

Waverly City Council
Regular Council Meeting
 Wednesday, August 12, 2026
 6:00 PM Central

Waverly City Offices
Council Chambers
 502 Atlantic Ave.
 Waverly, MN 55390

Ben Duske: Present
 Connie Holmes: Present
 Scott Jacobson: Present
 Jim Kittock: Present
 Jacob Koch: Present
 Present: 5.

1. Call to Order

The Waverly City Council Meeting was called to order at 6:00 p.m. by Mayor Holmes.

2. Roll Call

Council Members Present: Mayor Connie Holmes, Jim Kittock, Scott Jacobson, Jacob Koch and Ben Duske.

Staff and Consultants Present: City Administrator Carrie Krienke, Maintenance Supervisor Jason Karels, and Liquor Store Manager Deb McAlpine.

Others Present: Judd Meyer

3. Agenda Approval

The agenda was presented. No changes or additions were proposed.

Motion was m/s/p, Jacobson/Duske, to approve agenda as presented. Motion carried 5/0.

4. Consent Agenda

4.A. Approval of Meeting Minutes: Regular Council Meeting July 14, 2026 and Special Session Meeting Minutes July 29, 2026.

4.B. Approval of Payment of Claims

4.C. Approval of Building Permit Report

Motion was m/s/p, Jacobson/Duske, to approve consent agenda as presented. Motion carried 5/0.

5. Wright County Sheriff's Department

Deputy Sam presented the monthly report on behalf of the Wright County Sheriff's Department. For the reporting period of July, there were 169 calls for service, 63 cases were opened, 15 citations issued, and 5 probable cause arrests. The Council had no further questions.

6. Waverly Fire Department Inc.

The Fire Department reported 18 calls in July, with 15 medical calls, 2 false alarms, and 1 weather-related call. Of these, 16 calls were in Waverly, 1 in Marysville, and 1 in Woodland, bringing the year-to-date total to 173 calls.

The department also assisted with National Night Out, which was noted by the Mayor as being well-attended at both the Woodland location and the City Hall. The Mayor extended thanks to the Fire Department for their support.

7. Open Forum - Limit 3 minutes per person **State First Name, Last Name and Full Address**

Judd Meyer, 11211 Eastwood Avenue, Watertown, addressed the Council regarding a \$1,000 fine for failing to submit a rental license application and complete an inspection for his property at 602 Maple. Mr. Meyer stated that he had previously visited City Hall, addressed outstanding matters, and was told he was in good standing. He said the fine resulted from a miscommunication and that he had no intent to avoid compliance.

Mr. Meyer noted that he immediately scheduled the inspection upon receiving the notice and that no deficiencies were found. He requested that the fine be waived and that the Council reconsider the fine structure.

The Mayor explained the fines were established in response to property owners ignoring repeated notices. City Administrator Carrie Krienke stated she would review the documentation, speak with Mr. Meyer, and report back to the Council.

8. Staff and City Consultants Report

8.A. Liquor Store Manager

The Liquor Store Manager McAlpine reported strong financial performance, with July 2026 off-sale revenue of \$108,248, up \$26,423 from July 2025. Year-to-date off-sale revenue was approximately \$118,462, compared to \$98,967 in 2025. July on-sale revenue totaled \$20,030, including \$1,097 in pull tabs, with year-to-date on-sale revenue approximately \$19,495 higher than the prior year. McAlpine recognized the increase to higher traffic and selective price adjustments.

Upcoming events include a beer bus on August 21, a celebration of life on August 22, a Vikings game watch on September 20, a potential Oktoberfest on September 26, and music bingo in September. The meat raffle will resume in mid-September, and bartender scheduling will alternate Wednesday and Thursday evenings.

The Council discussed not holding the annual car show due to limited revenue compared to event costs and nearby competing shows. The possibility of opening the Village Hall bar during a local end-of-season event will be explored. A plumbing issue at the bar sink was also reported as resolved.

8.B. Public Works/Maintenance Department

Maintenance Supervisor Jason Karels reported on road repairs and lift station conditions.

Karels reported that OSHA hearing baseline testing was completed with satisfactory results, and the case was formally closed. Interviews for the Parks Maintenance Worker position were scheduled for the following day.

The Council was also informed of ongoing complaints regarding boat landings caused by power loading. Staff will contact the Lake Association to discuss cost-sharing for biannual repairs.

8.B.1. 2026 Road Bid Break Down

Three bids were received from Gopher State, Borgen, and Fahrner for road repairs. Staff recommended awarding crack sealing to Gopher State based on their competitive pricing, guarantee of completion before Halloween, and use of spray rather than toilet paper to prevent sticking. All remaining road repairs including seal coat replay on newer roads and Phase 4 of Summerfield were recommended to be awarded to Borgen. The combined total was approximately \$152,000, within the budget of \$180,000.

Motion was m/s/p, Duske/Jacobson, to award crack sealing to Gopher State and all remaining road repairs to Borgen. Motion carried 5/0.

8.B.2. Hwy 12 Lift Station Pump and Woodland Lift Station Pump – Pricing

Karels recommended purchasing two new pumps from Midwest Pump Works for the Highway 12 and Woodland lift stations. The new pumps include a five-year warranty, compared to a one-year warranty for rebuilt units. The cost is \$16,338.50 for the Highway 12 lift station pump and \$11,828.50 for the Woodland lift station pump.

Motion was m/s/p, Kittock/Jacobson, to approve the purchase and replacement of pumps at the Highway 12 and Woodland lift stations. Motion carried 5/0.

8.C. Administrative Report

Administrator Krienke reported that office staff have been training on the Caselle utility billing software, with implementation expected soon. Updated bill formatting is also anticipated.

8.C.1. Draft Personnel Policy

Administrator Carrie presented the draft Personnel Policy for Council review, noting it represents a comprehensive policy manual developed over approximately eight months to replace inconsistent existing policies. Council members were asked to submit feedback by email prior to a Special Session on August 26th, at which formal approval is anticipated.

8.D. City Engineer Report

No report. City Engineer was absent.

8.E. City Attorney Report

The City Attorney was absent. Staff presented materials prepared by the City Attorney for the following two items.

8.E.1. Annexation Policy

The Council reviewed the final clean draft of the Annexation Policy as revised by the City Attorney, incorporating all changes previously discussed by the Council.

Motion was m/s/p, Jacobson/Kittock, to approve Annexation Policy. Motion carried 5/0.

8.E.2. Resolution 2026-33 Approving Annexation Policy

Motion was m/s/p, Jacobson/Duske, to approve Resolution 2026-33. The Resolution passed 5/0 on a roll call vote.

9. City Council Updates

9.A. Planning & Zoning Update

The Mayor reported on the Planning & Zoning Committee meeting, noting it was brief. A public hearing was held regarding a variance for 202 Lake, at which no members of the public were present. The variance was approved by the committee and subsequently approved by the full Council at the July 29th Special Session. The applicant confirmed a modular home has been ordered and is expected to arrive within three months. The committee also revisited a request to amend the fence setback ordinance; having been informed the Council was not favorable to the change, the committee agreed not to pursue it further. The Mayor noted the next P&Z meeting may be cancelled if no agenda items arise.

9.B. Parks Update

Council Member Ben reported that the Parks Committee met at Summerfield Park and reviewed the site. Trees are being planted, and soil samples have been taken to determine what amendments are needed. The committee also visited Spring Meadows Park for an inspection. No significant action items were reported.

9.C. EDA Update — No Meeting was held in July.

No meeting was held in July due to a lack of business items.

10. Old Business

No old business was raised.

11. New Business

The Council confirmed that a workshop and Special Session is scheduled for August 26th at 5:00 PM.

12. Acknowledgement/Recognition/Announcements

No items were presented.

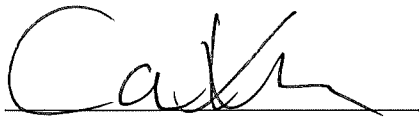
13. Adjournment

Motion was m/s/p, Jacobson/Duske, to adjourn the meeting at 6:43 p.m.

CITY OF WAVERLY



Mayor Connie Holmes



City Administrator, Carrie Krienke

