

**Waverly City Council
Regular Council Meeting**
Tuesday, December 9, 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 Connie 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, and Accountant Cierra Nagovsky

Others Present: Don Whitaker

3. Agenda Approval

The agenda was approved with a note that the Truth and Taxation public hearing would begin after the Fire Department report and a closed session would be added for personnel matters.

Motion was m/s/p, Jacobson/Duske, to approve agenda with said changes. All present voted in favor.

4. Consent Agenda

4.A. Regular Council Meeting Minutes November 10, 2025

4.B. Payment of Claims

Motion was m/s/p, Duske/Kittock to approve the consent agenda as presented. All present voted in favor.

5. Public Hearing - Truth and Taxation Presentation

Mayor Holmes closed the regular meeting and convened the Truth and Taxation public hearing for the annual hearing on the proposed budget and levy for the City of Waverly.

Holmes reported that the budget represents a 9% increase over the 2025 levy, but only a 1% increase in the actual levy rate. Accountant Cierra Nagovsky had prepared a budget/levy review but given that no members of the public were present, she did not go through. It will be posted on the city website for information.

Council Member Koch asked about the water and sewer funds, noting that sewer has a surplus while the water has a deficit, and inquired about flexibility to move funds between accounts. The Mayor clarified that they do not move funds around, but the surplus in the sewer fund covers the deficit in the water fund. It was noted that this was the second year this had happened, and rate changes were being considered to address this issue.

The Mayor asked if there were any additional questions of the Council or Staff, none were made. Mayor Holmes closed the Public Hearing, thanking the staff for all the work in preparing the budget/levy.

5.A. Resolution Approval for 2026 Budget

Resolution 25-27 General Fund Budget

Resolution 25-27 was presented to adopt the 2026 General Fund Budget with estimated Revenue of \$1,753,909 and Appropriated Expenditures of \$1,969,006.

Motion was m/s/p, Jacobson/Kittock, to approve Resolution 25-27. Roll call vote Passed 5/0.

Resolution 25-27.1 Enterprise Fund Budget

Resolution 25-27.1 was presented to adopt the 2026 Enterprise Fund Budgets.

Estimated Revenues:

Water: \$612,036 **Sewer:** \$824,306 **Storm Water:** \$43,000 **Refuse:** \$188,467
Municipal Off-Sale: \$994,200 **Municipal On-Sale:** \$168,350

Appropriated Expenditures:

Water: \$706,036 **Sewer:** \$661,476 **Refuse:** \$213,585 **Stormwater:** \$40,243
Municipal Off-Sale: \$1,020,82 **Municipal On-Sale:** \$255,636

Motion was m/s/p, Kittock/Jacobson, to approve Resolution 25-27.1 2026 adopting Enterprise Fund Budgets. Roll call vote Passed 5/0.

Resolution 25-27.2 Special Revenue Fund Budget

Resolution 25-27.2 was presented as a Resolution to adopt the 2026 Special Revenue Fund Budgets.

Estimated Revenue:

2018B GO Improvement Bond: \$37,098 **Parks:** \$133,750 **Capital Improvement:** \$205,025
EDA: \$56,720

Appropriated Expenditures:

2018B GO Improvement Bond: \$32,098 **Parks:** \$138,000 **Capital Improvement:** \$205,025
EDA: \$56,720

Motion was m/s/p, Duske/Jacobson, to approve Resolution 25-27.2 to adopt the 2026 Special Revenue Fund Budgets. Roll Call vote Passed 5/0.

5.B. Resolution 25-28 Adopting Property Tax Levy Resolution 25-28

Mayor Holmes noted that the Resolution represented a 9% increase over the 2025 levy, but only a 1% increase in the actual levy rate. The total Levy amount for 2026 is \$1,456,311.

Motion was m/s/p, Jacobson/Duske, to approve Resolution 25-28 Adopting the 2025 Collectible in 2026 Adopted Property Tax Levy. Roll Call Vote, Passed 5/0.

6. Wright County Sheriff's Department

The deputy was not present at the meeting. It was reported there were 115 calls for service for the Month on November.

7. Waverly Fire Department Inc.

Josh Reed reported 24 calls for service in November, bringing year-to-date calls to 231. The department assisted Howard Lake and Cokato with a missing person search before Thanksgiving, involving seven fire departments and both McLeod and Wright County Sheriff's Departments. The fire department continues seeking new members.

8. Open Forum (Limit 3 minutes per person)

State First & Last Name and Full Address:

No citizens were present to address the Council.

9. Staff Reports

9.A. Liquor Store Report

Liquor Store Manager Wanda Tussing reported that off-sale revenues in November were \$76,269, which was \$4,279 higher than November 2024 due to Thanksgiving sales. Year-to-date sales are now \$1,805 ahead of November 2024, indicating that losses due to road construction have been offset.

On-sale had a good November with holding three events: Chopper was hired to play on November 5th, Turkey Bingo was held on November 26th, and a birthday party was held on November 29th.

The bar was also open on three Sundays for football. On-sale revenues totaled \$18,253 in November (including sales tax), nearly \$4,000 more than November 2024.

Manager Tussing noted that event revenue was sharply down compared to 2024, expressing hope that the installation of air conditioning in Village Hall would help attract more weddings and summer events in the future.

Pull tab revenues were slightly higher in November from the previous year. Overall financial data through October showed the municipal liquor store lost \$49,446, which included \$1,457 in the off-sale and approximately \$46,000 in the on-sale. The council expressed concern about these figures, with Manager Tussing acknowledging that the on-sale losses would not be fully recovered and that the off-sale losses were primarily due to road construction.

9.B. Public Works Report

Maintenance Supervisor Jason Karels reported the truss repair inspection was completed and finalized, with the building inspector approving the work. Installation work was completed the Friday after Thanksgiving. Karels is waiting for Randall to schedule the electrical work at Village Hall.

9.C. Administrative Report

City Administrator Carrie Krienke reported that there were 6 building permits issued in the month of November with 3 new construction and 3 over the counter.

9.C.1. Draft Mn Paid leave Policy

City Administrator Carrie Krienke presented the draft Minnesota Paid Leave Policy for review in advance of the December 17 special session. She explained that the draft had been reviewed by Mayor Holmes and City Attorney Pagel, follows the State of Minnesota's recommended policy format, and is scheduled to take effect on January 1, 2026.

9.C.2. Initiative Foundation Donation Approval

Administrator Krienke requested approval for the annual \$515 donation to the Initiative Foundation, which helps fund their work with small businesses. Council member Holmes provided additional context about the Foundation's work.

Motion was m/s/p, Jacobson/Kittock, to approve the Initiative Foundation donation of \$515. All present voted in favor.

9.D. City Engineer Report

9.D.1. Payment Approval for Billing #4 Ram Construction \$108,689

In the City Engineer's absence, City Administrator Krienke presented the request for payment approval for billing #4 from RAM Construction in the amount of \$108,689 for the Region Park bathroom project.

Motion was m/s/p, Jacobson/Kittock, to approve payment #4 to RAM Construction for \$108,698. All present voted in favor.

9.E. City Attorney Report

9.E.1. Ordinance 71.06 Municipal Property Parking Restrictions

City Administrator Krienke presented information regarding Ordinance 71.06 Municipal Property Parking Restrictions. Currently, the ordinance restricts unhitched trailers weighing 5,000 pounds or more from being parked on city streets, with towing at the owner's expense. The proposal is to remove the weight restriction to address all unhitched trailers, as some people have been parking trailers on side streets for months without moving them, creating access issues.

The council discussed concerns about the current ordinance wording, particularly regarding the provision that allows a "member of the city council" to provide written permission for trailer parking. They recommended changing this language to "city representative" or "city

administrator" and issuing permits on city letterhead. The council decided to table this item until the December 17th Special Session to allow for the revised language.

Motion was m/s/p, Jacobson/Duske, to table amendments to Ordinance 71.06 Municipal Property Parking Restrictions to December 17, Special Session to update language as mentioned. All present voted in favor.

9.E.2. 110 2nd Street Update

City Administrator Krienke also noted that the City Attorney had sent another letter to the property owner at 110 2nd Street regarding fencing requirements but has not received a response. The December 1st deadline had passed without action from the property owner.

10. Council Reports

10.A. Parks Update - Meeting will resume in January

10.B. EDA Update - November Meeting Canceled

10.C. Planning & Zoning - November Meeting Canceled

11. Old Business

No old business was discussed.

12. New Business

No new business was discussed.

13. Acknowledgement/Recognition/Announcements

The Mayor acknowledged Jesse Bryant, the boosters, and royalty for their work on the lighting of the Community Tree ceremony, noting it was well-attended and that the tree looked very good.

13.A. Special Session Meeting December 17, 2025 @ 5:00

14. Personnel

Krienke discussed concerns regarding the performance of the newly hired Liquor Store Manager, Peter Manher. Several deficiencies in his ability to perform his job have been noted and there has been no improvement with additional training and guidance. Staff feels he was not accurate regarding his abilities, and he is not qualified for the position.

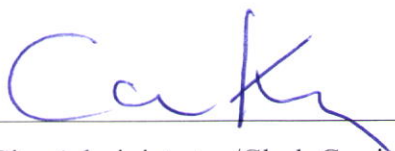
Motion was m/s/p, Jacobson/Kittock to terminate the employment of Liquor Store Manager Peter Manher effective immediately. All present voted in favor.

15. Adjournment

Motion was m/s/p, Jacobson/Kittock, to adjourn meeting at 6:35 p.m. All present voted in favor.

A handwritten signature in blue ink, appearing to read "Connie Holmes", positioned above a horizontal line.

Mayor Connie Holmes

A handwritten signature in blue ink, appearing to read "Carrie Krienke", positioned above a horizontal line.

City Administrator/Clerk Carrie Krienke