

**WORK SESSION – 6 P.M. RE: Water/Sewer Infrastructure**

**REGULAR WASECA CITY COUNCIL MEETING**

**TUESDAY, APRIL 20, 2021 7 p.m.**

**AGENDA**

- 1 CALL TO ORDER/ROLL CALL
- 2 MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE
- 3 APPROVAL OF AGENDA
- 4 PUBLIC COMMENT

**Those wishing to speak must state their name and address for the record. Each person will have three (3) minutes to make his/her remarks. Speakers will address all comments to the City Council as a whole and not one individual councilmember. The Council may not take action on an item presented during the Public Comment period. When appropriate, the Council may refer inquiries and items brought up during the Public Comment period to the City Manager for follow up.**

- 5 REQUESTS AND PRESENTATIONS  
State Senator Jasinski
- 6 CONSENT AGENDA
  - A. Minutes –Regular City Council Meeting & Work Session, April 6, 2021 & BOR April 5, 2021
  - B. Payroll & Expenditures
  - C. Resolution 21-16: Stantec Construction Services Contract – Brown Ave & Well No. 2 Water Main Improvements Project
  - D. Resolution 21-17: TKDA Design Services Contract – Multi-Unit Airport Hangar
  - E. Approval of Extension of Premise: Katie O’Learys
  - F. RCCA: Introduce Ordinance 1087 & set Public Hearing date May 4, 2021
  - G. RCCA: Introduce Ordinance 1088 & set Public Hearing date May 4, 2021
- 7 ACTION AGENDA
  - A. RCCA: Driver Visibility – SE Corner of Elm Avenue & 2<sup>nd</sup> Street SW
  - B. Ordinance 1089: Vacation of Easement
  - C. Resolution 21-13: Rupe Variance Request
  - D. Ordinance 1086: Text Amendment - Tobacco shops in B-2
- 8 REPORTS
  - A. City Manager’s Report
  - B. Commission Reports
    - HPC (T. Conrath)
    - EDA (Mansfield, Srp)
    - Planning Commission (Arndt, Srp)
- 9 ANNOUNCEMENTS
- 10 ADJOURNMENT

MINUTES  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, APRIL 6, 2021

**CALL TO ORDER/ROLL CALL**

- 1 The regular Waseca City Council meeting was called to order by Mayor Roy Srp at 7:00 p.m.

Councilmembers Present: Mayor Roy Srp Ted Conrath  
Daren Arndt John Mansfield  
Mark Christiansen Allan Rose  
Jeremy Conrath

Staff Present: Lee Mattson, City Manager  
Ranae Schult, Administrative Assistant  
Scott Girtler, Waseca Police Department

**MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE**

- 2 A moment of silence was observed. The Pledge of Allegiance to the Flag was recited.

**APPROVAL OF AGENDA**

- 3 It was moved by Christiansen, seconded by Ted Conrath, to approve the agenda as presented. Motion carried 7-0.

**PUBLIC COMMENT**

- 4 **Ron Stevens, 1005 12<sup>th</sup> Street SE, Waseca, MN**, reiterated the need to keep residents informed of the development of Gaiter Lake. Lee Mattson, City Manager, stated the City is required to notify residents within a certain radius of the development. Mr. Mattson further indicated that this is currently only a concept design. Mr. Mattson stated that it may be months before a permanent design is agreed upon. Mr. Stevens stated that he would like his Councilmembers, Mark Christiansen and Daren Arndt, keep close in touch with him on this item.

Mr. Stevens also inquired why all the trees were removed from the storm pond. Mr. Mattson stated the removal of all the trees was part of storm pond maintenance requirements.

**Deb Dobberstein, 908 11<sup>th</sup> Avenue SE, Waseca, MN**, commented that she hopes contour maps are reviewed regarding runoff. Discussion was also held over Ms. Dobberstein's concern about the plans this spring for the City owned field. Mr. Mattson stated weed upkeep will take place, as the City is not intending to have a crop planted.

**Gary Dobberstein, 908 11<sup>th</sup> Avenue SE, Waseca, MN**, stated the need to have a cover crop on this land, as bare ground is erodible land. The City Manager stated he is not sure what Carl Sonnenberg's intentions are for this land. Discussion was held regarding the number of empty lots in this area, and if it is essential to develop this area all at once. Mr. Mattson stated that SWMHP envisions a three-phase development. However, the entire area needs to be laid out. Staff will provide Mr. Stevens and Mr. Dobberstein with the appropriate drainage maps.

## **REQUESTS AND PRESENTATIONS**

### **5 State Representative John Petersburg**

Representative Petersburg was unable to attend due to scheduled committee meetings.

## **CONSENT AGENDA**

### **6 It was moved by Jeremy Conrath, seconded by Christiansen, to approve the Consent Agenda as presented. The motion carried 7-0, and included the following:**

- A. Minutes – Regular City Council Meeting & Work Session – March 16, 2021
- B. Payroll & Expenditures
- C. Resolution 21-12: Approving Off-Site Gambling Permit
- D. Accepting Sophia Hoiseth's Planning Commission Resignation
- E. Appointing Mayor Roy Srp to the Planning Commission
- F. Resolution 21-15: South State Street Water Main Improvements – Phase 2 Project
- G. RCCA: Accepting Donation of a Memorial Bench Swing
- H. Approval of Temporary Liquor License: VFW (and waiver of \$65 fee request)
- I. RCCA: City Hall Roof Replacement

## **ACTION AGENDA**

### **7 None**

## **REPORTS**

### **8 A City Manager's Report**

- The first meeting with Southwest Minnesota Housing Partnership (SWMHP) went well. Staff indicated the City is open to exploring options as desired by SWMHP. SWMHP affirmed their commitment to public involvement. The Housing Study is being updated as part of this process.
- A grant from South Central Service Coop is assisting in paying for City of Waseca internships: Felix Asante (Planning & Zoning) and Courtney Bartz (Finance).
- Favorable bids were received on the Brown Avenue and Well #2 Water Main Improvements Project. Bid approval is delayed while administrative tasks required by the State grant are completed.
- The City has received inquiries about the undeveloped portion of Wood's Edge Subdivision, and has met with multiple potential developers.
- Highway 13 Trail Project and school crossing is scheduled to begin mid-late May. A Federal grant is paying most of the construction costs, and construction supervision. The City and School District are partnering on the project.
- A public meeting is scheduled for Wednesday, April 7, 2021, on the proposed reconstruction of 375<sup>th</sup> Avenue from Highway 13 east to the City limits.
- Staff continues to work with Region Nine on the Manufacturing Resource Center project.
- Update provided on "No Trespassing" signs on Gaiter Lake. Council indicated their desire for Staff to continue work on this project for formal Council action at a future date.

### **B Commission Reports**

No Commission reports were provided.

### **ANNOUNCEMENTS**

9 The following miscellaneous announcements were made by Councilmembers:

- Councilmember Arndt:
  - Thanked Mayor Srp for agreeing to be on the Planning Commission.
  - Reminded everyone to get their vaccine.
  - Arik Matson benefit is scheduled to be held at the County Fairgrounds in May.
- Councilmember Mansfield:
  - Arik Matson benefit is scheduled for May 22.
- Councilmember Jeremy Conrath:
  - There is still an opening on the Planning Commission. Applications are available on the City website.
- Mayor Srp:
  - The Local Board of Appeal and Equalization (LBAE) meeting was held April 5, 2021. It was informative and productive.

### **ADJOURNMENT**

10 There being no further business to be brought before the Council, it was moved by Arndt, seconded by Jeremy Conrath, to adjourn the meeting at 7:50 p.m.; the motion carried 7-0.

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R. D. SRP  
MAYOR

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RANAE SCHULT  
ADMINISTRATIVE ASSISTANT



**MINUTES  
CITY COUNCIL WORK SESSION  
TUESDAY, APRIL 6, 2021**

The work session began at 6:10 p.m.

Councilmembers Present: Mayor Roy Srp Ted Conrath  
Daren Arndt John Mansfield  
Mark Christiansen Allan Rose  
Jeremy Conrath

Staff Present: Lee Mattson, City Manager  
Ranae Schult, Administrative Assistant

**CITY REAL ESTATE**

Lee Mattson, City Manager, provided the City Council members with photos of three parcels of land. Two of the parcels are City owned, PID #17.020.0350, located off Highway 13 South and Highway 14. This parcel is south of Kraus Law Office. The second City owned parcel is PID #17.100.1340, which is the downtown alley located between Edward Jones and Waseca Family Dentistry.

Mr. Mattson stated that a couple of years ago, the City purchased the small parcel, .08 acres, of land for \$20,000 off Highway 13 South from MnDOT. While the parcel does not have a lot of potential, i.e., possible fill, the City does maintain control of the parcel. Tom Kraus, Kraus Law Office, has also expressed interest in the parcel. Rick Kritzer, owner of property across from City Hall, PID #17.018.0100, has expressed interest in trading his parcel for the one off Highway 13.

Discussion was held regarding the need to speak to Robert Scott, City Attorney, regarding restrictions on this south parcel, and if the RFP process should take place. Comments were made that the parcel across from City Hall is next to the Public Safety Building, with the possibility of becoming a “campus” for the City.

The City Manager stated he will speak to the City Attorney on this issue. Mayor Srp stated it appears Council is unanimous in moving forward on the parcel swap with Mr. Kritzer. The City Manager will also put together a document regarding utilities, and bring this back to a Council meeting in May.

A brief discussion was held regarding the Tuttle/Johnson property that is also for sale in this area.

A brief discussion was held regarding the City owned walkway, PID #17.100.1340, located south of the Waseca Family Dentistry building. This building has been sold and the buyers are interested in purchasing the walkway property. Mr. Mattson stated there are a lot of problems with this walkway, and would take a substantial amount of money to remedy. This item will be placed on a future agenda for further discussion.,

**COUNCIL SALARIES**

Per Council feedback, there was no interest at this time to discuss Council salaries. However, they would like the topic to be discussed in 2022, as part of the 2023 budget discussion.

**ADJOURNMENT**

There being no further business, the work session adjourned at 6:53 p.m.

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R. D. SRP  
MAYOR

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RANAE SCHULT  
ADMINISTRATIVE ASSISTANT

**MINUTES  
CITY OF WASECA BOARD OF REVIEW  
VIA ZOOM  
MONDAY, APRIL 5, 2021**

**1      CALL TO ORDER/ROLL CALL**

The City of Waseca Board of Review was called to order by Mayor Roy Srp at 7:00 p.m.

Councilmembers Present:

Roy Srp	Ted Conrath
Daren Arndt	John Mansfield
Mark Christensen	Allan Rose
Jeremy Conrath	

Staff Present:

Lee Mattson, City Manager  
Ranae Schult, Administrative Assistant

Others Present:

Joe Udermann, Waseca County Assessor,  
John Curran, Waseca County Appraiser

Joe Udermann, Waseca County Assessor, explained the purpose of the Board of Review meeting. The rules and protocol of the meeting were previously emailed to the City Council, along with Waseca County sales information. This information stated that only local boards can add value to property lists.

Mr. Udermann further informed those present that City of Waseca residential properties experienced an 8% increase on non-lake front property. All other properties were stable.

**2      HEARING OF PROPERTY OWNERS**

**HUTTON PROPERTIES  
Property located at 1906 State Highway 13    P.I.D. #17.340.0010**

Mr. Udermann stated the property in question is owned by Hutton Properties, and was the location of the Dollar General business. Mr. Udermann further stated that this property was listed for \$585,000, and there is no justification this year to reduce the value.

It was moved by Christiansen, seconded by Srp, to make no change to property owned by Hutton Properties, PID #17-340-0010.

Roll call was taken. The motion carried 6-1 (nay-Mansfield).

**LORI POMMERENKE**  
**Property located at 608 8<sup>th</sup> Street SE PID #17.606.0020**

Mr. Udermann stated property located at 608 8<sup>th</sup> Street SE, PID #17.606.0020 was brought to the attention of the Assessor's office late today, April 5, 2021. Lori Pommerenke is the Trustee of this property, and commented that she feels the valuation of \$124,700 should be lowered to \$114,600. The Assessor also recommended reduction in value on this property.

It was moved by Mansfield, seconded by Jeremy Conrath, to approve the change for PID #17.606.0020 from \$124,700 to \$114,600. Roll call was taken. The motion carried 6-1 (nay-Christiansen).

**JACKIE DICKIE**  
**Property located at 517 2<sup>nd</sup> Street NW PID #17.113.0190**

Lee Mattson, City Manager, stated that he received a call from Ms. Dickie this afternoon, April 5, 2021, regarding her concern on the valuation of this property. Mr. Mattson stated that Ms. Dickie will be bringing this to the County Board, however, she would like another contact from the Assessors prior to the County meeting.

Discussion was held regarding the change on condition ratings as "catch up" from previous years.

It was moved by Jeremy Conrath, seconded by Srp, to leave at \$136,700, and have the Waseca County Assessors office visit the property, and provide feedback to the County Board. Roll call was taken. The motion carried 7-0.

**RICHARD A. POSSEHL**  
**Property located at 704 8<sup>th</sup> Avenue NW PID #17.116.0180**

Mr. Possehl provided in-person comments to Staff on April 5, 2021, that he would like his property re-assessed, as he feels it is valued too high. Staff provided contact information for Mr. Possehl to the Assessor.

It was moved by Christiansen, seconded by Jeremy Conrath, to make no change on this property, and have it presented at the Waseca County Board meeting. Roll call was taken. The motion carried 7-0.

**3      ADJOURNMENT**

There being no further business, it was moved by Christiansen, seconded by Srp, to adjourn the Board of Review meeting at 7:45 p.m. Roll call was taken. Motion carried 7-0.

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R.D. SRP  
MAYOR

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RANAE SCHULT  
ADMINISTRATIVE ASSISTANT

*Micah Fischer*

LIST OF EXPENDITURES

**6B**

April 20, 2021

*Lee A. Miller*

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City Council	0.00
Streets	25,478.52
Parks	10,517.83
Wastewater	8,865.99
Utility Administration	4,850.92
Utility Billing	7,989.64
Electric	14,868.30
Water	7,089.18
Building and Code Compliance	2,753.73
Police	62,222.20
Administration	7,506.72
Community Aides	774.00
Fire	8,414.61
Paid On Call Fire Department	4,602.13
Election Judges	0.00
Finance	8,472.72
Connections	2,495.68
Community Development	5,520.93
Engineering	15,800.17
Recreation	2,806.55
Econ Development	<u>6,202.20</u>

Total Gross Payroll	207,232.02
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*Less- Payroll Deductions	<u>(72,008.33)</u>
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Net Payroll Cost	\$	135,223.69
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\*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:

April 2, 2021-April 15, 2021

Includes check #'s 156578-156634

Bank ACH Withdrawals.....	<u>787,024.94</u>
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GRAND TOTAL EXPENDITURES	\$	<u>922,248.63</u>
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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
<b>General Fund</b>						
04/08/2021	42112	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 4/4/2021	101-21701-0000	18,773.20	M
Total 101217010000:					18,773.20	
04/08/2021	42108	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 4/4/2021	101-21702-0000	8,747.43	M
Total 101217020000:					8,747.43	
04/08/2021	42112	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 4/4/2021	101-21703-0000	8,243.27	M
04/08/2021	42112	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 4/4/2021	101-21703-0000	8,243.27	M
Total 101217030000:					16,486.54	
04/08/2021	42109	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 4/4/2021	101-21704-0000	1,342.75	M
04/08/2021	42109	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 4/4/2021	101-21704-0000	8,727.83	M
04/08/2021	42109	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 4/4/2021	101-21704-0000	7,394.51	M
04/08/2021	42109	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 4/4/2021	101-21704-0000	8,727.83	M
04/08/2021	42109	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 4/4/2021	101-21704-0000	11,091.78	M
Total 101217040000:					37,284.70	
04/07/2021	156578	IBEW	IBEW UNION DUES Pay Period: 4/4/2021	101-21707-0000	342.73	
04/07/2021	156579	IUOE Local #70	FIRE UNION DUES Pay Period: 4/4/2021	101-21707-0000	133.78	
04/07/2021	156579	IUOE Local #70	IUOE UNION DUES Pay Period: 4/4/2021	101-21707-0000	549.10	
04/07/2021	156580	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 4/4/2021	101-21707-0000	635.00	
Total 101217070000:					1,660.61	
04/07/2021	156581	MN Life	LIFE INSURANCE MN Pay Period: 4/4/2021	101-21710-0000	713.50	
04/07/2021	156581	MN Life	LIFE INSURANCE MN Pay Period: 4/4/2021	101-21710-0000	1,146.75	
Total 101217100000:					1,860.25	
04/08/2021	42112	ACH Internal Revenue Service	MEDICARE Pay Period: 4/4/2021	101-21712-0000	2,788.55	M
04/08/2021	42112	ACH Internal Revenue Service	MEDICARE Pay Period: 4/4/2021	101-21712-0000	2,788.55	M
Total 101217120000:					5,577.10	
04/08/2021	42114	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 4/4/2021	101-21713-0000	1,165.00	M
04/08/2021	42114	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 4/4/2021	101-21713-0000	669.00	M
Total 101217130000:					1,834.00	
04/08/2021	42111	Vantagepoint Transfer Agents 457	ICMA - ROTH (AFTER TAX) Pay Period: 4/4/2021	101-21714-0000	150.00	M
04/08/2021	42111	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 4/4/2021	101-21714-0000	2,384.00	M
Total 101217140000:					2,534.00	
04/15/2021	42120	Further	FSA Reimbursement	101-21716-0000	180.91	
04/15/2021	42119	Further	FSA Reimbursement	101-21716-0000	322.14	
04/08/2021	42103	Further	VEBA Contributions Pay Period: 4/4/2021	101-21716-0000	21,006.14	M
04/08/2021	42115	Further	HSA Contribution Pay Period: 4/4/2021	101-21716-0000	485.25	M
04/08/2021	42103	Further	HSA Contribution Pay Period: 4/4/2021	101-21716-0000	5,544.93	M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101217160000:					27,539.37	
04/08/2021	42110	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 4/4/2021	101-21717-0000	880.47	M
Total 101217170000:					880.47	
04/08/2021	42113	Delta Dental	DENTAL EE + SPOUSE Pay Period: 4/4/2021	101-21719-0000	297.25	M
04/08/2021	42113	Delta Dental	McKay April Cobra	101-21719-0000	29.00	M
04/08/2021	42113	Delta Dental	DENTAL SINGLE Employee Pay Period: 4/4/2021	101-21719-0000	522.00	M
04/08/2021	42113	Delta Dental	Ziemke April Cobra	101-21719-0000	29.00	M
04/08/2021	42113	Delta Dental	DENTAL FAMILY Employee Pay Period: 4/4/2021	101-21719-0000	1,368.00	M
04/08/2021	42113	Delta Dental	Rugger April Cobra	101-21719-0000	114.00	M
04/08/2021	42113	Delta Dental	Jes Adj	101-21719-0000	78.70	M
Total 101217190000:					2,437.95	
04/08/2021	42116	VSP	VISION FAMILY Employee Pay Period: 4/4/2021	101-21722-0000	148.33	M
04/08/2021	42116	VSP	VISION SINGLE Employee Pay Period: 4/4/2021	101-21722-0000	60.93	M
04/08/2021	42116	VSP	VISION + ONE Employee Pay Period: 4/4/2021	101-21722-0000	61.15	M
04/08/2021	42116	VSP	Rugger April Cobra	101-21722-0000	12.23	M
04/08/2021	42116	VSP	Ziemke April Cobra	101-21722-0000	6.77	M
04/08/2021	42116	VSP	Jes Adj	101-21722-0000	12.23	M
Total 101217220000:					301.64	
04/15/2021	156611	MN Department of Labor & Industry	1st Qtr permit surcharge to state	101-32280-0000	2,892.04	
Total 101322800000:					2,892.04	
04/15/2021	156602	Knott, Lexie	Park fee reimbursement-City asked to move	101-34785-0000	20.00	
Total 101347850000:					20.00	
04/15/2021	20210285	U.S. Bank - CC	Elected Officials Guide Set	101-41110-3100	18.00	
Total 101411103100:					18.00	
04/15/2021	20210281	Srp, Roy D.	Technology Reimbursement-2021	101-41110-3200	172.72	
04/15/2021	20210285	U.S. Bank - CC	Prorated zoom charge	101-41110-3200	.27	
Total 101411103200:					172.99	
04/08/2021	42117	Reliance Standard	April LTD Insurance	101-41320-1340	52.19	M
04/08/2021	42117	Reliance Standard	April LTD Insurance	101-41320-1340	12.74	M
Total 101413201340:					64.93	
04/15/2021	156609	Metro Sales Inc.	Printer ink	101-41320-2000	144.00	
Total 101413202000:					144.00	
04/08/2021	42117	Reliance Standard	April LTD Insurance	101-41500-1340	72.41	M
Total 101415001340:					72.41	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
04/15/2021	42118	Further	HSA/Flex Admin Fees	101-41500-1600	280.30
04/15/2021	20210285	U.S. Bank - CC	Cupcakes for fitness challenge	101-41500-1600	11.00
Total 101415001600:					291.30
04/15/2021	20210266	Innovative Office Supply	Office supplies	101-41500-2000	13.60
Total 101415002000:					13.60
04/15/2021	156597	Government Finance Officers Associatio	2021 Conference	101-41500-3300	420.00
Total 101415003300:					420.00
04/15/2021	20210263	Flaherty & Hood PA	March labor and employment consult	101-41600-3000	1,162.50
04/15/2021	20210269	Kennedy & Kennedy Law Office	March Legal Services	101-41600-3000	660.00
Total 101416003000:					1,822.50
04/15/2021	20210276	Pantheon Computer Systems Inc.	TLCF Switch	101-41920-2050	129.00
Total 101419202050:					129.00
04/15/2021	20210285	U.S. Bank - CC	Website renewal	101-41920-4950	119.88
04/15/2021	20210285	U.S. Bank - CC	Vison 2030 website renewal	101-41920-4950	39.34
04/15/2021	20210285	U.S. Bank - CC	Website renewal	101-41920-4950	155.76
Total 101419204950:					314.98
04/15/2021	20210266	Innovative Office Supply	Office Supplies	101-41940-2000	5.05
04/15/2021	20210266	Innovative Office Supply	Office supplies	101-41940-2000	33.76
Total 101419402000:					38.81
04/15/2021	156592	Cintas Corporation	First aid cabinet supplies	101-41940-2170	47.15
04/15/2021	20210266	Innovative Office Supply	Breakroom supplies	101-41940-2170	93.55
04/15/2021	156619	Red Feather Paper Company	2 ply tissue, roll towels, can liners	101-41940-2170	93.02
04/15/2021	156619	Red Feather Paper Company	Credit	101-41940-2170	72.54-
Total 101419402170:					161.18
04/15/2021	156591	Cintas Corporation	Floor mat service	101-41940-3100	45.53
04/15/2021	20210257	Connors Plumbing & Heating Inc.	HVAC Agreement	101-41940-3100	1,479.18
04/15/2021	156614	Orkin Pest Control	Pest Control City Hall	101-41940-3100	95.00
04/15/2021	20210287	Waste Management of Southern MN	March Service	101-41940-3100	194.92
Total 101419403100:					1,814.63
04/15/2021	42123	City of Waseca	March Utilities	101-41940-3800	2,189.06
Total 101419403800:					2,189.06
04/15/2021	20210286	Waseca Hardware LLC	Parts & Supplies	101-41940-4000	100.95
Total 101419404000:					100.95
04/08/2021	42117	Reliance Standard	April LTD Insurance	101-41950-1340	56.33 M

M = Manual Check, V = Void Check



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101419501340:					56.33
04/15/2021	20210266	Innovative Office Supply	Office supplies	101-41950-2000	7.14
Total 101419502000:					7.14
04/15/2021	156630	Waseca County Recorder	Recordings	101-41950-3400	148.00
Total 101419503400:					148.00
04/08/2021	42117	Reliance Standard	April LTD Insurance	101-42100-1340	471.60 M
Total 101421001340:					471.60
04/15/2021	20210266	Innovative Office Supply	office supplies-police	101-42100-2000	42.19
04/15/2021	20210285	U.S. Bank - CC	Office Supplies	101-42100-2000	32.78
Total 101421002000:					74.97
04/15/2021	156628	Waseca County Highway Department	Monthly billing	101-42100-2120	1,587.14
Total 101421002120:					1,587.14
04/15/2021	20210285	U.S. Bank - CC	evidence bags and rifle boxes	101-42100-2170	170.29
04/15/2021	20210285	U.S. Bank - CC	small boxes	101-42100-2170	72.32
04/15/2021	20210285	U.S. Bank - CC	Shipping of biological specimen	101-42100-2170	10.45
Total 101421002170:					253.06
04/15/2021	156583	Amazon	Uniform Allowance-Chrz	101-42100-2180	69.95
04/15/2021	20210282	Streicher's	uniform expense - Brass	101-42100-2180	99.00
04/15/2021	20210282	Streicher's	Uniform Allowance - AH	101-42100-2180	31.99
04/15/2021	20210282	Streicher's	Uniform Allowance	101-42100-2180	514.93
04/15/2021	20210285	U.S. Bank - CC	Uniform allowance	101-42100-2180	29.95
04/15/2021	20210285	U.S. Bank - CC	Pink badges	101-42100-2180	1,566.50
Total 101421002180:					2,312.32
04/15/2021	20210254	Central Fire Protection Inc.	Extinguishers	101-42100-2190	67.30
04/15/2021	156592	Cintas Corporation	First Aid - Police	101-42100-2190	36.24
Total 101421002190:					103.54
04/15/2021	20210257	Connors Plumbing & Heating Inc.	service contract	101-42100-2230	766.50
Total 101421002230:					766.50
04/15/2021	156608	Mayo Clinic	Blood Draw # 2021-1323	101-42100-3000	32.00
Total 101421003000:					32.00
04/15/2021	20210251	Blue Earth County	1st Qrt MDT's	101-42100-3100	540.00
04/15/2021	156586	Bureau of Crim Apprehension	CJDN Access Fee	101-42100-3100	270.00
04/15/2021	156591	Cintas Corporation	Floor Mats	101-42100-3100	8.87
04/15/2021	156591	Cintas Corporation	Floor mats	101-42100-3100	8.87

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
04/15/2021	20210287	Waste Management of Southern MN	March Service	101-42100-3100	88.73
Total 101421003100:					916.47
04/15/2021	156604	Lexipol LLC	PoliceOne Academy	101-42100-3300	1,263.00
04/15/2021	20210285	U.S. Bank - CC	Data Master Recertification	101-42100-3300	75.00
Total 101421003300:					1,338.00
04/15/2021	42123	City of Waseca	March Utilities	101-42100-3800	749.82
Total 101421003800:					749.82
04/15/2021	20210285	U.S. Bank - CC	2021 membership renewal	101-42100-4330	172.00
Total 101421004330:					172.00
04/08/2021	42117	Reliance Standard	April LTD Insurance	101-42200-1340	63.54 M
Total 101422001340:					63.54
04/15/2021	20210285	U.S. Bank - CC	Office Supplies	101-42200-2000	93.11
Total 101422002000:					93.11
04/15/2021	156628	Waseca County Highway Department	Monthly billing	101-42200-2120	153.65
Total 101422002120:					153.65
04/15/2021	20210254	Central Fire Protection Inc.	Refill Extinguisher	101-42200-2160	21.15
Total 101422002160:					21.15
04/15/2021	20210273	Napa Auto Parts	Parts	101-42200-2170	33.64
04/15/2021	20210286	Waseca Hardware LLC	Parts & Supplies	101-42200-2170	48.96
Total 101422002170:					82.60
04/15/2021	20210267	Jefferson Fire & Safety Inc	Helmet Assist Chief	101-42200-2180	289.47
04/15/2021	20210275	Owatonna Shoe Company	Safety Boot-Youngberg	101-42200-2180	178.50
Total 101422002180:					467.97
04/15/2021	20210260	Custom Fire Apparatus Inc.	Part for 525 Switch	101-42200-2210	47.79
04/15/2021	20210286	Waseca Hardware LLC	Parts & Supplies	101-42200-2210	14.95
Total 101422002210:					62.74
04/15/2021	20210257	Connors Plumbing & Heating Inc.	service contract	101-42200-2230	766.50
Total 101422002230:					766.50
04/15/2021	20210260	Custom Fire Apparatus Inc.	Switch 525	101-42200-2240	48.50
04/15/2021	156615	Overhead Door Company of Mankato Inc	Fire Garage Door Openers	101-42200-2240	103.80

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422002240:					152.30
04/15/2021	156591	Cintas Corporation	Floor Mats	101-42200-3100	8.88
04/15/2021	156591	Cintas Corporation	Floor mats	101-42200-3100	8.88
04/15/2021	156612	MN Department of Labor & Industry	Air Compresor Vessel	101-42200-3100	20.00
04/15/2021	20210287	Waste Management of Southern MN	March Service	101-42200-3100	88.74
Total 101422003100:					126.50
04/15/2021	20210278	Safety& Security Consult Specialists LLC	New FF Training	101-42200-3310	6,850.00
Total 101422003310:					6,850.00
04/15/2021	156589	Centerpoint Energy	March Service	101-42200-3800	73.25
04/15/2021	42123	City of Waseca	March Utilities	101-42200-3800	749.83
04/15/2021	42123	City of Waseca	March Utilities	101-42200-3800	46.05
Total 101422003800:					869.13
04/08/2021	42117	Reliance Standard	April LTD Insurance	101-42400-1340	24.46 M
04/08/2021	42117	Reliance Standard	April LTD Insurance	101-42400-1340	7.28 M
Total 101424001340:					31.74
04/15/2021	20210266	Innovative Office Supply	Office supplies	101-42400-2000	7.32
Total 101424002000:					7.32
04/15/2021	20210256	City Building Inspection Services LLC	building inpsctions	101-42400-3000	4,667.34
Total 101424003000:					4,667.34
04/15/2021	20210285	U.S. Bank - CC	Membership renewal	101-42400-3300	75.00
Total 101424003300:					75.00
04/08/2021	42117	Reliance Standard	April LTD Insurance	101-43000-1340	7.50 M
04/08/2021	42117	Reliance Standard	April LTD Insurance	101-43000-1340	103.58 M
Total 101430001340:					111.08
04/15/2021	20210286	Waseca Hardware LLC	Parts & Supplies	101-43000-2170	25.47
04/15/2021	156632	Waterville Building Center LLC	Lumber for flat file base	101-43000-2170	49.00
Total 101430002170:					74.47
04/15/2021	20210275	Owatonna Shoe Company	Work Boots-Bruder	101-43000-2190	170.00
04/15/2021	20210275	Owatonna Shoe Company	Safety Boot-Schwartz	101-43000-2190	195.50
Total 101430002190:					365.50
04/15/2021	20210285	U.S. Bank - CC	Online DOT Training	101-43000-3300	49.00
Total 101430003300:					49.00

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
04/08/2021	42117	Reliance Standard	April LTD Insurance	101-43100-1340	101.15	M
04/08/2021	42117	Reliance Standard	April LTD Insurance	101-43100-1340	2.23	M
Total 101431001340:					103.38	
04/15/2021	20210285	U.S. Bank - CC	Tablet holder for street department	101-43100-2000	32.95	
04/15/2021	20210285	U.S. Bank - CC	Printers	101-43100-2000	297.85	
Total 101431002000:					330.80	
04/15/2021	156628	Waseca County Highway Department	Monthly billing	101-43100-2120	1,535.30	
04/15/2021	156628	Waseca County Highway Department	Monthly billing	101-43100-2120	10.00	
04/15/2021	156628	Waseca County Highway Department	Monthly billing	101-43100-2120	146.78	
Total 101431002120:					1,692.08	
04/15/2021	156583	Amazon	lights	101-43100-2170	420.63	
04/15/2021	20210249	Batteries Plus Bulbs	batteries	101-43100-2170	56.75	
04/15/2021	20210273	Napa Auto Parts	Parts	101-43100-2170	71.40	
04/15/2021	20210285	U.S. Bank - CC	Nitrile Gloves	101-43100-2170	260.75	
04/15/2021	20210285	U.S. Bank - CC	Plumbing supplies and lumber	101-43100-2170	285.20	
04/15/2021	20210285	U.S. Bank - CC	Reflective safety shirts for summer	101-43100-2170	1,162.16	
04/15/2021	20210285	U.S. Bank - CC	Supplies	101-43100-2170	8.08	
04/15/2021	20210285	U.S. Bank - CC	coveralls	101-43100-2170	148.26	
04/15/2021	20210286	Waseca Hardware LLC	Parts & Supplies	101-43100-2170	12.38	
Total 101431002170:					2,425.61	
04/15/2021	20210247	AmeriPride Services Inc	uniform-service	101-43100-2180	179.56	
04/15/2021	20210247	AmeriPride Services Inc	uniform-service	101-43100-2180	178.53	
04/15/2021	20210275	Owatonna Shoe Company	Safety Boot-Rossow	101-43100-2180	200.00	
04/15/2021	20210275	Owatonna Shoe Company	Safety Boot-Conway	101-43100-2180	200.00	
04/15/2021	20210275	Owatonna Shoe Company	Safety Boot-Muellerleile	101-43100-2180	200.00	
04/15/2021	20210275	Owatonna Shoe Company	Safety Boot-Dulas	101-43100-2180	178.50	
04/15/2021	20210275	Owatonna Shoe Company	Safety boot- T. Roessler	101-43100-2180	200.00	
04/15/2021	20210275	Owatonna Shoe Company	Safety Boot-Straube	101-43100-2180	200.00	
04/15/2021	20210275	Owatonna Shoe Company	Safety Boot-Hofmeister	101-43100-2180	200.00	
04/15/2021	20210275	Owatonna Shoe Company	Safety Boot-Krienke	101-43100-2180	182.75	
Total 101431002180:					1,919.34	
04/15/2021	20210287	Waste Management of Southern MN	March Service	101-43100-3100	178.37	
Total 101431003100:					178.37	
04/15/2021	156589	Centerpoint Energy	March Service	101-43100-3800	73.24	
04/15/2021	42123	City of Waseca	March Utilities	101-43100-3800	46.05	
04/15/2021	42123	City of Waseca	March Utilities	101-43100-3800	776.10	
Total 101431003800:					895.39	
04/08/2021	42117	Reliance Standard	April LTD Insurance	101-43125-1340	26.22	M
04/08/2021	42117	Reliance Standard	April LTD Insurance	101-43125-1340	2.23	M
Total 101431251340:					28.45	

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
04/15/2021	156588	Cargill Inc. - Salt Division	road salt	101-43125-2170	4,431.16
04/15/2021	156588	Cargill Inc. - Salt Division	road salt	101-43125-2170	2,256.21
Total 101431252170:					6,687.37
04/08/2021	42117	Reliance Standard	April LTD Insurance	101-43170-1340	5.62 M
Total 101431701340:					5.62
04/15/2021	42123	City of Waseca	March Utilities	101-43170-3800	184.99
Total 101431703800:					184.99
04/08/2021	42117	Reliance Standard	April LTD Insurance	101-43220-1340	9.37 M
Total 101432201340:					9.37
04/08/2021	42117	Reliance Standard	April LTD Insurance	101-45130-1340	15.63 M
Total 101451301340:					15.63
04/15/2021	156584	American Red Cross-Training Services	Lifeguard Certification	101-45130-2170	200.00
04/15/2021	20210285	U.S. Bank - CC	Face masks for staff/patron	101-45130-2170	99.98
04/15/2021	156633	When to Work Inc	When2Work	101-45130-2170	198.00
Total 101451302170:					497.98
04/15/2021	156598	Hawkins Inc	Gemini Controller	101-45130-2210	405.00
Total 101451302210:					405.00
04/15/2021	156627	Waseca Community Education	Lifeguard Training	101-45130-3100	238.00
Total 101451303100:					238.00
04/15/2021	42123	City of Waseca	March Utilities	101-45130-3800	529.62
Total 101451303800:					529.62
04/15/2021	20210273	Napa Auto Parts	Parts	101-45130-4000	19.50
Total 101451304000:					19.50
04/15/2021	20210285	U.S. Bank - CC	Food handlers license and exam	101-45130-4500	160.00
Total 101451304500:					160.00
04/15/2021	156624	USA Blue Book	Safety Equipment	101-45180-2175	263.38
04/15/2021	156624	USA Blue Book	Safety Equipment-Gloves	101-45180-2175	148.50
Total 101451802175:					411.88
04/15/2021	42122	Mediacom	TLCF	101-45180-3200	30.84
Total 101451803200:					30.84

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
04/08/2021	42117	Reliance Standard	April LTD Insurance	101-45200-1340	93.44	M
04/08/2021	42117	Reliance Standard	April LTD Insurance	101-45200-1340	3.91	M
Total 101452001340:					97.35	
04/15/2021	156628	Waseca County Highway Department	Monthly billing	101-45200-2120	246.40	
Total 101452002120:					246.40	
04/15/2021	156594	Condon Farm Service	Fertilizer	101-45200-2170	35.90	
04/15/2021	156618	Ramy Turf Products	Landscape fabric	101-45200-2170	169.50	
04/15/2021	156623	The Tessman Company	Chemicals	101-45200-2170	2,582.76	
04/15/2021	20210285	U.S. Bank - CC	Shipping of hardware for metrodomes seats	101-45200-2170	65.70	
04/15/2021	20210285	U.S. Bank - CC	Nitrile Gloves	101-45200-2170	310.69	
04/15/2021	20210286	Waseca Hardware LLC	Parts & Supplies	101-45200-2170	42.99	
Total 101452002170:					3,207.54	
04/15/2021	20210275	Owatonna Shoe Company	Safety Boot-Vanderhorst	101-45200-2190	200.00	
04/15/2021	20210275	Owatonna Shoe Company	Safety Boot-Dushaw	101-45200-2190	145.00	
04/15/2021	20210275	Owatonna Shoe Company	Safety Boot-Spies	101-45200-2190	216.75	
04/15/2021	20210275	Owatonna Shoe Company	Safety Boot-Moen	101-45200-2190	204.00	
Total 101452002190:					765.75	
04/15/2021	20210273	Napa Auto Parts	Parts	101-45200-2230	23.80	
04/15/2021	20210285	U.S. Bank - CC	Lumber & Nails	101-45200-2230	165.33	
04/15/2021	20210286	Waseca Hardware LLC	Parts & Supplies	101-45200-2230	162.61	
Total 101452002230:					351.74	
04/15/2021	156585	Bock's Service Inc.	Bob Cat Tires	101-45200-2240	1,800.00	
04/15/2021	20210273	Napa Auto Parts	Parts	101-45200-2240	16.32	
Total 101452002240:					1,816.32	
04/15/2021	20210286	Waseca Hardware LLC	Parts & Supplies	101-45200-2400	359.99	
Total 101452002400:					359.99	
04/15/2021	20210277	Precision Chiropractic and Wellness	Drug testing	101-45200-3100	180.00	
04/15/2021	156629	Waseca County Landfill	Landfill fees	101-45200-3100	12.00	
04/15/2021	156629	Waseca County Landfill	Landfill fees	101-45200-3100	20.00	
04/15/2021	20210287	Waste Management of Southern MN	March Service	101-45200-3100	27.85	
04/15/2021	20210287	Waste Management of Southern MN	waste management	101-45200-3100	115.96	
Total 101452003100:					355.81	
04/15/2021	42123	City of Waseca	March Utilities	101-45200-3800	394.27	
Total 101452003800:					394.27	
04/15/2021	156585	Bock's Service Inc.	Tire repair	101-45200-4040	38.50	
Total 101452004040:					38.50	

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
04/15/2021	20210257	Connors Plumbing & Heating Inc.	HVAC Agreement	101-45500-3100	626.14
04/15/2021	156614	Orkin Pest Control	Library-Pest control	101-45500-3100	70.00
04/15/2021	156620	ServiceMaster by Ayotte	library cleaning service	101-45500-3100	790.00
04/15/2021	20210287	Waste Management of Southern MN	Library service	101-45500-3100	56.73
Total 101455003100:					1,542.87
04/15/2021	42123	City of Waseca	March Utilities	101-45500-3800	698.01
Total 101455003800:					698.01
Total General Fund:					187,320.94
<b>Airport</b>					
04/15/2021	156590	CenturyLink	Anti-Virus Protection	230-49810-3200	2.95
Total 230498103200:					2.95
04/15/2021	42123	City of Waseca	March Utilities	230-49810-3800	86.88
04/15/2021	156634	Xcel Energy	March Service	230-49810-3800	173.90
04/15/2021	156634	Xcel Energy	March Service	230-49810-3800	208.71
Total 230498103800:					469.49
Total Airport:					472.44
<b>Recovery Coordinator Grant</b>					
04/08/2021	42117	Reliance Standard	April LTD Insurance	256-46500-1340	29.61 M
Total 256465001340:					29.61
Total Recovery Coordinator Grant:					29.61
<b>Economic Development-General f</b>					
04/08/2021	42117	Reliance Standard	April LTD Insurance	261-46700-1340	12.75 M
Total 261467001340:					12.75
04/15/2021	20210263	Flaherty & Hood PA	March Legal Services	261-46700-3000	1,012.50
Total 261467003000:					1,012.50
04/15/2021	20210250	Blane, Canada Ltd	2021 User fees	261-46700-3100	2,600.00
Total 261467003100:					2,600.00
Total Economic Development-General f:					3,625.25
<b>Safe Haven Grant</b>					
04/08/2021	42117	Reliance Standard	April LTD Insurance	279-46350-1340	18.05 M
Total 279463501340:					18.05
04/15/2021	156592	Cintas Corporation	first aid - connections	279-46350-2170	18.45

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 279463502170:					18.45
Total Safe Haven Grant:					36.50
<b>Firefighter's Relief</b>					
04/15/2021	156631	Waseca Fire Relief Association	2020 - 1 Time City Contribution for Pensions	280-49070-1240	10,000.00
Total 280490701240:					10,000.00
04/15/2021	156599	Hildi Inc	2020 Actuarial Update	280-49070-3000	1,050.00
Total 280490703000:					1,050.00
Total Firefighter's Relief:					11,050.00
<b>Capital Improvement</b>					
04/15/2021	20210263	Flaherty & Hood PA	March Legal Services	430-43010-3000	225.00
Total 430430103000:					225.00
Total Capital Improvement:					225.00
<b>Water</b>					
04/15/2021	20210286	Waseca Hardware LLC	Parts & Supplies	601-49401-2230	62.45
Total 601494012230:					62.45
04/15/2021	42123	City of Waseca	March Utilities	601-49401-3800	8,339.59
04/15/2021	156634	Xcel Energy	March Service	601-49401-3800	191.75
Total 601494013800:					8,531.34
04/15/2021	156598	Hawkins Inc	Chlorine Equipment Terminator Testing	601-49401-4000	816.00
04/15/2021	156598	Hawkins Inc	Actuators	601-49401-4000	419.56
Total 601494014000:					1,235.56
04/08/2021	42117	Reliance Standard	April LTD Insurance	601-49430-1340	23.05 M
04/08/2021	42117	Reliance Standard	April LTD Insurance	601-49430-1340	27.31 M
Total 601494301340:					50.36
04/15/2021	156628	Waseca County Highway Department	Monthly billing	601-49430-2120	292.82
Total 601494302120:					292.82
04/15/2021	156605	Locators & Supplies Inc.	locate paint	601-49430-2170	449.87
04/15/2021	20210286	Waseca Hardware LLC	Parts & Supplies	601-49430-2170	27.97
Total 601494302170:					477.84
04/15/2021	20210247	AmeriPride Services Inc	uniform service	601-49430-3100	17.25
04/15/2021	20210247	AmeriPride Services Inc	uniform service	601-49430-3100	17.51
04/15/2021	20210247	AmeriPride Services Inc	uniform service	601-49430-3100	17.25
04/15/2021	20210264	Gopher State One-Call Inc	Location calls - March	601-49430-3100	22.50

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
04/15/2021	156610	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	224.23
04/15/2021	156621	Sportsman Stop	March shipping service	601-49430-3100	29.87
04/15/2021	156624	USA Blue Book	Total coliform testing equipment	601-49430-3100	87.40
04/15/2021	156625	Utility Consultants Inc	Bacteria Testing	601-49430-3100	195.00
04/15/2021	156625	Utility Consultants Inc	Bacteria Testing	601-49430-3100	180.00
Total 601494303100:					791.01
04/15/2021	20210271	MAS Communications Inc.	Answering Service - April	601-49585-3200	52.98
Total 601495853200:					52.98
04/15/2021	20210274	On Target Inc.	CASS address certification-quarterly	601-49585-3500	42.83
Total 601495853500:					42.83
04/15/2021	156593	City of Waseca	Summit AR	601-49585-4320	39.44
04/15/2021	156622	Summit Account Resolution	Collection Fees	601-49585-4320	30.62
Total 601495854320:					70.06
04/08/2021	42117	Reliance Standard	April LTD Insurance	601-49586-1340	5.16 M
04/08/2021	42117	Reliance Standard	April LTD Insurance	601-49586-1340	2.94 M
04/08/2021	42117	Reliance Standard	April LTD Insurance	601-49586-1340	14.22 M
Total 601495861340:					22.32
04/15/2021	20210263	Flaherty & Hood PA	March Legal Services	601-49586-3000	1,387.50
Total 601495863000:					1,387.50
04/15/2021	20210259	Core & Main LP	Curb Box Covers	601-49593-5300	631.08
Total 601495935300:					631.08
Total Water:					13,648.15
<b>Sanitary Sewer</b>					
04/08/2021	42117	Reliance Standard	April LTD Insurance	602-49470-1340	33.72 M
04/08/2021	42117	Reliance Standard	April LTD Insurance	602-49470-1340	2.23 M
Total 602494701340:					35.95
04/15/2021	156605	Locators & Supplies Inc.	locate paint	602-49470-2170	449.88
Total 602494702170:					449.88
04/15/2021	20210264	Gopher State One-Call Inc	Location calls - March	602-49470-3100	22.50
Total 602494703100:					22.50
04/15/2021	20210285	U.S. Bank - CC	Training-Hellevik	602-49470-3300	390.00
04/15/2021	20210285	U.S. Bank - CC	Training-Hellevik	602-49470-3300	9.71
04/15/2021	20210285	U.S. Bank - CC	Sewer recertification	602-49470-3300	200.00
04/15/2021	20210285	U.S. Bank - CC	Sewer recertification	602-49470-3300	4.98

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494703300:					604.69
04/15/2021	42123	City of Waseca	March Utilities	602-49470-3800	1,864.96
Total 602494703800:					1,864.96
04/08/2021	42117	Reliance Standard	April LTD Insurance	602-49480-1340	69.13 M
Total 602494801340:					69.13
04/15/2021	20210276	Pantheon Computer Systems Inc.	WWTP Toughbook	602-49480-2050	3,398.00
Total 602494802050:					3,398.00
04/15/2021	156628	Waseca County Highway Department	Monthly billing	602-49480-2120	31.42
Total 602494802120:					31.42
04/15/2021	156592	Cintas Corporation	First aid cabinet supplies	602-49480-2170	61.79
04/15/2021	156598	Hawkins Inc	Chlorine and Sulfur	602-49480-2170	3,785.20
04/15/2021	20210273	Napa Auto Parts	Parts	602-49480-2170	9.06
04/15/2021	156619	Red Feather Paper Company	Janitor Supplies	602-49480-2170	39.76
04/15/2021	20210285	U.S. Bank - CC	Lab and breakroom supplies	602-49480-2170	56.82
04/15/2021	156624	USA Blue Book	Lab Supplies	602-49480-2170	555.27
04/15/2021	20210286	Waseca Hardware LLC	Parts & Supplies	602-49480-2170	52.07
Total 602494802170:					4,559.97
04/15/2021	20210275	Owatonna Shoe Company	Safety Boot-B Hellevik	602-49480-2180	178.50
Total 602494802180:					178.50
04/15/2021	156587	C. Emery Nelson Inc.	PD Blower Gauges	602-49480-2210	93.03
04/15/2021	20210273	Napa Auto Parts	Parts	602-49480-2210	46.49
04/15/2021	156626	Viking Industrial Center	Gas Detector Parts	602-49480-2210	319.55
Total 602494802210:					459.07
04/15/2021	156616	QC Supply LLC	mats	602-49480-2230	236.78
Total 602494802230:					236.78
04/15/2021	156591	Cintas Corporation	Rugs	602-49480-3100	19.10
04/15/2021	20210270	M & R Electric Inc.	Electrician	602-49480-3100	506.76
04/15/2021	20210270	M & R Electric Inc.	Electrician	602-49480-3100	219.55
04/15/2021	156606	Manthe Garage Doors	Door Repair	602-49480-3100	105.00
04/15/2021	20210272	MN Valley Testing Labs Inc.	Biosolids Testing	602-49480-3100	55.50
04/15/2021	20210283	Temple Electric Motor Service Inc	Motor Repair	602-49480-3100	213.00
04/15/2021	156625	Utility Consultants Inc	Permit Testing	602-49480-3100	2,641.36
04/15/2021	20210287	Waste Management of Southern MN	Waste Mgmt	602-49480-3100	317.27
04/15/2021	20210288	Ziegler Inc	Transfer Switch Work Order	602-49480-3100	1,082.74
Total 602494803100:					5,160.28
04/15/2021	20210265	Hellevik, Brian	Training Meals and Mileage	602-49480-3300	90.76

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
04/15/2021	156607	Martin-McAllister	Coaching	602-49480-3300	600.00
04/15/2021	20210285	U.S. Bank - CC	Meal while at training-WWTP-Tony	602-49480-3300	14.40
04/15/2021	20210285	U.S. Bank - CC	Training	602-49480-3300	25.00
Total 602494803300:					730.16
04/15/2021	42123	City of Waseca	March Utilities	602-49480-3800	617.57
Total 602494803800:					617.57
04/15/2021	20210248	APG Media of So MN LLC	Newspaper Subscription	602-49480-4330	63.25
Total 602494804330:					63.25
04/08/2021	42117	Reliance Standard	April LTD Insurance	602-49585-1340	22.43 M
04/08/2021	42117	Reliance Standard	April LTD Insurance	602-49585-1340	22.43 M
Total 602495851340:					44.86
04/15/2021	20210271	MAS Communications Inc.	Answering Service - April	602-49585-3200	52.99
Total 602495853200:					52.99
04/15/2021	20210274	On Target Inc.	CASS address certification-quarterly	602-49585-3500	42.84
Total 602495853500:					42.84
04/15/2021	156593	City of Waseca	Summit AR	602-49585-4320	75.60
04/15/2021	156622	Summit Account Resolution	Collection Fees	602-49585-4320	58.69
Total 602495854320:					134.29
04/08/2021	42117	Reliance Standard	April LTD Insurance	602-49586-1340	5.16 M
04/08/2021	42117	Reliance Standard	April LTD Insurance	602-49586-1340	2.94 M
04/08/2021	42117	Reliance Standard	April LTD Insurance	602-49586-1340	14.22 M
Total 602495861340:					22.32
04/15/2021	20210263	Flaherty & Hood PA	March Legal Services	602-49586-3000	2,400.00
04/15/2021	20210263	Flaherty & Hood PA	March Legal Services	602-49586-3000	387.50
Total 602495863000:					2,787.50
Total Sanitary Sewer:					21,566.91
<b>Electric Utility</b>					
04/15/2021	42121	SMMPA	SMMPA Power	604-49550-3810	373,038.27
Total 604495503810:					373,038.27
04/08/2021	42117	Reliance Standard	April LTD Insurance	604-49570-1340	3.45 M
Total 604495701340:					3.45
04/15/2021	156583	Amazon	Sub Station SCADA Batteries	604-49570-2230	95.68

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495702230:					95.68
04/15/2021	42123	City of Waseca	March Utilities	604-49570-3800	79.30
Total 604495703800:					79.30
04/08/2021	42117	Reliance Standard	April LTD Insurance	604-49571-1340	76.08 M
Total 604495711340:					76.08
04/15/2021	156628	Waseca County Highway Department	Monthly billing	604-49571-2120	439.56
Total 604495712120:					439.56
04/15/2021	156605	Locators & Supplies Inc.	locate paint	604-49571-2170	554.25
04/15/2021	20210273	Napa Auto Parts	Parts	604-49571-2170	8.66
04/15/2021	20210285	U.S. Bank - CC	Ear Plugs	604-49571-2170	105.90
04/15/2021	20210286	Waseca Hardware LLC	Parts & Supplies	604-49571-2170	136.33
Total 604495712170:					805.14
04/15/2021	20210246	Amaril Uniform Co.	Safety Clothing - Morris	604-49571-2180	517.16
04/15/2021	20210275	Owatonna Shoe Company	Work Boots - Allen	604-49571-2180	216.75
Total 604495712180:					733.91
04/15/2021	156613	MN Valley Action Council	Low income energy audit reimbursement	604-49571-2340	1,675.44
04/15/2021	156613	MN Valley Action Council	Low income energy audit reimbursement	604-49571-2340	802.70
04/15/2021	156613	MN Valley Action Council	low income energy audit reimbursement	604-49571-2340	791.20
Total 604495712340:					3,269.34
04/15/2021	20210273	Napa Auto Parts	Parts	604-49571-2400	5.49
Total 604495712400:					5.49
04/15/2021	20210264	Gopher State One-Call Inc	Location calls - March	604-49571-3100	22.50
Total 604495713100:					22.50
04/08/2021	42117	Reliance Standard	April LTD Insurance	604-49572-1340	7.65 M
Total 604495721340:					7.65
04/08/2021	42117	Reliance Standard	April LTD Insurance	604-49573-1340	13.79 M
Total 604495731340:					13.79
04/08/2021	42117	Reliance Standard	April LTD Insurance	604-49574-1340	3.88 M
Total 604495741340:					3.88
04/15/2021	156634	Xcel Energy	March Service	604-49574-3800	472.32

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495743800:					472.32
04/15/2021	156617	Quality Print of Waseca Inc.	Signage	604-49575-2170	90.00
Total 604495752170:					90.00
04/15/2021	42123	City of Waseca	March Utilities	604-49575-3800	87.63
Total 604495753800:					87.63
04/08/2021	42117	Reliance Standard	April LTD Insurance	604-49584-1340	2.91 M
Total 604495841340:					2.91
04/08/2021	42117	Reliance Standard	April LTD Insurance	604-49585-1340	22.57 M
Total 604495851340:					22.57
04/15/2021	20210271	MAS Communications Inc.	Answering Service - April	604-49585-3200	52.99
Total 604495853200:					52.99
04/15/2021	20210274	On Target Inc.	CASS address certification-quarterly	604-49585-3500	42.83
Total 604495853500:					42.83
04/15/2021	156593	City of Waseca	Summit AR	604-49585-4320	213.66
04/15/2021	156622	Summit Account Resolution	Collection Fees	604-49585-4320	165.88
Total 604495854320:					379.54
04/08/2021	42117	Reliance Standard	April LTD Insurance	604-49586-1340	4.17 M
04/08/2021	42117	Reliance Standard	April LTD Insurance	604-49586-1340	5.63 M
04/08/2021	42117	Reliance Standard	April LTD Insurance	604-49586-1340	14.65 M
Total 604495861340:					24.45
04/15/2021	20210263	Flaherty & Hood PA	March Legal Services	604-49586-3000	2,071.25
04/15/2021	20210263	Flaherty & Hood PA	March Legal Services	604-49586-3000	300.00
Total 604495863000:					2,371.25
04/15/2021	20210252	Border States Electric Supply	conversion supplies	604-49593-5300	1,081.99
04/15/2021	20210252	Border States Electric Supply	conversion supplies	604-49593-5300	896.58
04/15/2021	20210252	Border States Electric Supply	conversion supplies	604-49593-5300	905.42
04/15/2021	20210252	Border States Electric Supply	conversion supplies	604-49593-5300	400.00
04/15/2021	20210252	Border States Electric Supply	primary wire	604-49593-5300	5,777.21
04/15/2021	20210252	Border States Electric Supply	conversion supplies	604-49593-5300	872.99
04/15/2021	156595	Cooper Industries Inc	Substation SCADA	604-49593-5300	3,440.00
04/15/2021	20210261	Ditch Witch of Minnesota	Boring Supplies	604-49593-5300	192.00
04/15/2021	20210261	Ditch Witch of Minnesota	Boring Supplies	604-49593-5300	300.00
04/15/2021	20210268	JT Services of MN	secondary pedestal connectors	604-49593-5300	967.86
Total 604495935300:					14,834.05

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total Electric Utility:					396,974.58	
<b>Storm Water Utility</b>						
04/08/2021	42117	Reliance Standard	April LTD Insurance	651-43140-1340	11.24	M
Total 651431401340:					11.24	
04/15/2021	156618	Ramy Turf Products	Bio-rolls	651-43140-2170	1,000.00	
Total 651431402170:					1,000.00	
04/15/2021	42123	City of Waseca	March Utilities	651-43140-3800	249.53	
Total 651431403800:					249.53	
04/15/2021	156601	Janesville Tile Supply	Tile and fittings	651-43140-4000	171.80	
Total 651431404000:					171.80	
04/08/2021	42117	Reliance Standard	April LTD Insurance	651-49585-1340	3.55	M
Total 651495851340:					3.55	
Total Storm Water Utility:					1,436.12	
<b>Central Garage Services</b>						
04/08/2021	42117	Reliance Standard	April LTD Insurance	701-43180-1340	37.87	M
Total 701431801340:					37.87	
04/15/2021	156628	Waseca County Highway Department	Monthly billing	701-43180-2120	61.82	
Total 701431802120:					61.82	
04/15/2021	20210258	Continental Research Corporation	penetrating fluid	701-43180-2170	295.74	
04/15/2021	156600	Huber Supply Co Inc	welding gases	701-43180-2170	12.69	
04/13/2021	156329	Kimball Midwest	shop supplies	701-43180-2170	179.09	V
04/13/2021	156582	Kimball Midwest	shop supplies	701-43180-2170	179.09	
04/15/2021	156612	MN Department of Labor & Industry	shop air comp. insp.	701-43180-2170	10.00	
04/15/2021	20210285	U.S. Bank - CC	Fraud Charges-will remove next statement	701-43180-2170	10.73	
04/15/2021	20210285	U.S. Bank - CC	Fraud Charges-will remove next statement	701-43180-2170	10.73	
Total 701431802170:					339.89	
04/15/2021	20210253	Boss Supply Inc.	supplies	701-43180-2210	57.21	
04/15/2021	20210255	Christensen Tire Service	New Tires	701-43180-2210	67.16	
04/15/2021	156596	Deml Ford Lincoln Mercury Inc	Alignment	701-43180-2210	87.95	
04/15/2021	20210273	Napa Auto Parts	Parts	701-43180-2210	441.50	
04/15/2021	156616	QC Supply LLC	Supplies	701-43180-2210	380.23	
04/15/2021	20210279	Sanco Equipment LLC	New Skid Loader	701-43180-2210	293.96	
04/15/2021	20210280	Smiths Mill Implement Inc.	BU Camera cable	701-43180-2210	29.98	
04/15/2021	156621	Sportsman Stop	March shipping service	701-43180-2210	27.17	
04/15/2021	20210284	Trenchers Plus Inc.	Vac end tube	701-43180-2210	411.65	
04/15/2021	20210284	Trenchers Plus Inc.	Vac parts	701-43180-2210	274.63	
04/15/2021	20210285	U.S. Bank - CC	Hydro hose	701-43180-2210	308.24	
04/07/2021	156564	Venture Hydraulics Inc	Hose End	701-43180-2210	287.07	V

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
04/15/2021	20210288	Ziegler Inc	Backhoe parts	701-43180-2210	78.18
Total 701431802210:					2,170.79
04/15/2021	20210273	Napa Auto Parts	Parts	701-43180-2240	89.07
Total 701431802240:					89.07
04/15/2021	20210285	U.S. Bank - CC	Monthly scan tool	701-43180-3100	149.00
Total 701431803100:					149.00
Total Central Garage Services:					2,848.44
<b>Property and Liability Insuran</b>					
04/15/2021	20210262	First National Insurance	April Agency Fee	702-49955-3000	800.00
Total 702499553000:					800.00
04/15/2021	156603	League of MN Cities Insurance Trust	1st & 2nd Qtr Liability	702-49955-3610	21,075.00
Total 702499553610:					21,075.00
04/15/2021	156603	League of MN Cities Insurance Trust	1st & 2nd Qtr Property	702-49955-3620	41,727.00
Total 702499553620:					41,727.00
Total Property and Liability Insuran:					63,602.00
<b>Worker's Compensation Insuranc</b>					
04/15/2021	156603	League of MN Cities Insurance Trust	2nd Qtr Work Comp	703-49956-1510	77,393.00
Total 703499561510:					77,393.00
Total Worker's Compensation Insuranc:					77,393.00
<b>Equipment Replacement Fund</b>					
04/15/2021	20210276	Pantheon Computer Systems Inc.	Police toughbooks	705-49920-5400	6,796.00
Total 705499205400:					6,796.00
Total Equipment Replacement Fund:					6,796.00
Grand Totals:					787,024.94

## Report Criteria:

Report type: GL detail  
[Report].Amount = {<>} 0

<b>Title:</b>	RESOLUTION 21-16 AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH STANTEC FOR CONSTRUCTION SERVICES FOR THE BROWN AVENUE & WELL NO. 2 WATER MAIN IMPROVEMENTS PROJECT (CITY PROJECT NO. 2021-09)		
<b>Meeting Date:</b>	April 20, 2021	<b>Agenda Item Number:</b>	<b>6C</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution 21-16
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to Approve Resolution No. 21-16 (City Project No. 2021-09)		
<b>How does this item pertain to Vision 2030 goals?</b>	Creating high quality community assets		

**BACKGROUND:** On March 25, 2021, bids were received and tabulated for the Brown Avenue and Well No. 2 Water Main Improvements Project (City Project No. 2021-09). It is anticipated that this project will be awarded in May or June with construction commencing shortly thereafter. Stantec was contracted to complete the design on this project and has submitted a proposal to furnish construction services as well.

**BUDGET IMPACT:** The Stantec proposal for construction observation services is for a not-to-exceed total of \$93,760. A Business Development Public Infrastructure (BDPI) grant will reimburse 50% of the construction services costs associated with this project.

**RECOMMENDATION:** Staff recommends the Waseca City Council adopt Resolution No. 21-16 authorizing the City Manager to execute a contract with Stantec for construction services for the Brown Avenue and Well No. 2 Water Main Improvements Project (City Project No. 2021-09).



**RESOLUTION NO. 21-16**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT  
WITH STANTEC FOR PROFESSIONAL CONSTRUCTION SERVICES FOR THE  
BROWN AVENUE & WELL NO. 2 WATER MAIN IMPROVEMENTS PROJECT  
(CITY PROJECT NO. 2021-09)**

**WHEREAS**, the Brown Avenue and Well No. 2 Water Main Improvements Project ("Project") has been successfully bid, and

**WHEREAS**, the City intends to award the Project to the low bidder within 90 days of the bid date, and

**WHEREAS**, the City desires to hire a consultant to provide professional construction services for the Project, and

**WHEREAS**, Stantec is qualified to provide professional construction services through their Master Service Agreement with the City of Waseca.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Waseca, Minnesota that the City Manager for the City of Waseca is hereby authorized to execute a contract with Stantec for professional services related to the construction of the Brown Avenue and Well No. 2 Water Main Improvements Project.

Adopted this 20<sup>th</sup> day of April 2021.

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R.D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

<b>Title:</b>	RESOLUTION 21-17 AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH TKDA FOR DESIGN SERVICES FOR A MULTI-UNIT HANGAR		
<b>Meeting Date:</b>	April 20, 2021	<b>Agenda Item Number:</b>	<b>6D</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution 21-17
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to Approve Resolution No. 21-17		
<b>How does this item pertain to Vision 2030 goals?</b>	Creating high quality community assets		

**BACKGROUND:** TKDA, the Waseca Municipal Airport consultant, has submitted a proposal for design services for a new multi-unit hangar. The new hangar is included in the Waseca Airport capital improvement plan (CIP) and will be located just east of the arrivals/departures building. Design will take place in 2021 with construction scheduled to be completed in 2022.

**BUDGET IMPACT:** The TKDA proposal for design services is for a not-to-exceed total of \$81,600. This project is FAA Airport Improvement Program (AIP) eligible, therefore 90% will be covered by FAA funding (\$73,440), 5% by State funding (\$4,080), and 5% (\$4,080) by local funds.

**RECOMMENDATION:** Staff recommends the Waseca City Council adopt Resolution No. 21-17 authorizing the City Manager to execute a contract with TKDA for design services for a new multi-unit hangar.

**RESOLUTION NO. 21-17**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT  
WITH TKDA FOR PROFESSIONAL DESIGN SERVICES  
FOR A MULTI-UNIT HANGAR**

**WHEREAS**, the Waseca Municipal Airport intends to construct a multi-unit hangar in 2022 as shown on their approved capital improvement plan, and

**WHEREAS**, the City desires to hire a consultant to provide professional design services for this project, and

**WHEREAS**, TKDA is qualified to provide said professional design services as the contracted Waseca Municipal Airport consultant.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Waseca, Minnesota that the City Manager for the City of Waseca is hereby authorized to execute a contract with TKDA for professional services related to the design of a multi-unit hangar.

Adopted this 20<sup>th</sup> day of April 2021.

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R.D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

**KATIE O'LEARY'S  
Beef & Brew  
117 2<sup>ND</sup> Avenue NE  
Waseca, MN 56093  
(507) 835-2000**

**April 13, 2021**

**Lee Mattson  
Waseca City Manager  
Waseca City Hall  
508 South State Street  
Waseca, MN 56093**

**RE: Temporary Extension of Liquor License for June 26, 2021 at Katie O'Leary's**

**Dear Mr. Mattson:**

The purpose of my letter to you is to request permission from the City to grant an extension of Katie O'Leary's liquor license. I am requesting that this approval be for **June 26, 2021** for the purpose of a street dance. This would include the closing of 2<sup>nd</sup> Avenue Northeast from State Street to 2<sup>nd</sup> Street Northeast from 2 p.m. until 2 a.m. Music will be played at the street dance from 8:30 p.m. until 12:30 a.m.

I have appreciated the City's cooperation and assistance in the past for allowing Katie O'Leary's events to take place, and would ask for the same courtesy on **June 26, 2021**. I would ask that this issue be put on the next Council meeting's agenda for approval.

I would once again like to thank the City Council for their continued support.

**Very truly yours,**

**David "Rusty" Anhorn  
Owner/Operator of Katie O'Leary's**

<b>Title:</b>	SET PUBLIC HEARING DATE FOR PROPOSED ORDINANCE 1087— Amending City Code Chapter 94 to clarify repairing damage to utilities		
<b>Meeting Date:</b>	April 20, 2021	<b>Agenda Item Number:</b>	<b>6F</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Proposed ordinance 1087
<b>Originating Department:</b>	Electric Utility	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>			
<b>How does this item pertain to Vision 2030 goals?</b>	Defining responsibilities with legal recourse to repair damaged utilities improves high quality community assets.		

**BACKGROUND:** During the past five years or so, the Electric Utility has implemented a systematic conversion of overhead power to underground power to improve service reliability for all of Waseca. Unfortunately, underground contractors routinely damage our underground electric infrastructure through accidents and negligent acts. To an extent, contractors have been willing to pay for some of the damage repairs. Proposed ordinance 1087 provides the City with an important legal tool to recover all such costs. This proposed ordinance also allows other utilities located in the right of way (ROW) to recover costs for damages, including other City utilities.

**BUDGET IMPACT:** Proposed ordinance 1087 will incrementally improve operating budgets for our utilities.

**ALTERNATIVES CONSIDERED:** City staff and expert consultant attorneys have been working through ordinance revisions for months to present proposed ordinance 1087 to the City Council at this time, and in time for the 2021 construction season.

**RECOMMENDATION:** Staff recommends Council set the public hearing date of May 4<sup>th</sup>, 2021, for proposed ordinance 1087.

CHAPTER NO. 1087

AN ORDINANCE OF THE CITY OF WASECA, MINNESOTA, AMENDING CITY CODE CHAPTER 94, SECTION 94.42 TO CLARIFY THE RESPONSIBILITY OF A RIGHT-OF-WAY USER TO PAY FOR THE COST OF REPAIRING DAMAGE TO OTHER FACILITIES

The City Council of the City of Waseca, Minnesota does hereby ordain:

Section 1. AMENDMENT OF MUNICIPAL CODE, TITLE IX, GENERAL REGULATIONS, CHAPTER 94, STREETS AND SIDEWALKS, SECTION 94.42, DAMAGE TO OTHER FACILITIES. Section 94.42 of the Waseca Municipal Code is hereby amended, as follows (new material is underlined; deleted material is lined out; sections which are not proposed to be amended are omitted; section which are only proposed to be re-numbered are only set forth below as to their number and title):

\* \* \* \*

(B) Each registrant who causes or whose facilities cause damage to facilities in the right-of-way owned by another party shall be responsible for the all costs incurred by the owner of such damaged facilities in repairing any such damaged facilities in the right-of-way which it or its facilities damages. If a registrant or its facilities damages a facility that it does not own or operate, it shall reimburse the owner of the damaged facility for the actual cost of repairs, and for a pipeline the cost of the product that was being carried in the pipeline and was lost as a direct result of the damage. Each registrant shall be responsible for the actual cost of repairing any damage to the facilities of another ~~registrant~~ caused during the city's response to ~~a situation deemed an emergency by the city and~~ occasioned by that registrant or its facilities. The actual cost of repairs to be reimbursed to the owner of damaged facilities under this paragraph shall include, but shall not be limited to, the actual cost, if any, of equipment, materials, transportation, employee/contractor wages, employee or equipment mobilization/demobilization, and billing or processing costs incurred by the owner or operator of the damaged facility in completing the repairs. Notwithstanding the forgoing, reimbursement shall not be required of a registrant if damage to a facility in the right-of-way is caused by the sole negligence of the owner or operator of the facility, or if the owner or operator of the damaged facility failed to comply with Minn. Stat. § 216D.04, subd. 3, as the same may be amended from time to time.

Section 2. This Ordinance shall take effect 10 days after its passage and publication.

Adopted this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
R. D. SRP  
MAYOR

Attest:

\_\_\_\_\_  
\_\_\_\_\_

CITY CLERK

Introduced: \_\_\_\_\_

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

Effective: \_\_\_\_\_

<b>Title:</b>	SET PUBLIC HEARING DATE FOR PROPOSED ORDINANCE 1088—An ordinance to establish procedures for the completion of necessary repairs and for assessing the costs of necessary repairs to private property sanitary sewer lateral services (lateral services)		
<b>Meeting Date:</b>	April 20, 2021	<b>Agenda Item Number:</b>	<b>6G</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Proposed ordinance 1088  Ordinance 1079
<b>Originating Department:</b>	Sanitary Sewer Utility	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>			
<b>How does this item pertain to Vision 2030 goals?</b>	High quality community assets, the entire public and private sanitary sewer systems, are improved by working to resolve the community excessive inflow and infiltration (I&I) issues		

**BACKGROUND:** The City Council has adopted Ordinance 1079, attached for reference, to allow the City to define deficient (bad) lateral service conditions, and to establish an inspection process for lateral services. Ordinance 1079 is an outcome of the Schedule of Compliance (SOC) process, which the Council authorized after MPCA mandated negotiations due to permit violations involving sanitary sewer pumping to the stormwater system, to the environment, and basement flooding during heavy rain events. Such wastewater release events are illegal, and are subject to MPCA enforcement action, including, for example, monetary fines and not approving sanitary sewer extensions of the City pipe system by MPCA—which would stunt community growth. The City has video documentation that I&I enters the City owned sanitary sewer pipes and manholes, and the private property lateral services which flow sewage from buildings to the City pipe system.

Proposed ordinance 1088, also attached, expands the scope of Ordinance 1079. It addresses the following issues:

- for public transparency with all stakeholders, defines an appeal process through the City Council for citizens with non-compliant (deficient) service laterals. Refer to (H)(2) of the attached proposed ordinance 1088.
- grants the City authority to assess the “reasonable cost of necessary repairs” to deficient lateral services to bring the lateral service in compliance with Ordinance 1079. Refer to (H)(3) of the attached proposed ordinance 1088.
- with due process, grants Council authority to certify unpaid lateral service repair/correction charges to the County Auditor. Refer to (H)(4) of the attached proposed ordinance 1088.



**BUDGET IMPACT:** The basic purpose of proposed ordinance 1088 is to provide all stakeholders with transparent tools to help solve our community I&I issues. While there is no immediate budget impact with this proposed ordinance, I&I projects will have public and private infrastructure investment costs which impact all stakeholder budgets.

**ALTERNATIVES CONSIDERED:** City staff has been sifting through many ideas and discussions with expert attorneys and consultant engineers to present the attached refined proposed ordinance 1080 for Council consideration.

**RECOMMENDATION:** Staff recommends Council set the public hearing date of May 4<sup>th</sup>, 2021, for proposed ordinance 1088.

## ORDINANCE NO. 1088

### AN ORDINANCE ESTABLISHING A PROCEDURE FOR THE COMPLETION OF NECESSARY REPAIRS OR CORRECTIONS TO SANITARY SEWER SERVICE LATERALS NOT IN COMPLIANCE WITH CITY CODE AND FOR ASSESSING THE COSTS OF NECESSARY REPAIRS OR CORRECTIONS COMPLETED BY THE CITY

The City Council of the City of Waseca, Minnesota does hereby ordain:

Section 1. AMENDMENT OF MUNICIPAL CODE, TITLE V, PUBLIC UTILITIES, CHAPTER 53, SEWERS, SECTION 53.33, INFLOW AND INFILTRATION. Section 53.33 of the Waseca Municipal Code is hereby amended as follows (new material is underlined; deleted material is lined out; sections which are not proposed to be amended are omitted; section which are only proposed to be re-numbered are only set forth below as to their number and title):

\* \* \* \*

(H) *Corrections.*

(2) Repairs and corrections necessary to bring any properties found to be non-compliant by the inspection required in paragraph (G) of this section into compliance with this section shall be completed within ninety (90) days of the date of notice of noncompliance for repairs or corrections that do not require excavation of the property (outside or inside the dwelling or structure). Repairs or corrections that require excavation of the property must be completed within one-year (365 days). The property owner shall request a second inspection of the property within ten (10) calendar days after completion of the repair(s) or correction(s), which inspection shall be completed as determined by the enforcement authority. A property owner may appeal a notice of noncompliance and any required repair(s) or correction(s) ordered pursuant to paragraph (M) of this section. If the city council, after hearing an appeal, orders the property owner to complete the repair(s) or correction(s), or if no timely appeal is submitted, and the repair(s) or correction(s) are not timely completed, the city may enter onto the property and cause the necessary repair(s) or correction(s) to be completed at the expense of the property owner.

(3) The owner of the property on which a sanitary sewer lateral is located shall be responsible for the cost of all repair(s) or correction(s) necessary to bring the property into compliance with this section, in addition to the cost of any preventative maintenance the owner may find necessary to keep the property in compliance with this section. The owner of property on which repair(s) or correction(s) have been completed by the city pursuant to paragraph (H)(2) of this section, is personally liable to the city for the cost or the repair(s) or correction(s), including, without limitation, administrative costs, court fees and costs, consultant engineer and/or contractor services, fees, and expenses, and attorneys' fees, if applicable. Unpaid charges constitute a lien against the property benefitted by the repair(s) or correction(s) on and after the date they were incurred by the city. As soon as the repair(s) or correction(s) have been completed and the cost determined by the enforcing officer, an appropriate city official will prepare a bill/invoice for such cost and mail it to the property owner or other responsible party for payment thereby. Such amount shall be due and payable to the city within 30 days of the date the city's invoice is issued.

(4) If any cost of repair(s) or correction(s), or any portion of such cost, has not been timely paid under paragraph (H)(3) of this section, the city council may, at any time thereafter, certify the unpaid charge to the county auditor as a lien against the property to which the cost is attributable. Before certification of an unpaid charge as a lien against the property under this paragraph, the city shall provide reasonable written notice of the impending certification and an opportunity to be heard by the city council to the property owner. For purposes of this section, the property owner shall be the taxpayer of record on file with the county auditor. Failure of the property owner to receive the assessment notice will not invalidate the certification, provided reasonable written notice was sent by mail to the property owner's publicly listed address in the county auditor's taxpayer records. The city council may certify the unpaid charges so assessed to the county auditor for collection along with current property taxes in the manner of a special assessment in the following year or in annual installments, not exceeding ten, as the city council may determine in each case.

Section 2. This Ordinance shall take effect 10 days after its passage and publication.

Adopted this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
R. D. SRP  
MAYOR

Attest:

\_\_\_\_\_  
\_\_\_\_\_  
CITY CLERK

Introduced: \_\_\_\_\_  
Adopted: \_\_\_\_\_  
Published: \_\_\_\_\_  
Effective: \_\_\_\_\_

ORDINANCE NO. 1079

AN ORDINANCE FOR THE REDUCTION OF CLEAN WATER INFLOW AND INFILTRATION (I&I) IN THE  
SANITARY SEWER SYSTEM

The City Council of the City of Waseca, Minnesota does hereby ordain:

Section 1. AMENDMENT OF MUNICIPAL CODE, TITLE V, PUBLIC UTILITIES, CHAPTER 53, SEWERS.  
Chapter 53 of the Waseca Municipal Code is hereby amended by adding a new Section 53.33 as follows:

**§ 53.33 INFLOW AND INFILTRATION.**

(A) *Findings and Intent.*

(1) The City of Waseca (City) finds that the discharge of water from roof area, surface area, groundwater, sump pump, footing tile or swimming pool, or other natural precipitation into the municipal sanitary sewer system has the potential to cause property damage and overload the municipal sanitary sewer system.

(2) The City of Waseca finds it essential for the maintenance of health, minimization of property damage, to maintain environmental water quality, and to maintain the life and capacity of the municipal sanitary sewer system.

(3) The City of Waseca has executed a Schedule of Compliance (SOC) with the Minnesota Pollution Control Agency (MPCA) "to reduce inflow and infiltration in the collection system and minimize wastewater releases" from the sanitary sewer system.

(B) *Applicability.* This section shall apply to all water entering the sanitary sewer system unless explicitly exempted by the City in writing. The City and its representatives are authorized to administer, implement, and enforce the provisions of this section.

(C) *Definitions.* For the purpose of this section, the following terms are defined:

**CLEAR WATER** means storm water, natural precipitation, melting snow, ground water, roof drainage, ground surface and subsurface drainage, down spout, yard drain, sump pump, foundation drain, yard fountain, pond, swimming pool, cistern overflow, or any other water that is not required to be treated by state or federal law. Swimming pool water that is required to be treated in accordance with city, county or state regulations shall not be considered clear water.

**DAYS** means calendar days unless otherwise provided.

**DEFICIENT SEWER SERVICE LATERAL** (deficient lateral) means a sanitary sewer service lateral which has been determined by the enforcement authority upon application of assessment standards established by NASSCO (National Association of Sewer Service Companies) to have multiple types of structural deficiencies or one type of structural deficiency at multiple locations. For the purposes of this section, "structural deficiencies" shall include but not be limited to the following, as determined by the enforcement authority:

(1) Cracked, broken, collapsed, defective lateral, or substandard or defective cleanout connection. Fracture, hole, loose joint, missing portion of pipe, observable evidence of inflow and infiltration (such as flow or mineral deposits), illegal storm water or clean water connection, offset joint, open joint, root intrusion, substandard configuration in the alignment or profile such as a sag, offset joint, deficient grade; or,

(2) An abandoned service resulting from structure demolition which alters the use of the property.

**ENFORCEMENT AUTHORITY** means the City Manager or his or her designee.

**SANITARY SEWER SERVICE LATERAL** means all privately-owned sanitary sewer service pipes that extend from the municipal sewer main to the structure that it serves.

(D) *Compatibility with Other Regulations.* This section is not intended to modify or repeal any other chapter, section, rule, regulation, or other provision of law. The requirements of this section are in addition to the requirements of any other chapter, rule, regulation, or other provision of law, and where any provision of this section imposes restrictions different from those imposed by any other chapter, section, rule, regulation or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall apply.

(E) *Prohibition Against Discharge to the Sanitary Sewer System.* No person shall discharge or cause clear water to be discharged into the municipal sanitary sewer collection system, or infiltrate into the sanitary sewer system any clear water because of a sump pump, defective plumbing, a deficient sanitary sewer service lateral, foundation drain, or by any other means.

(F) *Sump Pump Regulation.* Any dwelling or structure that has a sump pump discharge system to remove groundwater from its foundation drain must have a permanently installed discharge line. A "permanently installed discharge line" shall be one which provides for year-round discharge capability to either the outside of the dwelling or structure, or is connected to the City storm sewer. It shall consist of a discharge line in accordance with City Code § 52.02, without valving or quick connections for altering the path of discharge and, if connected to the City storm sewer line, includes a check valve. It shall not be capable of connection or reconnection to the municipal sanitary sewer system.

(G) *Inspections.*

(1) The city shall have authority to conduct inspections of all sanitary sewer service laterals and other connections to the sanitary sewer collection system. By maintaining any connection to the city's sanitary sewer collection system, the owner of the property served by such connection consents to the City's inspection of such connection requirements of this section. All inspections shall be conducted pursuant to this paragraph (G).

(2) Timelines for inspections and areas of the City within which inspections shall be required shall be established by the enforcement authority and coordinated with approved or proposed Capital Improvement Projects. When the enforcement authority establishes inspection timelines for a designated area of the City, then:



(a) Every person owning improved real estate within such area of the City, or in the case of new construction, contractors and builders who are building a dwelling or structure that will be connected to the City's sanitary sewer system, shall allow each dwelling or structure located on such property, together with all sanitary sewer service laterals or other connections from such property to the City's sanitary sewer system, to be inspected by an inspector designated by the enforcement authority. The City shall be responsible for the cost of such inspection. The purpose of this inspection shall be to confirm that there is no prohibited discharge into the municipal sanitary sewer system and to identify any deficient sanitary sewer service laterals or other violations of this section.

(b) All properties inspected pursuant to this section shall be determined by the enforcement authority to be either compliant or non-compliant with City ordinances. Properties found to be compliant with City ordinances shall be issued a Certificate of Compliance by the enforcement authority. Properties found to be non-compliant shall be brought into compliance by making necessary corrections pursuant to paragraph (H) of this section.

(3) A sanitary sewer service lateral found to be in compliance with City ordinances by any such inspection shall be considered in compliance for a period not less than ten (10) years and exempt from the inspection requirement in this paragraph (G) during such ten (10) year period unless evidence of deficiencies in such lateral is discovered within such ten (10) year period.

(4) The manner of the inspection shall be determined by the enforcement authority and may include one or more of the following on-site inspections by an authorized City representative: smoke testing, dye testing, and/or televising of sanitary sewer service laterals from City mains and/or from inside a dwelling or structure.

(5) Notwithstanding anything to the contrary in this section, a property owner may satisfy the requirements of this paragraph (G) by engaging a licensed plumber to perform the inspection. The plumber must inspect the property's sump pump, sewer service lateral, and groundwater drainage system, and upon completion, return a completed inspection form provided by the City documenting the results of the inspection. All costs associated with an inspection by a privately retained plumber shall be the responsibility of the property owner.

(H) *Corrections.*

(1) Upon notice that the discharge of clear water on a property is not in compliance with this section, the owner of the property shall cease from discharging clear water in violation of said section and shall make the necessary repairs and corrections to discharge the clear water in accordance with this section, including the repair or replacement, as necessary, of any deficient sanitary sewer service lateral identified in the inspection.

(2) Repairs and corrections necessary to bring any properties found to be non-compliant by the inspection required in paragraph (G) of this section into compliance with this section shall be completed within ninety (90) days of the date of notice of noncompliance for repairs or corrections that do not require excavation of the property (outside or inside the dwelling or structure). Repairs or corrections that require excavation of the property must be completed within one-year (365 days). The property owner shall request a second inspection of the property

within ten (10) calendar days after completion of the repair(s) or correction(s), which inspection shall be completed as determined by the enforcement authority.

(I) *Sanitary Sewer Service Lateral Disconnection.* When making new sanitary sewer service lateral connections or modifications to existing sanitary sewer service lateral connections to the public sanitary sewer system, all existing unused sanitary sewer service laterals to the property shall be removed or abandoned and sealed in a manner satisfactory to the enforcement authority. When a dwelling or structure is demolished or removed, all existing sanitary sewer service laterals to the property shall be removed or abandoned and sealed in a manner satisfactory to the enforcement authority. Installation of a sewer lateral or removal of an existing sewer lateral shall be performed only with the proper City-issued permits.

(J) *Sewer Lateral Testing Required for Re-use.* In the case of a dwelling or structure demolition when the sanitary sewer service is proposed to be reused, the sanitary sewer service lateral shall be televised and all repairs to deficiencies identified shall be completed at the time of the demolition, after which said service shall be sealed at the property line to the satisfaction of the enforcement authority.

(K) *Violations.* A monthly surcharge in the amount of \$100.00 as set forth in the City's fee schedule shall be charged against any property on which clear water is discharged in violation of this section. The monthly surcharge will be billed by the City to the property owner if one or more of the following conditions apply:

(1) an inspection as required herein has not been allowed by the property owner or a Certificate of Compliance has not been issued by the City within thirty (30) days after the City's notice of inspection;

(2) the property owner fails to make the sewer line cleanout readily available for the inspection;

(3) the necessary corrections have not been made within the time specified; or

(4) the property owner reconnects a clear water discharge line to the municipal sanitary sewer system after it has been previously disconnected at the City's or a court's direction. The surcharge will be charged for every month during which the property is not in compliance. Non-payment of the monthly surcharge will be charged against the property and certified to the County Auditor's office for collection with property taxes in the manner of a special assessment.

(L) *Temporary Written Waivers.*

(1) The enforcement authority may grant a temporary written waiver from the provisions of this section where strict enforcement would cause a threat of damage or harm to other property, the environment, or public safety because of circumstances unique to the individual property or due to weather conditions. A written request for a temporary waiver must be first submitted to the enforcement authority specifying the reasons for the temporary waiver.

(2) The enforcement authority may set conditions to the temporary waiver. The enforcement authority may terminate the temporary waiver upon a failure to comply with any

conditions imposed on the temporary waiver. The enforcement authority must give a five-day (5) written notice of the termination to the property owner setting forth the reasons for the termination. After expiration or termination of a temporary waiver, the property owner shall comply with the provisions of this section.

(M) *Appeals.*

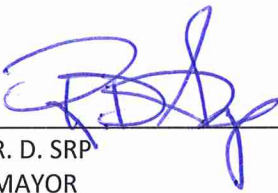
(1) Applications for appeal of any administrative determination made pursuant to this Section shall be addressed in writing to the enforcement authority within thirty-days (30) of the determination.

(2) Applications shall at a minimum identify the property for which the appeal is sought, the name of the property owner, and describe in detail the determination which is being appealed. Within 60 days of receipt of the application, the City Council shall make its decision on the matter and send a written copy of such decision to the property owner by first class mail.

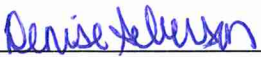
(N) *Severability and Validity.* The provisions of this section are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this section or the application thereof to any person, establishment, or circumstances be declared by a court of competent jurisdiction to be invalid, such invalidity shall not affect the validity of other provisions or application of this section.

Section 2. This Ordinance shall take effect 10 days after its passage and publication.

Adopted this 7<sup>th</sup> day of April, 2020.

  
\_\_\_\_\_  
R. D. SRP  
MAYOR

Attest:

  
\_\_\_\_\_  
DENISE SEBERSON  
ADMINISTRATIVE CLERK or  
AVAILABLE STAFF MEMBER PER COVID-19 ORDERS

Introduced: March 17, 2020  
Adopted: April 7, 2020  
Published: April 10, 2020  
Effective: April 17, 2020



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2. The second part of the paper is devoted to a discussion of the general principles of the theory of the structure of the atom.

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<b>Title:</b>	DRIVER VISIBILITY AT THE SE CORNER OF ELM AVENUE & 2 <sup>ND</sup> STREET SW		
<b>Meeting Date:</b>	April 20, 2021	<b>Agenda Item Number:</b>	<b>7A</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input checked="" type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	A – Original Complaint B – Intersection Pictures C – Street View D – Aerial Map E – Sight Triangle F – Recommendations
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	City Engineer
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Set the date for a public hearing for May 18, 2021		
<b>How does this item pertain to Vision 2030 goals?</b>	Creating high quality community assets		

**BACKGROUND:** On January 22, 2021, City staff received a message concerning the line of sight at the SE corner of Elm Avenue and 2<sup>nd</sup> Street SW (see Attachment A). The message originated from Waseca police officers and states that vehicles parked along the south side of Elm Avenue block a driver's vision when trying to cross (or turn left) from south to north (see Attachment B).

On the north side of Elm Avenue at this intersection, the nearest parking stall to the east is approximately 50 feet from the corner. However, on the south side, the nearest parking stall to the east is approximately 25 feet from the corner (see Attachment C). The visibility restriction is further compounded by a slight bend in Elm Ave towards the south between 2<sup>nd</sup> Street SW to State Hwy 13 (see Attachment D).

The Waseca Municipal Code does not place general restrictions on parking distance from intersection corners. However, the City Code does address corner sight triangles (see Attachment E). If the 25-foot sight triangle is extended into the roadway, the parking stall nearest the SE corner of the intersection would encroach into that triangle.

Because Elm Avenue is a County Road, it is under the County's jurisdiction. However, the Interim County Engineer, Alan Forsberg, was contacted about this issue and he has agreed to allow the City to propose changes to parking regulations on County Roads that are within Waseca city limits.

At the April 13, 2021 Planning and Zoning Commission meeting, 3 options were presented for their consideration. (NOTE: The curb at both the NE and SE corners of the intersection would be painted yellow between parking stalls to discourage illegal parking with all 3 options.)

- 1. Remove the parking stall nearest the SE corner of the intersection.** This option would place the nearest stall at approximately 50 feet from the corner and provide greater driver visibility consistent with the NE corner of the intersection (outside of the extended corner sight triangle).

2. **Change the 5 parking stalls along the south side of Elm Avenue between 2<sup>nd</sup> Street SW and the alley to compact car parking only.** This option would reduce the length of the stalls from 22 feet to 20 feet. The nearest stall would then be approximately 35 feet from the SE corner (outside of the extended corner sight triangle) and the number of available parking stalls would remain the same.
3. **Leave parking as is.**

After some discussion, the Planning and Zoning Commission voted 4 to 0 in favor of Option 1.

**BUDGET IMPACT:** Option 1 would include City staff labor and materials costs to remove the parking space (1 line) and relocate a parking sign. Option 2 would require labor and materials to restripe the 5 parking spaces (5 lines), relocate a parking sign, and post 2 compact car parking signs. Minimal materials and labor costs would be incurred for painting yellow curb at the NE and SE corners.

**RECOMMENDATION:** To allow for further public input on this matter, it is recommended that a public hearing be set for May 18, 2021 and prior to a final decision by City Council.

# ATTACHMENT A

**Nate Willey**

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**From:** Debbie Carlson  
**Sent:** Friday, January 22, 2021 3:22 PM  
**To:** Nate Willey  
**Subject:** Traffic concerns

A couple of our police officers have raised concerns about the line of sight at the corner of 2<sup>nd</sup> St SW and Elm Ave W and were not sure who to speak to about it. I offered to pass along their comments to the City Engineer. Vehicles parked along the south side of Elm Ave W. from the corner of 2<sup>nd</sup> St SW to the east, block a driver's vision when trying to cross south to north over Elm Ave W. When vehicles are parked there, a driver cannot see oncoming traffic from the east. Is this something that can be investigated and rectified? Thanks Debbie

Debbie Carlson - Waseca Utilities  
508 State Street S. - Waseca, MN 56093  
8:00 - 4:30 Monday - Friday  
(507) 835-9718 Fax (507) 835-7368  
[debc@ci.waseca.mn.us](mailto:debc@ci.waseca.mn.us)

# ATTACHMENT B

Intersection of Elm Avenue & 2<sup>nd</sup> Street SW: South side looking east





# ATTACHMENT C

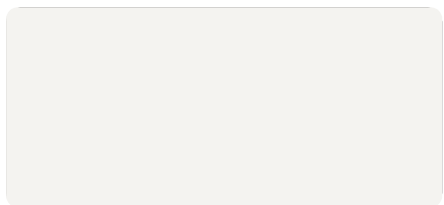


Image capture: Jul 2019 © 2021 Google

Waseca, Minnesota



Street View





# ATTACHMENT D

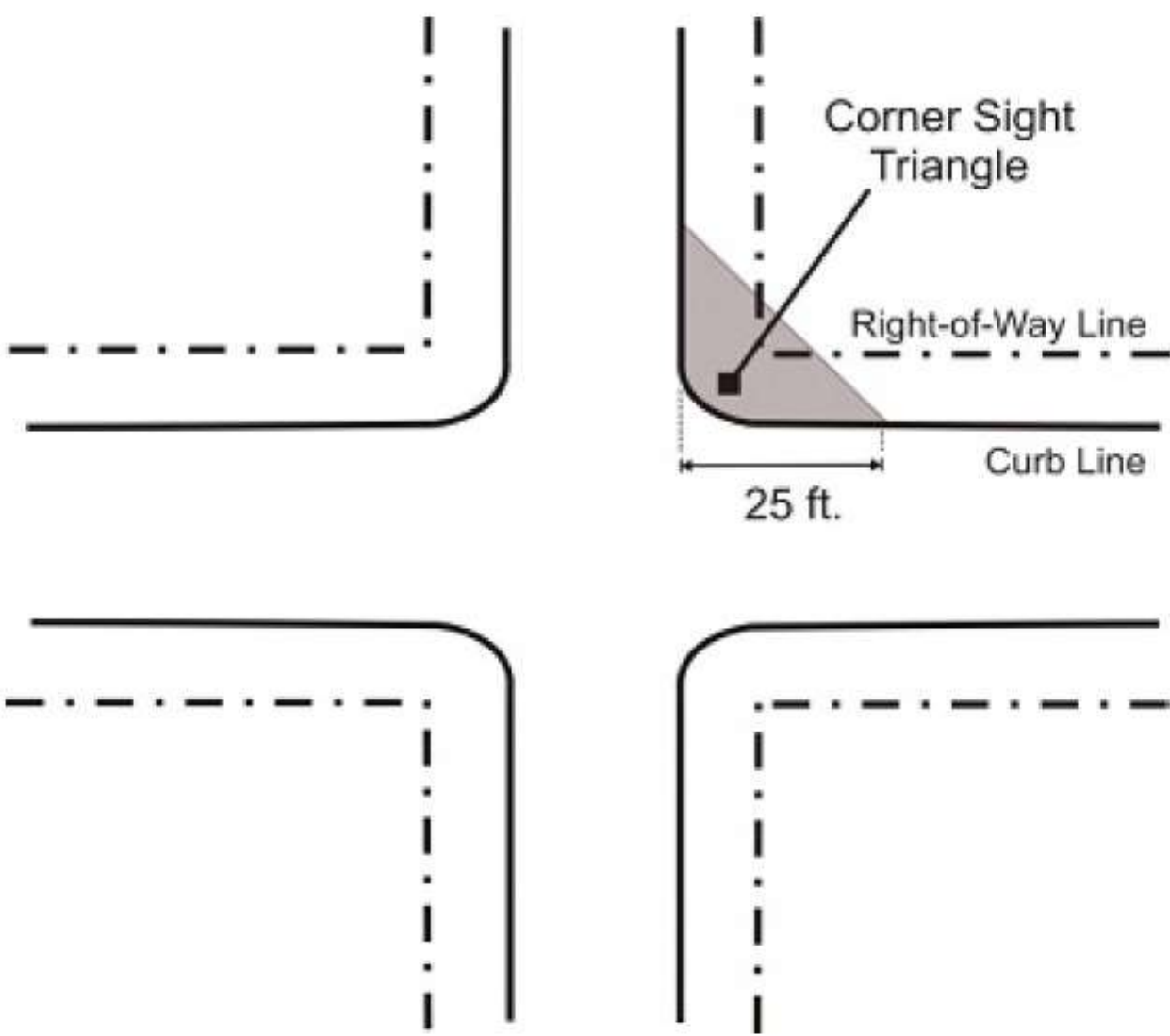




(A) *Corner visibility.*

(1) On corner lots (including rural areas), nothing shall be placed or allowed to grow in such a manner as materially to impede vision between a height of 2.5 to ten feet above the centerline grades of the intersecting streets within the shaded area of the clear sight triangle shown below.

(2) The point of the corner sight triangle shall be measured 25 feet back from the imaginary line of the extended curb as shown below. If there are no curbs, the measurement will be from the point of intersection of the pavement.



(B) *Corners less than 90 degrees.* For lots with an interior angle of less than 90 degrees at a street or railway corner, the protected corner area is defined by a triangle created by the two corner lot lines and drawing an imaginary line between the corner lot lines 25 feet from the corner on each property lot line plus one foot for every ten degrees or fraction thereof less than 90 degrees.

(C) *Exceptions.* Corner visibility standards do not apply to public utility poles, street name markers, official traffic signs and control devices, and fire hydrants.



# ATTACHMENT F

## **Additional Recommendations:**

Penny Vought, City of Waseca Police Chief:

The intersection of West Elm and 2<sup>nd</sup> Street SW and NW is problematic. In my opinion, visibility issues exist because of at least one parking space and the lack of yellow markings. The removal of the parking space closest to the SE corner of the intersection of West Elm Avenue and 2<sup>nd</sup> St. SW would be the best option to ensure optimal visibility to those drivers attempting to cross to head north. Yellow marking at this corner should also be done. Additionally, yellow marking along the NE corner at the intersection of West Elm and 2<sup>nd</sup> St. NW would also be beneficial to the drivers who are attempting to cross in a southerly direction.

Al Forsberg, Interim Waseca County Engineer:

Following up on our discussion, I support your review of parking on the south side of Elm at 2<sup>nd</sup> for better sight distance.

Vehicles parked on the south side of Elm adjacent to 2<sup>nd</sup>, especially the SE corner, obstruct sight distance creating a traffic safety risk. Moving parking further from 2<sup>nd</sup>, either through removal of parking space(s) or shortening parking stalls would improve safety.

<b>Title:</b>	Ordinance No. 1089, Vacating the Utility Easement Between Lots 4 & 5, Block 1, WOODVILLE MEADOWS.		
<b>Meeting Date:</b>	April 20, 2021	<b>Agenda Item Number:</b>	<b>7B</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Ordinance No. 1089 PC Memo & Report
<b>Originating Department:</b>	Community Development	<b>Presented By:</b>	Planning & Zoning Coordinator
<b>Approved by City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Conduct a Public Hearing on Ordinance 1089, Vacating the Utility Easement Between Lots 4 & 5, Block 1, WOODVILLE MEADOWS.		
<b>How does this item pertain to Vision 2030 goals?</b>	Good Governance		

**BACKGROUND:**

The City has received an application from Brenda Byron, owner of the property, for the vacation of a utility easement located between Lots 4 & 5, Block 1, WOODVILLE MEADOWS. (1405 5<sup>TH</sup> Ave Ct NW)

The ten-foot easement is located north and south along the original lot lines of Lots 4 & 5. The vacation is necessary as the property owner intends to add an accessory structure, or a garage addition. City Ordinance prohibits a permanent structure to be built over an easement. There is no current or future need for the utility easement.

The Planning Commission held a public hearing on the Vacation of Easement request on April 13, 2021. There were no public comments. The Vacation of Easement request was supported by the Planning Commission. The Planning Commission voted 4-0 recommending approval to the City Council.

**BUDGET IMPACT:** None

**POLICY QUESTION:** The City Council has the authority to approve Vacation of Easements.

**ALTERNATIVES CONSIDERED:** None.

**RECOMMENDATION:** Conduct a Public Hearing and adopt Ordinance No. 1089, Vacation of the Utility Easement Between Lots 4 & 5, Block 1, WOODVILLE MEADOWS.

**ORDINANCE NO. 1089**

**ORDINANCE OF THE CITY OF WASECA, MINNESOTA  
VACATING THE UTILITY EASEMENT BETWEEN  
LOTS 4 & 5, BLOCK 1, WOODVILLE MEADOWS**

**WHEREAS**, the plat of WOODVILLE MEADOWS was approved on July 6, 2004; and

**WHEREAS**, the plat of WOODVILLE MEADOWS dedicated utility easements along lot lines; and

**WHEREAS**, Brenda Byron is the owner of Lots 3, 4 & 5, Block 1, WOODVILLE MEADOWS; and

**WHEREAS**, Brenda Byron, has requested vacation of easement as shown in the attached **EXHIBIT A** and described as follows:

The 10.00 foot wide utility easement located between Lots 4 and 5, Block 1, WOODVILLE MEADOWS,  
EXCEPTING therefrom the south 5 feet of Lots 4 and 5 and also  
EXCEPTING therefrom the northerly 10 feet of Lots 4 and 5.

**WHEREAS**, the Waseca City Council has determined that the above described easement is not necessary to serve the needs of the public; and

**WHEREAS**, on the 13<sup>th</sup> day of April, 2021, the Planning Commission held a public hearing on the proposed easement vacation and adopted a recommendation that the City Council approve the vacation; and

**WHEREAS**, the City Council of the City of Waseca has considered the advice and recommendation of the Planning Commission, and on the 20<sup>th</sup> day of April, 2021, held a public hearing on the proposed ordinance.

**NOW, THEREFORE**, The City of Waseca does hereby ordain that the above easement is hereby vacated.

Adopted this 20<sup>th</sup> day of April, 2021.

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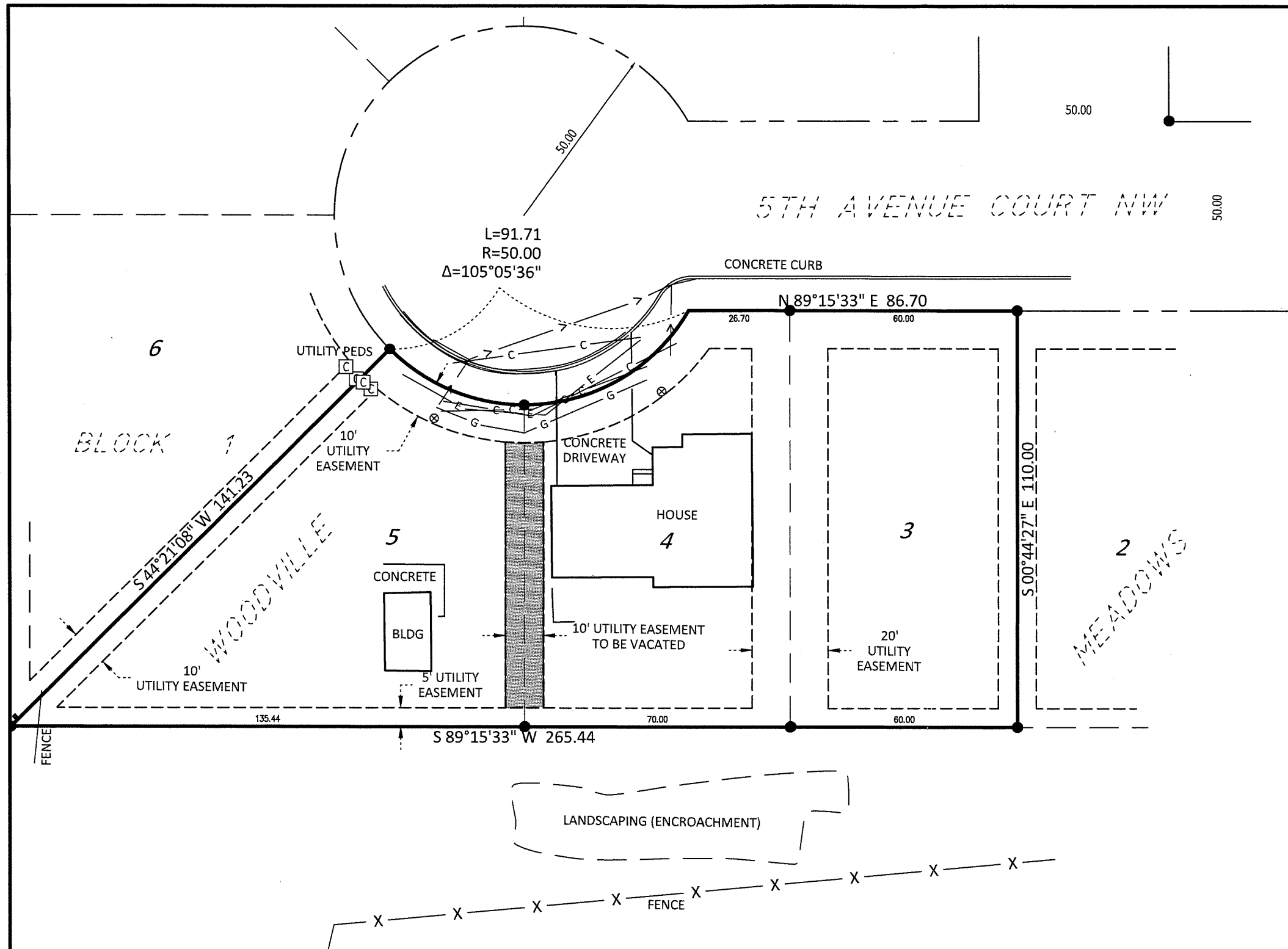
R. D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

Introduced: April 13, 2021  
Adopted: April 20, 2021  
Published: April 29, 2021  
Effective: April 30, 2021



PID 177100040

PROPERTY ADDRESS  
1405 5TH AVE CT NW  
WASECA, MN 56093

OWNER ADDRESS  
BRENDA BYRON  
1405 5TH AVE CT NW  
WASECA, MN 56093

EXISTING DESCRIPTION  
Lot 3, 4 and 5, Block 1, WOODVILLE MEADOWS,  
according to the recorded plat thereof, City of  
Waseca, Wascea County, Minnesota.

EASEMENT VACATION  
The 10.00 foot wide utility easement located  
between Lot 4 and 5, Block 1, WOODVILLE  
MEADOWS,  
EXCEPTING therefrom the south 5 feet of Lots 4 and 5  
and also  
EXCEPTING therefrom the northerly 10 feet of Lots 4  
and 5.

#### LEGEND

- O 3/4" IRON PIPE MONUMENT SET
- MARKED BY LIC. NO. 46564
- MONUMENT FOUND
- PEDESTAL-COMMUNICATION
- ⊗ CURB STOP
- > > > SANITARY SEWER
- C — C — COMMUNICATION UNDERGROUND
- E — E — ELECTRIC UNDERGROUND
- G — G — GAS UNDERGROUND

#### SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared  
by me or under my direct supervision and that I am a duly  
Licensed Land Surveyor under the laws of the State of  
Minnesota.

*Michael M. Eichers*

Michael M. Eichers  
License Number 46564

03/23/2021  
Date

0 30  
SCALE IN FEET

#### EASEMENT VACATION CITY OF WASECA, MINNESOTA



1960 PREMIER DRIVE  
MANKATO, MINNESOTA 56001  
(507) 625-4171

LOTS 3, 4 AND 5, BLOCK 1, WOODVILLE  
MEADOWS, CITY OF WASECA, WASECA COUNTY,  
MINNESOTA

FOR: BRENDA BYRON

<b>Title:</b>	Resolution No. 21-13 Approving a Variance to Allow Parking in the Front Yard Between the Living Space of the House and the Street; and to Allow Front Yard Parking Beyond the Width of the Garage that Does Not Meet the minimum 10-foot Front Property Line Setback Required by Code, Located at 512 5 <sup>th</sup> Street NE		
<b>Meeting Date:</b>	April 20, 2021	<b>Agenda Item Number:</b>	<b>7C</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	PC Memo Resolution
<b>Originating Department:</b>	Community Development	<b>Presented By:</b>	Bill Green
<b>Approved by City Manager:</b> <input type="checkbox"/>	<b>Proposed Action:</b> Motion to adopt Resolution No. 21-13, A Resolution of the Waseca City Council Approving a Variance to Allow Parking in the Front Yard Between the Living Space of the House and the Street; and to Allow Front Yard Parking Beyond the Width of the Garage that Does Not Meet the minimum 10-foot Front Property Line Setback Required by Code, Located at 512 5 <sup>th</sup> Street NE		
<b>How does this item pertain to Vision 2030 goals?</b>	Supporting this variance promotes Good Governance.		

**BACKGROUND:** Brian and Cassie Rupe, owners of the property, are requesting to extend their driveway through a Variance process so they can create parking in the front yard between the living space of the house and the street and extend the driveway up to the front property line, thus not meeting the 10-foot minimum setback. The extended pavement will also be used as a private basketball court area.

The Variances are from Section 154.162 (A) (4) (b) and (A) (4) (c) to allow parking in the front yard between the living space of the house and the street; and to allow front yard parking beyond the width of the garage that does not meet the minimum 10ft front property line setback requirements. Approving of the variances is reasonable due to the physical shape of the lot.

The Planning Commission held a public hearing on the Variance request on April 13, 2021. One public comment was received by phone call on April 1, 2021 requesting further details on the project but was not opposed. The Planning Commission voted 4-0 recommending approval to the City Council.

**BUDGET IMPACT:** None

**POLICY QUESTION:** The City Council has the authority to approve variances.

**ALTERNATIVES CONSIDERED:** None

**RECOMMENDATION:** Motion to adopt Resolution No. 21-13, A Resolution of the Waseca City Council Approving a Variance to Allow Parking in the Front Yard Between the Living Space of the House and the Street; and to Allow Front Yard Parking Beyond the Width of the Garage that Does Not Meet the minimum 10-foot Front Property Line Setback Required by Code, Located at 512 5<sup>th</sup> Street NE

# **PLANNING DEPARTMENT**

## **M E M O R A N D U M**

**TO:** Daren Arndt, Chair  
Waseca Planning Commission

**FROM:** Bill Green  
Planning & Zoning Coordinator

**MEETING DATE:** April 13, 2021

**SUBJECT:** Public Hearing - Action No. 21-02 VAR – Variance: Rupe 512 5<sup>th</sup> St NE

**ATTACHMENTS:** Application  
Site Location Map  
Site Plan  
Site Photos

### **APPLICANT**

Brian and Cassie Rupe, owners of the property. A complete application was received March 11, 2021. Final action, which is required within 60 days of the complete application date, must be taken by May 11, 2021.

### **REQUEST**

The applicant is requesting a variance to allow parking in the front yard between the living space of the house and the street; and to allow front yard parking beyond the width of the garage that does not meet the minimum 10ft front property line setback requirements.

### **LOCATION**

The property is Lot 8, Block 2, Midway Park Addition, in Waseca, MN and is described as:

**Lot Eight (8), in Block Two (2), Midway Park Addition to the City of Waseca, Minnesota, according to the Plat thereof on file and of record in the Office of the Register of Deeds, EXCEPT The South One (1) foot of said Lot Eight (8), being a strip of land One (1) foot in width and contiguous to the Southerly boundary of said Lot Eight (8), Waseca County, Minnesota.**

### **CURRENT LAND USE**

The site consists of one parcel. The property is currently developed with a single-family dwelling with a one stall attached garage.

### **PROPOSED LAND USE**

The proposed use of the property will not change. Single family dwellings are a permitted use in the R-2 District.

## **ZONING**

The parcel is currently zoned R-2, Urban Residential District. No change in zoning is requested. Adjacent properties in all directions are R-2, Urban Residential.

## **ENVIRONMENTAL**

The City of Waseca Engineering Department has reviewed the proposed plan and has no objection to the variances. There are no environmental issues.

## **CODE OF ORDINANCES**

Section 154.162 (4) (b) and Section 154.162 (4) (c), Parking in Residential Areas, Supplementary:

(4) One-, two- or three-family residences:

(b) Parking in the front yard shall not be located between the living space of the house and the street.

(c) Front yard parking beyond the width of the garage (that is, in the side yard) shall be set back from the front property line at least ten feet.

## **PUBLIC UTILITIES**

The site is currently served by public utilities. No new public utilities are proposed or required for this action.

## **REVIEW**

On March 11, 2021, the City of Waseca received a completed Variance application for the property located at 512 5<sup>th</sup> Street NE.

Brian and Cassie Rupe, owners of the property, are requesting to extend their driveway through a Variance process so they can create parking in the front yard between the living space of the house and the street, and extend the driveway up to the front property line, thus not meeting the 10ft minimum setback. The submitted site plan indicates a 5ft minimum setback from the side (south) property line, which is permitted by the Zoning Ordinance. The extended pavement will also be used as a private basketball court area for the occupants of the property.

The Variances are from Section 154.162 (4) (b) and (4) (c) to allow parking in the front yard between the living space of the house and the street; and to allow front yard parking beyond the width of the garage that does not meet the minimum 10ft front property line setback requirements. Approving of the variances is reasonable due to the physical shape of the lot.

## **PUBLIC COMMENTS**

As of April 6, 2021, there was one public comments regarding the Variances. The resident requested a site plan & further detail.

## **FINDINGS**

In granting a Variance, the following findings shall be made:

- The Variance is in harmony with the purposes and intent of the ordinance.
- The use and variance is consistent with the comprehensive plan.
- The proposal puts the property to use in a reasonable manner.
- There are unique circumstances to the property not created by the landowner.
- The Variances, if granted, will not alter the essential character of the locality.

## **RECOMMENDATION**

Staff recommends approval of the Variances to allow parking in the front yard between the living space of the house and the street; and to allow front yard parking beyond the width of the garage that does not meet the minimum 10ft front property line setback requirements, for the property located at 512 5<sup>th</sup> Street NE subject to the following conditions:

1. The property shall be developed according to the approved site plan, which shall be attached as Exhibit A to the approving resolution.
2. The expanded driveway shall not cause stormwater runoff water directly onto the neighboring properties.
3. The property owner shall verify property line locations prior to any development.
4. All development on the property shall comply with the Waseca Code of Ordinances and State and Local Building codes.
5. A Right-of-Way Excavation/Repair Permit is required for the curb cut & apron area work.
6. All costs associated shall be paid by the property owner.

## **REQUESTED ACTION**

Hold a public hearing on the Variance request and take action on a recommendation to be forwarded to the City Council for consideration at their April 20, 2021 meeting.



**APPLICATION FOR VARIANCE**  
From Provisions of the Zoning Ordinance

**FEES**

Application fee payable to City of Waseca (non-refundable)	\$ 300.00
Homestead fee:	\$ 520.00
Other Residential:	\$ 400.00
Public/Semi-Public	\$ 520.00
Commercial/Industrial	
Mixed Use Overlay District -	
Certificate of Design Compliance	\$ 100.00
Recording Fee payable to Waseca County Recorder	\$ 46.00 ✓

Brian + Cassie Rupe

Name of Applicant

rupe\_15@hotmail.com

E-mail Address

512 5th St NE

Address of Owner:

507-210-1025

Phone Number

512 5th St NE, Waseca MN 56093

Street Address of Property Involved

Residential - Midway Park addition Lot 8 Ex 51ft Bk 2

Legal Description of Property Involved

yard-grass / single family residential

Present Use

extend driveway / basketball court

Proposed Use

Residential R-2

Present Zoning

154.162 4b, 154.162 4c

Section of the Zoning Ordinance from which Variance is being requested

What is the Code requirement from which the Variance is requested?

154.162 4b Parking in the front yard shall not be located between the living space of the house + the street.

154.162 4c Front yard parking beyond the width of the garage (that is, in the side yard) shall be set back from the front property line at least ten feet

State exactly what is intended to be done on or with the property which does not conform to existing regulations

We want to extend the driveway North of the foundation wall by 10 ft. We also want to pour cement in the front up to the property line.

Please answer each question in detail to establish why a variance is necessary:

Explain in detail what undue hardship would result, or what exceptional difficulty would result, if a variance is not granted.

If the variance is not permitted we have a hard time in the winter getting our vehicles off the road for snow emergency.

What are your alternatives to a variance? Please list and explain up to two alternatives comparing each to your request

Alternative 1: *None-but we could.*

Do it all w/ powers. It would be not permanent but not safe for the kids playing basketball on.

Alternative 2:

With our lot shape we do not have much for alternatives.

What special conditions (shape of lot, exceptional topographic or other extraordinary conditions) apply to the structure or land in question that are peculiar to the property involved and do not apply generally to other land or structures in the district in which said land is located?

Our yard is a corner lot with a large boulevard. Our property is pie shaped.

What effect would the variance have on traffic; public parking; emergency fire, police, or ambulance access; surrounding property values; public health, safety, and welfare in general; or the interest of the Zoning Ordinance and Comprehensive Plan? *We live next to the yellow path at Hartley Elem. At school drop-off + pick-up there is not enough parking + the street is too narrow for cars to park on both sides. We would be able to park in the driveway to open 2-3 spots. It would make it safer for kids on the busy street w/ no sidewalks.*

*Applications must be accompanied with a map or sketch illustrating the dimensions of the property and the location of existing and propose structures.*

Acknowledgement and Signature: *The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the City of Waseca to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the ordinance of the City of Waseca and the laws of the State of Minnesota. The undersigned hereby consents that City of Waseca officials, employees, appointed commissioners and consultants hired by the City may enter the property to inspect the layout of structures, proposed placement of planned structures and additions, and the property's site features and dimensions.*

  
Signed

3/10/21  
Date





10'

11.5 ft  
10 ft

Past  
Garage  
foundation

24 ft

5'

3 ft  
5 ft

Staying  
5 ft from  
Prop line

NE

5th St NE

5th St NE



6th Ave NE

6th Ave NE

4th St NE

5th St NE

R17.454.0160  
512 5th St NE

NOTIFICATION  
BOUNDARY

NOTIFICATION  
BOUNDARY



**CASSANDRA & BRIAN RUPE**  
**512 5TH ST NE - WASECA, MN 56093**  
**VARIANCE - PIN: R17.454.0160**

0 50 100 150 200 250 Feet







10'

11.5 ft  
10 ft

Past  
Garage  
foundation

24 ft

5'

3 ft  
5 ft

Staying  
5 ft from  
Prop line

NE

5th St NE

5th St NE



**512 5<sup>th</sup> Street NE**



**View looking east**



**View from northeast**





**Area in front of living space to be expanded**



**Area to be expanded south of existing driveway**

## **RESOLUTION NO. 21-13**

### **A RESOLUTION OF THE WASECA CITY COUNCIL GRANTING A VARIANCE TO ALLOW PARKING IN THE FRONT YARD BETWEEN THE LIVING SPACE OF THE HOUSE AND THE STREET AND REDUCED FRONT PROPERTY LINE DRIVEWAY SETBACKS FOR THE PROPERTY LOCATED AT 512 5<sup>th</sup> ST NE**

**WHEREAS**, application has been made to the City Council of the City of Waseca by Brian and Cassie Rupe, owners of the properties, for approval of variances from the provisions of Chapter 154 of the Waseca City Code to allow parking in the front yard between the living space of the house and the street; and to allow front yard parking beyond the width of the garage that does not meet the minimum 10ft front property line setback requirements. The property is located at 512 5<sup>th</sup> Street NE and is described as:

**Lot Eight (8), in Block Two (2), Midway Park Addition to the City of Waseca, Minnesota, according to the Plat thereof on file and of record in the Office of the Register of Deeds, EXCEPT The South One (1) foot of said Lot Eight (8), being a strip of land One (1) foot in width and contiguous to the Southerly boundary of said Lot Eight (8), Waseca County, Minnesota.**

And,

**WHEREAS**, the Waseca Planning Commission held a public hearing on the request at its April 13, 2021 meeting, and all interested parties were provided an opportunity to comment; and

**WHEREAS**, the City Council of the City of Waseca has considered the advice and recommendation of the Planning Commission, the consistency of the proposed project with the Waseca Zoning Ordinance, and the effect of the proposed use on the health, safety and welfare of the occupants of the surrounding land, existing and anticipated traffic conditions, and the effect of the proposed use on the City's Comprehensive Plan, and the effect on property values in the surrounding area; and

**WHEREAS**, the City Council of the City of Waseca makes the following findings of fact related to the proposed development and requested variance:

1. The Variance is in harmony with the purposes and intent of the ordinance.
2. The use and Variance is consistent with the Comprehensive Plan.
3. The proposal puts the property to use in a reasonable manner.
4. There are unique circumstances to the property not created by the landowner.
5. The Variance, if granted, will not alter the essential character of the locality.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca that the variance from the provisions of Chapter 154, Section 154.162 (A) (4) (b): Parking in the front yard shall not be located between the living space of the house and the street; Chapter 154, Section 154.162 (A) (4) (c): Front yard parking beyond the width of the garage (that is, in the side yard) shall be set back from the front property line at least ten feet, is subject to the following conditions:

1. The property shall be developed according to the approved site plan, which shall be attached as **Exhibit A** to the approving resolution.



2. The expanded driveway shall not cause stormwater runoff water directly onto the neighboring properties.
3. The property owner shall verify property line locations prior to any development.
4. All development on the property shall comply with the Waseca Code of Ordinances and State and Local Building codes.
5. A Right-of-Way Excavation/Repair Permit is required for the curb cut & apron area work.
6. All costs associated shall be paid by the property owner.

Adopted this 20<sup>th</sup> day of April, 2021.

---

R.D. SRP  
MAYOR

ATTEST:

---

MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER



10'

11.5 ft  
10 ft

Past  
Garage  
foundation

24 ft

5'

3 ft  
5 ft

Staying  
5 ft from  
Prop line

NE

5th St NE

5th St NE

<b>Title:</b>	Ordinance No. 1086: An Ordinance of the Waseca City Council Amending Chapter 154 of the Code of Ordinances to allow Tobacco Products Shop as a permitted use in the B-2, Community Retail and Service Business District.		
<b>Meeting Date:</b>	April 20, 2021	<b>Agenda Item Number:</b>	<b>7D</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Ordinance No. 1086 PC Memo
<b>Originating Department:</b>	Community Development	<b>Presented By:</b>	Planning & Zoning Coordinator
<b>Approved by City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to adopt Ordinance No. 1086, Amending Chapter 154 of the Waseca City Code of Ordinances		
<b>How does this item pertain to Vision 2030 goals?</b>	Good Governance		

**BACKGROUND:**

An Application for an Ordinance Text Amendment was received from Dixon Diebold on behalf of 1200 State, LLC, requesting a change to allow Tobacco Products Shop as a permitted use in the B-2, Community Retail and Service Business District. The change would allow a greater area of retail locations to be available for this use.

The Planning Commission held a public hearing on the Text Amendment request on April 13, 2021. No public comments were received. The Text Amendment request was supported by the Planning Commission. The Planning Commission voted 4-0 recommending approval to the City Council.

Due to the length of the Text Amendment change, a summary will be published in the newspaper, with the complete text available at Waseca City Hall, 508 State St S, Waseca MN.

**BUDGET IMPACT:** None

**POLICY QUESTION:** The City Council has the authority to approve Text Amendments.

**ALTERNATIVES CONSIDERED:** None.

**RECOMMENDATION:** Motion to adopt Ordinance 1086; Approving a Text Amendment to Chapter 154 of the Waseca City Code of Ordinances to allow Tobacco Products Shop as a permitted use in the B-2, Community Retail and Service Business District.



# PLANNING DEPARTMENT M E M O R A N D U M

**TO:** Daren Arndt, Chair  
Waseca Planning Commission

**FROM:** Bill Green  
Planning and Zoning Coordinator

**MEETING DATE:** April 13, 2021

**SUBJECT:** Public Hearing-Action No. 21-01 – Zoning Text Amendment;  
Diebold

**ATTACHMENTS:** Application Narrative  
City of Waseca Zoning Map  
Ordinance 1069: Amendment Regulating Tobacco

## APPLICANT

The applicant is Dixon Diebold, on behalf of 1200 State LLC, owner of the property. A complete application was received on March 12, 2021. Final action, which is required within 60 days of the complete application date, must be taken by May 11, 2021.

## REQUEST

The applicant is requesting the City of Waseca Zoning Ordinance be amended to include Tobacco Products Shop as a permitted use in the B-2, Community Retail and Service Business District.

## AMENDMENT

### § 154.022 PRINCIPAL AND ACCESSORY USES IN THE BUSINESS DISTRICTS

P: Permitted C: Conditional --: Not allowed

<i>Land Uses</i>	<i>Zoning Districts</i>				<i>Specific Developme nt Requiremen ts</i>
	<i>B- 1</i>	<i>B- 2</i>	<i>B- 3</i>	<i>B- 4</i>	
<i><b>Business Uses</b></i>					
Retail and/or service businesses that deal directly with the final consumer or beneficiary, with building floor areas under 8,000 square feet, but not including drive-through service or drive-in service	P	P	P	P	

Retail and/or service businesses that deal directly with the final consumer or beneficiary, with building floor areas equal to or greater than 8,000 square feet, but not including drive-through or drive-in service	P	P	--	P	
Agricultural commodities sales businesses	C	--	--	P	
Animal veterinary clinics	P	P	P	P	§§ 154.109 - 154.143
Bars or taverns	P	P	--	P	§§ 154.109 - 154.143
Beer micro-breweries	P	P	--	P	As per statute
Car washes, freestanding	--	P	--	P	
Convenience store with fuel sales	--	P	P	--	§§ 154.109 - 154.143
Cultural facilities including museums, libraries, art studios and art galleries	P	P	P	--	
Day care, commercial child	P	P	P	--	§§ 154.109 - 154.143
Drive-through service	--	P	P	P	§§ 154.109 - 154.143
Funeral homes, mortuaries and/or crematoria	P	P	P	P	
Fuel sales and mechanical repair for autos and/or trucks	--	P	P	P	§§ 154.109 - 154.143
Garden supplies, greenhouses and plant nurseries, retail	--	P	P	P	
Hazardous liquid storage	C	C	C	C	§§ 154.109 - 154.143
Hotel or motel	P	P	--	P	
Kennel, commercial	--	--	--	P	§§ 154.109 - 154.143
Mixed-use building, commercial and residential	P	P	P	--	
Nursing homes	P	P	P	--	
Offices or medical clinics	P	P	P	P	
Recreation, entertainment or banquet facilities, including bowling alleys and movie theatres	P	P	--	P	
Restaurants, cafes or supper clubs, including those with outdoor seating	P	P	--	P	§§ 154.109 - 154.143
Restaurant with drive-up window or drive-in service	--	P	P	P	§§ 154.109 - 154.143
Schools, post-secondary	P	P	--	--	
Self-service storage without outdoor storage	--	--	--	P	

Temporary or seasonal businesses	P	P	P	P	§§ 154.109 - 154.143
Tobacco products shop	P	<u>P</u>	--	--	
Truck stops		--	--	P	
Vehicle repair, mechanical	P	P	C	P	§§ 154.109 - 154.143
Vehicle repair, body	--	--	--	P	§§ 154.109 - 154.143
Vehicle sales, automobiles, light trucks, boats, motorcycles or all-terrain vehicles	--	--	--	P	§§ 154.109 - 154.143
Vehicle sales, heavy trucks or recreational vehicles	--	--	--	P	

\*Public and Semi-Public Uses in this table were not included in this report, as changes were not proposed in that category\*

## REASONING

Per the applicant: We have a tenant looking to open a tobacco store in our center. Currently, the B-2 zone doesn't allow tobacco shops. Many other retailers allowed in B-2 zones sell tobacco. It would seem to me that tobacco shops would be a very good use for the now vacant space.

## PUBLIC COMMENT

As of April 6, 2021, no public comments were received.

## REVIEW

There are three distinct areas in the City zoned B-2. One area is located along State Street North, between 11<sup>th</sup> Ave NE/NW and 26<sup>th</sup> Ave NE/NW; two more areas are located on Elm Avenue East, on the south side of Elm from 12<sup>th</sup> St SE to Kieslers Campground, and on the north side of Elm from Clear Lake Drive to the east City limits. (see attached Zoning Map)

The City of Waseca Zoning Ordinance states that the B-2 District is intended to allow a mixture of retail and/or service businesses that deal directly with the final consumer and attract large numbers of automobile trips from the city and the region.

Tobacco products shops are a permitted use in the B-1 Zoning District. The City of Waseca Zoning Ordinance states that the B-1 District is intended to allow a mixture of retail and/or service businesses, civic and governmental institutions, housing above businesses, and established industries in a compact environment oriented toward public space that encourages walking. The B-1 Zoning District is located in one area of the city and is known as the Central Business District.

Both the B-1 and B-2 Zoning Districts require a minimum setback of 50ft from the principle building and a R (residential) District. In general, the B-1 District appears to be more restrictive than the B-2 District based on the permitted uses as indicated in the Zoning Ordinance.

The City of Waseca Zoning Ordinance definition for a Tobacco Products Shop is:

***TOBACCO PRODUCTS SHOP.*** *A retail establishment that derives more than 70% of its gross revenue from the sale of tobacco, tobacco products, tobacco-related devices, and/or nicotine or lobelia delivery products or devices. This includes, but is not limited to, the sale of tobacco, plants or herbs and cigars, cigarettes, pipes and other smoking devices for burning tobacco and related smoking accessories and in which the sale of other products is merely incidental.*

**Definition of lobelia** (Merriam-Webster)

- 1 : any of a genus (*Lobelia* of the family Lobeliaceae, the lobelia family) of widely cultivated plants having terminal clusters of showy lipped flowers
- 2 : the leaves and tops of Indian tobacco

The Waseca City Council adopted Ordinance No. 1069 on December 18, 2018. An Ordinance Regulating the Licensing, Sale and Possession of Tobacco and Tobacco-Related Products and Devices Within the City of Waseca, Minnesota. (see attachment of Ordinance No. 1069)

## **REQUESTED ACTION**

Hold a public hearing on the proposed Zoning Ordinance amendment and act on a recommendation to be forwarded to the City Council for consideration at their April 20, 2021 meeting.



APPLICATION FOR REZONING  
or ORDINANCE TEXT AMENDMENT

1200 State, LLC

City of Waseca

FEES

☒ Application fee: \$700.00  
☒ Recording Fee (Rezoning only)  
\$46.00 Payable: Waseca County Recorder

Name of Applicant (first) (middle) (last)  
5524 Colengary Parkway Edina, MN 55436 651-343-1889 dixon@reurbanrealstate.com  
Address of Applicant Phone Number e-mail address

Type of Request: ☐ Rezoning (zoning district boundary amendment) ☒ Ordinance Text Amendment

REZONING (Zoning District Boundary Amendment)

Legal Description of Property

Surveyor Name and Address Surveyor Phone Number Surveyor e-mail

Engineer Name and Address N/A Engineer Phone Number Engineer e-mail

Required Submittals:

- ☐ Legal Description of property to be rezoned ☐ Plat or Survey showing the area to be rezoned  
☐ Application Fee ☐ Recording Fee  
☐ Proof of Ownership ☐ Narrative describing the request and reasons for the request  
☐ Site Development Plan to include all site dimensions, existing and proposed improvements, parking lot details, structure and parking setbacks from property lines, existing and proposed utilities, existing and proposed streets, grading and drainage plans, landscape plan, lighting plan, drawings showing exterior building materials and overall building height.

ORDINANCE TEXT AMENDMENT

15422... See table 5-1 note attached to fill in here

Ordinance Section/s Proposed for Amendment

Required Submittals:

- ☒ Proposed Ordinance Language ☒ Application Fee  
☒ Narrative describing the request and reasons for the requested ordinance amendment



**Acknowledgement and Signature:** *The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the City of Waseca to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the ordinance of the City of Waseca and the laws of the State of Minnesota. The undersigned hereby consents that City of Waseca officials, employees, appointed commissioners and consultants hired by the City may enter the property to inspect the layout of structures, proposed placement of planned structures and additions, and the property's site features and dimensions. The undersigned agrees to pay all costs associated with the vacation request.*

 \_\_\_\_\_  
Signature and Address

3/10/2021  
\_\_\_\_\_   
Date

\_\_\_\_\_  
Signature and Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Address

\_\_\_\_\_  
Date

154.022 PRINCIPAL AND ACCESSORY USES IN THE BUSINESS DISTRICTS.

Table 5-1: Summary of the Principal Permitted and Conditional Land Uses in the Business Districts

P: Permitted C: Conditional --: Not allowed

Land Uses	Zoning Districts				Specific Development Requirements
	B-1	B-2	B-3	B-4	
in service					
Schools, post-secondary	P	P	--	--	
Self-service storage without outdoor storage	--	--	--	P	
Temporary or seasonal businesses	P	P	P	P	§§ 154.109 - 154.143
Tobacco products shop	P	--	--	--	
Truck stops		--	--	P	
Vehicle repair, mechanical	P	P	C	P	§§ 154.109 - 154.143

- Requesting Tobacco Products shop be a permitted use in the B-2 District

## Application Narrative

**From:** Dixon Diebold <[dixon@reurbanrealestate.com](mailto:dixon@reurbanrealestate.com)>  
**Sent:** Thursday, March 11, 2021 8:30 PM  
**To:** Bill Green <[BillG@ci.waseca.mn.us](mailto:BillG@ci.waseca.mn.us)>  
**Cc:** Michelle Murphy <[MichelleM@ci.waseca.mn.us](mailto:MichelleM@ci.waseca.mn.us)>  
**Subject:** Re: Text Amendment - Application Narrative

We have a tenant looking to open a tobacco store in our center. Currently, the b2 zone doesn't allow tobacco shops. Many other retailers allowed in b2 zones sell tobacco.

It would seem to me that tobacco shops would be a very good use for the now vacant space.

Sent from my iPhone. Please excuse any typos.

On Mar 11, 2021, at 3:56 PM, Bill Green <[BillG@ci.waseca.mn.us](mailto:BillG@ci.waseca.mn.us)> wrote:

Hi Dixon,

Can you give me a brief email to accompany the application "describing the request and reasons for the requested ordinance amendment".

Thanks,

*Bill Green*  
*Planning and Zoning Coordinator*  
City of Waseca  
508 South State Street  
Waseca MN 56093  
[billg@ci.waseca.mn.us](mailto:billg@ci.waseca.mn.us)  
507-835-9738

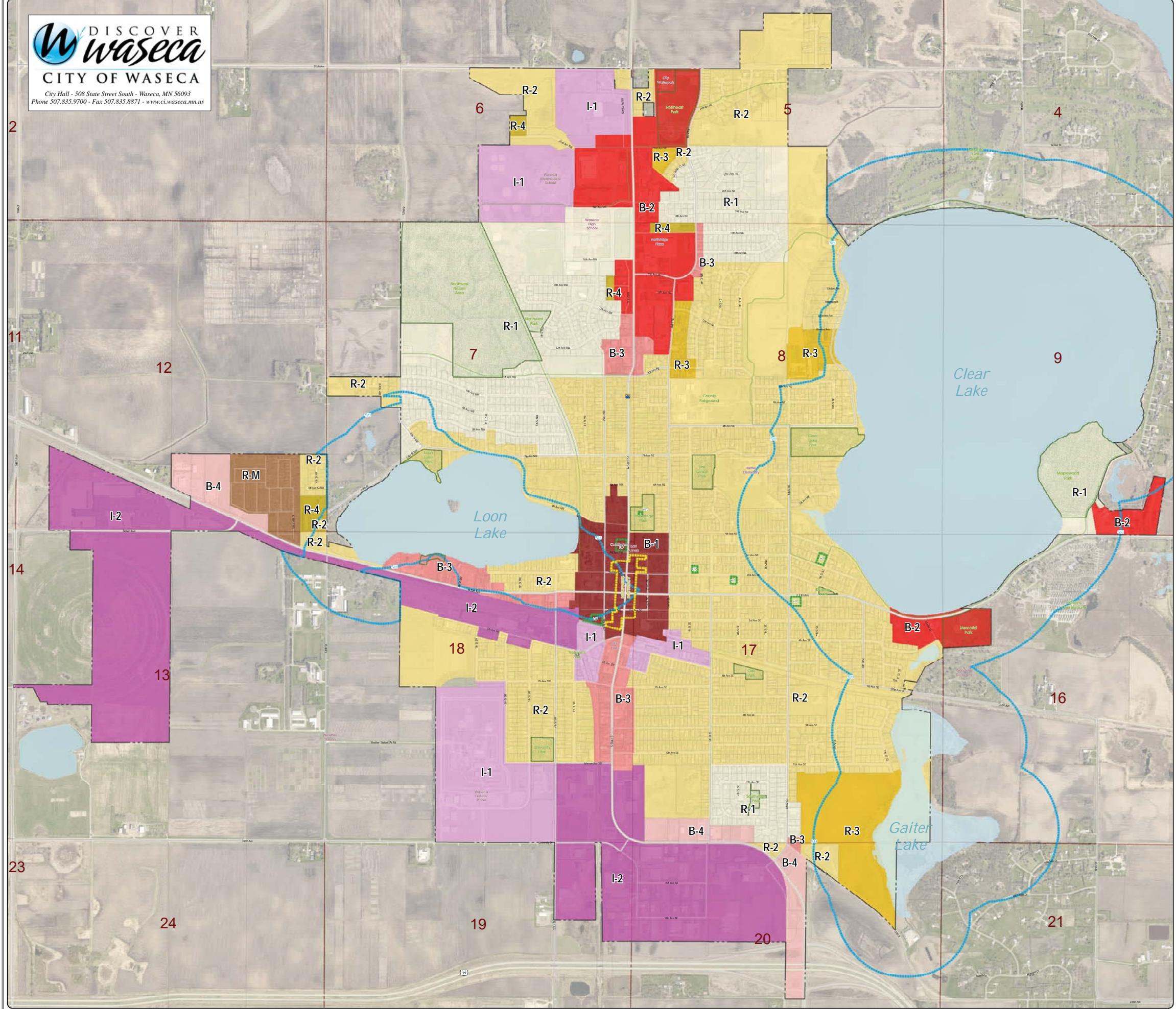


# ZONING



DISCOVER  
**waseca**  
CITY OF WASECA

City Hall - 508 State Street South - Waseca, MN 56093  
Phone 507.833.9700 - Fax 507.833.8871 - [www.ci.waseca.mn.us](http://www.ci.waseca.mn.us)



- Commerical

B-1

*Central Business District*

B-2

*Community Retail and Service Business District*

B-3

*Neighborhood Transition Business District*

B-4

*Regional Retail and Service Business District*

Industrial

I-1

*Limited Industry District*

I-2

*Moderate Industry District*

Residential

R-1

*Suburban Residential District*

R-2

*Urban Residential District*

R-3

*Multi-Family Low & Medium Density District*

R-4

*Multi-Family High Density District*

R-M

*Manufactured Home Community District*

Overlays

SH

*Shoreland Overlay District*

HP

*Heritage Preservation Overlay District*

*Downtown Historic District*
- Administrative

Section Line

Park Boundary

City Boundary

Lakes

Parcel Boundary

Trails
- # ZONING MAP with OVERLAY DISTRICTS
- 
- 
- The data represented on this document is neither a legally recorded map nor a survey, and is intended for reference purposes only. The information presented has not been verified and neither the City of Waseca, nor its employees or agents makes any representation as to the accuracy of the features and data presented here within. This map was created through the use of several city, county, state, and federal sources. For specific information regarding this map or to report errors or omissions, contact the City of Waseca Engineering Department. Map #C1001-1 Printed 10/30/2020
- 80



## ORDINANCE NO. 1069

### AN ORDINANCE REGULATING THE LICENSING, SALE AND POSSESSION OF TOBACCO AND TOBACCO-RELATED PRODUCTS AND DEVICES WITHIN THE CITY OF WASECA, MINNESOTA.

The City of Waseca does ordain:

**Section 1.** Waseca Code Chapter 111 is hereby amended as follows (deleted material is ~~crossed out~~; new material is underlined; sections and subsections not being amended are omitted)<sup>1</sup>:

#### §111.01 DEFINITIONS.

\* \* \* \*

***ELECTRONIC DELIVERY DEVICES.*** Any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. ***ELECTRONIC DELIVERY DEVICE*** includes any component part of such a product whether or not sold separately. ***ELECTRONIC DELIVERY DEVICE*** shall not include any product that has been approved or otherwise certified by the United States Food and Drug Administration for legal sales for use in tobacco cessation treatment or other medical purposes, and is being marketed and sold solely for that approved purpose.

***LICENSED PRODUCTS.*** The term that collectively refers to any tobacco, tobacco-related device, tobacco related product, electronic delivery device, or nicotine or lobelia delivery product.

***NICOTINE OR LOBELIA DELIVERY PRODUCT.*** Any product containing or delivering nicotine or lobelia intended for human consumption, or any part of such a product, that is not tobacco or an electronic delivery device as defined in this section. Nicotine or lobelia delivery product does not include any product that has been approved or otherwise certified for legal sale by the United States food and drug administration for tobacco use cessation or for other medical purposes, and is being marketed and sold solely for that approved purpose.

***SMOKING.*** Inhaling or exhaling smoke from any lighted or heated cigarette, cigar, pipe, or any other lighted or heated tobacco or plant product, or inhaling or exhaling vapor from an e-cigarette or any electronic delivery device. Smoking shall include carrying a lighted or heated cigarette, cigar, or pipe or any other lighted or heated tobacco or plant product intended for inhalation or carrying an electronic delivery device that is turned on or otherwise activated.

***TOBACCO.*** Any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including but not limited to cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff

flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

**TOBACCO-RELATED DEVICE.** Cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.

\* \* \* \*

#### **§ 111.02 LICENSE REQUIRED.**

No person shall directly or indirectly or by means of any device keep for retail sale, sell at retail or otherwise dispense for profit or gain any **(B)** *licensed products* at any place in the city unless a license therefore shall first have been obtained as provided in this chapter.

#### **§ 111.03 LICENSE RESTRICTIONS.**

Grounds for denying the issuance or renewal of a license include but are not limited to the following:

(A) No license shall be issued to an applicant for sale of licensed products at any place other than his or her establishment or place of business.

(B) No license shall be issued for the sale of licensed products at a moveable place of business; nor shall any license be issued for the sale of licensed products at more than one place of business.

(C) No person shall sell or give away any licensed products to any person below the age of 21 years.

(D) All sales must be made in such a manner that requires the vendee to specifically ask a clerk for the licensed products. It is unlawful for any person to offer for sale any licensed products by means of self-service merchandising, including vending machines. All sales must be handled with the intervention of a clerk. All other sales are unlawful.

(E) Any person selling any licensed products must require picture identification, such as a driver's license, passport or other legal identification card as recognized by the state, to prove the age of any customer who reasonably appears to be under the legal age.

\* \* \* \*

#### **§ 111.06 LICENSE QUESTIONNAIRE.**

The applicant will also provide questionnaires pertaining to age of sale laws to all clerks who will be selling licensed products and keep them on file.

\* \* \* \*

#### **§ 111.08 COMPLIANCE CHECKS.**

The license holder will be subjected to at least two compliance checks per year. Law enforcement personnel or a person designated by law enforcement officials will conduct random, unannounced inspections at each location where licensed products are sold to test compliance with age-of-sale laws. These inspections shall include, but not be limited to surveillance including minors under the age of 18 who attempt to purchase licensed products. A finding of non-compliance during the unannounced inspection shall constitute a violation of this chapter. Additional compliance checks during the license year shall be required following a violation by any licensed retail tobacco or e-cigarettes outlet.

\* \* \* \*

#### **§ 111.10 VIOLATIONS.**

\* \* \* \*

(A) A license holder must have all self-service licensed products relocated behind the service counter or locked doors by January 1, 1996. Non-compliance will result in license suspension until the licensed products have been placed behind a counter or locked doors.

(B) Any correspondence concerning compliance with the city ordinance will be sent to the licensee's place of business by registered mail. The licensee shall be sent a written notice at least ten days in advance informing the licensee of the specific ordinance or statutory violation upon which any suspension or revocation would be based and the licensee has the right to be represented by counsel and present evidence on its behalf.

\* \* \* \*

#### **§ 111.12 SALE OR FURNISHING TOBACCO OR TOBACCO RELATED PRODUCTS.**

(A) No person shall sell or give away any licensed products to any person below the age of 21 years.

(1) Age Verification. Licensees must verify by means of government-issued photographic identification that the purchaser is at least 21 years of age. Verification is not required for a person over the age of 30. That the person appeared to be 30 years of age or older does not constitute a defense to a violation of this subsection.

(2) Signage. Notice of the legal sales age and age verification requirement must be posted at each location where licensed products are offered for sale. The required signage, which will be provided to the licensee by the city, must be

posted in a manner that is clearly visible to anyone who is or is considering making a purchase.

(B) Whoever sells or gives away any licensed products to any person who is at least 18 years of age, but below the age of 21 years is guilty of a petty misdemeanor.

(C) Pursuant to Minnesota Statutes, Section 609.685, subdivision 1a, whoever sells or gives away any licensed products to any person below the age of 18 years is guilty of a misdemeanor. Whoever violates this subsection a subsequent time within five years of a previous conviction under this subsection is guilty of a gross misdemeanor.

**Section 2.** This Ordinance shall take effect 90 days after its passage and publication.

Adopted this 18 day of December, 2018

Introduced: 11/2/18

Adopted: 12/18/18

Published: 1/4/19

Effective: 4/4/19



## ORDINANCE NO. 1086

### AN ORDINANCE AMENDING CHAPTER 154; ZONING

**WHEREAS** Chapter 154 of the Waseca Code of Ordinances provides zoning provisions;

**NOW, THEREFORE**, the City of Waseca does hereby ordain that the amendment to Chapter 154 of the Waseca Code of Ordinances as shown here-in are hereby approved and modified. The modification only amends the specified codes, the remainder of the Ordinance shall remain as previously adopted.

**SECTION 1.** Chapter 154: Zoning, of the Waseca Code of Ordinances is hereby amended as follows, underlined text is being added and ~~strikeout~~ text is being deleted:

#### AMENDMENT

##### § 154.022 PRINCIPAL AND ACCESSORY USES IN THE BUSINESS DISTRICTS

P: Permitted    C: Conditional    --: Not allowed

Land Uses	Zoning Districts				Specific Development Requirements
	B-1	B-2	B-3	B-4	
Business Uses					
Retail and/or service businesses that deal directly with the final consumer or beneficiary, with building floor areas under 8,000 square feet, but not including drive-through service or drive-in service	P	P	P	P	
Retail and/or service businesses that deal directly with the final consumer or beneficiary, with building floor areas equal to or greater than 8,000 square feet, but not including drive-through or drive-in service	P	P	--	P	
Agricultural commodities sales businesses	C	--	--	P	
Animal veterinary clinics	P	P	P	P	§§ 154.109 - 154.143
Bars or taverns	P	P	--	P	§§ 154.109 - 154.143
Beer micro-breweries	P	P	--	P	As per statute
Car washes, freestanding	--	P	--	P	
Convenience store with fuel sales	--	P	P	--	§§ 154.109 - 154.143
Cultural facilities including museums, libraries, art studios and art galleries	P	P	P	--	
Day care, commercial child	P	P	P	--	§§ 154.109 - 154.143
Drive-through service	--	P	P	P	§§ 154.109 - 154.143
Funeral homes, mortuaries and/or crematoria	P	P	P	P	
Fuel sales and mechanical repair for autos and/or trucks	--	P	P	P	§§ 154.109 - 154.143
Garden supplies, greenhouses and plant nurseries, retail	--	P	P	P	

Hazardous liquid storage	C	C	C	C	§§ 154.109 - 154.143
Hotel or motel	P	P	--	P	
Kennel, commercial	--	--	--	P	§§ 154.109 - 154.143
Mixed-use building, commercial and residential	P	P	P	--	
Nursing homes	P	P	P	--	
Offices or medical clinics	P	P	P	P	
Recreation, entertainment or banquet facilities, including bowling alleys and movie theatres	P	P	--	P	
Restaurants, cafes or supper clubs, including those with outdoor seating	P	P	--	P	§§ 154.109 - 154.143
Restaurant with drive-up window or drive-in service	--	P	P	P	§§ 154.109 - 154.143
Schools, post-secondary	P	P	--	--	
Self-service storage without outdoor storage	--	--	--	P	
Temporary or seasonal businesses	P	P	P	P	§§ 154.109 - 154.143
Tobacco products shop	P	P	--	--	
Truck stops		--	--	P	
Vehicle repair, mechanical	P	P	C	P	§§ 154.109 - 154.143
Vehicle repair, body	--	--	--	P	§§ 154.109 - 154.143
Vehicle sales, automobiles, light trucks, boats, motorcycles or all-terrain vehicles	--	--	--	P	§§ 154.109 - 154.143
Vehicle sales, heavy trucks or recreational vehicles	--	--	--	P	

**SECTION 2.** This Ordinance shall take and be in force 10 days after its passage.

ADOPTED this 20<sup>th</sup> day of April 2021.

ATTEST:

\_\_\_\_\_  
R. D. SRP  
MAYOR

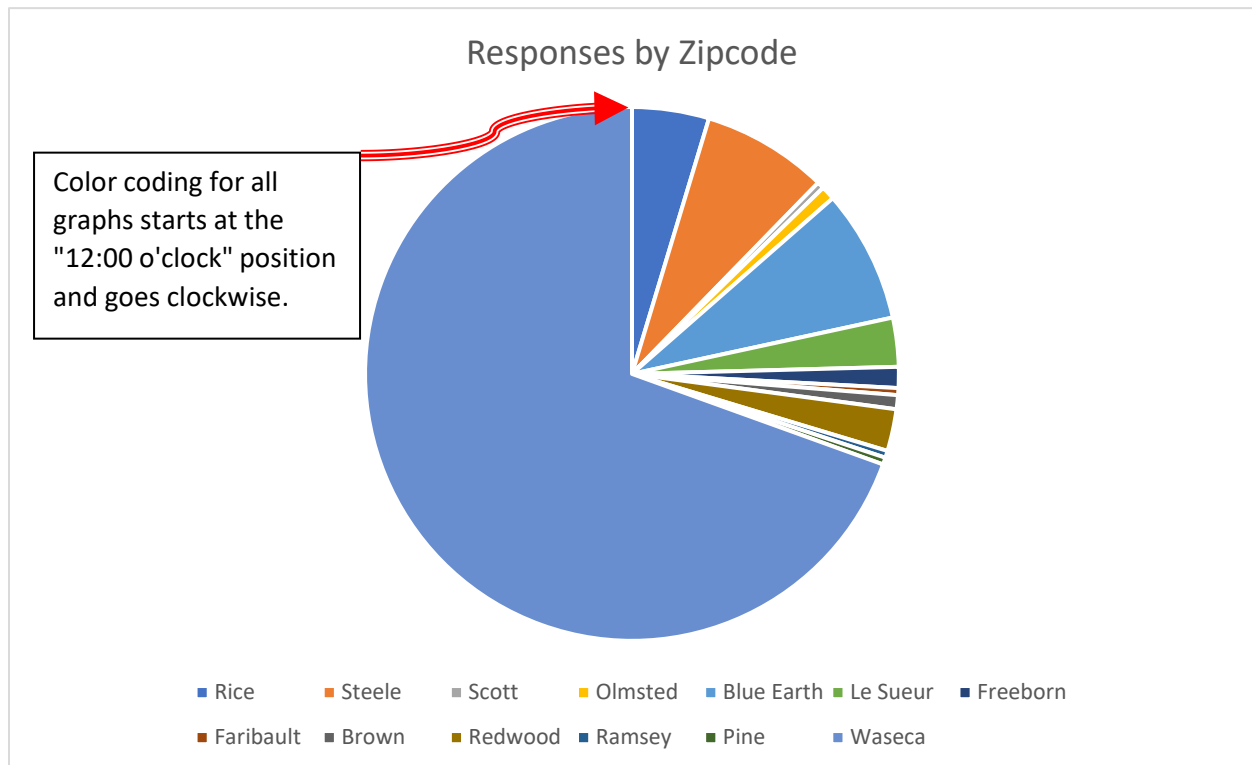
\_\_\_\_\_  
MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

Introduced: April 13, 2021  
Adopted: April 20, 2021  
Published: April 29, 2021  
Effective: April 30, 2021

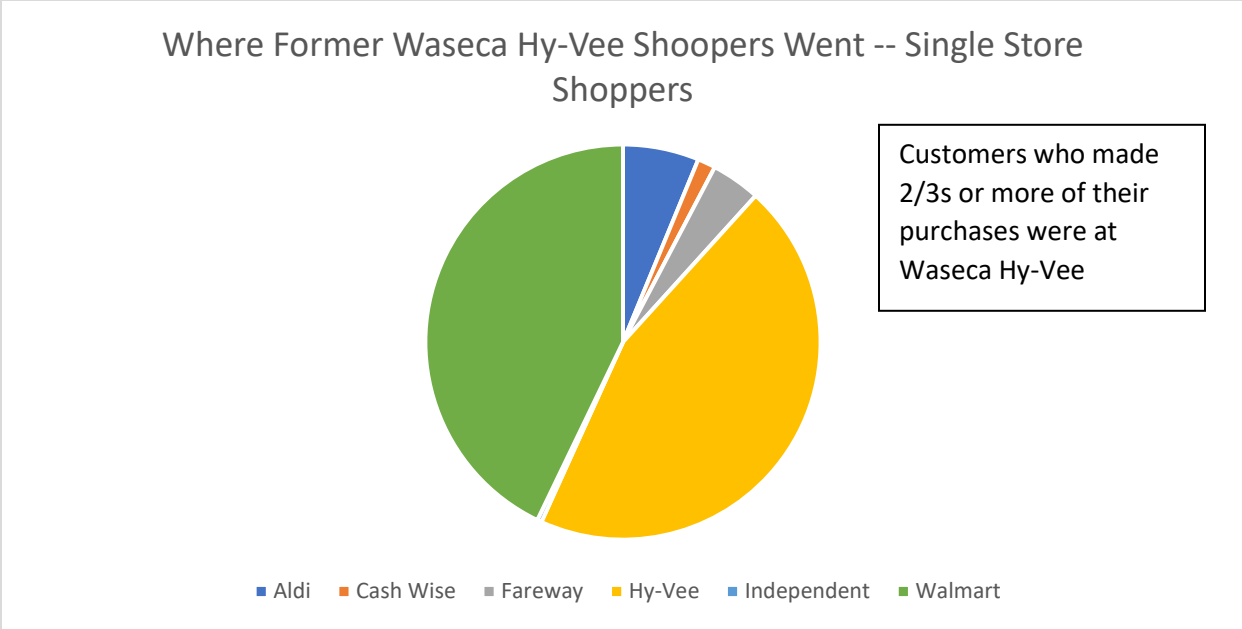
# Grocery Survey Appendix

## Introduction

The survey asked general questions, but the response choices offered opportunities to gain additional perspectives beyond the initial response data. The following charts took the original data and formed some information by sorting some of the data. The analysis is still quite basic but does enhance the overall survey results.



While a few responses came from counties outside the Waseca market area, only a small percentage fell into this grouping. Rice, Steele, Blue Earth, and Le Sueur Counties have areas that can be served by a grocery in Waseca. It is very possible that some respondents from beyond Waseca and surrounding counties may live in Waseca during the week commuting to their permanent residences on weekends. These people are then prospective customers for a new grocery.

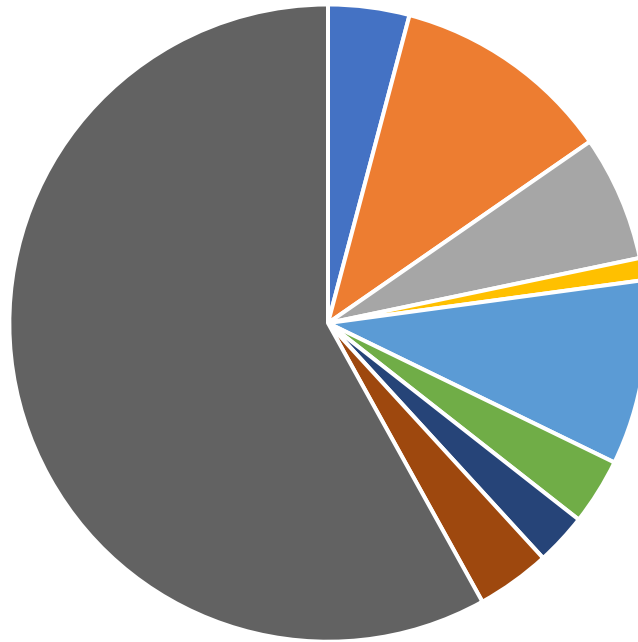


Hy-Vee was a very significant player in the Waseca grocery market area. The closure of Hy-Vee put these shoppers in play for other merchants. This chart illustrates where shoppers who bought the majority of their groceries at the Waseca Hy-Vee are currently buying their groceries. Many have gone to Walmart, but nearly half continue to buy from Hy-Vee through stores outside Waseca. Many of these customers might be attracted to a full service grocer in Waseca for the following reasons:

- The convenience of being only a couple of minutes from the store.
- Expanding choices beyond Walmart's. This is especially true in the areas of fresh meats and produce.

This chart is a very simple comparison where former customers of Hy-Vee in Waseca are primarily buying their groceries from one vendor.

Where Former Waseca Hy-Vee Shoppers Went -- Two Store Shoppers



- Aldi Fareway
- Aldi;Hy Vee;
- Aldi/Walmart
- Hy Vee;Cash Wise;
- Hy Vee;Fareway;
- Hy Vee;Independent;
- Walmart, Waseca;Cash Wise;
- Walmart, Waseca;Fareway;
- **Walmart, Waseca;Hy Vee;**

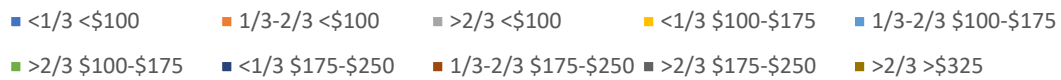
This chart adds some complexity by looking at the buying choices of shoppers who primarily split their current grocery purchases between two vendors. The overwhelming combination in this scenario is Walmart in Waseca and Hy-Vee locations outside Waseca.

### Current Hy-Vee Purchases One Store Shoppers Based on Grocery Budget Spent at Waseca Hy-Vee

<1/3: Part of the grocery budget that was spent at Waseca Hy-Vee

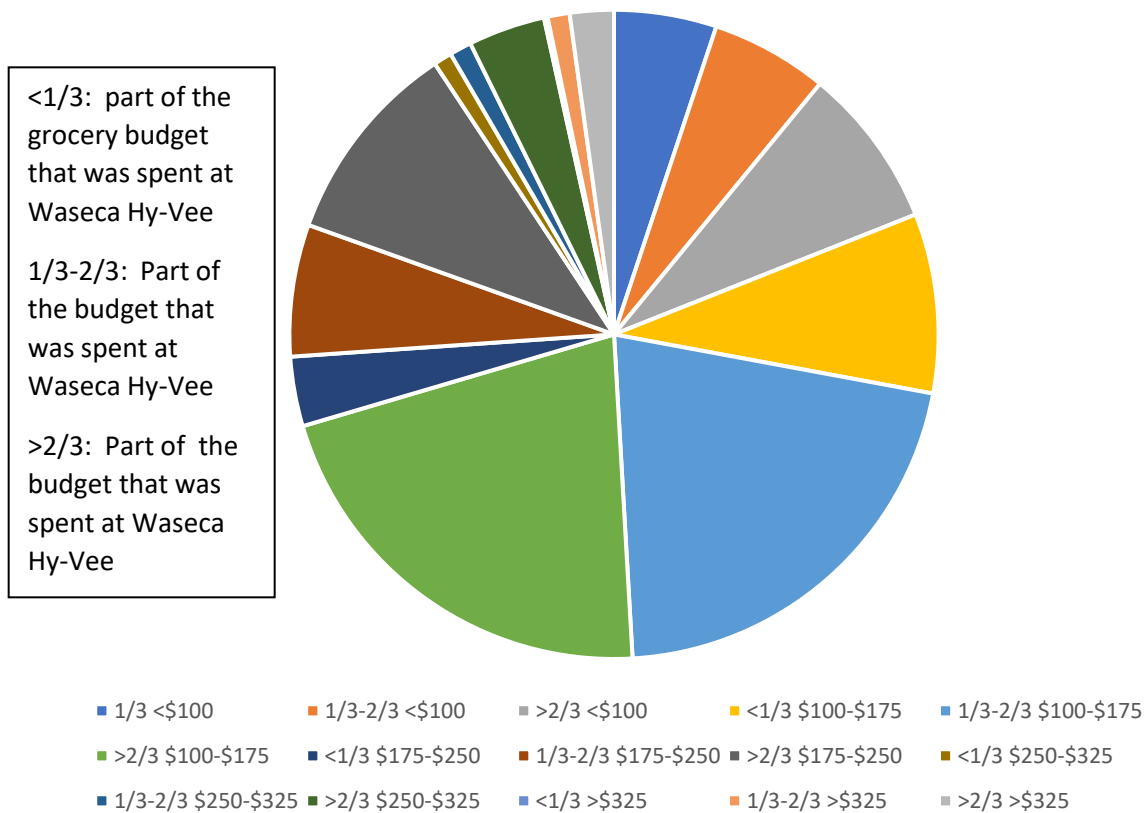
1/3-2/3: Part of the budget that was spent at Waseca Hy-Vee

>2/3: Part of the budget that was spent at Waseca Hy-Vee



In this measurement, customers who did much or most of the grocery shopping at Hy-Vee in Waseca continue to be very loyal to Hy-Vee. Correspondingly, shoppers who did not use Hy-Vee heavily at the Waseca store are not patronizing other Hy-Vee locations in significant numbers.

### Walmart Purchases One Store Shoppers by Portion of Grocery Budget Formerly Spent at Hy-Vee Waseca



Walmart in Waseca appears to have captured substantial sales from former customers of Hy-Vee's Waseca store. Anecdotal comments heard in Walmart indicate that many of these shoppers want Hy-Vee to return.

## Summary

There is a strong desire to have another grocery option in Waseca. Hy-Vee is the overwhelming preference at this time which can probably be attributed to its longtime presence in Waseca. However, about 88% of the respondents indicated a willingness to shop at another grocery store without knowing the specific brand.

Three measurements were somewhat surprising:

1. The strength of sales at Aldi. This may be due to shoppers who are very price conscious but do not shop at Walmart.
2. Fareway has not captured much of the Waseca market.
3. Cash Wise has very little following in Waseca.

Walmart is not likely to watch its grocery volume decline without putting up a fight. Even if a new store just primarily captures shoppers who are driving from Waseca to a Hy-Vee store in a surrounding community, some people now doing much of their shopping at Walmart due to the convenience of shopping locally will make at least some of their purchases at the new store. Establishing a new equilibrium may take several weeks or months before the distribution of the local market shares is known.

Hy-Vee appears to have substantial market share to protect in Waseca. They may have strong stickiness with part of their customer base as Owatonna and Mankato are the most frequent destinations for commuters from Waseca. Both have Hy-Vee stores which these commuters may be using.

Hy-Vee's share of the Waseca market also may be vulnerable. A well run, well stocked store that provides a viable alternative to Walmart may peel away Waseca shoppers who have been loyal to Hy-Vee thus far.

#### Notes:

- This survey sample may not proportionally represent all households in the Waseca area. People who do not regularly use email or social media may not have received or been aware of the survey.
- No personal identifying information was collected. There have been comments of multiple responses by the same person or household. This cannot be verified one way or the other.
- The trends in the responses have been very consistent throughout the collection process.
- This survey does not guarantee the success of another store. The overwhelming majority of respondents is open to shopping at a new store without having the brand identified. The store launch and subsequent store operations will be the determinants of success.
  - Even if one of the popular brands decides to open a store in Waseca, it may take several months to complete the process. Financial considerations must be addressed, a location must be secured and readied, key positions must be filled, and frontline staff will need to be hired and trained.
  - If the grocery purchasers in Waseca do not commit to patronizing the store, it will fail. If another grocer opens and closes, it may well be another decade before any other grocers are willing to take a chance on Waseca.
  - Starting a community-funded independent store is a possibility, but raising the capital, securing the location, finding a wholesaler to work with, and staffing a store are all big challenges.
    - Commercial lenders may be able to help with loans for real estate, equipment, and fixtures. Working capital and funds for initial inventory probably will need to come from investors.