

**Waverly City Council
Regular Council Meeting**

Monday, November 10, 2025
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 Present: City Administrator Carrie Krienke, Maintenance Supervisor Jason Karels, Liquor Store Manager Wanda Tussing

Consultants Present: City Engineer Sheila Krohse, and City Attorney Rhonda Pagel

Others Present: Commissioner Kirby Moynagh, Entitlements Manager Lucinda Spanier for JP Brooks, and other residents.

3. Agenda Approval

A motion was m/s/p, Jacobson/Duske, to approve agenda as presented. All present voted in favor.

4. Consent Agenda

Mayor Holmes asked if any council members wished to remove items from the consent agenda for further discussion. No items were removed.

4.A. Approval for Meeting Minutes

October 14, 2025 Regular Council Meeting and October 29, 2025 Special Session Meeting

4.B. Payment of Claims - Check Register

4.C. Building Permit Report

4.D. 2026 Liquor License Renewal - Uptown Bar

4.E. 2026 Liquor License Renewal — Red Lodge Bar Grille

4.F. Municipal Liquor Store Buyers Card Renewal

A motion was m/s/p, Jacobson/Kittock, to approve consent agenda as presented. All present voted in favor.

5. Wright County Sheriff's Department

No sheriff's deputy was present for a report.

6. Waverly Fire Department Inc.

Fire Chief Ben Duske reported the department responded to 15 calls for service in October and over 200 calls year-to-date.

7. Public Hearing — To consider Proposed Vacation Drainage & Utility Easements for Carrigan Meadows 5th Addition - 6:00

Mayor Holmes opened the public hearing to consider the proposed vacation of drainage and utility easements for Carrigan Meadows 5th Addition.

Mayor Holmes explained that the City of Waverly would vacate drainage and utility easements now located in Outlot B of Carrigan Meadows 4th Addition, as the land has been replatted as Carrigan Meadows 5th Addition. She noted that replacement utility and drainage easements have been established in the replatting process.

Mayor Holmes clarified that the City does not own the property in question. She explained that easements merely allow the City to access the property to repair water, sewer, or other utility lines.

Charles Hausladen from 601 Frankfort Alcove expressed confusion about what was being abandoned based on the map in the notice. Mayor Holmes clarified they were not abandoning anything but vacating easements to establish new ones where homes are being built.

Mr. Hausladen asked about water drainage. The Council explained that storm water would be directed to two ponds that are part of the development, one at each end, and would not affect drainage on his property.

Nick Holmgard from 316 Bavaria Lane expressed concerns about existing water problems in the area, including storm water issues and rising ground water in the spring causing sump pumps to run constantly. He wanted assurance that new developments wouldn't worsen the situation.

With no further comments or questions, Mayor Holmes closed the public hearing.

7.A. Resolution 25-24 Vacating Drainage and Utility Easement

A motion was m/s/p, Jacobson/Duske, to approve Resolution 25-24 vacating drainage and utility easements for property described as Outlot B Carrigan Meadow 4th Addition subject to replacement easements being established in the re-plat. Roll call vote Duske - aye, Koch - aye, Holmes - aye, Jacobson - aye, Kittock - aye. Motion carried 5-0.

7.B. Approve Final Plat for Carrigan Meadows 5th Addition

The council considered approval of the final plat for Carrigan Meadows 5th Addition. This is a continuation of the subdivision in development since 2003. The Planning Commission reviewed and recommended approval in October, contingent on review by the county surveyor, that the final plat be recorded before the end of April 2026, and that a development

agreement be executed. City Attorney Pagel noted the developer requested approval by resolution.

8. Draft Developer Agreement

Mayor Holmes noted that there had been some difficulty getting the developer to agree to terms whereby they would pay all legal, engineering, and consultant bills associated with the plat and development. She emphasized the importance of ensuring that taxpayers don't bear these costs.

City Attorney Pagel explained modifications to the development agreement language in paragraph 24.5 on page 15. The developer requested monthly statements and invoices rather than periodic billing. The revised language states the city will provide monthly escrow statements and monthly invoices, with expenses detailed as to provider, date, time committed, hourly rates, etc., and such expenses shall be consistently and uniformly applied to developer and other similar developers and projects. This allows cleaner communication and immediate clarification of any questions or concerns.

Additionally, the developer requested permission for two model home building permits before the lift of blacktop is laid on streets, rather than the standard one model home. Staff had no issues with this request but wanted to flag it for council consideration as a potentially new request.

Lucinda Spanier, representing the developer, confirmed they were comfortable with the proposed language changes.

8.A. Resolution 25-25 Development Agreement for Carrigan 5th Addition

A motion was m/s/p, Jacobson/Kittock, to approve Resolution 25-25 approving Developers Agreement for Carrigan 5th Addition with the noted changes to paragraph 24.5. Roll call vote: Kittock - aye, Jacobson - aye, Holmes - aye, Koch - aye, Duske - aye. Motion carried 5-0.

9. Public Hearing — Proposed Utility Assessment @ 6:15

Mayor Holmes opened the public hearing at 6:15 PM regarding utility assessments. She explained that every year Waverly assesses delinquent utility bills and unpaid services to property taxes due the following year. This year there are 55 assessments totaling \$26,990.51. Some accounts will likely be paid before assessments are filed at month's end, reducing the total. The city will add 6% interest and a \$40 recording fee to each assessment.

No one from the public appeared to speak on this matter. Mayor Holmes kept the hearing open until 6:45 PM.

At 6:45 PM, with no additional comments, the public hearing was closed.

9.A. Resolution 25-26 Certifying Delinquent Accounts for Collection

A motion to was m/s/p, Jacobson/Duske, to approve Resolution 25-26 certifying delinquent accounts for collection. Vote: Passed 5/0.

10. Open Forum (Limit 3 minutes per person)

State First and Last Name and Full Address:

Commissioner Kirby Moynagh provided several updates:

- County tax levy: The preliminary levy approved is 5.57%, which will result in a reduction in tax rate.
- Demographics: Wright County has experienced 9.2% growth in the last 5 years, higher than anticipated. If growth continues at this pace, Wright County will exceed 170,000 people by the 2030 census. Waverly specifically had 17.6% growth in the last 5 years.
- Old government center: The county received a state grant of \$867,500 to help pay for demolition of the building. The remaining cost (approximately \$1.3 million) will be added to the sale price.
- Highway 12 and County Road 14 roundabout: Installation planned for summer 2026. Highway 12 will remain open during construction, which will extend the timeline, but the project is expected to be complete by October 2026.
- County e-newsletter: The latest edition is available online and provides information from nearly every county department.
- Paid family leave: The program begins in January 2026, with uncertain impacts. The Sheriff's Office could potentially lose 14 deputies for up to 20 weeks beginning day one.
- SNAP benefits: November payments went out despite federal government shutdown concerns. Legislation passed earlier this year will push some SNAP costs down to counties in the future.
- Household hazardous waste facility: On track to reopen, making drop-offs more efficient.
- Salt garage: The county is actively looking for property in the area and discussing water and sewer requirements.

In response to questions, Commissioner Moynagh provided additional information about the County Road 8 Crow River Bridge (expected completion by end of November 2025) and explained his opposition to the Highway 8/55 roundabout, which he felt wasn't justified by accident data.

11. Guest - Daniel Rivers

Daniel Rivers discussed a property he owns that contains both townhomes and a corner lot with drainage infrastructure. He expressed interest in potentially selling the land to the city. Mayor Holmes and staff explained that the situation was complex, as the property includes water, sewer, and stormwater easements.

It was explained that the current arrangement was problematic because the property also includes the driveways and yards of multiple townhomes, without a proper homeowners association structure. The City cannot purchase any property that includes homes.

The Council advised Mr. Rivers to consult with a real estate attorney and invited him to a December 16th consultants meeting at 1:00 PM to discuss the steps needed to properly subdivide the property. Staff offered to provide guidance on the city's concerns and requirements in the meantime.

12. Staff Reports

12.A. Liquor Store Report

Wanda Tussing reported off-sale revenues for October were near record for the year at \$84,752, up \$7,544 from last year. Overall sales are still down about \$3,000 from last year due to road construction impacts in June and July, but she expects to catch up by year-end.

On-sale revenues in October were \$16,029, including two events (Oktoberfest and Halloween) and being open two Sundays for football. One event was held at the Village Hall in October.

Tussing announced her replacement, Peter Maher, will begin November 19. She noted pull tabs continue to be down from last year. Upcoming events include a 20-round meat raffle the night before Thanksgiving, Chopper playing this Saturday, and an 80-year-old's birthday party on Tuesday.

A motion was m/s/p, Jacobson/Kittock, to approve the liquor store being open Sundays on November 16, 23, 30 and December 7 and 21. Motion carried 5/0.

12.B. Public Works Report

Jason Karels reported:

- That Eugene Boehlke had passed the CDL test
- That based on Department of Health standards, wells must have a 50-foot setback from property lines, which affects potential property sale by Wellhouse #2. Due to the setback, a sale is not advised.
- That he had looked over the 2025/2026 Winter Snow Policies, and no changes need to be made

A motion was m/s/p, Jacobson/Duske, to approve the Winter Snow Policies for 2025/2026. Vote: Passed 5/0.

12.B.1. Electrical Update for Village Hall

- Electrical work at Village Hall: Two bids were received for electrical repairs. Brand Electric proposed turning the panel around and installing a standard panel rather than a special order one, which would be approximately \$10,000 cheaper and would not need to be replaced during future remodeling.

A motion was m/s/p, Jacobson/Koch, to approve Brandel Electric LLC quote of \$13,950 for electrical repair at Village Hall. Vote: Passed 5/0.

12.C. Administrative Report

12.C.1. GPS Insight Quote Update

- GPS Insight Quote Update: Krienke obtained pricing for an all-in-one package including tracking and dashboard cameras for city vehicles at \$1,389 per year for all four vehicles on a three-year contract. The system would provide safety benefits and documentation. Koch expressed concerns with subscription based pricing.

Motion to approve the GPS Insight tracking and camera system for city vehicles.

A motion was m/s/p. Scott/Kittock, to approve purchase of GPS Insight tracking and camera system for Public Works vehicles. Passed 4/1, Koch voting against.

Krienke reminded council that November 19 is cleanup day for the City Staff. The offices will be closed but the staff will be cleaning City Hall to work on organization.

12.C.2. Liquor Store Manager

Krienke requested approval to hire Peter Mauer as the new Liquor Store Manager starting November 19. She discussed whether to make the position salaried or hourly, noting challenges with holidays and overtime. The liquor store operates different holidays than other city departments, and the manager often works 50-60 hours per week covering shifts and events.

City Attorney Pagel suggested starting with hourly employment for the first year to track actual hours worked, which would help determine profitability of events and inform future salary decisions. The council agreed to keep the position hourly initially and directed staff to develop appropriate holiday language for liquor store employees by the December Special meeting with a Resolution.

A motion was m/s/p. Jacobson/Duske, to hire Peter Maher as Liquor Store Manager starting November 19, 2025. Motion carried 5-0.

12.D. City Engineer Report

12.D.1. RAM Construction #3 Payment Request

City Engineer Sheila Krohse presented payment request #3 from RAM Construction for \$98,570 for the Legion Park bathroom project. Work included plumbing and masonry. The epoxy flooring may not be completed this year due to temperature requirements but is included in the billing schedule for next year.

A motion was m/s/p. Duske/Koch, to approve payment request #3 for the Legion Park bathroom project in the amount of \$98,570. Vote: Passed 5/0.

12.E. City Attorney Report

12.E.1. Vogt Update (tabled from 10/14/25)

City Attorney Pagel reported a letter has been drafted notifying Ms. Vogt she can only keep two dogs. Since she previously licensed two dogs, the letter will allow her to transfer a license if she's not keeping one of the previously licensed dogs. The letter also states that if the dog is found to be off leash and/or off the property uncontrolled, a physical fence will be required.

12.E.2. Quit Title Action - St Mary's Church

Pagel presented a quiet title action received by the city for property near St. Mary's Church. This routine real estate litigation seeks a court order clarifying the legal description. City staff and surveyor are reviewing it, finding no issues so far.

A motion was m/s/p. Jacobson/Koch, to allow the quiet title action to proceed by default unless the surveyor identifies any issues. Motion carried 5-0.

12.E.3. Notice of Publication - No Occupancy without Sewer and Water

This notice of publication was provided for council information, confirming the ordinance is now effective

12.E.4. Notice of Publication - Keeping Animals

This notice of publication was provided for council information, confirming the ordinance is now effective.

12.E.5. Draft Sex Offender Ordinance

Pagel discussed developing an ordinance regarding sex offender residency restrictions. The ordinance would prohibit sex offenders from residing within certain distances of daycares, parks, or schools, similar to the cannabis location restrictions. The council expressed strong support for being proactive and requested the draft be as restrictive as possible to protect children. A draft will be prepared for the December 17 workshop.

Pagel also provided an update on the Robinson matter. His attorney reported he's working on taking down the house and needs more time on painting after his paint sprayer order never arrived. Council members confirmed seeing progress with demolition activity. The court scheduled a pretrial for August 21, 2026, with alternative dispute resolution deadline of May 7, 2026. The hope remains that Robinson will complete the work and litigation can be dismissed.

13. Council Reports

13.A. Parks Update — Meetings will continue in January

Ben Duske reported parks meetings are suspended until January. City Administrator Krienke added that staff and engineer Sheila Krohse are working with City Planner Robin on grant applications for an ADA-compliant bathroom at Summerfield Park, with applications typically opening in December.

13.B. EDA Update

Jim Kittock reported the EDA has a new member, Penny Koskovich, who had also been interested in serving on the council. He mentioned Lianne Huang is looking for a location for a coffee shop/bookstore in the community.

A motion was m/s/p, Koch/Kittock, to appoint Penny Koskovich as new EDA member. Motion carried 5/0.

Krienke noted a new cafe is opening in the space near the Holiday gas station, with the owner having just signed a lease and working on health department requirements.

The EDA will not meet again until January due to holidays.

13.C. Planning & Zoning Update

Scott Jacobson was not present at the last Planning & Zoning meeting. Council noted all items discussed at P&Z had already been addressed at tonight's council meeting. Since there are no public hearings or other business, the November Planning and Zoning meeting will be cancelled.

14. Old Business

None.

15. New Business

None.

16. Acknowledgement/Recognition/Announcements

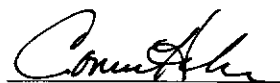
Mayor Holmes reminded council there is no special session this month due to Thanksgiving. The December 9 regular council meeting will include the Truth in Taxation hearing. The final special meeting of the year will be December 17 at 5:00 PM.

16.A. Meeting Dates:

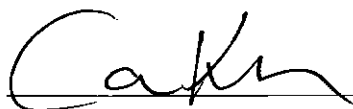
December 9, 2025 @ 6:00 Council Meeting and December 17, 2025 @ 5:00 Special Session.

17. Adjournment

A motion was m/s/p, Duske/Koch, to adjourn meeting at 7:17 p.m. Motion carried 5/0.



Mayor, Connie Holmes



City Administrator/Clerk, Carrie Krienke