

Waverly City Council
Regular Council Meeting Minutes

Tuesday, June 9, 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 City Consultants Present: City Administrator Carrie Krienke, Maintenance Supervisor Jason Karels, Liquor Store Manager Deb McAlpine, City Engineer Sheila Krohse, and City Attorney Rhonda Pagel.

Others Present: Don Whitaker, Christine & Corey Kittock, Commissioner Kirby Moynagh, and Jody Kust

3. Agenda Approval

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

4. Consent Agenda

Motion was m/s/p, Duske/Kittock, to approve the consent agenda as presented. Motion carried.

4.A. Approval of Meeting Minutes of May 12, 2026

4.B. Approval of Payment of Claims

4.C. Approval of Building Permit Report

4.D. Approval for Temp Liquor License - Waverly Daze - Lions July 10-12, 2026

5. Wright County Sheriff's Department

Mayor Holmes noted that Deputy Rolfson was not yet present but would elaborate when available. The written report indicated 146 calls for service or self-initiated actions in May.

6. Waverly Fire Department Inc.

Ashley, representing the Waverly Fire Department, reported 27 calls in May: 15 within the City of Waverly, 9 to Marysville Township, 2 to Woodland Township, and 1 mutual aid call to Howard Lake. Year-to-date calls stand at 126. The Mayor thanked the Fire Department for their assistance at the Memorial Day event. Ashley also announced that the Fire Department will be hosting a 5K run again this year on Sunday morning before the Waverly Daze parade. Registration is available online and through flyers at the city office and on Facebook.

7. Open Forum — Limit 3 Minutes per person

State First and Last Name and Full Address

Jody Kust, 3944 Dempsey Avenue SW: Raised two concerns regarding rental properties. First, he requested additional time approximately six months to address foundation crack repairs at 306 5th Street North, citing the age of the structure and ongoing consultation with a foundation contractor. Second, he noted that late fees were assessed on two other rental license renewals and requested relief from those fees. Council directed staff to pull all relevant files for council review at a future meeting.

Christina Kittock, 5726 Dempsey Avenue SW: Disputed a rental license late fee for a property at 302 2nd Street North, asserting that the license application was submitted within the 30-day window stated in the notice received March 18th, with the application filed April 14th. Council directed staff to compile all correspondence and dates for council review. Staff also recommended that an email address be associated with all rental accounts to supplement mailed notices going forward. Council Member Kittock recused himself from any related discussion due to a conflict of interest.

Jeremy Bolt, 6206 Dempsey Avenue: Requested a variance to install a fence on his property line without neighbor consent. He stated the neighboring property owner has been unresponsive despite multiple attempts at communication. A professional survey confirmed the property line. City Attorney Pagel advised that a variance application would need to be submitted and reviewed by the Planning Commission, noting the statutory criteria for variances are specific. Staff collected his contact information to begin the informal process.

Wright County Commissioner Kirby Maynagh provided an update on county matters, including a projected initial levy increase of approximately 9.5% driven by state cost shifts related to a new child welfare act and potential federal SNAP benefit changes. He also reported on: the upcoming roundabout construction at County Roads 12 and 14 near Delano; a future County Road 12 bridge repair in 2027; a delay to the household hazardous waste facility opening (estimated end of July); the launch of a new GIS system called "Map It Right" to replace Beacon; an 18-month goal to complete an updated countywide land use plan; a one-year moratorium on data center development in the county's jurisdiction; and Wright County's approval as a Community Corrections Act county.

In response to a question from City Attorney Pagel, Commissioner Moynagh confirmed that the dilapidated property at 5826 1st Street North in Woodland Township remains unresolved and continues to pose a safety hazard, particularly for children from Waverly. He expressed support for the city sending a letter of concern.

8. Franchise Agreement Update

City Administrator Krienke reported that neighboring cities were contacted regarding a joint effort on a broadband franchise agreement, but none expressed interest in participating at this time. Council discussed the benefits of a franchise agreement, including stronger protections for residents regarding service quality, as demonstrated through the existing Comcast/Xfinity franchise. The engagement agreement with attorney Michael Bradley Warner was reviewed. Council expressed support for proceeding, with a cap on expenditures to manage budget exposure.

Motion was m/s/p, Jacobson/Duske, to approve the engagement agreement with Bradley Warner, authorizing the Mayor and City Administrator to sign, and setting a not to exceed amount of \$10,000 without additional council approval. The motion was carried - Passed 5/0.

9. WH Security Update

City Administrator Krienke presented responses from security vendor Andrew Hirsch addressing the council's prior questions. The proposed system would replace physical keys at Village Hall and City Hall with key fobs for staff and time-limited digital access codes for organizations, renters, and council/commission members. Benefits discussed included the ability to assign unique codes per group, set access windows for rentals, remotely unlock doors via smartphone, deactivate credentials instantly upon termination, and generate access logs. Panic buttons would be installed in the city office, council chambers, and the maintenance office. The liquor store was noted as operating a similar code-based system already.

Council debated the merits of codes versus keys, concerns about code sharing, and the importance of clearly communicating the change to community groups. The consensus was that the system offers greater security, convenience for renters, and accountability compared to physical keys.

Motion was m/s/p, Kittock/Jacobson, to with the approval to proceed with the alarm and access control system as presented, including three panic button locations. Motion carried 4-1. Koch opposed.

10. Staff and Consultants Report

10.A. Liquor Store Report

Manager McAlpine reported that off-sale revenues are approximately \$2,000 below the prior year, attributed to broader economic pressures. On-sale revenues are up approximately \$13,000, driven by pull tab income and a recent event. The air conditioning unit in the off-sale area requires full replacement, as it is over 20 years old with a refrigerant leak; pricing is pending. The on-sale A/C unit was repaired. The ice machine at Village Hall will be relocated to the liquor store by Bernick's. Upcoming promotions include a luau-themed bingo night, a late-night happy hour with pull tab giveaways, and future trivia nights.

10.B. Public Works/Maintenance Report

Supervisor Karels reported that the "Children at Play" signs for the Pickleball court area have arrived and will be installed in the near future. Additionally, two 20 mph speed limit signs have been ordered regarding a speed limit change near the pickle ball court area.

Supervisor Karels also announced that Joe Gallus has successfully obtained his Sewer License.

Following the departure of Eugene Boehlke, the City hired one additional seasonal employee to assist with maintenance duties. The new hire is Colton Long. The other seasonal employee Brayden Eggiman is currently being trained on the City's mowing routes by David Sommers, who reported that Brayden is progressing well. Colton has been assigned with painting exterior buildings and assisting with maintenance projects throughout the City.

Council Member Duske relayed a resident concern regarding rocks embedded in the sand at the lake volleyball courts. Karels noted that bringing in additional sand could create issues with the Department of Natural Resources (DNR), as the City had previously been cautioned after hauling sand into the beach area. Duske suggested that the Parks Committee consider options for addressing the issue.

10.C. Administration Report

10.C.1. Personnel Meeting Scheduled 6/15

A personnel committee is scheduled for June 15th to address restructuring the Public Works department with the departure of two Public Works Staff.

10.C.2. Coffee Meet-Up for Seniors Citizens

Senior Citizens have begun meeting in the Council Chambers on Wednesday mornings from 9:00-10:30 am for a social hour. Approximately 20 residents attended the first gathering, and the social hour will continue.

10.C.3 Election Judges

Additional Election Judges are being recruited as the Caselle system training coincides with the August Primary Election, leaving staff unavailable to work in the election. Notices are being posted in the City Hall.

10.C.4 August Council Meeting

The regular August 11th Council meeting must be rescheduled due to the primary election.

Motion was m/s/p, Jacobson/Duske, to reschedule the August 11, 2026 Council Meeting to August 12, 2026. All present voted in favor.

10.C.5 Council Filing

One Mayor and three Council seats are open this election cycle, including three four-year terms and one two-year council seat with a two-year Mayor seat. Filing dates will be communicated to current members.

10.C.6 Woodland Township Meeting

A joint meeting proposed by Woodland Township conflicts with the scheduled EDA business session. Staff will respond with alternative dates of June 29th and July 1st. The orderly annexation agreement will be placed on the June 24 Special Session Agenda, with a memo from City Attorney Rhonda Pagel provided in advance.

10.C.7 City Clean-up Days

Staff requested a change from three consecutive weekend cleanup events to two annual events, one in the Spring and one in the Fall to reduce staff time on weekends. Council concurred with the twice annual approach.

10.C.8 Weed Notifications

Property notices for tall grass/weed violations will be distributed Friday June 12th, with compliance required by June 26th. Non-compliant properties will be mowed from a company contracted by the City.

10.D. City Engineer Report

10.D.1. Legion Park Bathroom Final Payment

Council Member Jacobson moved to approve the final pay request for the Legion Park bathroom project.

Motion was m/s/p, Jacobson/Duske, to approve the final Legion Park bathroom payment. All present voted in favor.

10.D.2. Carrigan Meadows 5th - Precon Meeting

A pre-construction meeting was held the prior week. Construction is expected to begin the week of June 22nd, and nearby residents will begin to notice activity.

10.D.3. Wetland Local Government Unit (LGU)

Engineer Krohse explained that the city currently serves as the LGU for wetland matters within city limits. For multi-jurisdictional projects that span county and city boundaries, each jurisdiction is currently required to conduct its own wetland delineation process, creating duplication of effort and cost. The proposed resolution designates Wright County as the LGU for such cross-jurisdictional projects, while the city retains responsibility for matters wholly within city limits. Most other cities served by the engineer's firm in Wright County are passing the same resolution.

10.D.3.a. Resolution 2026-24 Waverly Delegation — Mn Wetland Conservation Act

Motion was m/s/p, Duske/Jacobson, to approve Resolution 2026-24 Waverly Delegation Minnesota Wetland Conservation Act. The motion carried 5-0.

10.E. City Attorney Report

City Attorney Pagel provided updates on several matters:

Speed Limit Analysis: City Attorney Pagel reported on the statutory requirements for lowering a speed limit within city limits. While a full engineering and traffic investigation is not required, the city must conduct a safety, engineering, and traffic analysis considering national speed limit guidance, local crash data, and public communication methods. She recommended looking at the city as a whole — including areas near playgrounds and the school — rather than addressing only the pickleball court area in isolation. The Council directed Engineer Krohse to conduct the required analysis and report back.

Motion was m/s/p, Jacobson/Kittock, to direct the City Engineer to conduct the statutorily required speed limit analysis. All present voted in favor.

Dan Ward Property: A meeting is scheduled for June 15th with Dan Ward. He has disconnected city sewer, water, and gas services, and asbestos remediation has been completed. He is ready to proceed with demolition. The Attorney will have a draft special assessment agreement prepared for review of the numbers and timing.

Steltzers Property: The property received both a hazardous building notification and a do-not-occupy notice due to non-operational sewer and water service. A letter has been sent requiring connection by June 26th. If the deadline is not met, the building inspector will post the official do-not-occupy notice, and the Sheriff's Office will be engaged to enforce vacating the property.

Robinson Property: After communications with the property's attorney, it was confirmed that a buyer has been identified for the main residence and the property will continue to be used residentially. Fish houses and trucks are to be removed. The status of Everett's adjacent parcel remains unresolved, and the Attorney noted a new nuisance violation notice may be sent if progress is not made on the teardown.

Woodland Shores Detachment (Holdersen and Brewery Properties): The county has drafted corrective administrative orders. Both property owners need to sign, and the city will cover the \$100 filing fee as previously authorized. Quit claim deeds conveying the parcels to the respective homeowners will be brought to Council for authorization once the administrative orders are finalized.

Hazardous Property at 5826 1st Street North (Woodland Township):

Motion was m/s/p, Duske/Jacobson, directing the City Attorney to draft a letter expressing the city's concerns regarding the safety hazards posed by the property at 5826 1st Street N, on attorney letterhead. All present voted in favor.

10.F. City Planner

10.F.1. Updated Rental Ordinance

City Attorney Pagel presented on behalf of City Planner Robin, who was not present. The updated rental dwelling unit ordinance (Chapter 116) was before the council. A clean version and a red-line version showing changes were included in the packet. Related notice letters have been refined in conjunction with the ordinance.

10.F.2. Updated Ordinance - Tracking

10.F.3. Resolution 2026-22 Ordinance Ch.116- Rental Dwelling Units

Motion was m/s/p, Jacobson/Kittock, to approve Resolution 2026-22 Amending City of Waverly Ordinance Chapter 116 - Rental Dwelling Units. Motion Passed 4/0.

10.F.4. Resolution 2026-23 Approving Summary for Amendments to Ch. 116

Motion was m/s/p, Kittock/Jacobson, Approving The Summary For Amendments to the City of Waverly Ordinance Chapter 116 – Rental Dwelling Units Motion Passed 4/0.

10.F.5. Summary notice for publication

11. Council Report

11.A. Planning & Zoning Report

Council Member Jacobson reported that the Planning & Zoning Commission held its meeting in May. Key items included a second draft review of the city's swimming pool ordinance, with a public hearing scheduled for June 18th along with the fee schedule. The commission also discussed revising downtown setbacks to zero setbacks on the front and side, with a 10-foot alleyway setback, to facilitate development without requiring variances.

11.B. Parks Report - Meeting was Cancelled

The Parks Committee meeting was cancelled due to the holiday.

11.C. Economic Development Authority Report - Meeting was Cancelled

The EDA meeting was cancelled due to the holiday.

The business survey is underway, with results to be reviewed at the June 22nd EDA Meeting. Businesses have been invited to attend. Mayor Holmes also noted the recent ribbon cutting for a new childcare facility, which opened with 30 children transferring from Buffalo and 15 additional registrations pending.

12. Old Business

No old business was presented.

13. New Business

No new business was presented.

14. Acknowledgement/Recognition/Announcements

Mayor and council thanked the Waverly Fire Department and city staff for their contributions to the Memorial Day event.

15. Adjournment

Motion was m/s/p, Jacobson/Kock, to adjourn meeting at 8:06 p.m. All present voted in favor.



City Administrator/Clerk, Carrie Krienke



Mayor Connie Holmes

