

**Waverly City Council
Regular Council Meeting**

Tuesday, March 10, 2026
6:00 PM Central

**Waverly City Offices
Council Chambers**

502 Atlantic Ave.
Waverly, MN 55390

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

Present: 3, Absent: 2.

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, and Jacob Koch.

Absent: Scott Jacobson and Ben Duske.

Staff Present: City Administrator Carrie Krienke, Liquor Store Manager Wanda Tussing, City Planner Robin Kaufman and City Attorney Rhonda Pagel.

Others Present: Don Whitaker

3. Agenda Approval

The council made two modifications to the agenda: removing Item #5 Michael Bradley-Franchise discussion to be rescheduled for the April 14th, 2026 meeting so the full council could benefit from his expertise on franchises and broadband and noting that Item #9d City Engineer Report would not be presented as Sheila Krohse was unavailable.

A motion was m/s/p, Kittock/Koch, to approve agenda as amended. All present voted in favor.

4. Consent Agenda Approval

4.A. Regular Council Meeting Minutes February 10, 2026
Special Session Meeting Minutes February 25, 2026

4.B. Payment of Claims

4.C. Building Permit Report

The Consent agenda included regular and special session meeting minutes, payments of claims, and building permit report. No items were removed for separate discussion.

A motion was m/s/p, Kittock/Koch, to approve the consent agenda. All present voted in favor.

5. Michael Bradley — Franchise Discussion – Zoom

This item was removed from the agenda and rescheduled for April 14, 2026.

6. Wright County Sheriff's Department

Officer Brayden Rolfson reported 139 calls for service in February, with 42 cases and 2 arrests for DUI and drug related offences. They issued 20 citations, primarily for traffic violations and snowbird related incidents. The department has increased enforcement at the intersection of Cologne and Frankfort due to community requests regarding stop sign violations. No questions or concerns were raised by the council.

7. Waverly Fire Department Inc.

Josh Reed was absent but sent a message indicating 25 calls for service for the month of February and 69 calls year-to-date. The department has 2 new applicants with 1 more pending, which the council noted as positive news.

8. Open Forum (Limit 3 minutes per person)

State Full Name and Full Address

No members of the public were present to address the council.

9. Staff Reports

9.A. Liquor Store Report

Liquor Store Manager Wanda Tussing reported that February end of month sales of \$60,098, down \$2,000 from 2025. She noted they were up in January but down in February.

Wanda announced an upcoming Easter egg extravaganza featuring an adult Easter egg hunt, this was a successful event in 2025 and is thus being repeated. She confirmed all arrangements were made for Waverly Daze Kickoff including a food truck, band and a dunk tank.

Mayor Holmes asked about the Easter event date, confirming it was scheduled for Saturday April 4th. When asked about the location, Wanda explained they held it inside the bar last year and might do the same again, using candy and small drink items in the eggs.

9.B. Public Works Report

City Administrator Carrie Krienke presented Public Works Supervisor Jason Karels email report covering four items. The Village Hall electrical update is completed. Jason proposed keeping the same format for City Wide Clean-up days they used last year with the dates of Saturday June 6th, Monday June 8th, Wednesday June 10th, Saturday June 13th Monday June 15th Wednesday June 17th and Saturday June 20th as the final electronic and appliance day. He requested approval to call vendors and lock in proposed arrangements.

The Council approved the proposed dates.

Jason reported that the shop, garage and compost site electrical issues identified during the OSHA Consultation walkthrough were being addressed. He had received a bid from Jackson at Rescue Electric, but due to timing constraints and OSHA deadlines, Brundell Electric began work while Jason was away.

Carrie explained the safety training updates, noting confined space training was scheduled for Monday March 16th, and with tree safety courses were scheduled for May as a two-day event for all public work staff members. Additional testing would be required for lawnmower operators due to noise exposure exceeding 85db and being on the machine longer than 8 hours a day.

All Public Works staff members were offered Hepatitis B vaccine, with the city covering costs if insurance doesn't cover cost. The City is required to offer this for Public Works employees working with sewer and related infrastructure. Most staff chose to receive the vaccination.

Carrie mentioned receiving a cost from Republic Services for document shredding since Mumfords doesn't offer the service. Republic would provide a 95-gallon locked container for \$49/mo, collecting and shredding contents monthly. Initial cleanup of approximately 30 boxes would cost around \$325.

A motion was m/s/p, Kittock/Koch, to approve Republic Services to be contracted with the City for paper shredding. All present voted in favor.

9.C. Administrative Report

9.C.1. Wright County - Open Book Meeting

City Administrator Carrie Kreinke reported posting the required Wright County Open Book Meeting notice in the Newspaper, which will be published on March 27, 2026.

9.D. City Engineer Report

City Engineer Sheila was absent and no report was given.

9.E. City Planner Report

City Planner Robin Cauffman reported increase Spring activity with inquiries about two development projects and ongoing conversations with Dan Rivers and the townhome builders about outlot development issues.

9.E.1. Subdivision Ordinance

City Planner Robin reported increased spring activity with multiple development inquiries, including conversations with Dan Rivers about townhome development and progress on an out-lot subdivision. She noted two new business inquiries on Highway 12: a construction company interested in the old J&T Motors site and an auto repair business wanting to expand the garage at 115 Pacific Avenue. The expansion would involve removing storage units and attaching a new building, which appears feasible under current setback requirements.

Robin provided an update on the pending subdivision project, noting developers have until March 17th to submit separate preliminary plat applications or until April 17th for consolidated submissions. The council had suggested directing park dedication fees toward Summerfield Park rather than creating small neighborhood parks.

City Planner Robin presented the updated subdivision ordinance for approval, noting no comments had been received from council members since the work session review. The updated ordinance provides clearer, more understandable guidelines and has been brought up to current standards.

9.E.2. Resolution 2026-11 Rescinding the Current Subdiv Ch 152

A motion was m/s/p, Kittock/Koch to approve Resolution 2026-11 rescinding the current subdivision Chapter 152. Roll call vote, Motion carried 3/0.

9.E.3. Resolution 2026-12 Approving the Summary Updated Ch 152 Subdiv

This item was tabled until March 25, 2025.

9.E.4. Resolution 2026-13 Approving Summary for Publication Ch 152

The Resolution 2026-13 numbering is changed to 2026-12 to Amending Chapter 152: Subdivisions to Reformat, add administrative lot adjustment process, clarify process for Minor and major Subdivisions, and update General Standards.

A motion was m/s/p, Koch/Kittock, to approve Resolution 2026-12 to adopt the new Subdivision Ordinance Chapter 152. Roll call vote, Motion carried 3/0.

9.F. City Attorney Report

City Attorney Rhonda reported continued work on the nuisance ordinance, with a meeting scheduled with the building inspector and sheriff's representative to discuss procedures. The goal is to present the ordinance for approval at the March 25th meeting. She noted they are proceeding with action on a problematic property under the hazardous building statute and considering a separate ordinance for securing vacant buildings to address safety concerns.

Rhonda presented an amendment to the pre-development agreement for the joint wastewater treatment facility with Montrose. The amendment clarifies that facility improvements necessary for both cities to join are covered under Section 3 of the original agreement, making the terms more explicit without changing the substance of the agreement.

A motion was m/s/p, Koch/Kittock, to approve Resolution 2026-13 approving Amendment #1 to the pre-development agreement for regional wastewater improvement. Roll call vote, Motion carried 3/0.

10. Council Reports

10.A. Parks Update – No meeting was held in February 2026.

10.B. Planning & Zoning Update

Council Member Scott Jacobson was absent, but the minutes from Planning & Zoning meetings were noted as very detailed and comprehensive.

10.C. EDA Update

Council Member Jim Kittock reported on the Economic Development Authority meeting, noting discussions about Kids Haven with limited grant funding options available. The EDA requested quarterly reports from City Planner Robin Craufman, who will attend the March 23rd meeting to present on zoning code updates, subdivision ordinance changes, new forms, website improvements, and development inquiry tracking. The council praised Robin's thorough staff reports, which have greatly improved Planning & Zoning operations.

11. Old Business

No old business was discussed.

12. New Business

No new business was discussed.

13. Acknowledgement/Recognition/Announcements

No announcements were made.

14. Adjournment

A motion was m/s/p, Kittock/Koch, to adjourn meeting at 6:36 p.m. All present voted in favor.



Mayor Connie Holmes



City Administrator/Clerk Carrie Krienke