

**5:30 P.M. – WORK SESSION – FIRE DEPT. PUMPER TRUCK DISCUSSION**

**6:30 p.m.CLOSED SESSION PER M.S. 13.D.05**

**Advice of Legal Counsel re: Threatened Litigation**

REGULAR WASECA CITY COUNCIL MEETING

TUESDAY, MARCH 20, 2018

7:00 P.M.

AGENDA

1 CALL TO ORDER/ROLL CALL

2 MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

3 APPROVAL OF AGENDA

4 PUBLIC COMMENT

**The Public Comment period of the meeting is for comments on issues that are not on the agenda. Those wishing to speak must state their name and address for the record after they reach the podium. 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 councilor. The Council may not take action on issues presented during the Public Comment period, but, when appropriate, may refer the issue to the City Manager for follow up.**

5 REQUESTS AND PRESENTATIONS

None

6 CONSENT AGENDA

A. Minutes – Regular City Council meeting – March 6, 2018

B. Minutes – City Council Work Session – February 27, 2018

C. Payroll & Expenditures

D. **Resolution No. 18-14** – Authorizing and Consenting the Assignment of a Development Agreement

E. **Resolution No. 18-22** - Approving Lawful Gambling Premises Permit to Waseca Sleigh & Cutter Festival Association at American Tap House & Grille

7      ACTION AGENDA

- A.      **Resolution No. 18-16** – Variance approval of Roesler Subdivision
- B.      **Resolution No. 18-15** – Variance approval of Schumacher Subdivision
- C.      **Resolution No. 18-17** – Variance approval of Utility Garage
- D.      Accepting Feasibility Report and Set Public Hearing for 2018 Street & Misc. Drainage Improvement Projects #2017-06 and #2018-01  
         **Resolution No. 18-12**  
         **Resolution No. 18-13**
- E.      3<sup>rd</sup> Street NE Reconstruction Project #2019-01  
         **Resolution No. 18-20**
- F.      **Resolution No. 18-18** - Street Light Charges
- G.      **Resolution No. 18-19** - Amending Fee Schedule to include Fire Call Fees
- H.      Movie Theater Funding
- I.      Adopting Waseca Vision 2030  
         **Resolution No. 18-21**
- J.      Appointing Interim City Manager

8      REPORTS

- A.      City Manager's Report
- B.      Commission Reports
  - EDA – March 14 meeting (Mayor Srp, Councilmember Fitch)
  - Planning Commission – March 13 meeting (Councilmember Arndt)
  - Discover Waseca Tourism – March 13 meeting (Councilmembers Conrath, Fitch)

9      ANNOUNCEMENTS

10     ADJOURNMENT

MINUTES  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, MARCH 6, 2018

6A

**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  | Allan Rose        |
| Ann Fitch      | Mark Christiansen |
| Jeremy Conrath | Daren Arndt       |

Absent: Les Tlougan

Staff present:

Danny Lenz, City Manager  
Shelly Kolling, Finance Director  
Mary Buenzow, City Clerk

**MOMENT OF SILENCE/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 Arndt, seconded by Fitch, to approve the agenda as presented; the motion carried 6-0.

**PUBLIC COMMENT**

- 4 None

**REQUESTS AND PRESENTATIONS**

- 5 None

**CONSENT AGENDA**

- 6 It was moved by Conrath, seconded by Fitch, to approve the Consent Agenda as presented; the motion carried 6-0 and included the following items:

- A. Minutes – Regular City Council meeting – February 20, 2018
- B. Payroll & Expenditures
- C. Boat House Leasehold Mortgage Approval
- D. Liquor License Application – Troy Tuma/Night Time Entertainment, LLC
- E. **Resolution No. 18-11** – In Support of Opportunity Zones
- F. Final Payment – Insituform Technologies – Sewer Lining Project #2017-09

## **ACTION AGENDA**

### **7A Fire Service Study**

During the development of the 2018 Budget the Council approved soliciting proposals for the performance of a Fire Service Study from a qualified firm. City staff developed a Request for Proposal for the Fire Service Study and received three responses. All three firms offered different levels of services, experience and cost. The three proposals, and their proposed costs, are:

Cornerstone Consulting Services, LLC - \$12,000

**Emergency Services Consulting International - \$31,714**

Center for Public Safety Management, LLC - \$45,555

After reviewing the proposals, staff is recommending the Council approve Emergency Services Consulting International (ESCI) to conduct the study. ESCI's proposal was rated highly in their response to the required scope of services, provides expertise and experience in their understanding of Fire Department operations, specifically including full-time and paid-on call staffing and fit within the project budget appropriated for 2018.

There was some discussion. Councilmember Rose felt the study could be accomplished in-house. The City Manager stated there have been a lot of changes in this field and he did not think we can replicate what the consultants can do. On March 20<sup>th</sup> the Council will be talking about a new pumper truck and it is important to make sure we are investing our money in the right way.

Councilmember Conrath commented he felt a lot of the concerns have been addressed already and he did not see a lot of changes that will be enacted by the study. He stated he will vote against the study.

Councilmember Fitch stated there are always things that can be improved on and she did not want to put this off because we think we're doing a great job. Looking at efficiencies across the board is necessary and could also be done with other departments.

It was moved by Christiansen, seconded by Fitch, to approve the Fire Service Study as presented; the motion carried 4-2 (nay-Conrath, Rose).

### **7B Updated Community Room Use Guidelines Resolution No. 18-09**

The City of Waseca adopted the Facility Use Guidelines for the Public Safety Building in 2014. Staff has reviewed the use guidelines based on its experience over the past several years on how the facility is used. The attached proposed changes provide additional clarity on the allowable uses, and information on what features are available when. The primary goal of the changes is to make it easier for local businesses and organizations to make use of the facility.

Key Changes to the Guidelines include:

- Identifying hours of operations from 8 AM – 4:30 PM
- Listing amenities available
- Changes to three of the four user classifications to the following:
  - o B: No cost to participate events hosted by local organizations/businesses
  - o C: Cost to participate events hosted by local organizations/businesses



- D: Non-Waseca organizations/businesses
- Changes to the fee structure to eliminate the cost for type B activities at the facility
- Removed the ability for residents to reserve the facility for private, personal events (i.e. birthday parties, family/friend potlucks, showers)

The facility is not available for use, except for City sponsored or associated events, before 8 AM or after 4:30 PM, as this would require the City to provide staffing to ensure the security of the facility. If the Council would like to make the facility available at these times it is recommended that a charge of \$50/hr be charged in order to cover staff expenses, and be contingent on staff being available.

It was moved by Fitch, seconded by Rose, to adopt Resolution No. 18-09, A RESOLUTION OF THE WASECA CITY COUNCIL AMENDING THE FACILITY USE POLICY; the motion carried 6-0.

**7C Approve Recruitment Firm Selection for City Manager Recruitment**

The City Manager explained that staff has reached out to several search firms for proposals to perform the recruitment search for the City Manager position. Three responses were received:

Minnesota Valley Council of Governments - \$4,500  
DDA Human Resources, Inc. - \$17,000  
M&A Executive Search, LLC - \$25,000

The City Manager and the Finance Director both have experience with DDA (David Drown & Associates) Human Resources, Inc. and think they would work very well in developing a profile of the community.

Mayor Srp commented he called all of the references for DDA, and they all spoke very highly of the firm.

It was moved by Rose, seconded by Conrath, to approve DDA Human Resources, Inc. in the amount of \$17,000; the motion carried 6-0.

**REPORTS**

**8A City Manager's Report**

The City Manager gave the following report:

The Parks Department is removing the boards from the Hartley Hockey Rink. They are in a state of disrepair and the Hockey Association has decided to hold off on replacing them for now.

The Parks Department has been tentatively approved for a Statewide Health Improvement Partnership (SHIP) grant, with March 23<sup>rd</sup> being the final approval date. The grant is for benches in various areas, bike stations, signage, etc.

The City will present the final Vision 2030 report presentation on Tuesday, March 13<sup>th</sup> at 3:00 p.m. at the Public Safety Building.

The City Manager, Finance Director and the Mayor have been working on the Interim City Manager search, and have received multiple proposals. Mayor Srp will be meeting with three of the candidates and if any of the Councilmembers wish to meet with them as well, please let him know.

There was some discussion regarding ownership and condition of the Hartley Hockey Rink boards. Councilmember Christiansen stated the boards were leaning, and it has been a safety issue, as well as being hard to pour a sheet of ice.

Councilmember Fitch wondered, if the Hockey Association doesn't have money in their budget, would the City want to wait a couple years before pouring a sheet of ice at Hartley.

**8B Commission Reports**

Park Board – March 6 meeting – Councilmember Christiansen reported that Board member Mike Francis is donating a park bench in memory of his wife, Carol. The Park Director is working on trail naming, with suggestions of Parkridge Trail, North & South Trail, Doodlebug Trail. The City Manager stated he will follow up with the Park Director as to whether there will be a recommendation from the Park Board to the City Council on this issue.

Councilmember Christiansen further reported the Park Board has been reviewing options for the Northeast Park signs. He distributed examples, noting which one was preferred by the Park Board. He commented that Oak Park has never had a sign.

In other areas, Councilmember Christiansen stated the Southview Park pavilion is due for repairs. We have been tentatively approved for a \$12,000 grant. There is also discussion about connecting to the Freeborn County trail.

Mayor Srp asked Councilmember Christiansen for information about the Adopt-A-Park program. Councilmember Christiansen explained the program and stated they are still looking for people to volunteer for cleaning and maintaining parks. Last year 13 of the 17 parks were taken care of by volunteers. He thanked those volunteers and hopes to get a good number of volunteers again this year.

**ANNOUNCEMENTS**

**9 The following announcements were made:**

Councilmember Fitch asked for blessing from the councilmembers to attend the National League Conference if there is money in the budget. She stated she enjoys the League of MN Cities conferences and would love to go to the National Conference, which is in California this year. After brief discussion it was the consensus of the Council that Councilmember Fitch should be allowed to attend the National Conference in Los Angeles in November. Mayor Srp commented he felt Councilmember Fitch's presence would be a very positive thing.

Councilmember Arndt explained that on February 20<sup>th</sup> there was a fire at Walmart in the meat area. The store lost everything and in two weeks' time everything was back up and running. He expressed his thanks to the Cotton Team, and all the associates who came in to get the store back up. He encouraged everyone to come back to Walmart, as the store is bigger and better than ever. Councilmember Arndt added that all the items in the store are new and everything from the fire went to a salvage company.

Councilmember Rose commented he is enjoying the snow.

Mayor Srp stated the night of the Walmart fire he went out to the store, but there was so much activity he came back the next morning. He let the store know that the community was supportive of them and he was able to meet with Walmart employees that morning. He was very impressed by their positive attitude.

**ADJOURNMENT**

- 10      There being no further business to be brought before the Council, it was moved by Conrath, seconded by Arndt, to adjourn the meeting at 7:43 p.m.; the motion carried 6-0.

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R. D. SRP  
MAYOR

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MARY BUENZOW  
CITY CLERK

MINUTES  
WASECA CITY COUNCIL WORK SESSION  
TUESDAY, FEBRUARY 27, 2018

6B

The Waseca City Council work session began at 6:00 p.m. in the Public Safety Building.

Councilmembers present:

|                |                   |
|----------------|-------------------|
| Mayor Roy Srp  | Allan Rose        |
| Ann Fitch      | Mark Christiansen |
| Jeremy Conrath | Daren Arndt       |
| Les Tloughan   |                   |

Staff present:

Danny Lenz, City Manager  
Shelly Kolling, Finance Director  
John Underwood, Fire Chief

Also present were Tink Larson and Jacob Stark , Waseca County News.

**Planning & Zoning Fee Waiving**

The City Manager explained this issue had arisen earlier this year when a customer requested the Council waive the fees.

- P&Z fees go to off-set the cost of review for exceptions
  - Items with fees require significantly more review
  - Require public notices and hearings to be sent
  - Require approval at meetings
- Help off-set the cost of contracted planning services
- Fees vary based on the typical amount of work required
- City just increased fees for Building Inspections to help cover costs

The City Manager stated staff would recommend against waiving fees, as it could lead to numerous requests that are unlikely to be approved, but could cost significant staff time in terms of reviewing, meeting with property owners, etc. If there are a significant number of variances, the appropriate action may be to amend the Code, as opposed to continually granting variances and contemplating waiving variances and CUP's.

The City Manager stated if the Council has a desire to waive fees, we could contemplate a temporary exception for new construction single-family homes, but staff would need clear direction on what exceptions would be acceptable.

Mayor Srp asked the Councilmembers if anyone was in favor of waiving fees. It was discussed we would need to be consistent and would need a policy with parameters. Mayor Srp felt this would be cumbersome. Councilmember Rose commented that circumstances happen every so often and the Council would need to be tough about following policy.

The City Manager reminded the Council that someone can request a code amendment, or the council can initiate one under unusual circumstances.

Councilmember Fitch commented she felt taking away the fees devalues the extra time staff puts into something, and she wonders what our staff would then be working for. Mayor Srp commented that citizens always have the prerogative to ask if the Council can waive a fee. The City Manager stated there have been times in the past when staff has recommended waiving fees in specific circumstances.

Councilmember Arndt asked if fees can be waived for extreme cases. The City Manager stated if there is a gross injustice or something, staff may recommend waiving.

The City Manager stated we recently did an extensive overhaul of our zoning code and he senses no interest from the Council for waiving fees.

### **Fire Response Fees**

- City has statutory authority to charge a fee for all emergency response actions
  - Fire, medical, rescue, false alarms, etc.
  - Currently have fees for false alarms
  - Charge on behalf of Rural Fire for all calls
- 2018 Budget expects implementing fee for fire response
- Staff recommendation on fees to charge:
  - Fire Calls: \$500
  - Rescue Calls: \$500 (to each party involved)
  - No charge for medical calls
    - Significant complexity with health insurance
    - Possibility to discourage medical calls even when truly needed
  - Other communities have wide variety if they charge and what they charge for
  - Would bill to individual, NOT insurance company
    - Fire & Rescue calls are frequently eligible for insurance reimbursement
- State law allows cities to hold 25% of insurance proceeds on a house fire to ensure repair/secure of property
  - Would have to pass ordinance to implement

There was lengthy discussion regarding charging for fire calls, how much to charge, what types of calls to charge for, i.e. minor calls, false alarms, etc.

Councilmember Tlougan commented people feel this is what they pay taxes for. The City Manager replied taxes would be higher if we didn't charge for this. The Fire Department is here for the residents at all times for whatever reasons.

There was some discussion regarding the actual costs incurred on a call, versus the amount that will be charged. Mayor Srp commented he is concerned about what is fair.

*After further discussion it was the consensus of the Council to move forward with the Fire Response fees of \$500.*

The City Manager noted there is a State law that allows cities to hold 25% of a house fire in order to require repairs according to the City's Property Maintenance Code, and can withhold that amount until the requirement is met. He asked if the Council wishes staff to explore this issue and provide more information. *It was the consensus of the Council that staff provide more information.*

### **Tink Larson Field Operations**

The City Manager presented the following information regarding a proposed maintenance agreement with the Waseca Baseball Association for field maintenance of Tink Larson Field.

- Grounds Maintenance
  - Developing agreement with Waseca Baseball Association for field maintenance
  - Agreement costs would cover appropriate insurance & consumables (gas, oil, etc.)
  - Storage of equipment allowed in Stadium, with appropriate proof of insurance

Councilmember Fitch stated she is not comfortable with this arrangement, asking if the equipment used would be owned by the City. The City Manager stated it may not be owned by the City. This will be a contracted service and not a city employee. They would also have to show they are insured and would also need to have workers compensation insurance. He added it would not be contingent on one person doing all the maintenance, i.e. if someone were to go on vacation, there would need to be someone else available.

Mayor Srp asked if there is a concern that future councils could possibly change this agreement. The City Manager stated that would not be the case.

The City Manager explained there would be an agreement with the Waseca Baseball Association for maintenance of the field. Mayor Srp asked if the Baseball Association could hire a lawn care service for the maintenance. The City Manager stated that would be possible, but the service would also have to meet our insurance requirements. He added if we were to notice the arrangement were changing significantly, the City would want to revisit it.

Councilmember Conrath asked if there is a financial benefit to having the Baseball Association do the maintenance. The City Manager stated that information has not been worked out. He added the City staff probably won't maintain the field to quite the level it has been currently maintained, however we haven't been paying for maintenance of the field.

**Tink Larson** who was present in the audience, commented for the 50 years he has maintained the field, he has never been paid.

Mayor Srp asked what the taxpayers had been paying for. The City Manager stated the City has always paid for maintenance of the structure. The new structure will be concrete but we will still have regular general maintenance costs.

- Concessions Operations
  - City would be responsible for all concessions operations
    - Menu, staffing, payment handling, ordering, training, etc.
    - Would staff as appropriate and as employees available
    - All revenue generated would be retained by the City
  - Alternate to explore
    - Partner with School District/Community Education for staffing
    - Revenue split, with half going to fund local groups
      - Other half would cover stadium maintenance
    - Would reduce staffing burden on City
    - City would maintain oversight of operations
  - Open Issue: Alcohol sales for non-school district events

Mayor Srp commented this park is similar to the water park. Tink Larson Field has been a premier park in the community since 1938, and it is important it is dressed up. He felt City employees would be capable of maintaining it but it would be difficult.

Regarding concessions, the City Manager explained the City would be responsible for all concessions operations as employees are available. The revenue generated would be retained by the City for maintenance. The City is looking at partnering with Community Ed, so they could provide staffing and the City would split the revenue. The concessions could be used for fundraising activities, but supply ordering, payments, etc., would all go through the City.

Councilmember Christiansen asked if the Baseball Association would be interested in working the concessions. The City Manager stated they have not indicated an interest in doing that. Councilmember Christiansen expressed concern that he wants a responsible person to be present in the concession stand. The Baseball Association could recoup some of the costs through concessions to use toward maintenance of the field.

The City Manager commented that issue came up during discussion about the movie theater, that groups wouldn't have to do so many fundraisers and could tie into Community Ed. The original concept was that this would be a revenue source for them. As it is, the City is going to have a much bigger hand in operations of concessions, as it will be a City function on City property.

Councilmember Fitch stated she felt the Water Park staff would want to get hours at the concession stand. She would like the revenue from the stadium to stay with the stadium.

Councilmember Christiansen asked if it is difficult to get people. The City Manager stated we have not gotten into that yet, as it was thought the Baseball Association would be interested in running the concessions and then we found out they are not. We want to be consistent with the water park, and someone from the water park would know how to operate the equipment and do the ordering. Councilmember Conrath commented that times have changed and it seems to be harder to get people to work. The City Manager stated the City does a lot of work to try to accommodate staff and student schedules during the summer. Councilmember Fitch suggested there may be some adults interested in working. The Finance Director commented 15 is the lowest age for workers but the City tries not to hire 15 year olds.

There was some discussion regarding wages. The Finance Director stated the water park employees start at \$10/hr and if they are a lifeguard they receive more. If they come back they get a raise, and it can go up to \$14/hr. The City is also looking at restructuring because of the Beach House and Tink Larson Field this year.

The City Manager raised the issue of alcohol sales at Tink Larson Field for non-school events. The City would have to go through the licensing process, or hire someone with a catering license. Councilmember Christiansen wondered if that is worth the hassle and liability; as if the caterer doesn't make much money they may walk away from it. It would also require having someone at least 18 sell alcohol and there may be days when we don't have an 18-year old available to work.

There being no further discussion, the work session ended at 7:15 p.m.

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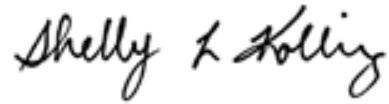
R. D. SRP  
MAYOR

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MARY BUENZOW  
CITY CLERK



## LIST OF EXPENDITURES



March 20, 2018

6C

|                              |                    |
|------------------------------|--------------------|
| City Council                 | 4,250.00           |
| Streets                      | 23,428.04          |
| Parks                        | 9,355.97           |
| Wastewater                   | 10,605.41          |
| Utility Administration       | 3,995.35           |
| Utility Billing              | 7,385.61           |
| Electric                     | 12,861.18          |
| Water                        | 5,619.13           |
| Building and Code Compliance | 2,280.83           |
| Police                       | 49,037.60          |
| Administration               | 6,707.08           |
| Community Aides              | 830.00             |
| Fire                         | 8,403.25           |
| Volunteer Fire Department    | 650.03             |
| Election Judges              | 0.00               |
| PEG                          | 1,495.44           |
| Finance                      | 9,815.56           |
| Connections                  | 3,713.59           |
| Community Development        | 5,220.07           |
| Engineering                  | 10,030.09          |
| Water Park                   | 2,404.15           |
| Econ Development             | <u>2,344.15</u>    |
| Total Gross Payroll          | 180,432.53         |
| *Less- Payroll Deductions    | <u>(57,947.36)</u> |

|                  |    |            |
|------------------|----|------------|
| Net Payroll Cost | \$ | 122,485.17 |
|------------------|----|------------|

\*These costs are included in Accounts Payable totals below

Accounts Payable

|                                  |                   |
|----------------------------------|-------------------|
| Expenditures dated:              |                   |
| March 3, 2018-March 16, 2018     |                   |
| Includes check #'s 171711-151789 |                   |
| Bank ACH Withdrawals.....        | <u>762,691.83</u> |

|                          |    |                   |
|--------------------------|----|-------------------|
| GRAND TOTAL EXPENDITURES | \$ | <u>885,177.00</u> |
|--------------------------|----|-------------------|



| Check<br>Issue Date | Check<br>Number | Payee                                 | Description                                    | Invoice<br>GL Account | Check<br>Amount |   |
|---------------------|-----------------|---------------------------------------|--|-----------------------|-----------------|---|
| <b>General Fund</b> |                 |                                       |  |                       |                 |   |
| 03/16/2018          | 20180204        | Personalized Printing Inc.            | Rural fire invoice Envelopes                   | 101-13200-0000        | 147.70          |   |
| Total 101132000000: |                 |                                       |  |                       | 147.70          |   |
| 03/16/2018          | 31820           | ACH Internal Revenue Service          | FEDERAL WITHHOLDING TAX Pay Period: 3/11/2018  | 101-21701-0000        | 16,055.69       | M |
| Total 101217010000: |                 |                                       |  |                       | 16,055.69       |   |
| 03/16/2018          | 31814           | MN Department of Revenue              | STATE WITHHOLDING TAX Pay Period: 3/11/2018    | 101-21702-0000        | 7,860.23        | M |
| Total 101217020000: |                 |                                       |  |                       | 7,860.23        |   |
| 03/16/2018          | 31820           | ACH Internal Revenue Service          | SOCIAL SECURITY Pay Period: 3/11/2018          | 101-21703-0000        | 7,250.25        | M |
| 03/16/2018          | 31820           | ACH Internal Revenue Service          | SOCIAL SECURITY Pay Period: 3/11/2018          | 101-21703-0000        | 7,250.25        | M |
| Total 101217030000: |                 |                                       |  |                       | 14,500.50       |   |
| 03/16/2018          | 31816           | Public Employees Retirement Assn (ACH | PERA COORD Emplr 1% Pay Period: 3/11/2018      | 101-21704-0000        | 1,152.03        | M |
| 03/16/2018          | 31816           | Public Employees Retirement Assn (ACH | PERA COORDINATED Employee Pay Period: 3/11/201 | 101-21704-0000        | 7,488.44        | M |
| 03/16/2018          | 31816           | Public Employees Retirement Assn (ACH | PERA POLICE Employee Pay Period: 3/11/2018     | 101-21704-0000        | 5,460.79        | M |
| 03/16/2018          | 31816           | Public Employees Retirement Assn (ACH | DEF CONTRIBUTION/EMPL Pay Period: 3/11/2018    | 101-21704-0000        | 117.40          | M |
| 03/16/2018          | 31816           | Public Employees Retirement Assn (ACH | PERA COORDINATED Employer Pay Period: 3/11/201 | 101-21704-0000        | 7,488.44        | M |
| 03/16/2018          | 31816           | Public Employees Retirement Assn (ACH | PERA POLICE Employer Pay Period: 3/11/2018     | 101-21704-0000        | 8,191.17        | M |
| 03/16/2018          | 31816           | Public Employees Retirement Assn (ACH | DEF CONT Employer Pay Period: 3/11/2018        | 101-21704-0000        | 117.40          | M |
| Total 101217040000: |                 |                                       |  |                       | 30,015.67       |   |
| 03/16/2018          | 20180188        | Greater Mankato Area United Way       | UNITED WAY Pay Period: 3/11/2018               | 101-21708-0000        | 28.00           |   |
| Total 101217080000: |                 |                                       |  |                       | 28.00           |   |
| 03/16/2018          | 151772          | NCPERS Minnesota - 8266711            | LIFE INSURANCE - PERA Pay Period: 3/11/2018    | 101-21711-0000        | 224.00          |   |
| Total 101217110000: |                 |                                       |  |                       | 224.00          |   |
| 03/16/2018          | 31820           | ACH Internal Revenue Service          | MEDICARE Pay Period: 3/11/2018                 | 101-21712-0000        | 2,414.68        | M |
| 03/16/2018          | 31820           | ACH Internal Revenue Service          | MEDICARE Pay Period: 3/11/2018                 | 101-21712-0000        | 2,414.68        | M |
| Total 101217120000: |                 |                                       |  |                       | 4,829.36        |   |
| 03/16/2018          | 31822           | MSRS- (DEF COMP)                      | MSRS - ROTH (AFTER TAX) Pay Period: 3/11/2018  | 101-21713-0000        | 292.00          | M |
| 03/16/2018          | 31822           | MSRS- (DEF COMP)                      | MSRS - DEF COMP Pay Period: 3/11/2018          | 101-21713-0000        | 275.00          | M |
| Total 101217130000: |                 |                                       |  |                       | 567.00          |   |
| 03/16/2018          | 31819           | Vantagepoint Transfer Agents 457      | ICMA DEF COMPENSATION Pay Period: 3/11/2018    | 101-21714-0000        | 640.00          | M |
| Total 101217140000: |                 |                                       |  |                       | 640.00          |   |
| 03/16/2018          | 31815           | AFLAC                                 | AFLAC AFTER TAX Pay Period: 2/25/2018          | 101-21715-0000        | 291.95          | M |
| 03/16/2018          | 31815           | AFLAC                                 | AFLAC PRE TAX Pay Period: 2/25/2018            | 101-21715-0000        | 654.86          | M |
| 03/16/2018          | 31815           | AFLAC                                 | AFLAC AFTER TAX Pay Period: 3/11/2018          | 101-21715-0000        | 291.95          | M |
| 03/16/2018          | 31815           | AFLAC                                 | AFLAC PRE TAX Pay Period: 3/11/2018            | 101-21715-0000        | 654.86          | M |

| Check<br>Issue Date | Check<br>Number | Payee                              | Description                                  | Invoice<br>GL Account | Check<br>Amount |   |
|---------------------|-----------------|------------------------------------|--|-----------------------|-----------------|---|
| Total 101217150000: |                 |                                    |  |                       | 1,893.62        |   |
| 03/16/2018          | 31809           | SelectAccount                      | FLEX/HSA Reimbursement                       | 101-21716-0000        | 1,810.10        | M |
| 03/16/2018          | 31813           | SelectAccount                      | FLEX/HSA Reimbursement                       | 101-21716-0000        | 2,285.57        | M |
| 03/16/2018          | 31817           | SelectAccount                      | HSA DEDUCTION Pay Period: 3/11/2018          | 101-21716-0000        | 469.83          | M |
| Total 101217160000: |                 |                                    |  |                       | 4,565.50        |   |
| 03/16/2018          | 31818           | MN Child Support Payment Center    | CHILD SUPPORT FLAT AMT Pay Period: 3/11/2018 | 101-21717-0000        | 1,099.67        | M |
| Total 101217170000: |                 |                                    |  |                       | 1,099.67        |   |
| 03/16/2018          | 31821           | Delta Dental                       | DENTAL FAMILY Employee Pay Period: 3/11/2018 | 101-21719-0000        | 1,382.15        | M |
| 03/16/2018          | 31821           | Delta Dental                       | DENTAL SINGLE Employee Pay Period: 3/11/2018 | 101-21719-0000        | 647.74          | M |
| Total 101217190000: |                 |                                    |  |                       | 2,029.89        |   |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                       | 101-21720-0000        | 7,003.50        | M |
| Total 101217200000: |                 |                                    |  |                       | 7,003.50        |   |
| 03/16/2018          | 151753          | Fidelity Security Life             | VISION FAMILY Employee Pay Period: 3/11/2018 | 101-21722-0000        | 33.36           |   |
| 03/16/2018          | 151753          | Fidelity Security Life             | VISION SINGLE Employee Pay Period: 3/11/2018 | 101-21722-0000        | 44.87           |   |
| 03/16/2018          | 151753          | Fidelity Security Life             | VISION + ONE Employee Pay Period: 3/11/2018  | 101-21722-0000        | 11.23           |   |
| Total 101217220000: |                 |                                    |  |                       | 89.46           |   |
| 03/16/2018          | 151748          | Connors Plumbing & Heating Inc.    | Reimbursement for permit overpay             | 101-32210-0000        | 50.00           |   |
| Total 101322100000: |                 |                                    |  |                       | 50.00           |   |
| 03/16/2018          | 151748          | Connors Plumbing & Heating Inc.    | Reimbursement for permit overpay             | 101-32280-0000        | 2.10            |   |
| Total 101322800000: |                 |                                    |  |                       | 2.10            |   |
| 03/16/2018          | 20180218        | Waseca Area Senior Citizens Center | City Contribution                            | 101-41110-4455        | 1,125.00        |   |
| Total 101411104455: |                 |                                    |  |                       | 1,125.00        |   |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                       | 101-41320-1300        | 1,745.50        | M |
| Total 101413201300: |                 |                                    |  |                       | 1,745.50        |   |
| 03/16/2018          | 20180177        | A. H. Hermel Company               | Pop for vending machine and drop charge      | 101-41320-4945        | 16.35           |   |
| Total 101413204945: |                 |                                    |  |                       | 16.35           |   |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                       | 101-41500-1300        | 3,871.62        | M |
| Total 101415001300: |                 |                                    |  |                       | 3,871.62        |   |
| 03/16/2018          | 20180187        | Flaherty & Hood PA                 | February Legal Services                      | 101-41600-3000        | 1,341.25        |   |
| 03/16/2018          | 20180187        | Flaherty & Hood PA                 | Labor and employment consult services        | 101-41600-3000        | 30.00           |   |
| 03/16/2018          | 151783          | Waseca County Auditor-Treasurer    | Legal Services Contract Pmnt                 | 101-41600-3000        | 5,370.33        |   |

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| Total 101416003000: |                 |                                    |                              |                       | 6,741.58        |
| 03/06/2018          | 151711          | Metro Sales Inc.                   | Credit for upgrade           | 101-41920-3100        | 404.49 V        |
| 03/16/2018          | 151765          | Metro Sales Inc.                   | Credit for upgrade           | 101-41920-3100        | 404.49-         |
| 03/06/2018          | 151711          | Metro Sales Inc.                   | Contract                     | 101-41920-3100        | 2,031.17- V     |
| 03/16/2018          | 151765          | Metro Sales Inc.                   | Credit for early removal     | 101-41920-3100        | 703.72-         |
| 03/16/2018          | 151765          | Metro Sales Inc.                   | Maintenance agreement        | 101-41920-3100        | 530.02          |
| 03/16/2018          | 151765          | Metro Sales Inc.                   | Maintenance Agreement        | 101-41920-3100        | 500.00          |
| 03/16/2018          | 151765          | Metro Sales Inc.                   | Maintenance agreement        | 101-41920-3100        | 1,156.80        |
| Total 101419203100: |                 |                                    |                              |                       | 548.07-         |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Month Website charge         | 101-41920-4950        | 11.98           |
| Total 101419204950: |                 |                                    |                              |                       | 11.98           |
| 03/16/2018          | 20180192        | Innovative Office Solutions LLC    | Office Supplies              | 101-41940-2000        | 11.64           |
| 03/16/2018          | 20180192        | Innovative Office Solutions LLC    | Hanging folders              | 101-41940-2000        | 7.53            |
| Total 101419402000: |                 |                                    |                              |                       | 19.17           |
| 03/16/2018          | 20180177        | A. H. Hermel Company               | Plastic ware for Breakroom   | 101-41940-2170        | 22.06           |
| 03/16/2018          | 20180206        | Red Feather Paper Company          | janitor Supplies             | 101-41940-2170        | 154.55          |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Coffee Creamer for breakroom | 101-41940-2170        | 9.94            |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Coffee Creamer for breakroom | 101-41940-2170        | 8.97            |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Eating utensils              | 101-41940-2170        | 10.69           |
| Total 101419402170: |                 |                                    |                              |                       | 206.21          |
| 03/16/2018          | 151773          | Pitney Bowes Inc                   | 1st Qtr Lease                | 101-41940-3000        | 706.80          |
| Total 101419403000: |                 |                                    |                              |                       | 706.80          |
| 03/16/2018          | 151745          | Cintas Corporation                 | Floor Mats                   | 101-41940-3100        | 19.20           |
| 03/16/2018          | 20180209        | ServiceMaster of Mankato/Waseca    | Janitorial Services          | 101-41940-3100        | 1,556.00        |
| 03/16/2018          | 20180219        | Waste Management of Southern MN    | February Service             | 101-41940-3100        | 162.00          |
| Total 101419403100: |                 |                                    |                              |                       | 1,737.20        |
| 03/16/2018          | 31811           | City of Waseca                     | February Utilities           | 101-41940-3800        | 2,584.95 M      |
| Total 101419403800: |                 |                                    |                              |                       | 2,584.95        |
| 03/16/2018          | 151739          | Builders First Source Inc          | celing tile                  | 101-41940-4000        | 195.98          |
| Total 101419404000: |                 |                                    |                              |                       | 195.98          |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance       | 101-41950-1300        | 1,275.62 M      |
| Total 101419501300: |                 |                                    |                              |                       | 1,275.62        |
| 03/16/2018          | 20180192        | Innovative Office Solutions LLC    | Office Supplies              | 101-41950-2000        | 21.14           |
| Total 101419502000: |                 |                                    |                              |                       | 21.14           |

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| 03/16/2018          | 20180220        | WSB & Associates Inc               | WSB General Planning Services                 | 101-41950-3000        | 2,079.00        |   |
| Total 101419503000: |                 |                                    |   |                       | 2,079.00        |   |
| 03/16/2018          | 151785          | Waseca County Recorder             | Foreclosures                                  | 101-41950-3200        | 1.00            |   |
| Total 101419503200: |                 |                                    |   |                       | 1.00            |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Credit for cancelled class                    | 101-41950-3300        | 145.00-         |   |
| Total 101419503300: |                 |                                    |   |                       | 145.00-         |   |
| 03/16/2018          | 20180179        | APG Media of So MN LLC             | Ord 1060 & 1061 Hearing notice                | 101-41950-3400        | 53.63           |   |
| Total 101419503400: |                 |                                    |   |                       | 53.63           |   |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                        | 101-42100-1300        | 10,161.50       | M |
| Total 101421001300: |                 |                                    |   |                       | 10,161.50       |   |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                        | 101-42100-1301        | 1,468.40        | M |
| Total 101421001301: |                 |                                    |   |                       | 1,468.40        |   |
| 03/16/2018          | 20180192        | Innovative Office Solutions LLC    | Office supplies                               | 101-42100-2000        | 80.67           |   |
| 03/16/2018          | 20180192        | Innovative Office Solutions LLC    | Office supplies                               | 101-42100-2000        | 112.20          |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Animal Tags and Office Supplies               | 101-42100-2000        | 60.21           |   |
| Total 101421002000: |                 |                                    |   |                       | 253.08          |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Fuel for squad to return from MNJOA in Duluth | 101-42100-2120        | 33.66           |   |
| 03/16/2018          | 151784          | Waseca County Highway Department   | Monthly billing                               | 101-42100-2120        | 2,447.45        |   |
| Total 101421002120: |                 |                                    |   |                       | 2,481.11        |   |
| 03/16/2018          | 20180181        | Batteries Plus Bulbs               | Batteries                                     | 101-42100-2170        | 24.00           |   |
| 03/16/2018          | 20180206        | Red Feather Paper Company          | Janitorial Supplies                           | 101-42100-2170        | 28.45           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Accidental charge on City card                | 101-42100-2170        | 3.20            |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Bottled Water                                 | 101-42100-2170        | 16.65           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Bottled Water                                 | 101-42100-2170        | 16.65           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Bottled Water                                 | 101-42100-2170        | 16.65           |   |
| Total 101421002170: |                 |                                    |   |                       | 105.60          |   |
| 03/16/2018          | 20180189        | Grotberg, Angie                    | uniform allowance                             | 101-42100-2180        | 87.91           |   |
| 03/16/2018          | 20180211        | Streicher's                        | Uniform expense                               | 101-42100-2180        | 107.99          |   |
| Total 101421002180: |                 |                                    |   |                       | 195.90          |   |
| 03/16/2018          | 20180214        | Thornhill, Lawrence E.             | car detailing                                 | 101-42100-2220        | 56.00           |   |
| Total 101421002220: |                 |                                    |   |                       | 56.00           |   |
| 03/16/2018          | 151737          | Bock's Service Inc.                | tow expense                                   | 101-42100-3000        | 65.00           |   |
| 03/16/2018          | 151764          | Martin-McAllister                  | Conference                                    | 101-42100-3000        | 750.00          |   |
| 03/16/2018          | 151775          | Shred-it USA LLC                   | Shredding service                             | 101-42100-3000        | 222.88          |   |

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| Total 101421003000: |                 |                                       |   |                       | 1,037.88        |   |
| 03/16/2018          | 151745          | Cintas Corporation                    | Floor Mats  | 101-42100-3100        | 11.78           |   |
| 03/16/2018          | 151745          | Cintas Corporation                    | Floor Mats  | 101-42100-3100        | 11.77           |   |
| 03/16/2018          | 20180186        | Culligan                              | Culligan  | 101-42100-3100        | 128.95          |   |
| 03/16/2018          | 151755          | First Source Solutions                | Drug Screen   | 101-42100-3100        | 51.25           |   |
| 03/16/2018          | 20180209        | ServiceMaster of Mankato/Waseca       | Janitorial Services                                 | 101-42100-3100        | 423.82          |   |
| 03/16/2018          | 151779          | Thomson Reuters - West                | February information service                        | 101-42100-3100        | 220.50          |   |
| 03/16/2018          | 20180219        | Waste Management of Southern MN       | February Service                                    | 101-42100-3100        | 51.38           |   |
| Total 101421003100: |                 |                                       |   |                       | 899.45          |   |
| 03/16/2018          | 31810           | Verizon Wireless                      | Monthly Billing                                     | 101-42100-3200        | 887.20          | M |
| 03/16/2018          | 31810           | Verizon Wireless                      | Monthly Billing                                     | 101-42100-3200        | 50.92           | M |
| Total 101421003200: |                 |                                       |   |                       | 938.12          |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                        | Taser Recertification                               | 101-42100-3300        | 225.00          |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                        | Fuel to return home from HSEM Governor's Conference | 101-42100-3300        | 40.50           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                        | Taser instructor certification                      | 101-42100-3300        | 435.00          |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                        | Meal during Swat Training                           | 101-42100-3300        | 12.66           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                        | Search Warrant Training                             | 101-42100-3300        | 75.00           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                        | Meal at MNJOA Conference                            | 101-42100-3300        | 11.96           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                        | Meal at MNJOA Conference                            | 101-42100-3300        | 18.47           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                        | Lodging at MNJOA Conference                         | 101-42100-3300        | 286.98          |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                        | Fuel to return from MNJOA Conference                | 101-42100-3300        | 30.00           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                        | Meal at HSEM Conference                             | 101-42100-3300        | 25.85           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                        | Meal at HSEM Conference                             | 101-42100-3300        | 51.19           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                        | Lodging at HSEM Conference                          | 101-42100-3300        | 457.61          |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                        | Lodging at HSEM Conference                          | 101-42100-3300        | 425.73          |   |
| Total 101421003300: |                 |                                       |   |                       | 2,095.95        |   |
| 03/16/2018          | 151742          | Centerpoint Energy                    | Monthly Billing                                     | 101-42100-3800        | 932.26          |   |
| 03/16/2018          | 31811           | City of Waseca                        | February Utilities                                  | 101-42100-3800        | 915.69          | M |
| Total 101421003800: |                 |                                       |   |                       | 1,847.95        |   |
| 03/16/2018          | 151778          | Tactical Solutions                    | Radar maintenance                                   | 101-42100-4040        | 209.00          |   |
| Total 101421004040: |                 |                                       |   |                       | 209.00          |   |
| 03/16/2018          | 20180185        | Creative Product Sourcing Inc. - DARE | Dare expenses                                       | 101-42100-4600        | 75.00           |   |
| Total 101421004600: |                 |                                       |   |                       | 75.00           |   |
| 03/16/2018          | 151782          | Waseca Community Education            | prevention programs                                 | 101-42100-4640        | 10.00           |   |
| Total 101421004640: |                 |                                       |   |                       | 10.00           |   |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH)    | April Health Insurance                              | 101-42200-1300        | 3,102.00        | M |
| Total 101422001300: |                 |                                       |   |                       | 3,102.00        |   |
| 03/16/2018          | 151737          | Bock's Service Inc.                   | Fuel for #521                                       | 101-42200-2120        | 38.96           |   |

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| 03/16/2018          | 151784          | Waseca County Highway Department   | Monthly billing                | 101-42200-2120        | 266.84          |
| Total 101422002120: |                 |                                    |                                |                       | 305.80          |
| 03/16/2018          | 20180182        | Central Fire Protection Inc.       | Extinguishers                  | 101-42200-2160        | 260.00          |
| 03/16/2018          | 20180182        | Central Fire Protection Inc.       | Extinguisher refill            | 101-42200-2160        | 22.00           |
| Total 101422002160: |                 |                                    |                                |                       | 282.00          |
| 03/16/2018          | 151771          | My-Lor Inc                         | Name tags                      | 101-42200-2170        | 142.35          |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Blood Pressure taking supplies | 101-42200-2170        | 64.30           |
| Total 101422002170: |                 |                                    |                                |                       | 206.65          |
| 03/16/2018          | 151754          | Fire Safety USA Inc.               | Medallion for Front of Helmet  | 101-42200-2180        | 30.00           |
| 03/16/2018          | 20180196        | Kahnke, Jon                        | Uniform Reimbursement          | 101-42200-2180        | 39.99           |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Credit for Returned Items      | 101-42200-2180        | 68.80-          |
| Total 101422002180: |                 |                                    |                                |                       | 1.19            |
| 03/16/2018          | 151751          | Equipment Management Company       | Rescue tools maintenance       | 101-42200-2210        | 595.00          |
| Total 101422002210: |                 |                                    |                                |                       | 595.00          |
| 03/16/2018          | 151745          | Cintas Corporation                 | Floor Mats                     | 101-42200-3100        | 11.77           |
| 03/16/2018          | 151745          | Cintas Corporation                 | Floor Mats                     | 101-42200-3100        | 11.78           |
| 03/16/2018          | 151755          | First Source Solutions             | Drug Screen                    | 101-42200-3100        | 137.25          |
| 03/16/2018          | 20180209        | ServiceMaster of Mankato/Waseca    | Janitorial Services            | 101-42200-3100        | 423.81          |
| 03/16/2018          | 20180219        | Waste Management of Southern MN    | February Service               | 101-42200-3100        | 51.37           |
| Total 101422003100: |                 |                                    |                                |                       | 635.98          |
| 03/16/2018          | 151734          | Ancom Communications Inc           | Pager Battery                  | 101-42200-3200        | 33.50           |
| 03/16/2018          | 31810           | Verizon Wireless                   | Monthly Billing                | 101-42200-3200        | 60.92 M         |
| Total 101422003200: |                 |                                    |                                |                       | 94.42           |
| 03/16/2018          | 151770          | MNFIAM Book Sales                  | Exam prep Firefighter 1-2      | 101-42200-3310        | 161.00          |
| Total 101422003310: |                 |                                    |                                |                       | 161.00          |
| 03/16/2018          | 151742          | Centerpoint Energy                 | Monthly Billing                | 101-42200-3800        | 258.04          |
| 03/16/2018          | 151742          | Centerpoint Energy                 | Monthly Billing                | 101-42200-3800        | 932.26          |
| 03/16/2018          | 31811           | City of Waseca                     | February Utilities             | 101-42200-3800        | 915.70 M        |
| 03/16/2018          | 31811           | City of Waseca                     | February Utilities             | 101-42200-3800        | 29.64 M         |
| Total 101422003800: |                 |                                    |                                |                       | 2,135.64        |
| 03/16/2018          | 151734          | Ancom Communications Inc           | Siren Maintenance Agreement    | 101-42300-4000        | 3,488.40        |
| Total 101423004000: |                 |                                    |                                |                       | 3,488.40        |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance         | 101-42400-1300        | 1,292.00 M      |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance         | 101-42400-1300        | 170.94 M        |

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| Total 101424001300: |                 |                                       |  |                       | 1,462.94        |   |
| 03/16/2018          | 151776          | Stantec Consulting Services Inc       | Wetland Conservation Act for Woods Edge Senior Housi | 101-42400-3000        | 213.75          |   |
| Total 101424003000: |                 |                                       |  |                       | 213.75          |   |
| 03/16/2018          | 20180183        | City Building Inspection Services LLC | Monthly Building Inspections                         | 101-42400-3100        | 3,964.10        |   |
| 03/16/2018          | 20180199        | Lenz Lawn Care & Landscaping Inc.     | Snow Removal   | 101-42400-3100        | 105.00          |   |
| Total 101424003100: |                 |                                       |  |                       | 4,069.10        |   |
| 03/16/2018          | 31810           | Verizon Wireless                      | Monthly Billing                                      | 101-42400-3200        | 31.45           | M |
| Total 101424003200: |                 |                                       |  |                       | 31.45           |   |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH)    | April Health Insurance                               | 101-43000-1300        | 170.94          | M |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH)    | April Health Insurance                               | 101-43000-1300        | 1,139.25        | M |
| Total 101430001300: |                 |                                       |  |                       | 1,310.19        |   |
| 03/16/2018          | 151758          | GS Direct Inc.                        | Printhead for Canon Large Format Printer             | 101-43000-2000        | 467.19          |   |
| 03/16/2018          | 20180192        | Innovative Office Solutions LLC       | mouse pad with rest                                  | 101-43000-2000        | 10.32           |   |
| Total 101430002000: |                 |                                       |  |                       | 477.51          |   |
| 03/16/2018          | 151784          | Waseca County Highway Department      | Monthly billing                                      | 101-43000-2120        | 47.43           |   |
| Total 101430002120: |                 |                                       |  |                       | 47.43           |   |
| 03/16/2018          | 151776          | Stantec Consulting Services Inc       | Wetland Conservation Act Annual Repor                | 101-43000-3000        | 256.50          |   |
| Total 101430003000: |                 |                                       |  |                       | 256.50          |   |
| 03/16/2018          | 31810           | Verizon Wireless                      | Monthly Billing                                      | 101-43000-3200        | 50.04           | M |
| Total 101430003200: |                 |                                       |  |                       | 50.04           |   |
| 03/16/2018          | 20180179        | APG Media of So MN LLC                | Director of Engineering Ad                           | 101-43000-3400        | 225.05          |   |
| Total 101430003400: |                 |                                       |  |                       | 225.05          |   |
| 03/16/2018          | 151736          | Bellkato Corporation                  | Repair/calibration of survey equip                   | 101-43000-4040        | 250.00          |   |
| Total 101430004040: |                 |                                       |  |                       | 250.00          |   |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH)    | April Health Insurance                               | 101-43100-1300        | 2,690.01        | M |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH)    | April Health Insurance                               | 101-43100-1300        | 99.32           | M |
| Total 101431001300: |                 |                                       |  |                       | 2,789.33        |   |
| 03/16/2018          | 151784          | Waseca County Highway Department      | Monthly billing                                      | 101-43100-2120        | 3,385.26        |   |
| 03/16/2018          | 151784          | Waseca County Highway Department      | Monthly billing                                      | 101-43100-2120        | 5.00            |   |
| 03/16/2018          | 151784          | Waseca County Highway Department      | Monthly billing                                      | 101-43100-2120        | 287.56          |   |

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|---------------------|-----------------|-------------------------------------|-------------------------------|-----------------------|-----------------|
| Total 101431002120: |                 |                                     |                               |                       | 3,677.82        |
| 03/16/2018          | 151746          | Cintas Corporation                  | Cleaning Supplies             | 101-43100-2170        | 16.13           |
| 03/16/2018          | 151766          | Mid-American Research Chemical Corp | supplies                      | 101-43100-2170        | 322.90          |
| 03/16/2018          | 20180216        | U.S. Bank - CC                      | Bottle water                  | 101-43100-2170        | 18.75           |
| 03/16/2018          | 20180216        | U.S. Bank - CC                      | Tables                        | 101-43100-2170        | 513.68          |
| 03/16/2018          | 20180216        | U.S. Bank - CC                      | Lumber supplies               | 101-43100-2170        | 383.96          |
| Total 101431002170: |                 |                                     |                               |                       | 1,255.42        |
| 03/16/2018          | 20180178        | AmeriPride Services Inc             | uniform service               | 101-43100-2180        | 175.52          |
| 03/16/2018          | 20180178        | AmeriPride Services Inc             | uniform service               | 101-43100-2180        | 161.85          |
| Total 101431002180: |                 |                                     |                               |                       | 337.37          |
| 03/16/2018          | 151748          | Connors Plumbing & Heating Inc.     | Heater repair                 | 101-43100-2230        | 1,788.32        |
| 03/16/2018          | 151748          | Connors Plumbing & Heating Inc.     | Heater repair                 | 101-43100-2230        | 1,988.32        |
| Total 101431002230: |                 |                                     |                               |                       | 3,776.64        |
| 03/16/2018          | 20180205        | Precision Chiropractic and Wellness | Medical Exam - Pre-Employment | 101-43100-3100        | 73.00           |
| 03/16/2018          | 20180209        | ServiceMaster of Mankato/Waseca     | Janitorial Services           | 101-43100-3100        | 286.00          |
| 03/16/2018          | 20180219        | Waste Management of Southern MN     | February Service              | 101-43100-3100        | 145.30          |
| Total 101431003100: |                 |                                     |                               |                       | 504.30          |
| 03/16/2018          | 20180179        | APG Media of So MN LLC              | Street/Sewer Maint worker Ad  | 101-43100-3400        | 173.30          |
| Total 101431003400: |                 |                                     |                               |                       | 173.30          |
| 03/16/2018          | 151742          | Centerpoint Energy                  | Monthly Billing               | 101-43100-3800        | 258.04          |
| 03/16/2018          | 31811           | City of Waseca                      | February Utilities            | 101-43100-3800        | 29.64 M         |
| 03/16/2018          | 31811           | City of Waseca                      | February Utilities            | 101-43100-3800        | 861.07 M        |
| Total 101431003800: |                 |                                     |                               |                       | 1,148.75        |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH)  | April Health Insurance        | 101-43125-1300        | 697.41 M        |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH)  | April Health Insurance        | 101-43125-1300        | 99.32 M         |
| Total 101431251300: |                 |                                     |                               |                       | 796.73          |
| 03/16/2018          | 20180198        | Kritzer Oil Company Inc.            | fuel for snow equip           | 101-43125-2120        | 1,455.44        |
| Total 101431252120: |                 |                                     |                               |                       | 1,455.44        |
| 03/16/2018          | 151741          | Cargill Inc. - Salt Division        | Road salt                     | 101-43125-2170        | 8,070.49        |
| Total 101431252170: |                 |                                     |                               |                       | 8,070.49        |
| 03/16/2018          | 31811           | City of Waseca                      | February Utilities            | 101-43160-3800        | 7,752.51 M      |
| 03/16/2018          | 151789          | Xcel Energy                         | February Service              | 101-43160-3800        | 670.90          |
| Total 101431603800: |                 |                                     |                               |                       | 8,423.41        |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH)  | April Health Insurance        | 101-43170-1300        | 149.45 M        |



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|---------------------|-----------------|------------------------------------|---|-----------------------|-----------------|---|
| Total 101431701300: |                 |                                    |   |                       | 149.45          |   |
| 03/16/2018          | 31811           | City of Waseca                     | February Utilities                          | 101-43170-3800        | 129.39          | M |
| Total 101431703800: |                 |                                    |   |                       | 129.39          |   |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                      | 101-43220-1300        | 249.08          | M |
| Total 101432201300: |                 |                                    |   |                       | 249.08          |   |
| 03/16/2018          | 20180191        | Independent School District #829   | City Contribution Com Ed Rec                | 101-45100-3100        | 8,333.33        |   |
| Total 101451003100: |                 |                                    |   |                       | 8,333.33        |   |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                      | 101-45130-1300        | 1,033.60        | M |
| Total 101451301300: |                 |                                    |   |                       | 1,033.60        |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | SMRPA meeting in Owatonna                   | 101-45130-3300        | 12.66           |   |
| Total 101451303300: |                 |                                    |   |                       | 12.66           |   |
| 03/16/2018          | 20180179        | APG Media of So MN LLC             | Quotes for Water park heater                | 101-45130-3400        | 48.75           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Facebook Ad for summer waterpark employment | 101-45130-3400        | 5.00            |   |
| Total 101451303400: |                 |                                    |   |                       | 53.75           |   |
| 03/16/2018          | 151742          | Centerpoint Energy                 | Monthly Billing                             | 101-45130-3800        | 477.01          |   |
| 03/16/2018          | 31811           | City of Waseca                     | February Utilities                          | 101-45130-3800        | 455.33          | M |
| Total 101451303800: |                 |                                    |   |                       | 932.34          |   |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                      | 101-45200-1300        | 2,717.00        | M |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                      | 101-45200-1300        | 258.40          | M |
| Total 101452001300: |                 |                                    |   |                       | 2,975.40        |   |
| 03/16/2018          | 151784          | Waseca County Highway Department   | Monthly billing                             | 101-45200-2120        | 60.67           |   |
| 03/16/2018          | 151784          | Waseca County Highway Department   | Monthly billing                             | 101-45200-2120        | 5.00            |   |
| Total 101452002120: |                 |                                    |   |                       | 65.67           |   |
| 03/16/2018          | 151787          | Waseca Soccer Club                 | Soccer Goal at NEP                          | 101-45200-2170        | 1,195.62        |   |
| Total 101452002170: |                 |                                    |   |                       | 1,195.62        |   |
| 03/16/2018          | 151745          | Cintas Corporation                 | Uniform Service                             | 101-45200-2180        | 10.05           |   |
| 03/16/2018          | 151745          | Cintas Corporation                 | Uniform Service                             | 101-45200-2180        | 10.05           |   |
| Total 101452002180: |                 |                                    |   |                       | 20.10           |   |
| 03/16/2018          | 20180203        | Napa Auto Parts                    | Parts and supplies                          | 101-45200-2210        | 38.47           |   |
| Total 101452002210: |                 |                                    |   |                       | 38.47           |   |

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| 03/16/2018                            | 31811           | City of Waseca                     | February Utilities                    | 101-45200-3800        | 382.46          | M |
| Total 101452003800:                   |                 |                                    |                                       |                       | 382.46          |   |
| 03/16/2018                            | 20180209        | ServiceMaster of Mankato/Waseca    | Monthly Janitorial Services (Library) | 101-45500-3100        | 790.00          |   |
| 03/16/2018                            | 20180219        | Waste Management of Southern MN    | February Service                      | 101-45500-3100        | 27.55           |   |
| Total 101455003100:                   |                 |                                    |                                       |                       | 817.55          |   |
| 03/16/2018                            | 151742          | Centerpoint Energy                 | Monthly Billing                       | 101-45500-3800        | 1,068.75        |   |
| 03/16/2018                            | 31811           | City of Waseca                     | February Utilities                    | 101-45500-3800        | 728.91          | M |
| Total 101455003800:                   |                 |                                    |                                       |                       | 1,797.66        |   |
| 03/16/2018                            | 151746          | Cintas Corporation                 | First aid cabinet supplies            | 101-49210-4940        | 24.59           |   |
| Total 101492104940:                   |                 |                                    |                                       |                       | 24.59           |   |
| 03/16/2018                            | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                | 101-49220-1540        | 518.00          | M |
| 03/16/2018                            | 31821           | Delta Dental                       | March Cobra                           | 101-49220-1540        | 68.92           | M |
| 03/16/2018                            | 151753          | Fidelity Security Life             | March Cobra                           | 101-49220-1540        | 6.41            |   |
| Total 101492201540:                   |                 |                                    |                                       |                       | 593.33          |   |
| Total General Fund:                   |                 |                                    |                                       |                       | 205,751.98      |   |
| <b>Airport</b>                        |                 |                                    |                                       |                       |                 |   |
| 03/16/2018                            | 151777          | Stensrud Aviation                  | Airport Contract Payment              | 230-49810-3100        | 2,000.00        |   |
| Total 230498103100:                   |                 |                                    |                                       |                       | 2,000.00        |   |
| 03/16/2018                            | 31811           | City of Waseca                     | February Utilities                    | 230-49810-3800        | 41.82           | M |
| Total 230498103800:                   |                 |                                    |                                       |                       | 41.82           |   |
| 03/16/2018                            | 20180216        | U.S. Bank - CC                     | Jewison UCC Termination Filing        | 230-49810-4500        | 20.00           |   |
| Total 230498104500:                   |                 |                                    |                                       |                       | 20.00           |   |
| Total Airport:                        |                 |                                    |                                       |                       | 2,061.82        |   |
| <b>Economic Development-General f</b> |                 |                                    |                                       |                       |                 |   |
| 03/16/2018                            | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                | 261-46700-1300        | 646.00          | M |
| Total 261467001300:                   |                 |                                    |                                       |                       | 646.00          |   |
| Total Economic Development-General f: |                 |                                    |                                       |                       | 646.00          |   |
| <b>Safe Haven Grant</b>               |                 |                                    |                                       |                       |                 |   |
| 03/16/2018                            | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                | 279-46350-1300        | 2,049.90        | M |
| Total 279463501300:                   |                 |                                    |                                       |                       | 2,049.90        |   |
| 03/16/2018                            | 31810           | Verizon Wireless                   | Monthly Billing                       | 279-46350-3200        | 50.92           | M |

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| Total 279463503200:     |                 |                                    |                               |                       | 50.92           |   |
| Total Safe Haven Grant: |                 |                                    |                               |                       | 2,100.82        |   |
| <b>PEG Channel</b>      |                 |                                    |                               |                       |                 |   |
| 03/16/2018              | 20180192        | Innovative Office Solutions LLC    | Office Supplies               | 290-41920-2170        | 23.76           |   |
| 03/16/2018              | 20180192        | Innovative Office Solutions LLC    | Labels                        | 290-41920-2170        | 28.32           |   |
| Total 290419202170:     |                 |                                    |                               |                       | 52.08           |   |
| Total PEG Channel:      |                 |                                    |                               |                       | 52.08           |   |
| <b>Water</b>            |                 |                                    |                               |                       |                 |   |
| 03/16/2018              | 151742          | Centerpoint Energy                 | Monthly Billing               | 601-49401-3800        | 265.35          |   |
| 03/16/2018              | 31811           | City of Waseca                     | February Utilities            | 601-49401-3800        | 9,090.58        | M |
| 03/16/2018              | 151789          | Xcel Energy                        | February Service              | 601-49401-3800        | 181.37          |   |
| Total 601494013800:     |                 |                                    |                               |                       | 9,537.30        |   |
| 03/16/2018              | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance        | 601-49430-1300        | 518.00          | M |
| 03/16/2018              | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance        | 601-49430-1300        | 849.76          | M |
| Total 601494301300:     |                 |                                    |                               |                       | 1,367.76        |   |
| 03/16/2018              | 151784          | Waseca County Highway Department   | Monthly billing               | 601-49430-2120        | 518.46          |   |
| Total 601494302120:     |                 |                                    |                               |                       | 518.46          |   |
| 03/16/2018              | 151745          | Cintas Corporation                 | Uniform Service               | 601-49430-2180        | 3.90            |   |
| 03/16/2018              | 151745          | Cintas Corporation                 | Uniform Service               | 601-49430-2180        | 3.90            |   |
| Total 601494302180:     |                 |                                    |                               |                       | 7.80            |   |
| 03/16/2018              | 20180184        | Core & Main LP                     | Main Materials                | 601-49430-2230        | 321.76          |   |
| 03/16/2018              | 20180184        | Core & Main LP                     | Main Materials                | 601-49430-2230        | 314.37          |   |
| 03/16/2018              | 20180184        | Core & Main LP                     | Main Materials                | 601-49430-2230        | 306.57          |   |
| 03/16/2018              | 20180184        | Core & Main LP                     | Main Materials                | 601-49430-2230        | 233.45          |   |
| 03/16/2018              | 20180193        | James Brothers Construction Inc.   | Main Supplies                 | 601-49430-2230        | 744.00          |   |
| 03/16/2018              | 20180193        | James Brothers Construction Inc.   | Main Repair Materials         | 601-49430-2230        | 465.00          |   |
| Total 601494302230:     |                 |                                    |                               |                       | 2,385.15        |   |
| 03/16/2018              | 151781          | Utility Consultants Inc            | Bacteria testing              | 601-49430-3100        | 180.00          |   |
| Total 601494303100:     |                 |                                    |                               |                       | 180.00          |   |
| 03/16/2018              | 31810           | Verizon Wireless                   | Monthly Billing               | 601-49430-3200        | 40.01           | M |
| Total 601494303200:     |                 |                                    |                               |                       | 40.01           |   |
| 03/16/2018              | 20180216        | U.S. Bank - CC                     | Water training and test class | 601-49430-3300        | 140.00          |   |
| Total 601494303300:     |                 |                                    |                               |                       | 140.00          |   |
| 03/16/2018              | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance        | 601-49585-1300        | 271.32          | M |

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|-----------------------|-----------------|------------------------------------|---|-----------------------|-----------------|---|
| 03/16/2018            | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                    | 601-49585-1300        | 511.13          | M |
| Total 601495851300:   |                 |                                    |   |                       | 782.45          |   |
| 03/16/2018            | 20180216        | U.S. Bank - CC                     | Headset Replacement Parts for Deb's Phone | 601-49585-2000        | 22.83           |   |
| Total 601495852000:   |                 |                                    |   |                       | 22.83           |   |
| 03/16/2018            | 151765          | Metro Sales Inc.                   | Maintenance agreement                     | 601-49585-3000        | 192.80          |   |
| Total 601495853000:   |                 |                                    |   |                       | 192.80          |   |
| 03/16/2018            | 20180200        | MAS Communications Inc.            | Answering service - March                 | 601-49585-3200        | 49.14           |   |
| 03/16/2018            | 151780          | U.S. Postal Service                | Postage - March utility bills             | 601-49585-3200        | 433.98          |   |
| 03/16/2018            | 151786          | Waseca Secretarial Service         | Processing utility bills-March            | 601-49585-3200        | 25.00           |   |
| Total 601495853200:   |                 |                                    |   |                       | 508.12          |   |
| 03/16/2018            | 20180204        | Personalized Printing Inc.         | Envelopes & perforated paper              | 601-49585-3500        | 692.10          |   |
| Total 601495853500:   |                 |                                    |   |                       | 692.10          |   |
| 03/16/2018            | 151747          | City of Waseca                     | Customer accounts for Summit AR           | 601-49585-4320        | 57.85           |   |
| Total 601495854320:   |                 |                                    |   |                       | 57.85           |   |
| 03/16/2018            | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                    | 601-49586-1300        | 155.04          | M |
| 03/16/2018            | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                    | 601-49586-1300        | 426.36          | M |
| Total 601495861300:   |                 |                                    |   |                       | 581.40          |   |
| 03/16/2018            | 20180192        | Innovative Office Solutions LLC    | Deposit Custom Stamp                      | 601-49586-2000        | 6.44            |   |
| 03/16/2018            | 20180192        | Innovative Office Solutions LLC    | Office Supplies                           | 601-49586-2000        | 45.70           |   |
| Total 601495862000:   |                 |                                    |   |                       | 52.14           |   |
| 03/16/2018            | 20180197        | Kennedy & Kennedy Law Office       | February Legal services                   | 601-49586-3000        | 96.00           |   |
| Total 601495863000:   |                 |                                    |   |                       | 96.00           |   |
| Total Water:          |                 |                                    |   |                       | 17,162.17       |   |
| <b>Sanitary Sewer</b> |                 |                                    |   |                       |                 |   |
| 03/16/2018            | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                    | 602-49470-1300        | 896.66          | M |
| 03/16/2018            | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                    | 602-49470-1300        | 99.32           | M |
| Total 602494701300:   |                 |                                    |   |                       | 995.98          |   |
| 03/16/2018            | 31810           | Verizon Wireless                   | Monthly Billing                           | 602-49470-3200        | 40.01           | M |
| 03/16/2018            | 31810           | Verizon Wireless                   | Monthly Billing                           | 602-49470-3200        | 40.01           | M |
| Total 602494703200:   |                 |                                    |   |                       | 80.02           |   |
| 03/16/2018            | 151742          | Centerpoint Energy                 | Monthly Billing                           | 602-49470-3800        | 23.57           |   |
| 03/16/2018            | 31811           | City of Waseca                     | February Utilities                        | 602-49470-3800        | 1,655.83        | M |

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| Total 602494703800: |                 |                                    |   |                       | 1,679.40        |
| 03/16/2018          | 151748          | Connors Plumbing & Heating Inc.    | furnace repair @ NW lift                  | 602-49470-4020        | 348.00          |
| Total 602494704020: |                 |                                    |   |                       | 348.00          |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                    | 602-49480-1300        | 4,238.64 M      |
| Total 602494801300: |                 |                                    |   |                       | 4,238.64        |
| 03/16/2018          | 151784          | Waseca County Highway Department   | Monthly billing                           | 602-49480-2120        | 255.48          |
| Total 602494802120: |                 |                                    |   |                       | 255.48          |
| 03/16/2018          | 20180203        | Napa Auto Parts                    | Parts and supplies                        | 602-49480-2170        | 162.72          |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Testing CL2 E-shut offs                   | 602-49480-2170        | 15.00           |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Oil for WWTP Thickener Poly Pump          | 602-49480-2170        | 66.00           |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Lab and cleaning supplies                 | 602-49480-2170        | 17.18           |
| Total 602494802170: |                 |                                    |   |                       | 260.90          |
| 03/16/2018          | 151745          | Cintas Corporation                 | Janitorial supplies                       | 602-49480-3100        | 15.68           |
| 03/16/2018          | 151752          | FedEx                              | Shipping                                  | 602-49480-3100        | 6.44            |
| 03/16/2018          | 151768          | MN Department of Labor & Industry  | Air Pressure Inspection                   | 602-49480-3100        | 10.00           |
| 03/16/2018          | 151781          | Utility Consultants Inc            | Lab Testing                               | 602-49480-3100        | 2,730.85        |
| 03/16/2018          | 20180219        | Waste Management of Southern MN    | February Service                          | 602-49480-3100        | 292.57          |
| Total 602494803100: |                 |                                    |   |                       | 3,055.54        |
| 03/16/2018          | 151743          | CenturyLink                        | Symantec Addition                         | 602-49480-3200        | 2.95            |
| 03/16/2018          | 151744          | CenturyLink                        | Internet Service                          | 602-49480-3200        | 98.99           |
| 03/16/2018          | 31810           | Verizon Wireless                   | Monthly Billing                           | 602-49480-3200        | 50.92 M         |
| Total 602494803200: |                 |                                    |   |                       | 152.86          |
| 03/16/2018          | 151742          | Centerpoint Energy                 | Monthly Billing                           | 602-49480-3800        | 296.93          |
| 03/16/2018          | 31811           | City of Waseca                     | February Utilities                        | 602-49480-3800        | 491.08 M        |
| Total 602494803800: |                 |                                    |   |                       | 788.01          |
| 03/16/2018          | 151776          | Stantec Consulting Services Inc    | Birds Eye Foods Project                   | 602-49480-4000        | 3,060.00        |
| Total 602494804000: |                 |                                    |   |                       | 3,060.00        |
| 03/16/2018          | 20180194        | Javens Mechanical Contracting Co.  | Fume Hood Replacement                     | 602-49480-5400        | 4,794.00        |
| Total 602494805400: |                 |                                    |   |                       | 4,794.00        |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                    | 602-49585-1300        | 271.32 M        |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                    | 602-49585-1300        | 511.13 M        |
| Total 602495851300: |                 |                                    |   |                       | 782.45          |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Headset Replacement Parts for Deb's Phone | 602-49585-2000        | 22.84           |

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| Total 602495852000:     |                 |                                    |                                 |                       | 22.84           |
| 03/16/2018              | 151765          | Metro Sales Inc.                   | Maintenance agreement           | 602-49585-3000        | 192.80          |
| Total 602495853000:     |                 |                                    |                                 |                       | 192.80          |
| 03/16/2018              | 20180200        | MAS Communications Inc.            | Answering service - March       | 602-49585-3200        | 49.13           |
| 03/16/2018              | 151780          | U.S. Postal Service                | Postage - March utility bills   | 602-49585-3200        | 433.99          |
| 03/16/2018              | 151786          | Waseca Secretarial Service         | Processing utility bills-March  | 602-49585-3200        | 25.00           |
| Total 602495853200:     |                 |                                    |                                 |                       | 508.12          |
| 03/16/2018              | 20180204        | Personalized Printing Inc.         | Envelopes & perforated paper    | 602-49585-3500        | 692.10          |
| Total 602495853500:     |                 |                                    |                                 |                       | 692.10          |
| 03/16/2018              | 151747          | City of Waseca                     | Customer accounts for Summit AR | 602-49585-4320        | 110.89          |
| Total 602495854320:     |                 |                                    |                                 |                       | 110.89          |
| 03/16/2018              | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance          | 602-49586-1300        | 155.04 M        |
| 03/16/2018              | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance          | 602-49586-1300        | 426.36 M        |
| Total 602495861300:     |                 |                                    |                                 |                       | 581.40          |
| 03/16/2018              | 20180192        | Innovative Office Solutions LLC    | Deposit Custom Stamp            | 602-49586-2000        | 6.44            |
| Total 602495862000:     |                 |                                    |                                 |                       | 6.44            |
| 03/16/2018              | 20180187        | Flaherty & Hood PA                 | February Legal Services         | 602-49593-5300        | 471.25          |
| 03/16/2018              | 20180187        | Flaherty & Hood PA                 | February Legal Services         | 602-49593-5300        | 72.50           |
| 03/16/2018              | 151774          | Restoration Services Inc           | WWTP Tuckpoint Project          | 602-49593-5300        | 13,500.00       |
| 03/16/2018              | 151776          | Stantec Consulting Services Inc    | WWTP Tuckpointing Project       | 602-49593-5300        | 3,672.75        |
| Total 602495935300:     |                 |                                    |                                 |                       | 17,716.50       |
| 03/16/2018              | 20180217        | W W Goetsch Associates Inc.        | Rebuild Ejector Pumps (2)       | 602-49593-5400        | 9,756.00        |
| Total 602495935400:     |                 |                                    |                                 |                       | 9,756.00        |
| Total Sanitary Sewer:   |                 |                                    |                                 |                       | 50,078.37       |
| <b>Electric Utility</b> |                 |                                    |                                 |                       |                 |
| 03/16/2018              | 151762          | Lau's Meat Market                  | Refund Sales tax charges        | 604-20210-0000        | 371.81          |
| Total 604202100000:     |                 |                                    |                                 |                       | 371.81          |
| 03/16/2018              | 31812           | SMMPA                              | SMMPA Power                     | 604-49550-3810        | 400,383.03 M    |
| Total 604495503810:     |                 |                                    |                                 |                       | 400,383.03      |
| 03/16/2018              | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance          | 604-49570-1300        | 140.61 M        |
| Total 604495701300:     |                 |                                    |                                 |                       | 140.61          |

| Check<br>Issue Date | Check<br>Number | Payee                              | Description                               | Invoice<br>GL Account | Check<br>Amount |   |
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| 03/16/2018          | 31811           | City of Waseca                     | February Utilities                        | 604-49570-3800        | 88.63           | M |
| Total 604495703800: |                 |                                    |   |                       | 88.63           |   |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                    | 604-49571-1300        | 3,102.16        | M |
| Total 604495711300: |                 |                                    |   |                       | 3,102.16        |   |
| 03/16/2018          | 151784          | Waseca County Highway Department   | Monthly billing                           | 604-49571-2120        | 354.54          |   |
| Total 604495712120: |                 |                                    |   |                       | 354.54          |   |
| 03/16/2018          | 151735          | Auto Value Waseca                  | Parts and supplies                        | 604-49571-2170        | 4.49            |   |
| 03/16/2018          | 20180195        | JT Services of MN                  | Locks                                     | 604-49571-2170        | 501.24          |   |
| 03/16/2018          | 20180203        | Napa Auto Parts                    | Parts and supplies                        | 604-49571-2170        | 24.20           |   |
| Total 604495712170: |                 |                                    |   |                       | 529.93          |   |
| 03/16/2018          | 151740          | Cannon Technologies Inc/Eaton      | Load Control Units 3102                   | 604-49571-2295        | 7,744.25        |   |
| Total 604495712295: |                 |                                    |   |                       | 7,744.25        |   |
| 03/16/2018          | 151769          | MN Valley Action Council           | Energy Reimbursement                      | 604-49571-2340        | 75.00           |   |
| Total 604495712340: |                 |                                    |   |                       | 75.00           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Tool Repair                               | 604-49571-3100        | 129.47          |   |
| Total 604495713100: |                 |                                    |   |                       | 129.47          |   |
| 03/16/2018          | 31810           | Verizon Wireless                   | Monthly Billing                           | 604-49571-3200        | 80.02           | M |
| Total 604495713200: |                 |                                    |   |                       | 80.02           |   |
| 03/16/2018          | 20180201        | MN Municipal Utilities Association | apprentice Training (KM, MA)              | 604-49571-4940        | 930.00          |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Meal at MMUA Training                     | 604-49571-4940        | 8.63            |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Meal at MMUA Training                     | 604-49571-4940        | 11.52           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Meal at MMUA Training                     | 604-49571-4940        | 16.37           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Meal at MMUA Training                     | 604-49571-4940        | 11.60           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Meal at MMUA Training                     | 604-49571-4940        | 6.89            |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Meal at MMUA Training                     | 604-49571-4940        | 12.45           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Meal at MMUA Training                     | 604-49571-4940        | 10.11           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Meal at MMUA Training                     | 604-49571-4940        | 8.63            |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Meal at MMUA Training                     | 604-49571-4940        | 11.60           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Meal at MMUA Training                     | 604-49571-4940        | 9.05            |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Hotel Rooms at MMUA Training Kyle-Madison | 604-49571-4940        | 89.90           |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Hotel Rooms at MMUA Training Kyle-Madison | 604-49571-4940        | 269.70          |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Hotel Rooms at MMUA Training Kyle-Madison | 604-49571-4940        | 179.80          |   |
| Total 604495714940: |                 |                                    |   |                       | 1,576.25        |   |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                    | 604-49572-1300        | 311.97          | M |
| Total 604495721300: |                 |                                    |   |                       | 311.97          |   |
| 03/16/2018          | 151788          | Wesco Receivables Corp             | Pole materials                            | 604-49572-2230        | 276.81          |   |

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| Total 604495722230: |                 |                                    |   |                       | 276.81          |   |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                    | 604-49573-1300        | 562.43          | M |
| Total 604495731300: |                 |                                    |   |                       | 562.43          |   |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                    | 604-49574-1300        | 158.18          | M |
| Total 604495741300: |                 |                                    |   |                       | 158.18          |   |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                    | 604-49584-1300        | 118.65          | M |
| Total 604495841300: |                 |                                    |   |                       | 118.65          |   |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                    | 604-49585-1300        | 219.64          | M |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                    | 604-49585-1300        | 514.37          | M |
| Total 604495851300: |                 |                                    |   |                       | 734.01          |   |
| 03/16/2018          | 20180216        | U.S. Bank - CC                     | Headset Replacement Parts for Deb's Phone | 604-49585-2000        | 22.84           |   |
| Total 604495852000: |                 |                                    |   |                       | 22.84           |   |
| 03/16/2018          | 151765          | Metro Sales Inc.                   | Maintenance agreement                     | 604-49585-3000        | 192.80          |   |
| Total 604495853000: |                 |                                    |   |                       | 192.80          |   |
| 03/16/2018          | 20180200        | MAS Communications Inc.            | Answering service - March                 | 604-49585-3200        | 49.13           |   |
| 03/16/2018          | 151780          | U.S. Postal Service                | Postage - March utility bills             | 604-49585-3200        | 433.99          |   |
| 03/16/2018          | 151786          | Waseca Secretarial Service         | Processing utility bills-March            | 604-49585-3200        | 25.00           |   |
| Total 604495853200: |                 |                                    |   |                       | 508.12          |   |
| 03/16/2018          | 20180204        | Personalized Printing Inc.         | Envelopes & perforated paper              | 604-49585-3500        | 692.10          |   |
| Total 604495853500: |                 |                                    |   |                       | 692.10          |   |
| 03/16/2018          | 151747          | City of Waseca                     | Customer accounts for Summit AR           | 604-49585-4320        | 313.37          |   |
| Total 604495854320: |                 |                                    |   |                       | 313.37          |   |
| 03/16/2018          | 20180179        | APG Media of So MN LLC             | Waseca County News subscription           | 604-49585-4330        | 78.00           |   |
| Total 604495854330: |                 |                                    |   |                       | 78.00           |   |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                    | 604-49586-1300        | 297.16          | M |
| 03/16/2018          | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance                    | 604-49586-1300        | 439.28          | M |
| Total 604495861300: |                 |                                    |   |                       | 736.44          |   |
| 03/16/2018          | 20180192        | Innovative Office Solutions LLC    | Deposit Custom Stamp                      | 604-49586-2000        | 6.45            |   |
| 03/16/2018          | 20180192        | Innovative Office Solutions LLC    | Office Supplies                           | 604-49586-2000        | 5.92            |   |
| Total 604495862000: |                 |                                    |   |                       | 12.37           |   |



| Check<br>Issue Date        | Check<br>Number | Payee                              | Description                     | Invoice<br>GL Account | Check<br>Amount |
|----------------------------|-----------------|------------------------------------|---------------------------------|-----------------------|-----------------|
| 03/16/2018                 | 151767          | MN Department of Commerce          | Assessment                      | 604-49586-4330        | 1,174.56        |
| Total 604495864330:        |                 |                                    |                                 |                       | 1,174.56        |
| 03/16/2018                 | 151750          | Donahue Electric LLC               | House Conversions (3)           | 604-49593-5300        | 941.94          |
| 03/16/2018                 | 20180195        | JT Services of MN                  | Conversion Materials            | 604-49593-5300        | 750.00          |
| 03/16/2018                 | 20180195        | JT Services of MN                  | Conversion Materials            | 604-49593-5300        | 750.00          |
| 03/16/2018                 | 20180195        | JT Services of MN                  | Conversion Materials            | 604-49593-5300        | 1,497.84        |
| 03/16/2018                 | 20180195        | JT Services of MN                  | Conversion Materials            | 604-49593-5300        | 521.02          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 652.35          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | Historical Society Conversion   | 604-49593-5300        | 836.60          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 307.63          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 255.87          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 168.90          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 168.90          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 168.90          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 462.35          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 168.90          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 188.89          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 168.90          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 168.90          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 255.87          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 168.90          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 168.90          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 255.87          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 359.58          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 168.90          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 322.87          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 160.91          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 276.91          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 168.90          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 168.90          |
| 03/16/2018                 | 20180207        | Roemhildt Power & Design           | House Conversion                | 604-49593-5300        | 174.90          |
| 03/16/2018                 | 20180212        | Stuart C. Irby Company             | Conversion Secondary house Wire | 604-49593-5300        | 2,200.00        |
| 03/16/2018                 | 20180212        | Stuart C. Irby Company             | Conversion Secondary house Wire | 604-49593-5300        | 6,675.97        |
| Total 604495935300:        |                 |                                    |                                 |                       | 19,705.27       |
| 03/16/2018                 | 20180180        | Barr Engineering Company           | Substation Switcher Project     | 604-49593-5400        | 1,646.30        |
| Total 604495935400:        |                 |                                    |                                 |                       | 1,646.30        |
| Total Electric Utility:    |                 |                                    |                                 |                       | 441,819.92      |
| <b>Storm Water Utility</b> |                 |                                    |                                 |                       |                 |
| 03/16/2018                 | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance          | 651-43140-1300        | 298.89 M        |
| Total 651431401300:        |                 |                                    |                                 |                       | 298.89          |
| 03/16/2018                 | 31811           | City of Waseca                     | February Utilities              | 651-43140-3800        | 483.28 M        |
| Total 651431403800:        |                 |                                    |                                 |                       | 483.28          |
| 03/16/2018                 | 151763          | League of MN Cities                | 2018 dues                       | 651-43140-4500        | 620.00          |

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| Total 651431404500:                   |                 |                                    |                              |                       | 620.00          |   |
| 03/16/2018                            | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance       | 651-49585-1300        | 80.88           | M |
| Total 651495851300:                   |                 |                                    |                              |                       | 80.88           |   |
| Total Storm Water Utility:            |                 |                                    |                              |                       | 1,483.05        |   |
| <b>Central Garage Services</b>        |                 |                                    |                              |                       |                 |   |
| 03/16/2018                            | 31823           | Blue Cross Blue Shield of MN (ACH) | April Health Insurance       | 701-43180-1300        | 1,688.44        | M |
| Total 701431801300:                   |                 |                                    |                              |                       | 1,688.44        |   |
| 03/16/2018                            | 151784          | Waseca County Highway Department   | Monthly billing              | 701-43180-2120        | 291.84          |   |
| Total 701431802120:                   |                 |                                    |                              |                       | 291.84          |   |
| 03/16/2018                            | 20180203        | Napa Auto Parts                    | Parts and supplies           | 701-43180-2170        | 19.23           |   |
| 03/16/2018                            | 20180210        | Share Corporation                  | Kleen aerosol                | 701-43180-2170        | 138.41          |   |
| 03/16/2018                            | 20180213        | Terminal Supply Co                 | shop supplies                | 701-43180-2170        | 122.50          |   |
| 03/16/2018                            | 20180213        | Terminal Supply Co                 | crimpless solder kit         | 701-43180-2170        | 66.24-          |   |
| 03/16/2018                            | 20180216        | U.S. Bank - CC                     | Welder Cover                 | 701-43180-2170        | 170.99          |   |
| Total 701431802170:                   |                 |                                    |                              |                       | 384.89          |   |
| 03/16/2018                            | 151735          | Auto Value Waseca                  | Parts and supplies           | 701-43180-2210        | 243.98          |   |
| 03/16/2018                            | 151749          | Deml Ford Lincoln Mercury Inc      | Latch                        | 701-43180-2210        | 119.67          |   |
| 03/16/2018                            | 151756          | FleetPride Inc                     | Chamber                      | 701-43180-2210        | 1,071.30        |   |
| 03/16/2018                            | 151756          | FleetPride Inc                     | Core Credit                  | 701-43180-2210        | 550.00-         |   |
| 03/16/2018                            | 151757          | Genesis Cooperative Association    | oil                          | 701-43180-2210        | 1,013.90        |   |
| 03/16/2018                            | 20180190        | H & L Mesabi                       | clam bkt end plate edge      | 701-43180-2210        | 186.43          |   |
| 03/16/2018                            | 151759          | Harrison Truck Centers             | fuel DEF system repair       | 701-43180-2210        | 1,056.29        |   |
| 03/16/2018                            | 151759          | Harrison Truck Centers             | Core Credit                  | 701-43180-2210        | 481.79-         |   |
| 03/16/2018                            | 151761          | Kibble Equipment                   | Float spring and other parts | 701-43180-2210        | 676.42          |   |
| 03/16/2018                            | 20180202        | MTI Distributing Inc.              | snowblower cutting edge      | 701-43180-2210        | 117.71          |   |
| 03/16/2018                            | 20180203        | Napa Auto Parts                    | Parts and supplies           | 701-43180-2210        | 489.34          |   |
| 03/16/2018                            | 20180208        | Sanco Equipment LLC                | Hose Assembly                | 701-43180-2210        | 55.06           |   |
| Total 701431802210:                   |                 |                                    |                              |                       | 3,998.31        |   |
| 03/16/2018                            | 20180215        | Tool Sales Company                 | tools                        | 701-43180-2400        | 35.00           |   |
| Total 701431802400:                   |                 |                                    |                              |                       | 35.00           |   |
| 03/16/2018                            | 151760          | Huber Supply Co Inc                | Welding supplies             | 701-43180-3100        | 18.64           |   |
| 03/16/2018                            | 20180216        | U.S. Bank - CC                     | Monthly charge for scan tool | 701-43180-3100        | 149.00          |   |
| Total 701431803100:                   |                 |                                    |                              |                       | 167.64          |   |
| Total Central Garage Services:        |                 |                                    |                              |                       | 6,566.12        |   |
| <b>Property and Liability Insuran</b> |                 |                                    |                              |                       |                 |   |
| 03/16/2018                            | 151738          | Braun Intertec Corporation         | Special Testing              | 702-49955-3610        | 564.00          |   |

| Check<br>Issue Date                   | Check<br>Number | Payee                           | Description               | Invoice<br>GL Account | Check<br>Amount |
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| Total 702499553610:                   |                 |                                 |                           |                       | 564.00          |
| Total Property and Liability Insuran: |                 |                                 |                           |                       | 564.00          |
| <b>Equipment Replacement Fund</b>     |                 |                                 |                           |                       |                 |
| 03/16/2018                            | 151765          | Metro Sales Inc.                | Copier purchase           | 705-49910-5400        | 29,683.00       |
| Total 705499105400:                   |                 |                                 |                           |                       | 29,683.00       |
| 03/16/2018                            | 151776          | Stantec Consulting Services Inc | Water Park Boiler Project | 705-49965-5400        | 4,722.50        |
| Total 705499655400:                   |                 |                                 |                           |                       | 4,722.50        |
| Total Equipment Replacement Fund:     |                 |                                 |                           |                       | 34,405.50       |
| Grand Totals:                         |                 |                                 |                           |                       | 762,691.83      |

## Report Criteria:

Report type: GL detail

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|   |   |                              |                  |
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| <b>Title:</b>   | Resolution 18-14 Requesting the Authorization and Consent to the Assignment of Development Agreement  |                              |                  |
| <b>Meeting Date:</b>                                      | March 20, 2018  | <b>Agenda Item Number:</b>   | 6D               |
| <b>Action:</b>  | <input type="checkbox"/> MOTION<br><input type="checkbox"/> REQUESTS/PRESENTATIONS<br><input checked="" type="checkbox"/> RESOLUTION<br><input type="checkbox"/> ORDINANCE<br><input type="checkbox"/> DISCUSSION | <b>Supporting Documents:</b> | Resolution 18-24 |
| <b>Originating Department:</b>                            | Finance   | <b>Presented By:</b>         | Finance Director |
| <b>Approved By City Manager:</b> <input type="checkbox"/> | Motion to Approve Resolution 18-14 Authorizing and Consent to the Assignment of Development Agreement   |                              |                  |

**BACKGROUND:** On August 2, 2000 the City of Waseca Economic Development Authority (EDA) approved TIF District No. 22 for the Charter Oaks Development. The requirements of the TIF were associated with meeting certain requirements for low and moderate income housing. The Certificate of Completion was filed with the County Recorder in October of 2002. The TIF is not scheduled to expire until 2027.

The current owner of the property, Waseca Leased Housing Association, has sold the property to Park Manor at Academy Village. Under the terms of the Development Agreement the new property owner would need to agree to continue meeting the requirements of the TIF District in order to continue to receive the payments allowed under the TIF. The buyer has indicated their desire to do this. In order to facilitate this transfer the EDA agreed to approve the Assignment and Assumption of Contract. Approval of the transfer of the contract would continue to provide TIF payments and require the properties to continue to be for low and moderate income individuals and households.

At the February 14, 2018 meeting the City of Waseca Economic Development Authority (EDA) reviewed this information and passed Economic Development Authority Resolution No. 18-01 authorizing and consent to the assignment of development agreement. To finalize the process, Council is requested to pass a resolution as well.

**BUDGET IMPACT:** None

**RECOMMENDATION:** Staff is recommending Council Approve Resolution 18-14 Authorizing and Consent to the Assignment of Development Agreement.

## **RESOLUTION NO. 18-14**

### **A RESOLUTION AUTHORIZING AND CONSENT TO THE ASSIGNMENT OF DEVELOPMENT AGREEMENT**

**BE IT RESOLVED** by the Waseca City Council of the City of Waseca, Minnesota (the "City"), as follows:

Section 1.     Recitals.

- 1.01.   The Board of Commissioners (the "Board") of the City of Waseca Economic Development Authority, Minnesota (the "Authority") designated a redevelopment district in the City, denominated Redevelopment District No. 22 (the "Redevelopment District") and approved a redevelopment program for the Redevelopment District (the "Redevelopment Program") and established Tax Increment Financing (Qualified Housing) District No. 22 (the "District") within the Redevelopment District and authorized the financing of the Redevelopment Program as it relates to the District pursuant to a Tax Increment Financing Plan (the "Financing Plan") pursuant to and in accordance with Minnesota Statutes, Sections 469.124 to 469.133 and Sections 469.174 to 469.1794, as amended.
- 1.02.   The Authority entered into a certain Contract for Private Development in Redevelopment District No. 22 (the "Development Agreement") dated as of August 2, 2000, with Waseca Leased Housing Associates, Limited Partnership (the "Developer").
- 1.03.   The Authority has issued a Certificate of Completion dated October 9, 2002, and recorded in the office of the Waseca County Recorder as Document No. 243343, certifying that all requirements of Developer, in its capacity as owner, with respect to the construction of the required Minimum Improvements (as defined in the Development Agreement) on the subject property have been completed.
- 1.04.   The Developer wishes to assign the Development Agreement to Park Manor at Academy Village, L.L.P. (the "Buyer") as a part of the sale of the real property described in the Development Agreement contingent upon Buyer's agreement to assume those remaining obligations under the Development Agreement requiring that the subject property be owned and operated subject to the restrictions as set forth in the Development Agreement.
- 1.05.   The Development Agreement requires the Authority to consent to any assignment of the Development Agreement.

Section 2.     Authorization and Consent.

2.01.   There has been prepared and presented to the Board for its consideration a certain Assignment and Assumption of Contract for Private Development Agreement (the "Assignment Agreement") by and among Developer, Buyer, and the Authority.

2.02. The Board hereby grants its consent to the assignment of the Development and approves the Assignment Agreement, together with any related documents necessary in connection therewith (collectively, the "Assignment Documents") substantially in the form presented to the Board, and hereby authorizes the Board President and Secretary, in their discretion and at such time, if any, as they may deem appropriate, to execute the same on behalf of the Authority, and to carry out, on behalf of the Authority, the Authority's obligations thereunder.

2.03. The approval hereby given to the Assignment Documents includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by legal counsel to the Authority and by the officers authorized herein to execute said documents prior to their execution; and said officers are hereby authorized to approve said changes on behalf of the Authority. The execution of any instrument by the appropriate officers of the Authority herein authorized shall be conclusive evidence of the approval of such document in accordance with the terms hereof. In the event of absence or disability of the officers, any of the documents authorized by this Resolution to be executed may be executed without further act or authorization of the Board by any duly designated acting official, or by such other officer or officers of the Board as, in the opinion of the counsel to the Authority, may act in their behalf.

2.04. Upon execution and delivery of the Assignment Documents, the officers and employees of the Authority are hereby authorized and directed to take or cause to be taken such actions as may be necessary on behalf of the Authority to implement the Assignment Documents.

Adopted this 20<sup>th</sup> day of March 2018.

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R. D. SRP  
MAYOR

ATTEST:

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MARY BUENZOW  
CITY CLERK

**RESOLUTION NO. 18-22**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
APPROVING LAWFUL GAMBLING PREMISES PERMIT  
FOR WASECA SLEIGH & CUTTER FESTIVAL ASSOCIATION, INC.**

**WHEREAS**, Waseca Sleigh & Cutter Festival Association, Inc. has presented an application for a Minnesota Lawful Gambling Premises Permit at the following location in the City of Waseca:

**American Taphouse & Grille  
201 North State Street**

**WHEREAS**, the City Council is required to pass a resolution specifically approving or denying the application.

**NOW, THEREFORE, BE IT RESOLVED**, the Waseca City Council approves the application for a Minnesota Lawful Gambling Premises Permit to Waseca Sleigh & Cutter Festival Association, Inc. at American Taphouse & Grille, 201 North State Street, Waseca, MN.

Adopted this 20<sup>th</sup> day of March, 2018.

---

R. D. SRP  
MAYOR

ATTEST:

---

MARY BUENZOW  
CITY CLERK

**LG214 Premises Permit Application****Annual Fee \$150 (NON-REFUNDABLE)****REQUIRED ATTACHMENTS TO LG214**

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "State of Minnesota."

**Mail the application and required attachments to:**Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113**Questions?** Call 651-539-1900 and ask for Licensing.**ORGANIZATION INFORMATION**Organization Name: Waseca Sleigh & Cutter Festival Association License Number: 33569Chief Executive Officer (CEO) Ken Borgmann Daytime Phone: 507 461 3727Gambling Manager: Monique Snyder Daytime Phone: 507 461 3486**GAMBLING PREMISES INFORMATION**Current name of site where gambling will be conducted: American Tap House & GrilleList any previous names for this location:  
  
Street address where premises is located: 201 North State Street  
(Do not use a P.O. box number or mailing address.)

|        |           |           |         |           |
|--------|-----------|-----------|---------|-----------|
| City:  | <b>OR</b> | Township: | County: | Zip Code: |
| Waseca |           |           | Waseca  | 56093     |

Does your organization own the building where the gambling will be conducted?

☐ Yes ☒ No If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? ☐ Yes ☒ No ☐ Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? ☒ Yes ☐ No ☐ Don't know**GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA**

Bank Name: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Bank Street Address: \_\_\_\_\_ City: Waseca State: MN Zip Code: 56093**ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES**

Address (Do not use a P.O. box number): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

5603 NW 102nd Avenue Waseca MN 56093MNMN



**ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION**

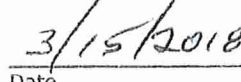
| <b>CITY APPROVAL</b><br><b>for a gambling premises</b><br><b>located within city limits</b>   | <b>COUNTY APPROVAL</b><br><b>for a gambling premises</b><br><b>located in a township</b>  |
|---|---|
| City Name: _____  | County Name: _____  |
| Date Approved by City Council: _____  | Date Approved by County Board: _____  |
| Resolution Number: _____<br>(If none, attach meeting minutes.)  | Resolution Number: _____<br>(If none, attach meeting minutes.)  |
| Signature of City Personnel: _____  | Signature of County Personnel: _____  |
| Title: _____ Date Signed: _____   | Title: _____ Date Signed: _____   |
| <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <b>Local unit of government<br/>must sign.</b> </div> | TOWNSHIP NAME: _____<br><br><b>Complete below only if required by the county.</b><br>On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)<br><br>Print Township Name: _____<br><br>Signature of Township Officer: _____<br><br>Title: _____ Date Signed: _____ |

**ACKNOWLEDGMENT AND OATH**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.</li> <li>2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.</li> <li>3. I have read this application and all information submitted to the Board is true, accurate, and complete.</li> <li>4. All required information has been fully disclosed.</li> <li>5. I am the chief executive officer of the organization.</li> </ol> | <ol style="list-style-type: none"> <li>6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.</li> <li>7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.</li> <li>8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.</li> <li>9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.</li> <li>10. I understand the fee is non-refundable regardless of license approval/denial.</li> </ol> |
|--|---|



Signature of Chief Executive Officer (designee may not sign)



Date

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public

information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;

Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format, i.e. large print, braille, upon request.

An equal opportunity employer

|  |  |                              |                                 |
|--|--|------------------------------|---------------------------------|
| <b>Title:</b>  | Resolution No. 18-16 Approving a Preliminary and Final Plat for the West Acre Subdivision located at the unaddressed property at the southwest corner of 10 <sup>th</sup> St NW and 9 <sup>th</sup> Ave NW: PID 12.007.0100          |                              |                                 |
| <b>Meeting Date:</b>   | March 20, 2018   | <b>Agenda Item Number:</b>   | <b>7A</b>                       |
| <b>Action:</b>   | <input type="checkbox"/> MOTION<br><input checked="" type="checkbox"/> RESOLUTION<br><input type="checkbox"/> ORDINANCE<br><input type="checkbox"/> DISCUSSION   | <b>Supporting Documents:</b> | Resolution No. 18-16<br>PC Memo |
| <b>Originating Department:</b>                                       | Community Development  | <b>Presented By:</b>         | City Manager                    |
| <b>Approved By City Manager:</b> <input checked="" type="checkbox"/> | <b>Proposed Action:</b> Consider Adopting Resolution No.18-16 approving a Preliminary & Final Plat located at the unaddressed property at the southwest corner of 10 <sup>th</sup> St NW and 9 <sup>th</sup> Ave NW: PID 12.007.0100 |                              |                                 |

**BACKGROUND:** Edward C. Roesler & Barbara A. Roesler are requesting approval of a Preliminary & Final Plat for the West Acre Subdivision.

The property is located at the unaddressed property at the southwest corner of 10<sup>th</sup> St NW and 9<sup>th</sup> Ave NW: PID 12.007.0100. The property is currently 28.36 acres. The property owner is requesting a subdivision to create one 1.02 acre lot for a single family home in the NE corner, with the remaining property to be an outlot with continued agricultural use. Waseca County, MnDOT, and the DNR have all reviewed the submitted plans.

**POLICY QUESTION:** City Council has the authority to approve Preliminary and Final Plats.

**ADVISORY BOARD RECOMMENDATION:** The Planning Commission held a public hearing on the request on March 13, 2018. There were six public comments with no opposition. Based on findings, the Planning Commission voted to recommend approval of the Preliminary Plat and Final Plat by a vote of 5-0.

**RECOMMENDATION:** Motion to adopt Resolution No. 18-16 Approving a Preliminary Plat and a Final Plat for the West Acre Subdivision.



Building a legacy – *your* legacy.

701 Xenia Avenue South  
Suite 300  
Minneapolis, MN 55416  
Tel: 763-541-4800  
Fax: 763-541-1700

## ***CITY OF WASECA MEMORANDUM***

To: Planning Commission Members  
Danny Lenz, City Manager

From: Molly Patterson-Lundgren, AICP, City Planner  
Tom Kellogg, PE, City Engineer  
Hannah Rybak, City Planner

Date: March 5, 2018  
Planning Commission Regular Meeting for March 13, 2018

WSB Project No. 011114-000

**Request: Request for approval of a Preliminary and Final Plat for the creation of one single-family residential lot and one outlot on the property located at PID: 12.007.0100.**

---

### **GENERAL INFORMATION**

Applicant/Owner: Edward & Barbara Roesler

Location: Unaddressed property at the southwest corner of 10<sup>th</sup> St. NW and 9<sup>th</sup> Ave. NW

Existing Land Use / Zoning: Agriculture; zoned: A-1 Agricultural District & LR Limited Residential District

Surrounding Land Use / Zoning: North: Residential; zoned R-2 Urban Residential District  
East: Single Family Residential; zoned R-1 Suburban Residential District  
South: Agricultural; zoned LR Limited Residential District (Waseca County)  
Shoreland Overlay zone covers a portion of the property from Loon Lake  
West: Agricultural; zoned A-1 Agriculture Protection District (Waseca County)

Comprehensive Plan: The Comprehensive Plan 2013 guides this property for Low Density Residential land use.

Deadline for Agency Action:

|                          |          |
|--------------------------|----------|
| Application Date:        | 02-06-18 |
| 60 Days:                 | 04-07-18 |
| Extension Letter Mailed: | N/A      |
| 120 Days:                | 06-06-18 |

## CONSIDERATIONS RELATING TO THE REQUEST

- 1. Overview.** The Applicant is proposing to split the existing 28.36-acre property into one buildable lot and one outlot. The property is currently undeveloped and used for agricultural purposes. The property is located within Woodville Township, in Waseca County. It is immediately adjacent to Waseca City Limits. The current zoning of the property is split by a line running from the northeast corner to the southwest corner. The northern portion is zoned A-1 Agricultural Protection District and the southern portion is zoned LR Limited Residential District. For the purposes of zoning within this subdivision, we will evaluate it under the A-1 District standards, as they are the most restrictive.

Following the subdivision, Lot 1, Block 1 is proposed to be annexed into the City of Waseca and developed for a single-family residence. Outlot A is proposed to remain in Waseca County and continue to be used for agriculture.

Although the property is located in Waseca County, the City of Waseca is processing the subdivision based on the City's Subdivision Ordinance. The newly created lots will be required to meet County zoning requirements, but all other considerations will be based on the City's Subdivision Ordinance.

### 2. Ordinance Authority.

Waseca MN Code of Ordinances: *Chapter 151 Subdivision Regulations*

Waseca County Unified Development Code: *Article 6 Zoning District Regulations*

## PRELIMINARY PLAT REVIEW

- 1. Conformance with the Comprehensive Plan.** The future land use map guides the subject property as "Low Density Residential" in the Comprehensive Plan 2013. The proposed subdivision is consistent with the Comprehensive Plan.

### 2. Lots.

- a) Consistency with Lot Requirements of the A-1 Zoning District.** The proposed lots within the subdivision must adhere to the following dimensional standards:

| Standard               | Required in A-1 Zoning District | Proposed  |
|------------------------|---------------------------------|---|
| Lot Area               | 1 acre                          | Lot 1, Block 1: 1.02 acres<br>Outlot A: 26.29 acres |
| Lot Width <sup>1</sup> | 150 Feet                        | Lot 1, Block 1: 160 ft.<br>Outlot A: 836.87 ft.     |

Both lots, as proposed, meet all dimensional requirements of the A-1 Zoning District. *Criteria met.*

- b) Depth.** To prevent narrow, deep lots, the depth of a lot should not exceed 2 ¼ times the width of the street frontage. *Criteria met.*
- c) Future Arrangements.** When extra territorial parcels of land are subdivided into lots of one acre or larger, the plat shall be designed and shall show, in dashed lines, how lots can be resubdivided at some future date when public sanitary sewers are available.

The Applicant has shown the proposed placement of the home on Lot 1. It is located as far to the east as setback requirements allow, which would make it possible to split Lot 1 in half in the future to create an additional lot. *Criteria met.*

The property is also partially covered by the Shoreland Overlay zoning, mostly on the proposed Outlot A. Lot size, coverage, width and coverage standards are met. The DNR was provided the required notification and indicated they had no comments. *Criteria met.*

### **3. Streets.**

No Additional streets are proposed for construction at this time under this plat. The southern portion of 9<sup>th</sup> Avenue is platted here as is Lake Street Northwest (where the roads already exists) and the sketch plan/ghost plat illustrates how a connection might be made through this property at some point in the future. *Criteria met.*

### **4. Public Easements.**

- a) Ten-foot wide drainage and utility easements shall be required along the plat boundary lines and street right-of-ways. All easements shall be continuous from block to block. *Criteria met.*
- b) Easements for storm sewer, sanitary sewer or water shall be at least 20 feet wide. Additional width shall be provided when more than one utility is in the same easement, or when needed to safely excavate to the depth of the utility. The easements shall have continuity of alignment from block to block. Utility easements shall be kept free of any vegetation or structures which would interfere with the free movement of utility service vehicles. *Criteria met.*

### **5. Sidewalks.**

Section 151.047, A: states that "sidewalks shall be included within the dedicated non-pavement right-of-way on at least one side of all streets. This provision shall not apply to cul-de-sacs, except as a link to trails or other sidewalks as required by the Waseca City Council. A recommendation as to the location of sidewalks within areas to be platted shall be provided by the Community Development Director. These recommendations will be included in plans provided to the Waseca City Council with the preliminary plat."

A sidewalk is already in place on the other side of 10<sup>th</sup> Street, east of the proposed plat. The Applicant has dedicated a sufficient amount of right-of-way to provide for future sidewalks on the west side of 10<sup>th</sup> and on the north of the plat along Ninth Avenue. No sidewalks shall be required to be constructed with this subdivision. *Criteria met.*

### **6. Pedestrian Walkways and Trails.**

The comprehensive plan identifies a trail connection in the vicinity of the property. The Conceptual Trail Plan Map (Map 5-6) shows a future trail utilizing 120<sup>th</sup> Street to the west and 9<sup>th</sup> Avenue NW (an extension of that) on the north side of this property. That portion of the 9<sup>th</sup> Avenue right of way being platted north of Lot 1, Block 1 of this plat is sufficiently wide to provide space for sidewalk or trail in that segment. The Sketch plan/Ghost Plat which illustrates possible development of the proposed Outlot A in the future shows a park in the northwest corner of the plat. That, along with additional easements on the north side (not shown here) would allow for the extension of a trail as identified in the Comprehensive Plan. *Criteria met.*

### **7. Parks, Open Space and Public Use.** *Section 151.049, Subdivision 1, a: states that 'In all new subdivisions, a percentage of the gross area of all property subdivided shall be dedicated for parks, playgrounds or other public use. The percentage shall be in addition to the property dedicated for streets, alleys, waterways, pedestrian ways or other public ways. If a proposed park, playground, school site, trail system or other public use shown on the comprehensive plan, then the area shall be dedicated to the public.'*

*Section 151.049, Subdivision 1, b: Cash Requirements: states that, 'If the subdivision is small or does not include a park or public area shown on the comprehensive plan, or if in the judgement of the Council in the area proposed to be dedicated is not suitable or desirable for park/playground purposes because of location, size or other reason, the Council may require, in lieu of land dedication, a payment to the City.'*

The City has determined that no parkland dedication will be required at this time. The parkland dedication, a fee in lieu of, or a combination thereof shall be provided at the time of further subdivision of Outlot A. The amount of dedication shall be based on the entire acreage of this plat, West Acre Subdivision which is 28.36 acres. The "sketch plan"/Ghost plat submitted for Outlot A on the Preliminary Plat for West Acres indicates one possible scenario for future parkland dedication, however, the final parkland dedication shall be determined at the time of platting that property per parkland dedication requirement that time. *Criteria met.*

#### **8. Agricultural Buffers.**

Section 151.050 A states that *'if a proposed subdivision abuts land zoned agricultural, house pads within the subdivision shall be designed so that they are set back at least 100 feet from the nearest agricultural district.'* In this case, the abutting agricultural land is also owned and farmed by the Applicant. Section 151.101 allows the Planning Commission to recommend variations from the requirements of this chapter if the Planning Commission is of the opinion that the variation does not affect the comprehensive plan or the intent of this chapter. Staff recommends that rather than requiring the buffer from the agricultural district, that it require the buffer from the agricultural use. This would allow the future home to be built on Lot 1 in its proposed location. If the buffer were required to the district, the future home would not be able to meet setback requirements.

#### **9. Conservation of Trees and Natural Features.**

Section 151.050 states that "In the subdividing of any land, due regard shall be shown for all natural features, such as tree growth, wetlands, steep slopes, water courses or similar conditions, and plans adjusted to preserve those which will add attractiveness, safety and stability to the proposed development." There are no such features in the proposed Lot 1, Block 1 of the plat. A wetland delineation was completed by the applicant for this plat and the wetlands and wooded areas, all located on proposed Outlot A, are identified and located within a future outlots of the ghost plat. *Criteria met*

#### **10. Grading and Drainage Plans.**

The grading plan for Lot 1, Block 1, is in compliance with the code and is acceptable. If Lot 1, Block 1, were subdivided in the future, there will need to be a revised grading plan that does not direct drainage onto the newly created lot. *Criteria met.*

#### **11. Other Preliminary Plat Information.** Section 151.054, A: states that *"when a subdivider owns property adjacent to that which is being proposed for subdivision, the subdivider shall submit a sketch plan of the remainder of the property so as to show the possible relationships between the proposed subdivision and the future subdivision."*

The applicant has provided a possible future layout for Outlot A. It has satisfactorily accounted for the wetland on site, parkland dedication, and City of Waseca lot and street requirements. The sketch plan includes:

- Twenty-five single-family lots. The lots range in size from 13,936 square feet to 49,910 square feet. All lots exceed the minimum lot area requirement.
- 2.44 acres dedicated to parkland and a trail. This exceeds the eight percent minimum land area requirement.
- The sketch plan has accounted for the wetland on the property, as well as additional stormwater management areas.
- The street and cul-de-sac widths meet current Waseca City Code requirements.

*Criteria met.*

### **FINAL PLAT REQUIREMENTS**

1. The plat shall be prepared by a land surveyor who is registered in the state and shall comply with the appropriate provisions of Minnesota Statutes and of these regulations. *Criteria met.*

2. Identification and Description.

- a. Data, as required by the Director of Engineering, i.e., accurate angular and linear dimensions for all lines, angles and curvatures used to describe boundaries, streets, easements and other important features;
- b. Identification and description data as required for the preliminary plat;
- c. Boundaries of the property, lines of all proposed streets and alleys, with their width, and other areas intended for public use;
- d. Lines of adjoining streets and alleys, with their width and names;
- e. All lot lines and easements, with figures showing their dimensions; and
- f. An identification system for all lots and blocks.

All of the above information has been provided on the Final Plat. *Criteria met.*

3. Certifications.

- a. Certification by a registered land surveyor to the effect that the plat represents a survey made by him or her and that monuments and markers thereon exist as located and that all dimensional and geodetic details are correct.
- b. Notarized certification by owner, and by any mortgage holder of record, of adoption of the plat and the dedication of streets, utility extensions and other public areas.
- c. Certification bearing the signature of the County Treasurer indicating that all taxes currently due have been paid.
- d. Certification bearing the signature of the County Auditor indicating that all delinquent taxes on the property have been paid.
- e. Certification bearing the signature of the County Recorder indicating the document number (if any) and the date, book and page on which the final plat was recorded.
- f. Title opinion by a practicing attorney-at-law based upon an examination of an abstract of the records of the County Recorder for the land included within the plat and showing the title to be in the name of the owner or subdivider. The date of continuation of the abstract examined or the date of the examination of the records shall be within 30 days prior to the date the final plat is filed with the County Auditor. The owner or subdivider shown in the title opinion shall be the owner of record of the platted lands on the date of recording of the plat with the County Recorder.
- g. Certification bearing the signature of the Director of Engineering indicating compliance with M.S. Ch. 505, as it may be amended from time to time.
- h. Certification bearing the signature of the City Manager indicating date, month and year in which the final plat was approved by the City Council.

All Final Plat criteria have been met.

**FINDINGS OF FACT**

1. The applicant is requesting approval of a Preliminary Plat and Final Plat at the property located at PID: 12.007.0100.
2. The purpose of the subdivision is to create one single-family residential lot and one outlot.
3. The subject property is comprised of 28.36 acres.
4. The subject property is located within Woodville Township in Waseca County, immediately adjacent to Waseca City Limits.
5. The subject property is located in the A-1 Agriculture Protection and LR Limited Residential Districts of Waseca County.
6. The Preliminary Plat and Final Plat are in substantial conformance with the requirements set forth in the City's Code as well as the Waseca County Unified Development Code.
7. Waseca County, the Minnesota Department of Transportation and the Minnesota Department of Natural Resources have all reviewed the submitted plans.
8. The proposed plan is in conformance with the City's 2013 Comprehensive Plan.

**RECOMMENDATION**

Staff recommends approval of the Preliminary Plat and Final Plat as submitted for the property located at PID: 12.007.0100 in Waseca, MN.

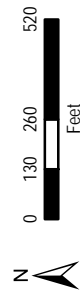
**REQUESTED ACTION**

Hold a public hearing on the Preliminary and Final Plat request and take action on a recommendation to be forwarded to the City Council for consideration at their March 20, 2018 meeting.

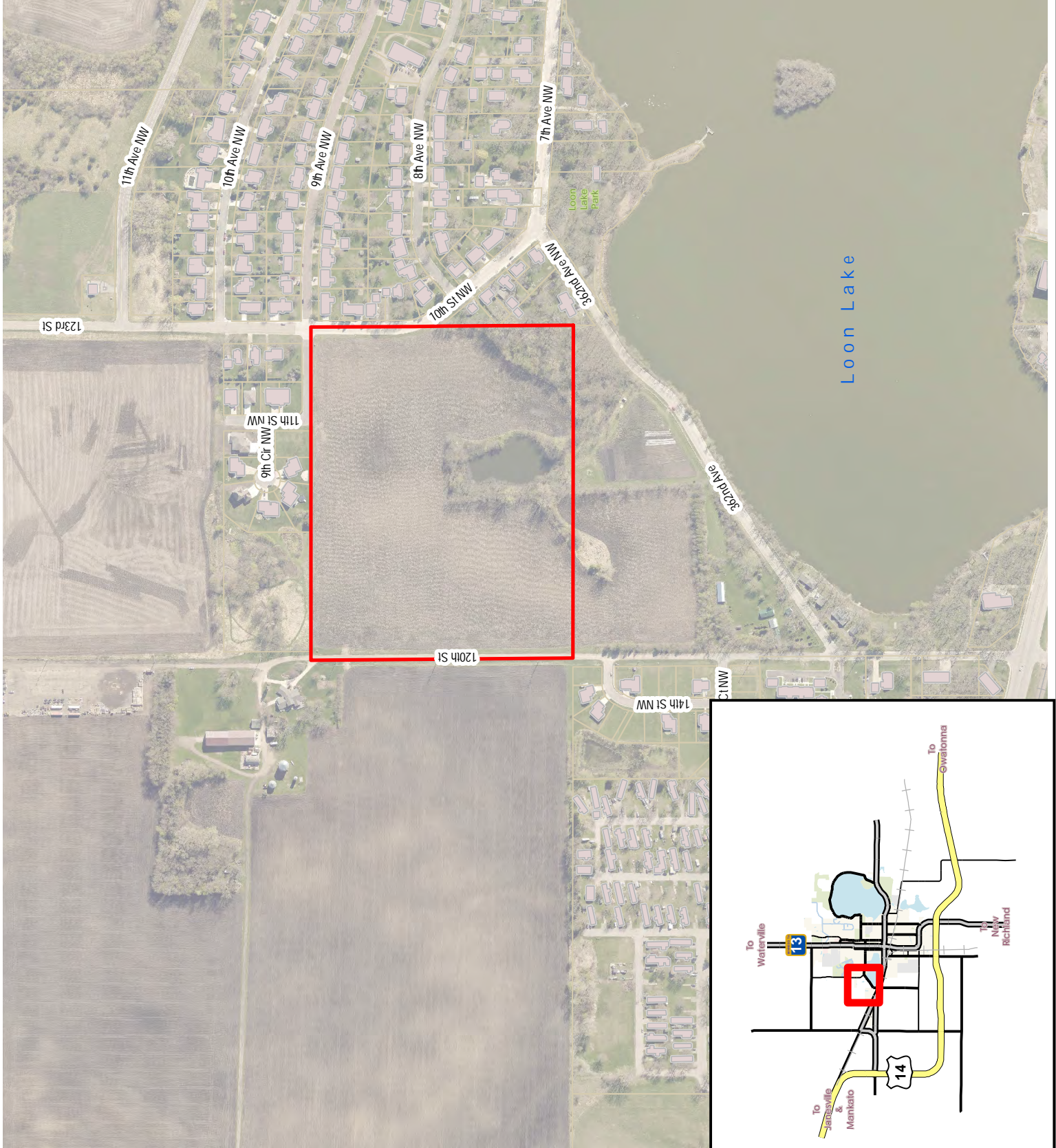


**Roesler Plat  
PID 12.007.0100  
Woodville Twp**

Roesler  
Subdivision  
Location



Disclaimer: 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 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 data sources. For specific information regarding this map, or to report errors or omissions, contact the City of Waseca Engineering Department.





## APPLICATION FOR SUBDIVISION

### FEES (Non-refundable) Payable to City of Waseca

Preliminary Plat:

\$500.00 Plus \$10.00 per lot/outlot over 10 lots

Final Plat:

\$200 (if not processed concurrent with preliminary plat)

Recording Fees Extra

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address of Owner

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Legal Description of Property Involved

\_\_\_\_\_  
Current Use

\_\_\_\_\_  
Proposed Use:

\_\_\_\_\_  
Current Zoning

\_\_\_\_\_  
Name and Address of Surveyor

\_\_\_\_\_  
Phone Number and E-Mail Address of Surveyor

\_\_\_\_\_  
Name and Address of Project Engineer

\_\_\_\_\_  
Phone Number and E-Mail Address of Project Engineer

### SUBDIVISION INFORMATION:

11. Subdivision Name \_\_\_\_\_

12. Quarter/Quarter \_\_\_\_\_

13. Number of Proposed Lots \_\_\_\_\_

14. Acreage of Development \_\_\_\_\_

Section \_\_\_\_\_ PID # \_\_\_\_\_

Number of Outlots \_\_\_\_\_

15. 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*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Date*



VICINITY MAP  
(NOT TO SCALE)

| LOT NUMBER | AREA (SQ. FT.) | LOT WIDTH (@ 30' SETBACK) | LOT DEPTH (AVERAGE) |
|------------|----------------|---------------------------|---------------------|
| 1          | 10,000         | 100                       | 100                 |
| 2          | 10,000         | 100                       | 100                 |
| 3          | 10,000         | 100                       | 100                 |
| 4          | 10,000         | 100                       | 100                 |
| 5          | 10,000         | 100                       | 100                 |
| 6          | 10,000         | 100                       | 100                 |
| 7          | 10,000         | 100                       | 100                 |
| 8          | 10,000         | 100                       | 100                 |
| 9          | 10,000         | 100                       | 100                 |
| 10         | 10,000         | 100                       | 100                 |
| 11         | 10,000         | 100                       | 100                 |
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| 89         | 10,000         | 100                       | 100                 |
| 90         | 10,000         | 100                       |                     |

[illegible]

LOT 1, BLOCK 1 TO BE ANNEXED INTO  
CITY OF WASECA AND TO BE ZONED R-20

## DESCRIPTION

The NW 1/4 of the SW 1/4 of Sec. 7, Twp. 107 North, Range 22 West, Waseca County, Minnesota, EXCEPT the North 20 rods thereof; AND ALSO EXCEPT, Beginning at a point on the East line of the NW 1/4 of the SW 1/4 Sec. 7, Twp. 107 North, Range 22 West; said point being 330 feet South of the NE corner of said NW 1/4 of the SW 1/4 Sec. 7, Twp. 107 North, Range 22 West; thence West parallel with the North line of the NW 1/4 of the SW 1/4 Sec. 7, Twp. 107 North, Range 22 West a distance of 57 feet; thence South parallel to the East line of the NW 1/4 of the SW 1/4 a distance of 444.14 feet; thence deflecting left 40°08' a distance of 102.39 feet to the East line of the NW 1/4 of the SW 1/4, Sec. 7, Twp. 107 North, Range 22 West; thence North along the East line of the NW 1/4 of the SW 1/4, Sec. 7, Twp. 107 North, Range 22 West to the point of beginning.

Containing 28.36 acres.

Owner:

Edward C. Roesler, as Trustee of the Amended and Restated Edward C. Roesler Revocable Trust; and Barbara A. Roesler, as Trustee of the Amended and Restated Barbara A. Roesler Revocable Trust.

Edward & Barbara Roesler  
36473 120th Street  
Waseca, MN 56093

**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.

 2-6-2018  
Date  
Michael M. Echers  
License Number 46564

**PRELIMINARY PLAT**  
**WASECA, MINNESOTA**

PART OF THE N.W. 1/4 - S.W. 1/4,  
SEC. 7, T107N - R22W

**BOLTON  
& MENK**

1900 PREMIER DRIVE  
MINNETONKA, MINNESOTA 55001  
(507) 625-4171

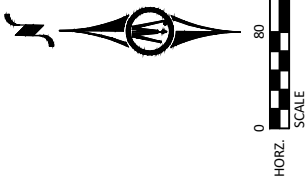
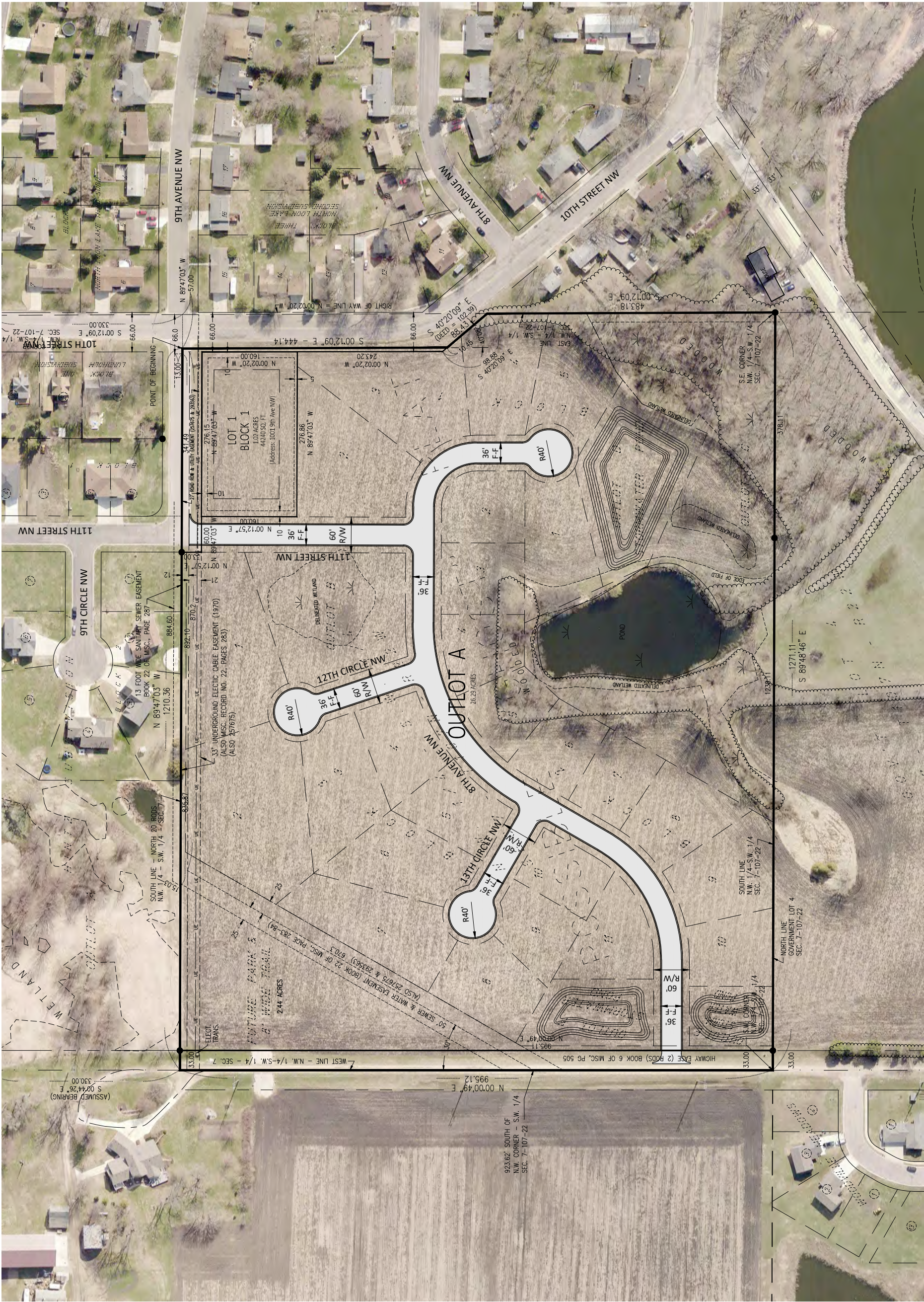
FOR: EDWARD & BARBARA ROESLER

H:\ROESLEED PR\M36114954\CAD\C3D\114954 V PLAT.dwg 2/6/2018 8:09 AM

JOB NUMBER: M36.114954 FIELD BOOK:

RPS






I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

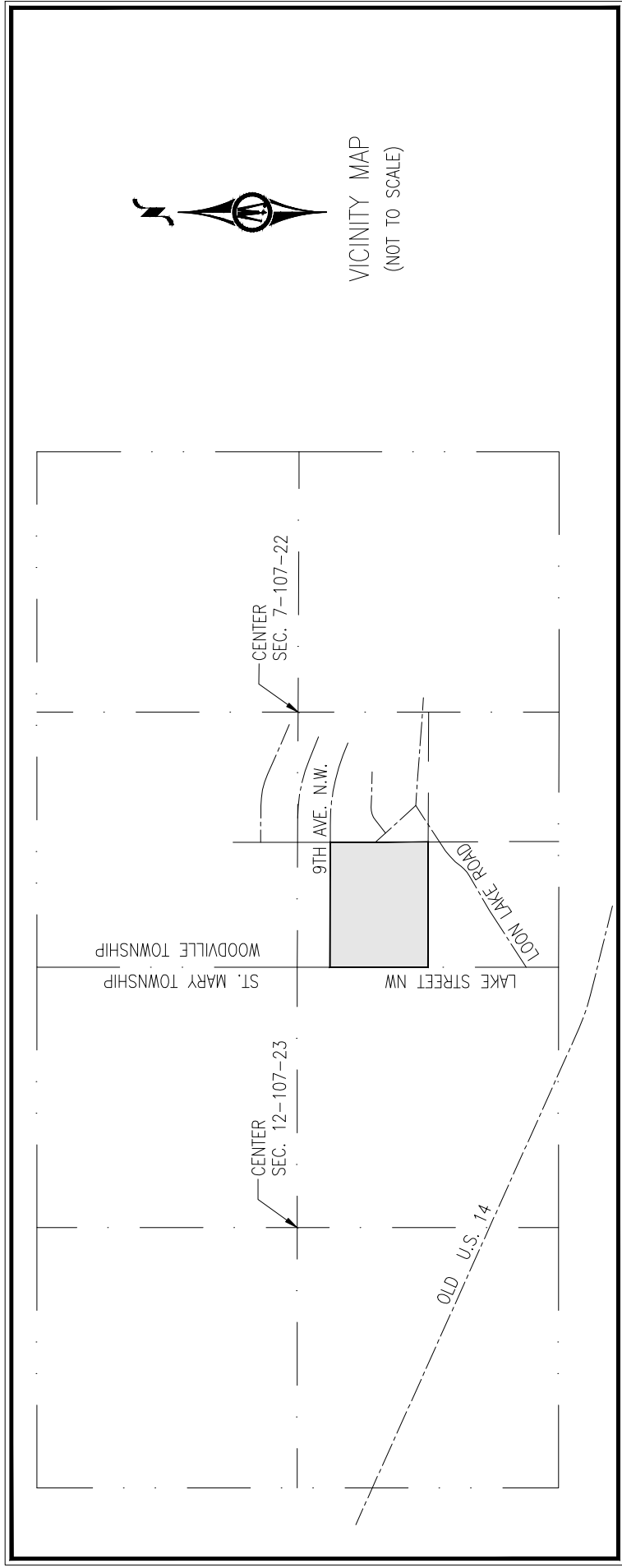
PRELIMINARY PLAT SUBMITTAL

JASON L. FEMRITE  
LIC. NO. 43869  
DATE 2-9-2018

|   |  |         |           |                   |       |
|---|--|---------|-----------|-------------------|-------|
|  <b>BOLTON<br/>&amp; MENK</b> | 1960 PREMIER DRIVE<br>MANKATO, MINNESOTA 56001<br>Phone: (507) 625-4171<br>Email: Mankato@bolton-menk.com<br>www.bolton-menk.com |         | DESIGNED  | ED ROESLER        | SHEET |
|   |  |         | JLF       |                   |       |
|   |  |         | DRAWN     | WASECA, MINNESOTA |       |
|   |  |         | DJB       |                   |       |
|   |  | CHECKED | SITE PLAN |                   | SITE  |
|   |  | JLF     |           |                   |       |





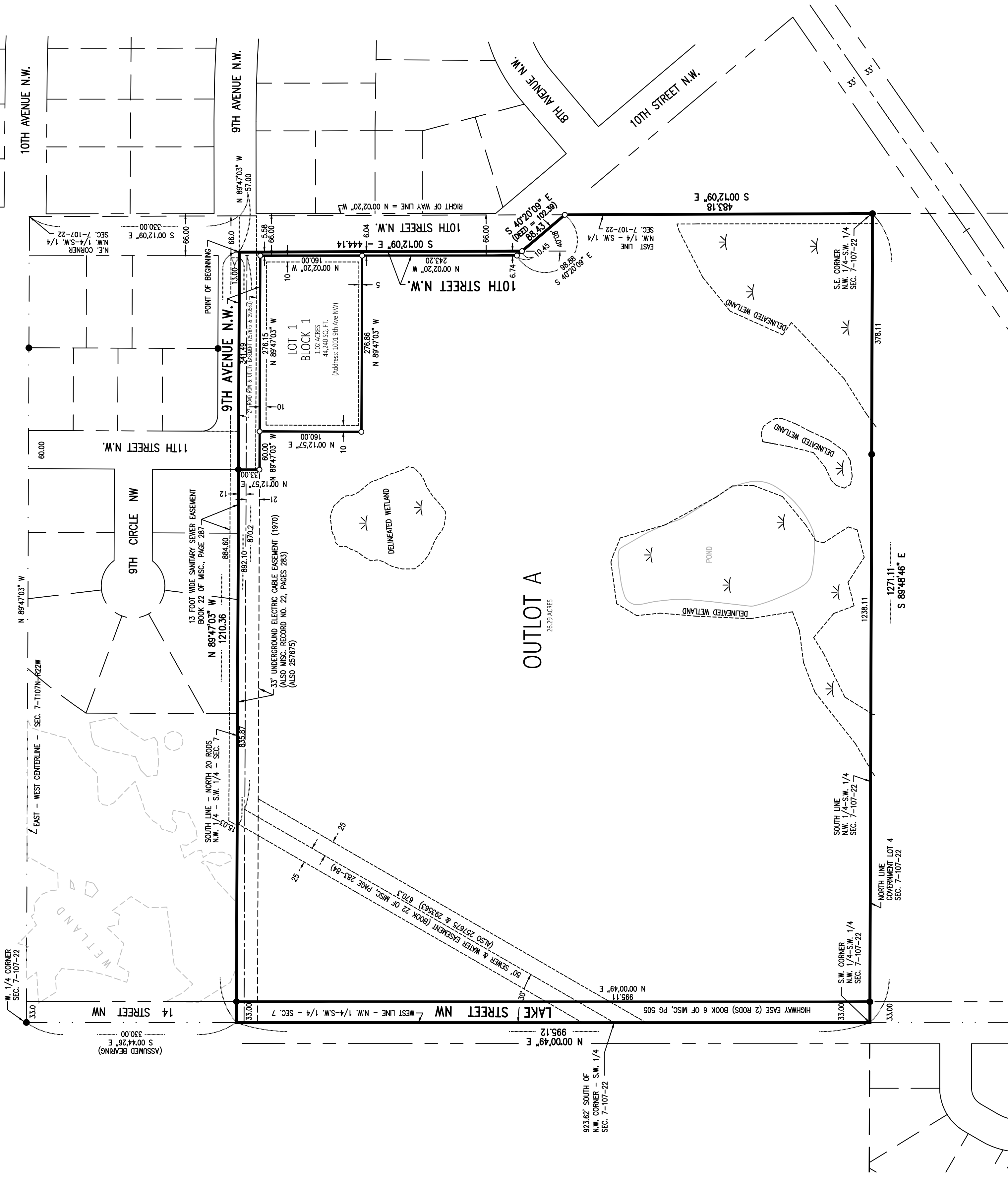
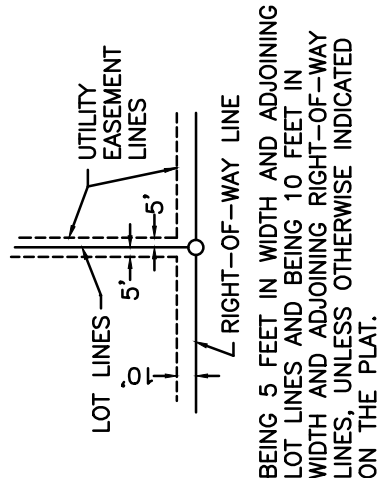


# WEST ACRE

## LEGEND

- 3/4" IRON PIPE MONUMENT SET MONUMENT FOUND

Horizontal Datum:  
NAD 1983  
Waseca County  
Coordinate System



## INSTRUMENT OF DEDICATION

Know all persons by these presents that we, Edward C. Roesler, as Trustee of the Amended and Restated Edward C. Roesler Revocable Trust; and Barbara A. Roesler, as Trustee of the Amended and Restated Barbara A. Roesler Revocable Trust, owners of the following described property to wit:

The NW 1/4 of the SW 1/4 of Sec. 7, Twp. 107 North, Range 22 West, Waseca County, Minnesota, EXCEPT the North 20 rods thereof;

AND ALSO EXCEPT: Beginning at a point on the East line of the NW 1/4 of the SW 1/4, Sec. 7, Twp. 107 North, Range 22 West; said point being 330 feet South of the NE corner of said NW 1/4 of the SW 1/4; thence West parallel with the North line of the NW 1/4 of the SW 1/4 a distance of 57 feet; thence South parallel to the East line of the NW 1/4 of the SW 1/4 a distance of 444.14 feet; thence deflecting left 40°08' a distance of 102.39 feet to the East line of the NW 1/4 of the SW 1/4, Sec. 7, Twp. 107 North, Range 22 West; thence North along the East line of the NW 1/4 of the SW 1/4, Sec. 7, Twp. 107 North, Range 22 West to the point of beginning.

Containing 28.36 acres.

do hereby declare that we have caused the above described property to be surveyed and platted and monuments to be set, that we have named said platted area WEST ACRE, and that we dedicate to the public use the public ways and easements as shown hereon.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by Edward C. Roesler, Trustee and Barbara A. Roesler, Trustee.

Edward C. Roesler, Trustee  
Barbara A. Roesler, Trustee  
NOTARY CERTIFICATE  
State of Minnesota  
County of \_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2018, before me a Notary Public within and for said County, personally Edward C. Roesler, Trustee and Barbara A. Roesler, Trustee, known by me to be the persons named in the foregoing instrument and who did acknowledge said instrument to be their free act and deed.

Notary Public

## SURVEYOR'S CERTIFICATE

I, Michael M. Eichers, Professional Land Surveyor, do hereby certify that I have surveyed or directly supervised the survey of the property described on this plat; prepared this plat or directly supervised the preparation of this plat of WEST ACRE; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments indicated on this plat have been set; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of the surveyor's certification are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Michael M. Eichers  
Licensed Land Surveyor  
Minnesota License No. 46564

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2018, before me a Notary Public in and for said County, personally appeared Michael M. Eichers, and being duly sworn did say that he has executed the foregoing instrument.

Notary Public

## APPROVALS

We do hereby certify that the within plat of WEST ACRE was duly accepted and approved by the City Council of the City of Waseca, on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Attest:  
Records Secretary

City Engineer

I hereby certify that, as per MS 505.03 Subd. 2, this plat of WEST ACRE has been approved this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Waseca County Highway Engineer

## TITLE OPINION

I, Keith L. Deike, Licensed Attorney, State of Minnesota, do hereby certify that the owners as indicated hereon represents all ownership interest in the land encompassed by this plat.

Keith L. Deike, Licensed Attorney

## COUNTY AUDITOR/TREASURER

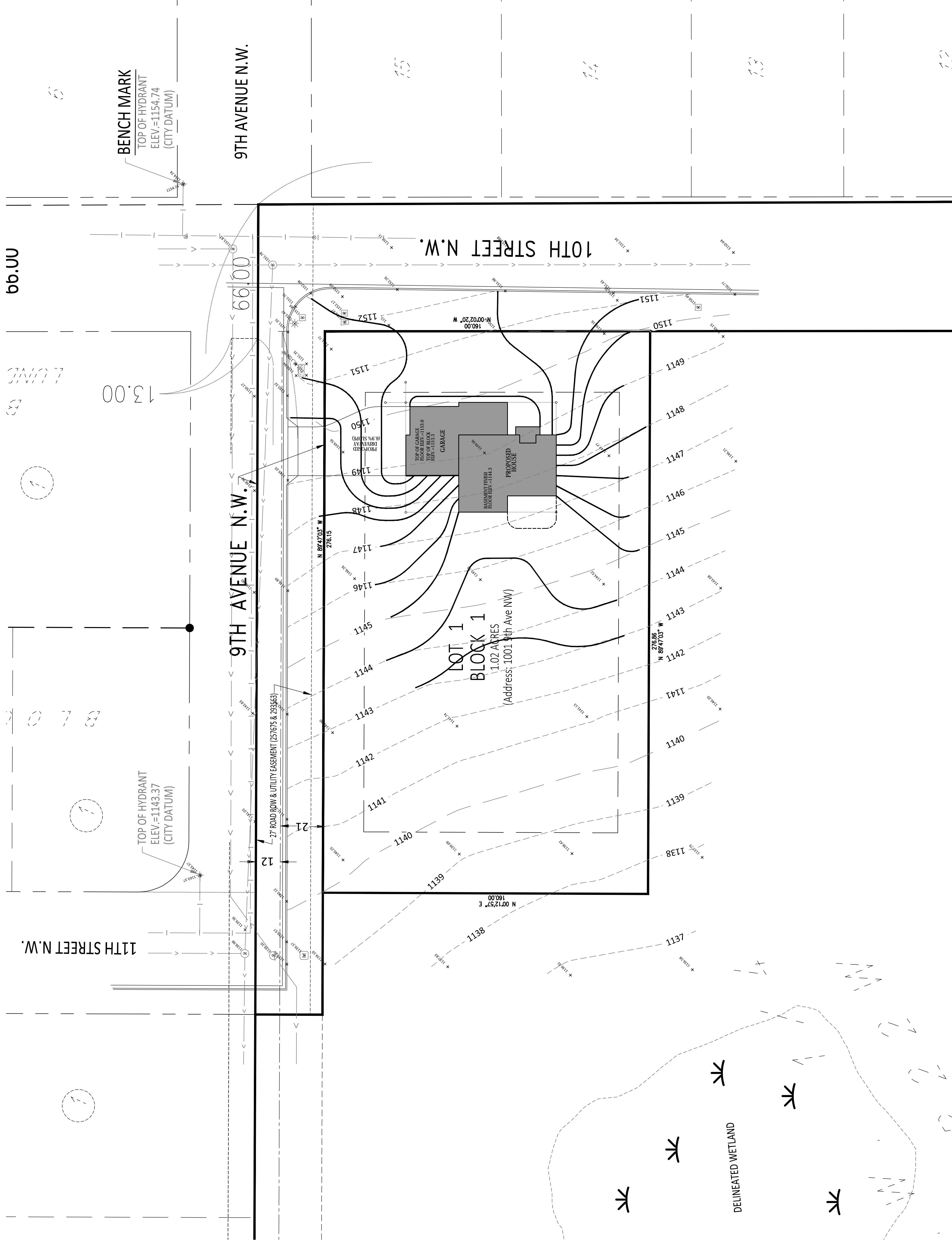
I hereby certify that there are no delinquent taxes and/or delinquent special assessments, that the current taxes have been paid and that the transfer has been entered on the land described herein on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

County Auditor/Treasurer

## COUNTY RECORDER

I hereby certify that this instrument was filed in my office for record on this, the \_\_\_\_\_ day of \_\_\_\_\_, 2018, at \_\_\_\_\_ o'clock, \_\_\_\_\_ m., and that it was duly recorded as Document Number \_\_\_\_\_.

Waseca County Recorder  
THIS PLAT PREPARED BY  
BOLTON & MENK, INC.



**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.

01/26/2018  
Date

Michael M. Eichers  
License Number 46564

**SITE PLAN/GRADING PLAN**  
**WASECA, MINNESOTA**

PROPOSED LOT 1, BLOCK 1, WEST ACRE

PART OF N.W. 1/4-S.W. 1/  
SECTION 7, T107N R23W

FOR: EDWARD ROESLER



1960 PREMIER DRIVE  
MANKATO, MINNESOTA 56001

DRAWN BY: NPM

JOB NUMBER: M36.114954 FIELD BOOK

©Bolton & Menk, Inc. 2018, All Rights Reserved

H:\ROESLEED PR\M36114954\CAD\C3D\114954 V SITE 1.dwg 1/29/2018 9:32 AM



**Waseca County Planning and Zoning Office  
300 North State Street  
Waseca, Minnesota 56093**

Phone: 507-835-0651 Fax: 507-837-5310  
e-mail: [mark.leiferman@co.waseca.mn.us](mailto:mark.leiferman@co.waseca.mn.us)

Mark Leiferman, Planning and Zoning Administrator

January 4, 2018

William Green  
City Planner  
City of Waseca  
508 South State Street  
Waseca, MN 56093

RE: PID No. 12.007.0100  
Parcel Subdivision; Edward and Barbara Roesler Property  
The Northwest  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 7-107-22

Dear Mr. Green:

We have been contacted by Edward Roesler. He is the owner of the property referenced above. Mr. Roesler has expressed an interest in the subdivision of the tract based roughly upon the drawing attached hereto. Since this parcel is actually within the two-mile extra-territorial review area of the City of Waseca, this office is only responsible for zoning compliance. It is our understanding that a single one-acre lot will be annexed into the City of Waseca in the not to distant future. The remainder of the property will remain in Waseca County.

The parcel the owner desires to subdivide is large. They have indicated a desire to create a new lot of approximately 1 acre. A survey would be required for any parcel subdivided from a parent parcel that is under five acres in size. The property is located at the intersection of County Road 13 and 9<sup>th</sup> Avenue NW. The property, the way it is configured, would have direct frontage on both roads and would not require an easement for access to the site.

The parcel is located within the A-1 Agricultural District and the LR Limited Residential District. If the parcel is to remain outside of the City limits of the City of Waseca, the Planning Department would suggest that the parcel be rezoned and included in the LR Limited Residential District.

Article 6 of the Waseca County Unified Development Code outlines the minimum standards for the A-1 Agricultural District and the LR Limited Residential District. The

minimum requirements of concern relate to the size of the parcel and the minimum width of the proposed lot. As long as the lot that is created is at least one acre in size and has a minimum width of at least 150 feet it would appear that lot will meet the requirements of the Unified Development code. The setbacks are different in the two districts. The most restrictive of the two districts is the A-1 Agriculture Protection District. The setbacks for a principal structure in this District are as follows:

Minimum setbacks from property or road right-of-way lines, principal structures:

Front yard - 75 feet

Side yard - 40 feet

Rear yard - 40 feet

The portion of the property that is currently in the LR Limited Residential District is also part of the SO Shoreland Overlay District. The maximum impervious surface coverage for this portion of the property is 20%.

Based upon the information provided and the current zoning, it appears the property could be subdivided and meet the minimum lot requirements for Waseca County.

If the property remains in Waseca County, the locations of any existing wells and any future wells, as well as the locations for any sanitary sewer and storm drainage facilities will need to be determined. A current wetland delineation has been completed and reviewed by the Waseca County Technical Evaluation Panel. No wetlands are present on the parcel to be subdivided.

Waseca County requires minimum distance setbacks between residences and animal feedlots to maintain comfort and protection of nuisance complaints between competing land uses. The current setback required is 1,000 feet as measured from the nearest point of the feedlot structure to the nearest point of the residential structure. There is a feedlot maintained by the University of Minnesota located approximately 3,000 feet south of the site.

In conclusion, it appears that the proposed division of the parcel would meet the minimum requirements of the current Waseca County zoning district. I trust the information provided will assist you in the subdivision of this tract. If you have any questions, please feel free to contact me.

Sincerely,



Mark Leiferman  
Planning and Zoning Administrator

cc. Edward and Barbara Roesler  
Nathan Paris  
Kimberly Shermo, Public Health Department



|  |  |                              |                                 |
|--|--|------------------------------|---------------------------------|
| <b>Title:</b>  | Resolution for approving a Preliminary Plat and Final Plat to Curtis E. Schumacher for the Amor Terra Subdivision located at 1002 Elm Avenue East                      |                              |                                 |
| <b>Meeting Date:</b>   | March 20, 2018   | <b>Agenda Item Number:</b>   | <b>7B</b>                       |
| <b>Action:</b>   | <input type="checkbox"/> MOTION<br><input checked="" type="checkbox"/> RESOLUTION<br><input type="checkbox"/> ORDINANCE<br><input type="checkbox"/> DISCUSSION         | <b>Supporting Documents:</b> | Resolution No. 18-15<br>PC Memo |
| <b>Originating Department:</b>                                       | Community Development  | <b>Presented By:</b>         | City Manager                    |
| <b>Approved By City Manager:</b> <input checked="" type="checkbox"/> | <b>Proposed Action:</b> To adopt Resolution No. 18-15: A Resolution of the Waseca City Council approving a Preliminary Plat & Final Plat located at 1002 Elm Ave East. |                              |                                 |

**BACKGROUND:** Curtis E. Schumacher is requesting approval of a Preliminary & Final Plat for the Amor Terra Subdivision.

The properties are located at 1002 Elm Avenue East. Currently there is a main parcel with a single family residential home, and an adjacent outlot to the south. The property owner is requesting to combine the two parcels. The new property will meet all requirements for lot size and area in the R-2 District. This will bring the property into compliance with the impervious surface requirement for the Shoreland Overlay of Clear Lake. The DNR has reviewed the request and is in support of the lot combination.

**POLICY QUESTION:** City Council has the authority to approve Preliminary and Final Plats.

**ADVISORY BOARD RECOMMENDATION:** The Planning Commission held a public hearing on the request on March 13, 2018. There were three public comments, two supporting and one opposed to the lot combination. Based on five (5) findings, the Planning Commission voted to recommend approval of the Preliminary Plat and Final Plat with three (3) conditions by a vote of 5-0.

**RECOMMENDATION:** Motion to adopt Resolution No. 18-15 Approving a Preliminary Plat and a Final Plat for the Amor Terra Subdivision (1002 Elm Avenue East).

**RESOLUTION NO. 18-15**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
GRANTING APPROVAL FOR A PRELIMINARY PLAT AND FINAL PLAT TO CURTIS E SCHUMACHER  
FOR THE AMOR TERRA SUBDIVISION (1002 Elm Avenue East)**

**WHEREAS**, application has been made to the City Council of the City of Waseca by Curtis E. Schumacher, owner of the properties, for approval of a Preliminary Plat and Final Plat for the AMOR TERRA Subdivision, located at 1002 Elm Ave East which is described as:

The West One Half (W ½) of Lot Nine (9), Block Three (3), Ward's Addition to the Village, now City, of Waseca, Minnesota and the West Half (W ½) of Lot Nine (9), Block Two (2), except the South One Hundred Sixty (160) feet thereof, all in Lakeview Addition to the Village, now City, of Waseca, Minnesota

**WHEREAS**, the Waseca Planning Commission held a public hearing on the request at its March 13, 2018 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 surround 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 Preliminary Plat and Final Plat:

1. The proposed subdivision shall be consistent with all applicable plans.
2. The physical characteristics of this site are suitable for the type of development and uses.
3. The proposed subdivision shall adequately provide for utilities, services and development as required.
4. The design shall not adversely impact public health, safety and welfare, nor shall it have an adverse impact on the reasonable development of neighboring land.
5. The design of the subdivision or type of improvements will not conflict with easements.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca that this Preliminary Plat and Final Plat are hereby approved for the purpose as set forth subject to the following conditions:

1. All costs associated with the lot reconfiguration shall be paid by the property owner.
2. The property shall not be subdivided at any time in the future without prior written approval by the City of Waseca.
3. All development on the property shall comply with the Waseca Code of Ordinances and State and Local Building codes.

Adopted this 20th day of March 2018.

---

R.D. SRP  
MAYOR

ATTEST:

---

MARY BUENZOW  
CITY CLERK

# PLANNING DEPARTMENT

## MEMORANDUM

**TO:** Byron Larson, Chair  
Waseca Planning Commission

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

**MEETING DATE:** March 13, 2018

**SUBJECT:** Public Hearing-Action No. 18-01\_PP/FP; AMOR TERRA Subdivision

**ATTACHMENTS:** Site Location Map  
Preliminary and Final Plats  
Site Photos  
Application

### ***APPLICANT***

Curtis Schumacher, owner of the property. A complete application was received February 9, 2018. Final action, which is required within 60 days of the complete application date, must be taken by April 10, 2018.

### ***REQUEST***

The applicant is requesting approval of a Preliminary Plat and Final Plat for the AMOR TERRA Subdivision.

### ***LOCATION***

The properties are located at 1002 Elm Avenue East in Waseca, MN and are described as:

**The West One Half (W ½) of Lot Nine (9), Block Three (3), Ward's Addition to the Village, now City, of Waseca, Minnesota and the West Half (W ½) of Lot Nine (9), Block Two (2), except the South One Hundred Sixty (160) feet thereof, all in Lakeview Addition to the Village, now City, of Waseca, Minnesota**

### ***CURRENT LAND USE***

The site consists of two parcels, the main (north) lot with a single family residential house, and an adjacent outlot to the south with two accessory structures located on it.

### ***PROPOSED LAND USE***

Upon combination of the two parcels, the use will continue to be for a single family residential home. This is 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.

## ***ENVIRONMENTAL***

The north parcel currently exceeds the maximum allowed impervious surface of 25% for the Shoreland Overlay of Clear Lake. The property was in excess of the allowed impervious when the current owner purchased the property. With the combination of the two parcels, the newly created lot will allow for the accessory structures, and will be under the 25% of impervious allowed. A Major Subdivision is required as the properties are in two different plats.

The Minnesota Department of Natural Resources has reviewed the request and has no concerns with this subdivision proposal. The DNR recommends the lot combination. DNR review is a requirement of the City of Waseca ordinance governing a subdivision within the Shoreland Overlay.

## ***PUBLIC UTILITIES***

The site is currently served by public utilities. No new public utilities are proposed or required for this action. There are no comments or concerns from the City of Waseca Utilities or Engineering Departments.

## ***REVIEW***

On February 9, 2018, the City of Waseca received a completed application for a subdivision for the properties located at 1002 Elm Avenue East. A Preliminary Plat depicting current and proposed conditions was received. A Final Plat was received on February 23, 2018.

Curtis Schumacher, owner of the properties, is requesting to combine the properties through a major subdivision process so he can add accessory structures to his property, and be in compliance with the Shoreland Overlay requirements for impervious surface.

The proposed combined lot will meet the minimum required standards for area, width and depth of a new lot in the R-2 District that is within the Shoreland Overlay of Clear Lake. Including the two existing accessory structures, the new lot will have approximately 22.53% of impervious surface coverage. The maximum allowed is 25%.

The property owner, Curtis Schumacher, constructed/installed two accessory buildings on the outlot without required building permit(s) or zoning approval. Mr. Schumacher was contacted by the City regarding the illegally placed structures.

Accessory structures cannot be constructed prior to or in lieu of the principal building. The structures could not be moved to the north parcel as this would add impervious surface to that lot in excess of allowed. The solution given to the property owner was to either remove the two structures from the properties, or, to combine the lots through a subdivision process.

## ***FINDINGS***

In the case of all subdivisions, the findings necessary for City Council approval of the preliminary plat and the final plat shall be as follows:

(A) The proposed subdivision, including the design, shall be consistent with all applicable general and specialized city, county and regional plans, including, but not limited to the city's comprehensive plan, level of service (LOS) standards which may be established in the comprehensive plan for streets and other public facilities and with Ch. 154 of this code.

(B) The physical characteristics of this site, including, but not limited to topography, soils, vegetation, susceptibility to erosion and siltation, susceptibility to flooding, water storage, drainage and retention, are such that the site is suitable for the type of development and uses contemplated.

(C) The proposed subdivision shall adequately provide for water supply, storm water drainage and control, wastewater transportation, erosion control and all other services, facilities and improvements otherwise required herein.

(D) The design of the subdivision or the type of improvements shall not adversely impact public health, safety and welfare, nor shall the proposed subdivision have an adverse impact on the reasonable development of the neighboring land.

(E) The design of the subdivision or the type of improvements will not conflict with easements of record or with easements established by judgment of a court.

## ***RECOMMENDATION***

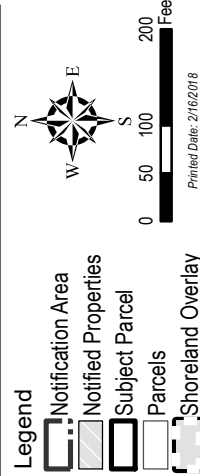
Staff recommends approval of the Preliminary Plat and Final Plat as submitted for the property located at 1002 Elm Avenue East in Waseca, MN subject to the following conditions.

1. All costs associated with the lot reconfiguration shall be paid by the property owner.
2. The property shall not be subdivided at any time in the future without prior written approval by the City of Waseca.
3. All development on the property shall comply with the Waseca Code of Ordinances and State and Local Building codes.

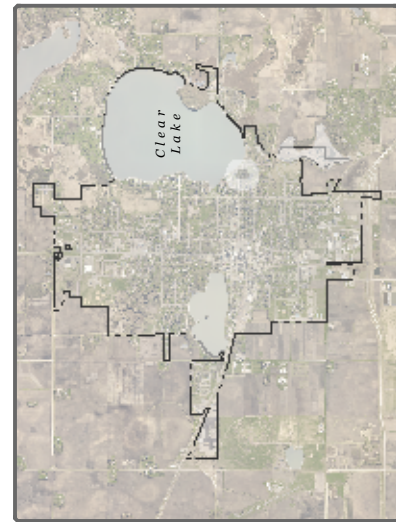
## ***REQUESTED ACTION***

Hold a public hearing on the Preliminary and Final Plat request and take action on a recommendation to be forwarded to the City Council for consideration at their March 20, 2018 meeting.





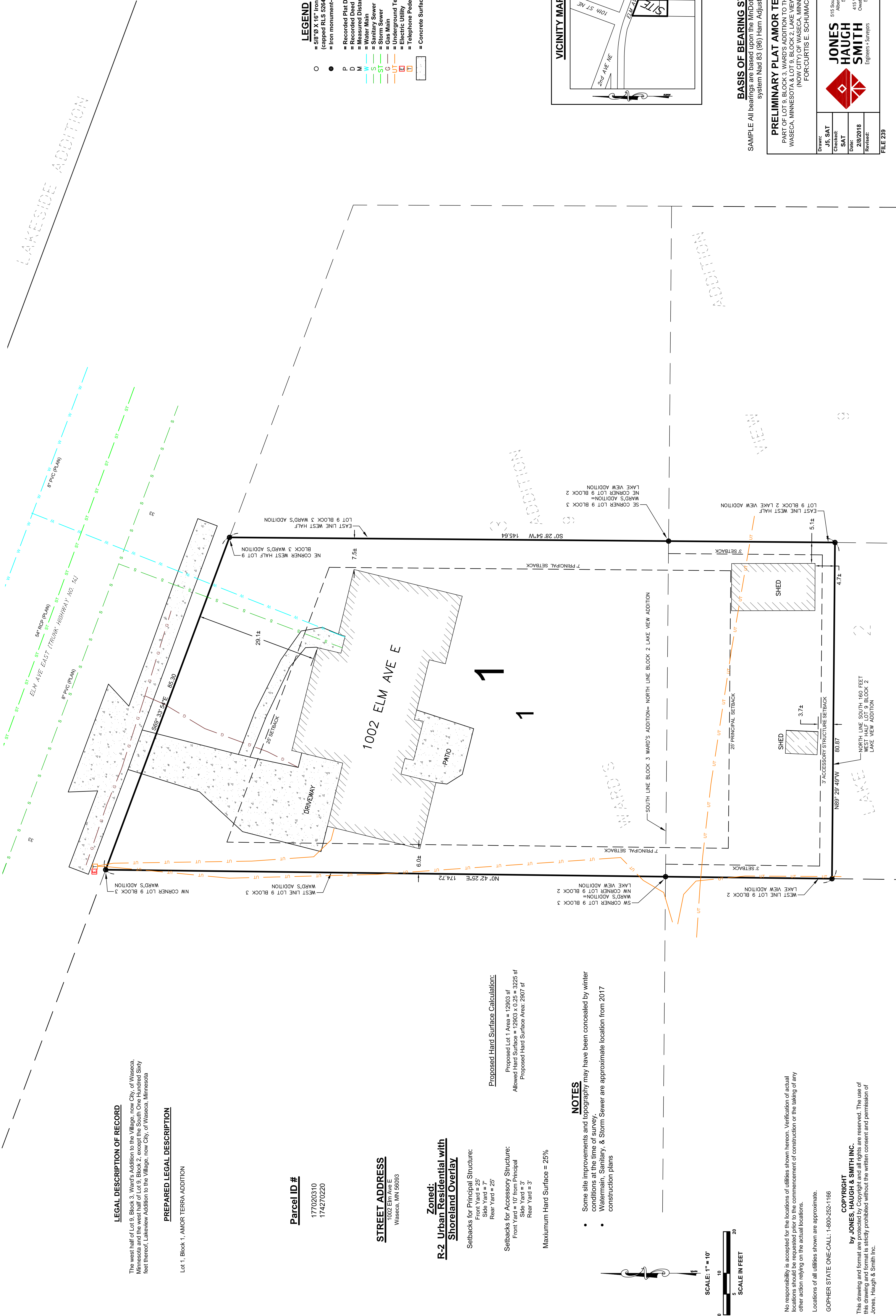
**SITE MAP**  
Major Subdivision  
PIDs 17.702.0310 & 17.427.0220 - 1002 Elm Ave E  
Curtis Schumacher





PRELIMINARY PLAT AMOR TERRA ADDITION

PART OF LOT 9, BLOCK 3, WARD'S ADDITION TO THE VILLAGE (NOW CITY) OF WASECA, MINNESOTA & LOT 9, BLOCK 2, LAKE VIEW ADDITION TO THE VILLAGE (NOW CITY) OF WASECA, MINNESOTA



LEGAL DESCRIPTION OF RECORD

The west half of Lot 9, Block 3, Ward's Addition to the Village, now City, of Waseca, Minnesota and the west half of Lot 9, Block 2, except the South One Hundred Sixty feet thereof, Lakeview Addition to the Village, now City, of Waseca, Minnesota

PREPARED LEGAL DESCRIPTION

Lot 1, Block 1, AMOR TERRA ADDITION

Parcel ID #

177020310  
174270220

STREET ADDRESS

1002 Elm Ave E  
Waseca, MN 56093

Zoned:  
R-2 Urban Residential with  
Shoreland Overlay

Setbacks for Principal Structure:

Front Yard = 25'  
Side Yard = 25'  
Rear Yard = 25'

Setbacks for Accessory Structure:

Front Yard = 10' from Principal  
Side Yard = 3'  
Rear Yard = 3'

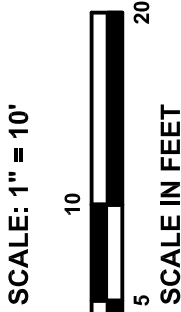
Maximum Hard Surface = 25%

Proposed Hard Surface Calculation:

Proposed Lot 1 Area = 12903 sf  
Allowed Hard Surface = 12903 x 0.25 = 3225 sf  
Proposed Hard Surface Area: 2907 sf

NOTES

- Some site improvements and topography may have been concealed by winter conditions at the time of survey.
- Watermain, Sanitary, & Storm Sewer are approximate location from 2017 construction plans



No responsibility is accepted for the locations of utilities shown hereon. Verification of actual locations should be requested prior to the commencement of construction or the taking of any other action relying on the actual locations.

Locations of all utilities shown are approximate.

GOPHER STATE ONE-CALL: 1-800-252-1166

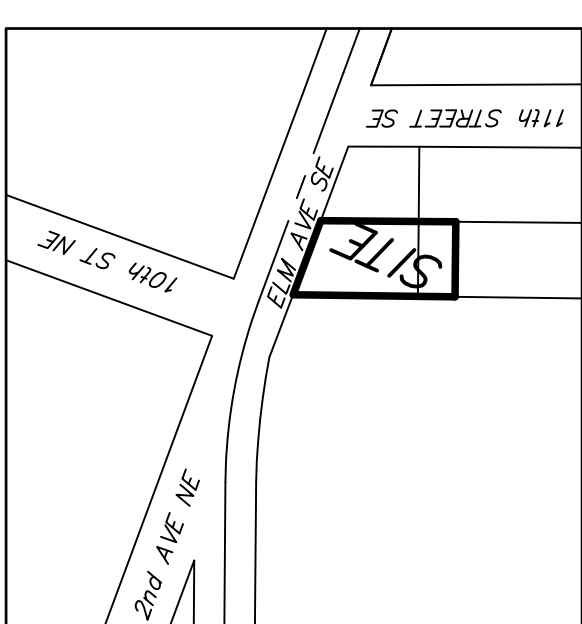
COPYRIGHT  
by JONES, HAUGH & SMITH INC.

This drawing and format are the copyrighted material of Jones, Haugh & Smith Inc. The use of this drawing and format is strictly prohibited without the written consent and permission of Jones, Haugh & Smith Inc.

LEGEND

- = 5/8"Ø X 16" Iron monument (capped RLS 52846)-Placed
- = Iron monument-Found
- P = Recorded Plat Distance
- D = Recorded Dead Distance
- M = Measured Distance
- W = Water Main
- S = Sanitary Sewer
- ST = Storm Sewer
- G = Gas Main
- UT = Underground Telephone
- ET = Electric Utility
- TP = Telephone Pedestal
- CS = Concrete Surface

VICINITY MAP



BASIS OF BEARING SYSTEM

SAMPLE All bearings are based upon the MinDot Mower County Coordinate system Nad 83 (96) Ham Adjustment Grid

PRELIMINARY PLAT AMOR TERRA ADDITION  
PART OF LOT 9, BLOCK 3, WARD'S ADDITION TO THE VILLAGE (NOW CITY) OF WASECA, MINNESOTA & LOT 9, BLOCK 2, LAKE VIEW ADDITION TO THE VILLAGE (NOW CITY) OF WASECA, MINNESOTA  
FOR: CURTIS E. SCHUMACHER

|                      |                    |
|----------------------|--------------------|
| Drawn:<br>J.S. SAT   | Job No.<br>18-1009 |
| Checked:<br>J.S. SAT | Date:<br>3/7/2018  |
| Dated:<br>2/8/2018   | Survey:<br>MDH     |
| Revised:             | Book:<br>-         |
|                      | Page:<br>1         |



515 South Washington Ave.  
Albert Lea, MN 56007

307-573-2076

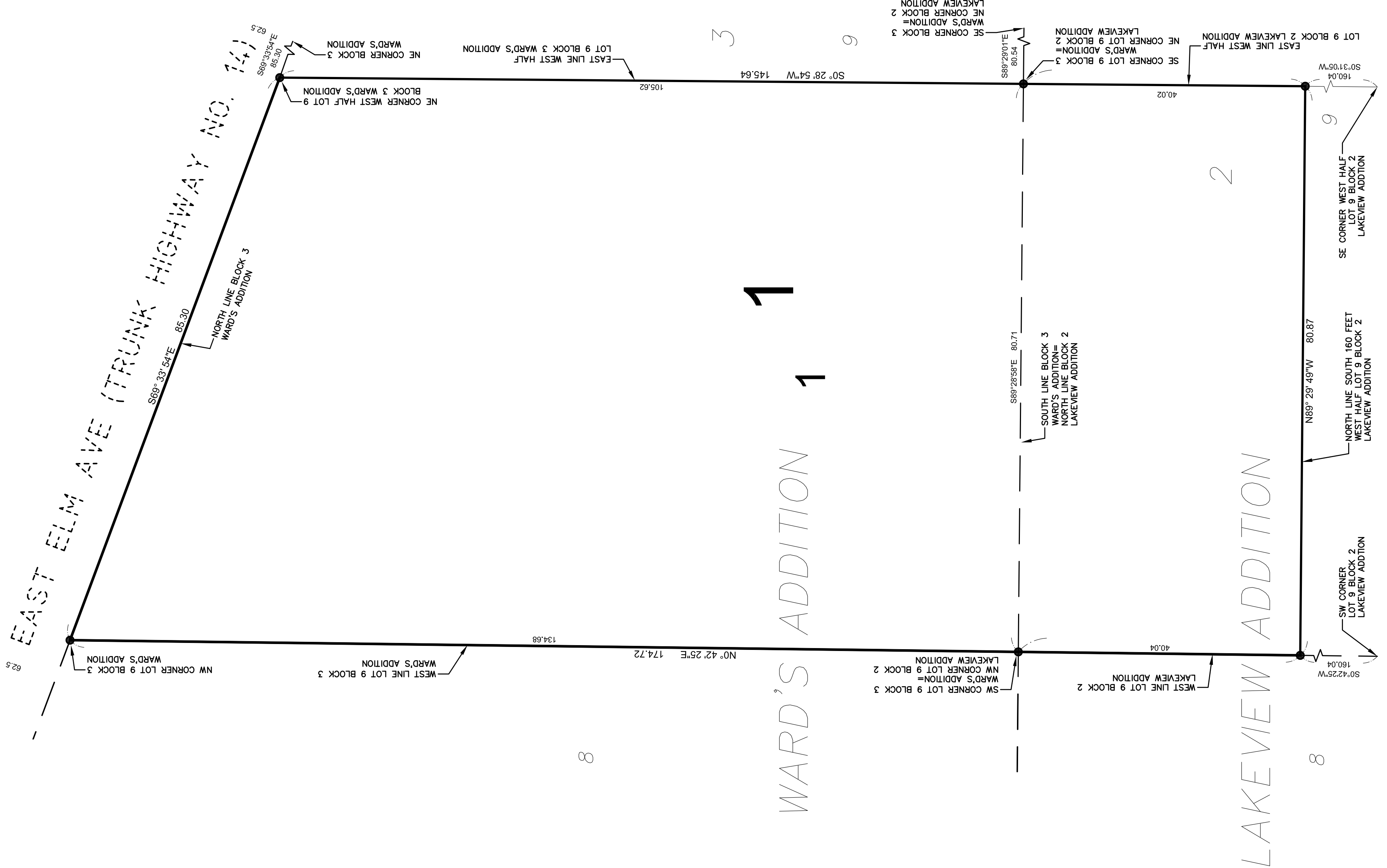
415 West North Street  
Owensboro, KY 40360

207-451-0688

FILE 239

SHEET NO. 1 OF 1 SHEETS

AMOR TERRA ADDITION



KNOW ALL MEN BY THESE PRESENTS: That Curtis E. Schumacher, a single person, owner of the following described property:

The west half of Lot 9, Block 3, Ward's Addition to the Village, now City, of Waseca, Minnesota and the west half of Lot 9, Block 2, except the South One Hundred Sixty feet thereof, Lakeview Addition to the Village, now City, of Waseca, Minnesota

has caused the same to be surveyed and platted as AMOR TERRA ADDITION, and does hereby dedicate to the public for public use the public way and utility easements as created herewith, as shown on this plat.

In witness whereof said Curtis E. Schumacher, a single person, has herunto set his hand this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Curtis E. Schumacher

STATE OF MINNESOTA

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by Curtis E. Schumacher, a single person.

John Henry Schulte, Notary Public, State of Minnesota  
My Commission Expires January 31, 2021

I, Scott A. Tuchtenhagen, hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a true and correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Scott A. Tuchtenhagen, Licensed Land Surveyor  
Minnesota License No. 52646

STATE OF MINNESOTA

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by Scott A. Tuchtenhagen, a licensed land surveyor.

John Henry Schulte, Notary Public, State of Minnesota  
My Commission Expires January 31, 2021

My Commission Expires \_\_\_\_\_

This plat of AMOR TERRA ADDITION was approved and accepted by the City Council of the City of Waseca, Minnesota at a regular meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 2018, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03 Subd. 2.

Daniel K. Lenz, City Administrator

No delinquent taxes and transfer entered this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Tamara J. Spooner, County Auditor  
Waseca County, Minnesota

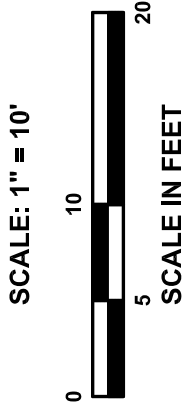
I hereby certify that taxes payable for the year 20\_\_\_\_ on the land hereinbefore described have been paid this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Tamara J. Spooner, County Treasurer  
Waseca County, Minnesota

Filed in the Office of the County Recorder this \_\_\_\_\_ day of \_\_\_\_\_, 2018, at \_\_\_\_\_ O'clock \_\_\_\_\_ M., in Book \_\_\_\_\_ of Plats,

Page \_\_\_\_\_, as Document Number \_\_\_\_\_

Linda Karst, County Recorder  
Waseca County, Minnesota



- LEGEND**
- = 5/8" X 16" iron stake monument (capped LS 52646)-Placed
  - = Iron stake monument - Found
  - = Subdivision Plat Corner
  - Ⓢ = Utility Easement

**BASIS OF BEARING SYSTEM**  
All bearings are based upon the Mndot Waseca County Coordinate system Nad 83 (96) Harn Adjustment Grid



1002 Elm Avenue East



Aerial view of lot and outlot



**View from north**



**View from south of outlot**





**View from backyard looking south to outlot**



**View looking southeast**



## APPLICATION FOR SUBDIVISION

FEES (Non-refundable) Payable to City of Waseca

Preliminary Plat:

\$500.00 Plus \$10.00 per lot/outlot over 10 lots

Final Plat:

\$200 (if not processed concurrent with preliminary plat)

Recording Fees Extra

Curtis Ervin Schumacher (507) 383-0313  
Name of Owner Phone Number

1002 Elm Ave

Address of Owner

E-Mail Address

Same

Property Address

see attached

Legal Description of Property Involved

Residential

Current Use

Same

Proposed Use:

R-2 in Shoreland Overlay

Current Zoning

Scott Tuchtenhagen

Name and Address of Surveyor

507 451 4598

Phone Number and E-Mail Address of Surveyor

Jones Haugh Smith 415 W. North St Owatonna MN scott@jhseng.com

Name and Address of Project Engineer

Phone Number and E-Mail Address of Project Engineer

### SUBDIVISION INFORMATION:

11. Subdivision Name AMOR TERRA

12. Quarter/Quarter \_\_\_\_\_

Section \_\_\_\_\_ PID # 17.702.0310

13. Number of Proposed Lots ONE

Number of Outlots 0 17.427.0220

14. Acreage of Development .296 acre

15. 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.

Curtis E. Schumacher  
Signed

2-6-18  
Date

Signed

Date

The West One Half (W ½) of Lot Nine (9), Block Three (3), Ward's Addition to the Village, now City, of Waseca, Minnesota and the West Half (W ½) of Lot Nine (9), Block two (2), except the South One Hundred Sixty (160) feet thereof, all in Lakeview Addition to the Village, now City, of Waseca, Minnesota

|  |   |                              |   |
|--|---|------------------------------|---|
| <b>Title:</b>  | Resolution No. 18-17 Approving a Variance to allow construction of a storage garage to be located 10' from the north property line, 5' from the south property line and 5' from the east property line (511 2nd St SW)  |                              |   |
| <b>Meeting Date:</b>   | March 20, 2018  | <b>Agenda Item Number:</b>   | <b>7C</b>                                   |
| <b>Action:</b>   | <input type="checkbox"/> MOTION<br><input type="checkbox"/> REQUESTS/PRESENTATIONS<br><input checked="" type="checkbox"/> RESOLUTION<br><input type="checkbox"/> ORDINANCE<br><input type="checkbox"/> DISCUSSION   | <b>Supporting Documents:</b> | Resolution No. 18-17<br>PC Memo/Attachments |
| <b>Originating Department:</b>                                       | Community Development   | <b>Presented By:</b>         | City Manager                                |
| <b>Approved By City Manager:</b> <input checked="" type="checkbox"/> | <b>Proposed Action:</b> Motion to adopt Resolution No. 18-17, approving a Variance to Allow Construction of a storage garage to be located 10' from the north property line, 5' from the south property line and 5' from the east property line (511 2nd St SW) |                              |   |

**BACKGROUND:**

Carl Sonnenberg, on behalf of City of Waseca, is requesting a Variance from Section 154.025 (E) Table 5-7 to allow encroachment of the rear and side setbacks for the purpose of constructing a storage garage on the property zoned B-3, Neighborhood Transition Business. Governmental Buildings are permitted use in the B-3 district.

The property is located at 511 2nd St SW and is currently vacant. The property has an irregular size and is relatively small for a property located in the business district.

The Planning Commission held a public hearing on the variance request on March 13<sup>th</sup>, 2018. There were no public comments and staff has received no comment. The Planning Commission voted 5-0 recommending approval to the City Council.

**BUDGET IMPACT:** None

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

**ALTERNATIVES CONSIDERED:** There are no other alternatives.

**RECOMMENDATION:** Motion to adoption of Resolution 18-17, approving a Variance to Allow construction of a storage garage on Property Zoned B-3, Neighborhood Transition Business. (511 2<sup>nd</sup> St SW).

**RESOLUTION NO. 18-17**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
GRANTING A VARIANCE TO ALLOW CONSTRUCTION OF A STORAGE GARAGE TO BE LOCATED 10'  
FROM THE NORTH PROPERTY LINE, 5' FROM THE SOUTH PROPERTY LINE AND 5' FROM THE EAST  
PROPERTY LINE (511 2<sup>nd</sup> St SW)**

**WHEREAS**, application has been made to the City Council of the City of Waseca by Carl Sonnenberg, on behalf of City of Waseca for approval of a variance from the provisions of Chapter 154, Section 154.025 (E) Table 5-7 of the Waseca City Code to allow encroachment of the rear and side setbacks for the purpose of constructing a storage garage on the property zoned B-3, Neighborhood Transition Business. The property is located at 511 2nd St SW and is described as:

**The North Half (N1/2) of Lot Ten (10), Barneys Addition to the Village, now City of Waseca, Minnesota according to the recorded plat thereof on file and of record in the Office of County Recorder in and for said Waseca County, Minnesota, being in the Southeast Quarter (SE 1/4) of the Northeast Quarter (NE 1/4) of Section Eighteen (18), in Township One Hundred Seven (107) North, Range Twenty-Two (22) West, Waseca County, Minnesota**

And,

**WHEREAS**, the Waseca Planning Commission held a public hearing on the request at its March 13, 2018 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 surround 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 154.025 (E) Table 5-7 of the Waseca City Code to allow encroachment of the rear and side setbacks for the construction of a storage garage on the property zoned B-3, Neighborhood Transition Business, 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. Construction of the garage requires removing two existing trees on the property. The applicant is responsible to replace those tree(s). Size and type to meet City code standards. All costs are the responsibility of the applicant.
3. All requirements of the Building and Fire codes shall be met as approved by the Building Official

Adopted this 20<sup>th</sup> day of March 2018.

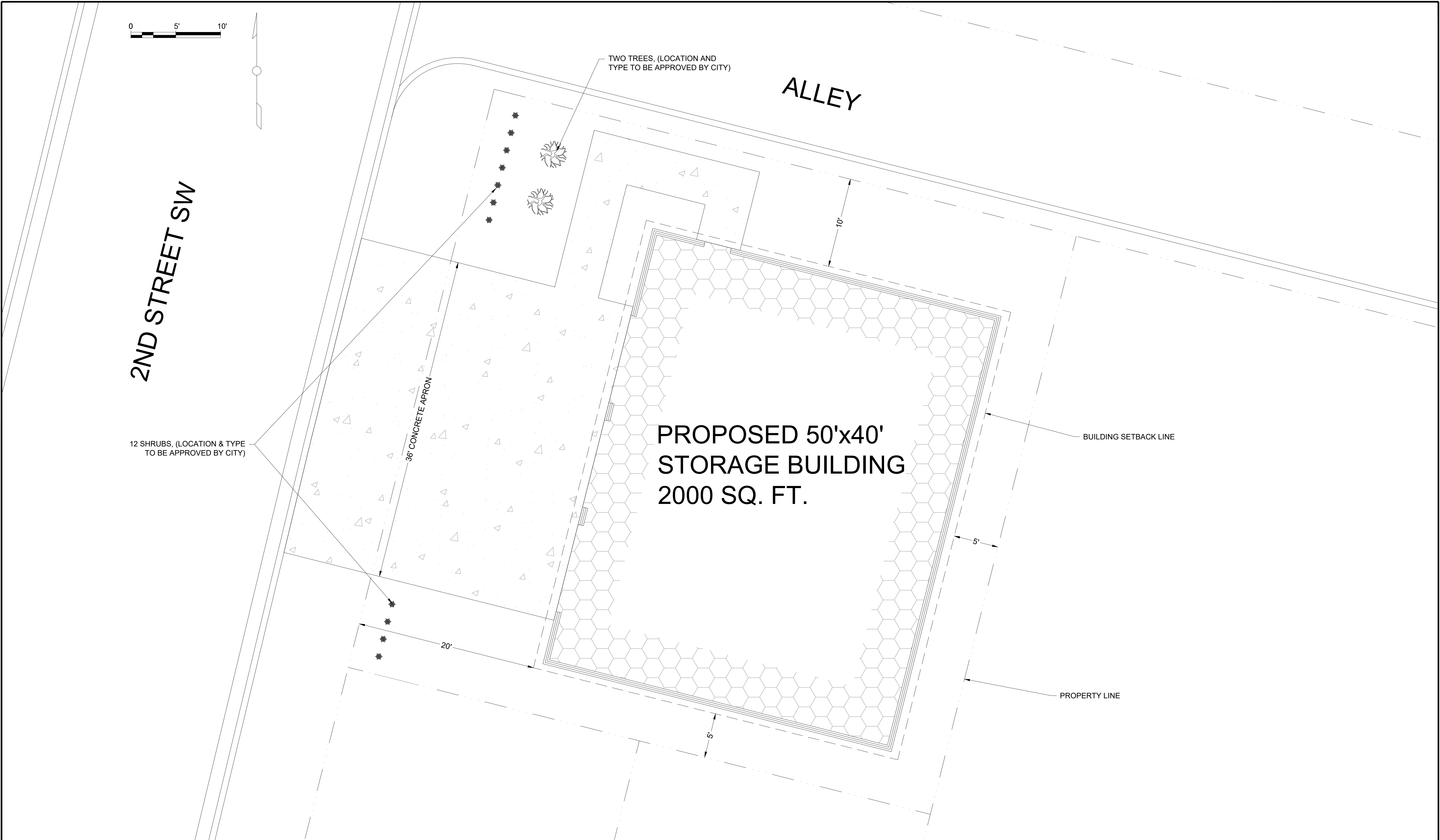
---

R.D. SRP  
MAYOR

ATTEST:


---

MARY BUENZOW  
CITY CLERK



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER, UNDER THE LAWS OF THE STATE OF MINNESOTA.

\_\_\_\_\_  
DATE: \_\_\_\_\_ LIC. NO. \_\_\_\_\_



**CITY OF WASECA**  
508 SOUTH STATE STREET  
WASECA MINNESOTA 56093

| REVISIONS |             |
|-----------|-------------|
| DATE      | DESCRIPTION |
|           |             |
|           |             |
|           |             |
|           |             |

# ELECTRIC GARAGE

511 2ND STREET SW

|           |     |
|-----------|-----|
| SURVEY    | --- |
| DESIGNED  | --- |
| CHECKED   | --- |
| DRAWN     | AMS |
| SHEET NO. |     |
| 01        |     |



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

**TO:** Byron Larson, Chair  
Waseca Planning Commission

**FROM:** Bill Green  
Planning and Zoning Coordinator  
Maryam Moeinian  
Community Development Intern

**MEETING DATE:** March 13, 2018

**SUBJECT:** Public Hearing-Action No. 18-03\_V: City Garage Variance  
(511 2<sup>nd</sup> Street SW)

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

## ***APPLICANT***

The applicant is Carl Sonnenberg on behalf of the City of Waseca, owner of the property. A complete application was received on February 9, 2018. Final action, which is required within 60 days of the complete application date, must be taken by April 10, 2018.

## ***REQUEST***

The applicant is requesting a Variance to allow construction of a storage garage with setbacks that are 10' from the north property line, 5' from the south property line and 5' from the east property line, where a minimum distance of 20', 15' and 15' is required respectively.

## ***LOCATION***

The property is located at 511 2<sup>nd</sup> Street SW and is described as:

**The North Half (N1/2) of Lot Ten (10), Barneys Addition to the Village, now City of Waseca, Minnesota according to the recorded plat thereof on file and of record in the Office of County Recorder in and for said Waseca County, Minnesota, being in the Southeast Quarter (SE ¼) of the Northeast Quarter (NE ¼) of Section Eighteen (18), in Township One Hundred Seven (107) North, Range Twenty-Two (22) West, Waseca County, Minnesota**

## ***LAND USE***

The property is a vacant lot and the Land Use Plan designates this lot as Low Density Residential. Surrounding land uses include Community Facilities/Public Buildings to the north, west and east, and Low Density Residential use to the south.

Goals and objectives based on City's comprehensive plan are as follows:

1. Goal: Focus commercial growth in areas already zoned for commercial development.  
Objectives:
  - a. The focus of the downtown is to be personal, professional, business, and financial services, specialty retailing, and social cultural, recreational, and public community facilities.
  - b. Allow limited commercial development immediately adjacent to the interchanges, primarily focused on the traveling public and support of surrounding industrial development.
2. Plan, market and develop the west and south U.S. Highway 14 interchange areas.  
Objective:
  - a. Allow limited commercial development immediately adjacent to the interchanges, primarily focused on the travelling public and support of surrounding industrial development.
3. Provide adequate infrastructure to support economic development
  - a. Provide or encourage efficient and adequate utility, transportation, parking, and communications infrastructure needed for effective business operations.

### ***ZONING***

The property is zoned B-3, Neighborhood Transition Business District. Governmental buildings are a permitted use in the B-3 District. Adjacent zoning is B-3 to the north, east and south, and I-1, Limited Industry District to the west.

### ***ENVIRONMENTAL***

There are no known environmental issues related to the project. The proposed surface coverage will be equal to or less than the previous conditions for storm water management.

### ***PUBLIC UTILITIES***

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

### ***CODE OF ORDINANCES***

Section 154.025 B-3, Neighborhood Transition Business District:

(E) Dimensional requirements:

(Table 5-7 Required Setbacks, B-3 District)

|                    | <i>Front</i> | <i>Interior Side</i> | <i>Corner Side</i> | <i>Rear</i> | <i>From R District</i> |
|--------------------|--------------|----------------------|--------------------|-------------|------------------------|
| Principal building | 20           | 15                   | 20                 | 15          | 30                     |

**REVIEW**

Carl Sonnenberg, on behalf of City of Waseca, is requesting a Variance from Section 154.025 (E) Table 5-7 to allow construction of a storage garage with setbacks that are 10' from the north property line, 5' from the south property line and 5' from the east, where a minimum distance of 20', 15' and 15' is required.

The property currently has a private service easement from Consolidated Communications for the east 10 feet of the lot. The final construction size of the building will be determined by that easement. The City of Waseca is requesting a reduction in size of said easement from 10 feet in width to 5 feet in width from the easement holder.

The property is located at 511 2<sup>nd</sup> Street SW and is zoned B-3, Neighborhood Transition Business. Governmental building is a permitted use in the B-3 District.

Approving of the Variance is reasonable due to the physical condition of the lot; including the topography and size of the lot located in the business district.

**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 Variance, if granted, will not alter the essential character of the locality.

**RECOMMENDATION**

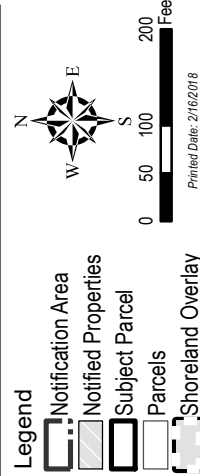
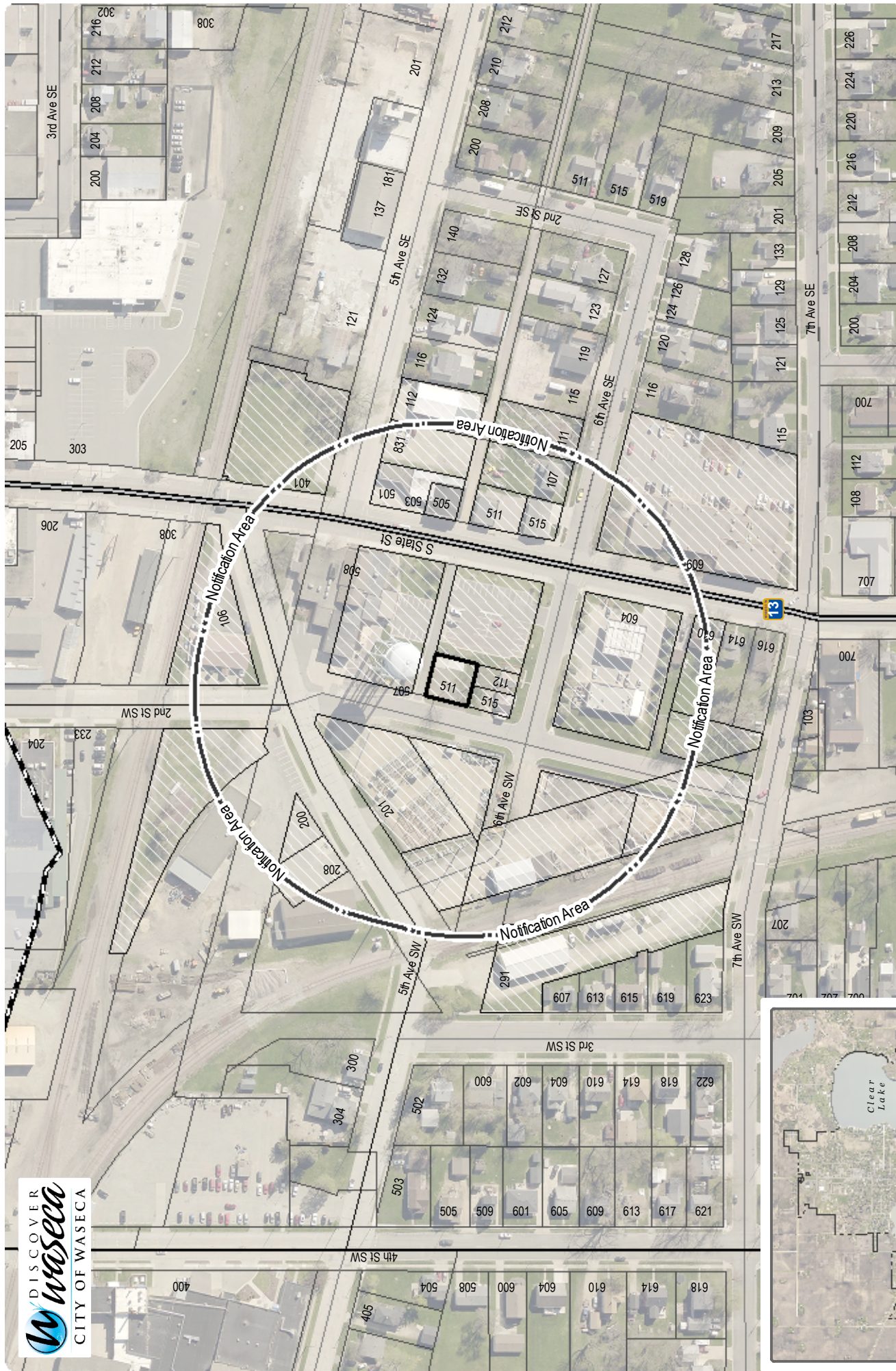
Staff recommends approval of a Variance to allow construction of a storage garage encroaching the rear and side setbacks subject to the following conditions:

1. The properties shall be developed according to the approved site plan, which shall be attached as Exhibit A to the approving resolution.
2. Construction of the garage requires removing two existing trees on the property. The applicant is responsible to replace those tree(s). Size and type to meet City code standards. All costs are the responsibility of the applicant.
3. All requirements of the Building and Fire codes shall be met as approved by the Building Official.

**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 March 20, 2018 meeting.





**SITE MAP**  
Variance  
PID 17.151.0800 - 511 2nd St SW  
City of Waseca





***511 2<sup>nd</sup> St SW- West view***



***511 2nd St SW- North-west view***



*511 2nd St SW- North view*



*511 2nd St SW- North East view*





***511 2nd St SW- East view***



***511 2nd St SW- East view***



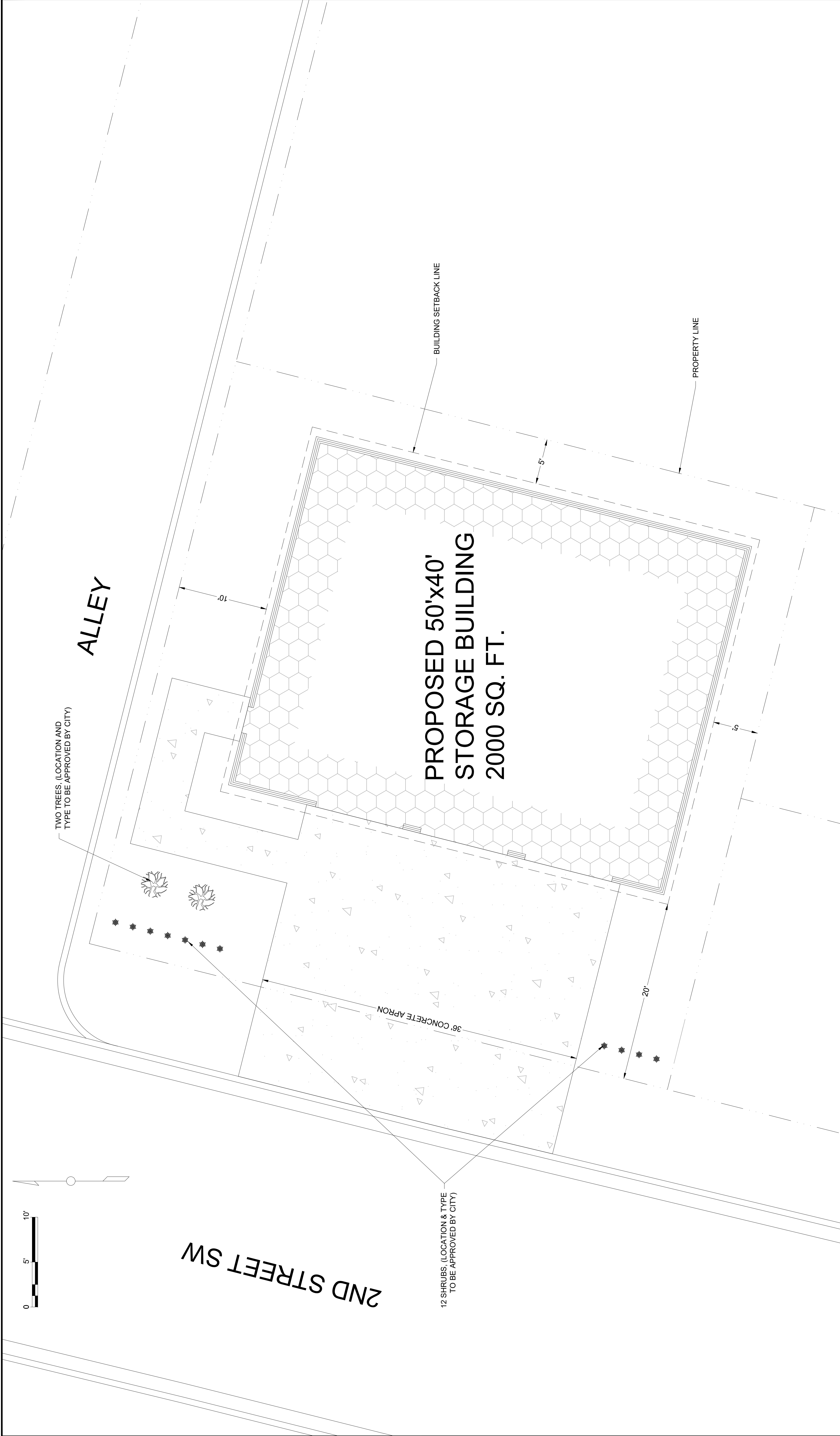


***511 2nd St SW- South east view***



***511 2nd St SW-South view***





I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER, UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: \_\_\_\_\_ LIC. NO. \_\_\_\_\_

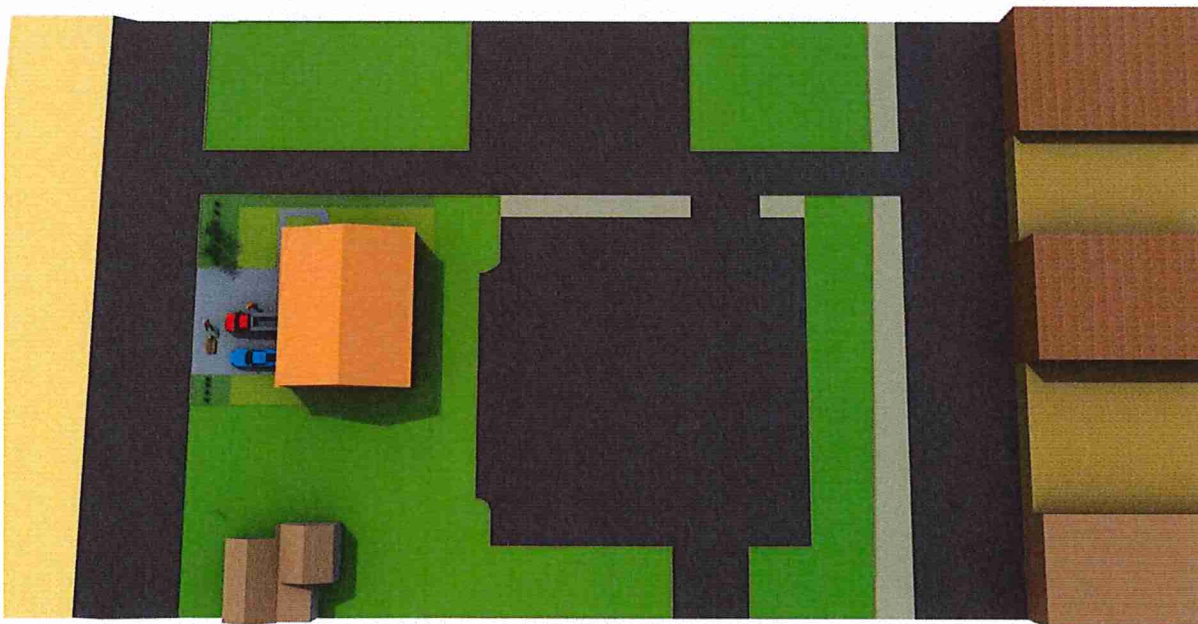
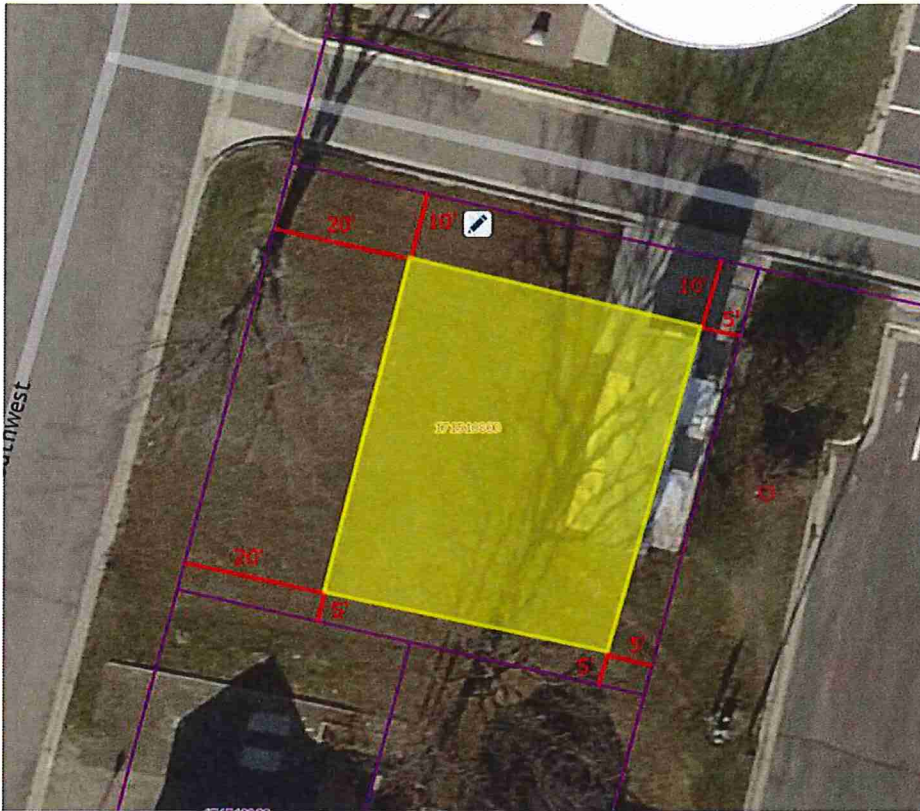


**CITY OF WASECA**  
508 SOUTH STATE STREET  
WASECA, MINNESOTA 56093

| REVISIONS |             |
|-----------|-------------|
| DATE      | DESCRIPTION |
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**ELECTRIC GARAGE**  
511 2ND STREET SW

|                     |     |
|---------------------|-----|
| SURVEY              | --- |
| DESIGNED            | --- |
| CHECKED             | --- |
| DRAWN               | AMS |
| SHEET NO. <b>01</b> |     |



Picture 1: Proposed Location of Storage Building



Picture 2: Proposed Storage Building (western view)

Proposed building size: 50 × 40 × 20.5h

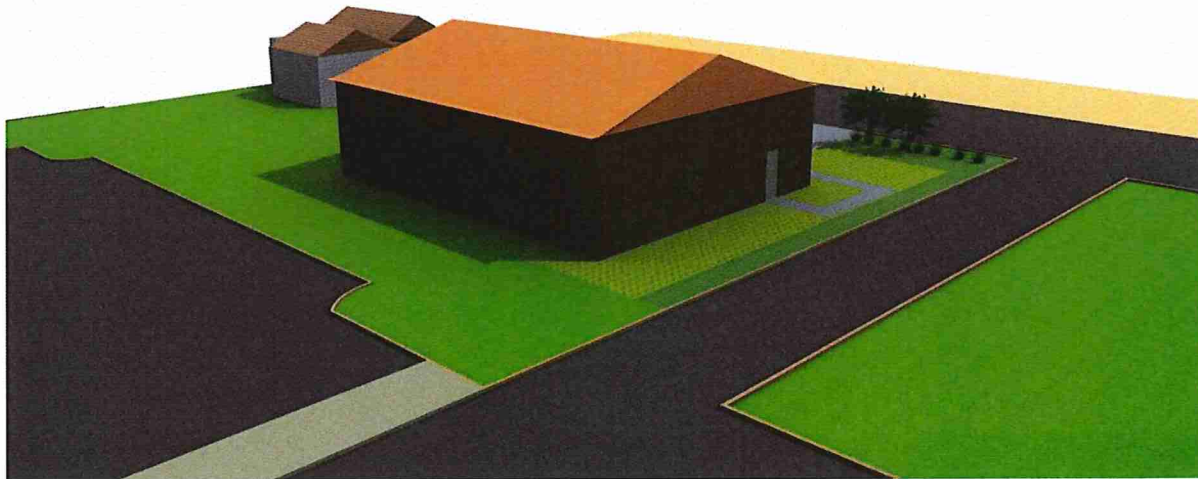
Driveway: 36' width

Side walls: 14'

4/12 Pitch roof

Entrance Door: 3 × 7

Garage Door: 10w × 12h



Picture 3: Proposed Storage Building (eastern view)





Picture 4: Garage Door and Driveway

Landscaping: plant two trees and 12 shrubs along the street. Location and type to be approved by the Community Development Department.



Picture 5: Garage Door and Driveway



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

**FEES**

Application fee payable to City of Waseca (*non-refundable*)

Homestead fee: \$ 300.00

Other Residential: \$ 520.00

*JE By City Study & Review* Public/Semi-Public \$ 400.00

Commercial/Industrial \$ 520.00

Mixed Use Overlay District –

Certificate of Design Compliance \$ 100.00

Recording Fee payable to Waseca County Recorder \$ 46.00

**Carl Sonnenberg**

**carlS@ci.waseca.mn.us**

Name of Applicant

E-mail Address

**508 South State St**

**507-835-9713**

Address of Owner:

Phone Number

**511 2nd St SW**

Street Address of Property Involved

Legal Description of Property Involved

**Vacant Lot**

**Storage Garage**

Present Use

Proposed Use

**B-3**

**154.025 (E) Table 5-7**

Present Zoning

Section of the Zoning Ordinance from which Variance is being requested

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

Principal building corner side setback requirements of 20 feet.

Principal building side setback of 15 feet

Principal building rear setback of 15 feet

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

A 50w×40d×20.5h storage garage/building will be constructed on the property to house City equipment. the structure will be placed 10' from the northern property line, 5' from southern property line and 5' from rear property line where the required setbacks are respectively 20', 15' and 15'.

*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.

The building size would not be adequate for intended use.

What are your alternatives to a variance? Please list and explain up to two alternatives comparing each to your request  
Alternative 1:

Construct a smaller building that will not serve the desired needs, continue to house equipment outside.

Alternative 2:

Do not construct the building, leave as a vacant lot.

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?

The lot size is substandard for development in the B-3 District. The property formerly had a single family dwelling and was considered a non-conforming legal use.

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?

Traffic effect is expected to be minimal, as the vehicles to be housed there already are used in the area. Surround property values should remain constant. The building size will fit the neighborhood.

*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

Date

2.23.18

|  |   |                              |   |
|--|---|------------------------------|---|
| <b>Title:</b>  | RESOLUTION NOS. 18-12 and 18-13 APPROVING THE FEASIBILITY STUDY AND SETTING A PUBLIC HEARING FOR APRIL 17, 2018   |                              |   |
| <b>Meeting Date:</b>   | March 20, 2018  | <b>Agenda Item Number:</b>   | <b>7D</b>   |
| <b>Action:</b>   | <input type="checkbox"/> MOTION<br><input type="checkbox"/> REQUESTS/PRESENTATIONS<br><input checked="" type="checkbox"/> RESOLUTION<br><input type="checkbox"/> ORDINANCE<br><input type="checkbox"/> DISCUSSION                         | <b>Supporting Documents:</b> | Feasibility Report<br>Legal Notice<br>Resolutions |
| <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> Consider Adopting Resolutions No. 18-12 and 18-13, Approving the Feasibility Report and setting a Public Hearing for the 2018 Street & Misc. Drainage Improvement Projects 2017-06 and 2018-01 for April 17, 2018 |                              |   |

**BACKGROUND:** On February 7, 2018, the City Council approved a Resolution authorizing City staff to prepare a feasibility study for the 2018 Street and Miscellaneous Drainage Improvements Projects, City Projects 2017-06 and 2018-01. The Feasibility Study has been completed and is presented for your acceptance.

A portion of the project costs are proposed to be financed with special assessments to benefiting properties in accordance with State Statute 429 and the City's Special Assessment Policy. Special assessments for the Drainage Improvements are based on contributing drainage area. Per the City's Special Assessment Policy, 100% of the Drainage Improvements are assessed to the contributing properties.

Special assessments for the Street Improvements are calculated on a front footage basis and the per-foot rate is set per the land use designation according to the special assessment policy. Corner lots are provided a corner lot credit per the special assessment policy where both streets are being assessed with the same project or it is reasonably assumed that the street adjacent to the corner lot that is not part of the current project will be assessed by the City at a later date. Per the Special Assessment Policy, Drainage Improvement costs are assessed 100% to the benefited properties based on a prorated share of contributing flow area.

Upon acceptance of the Feasibility Study a public hearing is proposed to be held on April 17, 2018, to discuss the improvements.

**BUDGET IMPACT:** The 2018 Street & Misc. Drainage Improvement Project is included in the 2018 Budget. Based on information in the Feasibility Study, the estimated cost and funding sources for the 2018 Street and Miscellaneous Drainage Improvement Project are as follows:

| <b>2017-06 Miscellaneous Drainage Improvements<br/>Summary of Cost</b> |                 |
|--|-----------------|
| <b>Item</b>  | <b>Estimate</b> |
| Construction Items   | \$56,550        |
| Contingency 15%  | <u>\$8,482</u>  |
| Construction Subtotal  | \$65,032        |
| Engineering 10%  | \$6,503         |
| Administration 5%  | \$3,577         |
| (5% of Construction & Engineering)                                     |                 |
| <b>Total Project</b>   | <b>\$75,112</b> |

| <b>2017-06 Miscellaneous Drainage Improvements<br/>Funding Summary</b> |                 |
|--|-----------------|
|  |                 |
| <b>Funding Source</b>  | <b>Amount</b>   |
| 440 Special Assessment Fund  | \$75,112        |
| <b>Total Project</b>   | <b>\$75,112</b> |

| <b>2018-01 Street Improvement Project<br/>Summary of Cost</b> |                    |
|---|--------------------|
| <b>Item</b>   | <b>Estimate</b>    |
| Construction Items  | \$1,352,775        |
| Contingency 15%   | <u>\$202,916</u>   |
| Construction Subtotal   | \$1,555,691        |
| Engineering 10%   | \$155,569          |
| Administration 5%   | \$85,563           |
| (5% of Construction & Engineering)                            |                    |
| <b>Total Project</b>  | <b>\$1,796,823</b> |

| <b>2018-01 Street Improvement Project<br/>Funding Summary</b> |                    |
|---|--------------------|
| <b>Funding Source</b>   | <b>Amount</b>      |
| 440 Special Assessment Fund                                   | \$315,522          |
| 430 Capital Improvement Street Fund                           | \$1,064,376        |
| 602 Sanitary Sewer Fund                                       | \$115,797          |
| 601 Water Utility Fund  | \$301,128          |
| <b>Total Project</b>  | <b>\$1,796,823</b> |



**POLICY QUESTION:** Are the proposed improvements consistent with the City of Waseca's Pavement Management Policy and Special Assessment Policies? Yes, the proposed projects are consistent with the policies for the City and are necessary to provide safe and reasonable transportation to the citizens of the City.

**RECOMMENDATION:** Motion to adopt Resolutions No. 18-12 and No.18-13, Approving the Feasibility Report and setting a Public Hearing for April 17, 2018 for the 2018 Street and Miscellaneous Drainage Improvement Project, City Project Nos. 2017-06 and 2018-01.

**RESOLUTION NO. 18-12**

**A RESOLUTION CALLING FOR A PUBLIC HEARING  
FOR MUNICIPAL PROJECT 2017-06  
2018 MISCELLANEOUS DRAINAGE IMPROVEMENTS**

**WHEREAS**, the City Council of the City of Waseca has received petitions from residents in the affected areas to improve drainage in these areas;

**AND WHEREAS**, the policy of the City Council of the City of Waseca is to special assess said type of improvements;

**AND WHEREAS**, the City of Waseca's Special Assessment Policy calls for the City Council to hold a public hearing for said assessments;

**AND WHEREAS**, the City Council has accepted and reviewed the Feasibility Study prepared by the City Engineer in compliance with Chapter 429 of Minnesota Statutes;

**AND WHEREAS**, the City of Waseca, in compliance with Chapter 429 of Minnesota Statutes desires to hold a public hearing on the merits of the proposed improvements.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Waseca hereby calls for a public hearing on the merits of the proposed improvements. The time and date of said public hearing are hereby established on April 17, 2018 at 7:00 p.m. in the City Council Chambers of the City of Waseca.

**BE IT FURTHER RESOLVED** that City staff is hereby directed to publish the required notice and notify the affected property owners as prescribed by Chapter 429 of the Minnesota Statutes.

Adopted this 20<sup>th</sup> day of March 2018.

---

R. D. SRP  
MAYOR

ATTEST:

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MARY BUENZOW  
CITY CLERK

**RESOLUTION NO. 18-13**

**A RESOLUTION CALLING FOR A PUBLIC HEARING  
FOR MUNICIPAL PROJECT 2018-01  
2018 STREET AND UTILITY IMPROVEMENT PROJECT**

**WHEREAS**, the City Council of the City of Waseca has reviewed the condition of various streets and determined repairs are necessary in order to protect pedestrian and vehicle traffic in the area;

**AND WHEREAS**, the policy of the City Council of the City of Waseca is to special assess said type of improvements;

**AND WHEREAS**, the City of Waseca's Special Assessment Policy calls for the City Council to hold a public hearing for said assessments;

**AND WHEREAS**, the City Council has accepted and reviewed the Feasibility Study prepared by the City Engineer in compliance with Chapter 429 of Minnesota Statutes;

**AND WHEREAS**, the City of Waseca, in compliance with Chapter 429 of Minnesota Statutes desires to hold a public hearing on the merits of the proposed improvements.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Waseca hereby calls for a public hearing on the merits of the proposed improvements. The time and date of said public hearing are hereby established on April 17, 2018 at 7:00 p.m. in the City Council Chambers of the City of Waseca.

**BE IT FURTHER RESOLVED** that City staff is hereby directed to publish the required notice and notify the affected property owners as prescribed by Chapter 429 of the Minnesota Statutes.

Adopted this 20<sup>th</sup> day of March 2018.

---

R. D. SRP  
MAYOR

ATTEST:

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MARY BUENZOW  
CITY CLERK

# FEASIBILITY STUDY

## MUNICIPAL PROJECTS

2017-06 & 2018-01

### 2018 STREET AND BACKYARD DRAINAGE IMPROVEMENT PROJECTS



508 South State Street ■ Waseca, Minnesota 56903-3097  
507-835-9700 ■ FAX 507-835-8871 ■ [www.ci.waseca.mn.us](http://www.ci.waseca.mn.us)

## CERTIFICATION

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

\_\_\_\_\_  
Tom Kellogg, PE

License No. 26917

Date: \_\_\_\_\_

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## STREET IMPROVEMENTS

### 1.1 INTRODUCTION

The 2018 Street and Backyard Drainage Improvement Project includes City Project 2018-01, a street reclamation at the following locations:

4<sup>th</sup> Ave. NE    from   North State St. to 4<sup>th</sup> St. NE  
2<sup>nd</sup> St. SE     from   9<sup>th</sup> Ave. to 10<sup>th</sup> Ave. SE

The 2018 Street and Backyard Drainage Improvement Project also includes City Project 2018-01, a street reconstruction at the following location:

7<sup>th</sup> Ave. SE    from   South State St. to 5<sup>th</sup> St. SE

The 2018 Street and Backyard Drainage Improvement Project also includes City Project 2017-06, backyard drainage improvements at the following locations:

North side of 9<sup>th</sup> Ave SE    East of 8<sup>th</sup> St. SE  
South side of 6<sup>th</sup> Ave SW    from   6<sup>th</sup> St. SW to 7<sup>th</sup> St. SW

The total project street footage is approximately 3,160 feet (0.60 miles). These locations were all included in the City's 2014-2018 Capital Improvement Plan and have been included in the approved 2018 budget.

#### 1.1.1 AUTHORIZATION

On February 7, 2018, the Waseca City Council authorized the preparation of an engineering feasibility report for the 2018 Street and Backyard Drainage Improvement Projects, City Project Nos. 2017-06 & 2018-01.

#### 1.1.2 SCOPE

These streets are recommended for renovation with full depth pavement reclamation and reconstruction.

Streets were selected based on the City Pavement Management Evaluation Program from an analysis of their condition, the existing pavement structure, and on the condition of the underlying utilities.

The backyard drainage improvements were selected based on petitions submitted by the impacted property owners.

The Special Assessment Policy adopted by the City Council indicates that street and backyard drainage improvement projects are to be assessed to benefiting property owners at the rates stated in the policy.

### **1.1.3 DATA AVAILABLE**

Generally, the information used in preparation of this report includes, but is not limited to, the following:

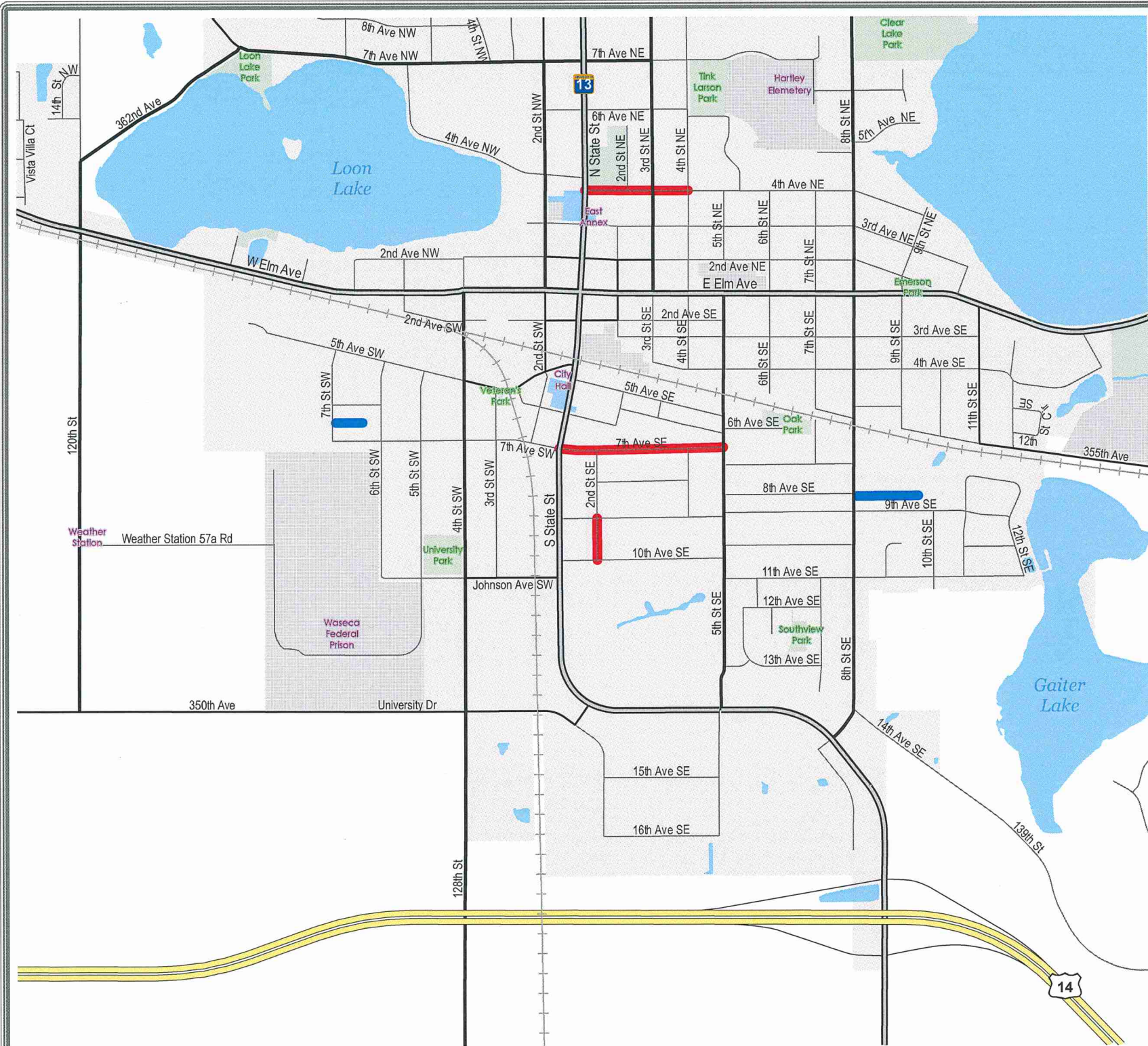
- Record/As built Drawings
- Utility Record Drawings
- Field Observations
- Televising Reports for the Sanitary Sewer System
- Water main Repair Records
- City of Waseca Pavement Management Policy
- City of Waseca Special Assessment Policy

## **1.2 GENERAL BACKGROUND**

### **1.2.1 PROJECT LOCATION**

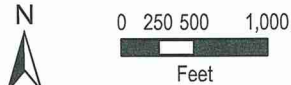
The projects are located throughout the City, see attached project map.





2018 City Projects

- Project 2018-01: Street Improvements
- Project 2017-06: Backyard Drainage



Disclaimer: 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 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 data sources. For specific information regarding this map, or to report errors or omissions, contact the City of Waseca Engineering Department.



## **1.3 EXISTING CONDITIONS**

### **1.3.1 ROAD SURFACE**

The streets within the proposed project area are showing signs of aging and varying degrees of pavement distress which includes alligator cracking, block cracking, transverse cracking, longitudinal cracking and localized drainage issues. The pavement condition index (PCI) for the proposed project streets range from 16-45. Table 1 below provides a summary of the existing street conditions for the streets included in the 2018 Street and Backyard Drainage Improvement Projects.

### **1.3.2 UTILITIES**

The sanitary sewer mains on 4<sup>th</sup> Ave. N.E. and 2<sup>nd</sup> St. S.E. have been televised and reviewed with the project. There is a short segment of undersized watermain on 4<sup>th</sup> Ave. N.E. that needs replacement. The sanitary sewer main on 7<sup>th</sup> Ave. S.E. was lined last year and was televised after the lining. Water main on 7<sup>th</sup> Ave. S.E. has reached the end of its useful life and needs to be replaced. The storm sewer is also in need of repairs and is undersized and needs to be replaced. Otherwise, the water and sanitary sewer mains are generally in an acceptable condition and should have a useful life that exceeds the expected life of the proposed improvements.

### **1.3.3 BACKYARD DRAINAGE**

Along segments of the rear yards along 9<sup>th</sup> Avenue S.E and 6<sup>th</sup> Avenue S.W. there are low areas that are landlocked. In larger storm events these areas experience localized ponding. There are no storm sewer facilities in these areas to relieve the ponding issues.

| Table 1 - 2018 Street and Backyard Drainage Improvement Project |  |     |              |           |                |                  |                                       |                            |                 |
|---|--|-----|--------------|-----------|----------------|------------------|---------------------------------------|----------------------------|-----------------|
| Summary of Existing Street Conditions                           |  |     |              |           |                |                  |                                       |                            |                 |
| Street Name   | Beginning Pt to End Pt                             | ROW | Street Width | Curb Type | Aggregate Base | Avg Bit. Section | Approx. Year of Original Construction | Last Road Improvement Year | Most Recent PCI |
| <b>PROJECT 2018-01-RECONSTRUCTION</b>                           |  |     |              |           |                |                  |                                       |                            |                 |
| 7th Ave SE  | South State St. to 5 <sup>th</sup> St. S.E.        | 66  | 33           | B         | 6              | 4.0              | Unknown                               | 1986                       | 24              |
| <b>PROJECT 2018-01-RECLAMATION</b>                              |  |     |              |           |                |                  |                                       |                            |                 |
| 4th Ave NE  | North State St. to 4 <sup>th</sup> St. N.E.        | 66  | 33           | B         | 8              | 3.5              | 1984                                  | 1984                       | 45              |
| 2 <sup>nd</sup> St. S.E.  | 9 <sup>th</sup> Ave. to 10 <sup>th</sup> Ave. S.E. | 60  | 32           | B         | 4              | 3.5              | 1983                                  | 1983                       | 16              |



## 1.4 PROPOSED IMPROVEMENTS

### 1.4.1 ROAD SURFACE

Per the City of Waseca's Pavement Management Policy, Staff is recommending that the City Council consider reconstructing the 7<sup>th</sup> Ave. S.E. street segment included in this feasibility study in order to restore the pavement to a new condition. The watermain in this segment has reached the end of its useful life and needs to be replaced. With the watermain replacement, water services will also be replaced up to and including the curb stop (water service shut off to the residence). The sanitary sewer main in this segment was lined last year to extend its useful life and is not in need of replacement. Sanitary sewer services will be replaced up to the property line.

The reconstruction process involves removing the existing bituminous surface and curb and gutter. The curb and gutter will be replaced with a concrete barrier style curb. The pavement section will consist of 12" of select granular material, 10" of class 5 aggregate base and 3.5" of bituminous surface. The sidewalks are proposed to be removed and replace in kind.

The City's Surface Water Management Plan (SWMP) is in the process of being updated by Stantec. Stantec has provided the analysis of the storm sewer system in 7<sup>th</sup> Ave. S.E. and it shows that the existing storm sewer within the reconstruction area is under sized. As part of the reconstruction process, the existing storm sewer will be replaced to adequately convey storm sewer flows from this area.

Staff is also recommending that the City Council consider reclaiming the 4<sup>th</sup> Ave N.E. and 2<sup>nd</sup> St. S.E. street segments included in this feasibility study in order to preserve the street life before more extensive reconstruction is required. The reclamation process is not intended to provide a completely new structure, but rather to extend the life of an existing structure.

The reclamation process involves reclaiming or grinding up the existing bituminous roadway and aggregate base and incorporating portland cement into the new aggregate mixture to strengthen the aggregate base course. The road surface will then be re-graded and 3.5" of new bituminous pavement will be constructed.

The decision on what type of pavement preservation technique is recommended is based on many factors including but not limited to the following:

- Most recent Pavement Condition Index (PCI)
- Existing pavement structure
- History of pavement preservation projects
- Utility conditions
- Records on street patching (sizes, depths, frequency)

Spot curb and gutter replacement will also be done as part of the reclamation project where the curb has shown to be structurally deficient or is causing drainage impediments.

#### **1.4.2 UTILITIES**

Utility work associated with the reclamation project includes adjusting the casting elevations of sanitary and storm manholes as well as gate valve boxes to match the new pavement elevations. Structures that are failing or in disrepair will be reconstructed to extend the service life of the utility. A short segment (40' +/-) of watermain from 4<sup>th</sup> Ave. N.E. going north into 2<sup>nd</sup> St. N.E. is under sized (4") and will be replaced with a 6" pipe so that a future project on 2<sup>nd</sup> St. N.E. does not require going back into the intersection at 4<sup>th</sup> Ave.

Localized drainage issues will also be addressed to the extent possible with final design of the project.

Property owners on the north side of 9<sup>th</sup> Avenue S.E. east of 8<sup>th</sup> St. and on the south side of 6<sup>th</sup> Ave. S.W. have petitioned the City to help with localized ponding in their rear yards. As part of this project, plans will be developed to install storm sewer to these problem areas to provide some relief to the storm water issues. All properties that contribute runoff to these areas will be assessed a prorated portion of the drainage improvement costs per Council policy

#### **1.4.3 PERMITS APPROVALS**

The following permits will be required:

- MPCA NPDES Construction Permit
- MDH Watermain Permit
- MnDOT Work Within the ROW Permit

#### **1.4.4 CONSTRUCTION ACCESS/STAGING**

The contractor and City staff when appropriate will be responsible for providing access to all properties throughout the project duration. There are times during construction when access to all properties may not be available at all times. Every effort will be made to give residents advanced notice of these times. All residents will have safe and adequate access each night after work ceases and mail and trash refuse pickup will not be interrupted.

#### **1.4.5 PUBLIC INVOLVEMENT**

A neighborhood meeting was held on Monday January 22, 2018 for all property owners within the project limits. Residents were notified of the meeting via mail correspondence approximately one week in advance of the meeting. A copy of the meeting notice and a summary of the correspondence and questions and answers from the informational meeting are included in Appendix C. The meeting was lightly attended due to a significant snow event that evening. A second notification was sent to all property owners within the project area on February 19, 2018.

## 2. FINANCING

### 2.1 OPINION OF PROBABLE COST

#### 2017-06 Miscellaneous Drainage Improvements

The Total Project Cost includes construction, a 15% contingency factor, 10% engineering, and 5% administrative costs to cover such expenses as advertising for the hearing, etc. A summary of the estimated total project costs is as follows:

| <b>Table 2-2018 Misc. Drainage Improvements<br/>Summary of Cost</b> |                 |
|---|-----------------|
| <b>Item (Street-Assessable)</b>                                     | <b>Estimate</b> |
| Construction Items  | \$56,550        |
| Contingency 15%   | <u>\$8,482</u>  |
| Construction Subtotal   | \$65,032        |
| Engineering 10%   | \$6,503         |
| Administration 5%   | \$3,577         |
| (5% of Construction & Engineering)                                  |                 |
| <b>Total Project</b>  | <b>\$75,112</b> |

#### 2018-01 Street Improvements

The Total Project Cost includes construction, a 15% contingency factor, 10% engineering, and 5% administrative costs to cover such expenses as advertising for the hearing, etc. A summary of the estimated total project costs is as follows:

| <b>Table 3-2018 Street Improvement Project<br/>Summary of Cost</b> |                    |
|--|--------------------|
| <b>Item (Street-Assessable)</b>                                    | <b>Estimate</b>    |
| Construction Items   | \$1,352,775        |
| Contingency 15%  | <u>\$202,916</u>   |
| Construction Subtotal  | \$1,555,691        |
| Engineering 10%  | \$155,569          |
| Administration 5%  | \$85,563           |
| (5% of Construction & Engineering)                                 |                    |
| <b>Total Project</b>   | <b>\$1,796,823</b> |



## 2.2 FUNDING

### Assessments

#### 2017-06 Miscellaneous Drainage Improvements

There is a total of 21 parcels being assessed for the backyard drainage improvements. The assessments are based on the contributing flow area for each parcel. The estimated backyard drainage assessment cost per square foot of contributing area are as follows:

6<sup>TH</sup> AVENUE SW  
All Contributing Properties (13)

Back Yard Storm Sewer  
\$0.4087/SF

9<sup>TH</sup> AVENUE SE  
All Contributing Properties (8)

Back Yard Storm Sewer  
\$0.1343/SF

#### Project Funding

The project funding as proposed is shown in Table 4.

| Table 4-2018 Misc. Drainage Improvements<br>Funding Summary |                 |
|---|-----------------|
| Funding Source  | Amount          |
| 440 Special Assessments Fund                                | \$75,112        |
| <b>Total Project</b>  | <b>\$75,112</b> |

## 2018-01 Street Improvements

Benefiting properties are proposed to be assessed in accordance with Waseca's Special Assessment Policy. The total amount to be assessed is estimated to be approximately \$315,522 with 71 parcels being assessed on a front footage basis.

The estimated assessment cost per assessable foot is as follows:

|                                  | <u>Reclamation</u> | <u>Reconstruction</u> |
|----------------------------------|--------------------|-----------------------|
| Residential/Duplex/City          | \$57.20            | \$69.84               |
| Multiple Dwelling                | \$65.38            | \$79.81               |
| Commercial/Industrial/Tax Exempt | \$73.55            | \$89.79               |

### Project Funding

The project funding as proposed is shown in Table 5.

| <b>Table 5-2018 Street Improvement Project<br/>Funding Summary</b> |                    |
|--|--------------------|
| <b>Funding Source</b>  | <b>Amount</b>      |
| 440 Special Assessment Fund  | \$318,464          |
| 430 Capital Improvement Street Fund                                | \$1,061,434        |
| 602 Sanitary Sewer Fund  | \$115,797          |
| 601 Water Utility Fund   | \$301,128          |
| <b>Total Project</b>   | <b>\$1,796,823</b> |



### 3. PROJECT SCHEDULE

| Event   | Date             |
|---|------------------|
| Neighborhood Meeting                              | January 22, 2018 |
| Authorization to Prepare Feasibility Report       | February 7, 2018 |
| Present Feasibility Report/Order Public Hearing   | March 20, 2018   |
| Public Improvement Hearing                        | April 17, 2018   |
| Authorize Preparation of Plans and Specifications | April 17, 2018   |
| Approve Plans and Specifications                  | May 8, 2018      |
| Receive Bids                                      | May 22, 2018     |
| Award Contract                                    | June 5, 2018     |
| Begin Construction                                | Late June, 2018  |
| Substantial Completion                            | October 19, 2018 |
| Final Completion (restoration)                    | November 2, 2018 |
| Public Hearing for Assessments                    | November, 2018   |

### 4. FEASIBILITY AND RECOMMENDATION

The work is necessary and feasible from an engineering and financial basis.

The following recommendations are presented for consideration by the Waseca City Council:

1. That this feasibility report be approved and adopted by the City Council as the guide for the proposed work.
2. That a public improvement hearing be held to receive input regarding the proposed improvements.
3. That the project be financed with special assessments in accordance with the City's special assessment policy, and with capital improvement funds funded from the City property tax levies.

## **Appendix A**

### 2017-06 and 2018-01 Street Improvement Project Opinion of Probable Cost

PAGE 1 OF 2  
UPDATED 3/5/18

| No.                                     | MnDOT Spec. No. | Description                                 | Unit    | QTY | Unit Price  | Total               |
|---|-----------------|---|---------|-----|-------------|---------------------|
| <b>9TH AVENUE SE- BACKYARD DRAINAGE</b> |                 |   |         |     |             |                     |
| 1                                       | 2021.501        | MOBILIZATION                                | L.S.    | 1   | \$ 1,500.00 | \$ 1,500.00         |
| 2                                       | 2104.524        | CLEARING                                    | TREE    | 1   | \$ 750.00   | \$ 750.00           |
| 3                                       | 2104.524        | GRUBBING                                    | TREE    | 1   | \$ 750.00   | \$ 750.00           |
| 4                                       | 2563.601        | TRAFFIC CONTROL                             | L.S.    | 1   | \$ 1,000.00 | \$ 1,000.00         |
| 5                                       | 2573.530        | STORM DRAIN INLET PROTECTION                | EACH    | 1   | \$ 140.00   | \$ 140.00           |
| 6                                       | 2104.501        | REMOVE CONCRETE CURB AND GUTTER             | LN.FT.  | 10  | \$ 7.00     | \$ 70.00            |
| 7                                       | 2104.505        | REMOVE BITUMINOUS PAVEMENT                  | SQ.YD.  | 40  | \$ 5.00     | \$ 200.00           |
| 8                                       | 2104.511        | SAWING CONCRETE PAVEMENT                    | LN.FT.  | 4   | \$ 5.00     | \$ 20.00            |
| 9                                       | 2104.513        | SAWING BITUMINOUS PAVEMENT                  | LN.FT.  | 40  | \$ 5.00     | \$ 200.00           |
| 10                                      | 2231.502        | BITUMINOUS PATCHING MIXTURE                 | SQ.YD.  | 40  | \$ 35.00    | \$ 1,400.00         |
| 11                                      | 2503.602        | CONNECT TO EXISTING DRAINAGE STRUCTURE      | EACH    | 2   | \$ 750.00   | \$ 1,500.00         |
| 12                                      | 2503.603        | 12" HDPE PIPE SEWER                         | LN. FT. | 76  | \$ 28.00    | \$ 2,128.00         |
| 13                                      | 2531.501        | CONCRETE CURB & GUTTER, DESIGN B618         | LN.FT.  | 10  | \$ 25.00    | \$ 250.00           |
| 14                                      | 2506.522        | ADJUST FRAME AND RING CASTING STORM MANHOLE | EACH    | 1   | \$ 500.00   | \$ 500.00           |
| 15                                      | 2503.511        | 12" RCP PIPE SEWER CL V                     | LN. FT. | 91  | \$ 35.00    | \$ 3,185.00         |
| 16                                      | 2506.502        | DRAINAGE STRUCTURE DESIGN "H" -4006         | EACH    | 2   | \$ 1,500.00 | \$ 3,000.00         |
| 17                                      | 2105.901        | GRADING (SPECIAL)                           | L.S.    | 1   | \$ 2,500.00 | \$ 2,500.00         |
| 18                                      | 2571.524        | CONIFEROUS TREE 5' HT. B&B                  | L.S.    | 1   | \$ 700.00   | \$ 700.00           |
| 19                                      | 2575.505        | SEEDING                                     | SQ.YD.  | 647 | \$ 3.50     | \$ 2,264.50         |
| <b>CONSTRUCTION TOTAL 9TH AVE SE</b>    |                 |   |         |     |             | <b>\$ 22,057.50</b> |
| <b>CONTINGENCY-15%</b>                  |                 |   |         |     |             | <b>\$ 3,308.63</b>  |
| <b>ENGINEERING-10%</b>                  |                 |   |         |     |             | <b>\$ 2,536.61</b>  |
| <b>ADMINISTRATION-05%</b>               |                 |   |         |     |             | <b>\$ 1,395.14</b>  |
| <b>TOTAL 9TH AVENUE SE DRAINAGE</b>     |                 |   |         |     |             | <b>\$ 29,297.87</b> |

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| No.                                   | MnDOT Spec. No. | Description                              | Unit    | QTY  | Unit Price  | Total        |
|---------------------------------------|-----------------|--|---------|------|-------------|--------------|
| 6TH AVENUE SW-BACK YARD DRAINAGE      |                 |  |         |      |             |              |
| 1                                     | 2021.501        | MOBILIZATION                             | L.S.    | 1    | \$ 1,500.00 | \$ 1,500.00  |
| 2                                     | 2563.601        | TRAFFIC CONTROL                          | L.S.    | 1    | \$ 1,000.00 | \$ 1,000.00  |
| 3                                     | 2573.530        | STORM DRAIN INLET PROTECTION             | EACH    | 1    | \$ 140.00   | \$ 140.00    |
| 4                                     | 2104.501        | REMOVE CONCRETE CURB AND GUTTER          | LN.FT.  | 40   | \$ 7.00     | \$ 280.00    |
| 5                                     | 2104.505        | REMOVE BITUMINOUS PAVEMENT               | SQ.YD.  | 74   | \$ 5.00     | \$ 370.00    |
| 6                                     | 2104.511        | SAWING CONCRETE PAVEMENT                 | LN.FT.  | 5    | \$ 5.00     | \$ 25.00     |
| 7                                     | 2104.513        | SAWING BITUMINOUS PAVEMENT               | LN.FT.  | 65   | \$ 5.00     | \$ 325.00    |
| 8                                     | 2105.901        | GRADING (SPECIAL)                        | L.S.    | 1    | \$ 2,500.00 | \$ 2,500.00  |
| 9                                     | 2231.502        | BITUMINOUS PATCHING MIXTURE              | SQ.YD.  | 74   | \$ 35.00    | \$ 2,590.00  |
| 10                                    | 2503.603        | 15" HDPE PIPE SEWER                      | LN. FT. | 176  | \$ 30.00    | \$ 5,280.00  |
| 11                                    | 2531.501        | CONCRETE CURB & GUTTER, DESIGN B618      | LN.FT.  | 40   | \$ 25.00    | \$ 1,000.00  |
| 12                                    | 2503.511        | 15" RCP PIPE SEWER CL III                | LN. FT. | 62   | \$ 38.00    | \$ 2,356.00  |
| 13                                    | 2506.502        | DRAINAGE STRUCTURE DESIGN 72-4020        | LN. FT. | 7.55 | \$ 550.00   | \$ 4,152.50  |
| 14                                    | 2506.502        | DRAINAGE STRUCTURE DESIGN 48-4020        | LN. FT. | 5.15 | \$ 325.00   | \$ 1,673.75  |
| 15                                    | 2506.502        | DRAINAGE STRUCTURE DESIGN "H" -4006      | EACH    | 1    | \$ 1,500.00 | \$ 1,500.00  |
| 16                                    | 2506.516        | CASTING ASSEMBLY MANHOLE (NEENAH R-1733) | EACH    | 2    | \$ 650.00   | \$ 1,300.00  |
| 17                                    | 2575.505        | SEED & BLANKET                           | SQ.YD.  | 1000 | \$ 5.00     | \$ 5,000.00  |
| 18                                    | 2575.505        | REPLACE EXISTING SANITARY CROSSING       | L.S.    | 1    | \$ 1,500.00 | \$ 1,500.00  |
| 19                                    | 2575.505        | LOWER EXISTING 8" WATER MAIN             | L.S.    | 1    | \$ 2,000.00 | \$ 2,000.00  |
| CONSTRUCTION TOTAL 600 BLK 6TH AVE SW |                 |  |         |      |             | \$ 34,492.25 |
| CONTINGENCY-15%                       |                 |  |         |      |             | \$ 5,173.84  |
| ENGINEERING-10%                       |                 |  |         |      |             | \$ 3,966.61  |
| ADMINISTRATION-05%                    |                 |  |         |      |             | \$ 2,181.63  |
| TOTAL 600 BLK 6TH AVENUE SW DRAINAGE  |                 |  |         |      |             | \$ 45,814.33 |

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| No.                          | MnDOT Spec. No. | Description                                       | Unit    | QTY  | Unit Price   | Total        |
|------------------------------|-----------------|---|---------|------|--------------|--------------|
| <b>7TH AVE SE-WATER MAIN</b> |                 |   |         |      |              |              |
| 1                            | 2021.501        | MOBILIZATION                                      | L.S.    | 1    | \$ 2,000.00  | \$ 2,000.00  |
| 2                            | 2104.501        | REMOVE EXISTING WATER MAIN                        | LN. FT. | 1767 | \$ 4.50      | \$ 7,951.50  |
| 3                            | 2104.509        | REMOVE EXISTING HYDRANT AND GATE VALVE            | EACH    | 3    | \$ 250.00    | \$ 750.00    |
| 4                            | 2104.509        | REMOVE EXISTING GATE VALVE AND BOX                | EACH    | 6    | \$ 150.00    | \$ 900.00    |
| 5                            | 2104.509        | REMOVE EXISTING MANHOLE (WATER MAIN)              | EACH    | 1    | \$ 425.00    | \$ 425.00    |
| 6                            | 2504.601        | TEMPORARY WATER SERVICE                           | L.S.    | 1    | \$ 8,000.00  | \$ 8,000.00  |
| 7                            | 2504.602        | 6" GATE VALVE AND BOX                             | EACH    | 10   | \$ 1,550.00  | \$ 15,500.00 |
| 8                            | 2504.602        | CONNECT TO EXISTING WATER MAIN                    | EACH    | 5    | \$ 650.00    | \$ 3,250.00  |
| 9                            | 2504.602        | FURNISH & INSTALL ZINC ANODE BAG                  | EACH    | 2    | \$ 220.00    | \$ 440.00    |
| 10                           | 2504.602        | HYDRANT AND GATE VALVE WITH BOX                   | EACH    | 3    | \$ 5,600.00  | \$ 16,800.00 |
| 11                           | 2504.602        | CONNECT SERVICE TO WATER MAIN 1" (INCLUDES CORP.) | EACH    | 42   | \$ 450.00    | \$ 18,900.00 |
| 12                           | 2504.602        | 1" CURB STOP AND STAND PIPE                       | EACH    | 42   | \$ 320.00    | \$ 13,440.00 |
| 13                           | 2504.602        | LOCATE MARKER BALL                                | EACH    | 42   | \$ 45.00     | \$ 1,890.00  |
| 14                           | 2504.602        | REPAIR SEWER SERVICE                              | EACH    | 21   | \$ 250.00    | \$ 5,250.00  |
| 15                           | 2504.602        | LIVE TAP 6" GATE VALVE                            | L.S.    | 1    | \$ 15,000.00 | \$ 15,000.00 |
| 16                           | 2504.603        | 1" COPPER WATER SERVICE PIPE TYPE "K"             | LN. FT. | 1250 | \$ 30.00     | \$ 37,500.00 |
| 17                           | 2504.603        | 6" PVC C900 WATER MAIN PIPE                       | LN. FT. | 1767 | \$ 33.00     | \$ 58,311.00 |
| 18                           | 2504.608        | WATER MAIN FITTINGS                               | LBS.    | 1135 | \$ 10.00     | \$ 11,350.00 |
| 19                           | 2563.601        | TRAFFIC CONTROL                                   | L.S.    | 1    | \$ 2,000.00  | \$ 2,000.00  |

|  |    |            |
|--|----|------------|
| TOTAL 7TH AVE SE WATER MAIN-CONSTRUCTION | \$ | 219,657.50 |
| 15% CONTINGENCY                          | \$ | 32,948.63  |
| 10% ENGINEERING                          | \$ | 25,260.61  |
| 5% ADMINISTRATION                        | \$ | 13,893.34  |
| TOTAL 7TH AVE SE WATER MAIN              | \$ | 291,760.07 |

| No.  | MnDOT Spec. No. | Description                                    | Unit    | QTY   | Unit Price   | Total        |
|--|-----------------|--|---------|-------|--------------|--------------|
| <b>7TH AVE SE-STREET CONSTRUCTION - RECONSTRUCT WITH TOTAL CURB AND SIDEWALK REPLACEMENT</b> |                 |  |         |       |              |              |
| 1  | 2021.501        | MOBILIZATION                                   | L.S.    | 1     | \$ 14,000.00 | \$ 14,000.00 |
| 2  | 2104.501        | REMOVE CONCRETE CURB & GUTTER                  | LN. FT. | 3300  | \$ 7.00      | \$ 23,100.00 |
| 3  | 2104.505        | REMOVE CONCRETE DRIVEWAY                       | SQ.YD.  | 374   | \$ 13.00     | \$ 4,862.00  |
| 4  | 2104.505        | REMOVE CONCRETE WALK                           | SQ.FT.  | 14250 | \$ 2.00      | \$ 28,500.00 |
| 5  | 2104.505        | REMOVE BITUMINOUS PAVEMENT                     | SQ. YD. | 6353  | \$ 4.50      | \$ 28,588.50 |
| 6  | 2104.503        | REMOVE SAN. SEWER SERVICE PIPE                 | LN. FT. | 1452  | \$ 4.00      | \$ 5,808.00  |
| 7  | 2104.511        | SAWING CONCRETE PAVEMENT                       | LN. FT. | 211   | \$ 5.00      | \$ 1,055.00  |
| 8  | 2104.513        | SAWING BITUMINOUS PAVEMENT                     | LN. FT. | 194   | \$ 5.00      | \$ 970.00    |
| 9  | 2105.501        | COMMON EXCAVATION (PLAN QUANTITY)              | CU.YD.  | 3805  | \$ 10.00     | \$ 38,050.00 |
| 10   | 2105.507        | SUBGRADE EXCAVATION                            | CU.YD.  | 100   | \$ 15.00     | \$ 1,500.00  |
| 11   | 2105.522        | SELECT GRANULAR BORROW (CV)                    | CU.YD.  | 2076  | \$ 17.00     | \$ 35,292.00 |
| 12   | 2105.541        | STABILIZING AGGREGATE (CV)                     | CU.YD.  | 100   | \$ 35.00     | \$ 3,500.00  |
| 13   | 2105.604        | GEOTEXTILE FABRIC TYPE V                       | SQ. YD. | 6228  | \$ 2.50      | \$ 15,570.00 |
| 14   | 2211.501        | AGGREGATE BASE, CLASS 5 (CV)                   | CU.YD.  | 1723  | \$ 14.00     | \$ 24,122.00 |
| 15   | 2231.502        | BITUMINOUS PATCHING MIXTURE                    | SQ.YD.  | 40    | \$ 40.00     | \$ 1,600.00  |
| 16   | 2232.501        | MILL BITUMINOUS SURFACE (2")                   | SQ.YD.  | 133   | \$ 4.00      | \$ 532.00    |
| 17   | 2301.602        | DRILL & GROUT REINFORCEMENT BAR (EPOXY COATED) | EACH    | 227   | \$ 25.00     | \$ 5,675.00  |
| 18   | 2357.502        | BITUMINOUS MATERIAL FOR TACK COAT              | GAL.    | 311   | \$ 3.00      | \$ 933.00    |
| 19   | 2502.541        | 6" PVC PERFORATED TILE (SDR 35)                | LN. FT. | 3055  | \$ 16.00     | \$ 48,880.00 |
| 20   | 2502.541        | 4" PVC SUMP LINE SCHEDULE (SDR 35)             | LN. FT. | 235   | \$ 30.00     | \$ 7,050.00  |
| 21   | 2502.602        | CONNECT EXISTING SUMPS TO TILE LINE            | EACH    | 8     | \$ 175.00    | \$ 1,400.00  |
| 22   | 2502.602        | TILE LINE CLEANOUT                             | EACH    | 8     | \$ 375.00    | \$ 3,000.00  |
| 23   | 2503.503        | 4" PVC PIPE SEWER                              | LN. FT. | 726   | \$ 34.00     | \$ 24,684.00 |
| 24   | 2503.503        | 6" PVC PIPE SEWER                              | LN. FT. | 726   | \$ 38.00     | \$ 27,588.00 |
| 25   | 2503.511        | 15" RCP PIPE SEWER CL V                        | LN. FT. | 78    | \$ 55.00     | \$ 4,290.00  |
| 26   | 2503.511        | 21" RCP PIPE SEWER CL V                        | LN. FT. | 203   | \$ 55.00     | \$ 11,165.00 |
| 27   | 2503.511        | 24" RCP PIPE SEWER CL V                        | LN. FT. | 311   | \$ 55.00     | \$ 17,105.00 |
| 28   | 2503.511        | 27" RCP PIPE SEWER CL V                        | LN. FT. | 374   | \$ 70.00     | \$ 26,180.00 |



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| No.  | MnDOT Spec. No. | Description   | Unit    | QTY   | Unit Price  | Total        |
|--|-----------------|---|---------|-------|-------------|--------------|
| <b>7TH AVE SE-STREET CONSTRUCTION - RECONSTRUCT WITH TOTAL CURB AND SIDEWALK REPLACEMENT</b> |                 |   |         |       |             |              |
| 29   | 2503.602        | CONNECT TO EXISTING SEWER SERVICE OR RISER              | EACH    | 66    | \$ 350.00   | \$ 23,100.00 |
| 30   | 2503.602        | REMOVE & REPLACE EXISTING 6" SAN. SERVICE RISER         | LN. FT. | 30    | \$ 200.00   | \$ 6,000.00  |
| 31   | 2503.602        | 6" X 4" TEE FOR SUMP SERVICE                            | EACH    | 39    | \$ 125.00   | \$ 4,875.00  |
| 32   | 2504.602        | REPAIR EXISTING SPRINKLER HEAD                          | EACH    | 2     | \$ 175.00   | \$ 350.00    |
| 33   | 2504.602        | SOD   | SQ.YD.  | 4565  | \$ 9.00     | \$ 41,085.00 |
| 34   | 2506.501        | CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020             | LN. FT. | 14.4  | \$ 325.00   | \$ 4,680.00  |
| 35   | 2506.501        | CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020             | LN. FT. | 14.4  | \$ 450.00   | \$ 6,480.00  |
| 36   | 2506.501        | CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020             | LN. FT. | 7     | \$ 550.00   | \$ 3,850.00  |
| 37   | 2506.501        | CONSTRUCT DRAINAGE STRUCTURE DESIGN 84-4020             | LN. FT. | 8.6   | \$ 825.00   | \$ 7,095.00  |
| 38   | 2506.502        | DRAINAGE STRUCTURE 2 x 3 CATCH BASIN                    | EACH    | 6     | \$ 1,450.00 | \$ 8,700.00  |
| 39   | 2506.516        | CASTING ASSEMBLY MANHOLE (NEENAH R-1733)                | EACH    | 7     | \$ 650.00   | \$ 4,550.00  |
| 40   | 2506.602        | CONNECT TILE LINE TO STORM STRUCTURE                    | EACH    | 12    | \$ 250.00   | \$ 3,000.00  |
| 42   | 2506.522        | ADJUST FRAME AND RING CASTING SANITARY WITH INFI-SHIELD | EACH    | 4     | \$ 600.00   | \$ 2,400.00  |
| 43   | 2506.522        | EXTRA DEPTH SANITARY MANHOLE INFI-SHIELD                | LN. FT. | 1.1   | \$ 500.00   | \$ 550.00    |
| 44   | 2531.501        | CONCRETE CURB & GUTTER, DESIGN B618                     | LN. FT. | 3300  | \$ 25.00    | \$ 82,500.00 |
| 45   | 2531.507        | 6" CONCRETE DRIVEWAY PAVEMENT                           | SQ.YD.  | 647   | \$ 60.00    | \$ 38,820.00 |
| 46   | 2521.501        | 4" CONCRETE WALK  | SQ.FT.  | 10824 | \$ 5.50     | \$ 59,532.00 |
| 47   | 2521.501        | 6" CONCRETE WALK  | SQ.FT.  | 3426  | \$ 8.00     | \$ 27,408.00 |
| 48   | 2531.618        | TRUNCATED DOMES   | SQ.FT.  | 30    | \$ 55.00    | \$ 1,650.00  |
| 49   | 2531.502        | CONCRETE CURB, DESIGN V6                                | LN. FT. | 50    | \$ 35.00    | \$ 1,750.00  |
| 50   |                 | HIGH EARLY CONCRETE                                     | CU.YD.  | 20    | \$ 25.00    | \$ 500.00    |
| 51   | 2563.601        | TRAFFIC CONTROL   | L.S.    | 1     | \$ 3,500.00 | \$ 3,500.00  |
| 52   | 2360.501        | TYPE SP 9.5 WEARING COURSE MIXTURE (C)                  | TON     | 1253  | \$ 65.00    | \$ 81,445.00 |
| 53   | 2573.530        | STORM DRAIN INLET PROTECTION                            | EACH    | 11    | \$ 200.00   | \$ 2,200.00  |

|                                      |           |                     |
|--------------------------------------|-----------|---------------------|
| TOTAL 7TH AVE SE STREET CONSTRUCTION | \$        | 821,019.50          |
| 15% CONTINGENCY                      | \$        | 123,152.93          |
| 10% ENGINEERING                      | \$        | 94,417.24           |
| 5% ADMINISTRATION                    | \$        | 51,929.48           |
| <b>TOTAL 7TH AVE SE STREET</b>       | <b>\$</b> | <b>1,090,519.15</b> |

| No.                          | MnDOT Spec. No. | Description                      | Unit    | QTY | Unit Price  | Total       |
|------------------------------|-----------------|----------------------------------|---------|-----|-------------|-------------|
| <b>4TH AVE NE-WATER MAIN</b> |                 |                                  |         |     |             |             |
| 1                            | 2021.501        | MOBILIZATION                     | L.S.    | 1   | \$ 500.00   | \$ 500.00   |
| 2                            | 2104.501        | REMOVE EXISTING WATER MAIN       | LN. FT. | 35  | \$ 4.50     | \$ 157.50   |
| 3                            | 2504.602        | 6" GATE VALVE AND BOX            | EACH    | 1   | \$ 1,550.00 | \$ 1,550.00 |
| 4                            | 2504.602        | CONNECT TO EXISTING WATER MAIN   | EACH    | 2   | \$ 650.00   | \$ 1,300.00 |
| 5                            | 2504.602        | FURNISH & INSTALL ZINC ANODE BAG | EACH    | 2   | \$ 220.00   | \$ 440.00   |
| 6                            | 2504.603        | 6" PVC C900 WATER MAIN PIPE      | LN. FT. | 35  | \$ 33.00    | \$ 1,155.00 |
| 7                            | 2504.608        | WATER MAIN FITTINGS              | LBS.    | 170 | \$ 10.00    | \$ 1,700.00 |
| 8                            | 2563.601        | TRAFFIC CONTROL                  | L.S.    | 1   | \$ 250.00   | \$ 250.00   |

|  |           |                 |
|--|-----------|-----------------|
| TOTAL 4TH AVE NE WATER MAIN-CONSTRUCTION | \$        | 7,052.50        |
| 15% CONTINGENCY                          | \$        | 1,057.88        |
| 10% ENGINEERING                          | \$        | 811.04          |
| 5% ADMINISTRATION                        | \$        | 446.07          |
| <b>TOTAL 4TH AVE NE WATER MAIN</b>       | <b>\$</b> | <b>9,367.48</b> |

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| No.                                   | MnDOT Spec. No. | Description   | Unit    | QTY  | Unit Price  | Total        |
|---------------------------------------|-----------------|---|---------|------|-------------|--------------|
| <b>4TH AVE NE-STREET CONSTRUCTION</b> |                 |   |         |      |             |              |
| 1                                     | 2021.501        | MOBILIZATION  | L.S.    | 1    | \$ 3,500.00 | \$ 3,500.00  |
| 2                                     | 2104.501        | REMOVE CONCRETE CURB & GUTTER                           | LN. FT. | 494  | \$ 7.00     | \$ 3,458.00  |
| 3                                     | 2104.505        | REMOVE CONCRETE DRIVEWAY                                | SQ.YD.  | 97   | \$ 13.00    | \$ 1,261.00  |
| 4                                     | 2104.505        | REMOVE CONCRETE WALK                                    | SQ.FT.  | 2750 | \$ 2.00     | \$ 5,500.00  |
| 5                                     | 2104.511        | SAWING CONCRETE PAVEMENT                                | LN. FT. | 50   | \$ 5.00     | \$ 250.00    |
| 6                                     | 2104.513        | SAWING BITUMINOUS PAVEMENT                              | LN. FT. | 50   | \$ 5.00     | \$ 250.00    |
| 7                                     | 2105.507        | SUBGRADE EXCAVATION                                     | CU.YD.  | 50   | \$ 15.00    | \$ 750.00    |
| 8                                     | 2105.541        | STABILIZING AGGREGATE (CV)                              | CU.YD.  | 50   | \$ 35.00    | \$ 1,750.00  |
| 9                                     |                 | CEMENT FOR RECLAIM BASE                                 | TON     | 64   | \$ 200.00   | \$ 12,800.00 |
| 10                                    |                 | REMOVE EXCESS MATERIAL (PLAN QUANTITY)                  | CU.YD.  | 457  | \$ 9.00     | \$ 4,113.00  |
| 11                                    |                 | RECLAMATION MILLING PROCESS                             | SQ.YD.  | 4113 | \$ 2.50     | \$ 10,282.50 |
| 12                                    |                 | RECLAMATION CEMENT INCORPORATION PROCESS                | SQ.YD.  | 4113 | \$ 3.50     | \$ 14,395.50 |
| 13                                    | 2232.501        | MILL BITUMINOUS SURFACE (2")                            | SQ.YD.  | 147  | \$ 4.00     | \$ 588.00    |
| 14                                    | 2301.602        | DRILL & GROUT REINFORCEMENT BAR (EPOXY COATED)          | EACH    | 102  | \$ 25.00    | \$ 2,550.00  |
| 15                                    | 2357.502        | BITUMINOUS MATERIAL FOR TACK COAT                       | GAL.    | 206  | \$ 3.00     | \$ 618.00    |
| 16                                    | 2502.541        | 6" PVC PERFORATED TILE (SDR 35)                         | LN. FT. | 1815 | \$ 16.00    | \$ 29,040.00 |
| 17                                    | 2502.541        | 4" PVC SUMP LINE SCHEDULE (SDR 35)                      | LN. FT. | 114  | \$ 30.00    | \$ 3,420.00  |
| 18                                    | 2502.602        | CONNECT EXISTING SUMPS TO TILE LINE                     | EACH    | 6    | \$ 175.00   | \$ 1,050.00  |
| 19                                    | 2502.602        | TILE LINE CLEANOUT                                      | EACH    | 7    | \$ 375.00   | \$ 2,625.00  |
| 20                                    | 2503.602        | 6" X 4" TEE FOR SUMP SERVICE                            | EACH    | 19   | \$ 125.00   | \$ 2,375.00  |
| 21                                    | 2504.602        | REPAIR EXISTING SPRINKLER HEAD                          | EACH    | 1    | \$ 175.00   | \$ 175.00    |
| 22                                    | 2504.602        | SOD   | SQ.YD.  | 1000 | \$ 9.00     | \$ 9,000.00  |
| 23                                    | 2506.602        | CONNECT TILE LINE TO STORM STRUCTURE                    | EACH    | 7    | \$ 250.00   | \$ 1,750.00  |
| 24                                    | 2506.522        | ADJUST FRAME AND RING CASTING SANITARY WITH INFI-SHIELD | EACH    | 5    | \$ 600.00   | \$ 3,000.00  |
| 25                                    | 2506.522        | EXTRA DEPTH SANITARY MANHOLE INFI-SHIELD                | LN. FT. | 0.5  | \$ 500.00   | \$ 250.00    |
| 26                                    | 2506.522        | ADJUST FRAME AND RING CASTING STORM MANHOLE             | EACH    | 3    | \$ 425.00   | \$ 1,275.00  |
| 27                                    | 2531.501        | CONCRETE CURB & GUTTER, DESIGN B618                     | LN. FT. | 494  | \$ 25.00    | \$ 12,350.00 |
| 28                                    | 2531.507        | 6" CONCRETE DRIVEWAY PAVEMENT                           | SQ.YD.  | 97   | \$ 60.00    | \$ 5,820.00  |
| 29                                    | 2521.501        | 4" CONCRETE WALK  | SQ.FT.  | 500  | \$ 5.50     | \$ 2,750.00  |
| 30                                    | 2521.501        | 6" CONCRETE WALK  | SQ.FT.  | 2250 | \$ 8.00     | \$ 18,000.00 |
| 31                                    | 2531.618        | TRUNCATED DOMES   | SQ.FT.  | 180  | \$ 55.00    | \$ 9,900.00  |
| 32                                    | 2531.502        | CONCRETE CURB, DESIGN V6                                | LN. FT. | 30   | \$ 35.00    | \$ 1,050.00  |
| 33                                    |                 | HIGH EARLY CONCRETE                                     | CU.YD.  | 15   | \$ 25.00    | \$ 375.00    |
| 34                                    | 2563.601        | TRAFFIC CONTROL   | L.S.    | 1    | \$ 1,000.00 | \$ 1,000.00  |
| 35                                    | 2360.501        | TYPE SP 9.5 WEARING COURSE MIXTURE (C)                  | TON     | 828  | \$ 65.00    | \$ 53,820.00 |
| 36                                    | 2573.530        | STORM DRAIN INLET PROTECTION                            | EACH    | 5    | \$ 200.00   | \$ 1,000.00  |

|  |           |                   |
|--|-----------|-------------------|
| <b>TOTAL 4TH AVENUE NE-STREET CONSTRUCTION</b> | <b>\$</b> | <b>222,091.00</b> |
| <b>15% CONTINGENCY</b>                         | <b>\$</b> | <b>33,313.65</b>  |
| <b>10% ENGINEERING</b>                         | <b>\$</b> | <b>25,540.47</b>  |
| <b>5% ADMINISTRATION</b>                       | <b>\$</b> | <b>14,047.26</b>  |
| <b>TOTAL STREET</b>                            | <b>\$</b> | <b>294,992.37</b> |

## ENGINEERS ESTIMATE 2018-01 2018 STREET &amp; UTILITIES

PAGE FOUR OF FOUR  
UPDATED 3/12/18

| No.                                    | MnDOT Spec. No. | Description   | Unit    | QTY  | Unit Price  | Total        |
|--|-----------------|---|---------|------|-------------|--------------|
| <b>2ND ST SE - STREET CONSTRUCTION</b> |                 |   |         |      |             |              |
| 1                                      | 2021.501        | MOBILIZATION  | L.S.    | 1    | \$ 2,000.00 | \$ 2,000.00  |
| 2                                      | 2104.501        | REMOVE CONCRETE CURB & GUTTER                           | LN. FT. | 224  | \$ 7.00     | \$ 1,568.00  |
| 3                                      | 2104.505        | REMOVE CONCRETE DRIVEWAY                                | SQ.YD.  | 27   | \$ 13.00    | \$ 351.00    |
| 4                                      | 2104.505        | REMOVE CONCRETE WALK                                    | SQ.FT.  | 665  | \$ 2.00     | \$ 1,330.00  |
| 5                                      | 2104.511        | SAWING CONCRETE PAVEMENT                                | LN. FT. | 50   | \$ 5.00     | \$ 250.00    |
| 6                                      | 2104.513        | SAWING BITUMINOUS PAVEMENT                              | LN. FT. | 25   | \$ 5.00     | \$ 125.00    |
| 7                                      | 2105.507        | SUBGRADE EXCAVATION                                     | CU.YD.  | 25   | \$ 15.00    | \$ 375.00    |
| 8                                      | 2105.541        | STABILIZING AGGREGATE (CV)                              | CU.YD.  | 25   | \$ 35.00    | \$ 875.00    |
| 9                                      |                 | CEMENT FOR RECLAIM BASE                                 | TON     | 23   | \$ 200.00   | \$ 4,600.00  |
| 10                                     |                 | REMOVE EXCESS MATERIAL (PLAN QUANTITY)                  | CU.YD.  | 157  | \$ 9.00     | \$ 1,413.00  |
| 11                                     |                 | RECLAMATION MILLING PROCESS                             | SQ.YD.  | 1425 | \$ 2.50     | \$ 3,562.50  |
| 12                                     |                 | RECLAMATION CEMENT INCORPORATION PROCESS                | SQ.YD.  | 1425 | \$ 3.50     | \$ 4,987.50  |
| 13                                     | 2232.501        | MILL BITUMINOUS SURFACE (2")                            | SQ.YD.  | 156  | \$ 4.00     | \$ 624.00    |
| 14                                     | 2301.602        | DRILL & GROUT REINFORCEMENT BAR (EPOXY COATED)          | EACH    | 48   | \$ 25.00    | \$ 1,200.00  |
| 15                                     | 2357.502        | BITUMINOUS MATERIAL FOR TACK COAT                       | GAL.    | 75   | \$ 3.00     | \$ 225.00    |
| 16                                     | 2502.541        | 6" PVC PERFORATED TILE (SDR 35)                         | LN. FT. | 798  | \$ 16.00    | \$ 12,768.00 |
| 17                                     | 2502.541        | 4" PVC SUMP LINE SCHEDULE (SDR 35)                      | LN. FT. | 36   | \$ 30.00    | \$ 1,080.00  |
| 18                                     | 2502.602        | CONNECT EXISTING SUMPS TO TILE LINE                     | EACH    | 2    | \$ 175.00   | \$ 350.00    |
| 19                                     | 2502.602        | TILE LINE CLEANOUT                                      | EACH    | 6    | \$ 375.00   | \$ 2,250.00  |
| 20                                     | 2503.602        | 6" X 4" TEE FOR SUMP SERVICE                            | EACH    | 6    | \$ 125.00   | \$ 750.00    |
| 21                                     | 2504.602        | REPAIR EXISTING SPRINKLER HEAD                          | EACH    | 1    | \$ 175.00   | \$ 175.00    |
| 22                                     | 2504.602        | SOD   | SQ.YD.  | 400  | \$ 9.00     | \$ 3,600.00  |
| 23                                     | 2506.602        | CONNECT TILE LINE TO STORM STRUCTURE                    | EACH    | 4    | \$ 250.00   | \$ 1,000.00  |
| 24                                     | 2506.522        | ADJUST FRAME AND RING CASTING SANITARY WITH INFI-SHIELD | EACH    | 1    | \$ 600.00   | \$ 600.00    |
| 25                                     | 2506.522        | EXTRA DEPTH SANITARY MANHOLE INFI-SHIELD                | LN. FT. | 0.2  | \$ 500.00   | \$ 100.00    |
| 26                                     | 2531.501        | CONCRETE CURB & GUTTER, DESIGN B618                     | LN. FT. | 224  | \$ 25.00    | \$ 5,600.00  |
| 27                                     | 2531.507        | 6" CONCRETE DRIVEWAY PAVEMENT                           | SQ.YD.  | 27   | \$ 60.00    | \$ 1,620.00  |
| 28                                     | 2521.501        | 4" CONCRETE WALK  | SQ.FT.  | 40   | \$ 5.50     | \$ 220.00    |
| 29                                     | 2521.501        | 6" CONCRETE WALK  | SQ.FT.  | 625  | \$ 8.00     | \$ 5,000.00  |
| 30                                     | 2531.618        | TRUNCATED DOMES   | SQ.FT.  | 50   | \$ 55.00    | \$ 2,750.00  |
| 31                                     | 2531.502        | CONCRETE CURB, DESIGN V6                                | LN. FT. | 20   | \$ 35.00    | \$ 700.00    |
| 32                                     |                 | HIGH EARLY CONCRETE                                     | CU.YD.  | 10   | \$ 25.00    | \$ 250.00    |
| 33                                     | 2563.601        | TRAFFIC CONTROL   | L.S.    | 1    | \$ 1,000.00 | \$ 1,000.00  |
| 34                                     | 2360.501        | TYPE SP 9.5 WEARING COURSE MIXTURE (C)                  | TON     | 287  | \$ 65.00    | \$ 18,655.00 |
| 35                                     | 2573.530        | STORM DRAIN INLET PROTECTION                            | EACH    | 5    | \$ 200.00   | \$ 1,000.00  |

TOTAL 2ND STREET SE-STREET CONSTRUCTION \$ 82,954.00

15% CONTINGENCY \$ 12,443.10

10% ENGINEERING \$ 9,539.71

5% ADMINISTRATION \$ 5,246.84

TOTAL STREET \$ 110,183.65

## PROJECT TOTALS

## WATER MAIN

TOTAL 7TH AVE SE WATER MAIN \$ 291,760.07

TOTAL 4TH AVE NE WATER MAIN \$ 9,367.48

TOTAL 2018-01 WATER MAIN \$ 301,127.56

## STREET

TOTAL 7TH AVE SE STREET \$ 1,090,519.15

TOTAL 4TH AVE NE STREET \$ 294,992.37

TOTAL 2ND ST SE STREET \$ 110,183.65

TOTAL 2018-01 STREET \$ 1,495,695.17

TOTAL 2018-01 PROJECT \$ 1,796,822.73

**Appendix B**  
Preliminary Assessment Roll



CITY OF WASECA PROJECT 2017-06 ASSESSMENT ROLL 280 IMPROVEMENT HEARING

| 9TH AVENUE SE (NORTH SIDE-EAST OF 8TH ST) BACKYARD DRAINAGE |                                |             |   |                  | CITY PROJECT 2017-06 ROLL 280 |                 |             |                    |                  | OWNERS OF RECORD FEBRUARY 2018 |                   |
|---|--------------------------------|-------------|---|------------------|-------------------------------|-----------------|-------------|--------------------|------------------|--------------------------------|-------------------|
| No.   | Name                           | Parcel ID   | Property Description  | Property Address | Assessable Area               | Assessment Rate | Assessment  | Consent Assessment | Total Assessment | Mailing Address-2              | Mailing Address-3 |
| 1   | AARON L & AMBER M CASTERTON    | 17.612.0100 | LOT 1 BLOCK 1 SCHAUMKESSEL'S ADDITION                                   | 801 9TH AVE SE   | 9325                          | \$0.1343        | \$1,252.35  |                    |                  | 801 9TH AVE SE                 | WASECA, MN 56093  |
| 2   | BRADLEY S & PEGGY S ZINNIEL    | 17.612.0120 | LOT 2 BLOCK 1 SCHAUMKESSEL'S ADDITION                                   | 805 9TH AVE SE   | 12445                         | \$0.1343        | \$1,671.36  |                    |                  | 805 9TH AVE SE                 | WASECA, MN 56093  |
| 3   | JEFF & JODI SAMPSON            | 17.612.0130 | LOT 3 BLOCK 1 SCHAUMKESSEL'S ADDITION                                   | 809 9TH AVE SE   | 6760                          | \$0.1343        | \$907.87    |                    |                  | 1405 6TH ST NE                 | WASECA, MN 56093  |
| 4   | RUSSELL A & JOY A WEIR TRUSTEE | 17.612.0140 | LOT 4 BLOCK 1 SCHAUMKESSEL'S ADDITION                                   | 901 9TH AVE SE   | 7128                          | \$0.1343        | \$957.29    |                    |                  | 901 9TH AVE SE                 | WASECA, MN 56093  |
| 5   | JACOB D BARTZ                  | 17.612.0150 | LOT 5 BLOCK 1 SCHAUMKESSEL'S ADDITION                                   | 905 9TH AVE SE   | 8122                          | \$0.1343        | \$1,090.78  |                    |                  | 905 9TH AVE SE                 | WASECA, MN 56093  |
| 6   | DEBORAH L WEBSTER              | 17.612.0160 | LOT 6 BLOCK 1 SCHAUMKESSEL'S ADDITION                                   | 909 9TH AVE SE   | 6761                          | \$0.1343        | \$908.00    |                    |                  | 909 9TH AVE SE                 | WASECA, MN 56093  |
| 7   | WARREN D ROUTH                 | 17.017.2287 | SECT-17 T-107 R-022 5.00 AC BEG AT A PT 12.535 CHAINS ...TO PT OF BEG   |                  | 157143                        | \$0.1343        | \$21,104.30 |                    |                  | 621 8TH ST SE                  | WASECA, MN 56093  |
| 8   | WARREN D ROUTH                 | 17.017.2286 | SECT-17 T-107 R-022 BEG ON N & S 1/4 LINE OF SEC 17 AT A ... & EX .53AC | 621 8TH ST SE    | 10392                         | \$0.1343        | \$1,395.65  |                    |                  | 621 8TH ST SE                  | WASECA, MN 56093  |

TOTAL ASSESSABLE AREA (SQ. FT.) 218076 ASSESSMENT RATES PER SQUARE FOOT OF CONTRIBUTING AREA \$0.1343 TOTAL ASSESSMENTS \$29,287.60

| 6TH AVENUE SW (SOUTH SIDE-6TH ST TO 7TH ST) BACKYARD DRAINAGE |   |             |                                       |                  | CITY PROJECT 2017-06 ROLL 280 |                 |            |                    |                  | OWNERS OF RECORD FEBRUARY 2018 |                       |
|---|---|-------------|---------------------------------------|------------------|-------------------------------|-----------------|------------|--------------------|------------------|--------------------------------|-----------------------|
| No.   | Name                                    | Parcel ID   | Property Description                  | Property Address | Assessable Area               | Assessment Rate | Assessment | Consent Assessment | Total Assessment | Mailing Address-2              | Mailing Address-3     |
| 1   | JACOB A GOLDSMITH                       | 17.579.0050 | LOT 6 BLOCK 1 R P WARDS ADDITION # 3  | 600 6TH ST SW    | 7867                          | \$0.4087        | \$3,215.24 |                    |                  | 600 6TH ST SW                  | WASECA, MN 56093      |
| 2   | ROLAND J COULOMBE JR                    | 17.579.0030 | R P WARDS ADDITION # 3                | 604 6TH ST SW    | 3784                          | \$0.4087        | \$1,546.52 |                    |                  | 1212 7TH ST SE                 | WASECA, MN 56093      |
| 3   | MICHELLE RUGGER                         | 17.579.0040 | R P WARDS ADDITION # 3                | 608 6TH ST SW    | 7847                          | \$0.4087        | \$3,207.07 |                    |                  | 608 6TH ST SW                  | WASECA, MN 56093      |
| 4   | FRANK G LUNAR JR                        | 17.579.0020 | R P WARDS ADDITION # 3                | 612 6TH ST SW    | 8051                          | \$0.4087        | \$3,290.44 |                    |                  | 612 6TH ST SW                  | WASECA, MN 56093      |
| 5   | MARSHALL & BEVERLY HERFINDAHL           | 17.579.0010 | LOT 1 BLOCK 1 R P WARDS ADDITION # 3  | 616 6TH ST SW    | 10119                         | \$0.4087        | \$4,135.64 |                    |                  | 600 7TH AVE SW                 | WASECA, MN 56093      |
| 6   | DUANE J & LORRAINE BRASE                | 17.579.0130 | R P WARDS ADDITION # 3                | 609 6TH AVE SW   | 12576                         | \$0.4087        | \$5,139.81 |                    |                  | 609 6TH AVE SW                 | WASECA, MN 56093      |
| 7   | JASON FORSHEE                           | 17.579.0120 | R P WARDS ADDITION # 3                | 613 6TH AVE SW   | 12583                         | \$0.4087        | \$5,142.67 |                    |                  | 613 6TH AVE SW                 | WASECA, MN 56093      |
| 8   | FEDERAL NATIONAL MTG ASSN               | 17.579.0110 | R P WARDS ADDITION # 3                | 617 6TH AVE SW   | 8392                          | \$0.4087        | \$3,429.81 |                    |                  | 14221 DALLAS PKWY, SUITE 1000  | DALLAS. TX 75254-0043 |
| 9   | ANGELA M FERCH                          | 17.579.0100 | LOT 12 BLOCK 1 R P WARDS ADDITION # 3 | 627 6TH AVE SW   | 7804                          | \$0.4087        | \$3,189.49 |                    |                  | 627 6TH AVE SW                 | WASECA, MN 56093      |
| 10  | JAMES F & RITA M BYRON                  | 17.579.0060 | R P WARDS ADDITION # 3                | 612 7TH AVE SW   | 5827                          | \$0.4087        | \$2,381.49 |                    |                  | 612 7TH AVE SW                 | WASECA, MN 56093      |
| 11  | PHILIP M & EYELEEN HASSELQUIST TRUSTEES | 17.579.0070 | R P WARDS ADDITION # 3                | 616 7TH AVE SW   | 8812                          | \$0.4087        | \$3,601.46 |                    |                  | 616 7TH AVE SW                 | WASECA, MN 56093      |
| 12  | BENJAMIN HOLTHUS                        | 17.579.0080 | LOT 10 BLOCK 1 R P WARDS ADDITION # 3 | 624 7TH AVE SW   | 8913                          | \$0.4087        | \$3,642.74 |                    |                  | 320 15TH AVE NE                | WASECA, MN 56093      |
| 13  | TERRY L & CHRISTINE A TRICKEY           | 17.579.0090 | LOT 11 BLOCK 1 R P WARDS ADDITION # 3 | 628 7TH AVE SW   | 9522                          | \$0.4087        | \$3,891.64 |                    |                  | 628 7TH AVE SW                 | WASECA, MN 56093      |

TOTAL ASSESSABLE AREA (SQ. FT.) 112097 ASSESSMENT RATES PER SQUARE FOOT OF CONTRIBUTING AREA \$0.4087 TOTAL ASSESSMENTS \$45,814.02



CITY OF WASECA PROJECT 2017-06 ASSESSMENT ROLL IMPROVEMENT HEARING

PAGE TWO OF TWO

ASSESSMENT ROLL 280-PUBLIC IMPROVEMENT HEARING

100 % OF PROJECT COSTS ARE ASSESSED- SEPARATE RATES FOR 9TH AVE SE AND 6TH AVE SW

ASSESSMENT CALCULATIONS CITY PROJECTS 2017-06 MISCELLANEOUS STORM SEWER IMPROVEMENTS

|  | ENGINEERS ESTIMATE<br>ASSESSABLE COSTS | TOTAL SQUARE<br>FOOTAGE | COST PER<br>SQ. FT. | TOTAL<br>ASSESSMENTS | PERCENT<br>ASSESSED |
|--|--|-------------------------|---------------------|----------------------|---------------------|
| 2017-06 9TH AVE SE<br>REAR YARD DRAINAGE | \$29,297.87                            | 218076                  | \$0.1343            | \$29,287.60          | 100%                |
| 2017-06 6TH AVE SW<br>REAR YARD DRAINAGE | \$45,814.33                            | 112097                  | \$0.4087            | \$45,814.02          | 100%                |
| TOTALS                                   | \$75,112.20                            | 330173                  |                     | \$75,101.62          | 100%                |

CITY OF WASECA PROJECT 2018-01 ASSESSMENT ROLL 280 IMPROVEMENT HEARING

| 7TH AVE SE FROM SOUTH STATE ST TO 5TH ST SE CITY PROJECT 2018-01 ROLL 280 |                                    |             |   |                      |                   |               |              |                    |                    | OWNERS OF RECORD FEBRUARY 2018 |             |                    |                  |                   |                    |                             |
|---|------------------------------------|-------------|---|----------------------|-------------------|---------------|--------------|--------------------|--------------------|--------------------------------|-------------|--------------------|------------------|-------------------|--------------------|-----------------------------|
| No.   | Name                               | Parcel ID   | Property Description  | Property Address     | Classification    | Front Footage | Side Footage | Credit or Addition | Assessable Footage | Assessment Rate                | Assessment  | Consent Assessment | Total Assessment | Mailing Address-1 | Mailing Address-2  | Mailing Address-3           |
| 1   | HARMON PLACE PROPERTIES LLC        | 17.127.0040 | AUD REPL OF UNPLAT LAND IN NE BEG AT NW COR OF LOT 1 BLK 2; THENCE S80FT;THENCE E   | 707 STATE ST S       | COMMERCIAL        | 120.00        |              |                    | 120.00             | \$89.79                        | \$10,774.80 |                    |                  |                   | PO BOX 1338        | ST CLOUD, MN 56302          |
| 2   | JOHN & KRISANDRA M HUEBL           | 17.127.0030 | AUD REPL OF UNPLAT LAND IN NE W58FT OF N206FT OF E118FT OF LOT 1 BLK 2              | 108 7TH AVE SE       | RESIDENTIAL       | 58.00         |              |                    | 58.00              | \$69.84                        | \$4,050.72  |                    |                  |                   | 33443 70TH ST      | WASECA, MN 56093-4901       |
| 3   | KELLI L GARDNER                    | 17.127.0020 | AUD REPL OF UNPLAT LAND IN NE E60FT OF LOT 1 EX S59FT & W5FT OF N147FT OF LOT 3 BLK | 112 7TH AVE SE       | RESIDENTIAL       | 65.00         |              |                    | 65.00              | \$69.84                        | \$4,539.60  |                    |                  |                   | 112 7TH AVE SE     | WASECA, MN 56093            |
| 4   | ARLENE ALTA WEBER                  | 17.127.0110 | AUD REPL OF UNPLAT LAND IN NE N147FT OF LOT 3 EX S 77 1/2 FT & EX W5FT BLK 2        | 700 2ND ST SE        | RESIDENTIAL       | 77.50         | 69.50        | -38.75             | 38.75              | \$69.84                        | \$2,706.30  |                    |                  |                   | 700 2ND ST SE      | WASECA, MN 56093            |
| 5   | CHARLES J & LINDA K HUEBL TRUSTEES | 17.107.0010 | AUD PLAT OF LARGE LOT 1 BLK 5 Lot-001   | 200 7TH AVE SE       | RESIDENTIAL       | 64.11         | 130.00       | -32.05             | 32.06              | \$69.84                        | \$2,239.07  |                    |                  |                   | 14693 LOLA AVE     | WASECA, MN 56093            |
| 6   | SHEILA M ROOT                      | 17.107.0020 | AUD PLAT OF LARGE LOT 1 BLK 5 Lot-002   | 204 7TH AVE SE       | RESIDENTIAL       | 62.11         |              |                    | 62.11              | \$69.84                        | \$4,337.76  |                    |                  |                   | 204 7TH AVE SE     | WASECA, MN 56093            |
| 7   | GARY L KARST KATHLEEN R BEYER      | 17.107.0030 | AUD PLAT OF LARGE LOT 1 BLK 5 Lot-003   | 208 7TH AVE SE       | RESIDENTIAL       | 62.11         |              |                    | 62.11              | \$69.84                        | \$4,337.76  |                    |                  |                   | 208 7TH AVE SE     | WASECA, MN 56093            |
| 8   | HAZEL HENKENSIEFKEN                | 17.107.0040 | AUD PLAT OF LARGE LOT 1 BLK 5 Lot-004   | 212 7TH AVE SE       | RESIDENTIAL       | 62.11         |              |                    | 62.11              | \$69.84                        | \$4,337.76  |                    |                  |                   | 1213 2ND ST NW     | WASECA, MN 56093-2206       |
| 9   | MARY LOIS EICHEN                   | 17.107.0050 | AUD PLAT OF LARGE LOT 1 BLK 5 Lot-005   | 216 7TH AVE SE       | RESIDENTIAL       | 62.11         |              |                    | 62.11              | \$69.84                        | \$4,337.76  |                    |                  |                   | 1150 ALTHLONE WAY  | ORMOND BEACH, FL 32174-2814 |
| 10  | JOHANN & THERESA DE JAGER          | 17.107.0060 | AUD PLAT OF LARGE LOT 1 BLK 5 Lot-006   | 220 7TH AVE SE       | RESIDENTIAL       | 62.11         |              |                    | 62.11              | \$69.84                        | \$4,337.76  |                    |                  |                   | 14430 RICE LAKE DR | WASECA, MN 56093            |
| 11  | JOHNSON APARTMENTS II LLC          | 17.107.0070 | AUD PLAT OF LARGE LOT 1 BLK 5 Lot-007   | 224 7TH AVE SE       | RESIDENTIAL       | 62.11         |              |                    | 62.11              | \$69.84                        | \$4,337.76  |                    |                  |                   | 729 JOACHIM DR     | WASECA, MN 56093-5623       |
| 12  | JOSH MCCLAIN                       | 17.107.0080 | AUD PLAT OF LARGE LOT 1 BLK 5 Lot-008   | 226 7TH AVE SE       | RESIDENTIAL       | 62.11         |              |                    | 62.11              | \$69.84                        | \$4,337.76  |                    |                  |                   | 226 7TH AVE SE     | WASECA, MN 56093            |
| 13  | BLAIR J & DEANNE J NELSON          | 17.107.0090 | AUD PLAT OF LARGE LOT 1 BLK 5 Lot-009   | 230 7TH AVE SE       | RESIDENTIAL       | 62.11         |              |                    | 62.11              | \$69.84                        | \$4,337.76  |                    |                  |                   | 521 7TH AVE NE     | WASECA, MN 56093-3230       |
| 14  | KEITH N FREDERICK                  | 17.107.0100 | AUD PLAT OF LARGE LOT 1 BLK 5 Lot-010   | 300 7TH AVE SE       | RESIDENTIAL       | 62.11         |              |                    | 62.11              | \$69.84                        | \$4,337.76  |                    |                  |                   | 300 7TH AVE SE     | WASECA, MN 56093            |
| 15  | DAVID K & KATHLEEN A BERG          | 17.107.0110 | AUD PLAT OF LARGE LOT 1 BLK 5 Lot-011   | 304 7TH AVE SE       | RESIDENTIAL       | 62.11         |              |                    | 62.11              | \$69.84                        | \$4,337.76  |                    |                  |                   | 304 7TH AVE SE     | WASECA, MN 56093            |
| 16  | DOUGLAS P & DIANA H MCMASTER       | 17.107.0120 | AUD PLAT OF LARGE LOT 1 BLK 5 Lot-012   | 308 7TH AVE SE       | RESIDENTIAL       | 62.11         |              |                    | 62.11              | \$69.84                        | \$4,337.76  |                    |                  |                   | 308 7TH AVE SE     | WASECA, MN 56093            |
| 17  | KATHERINE YOUNGBERG                | 17.107.0130 | AUD PLAT OF LARGE LOT 1 BLK 5 Lot-013   | 312 7TH AVE SE       | RESIDENTIAL       | 62.11         |              |                    | 62.11              | \$69.84                        | \$4,337.76  |                    |                  |                   | 312 7TH AVE SE     | WASECA, MN 56093            |
| 18  | MARCYNE L CAHILL                   | 17.107.0140 | AUD PLAT OF LARGE LOT 1 BLK 5 LOT 14 EX SOUTH 15 FT                                 | 316 7TH AVE SE       | RESIDENTIAL       | 64.11         | 115.00       | -32.05             | 32.06              | \$69.84                        | \$2,239.07  |                    |                  |                   | 316 7TH AVE SE     | WASECA, MN 56093            |
| 19  | NANCY M MURPHY                     | 17.107.0150 | AUD PLAT OF LARGE LOT 1 BLK 5 Lot-015   | 400 7TH AVE SE       | RESIDENTIAL       | 62.11         | 131.66       | -32.05             | 30.06              | \$69.84                        | \$2,099.39  |                    |                  |                   | 400 7TH AVE SE     | WASECA, MN 56093            |
| 20  | VICTOR E & NICOLE M GILMORE        | 17.107.0160 | AUD PLAT OF LARGE LOT 1 BLK 5 Lot-016   | 404 7TH AVE SE       | RESIDENTIAL       | 62.11         |              |                    | 62.11              | \$69.84                        | \$4,337.76  |                    |                  |                   | 404 7TH AVE SE     | WASECA, MN 56093            |
| 21  | CHRISTOPHER DAVID LEESE            | 17.107.0170 | AUD PLAT OF LARGE LOT 1 BLK 5 Lot-017   | 408 7TH AVE SE       | RESIDENTIAL       | 73.00         |              |                    | 73.00              | \$69.84                        | \$5,098.32  |                    |                  |                   | 408 7TH AVE SE     | WASECA, MN 56093            |
| 22  | RACHEL H BETHKE                    | 17.107.0180 | AUD PLAT OF LARGE LOT 1 BLK 5 Lot-018   | 700 5TH ST SE        | RESIDENTIAL       | 102.22        | 75.00        | -51.11             | 51.11              | \$69.84                        | \$3,569.52  |                    |                  |                   | 700 5TH ST SE      | WASECA, MN 56093            |
|   |                                    |             |   |                      |                   |               |              |                    |                    |                                |             |                    |                  |                   |                    |                             |
| 23  | HOEHN PROPERTIES LLC               | 17.101.0001 | AUDITOR'S ADD TO BARNEYS ADD Lot-001 Block-020                                      | 609 STATE ST S       | MULTIPLE DWELLING | 207.25        | 216.80       | -40.00             | 167.25             | \$79.81                        | \$13,348.22 |                    |                  |                   | 316 10TH AVE SE    | WASECA, MN 56093            |
| 24  | BLAIR J & DEANNE J NELSON          | 17.101.0007 | AUDITOR'S ADD TO BARNEYS ADD BEG AT SW COR OF LOT 3 BLK 20; THENCE N ALONG W LINE   | 115 & 117 7TH AVE SE | RESIDENTIAL       | 112.30        |              |                    | 112.30             | \$69.84                        | \$7,843.03  |                    |                  |                   | 521 7TH AVE NE     | WASECA, MN 56093-3230       |
| 25  | HAZEL BETHKE                       | 17.101.0003 | AUDITOR'S ADD TO BARNEYS ADD W55.45 FT OF E225.45 FT OF LOT 3 BLK 20                | 121 7TH AVE SE       | RESIDENTIAL       | 55.45         |              |                    | 55.45              | \$69.84                        | \$3,872.63  |                    |                  |                   | 121 7TH AVE SE     | WASECA, MN 56093            |
| 26  | TERESA SCHUMACHER                  | 17.101.0004 | AUDITOR'S ADD TO BARNEYS ADD W60 FT OF E170 FT OF LOT 3 BLK 20                      | 125 7TH AVE SE       | RESIDENTIAL       | 60.00         |              |                    | 60.00              | \$69.84                        | \$4,190.40  |                    |                  |                   | 125 7TH AVE SE     | WASECA, MN 56093-3020       |
| 27  | ARLISS L BLOCH                     | 17.101.0006 | AUDITOR'S ADD TO BARNEYS ADD W55 FT OF E110 FT OF LOT 3 BLK 20                      | 129 7TH AVE SE       | RESIDENTIAL       | 55.00         |              |                    | 55.00              | \$69.84                        | \$3,841.20  |                    |                  |                   | 129 7TH AVE SE     | WASECA, MN 56093            |
| 28  | BARBARA E HANCOCK                  | 17.101.0005 | AUDITOR'S ADD TO BARNEYS ADD E55 FT OF LOT 3 BLK 20                                 | 133 7TH AVE SE       | RESIDENTIAL       | 55.00         |              |                    | 55.00              | \$69.84                        | \$3,841.20  |                    |                  |                   | 133 7TH AVE SE     | WASECA, MN 56093            |
| 29  | PAUL S & MARSHA L WHITE            | 17.101.0040 | AUDITOR'S ADD TO BARNEYS ADD W55FT OF S178.50FT OF LOT 2 BLK 21 & ADJOINING 11FT N  | 201 7TH AVE SE       | RESIDENTIAL       | 55.00         |              |                    | 55.00              | \$69.84                        | \$3,841.20  |                    |                  |                   | 201 7TH AVE SE     | WASECA, MN 56093            |
| 30  | LINDA ROSENTHAL                    | 17.101.0070 | AUDITOR'S ADD TO BARNEYS ADD COMM AT A PT 55FT E OF SW COR OF LOT 2;THENCE N165.3   | 205 7TH AVE SE       | MULTIPLE DWELLING | 60.00         |              |                    | 60.00              | \$79.81                        | \$4,788.60  |                    |                  |                   | 808 10TH ST NE     | WASECA, MN 56093            |
| 31  | MICHAEL W NELSON & DAVID J WOOD    | 17.101.0140 | AUDITOR'S ADD TO BARNEYS ADD S 210 FT OF W 66 FT OF E 462 FT OF LOT 2 BLK 21        | 209 7TH AVE SE       | RESIDENTIAL       | 66.00         |              |                    | 66.00              | \$69.84                        | \$4,609.44  |                    |                  |                   | 70 E MINNESOTA ST  | LE CENTER, MN 56057         |
| 32  | MELISSA R BAUMAN                   | 17.101.0110 | AUDITOR'S ADD TO BARNEYS ADD W 66 FT OF E 396 FT OF LOT 2 BLK 21                    | 213 7TH AVE SE       | RESIDENTIAL       | 66.00         |              |                    | 66.00              | \$69.84                        | \$4,609.44  |                    |                  |                   | 32575 70TH ST      | WASECA, MN 56093            |
| 33  | RANDY L WOBSCHALL                  | 17.101.0100 | AUDITOR'S ADD TO BARNEYS ADD W 66 FT OF E 330 FT OF LOT 2 BLK 21                    | 217 7TH AVE SE       | RESIDENTIAL       | 66.00         |              |                    | 66.00              | \$69.84                        | \$4,609.44  |                    |                  |                   | 217 7TH AVE SE     | WASECA, MN 56093            |
| 34  | TYLER A BORCHERT                   | 17.101.0090 | AUDITOR'S ADD TO BARNEYS ADD W68FT OF E264FT OF LOT 2 BLK 21                        | 221 7TH AVE SE       | RESIDENTIAL       | 66.00         |              |                    | 66.00              | \$69.84                        | \$4,609.44  |                    |                  |                   | 221 7TH AVE SE     | WASECA, MN 56093            |
| 35  | DAVID C & MARY OSTENDORF           | 17.101.0130 | AUDITOR'S ADD TO BARNEYS ADD W 66 FT OF E 198 FT OF LOT 2 BLK 21                    | 301 7TH AVE SE       | RESIDENTIAL       | 66.00         |              |                    | 66.00              | \$69.84                        | \$4,609.44  |                    |                  |                   | 301 7TH AVE SE     | WASECA, MN 56093            |
| 36  | TROY L & JENNIFER D BURT           | 17.101.0050 | AUDITOR'S ADD TO BARNEYS ADD W 66 FT OF E 132 FT OF LOT 2 BLK 21                    | 305 7TH AVE SE       | RESIDENTIAL       | 66.00         |              |                    | 66.00              | \$69.84                        | \$4,609.44  |                    |                  |                   | 305 7TH AVE SE     | WASECA, MN 56093            |
| 37  | STEVEN W & BRENDA F BLASER         | 17.101.0030 | AUDITOR'S ADD TO BARNEYS ADD E 66 FT OF LOT 2 BLK 21                                | 309 7TH AVE SE       | RESIDENTIAL       | 66.00         |              |                    | 66.00              | \$69.84                        | \$4,609.44  |                    |                  |                   | 309 7TH AVE SE     | WASECA, MN 56093            |
| 38  | LINDA L KARST                      | 17.101.0150 | AUDITOR'S ADD TO BARNEYS ADD W 1/2 OF LOT 3 BLK 21                                  | 313 7TH AVE SE       | RESIDENTIAL       | 66.00         |              |                    | 66.00              | \$69.84                        | \$4,609.44  |                    |                  |                   | 313 7TH AVE SE     | WASECA, MN 56093            |
| 39  | JAMES LUTGENS                      | 17.101.0160 | AUDITOR'S ADD TO BARNEYS ADD E 1/2 OF LOT 3 BLK 21                                  | 317 7TH AVE SE       | RESIDENTIAL       | 66.00         |              |                    | 66.00              | \$69.84                        | \$4,609.44  |                    |                  |                   | PO BOX 248         | NEW RICHLAND, MN 56072      |
| 40  | JOEL A & NICOLE J LAFRANCE         | 17.101.0170 | AUDITOR'S ADD TO BARNEYS ADD Lot-004 Block-021                                      | 401 7TH AVE SE       | RESIDENTIAL       | 88.00         |              |                    | 88.00              | \$69.84                        | \$6,145.92  |                    |                  |                   | 401 7TH AVE SE     | WASECA, MN 56093            |
| 41  | TERRENCE L GEORGE                  | 17.101.0180 | AUDITOR'S ADD TO BARNEYS ADD Lot-005 Block-021                                      | 407 7TH AVE SE       | RESIDENTIAL       | 67.00         |              |                    | 67.00              | \$69.84                        | \$4,679.28  |                    |                  |                   | 407 7TH AVE SE     | WASECA, MN 56093            |
| 42  | DANNY J & KIMBERLY GROSCKREUTZ     | 17.101.0190 | AUDITOR'S ADD TO BARNEYS ADD Lot-006 Block-021                                      | 411 7TH AVE SE       | RESIDENTIAL       | 66.00         |              |                    | 66.00              | \$69.84                        | \$4,609.44  |                    |                  |                   | 411 7TH AVE SE     | WASECA, MN 56093            |
| 43  | TRACY K ROEKER-ADLER               | 17.101.0200 | AUDITOR'S ADD TO BARNEYS ADD Lot-007 Block-021                                      | 419 7TH AVE SE       | RESIDENTIAL       | 117.75        | 52.25        | -58.87             | 58.88              | \$69.84                        | \$4,112.18  |                    |                  |                   | 419 7TH AVE SE     | WASECA, MN 56093            |
|   |                                    |             |   |                      |                   |               |              |                    |                    |                                |             |                    |                  |                   |                    |                             |
| TOTAL FRONT FOOTAGE   |                                    | 3086.23     | ASSESSMENT RATES  |                      |                   |               |              |                    |                    | TOTAL ASSESSMENTS              |             | \$200,305.93       |                  |                   |                    |                             |
| TOTAL CREDITS   |                                    | -284.88     | Residential/Duplex/City Per Front Foot  |                      | \$69.84           |               |              |                    |                    |                                |             |                    |                  |                   |                    |                             |
| TOTAL ASSESSABLE FOOTAGE  |                                    | 2801.35     | Multiple Dwelling Per Front Foot  |                      | \$79.81           |               |              |                    |                    |                                |             |                    |                  |                   |                    |                             |
|   |                                    |             | Commercial/Industrial/Tax Exempt Per Front Foot                                     |                      | \$89.79           |               |              |                    |                    |                                |             |                    |                  |                   |                    |                             |

| 2ND ST SE FROM 9TH AVE SE TO 10TH AVE SE CITY PROJECT 2018-01 ROLL 280 |                                |             |  |                  |                |               |              |                    |                    |                   |            |                                |                  |                   |                   |                          |
|--|--------------------------------|-------------|--|------------------|----------------|---------------|--------------|--------------------|--------------------|-------------------|------------|--------------------------------|------------------|-------------------|-------------------|--------------------------|
|  |                                |             |  |                  |                |               |              |                    |                    |                   |            | OWNERS OF RECORD FEBRUARY 2018 |                  |                   |                   |                          |
| No.  | Name                           | Parcel ID   | Property Description   | Property Address | Classification | Front Footage | Side Footage | Credit or Addition | Assessable Footage | Assessment Rate   | Assessment | Consent Assessment             | Total Assessment | Mailing Address-1 | Mailing Address-2 | Mailing Address-3        |
| 1  | JAMIE E HARTER                 | 17.155.0070 | BROUGHTONS ADD N 127 2/3 FT OF E 1/2 OF LOT 3 BLK 1                            | 108 9TH AVE SE   | RESIDENTIAL    | 127.66        | 160.25       | -40.00             | 87.66              | \$57.20           | \$5,014.15 |                                |                  |                   | 108 9TH AVE SE    | WASECA, MN 56093         |
| 2  | JOHN A & BARBARA LEE MONAHAN   | 17.155.0100 | BROUGHTONS ADD S109FT OF N236.66FT OF E1/2 OF LOT 3 BLK 1                      | 904 2ND ST SE    | RESIDENTIAL    | 109.00        |              |                    | 109.00             | \$57.20           | \$6,234.80 |                                |                  |                   | 904 2ND ST SE     | WASECA, MN 56093         |
| 3  | REDD SIMMS                     | 17.155.0020 | BROUGHTONS ADD BEG AT SE COR OF LOT 2;THENCE N130FT;THENCE W60FT;THENCE S 130F | 117 10TH AVE SE  | RESIDENTIAL    | 130.00        | 60.00        | -60.00             | 70.00              | \$57.20           | \$4,004.00 |                                |                  |                   | 117 10TH AVE SE   | WASECA, MN 56093         |
|  |                                |             |  |                  |                |               |              |                    |                    |                   |            |                                |                  |                   |                   |                          |
| 4  | STEVEN CHARLES GRUBISH         | 17.155.0340 | BROUGHTONS ADD Lot-001 Block-004   | 200 9TH AVE SE   | RESIDENTIAL    | 175.33        | 62.11        | -60.00             | 115.33             | \$57.20           | \$6,596.88 |                                |                  |                   | 25218 CAPE LN     | CLEVELAND, MN 56017-4580 |
| 5  | RICK MAAS                      | 17.155.0530 | BROUGHTONS ADD N 1/2 OF LOT 21 BLK 4   | 913 2ND ST SE    | RESIDENTIAL    | 87.66         |              |                    | 87.66              | \$57.20           | \$5,014.15 |                                |                  |                   | 10143 290TH AVE   | WASECA, MN 56093         |
| 6  | LAWRENCE D & PATRICIA S LARSON | 17.155.0520 | BROUGHTONS ADD S 1/2 OF LOT 21 BLK 4   | 201 10TH AVE SE  | RESIDENTIAL    | 87.67         | 62.11        | -43.83             | 43.84              | \$57.20           | \$2,507.65 |                                |                  |                   | 201 10TH AVE SE   | WASECA, MN 56093         |
|  |                                |             |  |                  |                |               |              |                    |                    |                   |            |                                |                  |                   |                   |                          |
| TOTAL FRONT FOOTAGE  |                                | 717.32      | ASSESSMENT RATES   |                  |                |               |              |                    |                    | TOTAL ASSESSMENTS |            | \$29,371.63                    |                  |                   |                   |                          |
| TOTAL CREDITS  |                                | -203.83     | Residential/Duplex/City Per Front Foot   |                  | \$57.20        |               |              |                    |                    |                   |            |                                |                  |                   |                   |                          |
| TOTAL ASSESSABLE FOOTAGE   |                                | 513.49      | Multiple Dwelling Per Front Foot   |                  | \$65.38        |               |              |                    |                    |                   |            |                                |                  |                   |                   |                          |
|  |                                |             | Commercial/Industrial/Tax Exempt Per Front Foot                                |                  | \$73.55        |               |              |                    |                    |                   |            |                                |                  |                   |                   |                          |



| 4TH AVE NE FROM NORTH STATE ST TO 4TH ST NE CITY PROJECT 2018-01 ROLL 280 |  |             |  |                  |                |                   |              |                    |                    |                 |             |                    |                  |                         |                        |                      |
|---|--|-------------|--|------------------|----------------|-------------------|--------------|--------------------|--------------------|-----------------|-------------|--------------------|------------------|-------------------------|------------------------|----------------------|
| No.   | Name   | Parcel ID   | Property Description   | Property Address | Classification | Front Footage     | Side Footage | Credit or Addition | Assessable Footage | Assessment Rate | Assessment  | Consent Assessment | Total Assessment | Mailing Address-1       | Mailing Address-2      | Mailing Address-3    |
| 1   | WASECA AREA SENIOR CITIZEN'S CENTER INC        | 17.128.0010 | AUD REPLAT OF LOTS 1 & 2 & ADD LOT 1 & LOT 19 BLK 1 EX BEG AT SW COR OF LOT 19;THENC | 308 STATE ST N   | TAX EXEMPT     | 80.00             |              |                    | 80.00              | \$73.55         | \$5,884.00  |                    |                  |                         | 308 N STATE ST         | WASECA, MN 56093     |
| 2   | JOHN P & TERI M PRIBBLE                        | 17.128.0020 | AUD REPLAT OF LOTS 1 & 2 & ADD LOT 2 & 18 BLK 1                                      | 106 4TH AVE NE   | RESIDENTIAL    | 66.00             |              |                    | 66.00              | \$57.20         | \$3,775.20  |                    |                  |                         | 106 4TH AVE NE         | WASECA, MN 56093     |
| 3   | BRYAN J & CORA E HAUGEN                        | 17.627.0030 | TROWBRIDGES 2ND ADDITION E60 FT OF LOT 3 BLK 1                                       | 110 4TH AVE NE   | RESIDENTIAL    | 60.00             |              |                    | 60.00              | \$57.20         | \$3,432.00  |                    |                  |                         | 110 4TH AVE NE         | WASECA, MN 56093     |
| 4   | CASSANDRA A CARSON                             | 17.627.0040 | TROWBRIDGES 2ND ADDITION Lot-004 Block-001   | 112 4TH AVE NE   | RESIDENTIAL    | 55.15             |              |                    | 55.15              | \$57.20         | \$3,154.58  |                    |                  |                         | 112 4TH AVE NE         | WASECA, MN 56093     |
| 5   | SUMMERGATE INVESTMENTS LLC                     | 17.627.0050 | TROWBRIDGES 2ND ADDITION Lot-005 Block-001   | 116 4TH AVE NE   | RESIDENTIAL    | 66.00             |              |                    | 66.00              | \$57.20         | \$3,775.20  |                    |                  |                         | 17305 CEDAR AVE #200   | LAKEVILLE, MN 55044  |
| 6   | NORMA D COOK                                   | 17.627.0060 | TROWBRIDGES 2ND ADDITION LOT 6 & W 10 FT OF 7 BLK 1                                  | 120 4TH AVE NE   | RESIDENTIAL    | 70.00             |              |                    | 70.00              | \$57.20         | \$4,004.00  |                    |                  |                         | 120 4TH AVE NE         | WASECA, MN 56093     |
| 7   | SCOTT M BARNETT                                | 17.627.0070 | TROWBRIDGES 2ND ADDITION LOT 7 EX W 10 FT BLK 1                                      | 200 4TH AVE NE   | RESIDENTIAL    | 50.00             |              |                    | 50.00              | \$57.20         | \$2,860.00  |                    |                  |                         | 200 4TH AVE NE         | WASECA, MN 56093     |
| 8   | MICHAEL M MUNTEAN & JANEL E SCHMIDT            | 17.627.0080 | TROWBRIDGES 2ND ADDITION Lot-008 Block-001   | 204 4TH AVE NE   | RESIDENTIAL    | 60.00             |              |                    | 60.00              | \$57.20         | \$3,432.00  |                    |                  |                         | 204 4TH AVE NE         | WASECA, MN 56093     |
| 9   | CAROL L KUBALL                                 | 17.627.0090 | TROWBRIDGES 2ND ADDITION Lot-009 Block-001   | 208 4TH AVE NE   | RESIDENTIAL    | 56.00             |              |                    | 56.00              | \$57.20         | \$3,203.20  |                    |                  |                         | 208 4TH AVE NE         | WASECA, MN 56093     |
| 10  | WILLIAM A JANIKE                               | 17.627.0110 | TROWBRIDGES 2ND ADDITION LOT 10 EX S 65 FT BLK 1                                     | 210 4TH AVE NE   | RESIDENTIAL    | 60.00             | 83.50        | -30.00             | 30.00              | \$57.20         | \$1,716.00  |                    |                  |                         | 210 4TH AVE NE         | WASECA, MN 56093     |
| 11  | TIMOTHY D & MICHELLE L JOHNSON                 | 17.100.2230 | ORIGINAL PLAT LOT 1 & W7 1/2FT OF LOT 2 EX S51FT BLK 13                              | 302 4TH AVE NE   | RESIDENTIAL    | 67.50             | 97.50        | -30.00             | 37.50              | \$57.20         | \$2,145.00  |                    |                  |                         | 302 4TH AVE NE         | WASECA, MN 56093     |
| 12  | DONGHUI CHEN                                   | 17.100.2250 | ORIGINAL PLAT LOT 2 EX W 7 1/2 FT BLK 13   | 306 4TH AVE NE   | RESIDENTIAL    | 52.50             |              |                    | 52.50              | \$57.20         | \$3,003.00  |                    |                  |                         | 306 4TH AVE NE         | WASECA, MN 56093     |
| 13  | AUSTIN M HARRISON                              | 17.100.2260 | ORIGINAL PLAT Lot-003 Block-013  | 308 4TH AVE NE   | RESIDENTIAL    | 60.00             |              |                    | 60.00              | \$57.20         | \$3,432.00  |                    |                  |                         | 301 LAKE ST NW APT 1   | WASECA, MN 56093     |
| 14  | ST PAUL'S LUTHERAN CHURCH                      | 17.100.2270 | ORIGINAL PLAT Lot-004 Block-013  | 310 4TH AVE NE   | TAX EXEMPT     | 60.00             |              |                    | 60.00              | \$73.55         | \$4,413.00  |                    |                  |                         | 314 4TH AVE NE         | WASECA, MN 56093     |
| 15  | ST PAUL'S LUTHERAN CHURCH                      | 17.100.2280 | ORIGINAL PLAT LOTS 5, 6 & E 1/2 OF LOT 7 BLK 13 (CHURCH)                             | 314 4TH AVE NE   | TAX EXEMPT     | 56.00             | 297.00       | -28.00             | 28.00              | \$73.55         | \$2,059.40  |                    |                  |                         | 314 4TH AVE NE         | WASECA, MN 56093     |
| 16  | IND SCHOOL DIST #29                            | 17.376.0010 | JENKINS ADDITION LOTS 1, 2, 3 & 4 & W 1/2 OF BLK 14 EX STREET (TROWBRIDGE PARK)      |                  | TAX EXEMPT     | 313.00            | 630.00       | -40.00             | 273.00             | \$73.55         | \$20,079.15 |                    |                  |                         | 501 ELM AVE EAST       | WASECA, MN 56093     |
| 17  | ELAINE N GEORGE MAIL TO:RONALD L & SARA N KING | 17.376.0630 | JENKINS ADDITION W 1/2 OF LOT 1 BLK 14   | 201 4TH AVE NE   | RESIDENTIAL    | 100.00            | 70.00        | -50.00             | 50.00              | \$57.20         | \$2,860.00  |                    |                  |                         | 31 ISLAND WAY APT 1402 | CLEARWATER, FL 33767 |
| 18  | KATIE L CLAYTON                                | 17.376.0530 | JENKINS ADDITION E 1/2 OF LOT 1 BLK 14   | 211 4TH AVE NE   | RESIDENTIAL    | 100.00            | 70.00        | -50.00             | 50.00              | \$57.20         | \$2,860.00  |                    |                  |                         | 211 4TH AVE NE         | WASECA, MN 56093     |
| 19  | TROY A BROUWERS                                | 17.376.0850 | JENKINS ADDITION S 72 1/2 FT OF LOT 1 BLK 16   | 301 4TH AVE NE   | RESIDENTIAL    | 74.00             | 72.50        | -37.00             | 37.00              | \$57.20         | \$2,116.40  |                    |                  |                         | 1108 4TH ST NE         | WASECA, MN 56093     |
| 20  | JOHNSON APARTMENTS I LLC                       | 17.376.0880 | JENKINS ADDITION LOT 2 EX N 50 FT BLK 16   | 307 4TH AVE NE   | RESIDENTIAL    | 74.00             |              |                    | 74.00              | \$57.20         | \$4,232.80  |                    |                  |                         | 729 JOACHIM DR         | WASECA, MN 56093     |
| 21  | ANDREW J O'NEIL                                | 17.376.0890 | JENKINS ADDITION Lot-003 Block-016   | 309 4TH AVE NE   | RESIDENTIAL    | 74.00             |              |                    | 74.00              | \$57.20         | \$4,232.80  |                    |                  | MAIL TO: VICKY L O'NEIL | 720 16TH AVE NE        | WASECA, MN 56093     |
| 22  | KAREN ZIMMERMAN                                | 17.376.0900 | JENKINS ADDITION S145FT OF LOT 4 BLK 16  | 313 4TH AVE NE   | RESIDENTIAL    | 74.00             | 145.00       | -37.00             | 37.00              | \$57.20         | \$2,116.40  |                    |                  |                         | 313 4TH AVE NE         | WASECA, MN 56093     |
| TOTAL FRONT FOOTAGE   |  | 1728.15     | ASSESSMENT RATES   |                  |                | TOTAL ASSESSMENTS |              |                    |                    |                 | \$88,786.13 |                    |                  |                         |                        |                      |
| TOTAL CREDITS   |  | -302.00     | Residential/Duplex/City Per Front Foot   |                  | \$57.20        |                   |              |                    |                    |                 |             |                    |                  |                         |                        |                      |
| TOTAL ASSESSABLE FOOTAGE  |  | 1426.15     | Multiple Dwelling Per Front Foot   |                  | \$65.38        |                   |              |                    |                    |                 |             |                    |                  |                         |                        |                      |
|   |  |             | Commercial/Industrial/Tax Exempt Per Front Foot                                      |                  | \$73.55        |                   |              |                    |                    |                 |             |                    |                  |                         |                        |                      |

CITY OF WASECA PROJECT 2018-01 ASSESSMENT ROLL IMPROVEMENT HEARING

ONE RATE FOR FOR 7TH AVENUE SE RECONSTRUCTION AND ONE RATE FOR 2ND STREET SE AND 4TH AVENUE NE RECLAMATION

ASSESSMENT CALCULATIONS CITY PROJECT 2018-01 2018 STREET IMPROVEMENTS-ASSESSMENT ROLL 280- IMPROVEMENT HEARING

|   | ENGINEERS ESTIMATE<br>ASSESSABLE COSTS | TOTAL FRONT<br>FOOTAGE | ASSESSABLE<br>FOOTAGE | GROSS COST<br>PER FOOT | ASSESSMENT RATE<br>RESIDENTIAL/DUPLEX/CITY 35% | ASSESSMENT RATE<br>MULTIPLE DWELLING 40% | ASSESSMENT RATE<br>COMM/IND/TAX EXEMPT 45% | TOTAL<br>ASSESSMENTS | PERCENT<br>ASSESSED |
|---|--|------------------------|-----------------------|------------------------|--|--|--|----------------------|---------------------|
| 2018-01 7TH AVE SE<br>RECONSTRUCTION                    | \$615,809.24                           | 3,086.23               | 2,801.35              | \$199.53               | \$69.84  | \$79.81                                  | \$89.79                                    | \$200,305.93         | 32.53%              |
| 2018-01 RECLAMATION STREETS<br>2ND ST SE AND 4TH AVE NE | \$399,677.07                           | 2,445.47               | 1,881.64              | \$163.44               | \$57.20  | \$65.38                                  | \$73.55                                    | \$118,157.76         | 29.56%              |
| TOTALS  | \$1,015,486.31                         | 5531.70                | 4682.99               |                        |  |  |  | \$318,463.69         | 31.36%              |

## **Appendix C**

### Neighborhood Meeting Notice and Public Correspondence



## **Minutes-Informational Open House for 2018 Street, Water Main and Miscellaneous Storm Sewer Improvements**

An informational open house was held at the City of Waseca Council Chambers on Monday January 22<sup>nd</sup>, 2018 from 4:00 to 6:00 pm.

Waseca received a substantial amount of snow on this date, which probably negatively impacted attendance.

There were two individuals that attended the open house, Jacob Goldsmith of 600 6<sup>th</sup> St SW and Katie Youngberg of 312 7<sup>th</sup> Ave SE. A sign-up sheet with their contact information is saved in the Informational Meeting folder in the project file.

An overview of the projects was presented, and an approximate range for the assessments for the two portions of the projects that affected the attendees was provided. The process for assessable projects was also explained.

Mr. Goldsmith wondered about the time frame of the project, whether it would be constructed in 2018. Staff indicated if it is approved by Council, that would be the plan.

Ms. Youngberg indicated that her home has had issues with the sewer service and that contractors have told her it is made of Orangeburg and should be replaced. Staff indicated that when the street surface is removed would be a good time for this work to be done and that they would keep her informed and work with her on getting the private sewer service work done during the project.

Staff remained until 6:00 pm, no additional residents arrived.

|  |  |                              |              |
|--|--|------------------------------|--------------|
| <b>Title:</b>  | RESOLUTION NO. 18-20 AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT FOR PROFESSIONAL SERVICES FOR THE DESIGN OF THE RECONSTRUCTION ON 3 <sup>RD</sup> STREET NE  |                              |              |
| <b>Meeting Date:</b>   | March 20, 2018   | <b>Agenda Item Number:</b>   | 7E           |
| <b>Action:</b>   | <input type="checkbox"/> MOTION<br><input type="checkbox"/> REQUESTS/PRESENTATIONS<br><input checked="" type="checkbox"/> RESOLUTION<br><input type="checkbox"/> ORDINANCE<br><input type="checkbox"/> DISCUSSION                  | <b>Supporting Documents:</b> | Resolution   |
| <b>Originating Department:</b>                                       | Engineering  | <b>Presented By:</b>         | City Manager |
| <b>Approved By City Manager:</b> <input checked="" type="checkbox"/> | <b>Proposed Action:</b> Consider adopting Resolution No. 18-20 Authorizing the City Manager to execute a contract for professional services for the design of the 2019 Project for the reconstruction of 3 <sup>rd</sup> Street NE |                              |              |

**BACKGROUND:** In the fall of 2017, the City applied for a Local Road Improvement Project (LRIP) grant from the Minnesota Department of Transportation (MnDOT). The grant request was for the reconstruction of approximately three-thousand feet of 3<sup>rd</sup> Street N.E. from 4<sup>th</sup> Avenue N.E. to 11<sup>th</sup> Avenue N.E. The project will include full reconstruction of the pavement, curb and gutter, sidewalk, storm sewer, watermain and sanitary sewer utilities. All but one block of this street segment is on the City's Municipal State Aid System (MSAS). The one block not on the MSAS is between 7<sup>th</sup> Avenue N.E. and 8<sup>th</sup> Avenue N.E. which is part of Waseca CSAH 13. The Waseca County board has passed a resolution in support of this project.

In February 2018, the City learned they were successful in the grant application. The amount of the grant is \$1,000,000. Conditions of the grant include 2019 construction. To move this project along and stay on schedule for 2019 construction, the City requested a proposal for engineering design services from the interim city engineer, WSB. The proposal is attached for your consideration.

**BUDGET IMPACT:** The total estimated construction cost is \$3,653,466 including a 35% allowance for contingencies, engineering and administration. The proposed fees for the engineering professional services is an hourly, not-to-exceed cost of \$235,816. MSAS funds can be used for engineering fees up to 25% of project construction costs.

Project funding sources include the \$1,000,000 LRIP grant, \$1,823,313 in MSAS funds, \$445,066 from the City Water Fund and \$385,147 from the City Sewer Fund. The funds were budgeted for in the 2018 Planning CIP and will be budgeted for in the 2019 budgeting process.

**POLICY QUESTION:** None

**ALTERNATIVES CONSIDERED:** None

**RECOMMENDATION:** Motion to adopt Resolution No. 18-20 Authorizing the City Manager to execute a contract for professional services for the design of the 2019 Project for the reconstruction of 3<sup>rd</sup> Street NE.

**RESOLUTION NO. 18-20**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A  
CONTRACT WITH WSB FOR PROFESSIONAL/TECHNICAL DESIGN SERVICES  
FOR STREET AND UTILITY RECONSTRUCTION ON 3<sup>RD</sup> STREET N.E. BETWEEN  
4<sup>TH</sup> AVENUE N.E. AND 11<sup>TH</sup> AVENUE N.E.  
2018-20**

**WHEREAS**, 4<sup>th</sup> Street N.E. needs to be reconstructed and complete street and utility improvements are needed along the route within City Limits,

**WHEREAS**, the City desires to hire a consultant to provide professional engineering related design services for the street and utility related features of the project,

**WHEREAS**, through a request for a proposal the City has determined that WSB is qualified to provide said professional services;

**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 the WSB for professional and technical design services related to the reconstruction of 3<sup>rd</sup> Street N.E. street and utilities.

Adopted this 20<sup>th</sup> day of March 2018.

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ROY SRP  
MAYOR

ATTEST:

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MARY BUENZOW  
RECORDS SECRETARY

|  |   |                              |   |
|--|---|------------------------------|---|
| <b>Title:</b>  | Resolution No. 18-18 Setting Street Light Rate Structure  |                              |   |
| <b>Meeting Date:</b>   | March 20, 2018  | <b>Agenda Item Number:</b>   | <b>7F</b>   |
| <b>Action:</b>   | <input type="checkbox"/> MOTION<br><input type="checkbox"/> REQUESTS/PRESENTATIONS<br><input checked="" type="checkbox"/> RESOLUTION<br><input type="checkbox"/> ORDINANCE<br><input type="checkbox"/> DISCUSSION | <b>Supporting Documents:</b> | Resolution No. 18-18<br><br>Attached Street Light Rate Structure table. |
| <b>Originating Department:</b>                                       | City Administration   | <b>Presented By:</b>         | City Manager  |
| <b>Approved By City Manager:</b> <input checked="" type="checkbox"/> | <b>Proposed Action:</b> Consider adopting Resolution No. 18-18 setting the Street Light Rate Structure.   |                              |   |

**BACKGROUND:** At the March 6, 2018, City Council Work Session, the City Council reviewed funding options for street light expenses. The general fund pays for about \$107,000 of annual street light expenses and the Electric Utility pays for about \$65,000 of annual street light expenses.

The purpose of establishing a Street Light Rate Structure within the City's Electric Utility is to provide for dedicated revenue and financial transparency for all street light operations, repairs, replacements. Establishing a Street Light Rate Structure also means that the general fund and Electric Utility will no longer subsidize street lighting costs.

**BUDGET IMPACT:** The below Street Light Rate Structure table shows that there is one Base Charge for customers. The General Fund and Electric Utility will no longer subsidize street light costs. It is anticipated that the Street Light Rate structure will be implemented no later than for City utilities bills due July 2018, and possibly with bills due June 15, 2018, depending on the billing implementation programming.

**Street Light Rate Structure - Single Rate - Electric Utility and General Fund Charges**

| Customer Class   | Street Light Factor | Base Charge | Monthly Charge | Annual Charge |
|--|---------------------|-------------|----------------|---------------|
| Street Light Customer Charge   | 1                   | \$ 3.60     | \$ 3.60        | \$ 43.20      |
| Exempt: 1. Outside City limits; 2. City owned public facilities; 3. Unique accounts based on past billing practice | 0                   | \$ -        | \$ -           | \$ -          |

**POLICY QUESTION:** The City Council has discussed that a direct street light charge will improve financial transparency, and will also allow for the conversion of street lights to LED lighting.

**ALTERNATIVES CONSIDERED:** The City Council has discussed alternatives including no change to the current funding and expense systems, as well as covering just the General Fund costs and continuing the Electric Utility contribution.

**Street Light Rate Structure - Single Rate - General Fund Only**

| Customer Class   | Street Light Factor | Base Charge | Monthly Charge | Annual Charge |
|--|---------------------|-------------|----------------|---------------|
| Street Light Customer Charge   | 1                   | \$ 2.25     | \$ 2.25        | \$ 27.00      |
| Exempt: 1. Outside City limits; 2. City owned public facilities; 3. Unique accounts based on past billing practice | 0                   | \$ -        | \$ -           | \$ -          |

**RECOMMENDATION:** Staff recommendation to adopt Resolution No. 18-18 setting the Street Light Rate Structure.



## **Resolution No. 18-18**

### **A RESOLUTION OF THE WASECA CITY COUNCIL SETTING THE STREET LIGHT RATE STRUCTURE**

WHEREAS, the Waseca City Council establishes all utilities rates and charges by resolution; and,

WHEREAS, a Street Light Rate Structure has been reviewed in light of operations, maintenance, and infrastructure replacement budgetary needs; and,

WHEREAS, an equitable distribution of funding needs can be made by establishing a Street Light Rate Structure in order to eliminate General Fund and Electric Utility subsidization of street light expenses; and,

WHEREAS, funding needs can be equitably met by the charges as set forth in Attachment A.

NOW, THEREFORE, BE IT RESOLVED by the City of Waseca that the Street Light Rate Structure shall be established as set forth in Attachment A which is hereto incorporated by reference.

This resolution shall become effective upon its passage without publication.

Adopted this 20<sup>th</sup> day of March, 2018.

---

R.D.SRP  
Mayor

Attest:

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MARY BUENZOW  
CITY CLERK

# ATTACHMENT A

## Street Light Rate Structure - Single Rate

| Customer Class               | Street Light Factor | Base Charge | Monthly Charge | Annual Charge |
|------------------------------|---------------------|-------------|----------------|---------------|
| Street Light Customer Charge | 1                   | \$ 3.60     | \$ 3.60        | \$ 43.20      |
| Exempt (see notes below)     | 0                   | \$ -        | \$ -           | \$ -          |

- Exempt:
- 1. Outside City limits
  - 2. City owned public facilities
  - 3. Unique accounts based on past billing practice

|  |   |                              |  |
|--|---|------------------------------|--|
| <b>Title:</b>  | Approve Resolution 18-19 Amending the 2018 City Fee Schedule  |                              |  |
| <b>Meeting Date:</b>   | March 20, 2018  | <b>Agenda Item Number:</b>   | <b>7G</b>                                  |
| <b>Action:</b>   | <input type="checkbox"/> MOTION<br><input type="checkbox"/> REQUESTS/PRESENTATIONS<br><input checked="" type="checkbox"/> RESOLUTION<br><input type="checkbox"/> ORDINANCE<br><input type="checkbox"/> DISCUSSION | <b>Supporting Documents:</b> | Resolution 18-19 Amended City Fee Schedule |
| <b>Originating Department:</b>                                       | Finance   | <b>Presented By:</b>         | Finance Director                           |
| <b>Approved By City Manager:</b> <input checked="" type="checkbox"/> | <b>Proposed Action: Motion to adopt Resolution No. 18-19, Amending the 2018 City Fee Schedule</b>   |                              |  |

**BACKGROUND:** At the February 27, 2018, City Council work session, the City Council reviewed fee options for the City to charge relating to fire responses. This was originally discussed during the 2018 budget work sessions and at that time Council determined we would initiate the process to bill for fire responses.

At the February work session there was lengthy discussion regarding charging for fire calls, how much to charge and what types of calls to charge for. The City has statutory authority to charge a fee for all emergency response actions and currently charges for excessive false alarms calls. Beginning in 2018 the Waseca Rural Fire District charges for various fire calls based on their established fee schedule.

Council direction is to charge \$500 for the following types of fire responses:

- Building or structure fire
- Vehicle fire
- Motor Vehicle Accidents

Based on this direction staff recommends the attached addition to the master fee schedule effective April 1, 2018.

**BUDGET IMPACT:** In the 2018 Council approved general fund budget there is expected revenue of \$10,000 for fire responses, which is a new fee. Should this fee not be implemented, there will be a \$10,000 funding gap in the 2018 budget.

**RECOMMENDATION:** Staff recommends a motion to approve Resolution No. 18-19, amending the 2018 City fee schedule to include fire response fees.

**RESOLUTION NO. 18-19**

**A RESOLUTION OF THE CITY OF WASECA, MINNESOTA  
AMENDING THE MASTER FEE SCHEDULE**

**WHEREAS**, the City of Waseca utilizes various fees to partially cover the costs of certain programs, services and enforcement activities; and

**WHEREAS**, the City needs to update the various fees and fee amounts on a regular basis to address changing circumstances and costs for the programs, services and enforcement activities; and

**WHEREAS**, the fee schedule requires a resolution to make any change to dollar amount or fees type; and

**NOW, THEREFORE, BE IT RESOLVED** that the Master Fee Schedule shall be amended to include the addition as outlined in below effective April 1, 2018.

**Fire Responses**

|                            |          |
|----------------------------|----------|
| Building or Structure Fire | \$500.00 |
| Vehicle Fire               | \$500.00 |
| Motor Vehicle Accidents    | \$500.00 |

Dated this 20<sup>th</sup> day of March, 2018.

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R.D. SRP  
MAYOR

ATTEST:

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MARY BUENZOW  
CITY CLERK

|  |   |                              |              |
|--|---|------------------------------|--------------|
| <b>Title:</b>  | Approve Funding for Movie Theater   |                              |              |
| <b>Meeting Date:</b>   | March 20, 2018  | <b>Agenda Item Number:</b>   | <b>7H</b>    |
| <b>Action:</b>   | <input checked="" type="checkbox"/> MOTION<br><input type="checkbox"/> REQUESTS/PRESENTATIONS<br><input type="checkbox"/> RESOLUTION<br><input type="checkbox"/> ORDINANCE<br><input type="checkbox"/> DISCUSSION | <b>Supporting Documents:</b> | None         |
| <b>Originating Department:</b>                                       | Administration  | <b>Presented By:</b>         | City Manager |
| <b>Approved By City Manager:</b> <input checked="" type="checkbox"/> | <b>Proposed Action:</b> Consider approving \$60,000 in funding to establish a Movie Theater in partnership with the School District   |                              |              |

**BACKGROUND:** On March 8<sup>th</sup>, 2018 the City Council and Waseca School Board held a Joint Work Session to discuss the possibility of the City providing a financial contribution in order to establish a Movie Theater in the auditorium at the Central Building on Elm Avenue.

There were extensive discussions on how this project would be consistent with goals in Waseca Vision 2030, and discussion on the number of comments Council members have received over the years about the desire for a movie theater in the City. It was also discussed that it did not appear that the private sector was going to be able to provide this services, as there were several preliminary attempts made in previous years that never came to fruition.

Following this discussion the Council directed staff to determine where funding for this project could come from and bring the item back for their consideration at an upcoming Council meeting.

**BUDGET IMPACT:** \$60,000 from excess fund balance from the 2017 Budget. City snow removal costs for 2017 were significantly below historical averages, resulting in the snow removal budget coming in a little over \$60,000 under budget. Staff believes this is an anomaly that would not likely be repeated in future years, and would be appropriate for one-time use, but not as an on-going reduction.

**RECOMMENDATION:** Motion to authorize \$60,000 in excess fund balance to go towards the Waseca Public Schools Movie Theater project in the auditorium at the Central Building.



|  |   |                              |                  |
|--|---|------------------------------|------------------|
| <b>Title:</b>  | Resolution 18-21 Adopting a City Vision and Strategic Goals   |                              |                  |
| <b>Meeting Date:</b>   | March 20, 2018  | <b>Agenda Item Number:</b>   | <b>7I</b>        |
| <b>Action:</b>   | <input type="checkbox"/> MOTION<br><input type="checkbox"/> REQUESTS/PRESENTATIONS<br><input checked="" type="checkbox"/> RESOLUTION<br><input type="checkbox"/> ORDINANCE<br><input type="checkbox"/> DISCUSSION | <b>Supporting Documents:</b> | Resolution 18-21 |
| <b>Originating Department:</b>                                       | Administration  | <b>Presented By:</b>         | City Manager     |
| <b>Approved By City Manager:</b> <input checked="" type="checkbox"/> | <b>Proposed Action:</b> Consider Adopting a City Vision and Strategic Goals   |                              |                  |

**BACKGROUND:** In the Spring of 2017 the City of Waseca, in partnership with BEST of Waseca County, Waseca Area Chamber of Commerce, Waseca Public Schools and Waseca County began a community visioning process called Waseca Vision 2030. The goal of the project was to develop a community vision and strategic action plan through a robust community engagement process.

On March 13<sup>th</sup> the Waseca Vision 2030 consultants presented the final report, which included the results of the engagement processes from 567 survey responses, a community vision statement, strategic action pillars and specific action areas to work towards implementing the vision.

The City Council has met with the Waseca County Board of County Commissioners and the Waseca Public Schools Board where they discussed the results of the engagement process and the key strategic areas that resulted from the process. Support for moving forward on the recommendations of the report was expressed by all three governing bodies.

In order to formalize its commitment to the results of Waseca Vision 2030 and to provide direction to staff on how to proceed with implementing the results it is appropriate for the Council to formally adopt the vision statement in the report as well as the Strategic Action Pillars listed in the report as the City's strategic goals. This will help to ensure that the proposals, projects and programs developed by staff for Council consideration are consistent with the results of Waseca Vision 2030. Even more importantly it is a small but significant step in communicating the Council's commitment to taking action in order to see the vision achieved.

Waseca Community Vision Statement: Waseca is an energetic, wholesome community that welcomes and supports all people in all stages of life. We envision a future that strengthens our regional connections through leadership opportunities, economic development and investment in high quality community assets resulting in the creation of a vibrant, dynamic community of the future

Strategic Goals:

1. Create High Quality Community Assets
  - a. Launch Programs that attract and retain youth and young professionals
  - b. Transform the education system into lifelong learning
  - c. Anchor the downtown as 'Heart of the Community'

**RESOLUTION NO. 18-21**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
ADOPTING THE WASECA VISION 2030 VISION AND STRATEGIC ACTION PILLARS AS  
THE CITY'S VISION AND STRATEGIC GOALS**

**WHEREAS**, the City Council has determined the need for a comprehensive Vision and Strategic Plan for the City and the Waseca Community more as a whole; and

**WHEREAS**, the Waseca Vision 2030 project was a collaborative effort that included residents and stakeholders in an extensive and detailed engagement effort; and

**WHEREAS**, the results of the engagement showed a clear and consistent desire from the community to change our expected future and actively pursue a preferred future of increased regional collaboration and importance and strengthening of our community connectivity; and

**WHEREAS**, the Final Report of the Waseca Vision 2030 project has provided a community Vision statement, Strategic Action Pillars, Specific Action Steps to be pursued and a Roadmap to achieve the vision;

**NOW THEREFORE BE IT RESOLVED**, that the Waseca City Council hereby adopts the Vision Statement from Waseca Vision 2030, Exhibit A, and the Strategic Action Pillars, as outlined in Exhibit B, as the City of Waseca's Vision and Strategic Goals; and

**BE IT FURTHER RESOLVED**, that the City Manager is directed to use Waseca Vision 2030 as a guide in the administration of City operations, shall align the City's activities to pursue these goals and shall bring forth recommendations, proposals and projects for consideration by the City Council, utilizing the recommendations in Waseca Vision 2030, in pursuit of the Vision and Goals adopted here in.

Adopted this 20th day of March 2018.

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R. D. SRP  
MAYOR

ATTEST:

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MARY BUENZOW  
CITY CLERK

- d. Update community aesthetics and infrastructure
- 2. Expand and Leverage Economic Development Initiatives
  - a. Identify and establish a long-range plan with metrics for success
  - b. Create a community marketing and branding initiative
  - c. Diversify and intensify the agriculture sector
  - d. Expand technology, professional and business sectors
- 3. Strengthen Regional Connectivity
  - a. Collaborate with regional entities to build connectivity
  - b. Expand higher education connections to attract regional innovation
  - c. Building top grade infrastructure
  - d. Become a 'Destination Location'
- 4. Create a Vibrant Dynamic Community
  - a. Leverage governmental collaboration and cooperation
  - b. Activate strong leadership to encourage collaboration between organizations
  - c. Promote social connectivity within the community
  - d. Foster entrepreneurship and encourage innovation

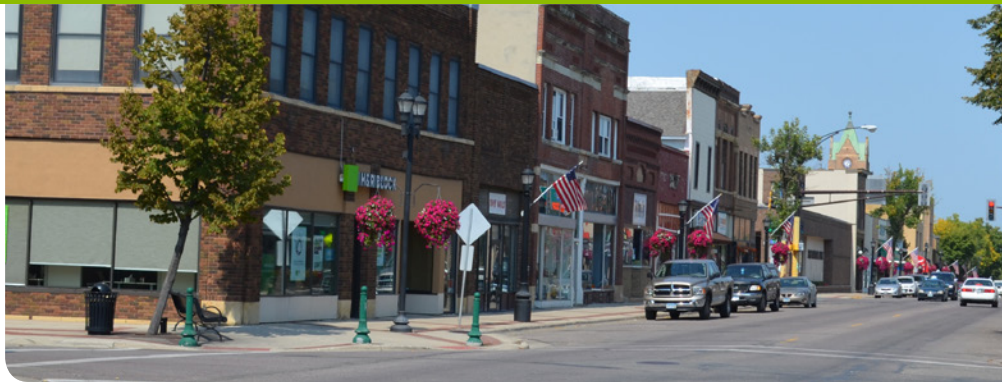
**BUDGET IMPACT:** None.

**RECOMMENDATION:** Motion to Adopt Resolution No. 18-21 adopting a City Vision and Strategic Goals and outlined in the Waseca Vision 2030 final report.

## EXHIBIT A

### **Waseca Community Vision Statement**

Waseca is an energetic, wholesome community that welcomes and supports all people in all stages of life. We envision a future that strengthens our regional connections through leadership opportunities, economic development and investment in high quality community assets resulting in the creation of a vibrant, dynamic community of the future.



*High quality community assets and infrastructure are the features of the community that will serve to 'gain and retain' the people of Waseca.*

## 6.0 STRATEGIC ACTION PILLARS

### 6.1 CREATE HIGH QUALITY COMMUNITY ASSETS

#### 6.1.1 IMPORTANCE OF HIGH QUALITY COMMUNITY ASSETS

Waseca has undergone many swings of economic cycles over the years. This has resulted in outmigration, declining infrastructure quality and a lack of new civic and private investment. The effects of flooding in the Waseca area in recent years have placed increased demands on public funds for basic infrastructure that has made it difficult until recently to apply efforts to build more aesthetic aspects of the community. These macro trends often result in communities where quality of life and appeal is degraded and create a spiral that can make them less attractive to new residents, especially if social systems and housing stocks fall behind contemporary standards.

This action plan aims to explore and build on four areas identified throughout the visioning process as key to creating high quality community assets in Waseca. The following strategies were identified as key to supporting this pillar:

- Launch programs that attract and retain youth and young professionals
- Anchor the downtown as 'Heart of the Community'
- Transform the education system into lifelong learning
- Update community aesthetics and infrastructure

These actions provide the 'heavy lifting' necessary to build momentum on the future pathway for building quality of life in Waseca. For example, a focus on the expansion of housing options applies to young and old and across economic strata. A more diverse housing stock could help to both gain younger populations as they look for affordable housing and retain older populations as they go through downsizing and the aging process. Downtown Waseca is an asset that can be built on and its successful revitalization as the heart of the community will draw new residents and create a destination for younger generations. Along with community aesthetic and infrastructure improvements and specific programs to attract youth and young professionals, these action areas combined serve as a potentially powerful combination of efforts to build a strong community ecosystem.



### 6.1.2 KEY ACTION AREAS

#### 1. Launch Programs That Attract and Retain Youth and Young Professionals

It was evident in our many discussions with community residents and leaders, that Waseca is having difficulties retaining youth and attracting young professionals to work in the community. Besides the agricultural industry, providing job opportunities for young people has been a challenge. This exodus from rural communities is a nationwide trend known as the ‘hollowing out of rural America’ and many studies have been conducted to stem the tide. Community survey respondents identified youth activities as key to future community development.

#### 2. Transform education system into lifelong learning

With recent community investment in the remodeling of Waseca High School, the community has shown its willingness to support its youth in education by providing top grade facilities. To build on this standard of excellence, Waseca could take steps towards connecting people with the best employment opportunities in the region and supporting a variety of skillsets. This will require an educational environment that promotes life-long learners; both in the job market and as a quality of life asset to all age groups, especially with the consistent need to update skills in a rapidly changing world.



#### 3. Anchor the downtown as ‘Heart’ of the community

Waseca’s downtown already has the hallmarks of a welcoming community center – from its pedestrian bump-outs and gateway elements to its pedestrian-scale lighting with banners, plant basket hangers and benches. Throughout the engagement sessions, community members indicated the need for the downtown to become more the ‘heart’ of community by creating a sense of vibrancy, activity and connectivity to other parts of the community and region. Like many retail environments, regular aesthetic upgrades to the main corridors helps refresh and activate these key areas. In addition, using wayfinding, striping, and other tools to create clear connections to regional assets can quickly enhance the ties between Waseca and its context.

#### 4. Update community aesthetics and infrastructure

The issue of residential property development was repeatedly raised throughout the Waseca visioning process. The region has been faced with a number of development pressures and challenges across numerous areas and now is opportune time for Waseca to build its capacity to attract new residents based on the current challenges and opportunities presenting themselves. Combining this need with the updating of community spaces will go a long way to gaining and retaining community members.



#### KEY POINTS TO NOTE:

Creating high quality community assets for Waseca will require a delicate balance of community needs. Through the engagement process, a sense of skepticism among community members was observed. Where there is a strong desire for change, leadership will need to provide clear communication and education about the details of the strategic action plan rollout.

## 6.1.3 IMPLEMENTATION TOOLKIT FOR CREATING HIGH QUALITY COMMUNITY ASSETS

2018

## SPECIFIC ACTION STEPS

## Launch Programs that Attract and Retain Youth and Young Professionals

- Develop housing options targeted at changing expectations and amenities for young workers and families.
- Create a program that connects local business owners with students to work on innovative 'maker' ideas that pertain to local business needs.

## Transform Education System into Lifelong Learning

- Expand opportunities for cultural and educational training programs open to the community through organizations such as the Library, Arts Center, and Historical Society.
- Set up Waseca's own recreational programs for multiple generations (sports leagues, classes in parks, etc.)

## Update Community Aesthetics and Infrastructure

- Create opportunities and initiatives that enhance aesthetic improvements along key driving corridors, parks, trails and in the maintenance of community facilities.
- Evaluate zoning and maintenance code requirements and enforcement to ensure they meet expectations for community aesthetics are aligned with community vision.
- Establish programs to address blighted and distressed residential properties through incentives, assistance and enhanced code enforcement.
- Install artwork in public spaces.

## Anchor Downtown as the Heart of the Community

- Focus on creating next stage amenities when developing new infrastructure in the community.
- Encourage and incentivize reinvestment in downtown property.
- Create community spaces that allow for unstructured gatherings and social interactions as well as program regular activities, events and programming to draw visitors downtown.
- Hire a Downtown Mainstreet Coordinator to engage downtown business and property owners in exploring coordinated promotions, events and operational practices that encourage increased commercial activity downtown.

2030



## BOLD IDEAS

- Establish a Community Vitality Strategic Action Area Leadership Committee tasked with overseeing the development of high quality community assets and making sure they are inline with the community vision.
- Encourage development of the downtown as the 'Heart of Waseca' to provide a sense of place and promote community pride. Make it a community gathering location and a place to stay for entertainment.



## USEFUL RESOURCES

- Connect with the University of MN's Osher Lifelong Learning Institute at <https://olli.umn.edu>
- For insights on how communities may look in the future, visit: <http://future-ia.com/project/cities-of-the-future/>
- Pursue public-private Infrastructural investments at: [http://www.nlc.org/sites/default/files/2016-12/NLC\\_2016\\_Infrastructure\\_Report.pdf](http://www.nlc.org/sites/default/files/2016-12/NLC_2016_Infrastructure_Report.pdf)

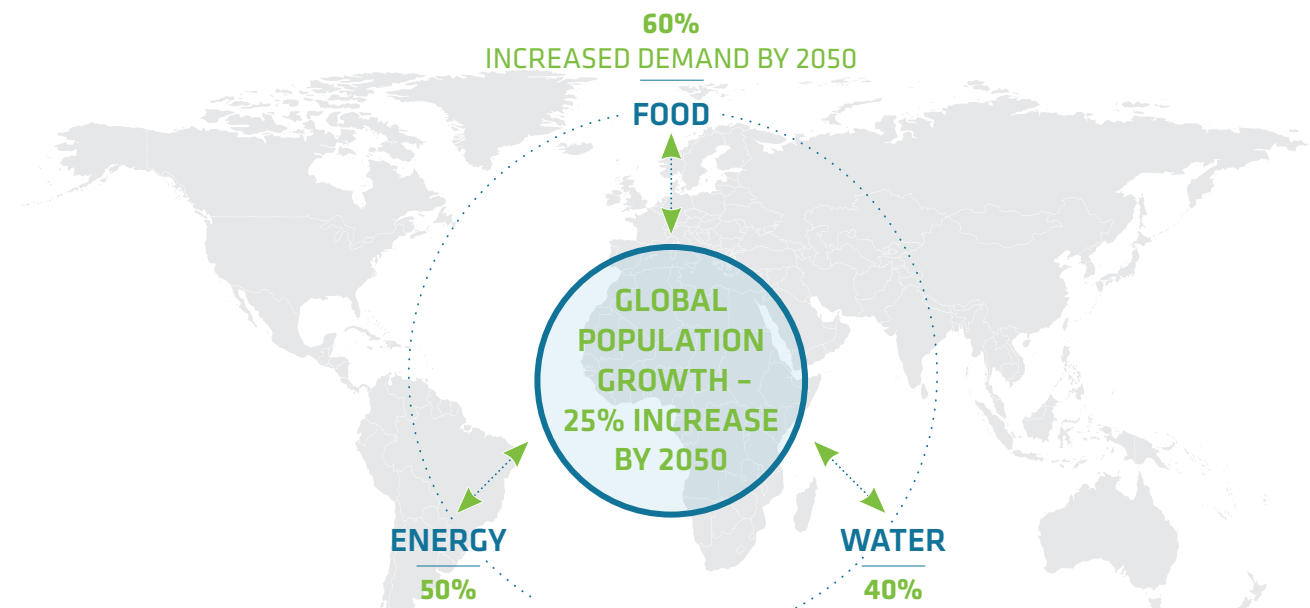


## 6.2 EXPAND AND LEVERAGE ECONOMIC DEVELOPMENT INITIATIVES

### 6.2.1 IMPORTANCE OF ECONOMIC DEVELOPMENT INITIATIVES

Economic development is key to creating a long-lasting vibrant, dynamic community. Helping businesses to grow and seeking out new and more established businesses will bring more jobs, and potentially high skilled jobs if technology and professional employment are targeted. Having recently lost a major employer in the area, Quad/Graphics, Waseca has the opportunity to embark on the path of becoming more experimental as a community as it moves into the knowledge/experience economy. In light of global trends in agriculture, Waseca is in a good position to use its strong agricultural sector as a starting point.

*Waseca's strong agricultural sector provides enormous economic opportunity in light of the growing global need for food production over the next decades.*



To begin the process of developing global opportunity for food production and consumption over the next decades, a plan containing metrics to measure success along the way should be created and revisited on an annual basis. To support this plan as well as outreach efforts to attract business, action plan focus group members agreed that a collaborative community marketing and branding initiative would help to focus efforts and present a unified image of Waseca.

***“As we are pursuing economic growth and economic development, we have to make sure it happens with and by and for everyone. That everyone gets opportunity.”***

*– Betsy Hodges, Former Mayor of Minneapolis, MN*

## 6.2.2 KEY ACTION AREAS

### 1. Identify and establish a long-range plan with metrics for success

To implement economic development initiatives, the community will need a plan with a list of desired outcomes to focus energies on priority projects. This is an area where community collaboration among different businesses, industry sectors and local leadership will be crucial. Waseca can rely on B.E.S.T., the Chamber, University of Minnesota, County and local government to spearhead this endeavor, using local knowledge and regional connections.

### 2. Create a community marketing and branding initiative

The Think Tank Reconvene focus group highlighted a need to create a community marketing and branding initiative to update the tone and image of Waseca. This step was considered necessary to help build coherence, community pride, and a sense of place for the people of Waseca. The branding should incorporate the vision and preferred future for Waseca in order to build consistent messaging for the community.

### 3. Diversify and intensify the agriculture sector

The agricultural sector is historically a cornerstone of Waseca's economy. Although a relatively low-wage business in the area, collaboration with the University of Minnesota on projects might open the door to much higher-paying technology jobs. Diversifying the sector to include projects ranging from potentially revolutionary technology for wastewater cleaning to water pollutant removal techniques could enable Waseca to become a real-world laboratory for the regional and national agricultural sector. Waseca could also develop incentives packages and facilities targeted to biotechnology businesses, start-ups and research.

### 4. Expand technology, professional and business sectors

Waseca has traditionally embraced commercial development within the cities of Waseca, Janesville, New Richland and Waldorf. As part of the expansion and leveraging of economic development initiatives, survey respondents spoke of the importance expanding additional skillset levels of current Waseca business employment opportunities. These areas included emphasis on technology and professional sectors.



#### KEY POINTS TO NOTE:

Survey data indicate a strong desire for economic development that connects people not only to local opportunities, but to the best careers in the region. This means that infrastructural amenities are an important part of economic development in anticipation that people also want to be able to raise their children and come home to Waseca from a regional job elsewhere.

DataInsight

### 6.2.3 IMPLEMENTATION TOOLKIT FOR EXPANDING AND LEVERAGING ECONOMIC DEVELOPMENT INITIATIVES

2018

#### SPECIFIC ACTION STEPS

##### Establish a Long-Range Economic Development Plan with Metrics for Success

- Ensure that all metrics for Waseca's Economic Development plan comply with the Waseca's community vision.
- Develop incentives packages and facilities targeted to biotechnology businesses, start-ups and research.

##### Create a Community Marketing and Branding Initiative

- Create a community marketing and branding initiative by establishing a subcommittee that will compile the necessary information needed to hire a communications firm to create a new, dynamic brand for the community.

##### Diversify and Intensify the Agricultural Sector

- Convene regional agricultural sector business meetings with the aim of building partnerships and collaborations among researchers in agricultural and biotechnology businesses for practical applications and development purposes.
- Develop partnerships with area higher education for training programs for high need skills for existing businesses and skillsets in demand by biotechnology and agricultural businesses.
- Utilize existing resources to connect businesses and organizations in the regional agricultural supply chain and build relationships with the community to encourage expanded regional business connectivity.

##### Expand Technology, Professional and Business Sectors

- Create new programs and partnerships that focus on the development of novel approaches to address environmental regulations and challenges; then use those new approaches to attract new businesses.
- Build skills training programming through higher education and community education to meet the community's future anticipated workforce needs.

2030



#### BOLD IDEAS

- Establish an Economic Development Strategic Action Area Leadership Committee tasked with creating a long-range Economic Development Plan for the community with metrics for success. The committee would determine priority projects, spearhead regional connections to bring in new businesses and align the plan with the community vision.
- Encourage the repurposing of buildings to create maker spaces for start ups in the agricultural and biotech industries.



#### USEFUL RESOURCES

- Pursue a MN DEED Small Cities Dev. Program Comprehensive Grant at: <https://mn.gov/deed/government/financial-assistance/community-funding/small-cities.jsp>
- For more on the future food and agriculture, visit: <http://future-iq.com/project/future-food-2016/>
- Framework for Creating a Smart Growth Economic Development Strategy - A Tool for Small Cities and Towns at: <https://www.epa.gov/smartgrowth/framework-creating-smart-growth-economic-development-strategy>



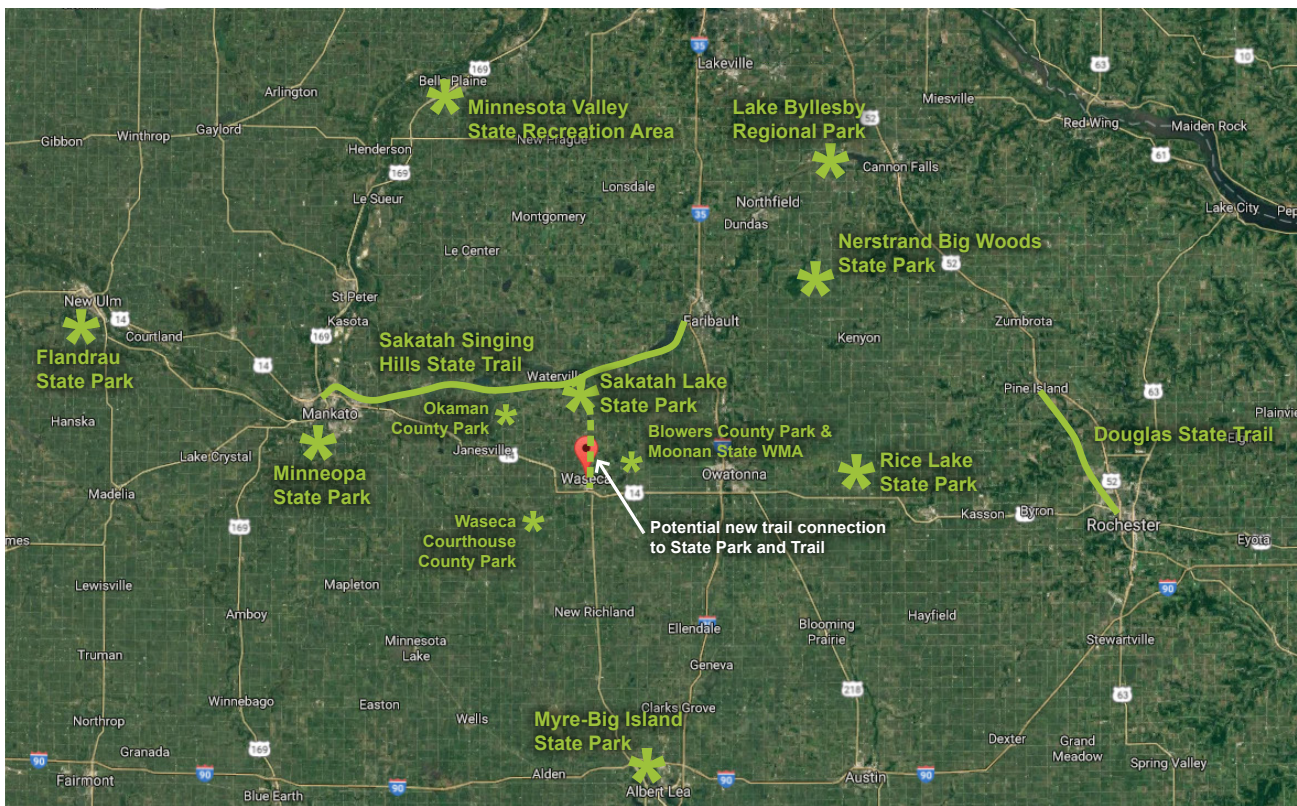
## 6.3 STRENGTHEN REGIONAL CONNECTIVITY

### 6.3.1 IMPORTANCE OF REGIONAL CONNECTIVITY

Demographic forecasts for growth in Waseca by 2035 indicate an increase for the city of Waseca but a decline in Waseca County over the same period. If achieving the goal of gaining and retaining significant population growth over time is to be a part of Waseca's vision and preferred future, then strengthening the infrastructure and connectivity to the region to support and attract that growth will be necessary.

Supported by its new marketing and branding initiative, the development of Waseca into a "Destination Location" will greatly boost its economic role in the region. Collaboration with other regional entities to encourage coordination of programming and parks and recreational development will lead to additional opportunities to develop Waseca's reputation for being a 'go-to' place in the region.

*Waseca has remarkable destination assets. Connecting these to the broader regional assets of the peri-urban space will make it a more relevant and desirable place to live and work.*



**Waseca Area Regional Recreation Assets**

*“Without continual growth and progress, such words as improvement, achievement, and success have no meaning.”*

– Benjamin Franklin

### 6.3.2 KEY ACTION AREAS

#### 1. Collaborate with regional entities to build connectivity

Survey results indicate a keen desire by community members to expand community development activities by integrating into the broader regional community fabric. A key point raised at the elected officials action plan meeting was that this would involve capitalizing on Waseca's industries as well as collaboration from all leadership to make this a successful endeavor. Taking the agricultural sector as an example, Waseca could connect local businesses into the regional agricultural supply chain focusing on initiatives to prioritize using regional suppliers and businesses.

#### 2. Expand higher education connections to attract regional innovation

The University of Minnesota has long had a presence in the Waseca community. Waseca also has strong ties with Mankato State University. Higher education's strong educational ties with the regional agricultural sector make it a natural conduit for the expansion of programs and innovation opportunities into the broader central and southern Minnesota regional areas.

#### 3. Build top grade infrastructure

The need to build top grade infrastructure that connects Waseca with the region was a repeated theme throughout the engagement process. 68% of survey respondents indicated support for top grade as opposed to basic infrastructure. Recent flooding made infrastructural issues front and center for many. To support regional connectivity, community members also placed an emphasis on enhanced transportation and housing options, as well as an interest in upgraded local development with regards to regional needs in mind.

#### 4. Become a 'Destination Location'

Developing Waseca's lakes, parks and trails into regional trail destinations is one way that Waseca could boost tax revenues to support the strategic action plan. Creating a point of destination for tourism and recreation would increase visitor traffic not only to the park system, but also to supporting industries and commercial areas. One specific example is to create development plans for Maplewood Park and the Northwest Nature Area to transform them into regional recreation attractions.



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#### KEY POINTS TO NOTE:

Survey and engagement input indicate a desire for Waseca to collaborate with regional entities to build connectivity. A specific concern of some community members is the need to continue to support local interests while this outward orientation occurs. This will involve a concerted effort on the part of Waseca leadership to provide outreach and education to community members about why the connectivity is necessary to achieve the preferred vision and how local needs will continue to be a priority.

## 6.3.3 IMPLEMENTATION TOOLKIT FOR STRENGTHENING REGIONAL CONNECTIVITY

2018

### SPECIFIC ACTION STEPS

#### Collaborate with Regional Entities to Build Connectivity

- Develop timeline and funding stream for trail completion within City of Waseca and connection to regional trail systems.
- Seek MnDot's partnership in conducting a commuter study to explore commuter transportation services to Minneapolis-St. Paul and Southern Minnesota regional area.

#### Expand Higher Education Connections to attract Regional Innovation

- Actively collaborate with higher education facilities to promote innovative agricultural research programs in the broader regional area.

#### Build Top Grade Infrastructure

- Create a development plan for the South Interchange as a Gateway to the Community, focusing on retail and commercial services to attract regional visitors and highway traffic.
- Upgrade infrastructure by extending utilities to the West Interchange to allow for industrial growth.
- Continue updating of aging infrastructure to protect existing development and encourage future development and regional connectivity.
- Develop pedestrian loops as part of a master pedestrian plan for the community.

#### Become a 'Destination Location'

- Develop parks, recreation and tourism master plan to identify development of events, activities and recreational opportunities to draw visitors from the region.
- Create development plans for Maplewood Park and Northwest Nature Area to transform them into regional recreational attractions.
- Develop and invest in plans to address water quality issues at Clear Lake and add water-based activities to attract visitors and local investment.

2030



### BOLD IDEAS

- Establish a Regional Connectivity Strategic Action Area Leadership Committee tasked with promoting Waseca's assets to integrate into the broader regional fabric and building Waseca's reputation and leadership in the region.
- Encourage development of Waseca's image as a 'Destination Location' in the region using the results of the Strategic Plan's new marketing and branding initiative.



### USEFUL RESOURCES

- See two similar recent transportation studies in MN at: <https://www.dot.state.mn.us/transit/reports/system-studies/index.html>
- MnDot Office of Transit and Active Transportation funding at: <http://www.dot.state.mn.us/transit/grants/5310/index.html>
- Pedestrian plans: <http://www.dot.state.mn.us/peds/plan/>





## 6.4 CREATE A VIBRANT DYNAMIC COMMUNITY

### 6.4.1 IMPORTANCE OF A VIBRANT DYNAMIC COMMUNITY

The creation of a vibrant, dynamic community is an imperative outcome of the strategic action plan. Waseca is currently doing many of the things that will lead to this preferred future, but it needs to do more to avoid being trapped behind the rapid speed of change occurring in the world today. Leveraging the power of collaborative leadership and action will be key; as will the promotion of connectivity and the development of a climate of creativity and innovation. To provide alignment of actions, Waseca must insist on its vision informing decision making.

It is important to remember that the elements of this plan are strongly supported by all cohorts of the Waseca community. Given the cohesive mandate for change clearly indicated by engagement process results, a sense of urgency will be required for leadership to carry out the Waseca vision and strategic action plan. Hopes are high for community leaders to take action quickly to put Waseca on the path to a vibrant, dynamic community soon.

*Waseca has demonstrated throughout the visioning process a high level of engagement and collaboration. This has provided a tremendous foundation in laying the groundwork for implementation of the Strategic Action Plan.*

***“The strength of the team is each individual member. The strength of each member is the team.”***

*– Phil Jackson, Former Coach and NBA Basketball Player*



## 6.4.2 KEY ACTION AREAS

### 1. Leverage governmental collaboration and cooperation

The final strategic action planning meeting held in December included elected officials from the City of Waseca, Waseca County, and the Waseca School District. This was the first meeting in 10 years to bring together all three entities. During that meeting, all officials committed to advocate and support the roll-out of the strategic plan as well as meetings on a quarterly basis to provide feedback and collaboration on initiatives that need outreach assistance. This type of collaboration is exactly what will be needed for the success of the strategic action plan.

### 2. Activate strong leadership to encourage collaboration between organizations

The strategic planning process has already begun to activate strong leadership and collaboration between organizations such as the Chamber of Commerce and B.E.S.T. of Waseca. This type of collaboration should be encouraged throughout Waseca to incorporate various community interests and to be sure that all voices are being heard. Enhanced communication, collaboration and programming coordination among cultural and recreational organizations will better serve residents by preventing redundant and overlapping programs.

### 3. Promote social connectivity within the community

A vibrant, dynamic community is supported by strong networks of community members. Whether through school, business, government, religious institutions, neighborhoods, etc., connectivity is key to building positive, collaborative environments that support collective action. Incorporating a culture of visioning helps to give common cause to this social connectivity and builds pride and ownership through increased communication and robust engagement.

### 4. Foster entrepreneurship and encourage innovation

By fostering an environment of entrepreneurship and innovation, Waseca has an opportunity to become a regional leader in new technology and research when combining efforts with the University of Minnesota and other higher education. Waseca can also use the mandate given to develop the downtown area with new types of businesses and working spaces for entrepreneurs to help build its 'heart' with younger, vibrant activity.



#### KEY POINTS TO NOTE:

In a community, there are lots of voices. What is important from all of the engagement results is that there are tight points of consensus around the preferred future for Waseca and leadership needs to emphasize that consensus when talking about decisions made to carry out the strategic action plan. Remember the concentrations.

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## 6.4.3 IMPLEMENTATION TOOLKIT FOR CREATING A VIBRANT DYNAMIC COMMUNITY

2018

### SPECIFIC ACTION STEPS

#### Leverage Governmental Collaboration and Cooperation

- Evaluate shared and consolidated service opportunities among local governments to increase efficiency, better coordinate services and provide for long-term planning.
- Develop and maintain a comprehensive contact list of shared services between counties and cities and update it annually to ensure coordination of services.

#### Activate Leadership to Encourage Collaboration between Organizations

- Enhance communication, collaboration and programming coordination among cultural and recreational organizations to better reach residents and cut down on program overlap.

#### Promote Social Connectivity within the Community

- Actively seek community input on major initiatives and program enhancements through coordinated institutional communications.
- Develop comprehensive communication plans and practices to ensure an informed and engaged community.
- Encourage walking and biking within the community.
- Follow a Healthy Community Checklist to ensure an overall healthy community orientation.

#### Foster Entrepreneurships and Encourage Innovation

- Identify and engage existing and up-and-coming leaders in the community with key leadership roles in the implementation of the Strategic Action Plan.
- Work with school system and library to develop a coding educational program to connect students to the business community and build entrepreneurial spirit at a young age.
- Encourage and incentivize the establishment of start-up companies in Waseca.
- Institute a mentorship program between existing businesses and emerging businesses to provide support and guidance.

2030



### BOLD IDEAS

- Establish an Intergovernmental Collaboration Strategic Action Area Leadership Committee consisting of the committed members of the December 2017 Action Plan Focus Group. The Committee would be tasked with aligning all decision-making with the community vision and reporting out to the community in an annual 'Report Card'.
- Convene an annual 'Idea Summit' to collect original input on community development planning.



### USEFUL RESOURCES

- To follow the Healthy Community Checklist, see: [https://www.hennepin.us/-/media/hennepinus/your-government/projects-initiatives/active-living/FINAL\\_CHECKLIST\\_ComprehensivePlanningForAHealthyCommunity\\_May24-2017.pdf?la=en](https://www.hennepin.us/-/media/hennepinus/your-government/projects-initiatives/active-living/FINAL_CHECKLIST_ComprehensivePlanningForAHealthyCommunity_May24-2017.pdf?la=en)
- Toolkit to support entrepreneurs and small business: [https://www.nist.gov/sites/default/files/documents/ineap/RI\\_SmallBizToolkit-2012-Web.pdf](https://www.nist.gov/sites/default/files/documents/ineap/RI_SmallBizToolkit-2012-Web.pdf)

|  |   |                              |                     |
|--|---|------------------------------|---------------------|
| <b>Title:</b>  | Approve Interim City Manager Services Contract  |                              |                     |
| <b>Meeting Date:</b>   | March 20, 2018  | <b>Agenda Item Number:</b>   | <b>7J</b>           |
| <b>Action:</b>   | <input checked="" type="checkbox"/> MOTION<br><input type="checkbox"/> REQUESTS/PRESENTATIONS<br><input type="checkbox"/> RESOLUTION<br><input type="checkbox"/> ORDINANCE<br><input type="checkbox"/> DISCUSSION | <b>Supporting Documents:</b> | Duane Hebert Resume |
| <b>Originating Department:</b>                                       | City Council  | <b>Presented By:</b>         | City Manager/Mayor  |
| <b>Approved By City Manager:</b> <input checked="" type="checkbox"/> | <b>Proposed Action:</b> Consider authorizing the Mayor to enter into an agreement with Public Sector Professionals, LLC for Interim City Manager services   |                              |                     |

**BACKGROUND:** With the current City Manager's last day being March 23<sup>rd</sup>, the Mayor requested responses from qualified firms for the provision of Interim City Manager services for the City of Waseca. The Mayor selected three firms to conduct an interview with their proposed individual who would serve as the Interim City Manager. All three firms provided well qualified individuals, all of which brought different skills and styles.

Mayor Srp is recommending that Public Sector Professionals, LLC to selected to provide Interim City Manager services, with Duane Hebert serving as Interim City Manager

**BUDGET IMPACT:** The proposed contract would pay the firm \$75/hour plus mileage reimbursement. The total amount would be dependent on the number of hours needed to provide the services and the length of time the services are provided. The rate of pay is consistent with what other firms charge, and less than some staff has reviewed.

**RECOMMENDATION:** Motion to authorize the Mayor to enter into an agreement with Public Sector Professionals, LLC for Interim City Manager services.



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(507) 961-3350

### **WORK EXPERIENCE**

Current Position: **Partner and CEO**, Public Sector Professionals, LLC

2014 – 2017: **Partner and Director of Development**, Novel Energy Solutions, LLC  
Served as Director of Development for the community solar garden program. Helped lead a start-up company into one of the largest community solar garden developers in the United States.

2009 - 2014: **County Administrator**, Winona County, MN  
Chief Administrative Officer for a county of 50,000 in Southeast Minnesota

2003 - 2009: **County Administrator**, Barron County, WI  
Served as first County Administrator in a county of 45,000 in Northwest Wisconsin

1998 – 2003: **County Coordinator**, Stevens County, MN

1995 - 2003: **City Administrator**, Renville, MN

1992 – 1995: **City Administrator**, Kenyon, MN, Red Lake Falls, MN, and Internship with City of Inver Grove Heights, MN

### **EDUCATION**

Master's Degree in Public Administration, Hamline University, St. Paul, MN

BA in Political Philosophy, University of Dallas, Irving, TX

Farmington High School, Farmington, MN (1979 Graduate)

### **OTHER**

Former President, Minnesota Association of County Administrators

Attained ICMA Credentialed Manager (CM) certification

Volunteer EMT at Basic, Intermediate, and Paramedic levels (1994 – 2004)

Habitat for Humanity Board of Directors (Barron County Chapter)

Multiple community service club membership including Kiwanis and Lions