Sale 3.2% Malt Liquor
Lola's Lakehouse	Sunday Liquor On-Sale Intoxicating Liquor Off-Sale Intoxicating Liquor
Mackenthuns	Off-Sale 3.2% Malt Liquor Limited On-Sale (Culinary Classes)
Pangea	Wine On-Sale 3.2% Malt Liquor
El Loro	Sunday Liquor On-Sale Intoxicating Liquor
The Saloon	Sunday Liquor On-Sale Intoxicating Liquor Off-Sale Intoxicating Liquor
Target	Off-Sale Intoxicating Liquor
Waconia Baseball Association	On-Sale Intoxicating Liquor
Waconia Brewing Co.	Tap Room On Sale and Sunday

CITY OF WCONIA
2022 CIGARETTE LICENSES

Walgreens
121 Depot Drive
Waconia, MN 55387

Tobacco City
144 Depot Drive
Waconia, MN 55387

Holiday Stationstore #467
10700 10th St W
Waconia, MN 55387

Kwik Trip #460
809 Vista Blvd
Waconia, MN 55387

JDK Liquors
825 Marketplace Dr.
Waconia, MN 55387

GKSS Radin LLC
1301 Oak Ave.
Waconia, MN 55387

Hopper's Bar
119 South Olive Street
Waconia, MN 55387

Colony Plaza
140 W. Hwy 5
Waconia, MN 55387

Chumly's
112 West Main Street
Waconia, MN 55387

Mackenthun's Fine Foods
851 Marketplace Drive
Waconia, MN 55387

Waconia Tobacco & Vape Inc.
236 1st Street
Waconia, MN 55387

CITY OF WACONIA

2022 GENERAL CORPORATE LICENSES

**Amusement Machines/
Billiard, Pool, and Game Table:**

\$15.00 per machine or table

\$15.00 Location Fee

Hopper's Bar	4 amusement machines/tables
The Saloon	7 amusement machines/tables
Emagine Theatre	6 amusement machines
Garage Lanes	6 bowling lanes
Chumly's	4 amusement machines/tables

Sanitation Licences – 2022

Republic Services

Suburban Waste Services

Waste Managment

Veit Disposal Systems

Waconia Roll-Off

Lloyd's Construction Services



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 3, 2022
Item Name:	City Administrator Performance Review Summary
Originating Department:	Administration
Presented by:	Shane Fineran

Previous Council Action (if any):

Item Type (X only one):	Consent	<input checked="" type="checkbox"/>	Regular Session	<input type="checkbox"/>	Discussion Session	<input type="checkbox"/>
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2022-15, Summarizing Performance Review of City Administrator

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

The City Council met in closed session pursuant to Minn. Stat. 13D.05, subd. 3 to review the performance of the City Administrator. Per the employment contract between the City Administrator and the City of Waconia, a performance evaluation was to within 6-months of date of hire. The outcome of the evaluation is that Mr. Fineran is performing satisfactorily his duties as City Administrator and is meeting the goals and objectives agreed upon the by the City Council and Mr. Fineran.

Attachments:

1. [2215res City Admin Performance Review.docx](#)

FINANCIAL IMPLICATIONS: Funding Sources & Uses: None	ADVISORY BOARD RECOMMENDATIONS:
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Budget Information: <input type="checkbox"/> Budgeted <input checked="" type="checkbox"/> Non Budgeted <input type="checkbox"/> Amendment Required	Planning Commission	
	Parks and Recreation Board	
	Safari Island Advisory Board	
	Other	

**CITY OF WACONIA
RESOLUTION NO. 2022 -15**

**RESOLUTION SUMMARIZING SPECIAL MEETING TO REVIEW THE
PERFORMANCE OF THE CITY ADMINISTRATOR**

WHEREAS, Shane Fineran was hired on June 14th as the City Administrator; and

WHEREAS, the employment contract between Mr. Fineran and the City of Waconia stipulated that his performance would be evaluated within six months of the date of hire; and

WHEREAS, the City Council met in a special meeting closed session pursuant to Minn. Stat. 13D.05, subd. 3 on December 20th; and

NOW, THEREFORE, BE IT RESOLVED, that, the City Council hereby finds that Mr. Fineran performance to be satisfactory and is meeting the goals and objectives of his employment as agreed upon by both parties:

Adopted by the City Council of the City of Waconia this 3rd day of January, 2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/_____	Bloudek	_____
	Sorensen	_____
S/_____	Pierson	_____
	Leo	_____
	Waldron	_____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 3, 2022
Item Name:	Donation Acceptance - Cash Donations for Adaptive Playground Equipment
Originating Department:	Finance
Presented by:	Shane Fineran

Previous Council Action (if any):

Item Type (X only one):	Consent	<input checked="" type="checkbox"/>	X	Regular Session	<input type="checkbox"/>	Discussion Session	<input type="checkbox"/>
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Adopt Resolution No. 2022-16, Accepting Cash Donation for Adaptive Playground Equipment

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

The City of Waconia received additional cash donations for the adaptive playground equipment. The following donations were posted to the City’s PIR capital fund. The donations will be recognized as donation revenue designated for this specific project.

- Mary Boosalin - \$1,869.00 – Donated Chill Spinner
- The Olivia Claire Obrkta Foundation - \$1,000.00 – In Memory of Faith Dressel
- Kay Gueningsman - \$25.00 – In Memory of Faith Dressel
- Christiane & Christopher Cuadros - \$50.00 – In Memory of Faith Dressel
- Jeanne Norman - \$25.00 – In Memory of Faith Dressel
- CA Kappel - \$15.00 – In Memory of Faith Dressel
- Rosemary Schultz - \$10.00 – In Memory of Faith Dressel
- Lisa & Ricky Baurmann - \$50.00 – In Memory of Faith Dressel
- Alexandra Thrasher - \$250.00 – In Memory of Faith Dressel
- Anonymous- \$380.00 – In Memory of Faith Dressel
- Sandy Rosetter - \$50.00 – In Memory of Faith Dressel
- Kurt Colden - \$50.00 – In Memory of Faith Dressel
- Lissa Gatz - \$150.00 – In Memory of Faith Dressel
- Fineran Family - \$150.00

To date, the City has received \$271,121.74 towards the purchase of adaptive playground equipment in donations. This includes cash donations made to the City, the City’s Go Fund Me site, Special Olympics of Minnesota Polar Plunge, and the 2019 and 2020 Swing for the Kids events. As additional donations are received, staff will have the City Council accept them and acknowledge donations with a receipt.

Attachments:

1. [2216res Donations Received_Donations for Playground 01.03.22_Res.doc](#)

FINANCIAL IMPLICATIONS: Funding Sources & Uses:	ADVISORY BOARD RECOMMENDATIONS:	
Budget Information:	Planning Commission	
_____ Budgeted	Parks and Recreation Board	
_____ Non Budgeted	Safari Island Advisory Board	
_____ Amendment Required	Other	



**CITY OF WACONIA
RESOLUTION NO. 2022-16**

**RESOLUTION ACCEPTING CASH DONATIONS FOR ADAPTIVE PLAYGROUND
EQUIPMENT**

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

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

<u>Name of Donor</u>	<u>Item</u>	<u>Value</u>
Mary Boosalin - Donated Chill Spinner	Cash	\$1,869.00
The Olivia Claire Obrkta Foundation	Cash	\$1,000.00
Kay Gueningsman	Cash	\$25.00
Christiane & Christopher Cuadros	Cash	\$50.00
Jeanne Norman	Cash	\$25.00
CA Kappel	Cash	\$15.00
Rosemary Schultz	Cash	\$10.00
Lisa & Ricky Baurmann	Cash	\$50.00
Alexandra Thrasher	Cash	\$250.00
Anonymous	Cash	\$380.00
Sandy Rosetter	Cash	\$50.00
Kurt Colden	Cash	\$50.00
Lissa Gatz	Cash	\$150.00
Fineran Family	Cash	\$150.00

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

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

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

1. The contribution described above is hereby accepted and acknowledged with gratitude.
2. Said contribution shall be used for the designated purposes of adaptive playground equipment.
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 3rd day of January, 2022.

Kent Bloudek, Mayor

ATTEST: _____
Jacqueline Schulze, City Clerk

M/_____	Bloudek	_____
	Pierson	_____
S/_____	Leo	_____
	Sorensen	_____
	Waldron	_____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 3, 2022
Item Name:	Authorize Siren Equipment Order
Originating Department:	Public Services
Presented by:	Shane Fineran

Previous Council Action (if any):

Item Type (X only one):	Consent	<input checked="" type="checkbox"/>	X	Regular Session	<input type="checkbox"/>	Discussion Session	<input type="checkbox"/>
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2022-17; Authorizing Civil Defense Siren Equipment Acquisition with Federal Signal Corporation in the Amount of \$11,200.00

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

Monthly Public Services staff monitor the operation of the Civil Defense Siren throughout the community for operation in relationship to Community Safety. In the past year we have experience random operational issues with five of the community’s previous siren systems. During the new siren system process staff discussed equipment update options with Federal Signal Corporation. As a result, we received a quote for equipment for 2022 acquisition.

The equipment price did see a price increase in August of 2021. The attached quote for \$11,200.00 is good for the first few weeks of January 2022. Staff are requesting to order the equipment and additional features provided within the attached quote. The project estimate total is \$20,000.00 within the Community Safety Budget under Contract Services.

Staff will work with Ready Watt Electric to obtain a quote to install the equipment supplied by Federal Signal Corporation. The Ready Watt Electric findings if deemed necessary will be brought to City Council for approval.

Staff recommends approval of this request of action to meet Community Safety expectations, and negating future equipment price increases.

Attachments:

1. [2217res CD Siren Equipment Res.doc](#)
2. [CD Siren Equipment Att.pdf](#)

FINANCIAL IMPLICATIONS: Funding Sources & Uses:	ADVISORY BOARD RECOMMENDATIONS:	
Budget Information:	Planning Commission	
_____ Budgeted	Parks and Recreation Board	
_____ Non Budgeted	Safari Island Advisory Board	
_____ Amendment Required	Other	

**CITY OF WACONIA
RESOLUTION NO. 2022-17**

**RESOLUTION AUTHORIZING APPROVAL OF CIVIL DEFENSE SIREN EQUIPMENT
ACQUISITION WITH FEDERAL SIGNAL CORPORATION IN THE AMOUNT OF \$11,200.00**

WHEREAS, one of the City’s Values, “Health and Safety – encouraging and providing resources for healthy living and a safe environment”; and

WHEREAS, staff have experience issues with the five older civil defense sirens on a random basis; and

WHEREAS, staff discussed and by recommendation of Federal Signal Corporation officials obtained pricing for updated equipment to negate the equipment issue volume at a price of \$11,200.00; and

WHEREAS, the Public Services Director is authorized to execute the quote provided by Federal Signal Corporation.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes approval of Civil Defense Siren equipment acquisition with Federal Signal Corporation in the amount of \$11,200.00.

Adopted by the City Council of the City of Waconia this 3rd day of January, 2022.

Kent Bloudek, Mayor

Attest: _____
Jackie Schulze, City Clerk

M/ _____	Bloudek	_____
	Pierson	_____
S/ _____	Leo	_____
	Waldron	_____
	Sorensen	_____



QUOTATION
FEDERAL SIGNAL CORPORATION
Federal Warning Systems

Quotation No.: FWS **101421926**
 Reference on your order

Name City of Waconia
 Co. Name Craig Eldred
 Address 310 10th Street East
 City, State, Zip Waconia, MN 55387
 Phone # 952-442-4265
 E-Mail celdred@waconia.org

Date 10/29/2021
 Reference Radio Control Replacement

CUSTOMER COPY SALESPERSON COPY OFFICE COPY

Item No.	Qty.	Federal Model/Part No.	Description	Net Cost Each	Total Cost
1	5	FCH	VHF Receiver in Cabinet	\$1,815.00	\$9,075.00
2	1	ES-SMV	Standard Model Variation – 40/20 Fast DTMF		NC
3	1	TOTAL	Equipment		\$9,075.00
4					+Shipping
5					
6					
7			<u>Optional Antenna/Cable Replacement</u>		
8	5	RP164	Ground Plane Antenna	\$150.00	\$750.00
9	5	10A3	25 ft Coaxial Cable/PL259 Connectors	225.00	1,125.00
10	5	AMB-RP164	Antenna Mounting Bracket	50.00	250.00
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Prices are firm for 30 days from the date of quotation unless shown otherwise. Upon acceptance, prices are firm for 90 (days / months). This quotation is expressly subject to acceptance by Buyer of all Terms stated on the reverse side hereof, and any exception to or modification of such Terms shall not be binding on Seller unless expressly accepted in writing by an authorized agent or Officer of Seller. Any order submitted to Seller on the basis set forth above, in whole or in part, shall constitute an acceptance by Buyer of the Terms on this and the reverse side hereof. Any such order shall be subject to acceptance by Seller in its discretion. If the total price for the items set forth above exceeds \$50,000 then this quotation IS ONLY VALID if countersigned below by a Regional Manager of the Signal Division, Federal Signal Corporation.

F.O.B. University Park, IL
 EST. DEL. WT. _____
 DELIVERY 8 – 10 Weeks (ARO)
 TERMS Equipment: Net 30 Days Upon Shipment
 FREIGHT TERMS See Line Item Above

BY:
FWS Sales Representative
 ADDRESS: Federal Warning Systems, Inc.
2070 Hart Drive SW
Rochester, MN 55902
 BY: _____
Federal Signal / Countersigned
 TITLE: _____

Purchase order **MUST** be made out to:
 Federal Signal Corporation, Federal Warning Systems, 2645 Federal Signal Drive, University Park, IL 60484



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 3, 2022
Item Name:	Trade of T12DT Trailer and Acquisition of Replacement
Originating Department:	Public Services
Presented by:	Shane Fineran

Previous Council Action (if any):

Item Type (X only one):	Consent	<input checked="" type="checkbox"/>	X	Regular Session	<input type="checkbox"/>	Discussion Session	<input type="checkbox"/>
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2022-18; Authorizing Trade of 2015 Towmaster Trail T-12DT and Acquisition of Same Model Trailer from Titan Machinery in the Amount of \$4,624.00; CIP Project 648

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

Staff discussed the use of the 2015 Towmaster trailer and its condition during review of equipment for Capital planning purposes. This trailer is highly utilized by all departments due to its tilt trailer capacity. The unit is to be 7 years old in calendar year 2022 but has use of exceeding its age. Therefore, staff felt it was time to replace the unit not knowing the timing of delivery. While our budgetary number of \$14,000.00 exceeds the actual acquisition cost as we were uncertain of the trade value against replacement.

Below and attached are the findings of the trailer trade and acquisition costs

Vendor	Cost	Trade Value	Final Cost
RDO Equipment	\$9,510.00	\$3,500.00	\$6,010.00
Titan Machinery	\$9,374.00	\$4,750.00	\$4,624.00

Based upon our actual average maintenance costs and acquisition price the trailer use averages a cost of \$1,162.00 per-6 -full-year period. We will own the trailer into its 7th season, but this provides a reflection of the benefit for replacement at this timeframe. 90% of the maintenance costs were for DOT level inspections. Staff recommends approval of this request of City Council action.

Attachments:

1. [2218res Trailer Trade and Acquire Res.doc](#)
2. [Trailer Trade and Acquire Att I.pdf](#)
3. [Trailer Trade and Acquire Att II.pdf](#)

FINANCIAL IMPLICATIONS: Funding Sources & Uses:	ADVISORY BOARD RECOMMENDATIONS:								
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required	<table border="1"> <tr> <td>Planning Commission</td> <td></td> </tr> <tr> <td>Parks and Recreation Board</td> <td></td> </tr> <tr> <td>Safari Island Advisory Board</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> </table>	Planning Commission		Parks and Recreation Board		Safari Island Advisory Board		Other	
Planning Commission									
Parks and Recreation Board									
Safari Island Advisory Board									
Other									

**CITY OF WACONIA
RESOLUTION NO. 2022-18**

RESOLUTION AUTHORIZING APPROVAL OF TRADE OF 2015 TOWMASTER T-12DT AND ACQUISITION OF SAME MODEL TRAILER FROM TITAN MACHINERY IN THE AMOUNT OF \$4,624.00; CIP PROJECT 648

WHEREAS, one of the City’s Priorities “Infrastructure – managing, maintaining, and improving our current and future physical assets”; and

WHEREAS, staff reviewed equipment in advance of 2021 CIP for replacement due to age and condition and desired the 2015 trailer traded due to use and inspection; and

WHEREAS, staff acquired pricing via State Contract pricing from two vendors and for trade of the current trailer as provided below; and

Vendor	Cost	Trade Value	Final Cost
RDO Equipment	\$9,510.00	\$3,500.00	\$6,010.00
Titan Machinery	\$9,374.00	\$4,750.00	\$4,624.00

WHEREAS, staff recommend approval of the Titan Machinery cost at the amount of \$4,624.00.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes approval of trade of 2015 Towmaster trailer T-12DT and acquisition of same model trailer from Titan Machinery in the amount of \$4,624.00; CIP Project 648.

Adopted by the City Council of the City of Waconia this 3rd day of January, 2022.

Kent Bloudek, Mayor

Attest: _____
Jackie Schulze, City Clerk

M/ _____	Bloudek	_____
	Pierson	_____
S/ _____	Leo	_____
	Waldron	_____
	Sorensen	_____



Investment Proposal (Quote)

RDO Equipment Co.
 11030 Holly Lane N
 Dayton MN, 55311
 Phone: (763) 294-7800 - Fax:

Proposal for:
 CITY OF WACONIA
 ATTN CRAIG ELDRED
 201 S VINE ST
 WACONIA, MN, 553871337

Investment Proposal Date: 12/21/2021
Pricing Valid Until: 1/4/2022
Deal Number: 1509941
Customer Account#: 4265009
Sales Professional: Zac White
Phone: (763) 294-7800
Fax: (952) 948-1604
Email: zwhite@rdoequipment.com

Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD TBD	0	New 2021 TOWMASTER TRAILERS T-12DT	\$9,510.00
Equipment Subtotal:				\$9,510.00

Trade Information

Serial Number	Year / Make / Model	Payoff Information	Trade In Hours	Trade In Value
4KNTT1825FL162253	2015 TOWMASTER TRAILERS T-12DT	\$0.00	0	(\$3,500.00)
Total Trade in Value:				(\$3,500.00)
Trade Balance Owed:				\$0.00
Net Difference:				(\$3,500.00)

Purchase Order Totals

Balance:	\$6,010.00
Total Taxable Amount:	\$0.00
MN STATE TAX:	\$0.00
MN COUNTY TAX:	\$0.00
MN SPECIAL TAX:	\$0.00
Sales Tax Total:	\$0.00
Sub Total:	\$6,010.00
Cash with Order:	\$0.00
Balance Due:	\$6,010.00

Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	TBD	2021 TOWMASTER TRAILERS T-12DT	T-12DT T-12DT



Quotation Bid

Date: 11/9/2021

Quotation #:

Quotation Expires: 11/30/2021

Sales Person: **Nathan Kinneman**

Cell : 612-248-5273

E-mail: nathan.kinneman@titanmachinery.com

Attention: _____
 Customer: Waconia
 Address: _____
 City, ST, Zip: _____
 Phone: _____

Qty.	Description	Tag #	Serial Number	Price
1	1 Base Model - T-12DT			\$9,374.00
	Std Features - 24" Diamond Plate Approach			
	Std Features - Side Lip Down			
	18 Deck Length - In Feet			
	Decking Type - 2" Nominal Oak			
	Deck Height - 22.5"			
	Width - 102" Overall with 82" Deck			
	Axles - 7k E-Z lube Torflex			
	Brakes - Electric			
	Tires - 235/85Rx16			
	Wheels - White Mod			
	Jack - 12K Drop Leg			
	Lights - L.E.D.			
	Plug - 7 Pole Rv			
	Hitch/Neck - 2.5" Pintle Ring			
	8 Tie Downs - D-Rings			
	Option - Tool Box Lid			
	Option - Pallet Fork Holders			
	Loose Items - Spare Tire & Wheel 235/85Rx16(F)			
TOTAL:				\$9,374.00

YR		Description	TRADE	SERIAL NO.	VALUE
2015	T12DT			4KNTT1825FL162253	\$4,750.00
				TOTAL TRADE ALLOWANCE:	\$4,750.00
				TOTAL NET With TRADE:	\$4,624.00
				Freight:	
				NET QUOTATION:	\$4,624.00

TERMS & CONDITIONS	
TERMS:	_____
WARRANTY:	_____
FOB:	_____
EST. DELIVERY:	_____

Thank you for your business



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 3, 2022
Item Name:	Authorize Reclaim Pump Order with Electric Pump
Originating Department:	Public Services
Presented by:	Shane Fineran

Previous Council Action (if any):

Item Type (X only one):	Consent	<input checked="" type="checkbox"/>	X	Regular Session	<input type="checkbox"/>	Discussion Session	<input type="checkbox"/>
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2022-19; Authorizing Reclaim Pump Order with Electric Pump for Water Treatment Facility Three Reclaim Pump Replacement in the Amount of \$38,956.60; CIP Project 664

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

This request is guided upon meeting lifecycle replacement of the two original KSB reclaim sludge pumps at Water Treatment Facility Three with an acquisition date of 1994 and a use date of 1995. Staff have recently, experience issues with the pump operations and bracketing to support their use. The reclaim sludge pumps became part of our Standardization and Inspection practice in 2012 with our sanitary sewer lift station pumps and equipment processes.

As part of the standardization for our lift stations we established sole sourcing Flygt pumps and control equipment for our sanitary sewer lift stations via approval of the City Council. This process has allowed staff to train staff on single pumps, controls, and properly maintain pump back up inventories where necessary by right sizing motors for lift station operation. This pump update would bring the WTF pumps into this pump motor compliance plan where the model is like those utilized in our systems and maintain consistency.

Attached with this request Council Members will find a price quote from Electric Pump for pumps, rails and standard equipment and staffing costs for the pump replacement at a value of \$38,956.60. Staff budgeted \$50,000.00 for this project prior to receiving any price quotes.

Staff recommends approval of this request of City Council Action and allow staff to complete the equipment updates in advance of the busy water production season.

Attachments:

1. [2219res WACONIA WTP Reclaim Pumps Res.doc](#)
2. [WACONIA WTP Reclaim Pumps Att.pdf](#)

FINANCIAL IMPLICATIONS: Funding Sources & Uses:	ADVISORY BOARD RECOMMENDATIONS:	
Budget Information:	Planning Commission	
_____ Budgeted	Parks and Recreation Board	
_____ Non Budgeted	Safari Island Advisory Board	
_____ Amendment Required	Other	

**CITY OF WACONIA
RESOLUTION NO. 2022-19**

**RESOLUTION AUTHORIZING APPROVAL OF RECLAIM PUMP ORDER WITH ELECTRIC
PUMP FOR WATER TREATMENT FACILITY THREE RECLAIM PUMP REPLACEMENT
IN THE AMOUNT OF \$38,956.60; CIP PROJECT 664**

WHEREAS, one of the City’s Priorities “Infrastructure – managing, maintaining, and improving our current and future physical assets”; and

WHEREAS, staff were starting to experience operation issue and equipment failures to support the pump set for the sludge removal at WTF Three; and

WHEREAS, staff acquired pricing from Electric Pump who supplies pumps per our Standardization Policy at a cost of \$38,956.60 for pumps, equipment and staff time; and

WHEREAS, the Public Services Director and or Utility Supervisor may authorize the quote for installation before the heavy use summer period.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes approval of reclaim pump order with Electric Pump for Water Treatment Facility Three reclaim pump replacement in the amount of \$38,956.60; CIP Project 664.

Adopted by the City Council of the City of Waconia this 3rd day of January, 2022.

Kent Bloudek, Mayor

Attest: _____
Jackie Schulze, City Clerk

M/ _____	Bloudek	_____
	Pierson	_____
S/ _____	Leo	_____
	Waldron	_____
	Sorensen	_____

QUOTATION



201 4th Ave SW
New Prague, MN 56071 USA

Telephone: (952)758-6600 / FAX (952)758-7778
Toll Free 1-800-536-5394

www.electricpump.com

QUOTE NUMBER: 0183134
QUOTE DATE: 12/21/2021
EXPIRE DATE: 1/21/2022

SALESPERSON: STEVEN FORSYTHE

CUSTOMER NO: 0017580

QUOTED BY: JEN

RETRO/FLYGT 3102.070 AT WTI

QUOTED TO:
CITY OF WACONIA
201 SOUTH VINE
WACONIA, MN 55387

JOB LOCATION:
CITY OF WACONIA
310 E 10TH ST
WACONIA, MN 55387

CONFIRM TO:
DOUG BODE 612-760-1799

CUSTOMER P.O.	SHIP VIA BESTWAY	F.O.B.	TERMS NET 30 DAYS			
ITEM NUMBER				QUANTITY	UNIT	AMOUNT
RE: RETROFIT WET WELL WITH INSTALLATION OF NEW REPLACEMENT FLYGT3102.070 PUMPS INCLUDING STARTUP AT WTP RECLAIM PUMPS #1 & #2						38,956.60
0031020705047	NP464-4 5/460/3 65' FM FLS FV			2.00	EACH	
0000005401305	CONNECTION,DISCH 4X4" CI			2.00	EACH	
SPS40T4L2	2" SS 304 SCH 40 GUIDE PIPE/20' LENGTH MINIMUM			160.00	FEET	
2" UPPER GUIDE	2" UPPER GUIDE DOUBLE RAIL FOR FLYGT			2.00	EACH	
2"X4" INTERMEDI	SS INTERMEDIATE BRACKETS COMPATIBLE WITH FLYGT			2.00	EACH	
*PIPING	4" FL X FL DIP 5' 0" CL RPX			1.00	EACH	
*MEGA-FLANGE	4" MEGA-FLANGE W/S.S. ACCESS			2.00	EACH	
*GASKETS	4" F.F. POSI-SEAL GASKET 1/8"			2.00	EACH	
*BOLT	5/8" X 3" HEX BOLT S.S.			16.00	EACH	
*NUT	5/8" NUT S.S.			16.00	EACH	
*ANCHOR BOLT	5/8" X 5" ANCHOR BOLT S. S.			8.00	EACH	
/CONFINEDDJ	CONFINED SPACE-DARRIN JENSEN			1.00	EACH	
/RRDJ	REPAIR&REPLACE-DARRIN JENSEN			14.00	HOUR	
/TCDJ	TRIP CHARGE-DARRIN JENSEN			1.50	HOUR	
/MIDJ	MILEAGE-DARRIN JENSEN			63.00	MILE	

*** Continued ***

QUOTATION



201 4th Ave SW
New Prague, MN 56071 USA

Telephone: (952)758-6600 / FAX (952)758-7778
Toll Free 1-800-536-5394

www.electricpump.com

QUOTE NUMBER: 0183134
QUOTE DATE: 12/21/2021
EXPIRE DATE: 1/21/2022

SALESPERSON: STEVEN FORSYTHE
CUSTOMER NO: 0017580
QUOTED BY: JEN
RETRO/FLYGT 3102.070 AT WTI

QUOTED TO:
CITY OF WACONIA
201 SOUTH VINE
WACONIA, MN 55387

JOB LOCATION:
CITY OF WACONIA
310 E 10TH ST
WACONIA, MN 55387

CONFIRM TO:
DOUG BODE 612-760-1799

CUSTOMER P.O.	SHIP VIA BESTWAY	F.O.B.	TERMS NET 30 DAYS	
ITEM NUMBER		QUANTITY	UNIT	AMOUNT
/RRCT	REPAIR&REPLACE-CHRIS TOUSIGNANT	14.00	HOUR	
/TCCT	TRIP CHARGE-CHRIS TOUSIGNANT	1.50	HOUR	
/RREB	REPAIR&REPLACE - ERIC BENSON	14.00	HOUR	
/TCEB	TRIP CHARGE - ERIC BENSON	1.50	HOUR	
/MIEB	MILEAGE - ERIC BENSON	63.00	MILE	
/RRJF	REPAIR&REPLACE - JIM FITZPATRICK	14.00	HOUR	
/TCJF	TRIP CHARGE - JIM FITZPATRICK	1.50	HOUR	

THIS QUOTE DOES NOT INCLUDE FREIGHT.

DOUG IF YOU HAVE ANY QUESTIONS REGARDING THIS QUOTE OR WOULD LIKE TO GO AHEAD WITH AN ORDER PLEASE FEEL FREE TO CONTACT US.

THANK YOU, JAYNE NELSON
jaynen@electricpump.com

CC: STEVEN FORSYTHE 612-840-9499

All return goods must have written approval from Electric Pump, Inc. before returning. Credit will not be issued without written approval and if applicable there will be a Restock Fee.

Net Order:	38,956.60
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	38,956.60

ABOVE PRICING EFFECTIVE FOR 30 DAYS



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 3, 2022
Item Name:	Authorize Hire for Public Services Technician.
Originating Department:	Administration
Presented by:	Shane Fineran

Previous Council Action (if any): November 1, 2021: Authorize Recruitment for Public Services Technician

Item Type (X only one):	Consent	<input checked="" type="checkbox"/>	Regular Session	<input type="checkbox"/>	Discussion Session	<input type="checkbox"/>
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2022-20 Approving Public Services Technician Hire.

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

The promotion of Justin Sorensen to Fire Chief created a vacancy in the Public Services Technician role. On November 1, the City Council authorized City staff to recruit for this role. The City received a good group of applicants for this position and interviewed three candidates.

Following the interviews, City staff recommend hiring Andrew Brick for this role. Andrew has a bachelors and a masters degree in Geography, with a focus in GIS technology. He has experience working for a consortium of cities after graduate school, and most recently has been working in the Commercial Real Estate and GIS field. We believe his strong GIS background will be a huge asset to this position.

Pending a successful physical evaluation, background check, and driving check, Andrew will begin work with the City of January 18, 2022.

Andrew will start at Step 1 on the Public Services Technician Pay Scale and accrue PTO at the standard rate for new hires.

Attachments:

1. [2220res Public_Services_Tech_-_Resolution.docx](#)

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:	
Funding Sources & Uses:	Personnel Committee - Recommend	
Budget Information:	Planning Commission	
_____ Budgeted	Parks and Recreation Board	
_____ Non Budgeted	Safari Island Advisory Board	
_____ Amendment Required	Other	

**CITY OF WACONIA
RESOLUTION NO. 2022 - 20**

**RESOLUTION AUTHORIZING
PUBLIC SERVICES TECHNICIAN HIRE**

WHEREAS, on November 1, the City Council authorized the recruitment for the Public Services Technician position; and

WHEREAS, the City recently conducted interviews for this position; and

WHEREAS, staff recommend the appointment of Andrew Brick, pending the successful completion and City's evaluation of the pre-employment steps; and

WHEREAS, Andrew will start at Step I of the Public Services Technician pay scale and accrue PTO at the standard rate for new hires; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia authorizes the hire of Andrew Brick for the Public Services Technician position.

Adopted by the City Council of the City of Waconia this 3rd day of January, 2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/ _____

Bloudek _____

Pierson _____

S/ _____

Leo _____

Sorensen _____

Waldron _____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 3, 2022
Item Name:	Temporary Liquor License
Originating Department:	Administration
Presented by:	Shane Fineran

Previous Council Action (if any):

Item Type (X only one):	Consent	<input checked="" type="checkbox"/>	X	Regular Session	<input type="checkbox"/>	Discussion Session	<input type="checkbox"/>
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2022-21 Approving Temporary On-Sale Liquor License Applications for Lions Club

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

The Office of City Administrator received an application for a temporary on-sale liquor license from Waconia Lions Club for an event to be held on February 5, 2022. Sale and consumption of alcoholic beverage will be limited to the Grandstand at the Carver County Fairgrounds. Staff recommends approval of this request.

Attachments:

1. [2221res Temp On Sale Waconia Lions.doc](#)

FINANCIAL IMPLICATIONS: Funding Sources & Uses:	ADVISORY BOARD RECOMMENDATIONS:	
Budget Information:	Planning Commission	
_____ Budgeted	Parks and Recreation Board	
_____ Non Budgeted	Safari Island Advisory Board	
_____ Amendment Required	Other	

**CITY OF WACONIA
RESOLUTION NO. 2022-21**

**RESOLUTION APPROVING TEMPORARY ON-SALE
LIQUOR LICENSE APPLICATION**

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 an event to held on February 5, 2022 at Carver County Fairgrounds, Waconia, MN, and

WHEREAS, Sale and consumption of alcoholic beverages will be limited to the beer garden and grand stand of the Carver County Fairgrounds.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Waconia hereby approves the temporary on-sale liquor license application of the Waconia Lions Club on February 5, 2022 contingent upon completion of all forms, payment of 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 3rd day of January, 2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/ _____	Bloudek	_____
	Sorensen	_____
S/ _____	Pierson	_____
	Waldron	_____
	Leo	_____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 3, 2022
Item Name:	EAB Management Plan
Originating Department:	Public Services
Presented by:	Shane Fineran

Previous Council Action (if any):

Item Type (X only one):	Consent	<input checked="" type="checkbox"/>	Regular Session	<input type="checkbox"/>	Discussion Session	<input type="checkbox"/>
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2022-22; Approving Emerald Ash Bore Management Plan and Authorize Staff to Submit a MNDNR Grant for Community Forest Grant

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

The State of Minnesota has experienced continued spread of the Emerald Ash Bore and continually add its quarantine list. Carver County is under quarantine and Waconia is on the fringe of the Metro infestation.

Please see attachments dictating State County and Metro area impacts. As a staff we have discussed pro treatments and have assisted residents by inspecting suspected impacts, which have currently not involved ash bore. A review of the boulevard trees in the community was completed in 2017. Results of that review 23.2% of the community boulevard trees were of the Ash species and 35% were Maple. Staff continually diversify tree replacements species in effort in meeting the MNDNR guidance of 20-10-5 species break

The attached EAB Management Plan is a first step in detailing how Waconia will approach the Emerald infestation impact. Staff also desire to submit grant requests towards the EAB management process with organized programmed treatments, tree removal and replacement strategies, and tree plantings guided by diversity.

The advantage of the current grant process is the “No Funding Match” component. The application is due 24, 2022 with award information provided in February of 2022.

Typical tree replacement costs are supported in either the Street or Park Department Operation Budgets funding would assist in removal and replacement and species diversity strategies and not impact the Department operations budget.

Staff recommend approval of the EAB Management Plan and support for staff to submit a MNDNR grant application guided upon community forest management.

Attachments:

1. [2222res EAB Mgt Plan and Grant App Res.doc](#)
2. [EAB Mgt Plan and Grant App Att I.pdf](#)
3. [EAB Mgt Plan and Grant App Att II.pdf](#)
4. [EAB Mgt Plan and Grant App Att III.pdf](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Budget Information:
 Budgeted
 Non Budgeted
 Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Planning Commission	
Parks and Recreation Board	
Safari Island Advisory Board	
Other	



**CITY OF WACONIA
RESOLUTION NO. 2022-22**

**RESOLUTION AUTHORIZING APPROVAL OF EMERALD ASH BORE MANAGEMENT
PLAN AND AUTHORIZE STAFF TO SUBMIT A MNDNR GRANT FOR EAB MANAGEMENT**

WHEREAS, one of the City’s Priorities “Infrastructure – managing, maintaining, and improving our current and future physical assets”; and

WHEREAS, Waconia is in a critical path of the Emerald Ash Bore while not having a management plan or plan of action; and

WHEREAS, staff have integrated diversity and worked with an outside consultant on boulevard tree inventory detailing the volume of Ash trees; and

WHEREAS, the community Ash tree volumes exceed the recommended MNDNR recommendations of 20-10-5; and

WHEREAS, the Public Services Director and Park Supervisor are authorized to submit a MNDNR Community Forest Grant and represent the City in the application process.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes approval of Emerald Ash Bore Management Plan and Authorizes staff to submit a MNDNR Grant for Community Forest Grant.

Adopted by the City Council of the City of Waconia this 3rd day of January, 2022.

Kent Bloudek, Mayor

Attest: _____
Jackie Schulze, City Clerk

M/ _____	Bloudek	_____
	Pierson	_____
S/ _____	Leo	_____
	Waldron	_____
	Sorensen	_____

Emerald Ash Borer Management Plan



City of Waconia, MN

Purpose

The purpose of the City of Waconia, MN establishing an Emerald Ash Borer (EAB) Management Plan is to provide strategic direction to mitigate the EAB infection. Specifically, the City desires to address infestations in public spaces of accommodation, including: public right of ways, parks spaces, and other property owned and maintained by the City. Prior to the approval of this EAB Management Plan, the City of Waconia was largely reactive by only addressing trees that have been identified as potential infestation, specifically in high traffic areas. However, a more strategic approach will allow for:

- Additional time dedicated to identifying infested trees to begin to create an inventory
- Assess, and give priority to infested trees needing more urgent attention
- Strategically plan removal as needed over an extended period of time
- Implement a plan for replacement - including strategy to improve species diversification while working toward the long-term goal of the 20-10-5 guidelines (meaning a community has no more than 20% of their trees within a single family, no more than 10% of their trees within a single genus, and no more than 5% within a single species)

What is Emerald Ash Borer?

The Emerald Ash Borer (EAB) or *agrilus planipennis*, is an invasive beetle from Asia that was discovered in the United States during the summer of 2002 near Detroit, Michigan. More locally, EAB was discovered in St. Anthony Park, MN in May of 2009. Most recently, EAB has been detected in Carver, MN and neighboring communities. The Minnesota Department of Agriculture through the Minnesota Geospatial Commons hosts an interactive map highlighting where the state has identified EAB. As local units of government may address trees before they are formally identified by the state, the map is not comprehensive; however, it does illustrate the ongoing spread of EAB in the state.



EAB larvae feed on the inner bark of ash trees and disrupt the tree's ability to transport water and nutrients, killing the tree. Once an ash tree is infested, it has almost zero chance of survival unless it is treated in time. EAB populations can grow exponentially each year because the beetle has few natural predators and our ash trees have limited natural defenses. It is spread through short distance natural flight (EAB adults can fly at least .5 miles when they emerge) and infested firewood transported long distance. The adults are small, iridescent green beetles that live outside of trees during the summer months. The larvae are grub or worm-like and live underneath the bark of ash trees. Trees are killed by the tunneling of the larvae under the tree's bark. When EAB is not managed, annual ash tree deaths can quickly overwhelm the city's ability to remove dead and dying trees.



Signs/Symptoms of EAB:

- Canopy thinning, typically starting in the top one-third of the tree's canopy
- Increased woodpecker activity/woodpecker flecking
- Epicormic sprouts growing at the base of the tree
- Splitting of bark and/or small "D" shaped exit holes where the beetles emerge
- Serpentine "S" shaped larval galleries underneath the bark

Communication, Education and Community Engagement

Providing educational materials through City communication and community engagement efforts are integral to a successful EAB Management Plan. Starting with an approach focused on 'What is EAB', the City of Waconia, MN has promoted information through printed materials (Community Engagement and Preparedness Program (CEPP), local pamphlets, and flyers). As the process moves forward, the Waconia Public Services Department, Waconia Park Board, along with the Waconia City Council will consider public meetings as needed to further engage with the public regarding EAB. As a part of this process, the City will help promote materials from other agencies including the Minnesota Department of Agriculture, Minnesota Department of Natural Resources, Emerald Ash Borer Information Network, and other agencies (including local government units) as deemed appropriate.

EAB Management – Treatment, Removal and Replacement

Although impossible to stop the spread of EAB, this Management Plan has been created to lessen the impact of EAB on the City in multiple areas. Being proactive provides an increased public safety component as the hazards of the EAB infestation become more severe. Additionally, strategic planning to address EAB, through this management plan, allows for a more predictable budgeting process and will promote additional allocation of resources.

1. *Removal of trees infested with EAB*

The City will work to prioritize the removal of EAB infested trees with two primary considerations: level of infestation/health of the tree and public safety. While the City does currently employ staff who are properly trained to identify trees infested with EAB, the City also works with professional tree care contractors to assess the existing canopy. Additionally, the City gives priority to infested trees in high-traffic areas. For example, Attachment B describes a current inventory in City Parks; however, this does NOT include trees on City right-of-ways and on other public lands (such as wetlands). This inventory is current as of the summer of 2018. As a part of the ongoing Management Plan, the City intends not only to continue to build on the existing inventory to both catalogue the removal of infested trees, but also to promote proper bio-diversity in planting of new trees. Tree removal will be conducted by City staff in appropriate circumstances (primarily smaller trees for which City staff has



proper equipment and staff to conduct) and larger trees will be removed by professional tree care contractors.

The City will work with other government units to promote the removal of trees infested with EAB.

2. *Preemptive Removal of trees infested with EAB*

When the City has completed the removal of highly infested (unhealthy) trees in high traffic areas, the City will continue to build on the existing tree canopy inventory. The removal of trees with initial signs of EAB infestation will help to promote the biodiversity by adhering to “A Pocket Guide to Planting Trees” while following the “20-10-5” guidelines.

3. *Chemical Treatment*

While there are multiple applications of chemical treatment available, the City will continue to work to best understand what approaches are the safest and most efficient to use. For example, there was a time that applicators used a “soil drenching” technique which has now been deemed poor practice due to the resulting water pollution and negative impacts on wildlife – this is not an application the City would pursue. As more information becomes available, the City will consider any treatment that prolongs the life of trees in a safe manner, and promotes an efficient dedication of City resources.

4. *Reforestation*

It is the City’s intent to replace all trees removed from public spaces of accommodation, including City Parks and City right-of-way. Recognizing the impact of loss of trees, the City will utilize a variety of best practices to promote biodiversity, including the 20-10-5 guidelines. This principle means no more than 20% of their trees within a single family, no more than 10% of their trees within a single genus, and no more than 5% of trees within a single species. It will take several years to attain this goal, but the steps in this EAB Management Plan provide a pathway to achieve it.



5. *Public Private Collaboration*

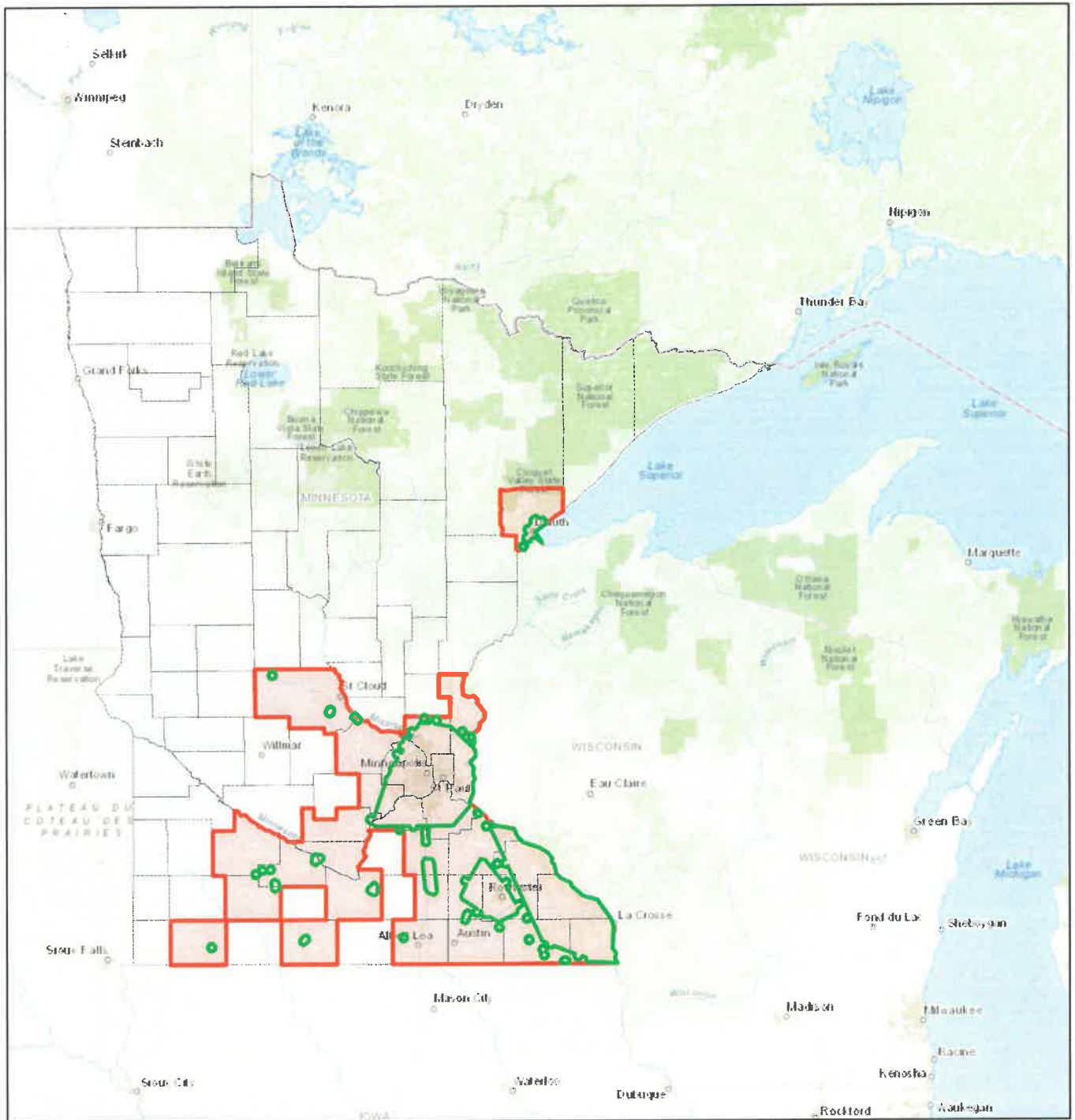
The City currently works with specialized contractors to perform tree removal (including stump grinding), treatment, and planting as resources allow. The City intends to continue to utilize City staff as appropriate, and also to partner with professional tree care services to promote safety and efficiency.

The City will keep working to promote information for home owners and business owners regarding EAB. Ensuring information regarding the infestation (including treatment, removal, and replacement information) is available to property owners will help mitigate EAB concerns as this is a comprehensive issue.

Additional Resources

1. Minnesota Department of Agriculture:
<https://www.mda.state.mn.us/eab>
2. Minnesota Geospatial Commons, EAB Mapping:
<https://gisdata.mn.gov/dataset/emerald-ash-borer>
3. Minnesota Department of Natural Resources:
<https://www.dnr.state.mn.us/invasives/terrestrialanimals/eab/index.html>
4. Emerald Ash Borer Information Network:
<http://www.emeraldashborer.info/>

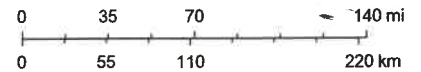
Emerald Ash Borer in Minnesota



12/15/2021, 7:05:33 AM

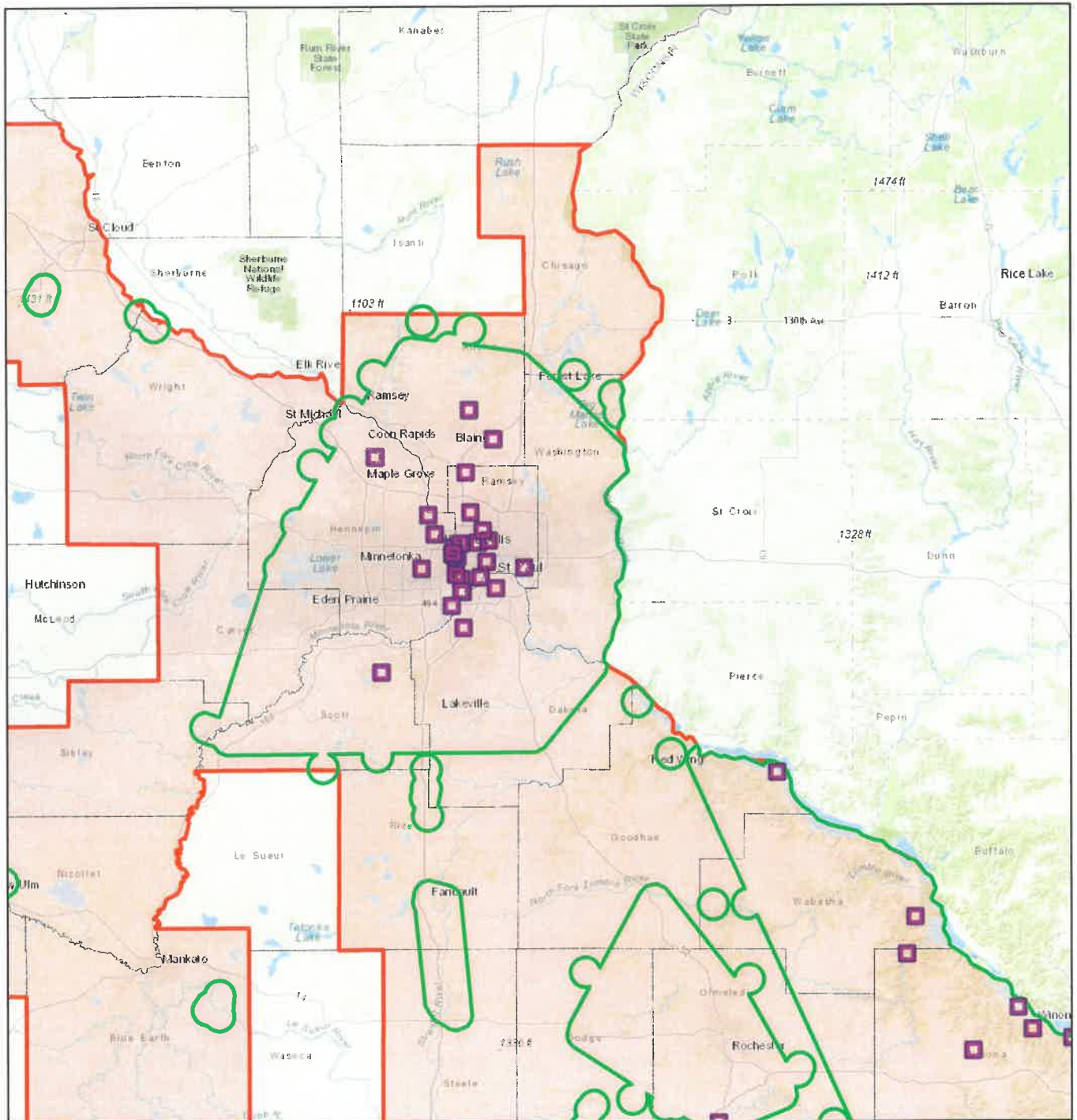
- EAB Generally Infested Areas
- EAB County Quarantines
- EAB Quarantine Outer Boundary
- Counties

1:4,622,324



Esri, HERE, Garmin, FAO, NOAA, USGS, EPA, NPS

Emerald Ash Borer in Minnesota



12/15/2021, 7:07:41 AM

1:1,155,581

- EAB Biocontrol
- EAB Generally Infested Areas
- EAB County Quarantines
- EAB Quarantine Outer Boundary
- Counties



Esri, HERE, Garmin, FAO, USGS, NGA, EPA, NPS



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 3, 2022						
Item Name:	Authorize Hire for Office Assistant - Planning.						
Originating Department:	Administration						
Presented by:	Shane Fineran						
Previous Council Action (if any):	December 6, 2021: Authorize Recruitment for Office Assistant - Planning						
Item Type (X only one):	<table border="1"> <tr> <td>Consent</td> <td>X</td> <td>Regular Session</td> <td></td> <td>Discussion Session</td> <td></td> </tr> </table>	Consent	X	Regular Session		Discussion Session	
Consent	X	Regular Session		Discussion Session			

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2022-23 Approving Hire for Office Assistant - Planning.

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

The 2022 budget, which was adopted on December 20, included several staffing changes to the City. One included the addition of an Office Assistant in the Community Development Department, as we have continued to see a increase in permitting and anticipate this will not slow down for the next few years.

On December 6, the City Council authorized staff to begin recruitment for this position. Following an internal recruitment, staff recommend the appointment of David Havlik to the role of Office Assistant - Planning. Dave has been with the City of Waconia for over two years in the part-time Office Assistant - Flex role, and over the past year has been very involved in assisting the other Office Assistant - Planning with permitting needs. He immediately expressed interest in the position, and staff sat down with Dave to discuss his interest in the role.

Following internal discussions, we are excited to recommend Dave for this role, and feel he would be a great fit for this position. Moving Dave into this position will fill an immediate need for the City and allow us to get the ground running on permitting and training immediately.

Dave will continue on the Office Assistant pay scale and accrue PTO at the initial accrual rate. The effective date in this position will be January 3, 2022.

Attachments:

1. [2223res Office_Assistant_Planning_-_Resolution \(2\).docx](#)

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

**CITY OF WACONIA
RESOLUTION NO. 2022 - 23**

**RESOLUTION AUTHORIZING
OFFICE ASSISTANT - PLANNING HIRE**

WHEREAS, on December 6, the City Council authorized the recruitment for the Office Assistant - Planning position; and

WHEREAS, the City recently completed an internal recruitment for this position; and

WHEREAS, staff recommend the appointment of David Havlik to this position;

WHEREAS, David will continue at his current step on the Office Assistant pay scale and accrue PTO at the standard rate for new hires, however be credited for 2 years of service; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia authorizes the hire of David Havlik for the Office Assistant - Planning position, effective January 3, 2022.

Adopted by the City Council of the City of Waconia this 3rd day of January, 2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/ _____

Bloudek _____

Pierson _____

S/ _____

Leo _____

Sorensen _____

Waldron _____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 3, 2022
Item Name:	Replacement of Network Firewall
Originating Department:	Administration
Presented by:	Shane Fineran

Previous Council Action (if any):

Item Type (X only one):	Consent	<input checked="" type="checkbox"/>	Regular Session	<input type="checkbox"/>	Discussion Session	<input type="checkbox"/>
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2022-24, Approve CIP Project #577, Authorizing Replacement of Network Firewall

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

The City of Waconia's current network firewall is ready to be replaced and upgraded. This project was included in the CIP as project #577 for 2022. The network firewall essentially works as a security system for our network. The projected life cycle is five to seven years.

Included is a proposal from Marco, who we contract with for IT services, to replace the Firewall. The City has \$24,000 budgeted for this in the CIP. The total cost of the proposal is \$19,875.96.

Attachments:

1. [2224res Network_Firewall_Resolution.docx](#)
2. [Firewall replacement.pdf](#)

FINANCIAL IMPLICATIONS: Funding Sources & Uses: PIR Cash	ADVISORY BOARD RECOMMENDATIONS:
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Budget Information: <input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Non Budgeted <input type="checkbox"/> Amendment Required	Planning Commission	
	Parks and Recreation Board	
	Safari Island Advisory Board	
	Other	

**CITY OF WACONIA
RESOLUTION NO. 2022 - 24**

**RESOLUTION APPROVING
CIP PROJECT #577, FIREWALL REPLACEMENT.**

WHEREAS, on December 20, the City Council passed the budget and 2022 Capital Improvement Plan; and

WHEREAS, project #577 in the CIP includes the replacement of the network firewall; and

WHEREAS, staff recommend approving this project early in the year, as our current firewall is at the end of its life cycle and we anticipate delays in receiving the new equipment; and

WHEREAS, the life cycle for the new firewall is expected to be five to seven years; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waconia approves CIP Project #577, Firewall Replacement for the cost of \$19,875.96.

Adopted by the City Council of the City of Waconia this 3rd day of January, 2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

M/ _____

S/ _____

Bloudek	_____
Pierson	_____
Leo	_____
Sorensen	_____
Waldron	_____

December 22, 2021

PROPOSAL FOR

CITY OF WACONIA

JODY LECHNER

Prepared By:

Curtis Thompson

Technology Advisor

651-288-6944

curt.thompson@marconet.com

Document Number: 112597



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IT - Replace ASA Firewall -- CITY OF WACONIA



Prepared by:
Marco - Minneapolis
 Curt Thompson
 651-288-6944
 curt.thompson@marconet.com

Prepared for:
CITY OF WACONIA
 201 S VINE ST
 WACONIA, MN 55387
 JODY LECHNER
 952.856.4463
 jlechner@waconia.org

Ship To:
CITY OF WACONIA
 201 S VINE ST
 WACONIA, MN 55387-1337
 JODY LECHNER
 952.856.4463
 jlechner@waconia.org

Quote Information:
Quote #: 112597
 Version: 4
 Date Issued: 12/22/2021
 Expiration Date: 12/30/2021

MX and AnyConnect

Description	One-Time	Qty	Ext. One-Time
Cisco AnyConnect Plus License, 3YR, 25-99 Users	\$10.78	50	\$539.00
Duration: 36			
Meets and exceeds current and projected future growth. 1Gb advanced security features throughput up to 500 users and 800 Mb VPN tunnel throughput			
Meraki MX95 Router/Security Appliance	\$3,740.18	1	\$3,740.18
Meraki MX95 Advanced Security License and Support, 5YR	\$11,231.78	1	\$11,231.78

Subtotal: \$15,510.96

Professional Services Labor

Description	One-Time	Qty	Ext. One-Time
Marco Professional Services - T&M - Estimate	\$4,365.00	1	\$4,365.00

Subtotal: \$4,365.00

Professional Services Engagement Agreement

ABOUT THIS PROFESSIONAL SERVICES ENGAGEMENT

In addition to the Professional Service Engagement Agreement located at www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement, the following applies to this Professional Service Engagement:

ENGAGEMENT OVERVIEW - DESIRED GOALS AND OUTCOMES - CURRENT SITUATION

CITY OF WACONIA would like us to refresh their current ASA firewall with a Meraki MX Security appliance. Single and HA pair has been optioned, as well as future proof next model of MX105

ENGINEERING - DESCRIPTION OF SERVICES AND DELIVERABLES

The following solution will be considered “in-scope” for the purposes of this engagement:

- Meraki Portal
 - Provision licenses and devices
 - Create Networks
 - Update equipment to latest recommended
 - Alerts: network wide configure alerts to CITY OF WACONIA approved email address
 - Management portal admin CITY OF WACONIA approved account and Marco support
 - Adherence to industry best practices and Marco security standards
- Meraki firewall - MX95 (redundant MX as well as MX105 have been optioned)
 - Review Existing firewall - ASA 5515
 - Configure base settings
 - Review Auto Negotiation and set to Manual/Full speed where necessary (When direct connectivity to ISP NID)
 - Standardize MX ports Wan1 Primary, Wan2 Secondary where applicable
 - DHCP configure as needed
 - VLAN - mimic existing. Additional network segmentation and tools are available and outside the scope of this work for brownfield deployments. May include:
 - HA Heartbeat (OPTIONED)
 - HA requires minimum of 3 available IPs
 - NAT/PAT should not be on primary uplinks in HA pair for single point of failure
 - Port valid firewall policies and settings (N/A) and setup base configurations
 - L7 Country Block/Allow rules
 - Review Content Filtering options with Jody - primary content filtering performed by Umbrella
 - Enable Advanced Security Features
 - IPS - Balanced/Prevention
 - AV/AMP - Enabled
 - Content Filtering - basic typical categories
 - Add outlook.office365.com to URL Whitelist

■ COORDINATION - DESCRIPTION OF SERVICES AND DELIVERABLES

Tasks and deliverables for our Coordination Team are located at www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement

■ CLIENT RESPONSIBILITIES

- Provide access to existing configs
- Provide administrative level access to software systems and physical devices
- Provide remote connectivity to manage and configure systems per length of opportunity engagement
- Provide assistance and guidance where requested as well as validate configurations and connectivity immediately post implementation

■ SERVICES ASSUMPTIONS, EXCLUSIONS, AND NOTES

Please list any Assumptions, Exclusions, and Important Notes for the purposes of this engagement:

- HA Firewall pair require 3 Public IPs per ISP for failover



Quote Summary - One-Time Expenses

Description	Amount
MX and AnyConnect	\$15,510.96
Professional Services Labor	\$4,365.00
Total:	
	\$19,875.96

Payment Options

Description	Payments	Interval	Amount
One-Time Payment			
One-Time Payment	1	One-Time	\$19,875.96

Summary of Selected Payment Options

Description	Amount
One-Time Payment: One-Time Payment	

■ Approval

- Client represents that it has reviewed and agrees to be legally bound by this Schedule of Products.
- Client represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, any Product Agreement(s) referred to herein, and applicable policy(ies) (“Terms and Conditions”) which are located at www.marconet.com/legal for the Products it is obtaining as identified in this Schedule of Products. If the parties have negotiated changes to the Terms and Conditions, the modified version(s) of an such Terms and Conditions, that have not expired or been terminated, shall control.
- Client agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.
- The pricing above does not include taxes. Taxes, fees and surcharges shall be paid by Client and will be shown on invoices to Client.

Marco Technologies, LLC

Signature: _____

Name: _____

Title: _____

Date: _____

CITY OF WACONIA

Prepared for: JODY LECHNER _____

Signature: _____

Signed by: _____

Title: _____

Date: _____

PO Number: _____

Email Address: _____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 3, 2022
Item Name:	2022 Fee Schedule Ordinance Amendment
Originating Department:	Finance
Presented by:	Shane Fineran

Previous Council Action (if any):

Item Type (X only one):	Consent	<input checked="" type="checkbox"/>	X	Regular Session	<input type="checkbox"/>	Discussion Session	<input type="checkbox"/>
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

ADOPT ORDINANCE NO. 744 AMENDING CHAPTER 1100 OF THE WACONIA CITY CODE RELATED TO PERMITS, LICENSES, AND FEES AND TO AUTHORIZE SUMMARY PUBLICATION

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

With the approval of the 2022 budget, the fee schedule ordinance needs to be updated with the increased fees for the utility fund user and trunk fees including water, sewer, and storm water utilities. Other corrections and updates have been added for items that have changed in cost or are added services provided by the City starting in 2021.

With the City Council’s approval, staff will publish the updated fee information in the Waconia Patriot on January 13, 2022 and update Ordinance 1100 on the City’s website.

Attachments:

1. [Ord 744 Master Form Fee Schedule Changes_Res.doc](#)

FINANCIAL IMPLICATIONS: Funding Sources & Uses:	ADVISORY BOARD RECOMMENDATIONS:
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Budget Information: <input type="checkbox"/> Budgeted <input type="checkbox"/> Non Budgeted <input type="checkbox"/> Amendment Required	Planning Commission	
	Parks and Recreation Board	
	Safari Island Advisory Board	
	Other	

**CITY OF WACONIA
ORDINANCE NO. 744**

**AN ORDINANCE AMENDING CHAPTER 1100 OF THE WACONIA CITY CODE
RELATED TO PERMITS, LICENSES AND FEES**

The City Council of the City of Waconia does hereby ordain:

SECTION 1. Chapter 1100 of the Waconia City Code is hereby amended as shown, effective January 3, 2022.

Department	Fee Description	Current Rate	Proposed New	Unit	Related Code	Additional Information
Parks						
Facility Rental						
	Brook Peterson Park Pavilion	\$ -	\$ 25.00	Hour	235	
Recreation						
Safari Island						
Daily Entrance Fee						
	30 Visit Facility Punch Pass	\$ 180.00	\$ 153.00	Card		Includes Tax
	10 Visit Fitness Punch Pass	\$ -	\$ 63.00	Card		
	Group Fitness-Member	\$ 3.00	\$ -	Class		
	Group Fitness-Non Member	\$ 5.00	\$ 7.00	Class		
Ice Arena						
Ice Rental						
	Summer Non-Prime Season Fee	\$ 130.00	\$ -	Hour		Plus Tax
	Developmental Ice Skate Punch Pass	\$ 48.00	\$ 80.00	Term		Includes Tax
	Figure Skating Punch Pass	\$ 32.00	\$ -	Term		Includes Tax
Sewer						
	Sewer Trunk Charge	\$ 2,700.00	\$ 3,000.00	Unit	409.02	Commercial: Multiple times the number of SAC determined by MET Council
Residential Usage						
	Monthly Base	\$ 13.50	\$ 13.85	Month	406.01	
	Tier One (Zero to 3,000)	\$ 5.00	\$ 5.10	Per 1,000 gallons	406.01	Based on actual water usage for each month January, February, March, April, November, and December; thence monthly based on the average of water usage during January, February, March, April, November, and December or the first full monthly billing period, whichever is less.
	Tier Two (3,001 to 6,000)	\$ 5.50	\$ 5.61	Per 1,000 gallons	406.01	
	Tier Three (6,001 to 12,000)	\$ 6.10	\$ 6.22	Per 1,000 gallons	406.01	
	Tier Four (12,001 and over)	\$ 6.70	\$ 6.83	Per 1,000 gallons	406.01	
	Sewer Only (no City Water Service)	\$ 39.49	\$ 40.37	Month	406.01	Residential Only
Commercial/Industrial Usage						
	Monthly Base	\$ 13.50	\$ 13.85	Month	406.01	
Water						
Water Trunk Charge						
	Water Trunk Charge	\$ 4,900.00	\$ 5,000.00	Unit	412.02	Commercial: Multiple times the number of SAC determined by MET Council
	Bulk Water Charge	\$ 5.80	\$ 5.92	Per 1,000 gallons	410.2	Minimum 1,000 gallons/Plus Tax
Residential Usage						
	Monthly Base	\$ 7.45	\$ 7.60	Month	410	
	Tier One (Zero to 3,000)	\$ 2.85	\$ 2.91	Per 1,000 gallons	410	
	Tier Two (3,001 to 6,000)	\$ 3.10	\$ 3.16	Per 1,000 gallons	410	
	Tier Three (6,001 to 12,000)	\$ 3.35	\$ 3.42	Per 1,000 gallons	410	
	Tier Four (12,001 and over)	\$ 3.65	\$ 3.72	Per 1,000 gallons	410	
	Residential Summer Use				410	Used in summer months (May-October) for when usage goes over allotted irrigation amount (30,000 gallons) & winter usage average.
	Move Out Final Bill	\$ 5.80	\$ 5.92	Per 1,000 gallons		
		\$ 82.00	\$ 86.00	Move	410	
Commercial/Industrial Usage						
	Monthly Base	\$ 7.45	\$ 7.60	Month	410	Plus Tax
	Tier One (Zero to 3,000)	\$ 2.85	\$ 2.91	Per 1,000 gallons	410	Plus Tax
	Tier Two (3,001 to 6,000)	\$ 3.10	\$ 3.16	Per 1,000 gallons	410	Plus Tax
	Tier Three (6,001 to 12,000)	\$ 3.35	\$ 3.42	Per 1,000 gallons	410	Plus Tax
	Tier Four (12,001 and over)	\$ 3.65	\$ 3.72	Per 1,000 gallons	410	Plus Tax
Storm Water						
Storm Water Trunk Charge-Residential						
	Storm Water Trunk Charge-Residential	\$ 2,800.00	\$ 2,850.00	Unit	413.04	
Storm Water Trunk Charge-Commercial/Industrial/Institutional/Multi-Family						
	Storm Water Trunk Charge-Commercial/Industrial/Institutional/Multi-Family	\$ 11,000.00	\$ 11,050.00		413.04	Times acreage of parcel
Residential & Commercial Usage						
	Single Family Residence	\$ 16.75	\$ 19.26	Month	413.03	
	Duplex	\$ 20.55	\$ 23.63	Month	413.03	
	Minimum Commercial	\$ 38.00	\$ 43.70	Month	413.03	Greater of Base Fee or Multiplier
	Minimum Multi-Tenant Commercial	\$ 38.00	\$ 43.70	Month	413.03	
	Commercial/Business Storm Water Multiplier					
		\$ 80.60	\$ 92.69	Formula	413.03	Total monthly fee = Impervious Surface x Acreage x Multiplier
	Late Payment Charge			Month	413.03	Of Unpaid Balance
Reuse Usage						
	Monthly Base	\$ 7.45	\$ 7.60	Month	415.05	
Public Services Equipment Charges						
	Truck - Dump	\$ -	\$ 85.00	Hour		

SECTION 2. The remainder of Section 1100 of the Waconia City Code shall remain in full force and effect.

SECTION 3. This ordinance shall become effective upon passage, approval, and publication according to law.

SUMMARY

The following official summary of Ordinance No. 744 has been approved by a four-fifths vote of the City Council of the City of Waconia as clearly informing the public of the intent and effect of the Ordinance:

AN ORDINANCE AMENDING CHAPTER 1100 REGARDING FEE SCHEDULE
has been amended to include updated fees based on the City of Waconia's approved 2022 budgets that are effective January 1, 2022.

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

Adopted by the City Council of the City of Waconia this 3rd day of January, 2022.

Kent Bloudek, Mayor

ATTEST: _____
Jacqueline Schulze, City Clerk

M/_____	Bloudek	_____
	Pierson	_____
S/_____	Leo	_____
	Sorensen	_____
	Waldron	_____



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	January 3, 2022
Item Name:	Winter Parking Towing Charge
Originating Department:	Administration
Presented by:	Shane Fineran

Previous Council Action (if any):

Item Type (X only one):	Consent		Regular Session	X	Discussion Session	
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Adopt Resolution 2022-25, Denying Towing Charges Refund

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

The city's winter parking regulations prohibit parking on city streets and parking lots between the hours of 2:00 a.m. and 6:00 a.m. in the downtown core. Violations of this ordinance are subject to ticketing and/or towing. An 2008 Audi A4 registered to John Diekman was towed from the zero block of Vine Street, adjacent to WaCo Repair, at approximately 2:30 a.m. on December 27th in violation of this ordinance.

Mr. Diekman is seeking reimbursement of the towing and impound charge of \$245. Staff reviewed the ordinance with the individual and would not authorize waiver or otherwise issue a refund as the vehicle was legally towed and ticketed for violation of the winter parking regulations and the city was engaged in snow removal operations at the time. Parking citations are payable to Carver County.

The tow and impound charge is as follows: \$100 towing fee, \$35 Colony Administrative Fee, \$65 City Administration fee, and \$45 daily storage fee. All fees are collected by Colony Plaza at the time the vehicle is retrieved at Colony Plaza by the vehicle owner with the City then invoicing Colony Plaza for the administration fee. If any relief from this fee is approved by the City Council the refund will be issued to the vehicle owner. The city would not be eligible to recoup any of the fees collected by Colony Plaza and the refund would be issued from the city general fund.

Attachments:

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
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Funding Sources & Uses: General Fund	
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Budget Information: <input type="checkbox"/> Budgeted <input checked="" type="checkbox"/> Non Budgeted <input type="checkbox"/> Amendment Required	Planning Commission	
	Parks and Recreation Board	
	Safari Island Advisory Board	
	Other	