

CITY OF WACONIA
May 16, 2016

Pursuant to due call and notice thereof, the regular meeting of the City Council of the City of Waconia was called to order by Acting Mayor Kent Bloudek at 6:00 p.m. The following members were present: Kent Bloudek, Lynn Ayers, Marc Carrier, Charles Erickson. Absent: Jim Sanborn.

Staff Present: Susan Arntz, Lane Braaten, Craig Eldred, Ann Meyerhoff, Nicole Lueck, Angel Smith.

Visitors: Mike Blanchfield, Michael Orth, Richard & Janet Dupont, Noah McCourt.

Pledge of Allegiance was led by Acting Mayor Kent Bloudek.

ADOPT AGENDA: Resolution 2016-109 was added to Consent Agenda. Motion by Erickson, seconded by Carrier to adopt the agenda as amended. All present voted aye. **MOTION CARRIED.**

VISTOR'S PRESENTATION: None

PROCLAMATION: Acting Mayor Kent Bloudek read a proclamation proclaiming May 15- May 21, 2016 National Public Works Week.

PUBLIC HEARING - Storm Water Pollution Prevention Plan: Acting Mayor Bloudek called the Public Hearing to Order. Craig Eldred stated that each year by June 30th communities with a population of 10,000 or greater are required to submit an annual report to the Minnesota Pollution Control Association and also sponsor an annual meeting to allow public comment on the SWPPP. Eldred shared the goals and accomplishments.

Goals Implemented for 2015:

- Continue to update and monitor storm water data storage and collect GPS points for storm water conveyance systems
- Complete 20% inspection process of storm water conveyance systems, ponds, wetlands, and outfalls
- Implement processes required in SWMP to meet established target goals
- Continue to enhance, lead, and improve public education outlining direct effects individuals have in water quality
- Continue to build relationships and partnerships with outside government agencies directed at improving stream and surface water quality; specifically, working at meeting total maximum daily loads of phosphorus and total solid requirements
- Work with Developer's to include Low Impact Design practices into urban and redevelopment design directed at improving and maintain water quality
- Investigate opportunities for grant funds to assist with off-setting capital storm water improvement costs
- Enhance partnerships with residents and Homeowner Associations on shoreline and stream restoration projects

Accomplishments for 2015:

- Continue updates to storm water conveyance system mapping, and enhanced data set in asset management system
- Completed 20% of storm water conveyance system, pond and outfall inspections. In 2015 Public Service Staff completed the final phase of inspections for the entire community
- Continued education of storm water; 350 plus fourth grade children through Public Service and Water Treatment Facility in October, Continued Open House events in the spring and fall seasons, Notifications of residential impacts/issues as it pertains to water quality of storm water conveyance and receiving waters
- Continue to prepare and include BMP's and LID's into our budgetary processes for enhancement of water quality where possible

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- Continue to implement storm water management items related to the approved Surface Water Management Plan (SWMP)
- Continue implementation of storm water management items related to Storm Water Pollution and Prevention Plan (SWPPP) and approved by MPCA
- Partnered with Carver County Soil and Water and Developer's on design review and implementation of Low Impact Design items to reduce storm water run-off impacts. Particular projects include Iron Tap and HEI Parking Lot improvements through reduction of surface water run-off and aggregate surface contamination to Lake Waconia
- Continued process on First Street Storm Water Re-Use project in conjunction with Carver County and Waconia School District
- Provided enhanced composting schedule to allow residents more opportunities to recycle materials
- Awarded grant funds for 10th Street and Brook Peterson Park Reuse Projects from the Metropolitan Council
- Worked collaboratively with Mattamy Homes on institution of storm water reuse system for the purpose of meeting CCWMO infiltration guide-lines for residential development.

Goals Implemented for 2016:

- Meet target storm water management items related to Storm Water Pollution and Prevention Plan (SWPPP) approved by the MPCA
- Continue to research alternative funding opportunities for storm water pollution prevention projects
- Complete Final phase and place First Street Reuse and place system into service
- Complete 10th Street Reuse project in effort to meet storm water requirements for TH 5 and 10th Street Improvement Project
- Complete Brook Peterson Park Storm Water Reuse project guided to reduce potable water use on the athletic fields
- Continue to promote Low Impact Design practices into Urban Development, and Re-Development projects in efforts to reduce storm water contamination of receiving waters
- Continue to build relationships and partnerships with outside agencies directed at improving water quality

Motion by Erickson, seconded by Carrier to Close the Public Hearing on the Storm Water Pollution Prevention Plan. All present voted aye. **MOTION CARRIED.**

Motion by Ayers, seconded by Erickson to Adopt Resolution No. 2016-107, Approving Annual Storm Water Pollution Prevention Plan (SWPPP) Report for Calendar Year 2015. All present voted aye. **MOTION CARRIED.**

ADOPT CONSENT AGENDA

- 1) Approve May 2, 2016 City Council Meeting Minutes.
- 2) Authorize Payment of May 16, 2016 Expenditures.
- 3) Motion to Approve Pay Estimate No. 10 to Park Construction Company for the Trunk Highway 5 Corridor Improvement Project.
- 4) Adopt Resolution No. 2016-103, Approving Purchase of Tax Forfeited Parcels.
- 5) Adopt Resolution No. 2016-104, Approving the Variance Request by Mike and Cindy Blanchfield for construction of a Detached Accessory Structure for their property located at 40 Pine Street North.
- 6) Adopt Resolution No. 2016-105, Approving the Stonegate Final Plat Application submitted by Cal Atlantic for the First phase of the Stonegate Development.
- 7) Adopt Resolution No. 2016-108, Authorizing City Engineers; Bolton & Menk to Advertise Bids for Project Items Related to directional drilling of HDPE Reuse Water Main for Brook Peterson Storm Water Reuse System.
- 8) Adopt Resolution No. 2016-109, Accepting the Resignation of Firefighter James Eggers and authorizing recruitment.

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Motion by Erickson, seconded by Carrier to Adopt the Consent Agenda as presented. All present voted aye. **MOTION CARRIED.**

COUNCIL BUSINESS

Approve Site Plan and Design Review for 836 Main Street East: Lane Braaten explained that the applicants, Barbara Van Auken and Kevin Brazner, have submitted an application for Site Plan and Design Review for the property located at 836 Main Street East (PID# 753210042). They are proposing the construction of a 70 ft. x 200 ft. multi-tenant commercial building and corresponding site improvements on the subject parcel.

Braaten went through all the requirements for the Site Plan and Design Review stating that the Planning Commission reviewed the application at their regular meeting on May 5th, 2016, and recommended approval via a 5-0 vote with the following conditions:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. All applicable permits are applied for by the applicant with all supporting documentation and issued prior to the start of construction.
3. The items listed on the City Engineers April 26, 2016, Review Comments shall be resolved to the satisfaction of the City Engineer, the Public Services Director and the Community Development Director prior to the issuance of the building permit for the multi-tenant building.
4. The applicant shall provide the City with a letter of credit to guarantee the proper installation and growth of the approved landscape plan. The letter of credit shall be submitted by the developer prior to obtaining a building permit that is equal to the amount of the required landscaping to be installed. The letter of credit shall be held by the City and must cover one full calendar year subsequent to the installation of said landscaping and must be conditioned upon complete and satisfactory implementation of the approved landscape plan.
5. All indirect costs with the building permit, review, and final plans associated with engineering and administrative costs shall be paid by the applicant/owner.
6. The applicant/property owner shall confirm with the Carver County Water Management Organization (CCWMO) that all stormwater requirements have been met for the property. Any unresolved issues will need to be resolved as part of the development of this site. CCWMO approval or unresolved issues may delay the issuance of a building permit.
7. The applicant submit a lighting plan for review and approval prior to the issuance of a building for the property.
8. The Site Plan shall be submitted to the Park and Recreation Commission for review at their upcoming meeting to discuss the outstanding Park Dedication Fees due for the property.
9. The applicant shall contact the City Planning Department for a final site inspection when all conditions of approval regarding this application have been completed.

Council Member Bloudek expressed concern about the absence of loading docks. Braaten answered by saying that they will get deliveries before business hours through the front.

Barbara Auken with the Avalon group took to the podium to address the loading dock question. She stated that the tenants will be the type that has small deliveries and it will be up to them to set up delivery hours.

Council Member Ayers asked about the size of the building and how many tenants it would hold. Auken replied that for that size building it would have 4 tenants.

Richard Dupont came forward and informed the council that he will be the first tenant in the building. Currently he is the owner of Dominos in downtown but will be moving the business to the larger location.

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Motion by Erickson, seconded by Carrier to Adopt Resolution No. 2016-106, Approving Site Plan and Design Review for the Proposed Building and Site Improvements at 836 Main Street East. All present voted aye. **MOTION CARRIED.**

Revisions to Employee Reference Manual: Susan Arntz stated that the Personnel Committee has been reviewing a growing issue related to Paid Time Off (PTO) accrual for our employees. Upon review of the rate at which our current employees are accruing PTO, the Personnel Committee directed staff to review possible new accrual schedules. Upon review of policies for other communities in our market area and our own accrual rates, the Committee is recommending that we amend our policy to reduce the amount of PTO that future employees would accrue. The recommendation is to implement this policy on June 1, 2016 for all new hires after this date. This proposed change would only affect new employees.

Our payroll system is set up to handle the two accrual schedules.

For Employees Hired Prior to June 1, 2016:

<u>Years of Service</u>	<u>Total Days</u>	<u>Annual Hours</u>	<u>Monthly Hours</u>
1-5 years of employment	22 days	176 hours	15 hours
6-15 years of employment	27 days	216 hours	18 hours
16-20 years of employment	32 days	256 hours	21 hours
21+ years of employment	37 days	296 hours	25 hours

For Employees Hired After June 1, 2016:

<u>Years of Service</u>	<u>Total Days</u>	<u>Annual Hours</u>	<u>Monthly Hours</u>
1-5 years of employment	15 days	120 hours	10 hours
6-15 years of employment	18 days	144 hours	12 hours
16-20 years of employment	22.5 days	180 hours	15 hours
21+ years of employment	28.5 days	228 hours	19 hours

Motion by Erickson, seconded by Carrier to Adopt Resolution No. 2016-102, Adopting Revisions to Employee Reference Manual. All present voted aye. **MOTION CARRIED.**

Acting Mayor Bloudek recessed the Regular City Council meeting at 6:54 p.m. to meet in Closed Session to discuss pending litigation, subject to MN Statutes 13D.05 Subdivision 3b.

Acting Mayor Bloudek resumed the Regular City Council meeting at 7:25 p.m.

Susan Arntz reviewed the proposal from Waconia Township for the High School Project. It was agreed that the fee would be refunded to the Township and they agreed to go forward with the annexation.

Motion by Erickson, seconded by Carrier to approve the counter approval. All present voted aye. **MOTION CARRIED.**

ITEMS REMOVED FROM CONSENT AGENDA: None

STAFF REPORTS: Susan Arntz gave a reminder that the City was taking comments from the public regarding Chicken and Bee concepts.

BOARD REPORTS:

Councilmember Erickson – No Report
Councilmember Bloudek – No Report
Councilmember Carrier – No Report
Councilmember Ayers – No Report

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Mayor Sanborn – No Reoprt

ANNOUNCEMENTS: None

ADJOURN:

Motion by Carrier, seconded by Ayers to adjourn the meeting at 7:30 p.m. All present voted aye. MOTION CARRIED

Kent Bloudek, Acting Mayor

ATTEST: _____
Ann Meyerhoff, Office Assistant