

REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, APRIL 17, 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 – April 3, 2018

B. Minutes – City Council Work Session – March 6, 2018

C. Minutes – City Council Work Session – March 8, 2018

D. Minutes – City Council Work Session – March 20, 2018

E. Minutes – City Council Work Session – April 3, 2018

F. Payroll & Expenditures

G. **Resolution 18-25** - Awarding Bid for Airport FBO Hangar Project #2016-11

H. **Resolution 18-27** - Amending Fee Schedule re: water park passes bulk purchases

I. Minutes – Waseca Board of Review meeting – April 9, 2018

7 ACTION AGENDA

- A. **Public Hearing** – Municipal Projects #2017-06 and 2018-01, Street & Miscellaneous Drainage Projects
 Resolution No. 18-26
- B. **Resolution No. 18-16** - Approving Preliminary and Final Plat for Roesler Subdivision

8 REPORTS

- A. City Manager's Report
- B. Commission Reports
 - EDA – April 11 meeting (Mayor Srp, Councilmember Fitch)
 - Discover Waseca Tourism - April 10 meeting (Councilmember s Fitch, Conrath)

9 ANNOUNCEMENTS

10 ADJOURNMENT

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, APRIL 3, 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
Jeremy Conrath	Mark Christiansen
Les Tlougan	Daren Arndt

Absent: Ann Fitch

Staff present:

Matt Hylen, Interim City Manager
Mike Anderson, Assistant to the City Manager
Mary Buenzow, City Clerk
Tim Schroeder, Waseca Police Department

MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

- 3 The City Clerk requested the addition of item 6G, a Resolution Approving Off-Site Gambling to Waseca Hockey Association.

It was moved by Tlougan, seconded by Arndt, to approve the agenda as amended; the motion carried 6-0.

PUBLIC COMMENT

- 4 Mayor Srp asked if there was anyone in the audience, not on the agenda, who wished to address the City Council at this time. There were no comments.

REQUESTS AND PRESENTATIONS

- 5 None

CONSENT AGENDA

- 6 Councilmember Conrath requested the removal of item 6D, Resolution Establishing Escrow Account for Fire Service. He stated it was his understanding after a recent work session that the consensus was to bring this item back for discussion at another work session, and he is not in favor of approving this item tonight.

It was moved by Conrath, seconded by Srp, to remove item 6D and bring back to a future work session; the motion carried 5-1 (nay-Christiansen).

Councilmember Tlougan referred to item 6F, Park Bench donation, explaining that Park Board member Mike Francis has donated a park bench in memory of his late wife, Carol.

It was moved by Tlougan, seconded by Rose, to approve the Consent Agenda as amended; the motion carried 6-0 and included the following:

- A. Minutes – Regular City Council meeting – March 20, 2018
- B. Payroll & Expenditures
- C. Consumption & Display Permit Renewal – Craft My Party, LLC
- ~~D. Resolution No. 18-23 – Establishing Escrow Account for Fire Service – removed~~
- E. Payment #2 – Greener World Solutions – Tink Larson Field Reconstruction Project #2016-23
- F. Accepting Park Bench Donation
- G. Resolution No. 18-24 – Approving Off Site Gambling Permit to Waseca Hockey Association at Waseca VFW Post 1642 for raffle event

ACTION AGENDA

- 7A ~~Public hearing and Adoption of Ordinance 1063– Annexing Land into the City (Roesler property)~~
No public hearing – applicant requested extension of preliminary and final plat approval of the subdivision

7B **Naming of Tink Larson Field**

The Assistant to the City Manager explained there have been ongoing discussions regarding naming Tink Larson Field. At a previous work session several options for names were presented to the Council. Staff would like to know if the Council wishes to determine a name so that signage can be ordered.

After discussion it was moved by Conrath, seconded by Arndt to name the field “Tink Larson Community Field”;

DISCUSSION

Councilmember Tlougan commented he liked this idea as it recognizes Tink Larson’s history and involvement with the field, and also recognizes that it is a community field.

VOTE ON THE MOTION

The motion carried 6-0.

REPORTS

8A **City Manager’s Report**

There was no City Manager’s Report.

Matt Hylan, Interim City Manager, introduced himself to the Council and stated he is substituting for Duane Hebert, who is on a prescheduled vacation and will be back next week. Mr. Hylan thanked the Council for selecting their firm, Public Sector Professionals, LLC , and

stated between Mr. Hebert and himself they have over 40 years of experience. They are hoping to be able to help the City through the transition and also with the process for City Manager selection.

8B **Commission Reports**

HPC – April 2 meeting – Councilmember Tlougan reported the HPC is looking ahead to the month of May, which is Historic Preservation Month, discussing what they will do in May and the first part of June to recognize this month.

Park Board – April 3 meeting – Councilmember Christiansen reported the Park Board discussed park signs. He distributed a copy of the Northeast Park sign chosen by the Board. There will be a sign placed at 4th Street and 26th Avenue NE, and one by Suburban Furniture. The Park Board is looking at what other signs are needed for the parks. Councilmember Christiansen stated the Park Board also discussed trail naming. Last month they named the “Parkridge Trail” and also are considering naming the trail from Loon Lake to the school as “Doodlebug Trail”, and will be looking into the history of that name.

Councilmember Christiansen also reported the Park Board applied for a SHIP grant to pay for benches, equipment, etc., and received an allotment to install two machines on the trail, which contain tools for users to fix bikes, etc.

Councilmember Christiansen reminded everyone that April 28th is Parks, Lakes and Trails Cleanup Day in partnership with the Lakes Association. Everyone is encouraged to meet at Maplewood Park at 9:00 a.m. where there will be free donuts in the morning and hot dogs for lunch. Bring gloves and equipment if possible.

Councilmember Christiansen also stated we have applied for a Waseca Area Foundation grant for the Southview Pavilion and hope to receive funds to help fix that shelter. The Park Board is planning to do a park tour in June, looking at a different park every month to see what each park has to offer to the community.

Mayor Srp commented the Doodlebug was a train that ran north and south on the M & StL Railroad.

Airport Board – April 3 meeting – Councilmember Rose stated he did not attend this meeting and had no report.

Fire Relief Association – March 28 meeting – Councilmember Conrath reported the main topic of discussion was the new fryers being purchased, hopefully in time for the fish fry and the onion ring stand.

ANNOUNCEMENTS

9 **The following miscellaneous announcements were made:**

Councilmember Christiansen stated the Boy Scouts Food Drive last week was successful, with the Scouts collecting over 1500 pounds of food and more than \$500 in donations. The Neighborhood Service Center was very appreciative of this effort.

Councilmember Christiansen stated the Boy Scouts aluminum can trailer should be in place at the fairgrounds within the next week or two. The Scouts met with the Waseca County Ag Society in order to have it set up at the fairgrounds, which should make it easier for residents when they bring their recyclables to the fairgrounds.

Councilmember Christiansen also reported the Boy Scouts held their breakfast with the Lions Club on March 27th and will hold a burger fry on April 20th with the SAL. Anyone who would like tickets can contact him or purchase them at the door.

Councilmember Rose commented he loves snow, but is ready for spring.

Councilmember Conrath reminded everyone of the Board of Equalization and Review on Monday, April 9th at 7:00 p.m. in the City Hall Council Chambers.

Mayor Srp explained in his past terms as mayor he enjoyed attending the Rotary meetings. However, his work schedule doesn't allow him to attend them anymore. Councilmember Fitch has offered to attend the Rotary meetings, and Mayor Srp asked the other Councilmembers to consider the Rotary meetings when Councilmember Fitch can no longer attend them.

Mayor Srp reminded everyone of the Waseca Chorale concert on April 15th at 4:00 p.m. at the Starfire Event Center.

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 7:26 p.m.; the motion carried 6-0.

R. D. SRP
MAYOR

MARY BUENZOW
CITY CLERK

MINUTES
WASECA CITY COUNCIL WORK SESSION
TUESDAY, MARCH 6, 2018

6B

The Waseca City Council work session began at 5:30 p.m. in the City Hall Council Chambers.

Councilmembers present:

Mayor Roy Srp	Allan Rose
Ann Fitch	Mark Christiansen
Jeremy Conrath	Daren Arndt

Absent: Les Tlougan

Staff present:

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

Street Light Fee Implementation

The City Manager presented a power point presentation regarding Street Light Fees:

Why a Street Light fee?

1. Combines general fund expenses with utility expenses for improved transparency.
2. Provides dedicated revenue.
3. General fund no longer subsidizes street lighting costs.
4. Electric Utility no longer subsidizes street lighting costs

The Utilities Director explained why a street light fee is being proposed rather than establishing a street light utility. He stated an ordinance would be required if we did a street light utility, to bring the funding together between the general fund and the electric utility.

1. Attorney opinion that City Council has authority to establish a street light fee within the existing Electric Utility.
2. Rate consultant input (gratis):
 - Limit exemptions to limit concerns.
 - Use of criteria is legitimate.
 - Try to keep it practical & simple.
3. Mn Dept. of Revenue: **“it is taxable.”**
4. Generate \$172,000 annually.

Street Light Factor is the ratio, or comparison, of developed area within a lot compared to an average ¼ acre residential lot. Front footage could also be used.

Non-residential lot development (building area and parking area) impacts the desire/need to access the property. This desire/need, small or large, impacts the property's Street Light Factor.

The following options were presented to the Council:

Option 1

Street Light Fee Structure – Option #1 Simple				
<u>Customer Class</u>	<u>Street Light Factor</u>	<u>Base Fee</u>	<u>Monthly Charge</u>	<u>Annual Charge</u>
Residential-single family dwelling (SFD)	1	\$ 4.47	\$ 4.47	\$ 53.64
Residential Multi-Unit Property & Manufactured Homes	0.25	\$ 4.47	\$ 1.12	\$ 13.44
Business/Commercial/Industrial/Assisted Living Housing	1	\$ 4.47	\$ 4.47	\$ 53.64
Multi-unit property (Business/Commercial/Industrial)	0.25	\$ 4.47	\$ 1.12	\$ 13.44
Multi-family -Single Metered	0.25 X # of units	\$ 4.47	varies	varies
City limits - Xcel electric customer	1	\$ 4.47	\$ 4.47	\$ 53.64
Exempt (see notes below)	0	\$ 4.47	\$ -	\$ -
All classes = Base Fee X Street Light Factor				
Exempt:				
1. City electric territory outside City limits				
2. City owned public facilities				
3. Unique accounts based on past billing practice				

Option 2

Street Light Fee Structure – Option #2 – for 2019 implementation				
Customer Class	Street Light Factor	Base Fee	Monthly Charge	Annual Charge
Residential-single family dwelling (SFD)	1	\$ 4.40	\$ 4.40	\$ 52.80
Residential Multi-Unit Property & Manufactured Homes	0.25	\$ 4.40	\$ 1.10	\$ 13.20
Business/Commercial/Industrial (< 2 acres)	1	\$ 4.40	\$ 4.40	\$ 52.80
Business/Commercial/Industrial (2-6 acres)	2	\$ 4.40	\$ 8.80	\$ 105.60
Business/Commercial/Industrial (> 6 acres)	4	\$ 4.40	\$ 17.60	\$ 211.12
Multi-unit property (Business/Commercial/Industrial)	0.25	\$ 4.40	\$ 1.10	\$ 13.20
Multi-family -Single Metered	0.25 X # of units	\$ 4.40	varies	varies
City limits - Xcel electric customer	1	\$ 4.40	\$ 4.40	\$ 52.80
Exempt (see notes below)	0	\$ 4.40	\$ -	\$ -
All classes = Base Fee X Street Light Factor				
Exempt:				
1. City electric territory outside City limits				
2. City owned public facilities				
3. Unique accounts based on past billing practice				

Councilmember Fitch commented someone in an apartment is not paying as much as someone in a single family home. She felt street lights are used in the same way by everyone.

Mayor Srp asked if there are people who do not have a street light within four blocks of their home, and if so, are they going to be charged more to get one. The Utilities Director stated there are, and they would not be charged more. When the Utility gets a request, the Utility makes the determination, but if someone wants extra protection, they have a special monthly charge for a security light.

Mayor Srp asked if Xcel Energy has a street light fee. The Utilities Director replied they do, and the City pays over \$7,000 per year on street light rental from Xcel.

Mayor Srp inquired whether other communities are implementing this type of fee. The Utilities Director stated there are other communities beginning to do this, as Utilities are asking customers to pay their fair share.

There was some discussion regarding exempt properties.

Councilmember Conrath commented he recalled discussing that the street light fee would be around \$1.00, and he didn't think we would get a lot of push back, but with a \$4.00 fee he felt there will be a lot of push back from residents. Councilmember Arndt stated there may be residents who will not want to pay if they don't have a street light in front of their house. The Utilities Director stated this is a community service. There are benefits and costs to living in a community.

Mayor Srp questioned, if this were implemented, and as time went on the City installed LED's all over town, what would the savings be. The Utilities Director stated it would be around 40%, with some variables. Mayor Srp asked if the revenue for converting to LED's would come from this fund. The Utilities Director replied that it would.

After reviewing Option 2, Mayor Srp asked why this issue was brought to the Council. The City Manager explained that during the budget process, the Council asked staff to look at additional revenue sources, and this is one the Council asked staff to bring back. Mayor Srp asked if there are other sources. The City Manager replied staff is also looking at charges for fire service, increasing building inspection and water park fees.

The Utilities Director commented it may be possible to reduce the street light fee to around \$3.00 a month, but to get it down to \$1.00 would not accomplish much in recovering costs.

Councilmember Fitch stated she is in favor of the fee, as it takes the burden off the people who pay property taxes and makes it more equitable. Councilmember Conrath agreed, that everyone uses the lights.

After further discussion it was the consensus of the Council to proceed with a street light fee of around \$4.00 per month, less if possible, and charging the same to residents across the board, implementing in June or July. The exempt properties are still exempt. The City will also begin replacing all yellow lights with LED's. The City Manager stated there is a plan to complete the conversion in 10-15 years. The Utilities Director stated it may be possible to do the entire town in half that time.

Councilmember Conrath stated once converting to all LED's is done, and we have the savings, there is no reason the fee couldn't go down. Mayor Srp agreed and asked that be made part of the plan.

Tink Larson Field Use Fees

The City Manager presented the following information:

- Currently allow use by specific teams at no cost
 - Policy allows Community Ed. to use all City fields at no cost
- Some teams charge admission to the games
 - Total revenue retained by team
- City costs include stadium maintenance & cleaning; field maintenance agreement
- Outside entities currently have the ability to raise funds using City facility, without City costs being recouped
- If Council desires a different approach, staff would recommend the following:
 - Continue to allow free use of facility, so long as no entrance fee is charged
 - Charge for use of facility if an entrance fee is charged
 - Base use charge on annual maintenance costs
 - i.e. cleaning and field maintenance cost divided by average number of games

- Open up scheduling of field to additional organizations?
 - Keep field open for public use when not scheduled?

Discussion ensued. Councilmember Fitch stated she would like to see the field, but not the stadium, open to everyone. Councilmember Rose commented this is a good start in trying to make the facility a public park.

Councilmember Fitch reiterated she would like the field to be open for use by other organizations.

Mayor Srp stated it will be impossible for him to support allowing anyone to go out onto the field and do anything they want. He has been to many ballfields and they are the premier parks in the community as well as being city parks. He will not be able to support allowing anyone to use them.

Councilmember Fitch countered that it would then not be a public park, and for too long people in Waseca have not felt welcome at this city park. She agreed it would not be acceptable to allow anyone to ruin the field.

Councilmember Conrath stated he is concerned about how well the field will be kept up. He added the football team has a practice field, and there are other ball fields in the other parks in Waseca. He would worry that someone would be using the field and then two hours later there is a game to prepare for. The City Manager commented we do have a higher standard at that park. He asked if the Council would be in favor of making reservations at this park.

Councilmember Fitch stated she is against not allowing the public to use the park when there is no game scheduled. Councilmember Rose stated he understands we don't want the public to damage the field, and keeps falling back to the idea that the park should be privately owned, by the Baseball Association or a similar organization. He stated this park has been a one-sport facility.

Councilmember Fitch commented the City puts a lot of money into tennis courts and we don't prohibit people from using them. If the time comes when people aren't using the park appropriately, that can be addressed. Councilmember Conrath agreed with the City Manager that possibly opening it up to reservations would create some responsibility for those who use it.

Mayor Srp asked what was wrong with how it was done previously, that the public could not go in and use this park. Councilmember Rose commented a little league group was told they couldn't use the field.

There was no consensus at this time regarding the use of the field.

Tink Larson Field Stadium Name

The City Manager presented the following information:

- Current working name of the Stadium is Tink Larson Field Stadium
- City has received comments about increasing the community ownership of the Stadium
- Several different naming conventions could be explored, with several values to keep in mind:
 - Nature of stadium being saved from demolition
 - Nature of long-time maintenance of field
 - Nature of how funds were raised to rebuild field
- Naming Options:
 - Retain Original Name: "Tink Larson Field"
 - Use Working Name: "Tink Larson Field Stadium"

- Alt: “Tink Larson Field & Stadium”
 - Modified Original: “Tink Larson Community Field”
 - Alt: “Tink Larson Community Field & Stadium”
 - Split Name: “Waseca Stadium at Tink Larson Field”
- Future Naming Rights for City Facilities
 - Recommend adoption of a “naming policy”
 - Any initial direction on parameters?

Brief discussion ensued. Councilmember Fitch stated she would be in favor of a Naming Policy. The City Manager stated this topic will need more discussion.

City Engineer Recruitment

The City Manager presented the following:

- Received very limited interest for the City Engineer position
 - Anecdotally appears to be shortage of qualified engineers generally
- Plan on minor restructure and recruiting Public Works Director
 - Would not require an engineering degree or license
 - City Engineer of Record would be a contracted
 - Small increase in cost overall, but believe could be covered without additional tax revenue

There was brief discussion, with a consensus of the Council to pursue this option.

There being no further business, the work session ended at 6:54 p.m.

R. D. SRP
MAYOR

MARY BUENZOW
CITY CLERK

MINUTES
WASECA JOINT CITY COUNCIL/SCHOOL WORK SESSION
THURSDAY, MARCH 8, 2018



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

Councilmembers present:

Mayor Roy Srp	Les Tlougan
Jeremy Conrath	Mark Christiansen
Ann Fitch	Daren Arndt

Absent: Allan Rose

Staff present:

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

Also present were: Todd Zimmerman, Randy Zimmerman, Tom Lee, Katie Youngberg and Julie Anderson from the Waseca School District and School Board, and Paul DeMorett, Community Ed Director.

The City Manager explained there are several items on the agenda for this evening, including the movie theater at the Central Building, Highway 13 crossing issues, and a Joint Parks, Recreation and Tourism Master Plan.

Movie Theater

The City Manager highlighted the following information regarding the movie theater:

- Estimated Start-up Cost: \$150,000
- Current Start-up funds: \$15,000
- **Start-up funds Needed: \$135,000**
- Operating Revenue
 - Open Thursday – Sunday (208 shows per year)
 - \$5 per ticket
 - Assuming 20 people per show = \$20,800 annually
 - Concessions will be available
 - Assuming 15 people spend \$4 = \$12,480
 - **Total Revenue = \$33,280**
- Operating Expenses
 - Staffing & Inventory = \$16,688
 - City analysis of cost would estimate this lower
 - Movie Cost = \$12,200
 - Advertising & Miscellaneous = \$2,400
 - Equipment Replacement Fund = \$3,600
 - **Total Expenses = (\$34,888)**
- **Net Operating Revenue: (\$1,608)**

Paul DeMorett, Community Ed Director, stated the figures are on the conservative side, and they are estimating approximate 208 shows a year at \$5 per ticket, which is an average of 20 people in attendance at each movie. The School District has some one-time money to put toward this, and feel it is an amenity for the City. The School District would prefer a partnership in which the City and the School would split the remaining \$120,000 startup funds needed.

Lengthy discussion ensued. Items discussed included types of movies to be shown, whether to show new releases, maintenance and upkeep of the theater, and participation levels from the city and the school district.

Councilmember Christiansen commented he would like to see someone own the theater, so they can take ownership and not come back to the City every year for financial assistance. Randy Zimmerman stated the School District would own it and the students would manage it.

Tom Lee stated they have looked into purchasing the audio equipment, screen and projector, which are very expensive.

Regarding parking, Mr. Lee stated the School District would consider using the south side of the building, with a curb cut into the street so they could open and close the fence and people could park in that area.

In discussion regarding whether the community would support this, Tom Lee stated the Waseca Area Foundation did a community survey a number of years ago and a movie theater was high on the list. Mayor Srp agreed that residents have always asked why Waseca does not have a movie theater.

The City Manager stated every time someone goes out of town to spend money at a theater, they go to dinner, probably do some shopping and spend those dollars out of town. There is a risk to this venture but we have been talking about amenities for school age kids to provide them with something to do.

There was some discussion regarding what funding source the City could use. The City Manager stated there are places we could find pockets of funds to do this.

Mayor Srp commented he is very interested in doing this as it came out of the Vision 2030. He would really like to know if the citizens will go to a movie theater in town.

Discussion continued as to how the costs would be split and who would pay for what.

There was also discussion as to what type of movies would be shown, and whether there could be R rated movies. The City Manager stated we would want to appeal to the broadest audience and not immediately eliminate 75% of the audience.

When asked for a consensus from the Council, Mayor Srp, Councilmembers Arndt and Christiansen were in favor of pursuing this venture. Councilmembers Fitch and Tlougan stated they would prefer to see more funding information. Councilmember Conrath was not in favor as he did not feel the community would support this, based on the feedback he has received about issues such as Tink Larson Field. He felt if this item were put on a ballot, the result of the voters would be a resounding “no”.

When asked for a consensus from the School Board, the members were in favor of pursuing the theater after this discussion with the Council.

Supt. Tom Lee stated the District will move forward and put more structure into the project and bring it back to the City Council at a future date.

Highway 13 Crossing Issues

The City Manager presented the following issues regarding Highway 13 crossing near the high school:

- Long-Term Actions (2-5 years out)
 - Safe Routes Plan and Infrastructure Grants
 - No other funding currently identified
 - Improved traffic flow design and signage into and out of school property
 - Additional sidewalk connections
 - Advanced crossing signaling
- Near-Term Actions (1-2 years out)
 - Installation of sidewalks on both sides of HW13
 - Installation of fencing along School District east property line
 - Would not prevent crossings at uncontrolled intersections
 - Currently no funding for improvements
- Immediate Actions that can be taken
 - Increased communication with students about crossing safely
 - Police enforcement for illegal crossings
 - Warnings then tickets
 - Have seen significant backlash in the past for even speaking to students
 - Would need STRONG support from School Board and Council to proceed with Police enforcement

The City Manager stated the Police Department would like strong support from the School District and the Council to stop crossing in the middle of Highway 13, and wondered if they want officers to start ticketing students.

The Council and School Board members discussed the following:

Posting the school zone with a lower speed limit

Educating students as to where they can and cannot cross and what the law says

There are no sidewalks to get students to the lights

The School District can explore the cost of a fence along the east side of school property to route students toward the intersection

Explore with the State of MN to get a crosswalk

Issue tickets to cars as well as students

Students don't know where they should cross

Students come from everywhere and perhaps we need two crosswalks

Would traffic patterns change if the buses went to one-mile pickup

The City Manager stated City staff will follow up and look into school zone crosswalks and talk to the Police Chief about crossing guards.

Supt. Tom Lee stated the District will look into fencing and sidewalks on the school side.

The City Manager suggested police officers having a conversation with students and give them warnings but no tickets. This may still generate phone calls from parents, but it could still be effective. Information could be sent out to parents.

Councilmember Fitch suggested the School District get some student leaders involved and the City Manager stated if students were involved in educating, it would be more fun for them.

Parks, Recreation and Tourism Master Plan

The City Manager explained the City has underutilized parks and there is a need for a master plan. The following items were highlighted during the discussion:

- Waseca Vision 2030 DRAFT identifies numerous parks, recreation and tourism related action items
- Specific Action Steps
 - Set up Waseca's own recreational programs for multiple generations
 - Create opportunities and initiatives that enhance aesthetic improvements along key driving corridors, parks, trails and in the maintenance of community facilities
 - Develop timeline and funding stream for trail completion within the City of Waseca and connection to regional trail system
 - Develop pedestrian loops as part of a master pedestrian plan for the community
 - Encourage walking and biking within the community
 - Develop lakes 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
 - Clean up Clear Lake and add paddleboats to attract visitors and local investment
 - Follow a Healthy Community Checklist to ensure an overall healthy community orientation
 - Evaluate shared and consolidated service opportunities among local governments to increase efficiency, better coordinate services and provide for long-term planning
- Propose partnership with School & City to fund and develop a master plan
- Plan could look at following areas:
 - Park re-development concepts
 - Concepts for undeveloped parks
 - Enhance organized recreational programs at existing and re-developed parks
 - Tie park development to organized and open recreational opportunities
 - Amenities that allow increased utilization of lakes, parks and trails
 - Amenities that can draw people from the region to lakes, parks and trails
 - Increase the regional draw of parks and trails through programming and amenities
 - City-wide athletic facility inventory and future needs analysis
- RFP for Master Plan Development Consultant
- Joint City/School staff as project managers and technical advisors
 - City: Parks Superintendent, Recreation Coordinator
 - School: Community Ed. Director, Recreation Coordinator
- Joint City/School representatives for advisory board
 - 2 Parks Board Representatives
 - 2 School Board/Community Ed. Representatives
 - 2 Tourism Board Representatives
- Heavy Public Engagement Components
- Final Report to Joint Work Session of School Board and City Council for implementation
- Late Spring/Early Summer Timeline for posting RFP

The City Manager noted that Maplewood Park is a beautiful park that is very underutilized, as is the Northwest Nature Park. What we are doing at the Beach House is a good start. He would recommend creating a Park, Recreation & Tourism Master Plan, and work together so the School District and the City are not duplicating our investments.

There was some discussion about getting youth involved and allowing them to participate on advisory boards. The City Manager stated they offer a different perspective.

Paul DeMorett stated they are working on a plan for Oak Park for 2019, and the Beach House is the big project this year.

After further discussion, it was the consensus of the Council and the School Board to pursue developing an RFP for a Master Plan Development Consultant.

Sesquicentennial and All-School Reunion

The City Manager presented the following information:

- Sesquicentennial and All School Reunion committee planning 2 events at Performing Arts Center
 - Comedian - \$5,500 + hotel
 - Band - \$25,000
 - Committee is working on sponsorships, but agreement needs to be signed
 - Would City be willing to split booking cost with School?
 - Possibility of profit – would go to Community Ed. as seed funding for future events

Discussion ensued. Supt. Tom Lee stated there will be events happening in the Performing Arts Center, and the School Board has some concerns about being the sole financial source. There are hopes of raising \$10,000.

In other discussion, Board member Randy Zimmerman inquired as to the status of the hotel study. The City Manager stated we are sitting on that, and the Gaiter Lake Development may indicate a possibility for a hotel in that area. He added that hotels do not pilot development, they come in where something is already happening, and to have a hotel we need an investor, location, etc. Mayor Srp commented the EDA is looking into that issue as well.

There being no further business, the work session ended at 8:02 p.m.

R. D. SRP
MAYOR

MARY BUENZOW
CITY CLERK

MINUTES
WASECA CITY COUNCIL WORK SESSION
TUESDAY, MARCH 20, 2018

6D

The City Council work session began at 5:30 p.m. in the City Hall Council Chambers.

Councilmembers present:

Mayor Roy Srp	Allan Rose
Ann Fitch	Mark Christiansen
Jeremy Conrath	Daren Arndt
Les Tlougan	

Staff present:

Danny Lenz, City Manager
Shelly Kolling, Finance Director
Penny Vought, Police Chief
Mary Buenzow, City Clerk
John Underwood, Fire Chief
Jon Kahnke and Craig Youngberg, Waseca Fire Department

Fire Pumper Truck Discussion

The City Manager presented the following power point presentation regarding the pumper truck:

- Original Pumper Truck budget:
 - City: \$550,000
 - Rural: \$110,000
- Update Cost Quote for 2007 Pumper with Additions
 - \$644,000
 - Does not include approx. \$150,000 in needed loose equipment
- Needed \$220,000 from General Fund to shore-up Equipment Replacement Fund for new truck cost
 - \$600,000 in CIP for Pumper without transfer from General Fund
 - 2026: \$1,000,000 - Aerial Apparatus Replacement Scheduled
 - 2027: \$750,000 - 2007 Pumper Truck Replacement Scheduled
 - \$1,474,342 Equipment Replacement Fund Shortfall in 2027
 - \$30-\$35k increase needed each year through 2027 to fund Equipment Replacement Plan
 - 2019: \$35k; 2020: \$70k; 2021: \$105k...
- Began looking at cost reduction options for Pumper Truck
 - Wants vs. Needs
 - Service delivery requirements
 - Operational requirements
- Evaluated less critical additions to original design specs.
- Looked at different size needs (engine, tank capacity, seating)
- Different design options explored (commercial vs. custom chassis)
- Different operational/service delivery needs (limited passenger capacity)

Four options are presented to the Council, all at different costs. Staff recommendation would be for Option 3, which allows for purchase of new loose equipment within our existing budget. Options are as follows:

Option 1

- Replacement Truck: \$270,000
 - Basic level replacement of 1987 Pumper
 - 2-seats up front
 - No extra passenger capacity
 - No enclosed command platform (pumper controls)
 - Primarily for within City of Waseca use
 - Would be difficult to take as primary Rural or Mutual Aid Calls
 - Feasibility of follow-up by crew vehicle for Rural and Mutual Aid Calls
 - Intended for comparison of service capacity being lost

Option 2

- Enclosed Commercial Chassis: \$459,000 - \$487,000
 - Enclosed Command platform
 - Passenger seats w/SCBAs separate from driver area
 - Commercial Chassis
 - Limits direct communication on-route to call (pass through, not open crew space)
 - Less costly engine for same performance
 - Easier repairs
 - Part availability
 - Mechanic familiarity
 - Commercial & custom have similar seating, switches, lighting, HVAC, sound proofing, storage and equipment mounting

Option 3

- Waseca Updated Spec: \$562,000
 - Enclosed Command Platform
 - Open cab design
 - Same or similar features to current 2007 Pumper
 - Custom Chassis
 - Tighter turning radius
 - Front and side air bags
 - Wide open between front and rear seating
 - More Difficult Repairs
 - Parts are more costly
 - Parts more time to get (more vehicle down time)
 - Less local familiarity

Option 4

- Largely the same as Option 3
- Eliminated some enhancements from 2007 Pumper
 - Extendable light tower
 - Front discharge
 - Extendable traffic signaling
 - Deck Gun

The City Manager stated staff is seeking direction from the Council and will then develop the specs and go out for bids. Before awarding the bid, this will be brought back to the Council.

Mayor Srp inquired who was on the Truck Committee. The City Manager replied that Chief Underwood, Jon Kahnke and Craig Youngberg were on the committee. They also sought some outside advice from the cities of Northfield and Hopkins.

Discussion ensued regarding the four truck options.

Councilmember Conrath inquired why we are going to need a new pumper truck in 2027. The City Manager stated it will be 20 years old by that time and our replacement schedule would have us replacing it in 2027.

Councilmember Christiansen asked what would be done with the truck this replaces. The City Manager stated we could sell it for around \$10,000-\$15,000 or it could be used as a reserve unit.

Councilmember Conrath inquired about Option 3. The City Manager stated Option 3 has the most critical features and the commercial chassis. Chief Underwood stated we can save as much as \$25,000-\$90,000 if we go with a commercial chassis.

It was noted that commercial chassis are built to be on the road all day, while custom chassis are built more for safety, with airbags, etc.

Chief Underwood stated the important issues are that 1) we get a truck to serve this community for a long time, and 2) we get the equipment we need.

Councilmember Fitch asked whether the Truck Committee is happy with the option. Chief Underwood stated he felt they are.

Craig Youngberg stated the Committee can put together something, but just need a dollar amount. If they can get a budget, the Committee can put together a truck. Chief Underwood stated the biggest thing we are looking for tonight is the dollar amount, and then the Committee will research everything else and come up with a truck that is the right fit for this department.

Councilmember Christiansen asked whether the Fire Service Study would address this issue. The City Manager stated he would not recommend holding off on purchasing this vehicle until the Fire Service Study is done. The truck is only going to get more expensive.

After further discussion, it was the consensus of the Council in favor of \$640,000 for a pumper truck.

Jon Kahnke commented the truck was supposed to be replaced in 2017 and he wondered about the timeline. The City Manager stated the Council will direct the Committee to put together the specs and go out for bids and then we will see the pricing and the Council can choose to go ahead.

The Finance Director commented the budget allowed for half in 2017 and half in 2018, so she did not think the truck was supposed to be purchased in 2017. We have to post the bids and we will follow the same process as all our city vehicles. The Committee will work with the Finance Director on this purchase.

Councilmember Arndt asked whether this item would be ready by the April 3rd meeting. The City Manager stated it may be a couple months before this is ready to come back to Council.

Councilmember Conrath asked if it is still the Rural Fire District's intention to purchase a new truck. Bernard Frederick, Rural Fire District, stated that is their intention.

Lester Kroeger expressed his appreciation that the City and the Rural Fire District are working together.

There being no further comments, the work session ended at 6:10 p.m.

R. D. SRP
MAYOR

MARY BUENZOW
CITY CLERK

MINUTES
WASECA CITY COUNCIL WORK SESSION WITH DAVID DROWN ASSOCIATES
RE: CITY MANAGER RECRUITMENT PROCESS
TUESDAY, APRIL 3, 2018

The Work Session began at 5:30 p.m. in the City Hall West Conference Room.

Councilmembers Present:

Mayor Roy Srp	Allan Rose
Jeremy Conrath	Mark Christiansen
Les Tlougan	

Absent: Ann Fitch

Staff present:

Matt Hylen, Interim City Manager
Mike Anderson, Assistant to the City Manager
Kristy Larson, HR Technician
Mary Buenzow, City Clerk

Mayor Srp began a conference call with Liza Donabauer, David Drown Associates, to discuss the City Manager Recruitment process.

Ms. Donabauer she has prepared a packet of information for the Council to consider. The packet included a community profile, salary range, job description and timeline. She stated she took information from the Mayor and Council, and department heads to create the information packet, and asked if everyone is comfortable with the information or if any changes or modifications are needed.

Mayor Srp inquired about the job description, that 5+ years' experience was a minimum qualification, and he wondered if that is a standard. Ms. Donabauer stated she did not change anything from the job description, and if the Council wishes, she can make changes. The Interim City Manager commented that is a standard.

Mayor Srp inquired about the job hazards and there was some discussion regarding the phrase "this position will use close vision". The HR Technician stated she felt this language had come from the Classification & Compensation Study done last year, and that all jobs have a standard. This phrase is included in several of the City's job descriptions.

Mayor Srp referred to the letter from Ms. Donabauer regarding whether to conduct interviews in one or two days, and he stated he would prefer two days, June 12th and 13th.

Ms. Donabauer explained the week prior to May 22nd, the Council will receive a packet of information regarding the number of candidates and who the Council would like to call in for interviews. She asked if the Council is comfortable with the dates and they don't interfere with anyone's schedule.

Ms. Donabauer stated the interview would include a city tour, lunch, and a Meet & Greet. The Council can discuss this in more detail at the meeting on May 22nd.

It was the consensus of the Council in favor of June 12th and 13th for interviews.

Mayor Srp commented he has received a request from the Chamber indicating that some community members would like to be involved in the Meet & Greet.

Ms. Donabauer asked if the Council is interested in providing food in the Council Chambers. Mayor Srp replied yes, anyone who wants to meet the candidates can stay around afterward. *There was no decision on this issue.*

Councilmember Conrath wondered if it is customary that the candidate(s) meet with each individual council member. It was agreed that takes more time and has not been done in the past. Ms. Donabauer suggested there could be a round table and rotate the candidates, then wrap up and do full Council interviews. *It was the consensus of the Council to not conduct individual council interviews.*

Discussion then ensued regarding the salary range. Ms. Donabauer commented she received the salary range from the Finance Director. Based on information from the League regarding populations and salary ranges, it was right within the range. Councilmember Rose commented he would be disappointed if that salary range has already been posted.

There was some discussion regarding the salary range, Class & Comp study information, comparable communities, and experience. Ms. Donabauer stated she felt the salary range was very attractive, based on information from the League of MN cities and was right in the range. She added the Class & Comp study information was derived from comparable communities. Councilmember Rose was in favor of lowering the starting end of the salary range.

After further discussion it was the consensus of the Council to leave the salary range as it is.

Some councilmembers noted items in the profile they wished to have changed:

- The picture of the high school should be updated.
- List the Marching Classic as one of the community events, as there is a picture of it in the profile.
- Include the Triathlon as one of the community events, as this brings a lot of people into the community.
- Minor language changes in the Goals & Priorities section

Discussion ensued regarding where the ad will be posted. Ms. Donabauer stated she will post on the LMC's list serve to cities and counties, the County Administrators Association, League websites in North Dakota, Iowa, South Dakota, Wisconsin, and nationally through the ICMA, the Association of MN Counties, Hamline University, MSU, St. Cloud State, and also on Glass Door and Linked In. The ad can also be placed on the Chamber and the City's Facebook pages, and the local newspaper if the Council wishes.

The HR Technician asked if Ms. Donabauer could also post it to Gold Pass, which reaches University of MN students and alumni.

There was brief discussion regarding candidates who live close to Waseca and who would be willing to move to the community.

There being no further comments about the profile and employment ad, the work session ended at 6:25 p.m.

R. D. SRP
MAYOR

MARY BUENZOW
CITY CLERK

Shelly L. Koling

LIST OF EXPENDITURES

April 17, 2018

City Council	0.00	
Streets	23,737.94	
Parks	8,551.43	
Wastewater	9,837.40	
Utility Administration	3,995.35	
Utility Billing	7,008.11	
Electric	13,163.26	
Water	5,028.57	
Building and Code Compliance	2,259.34	
Police	62,222.34	
Administration	2,089.98	
Community Aides	580.00	
Fire	9,603.34	
Volunteer Fire Department	7,940.00	
Election Judges	0.00	
PEG	0.00	
Finance	9,917.04	
Connections	3,822.47	
Community Development	4,472.39	
Engineering	10,885.69	
Water Park	2,344.16	
Econ Development	<u>2,344.15</u>	
Total Gross Payroll	189,802.96	
*Less- Payroll Deductions	<u>(61,245.87)</u>	
Net Payroll Cost		\$ 128,557.09

*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:	
March 30, 2018-April 13, 2018	
Includes check #'s 151858-151916	
Bank ACH Withdrawals.....	<u>952,266.76</u>
GRAND TOTAL EXPENDITURES	<u>\$ 1,080,823.85</u>

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
General Fund						
04/13/2018	41811	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 4/8/2018	101-21701-0000	18,524.47	M
Total 101217010000:					18,524.47	
04/13/2018	41806	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 4/8/2018	101-21702-0000	8,749.51	M
Total 101217020000:					8,749.51	
04/13/2018	41811	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 4/8/2018	101-21703-0000	7,263.25	M
04/13/2018	41811	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 4/8/2018	101-21703-0000	7,263.25	M
Total 101217030000:					14,526.50	
04/13/2018	41807	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 4/8/2018	101-21704-0000	1,119.34	M
04/13/2018	41807	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 4/8/2018	101-21704-0000	7,276.00	M
04/13/2018	41807	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 4/8/2018	101-21704-0000	6,412.41	M
04/13/2018	41807	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 4/8/2018	101-21704-0000	7,276.00	M
04/13/2018	41807	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 4/8/2018	101-21704-0000	9,618.64	M
Total 101217040000:					31,702.39	
04/13/2018	151877	IBEW	IBEW UNION DUES Pay Period: 4/8/2018	101-21707-0000	302.06	
04/13/2018	151879	IUOE Local #70	FIRE UNION DUES Pay Period: 4/8/2018	101-21707-0000	128.28	
04/13/2018	151879	IUOE Local #70	IUOE UNION DUES Pay Period: 4/8/2018	101-21707-0000	802.60	
04/13/2018	151882	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 4/8/2018	101-21707-0000	490.00	
Total 101217070000:					1,722.94	
04/13/2018	20180268	Greater Mankato Area United Way	UNITED WAY Pay Period: 4/8/2018	101-21708-0000	28.00	
Total 101217080000:					28.00	
04/13/2018	151892	MN Life	April Life Insurance	101-21710-0000	457.25	
Total 101217100000:					457.25	
04/13/2018	41811	ACH Internal Revenue Service	MEDICARE Pay Period: 4/8/2018	101-21712-0000	2,616.36	M
04/13/2018	41811	ACH Internal Revenue Service	MEDICARE Pay Period: 4/8/2018	101-21712-0000	2,616.36	M
Total 101217120000:					5,232.72	
04/13/2018	41812	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 4/8/2018	101-21713-0000	342.00	M
04/13/2018	41812	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 4/8/2018	101-21713-0000	475.00	M
Total 101217130000:					817.00	
04/13/2018	41810	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 4/8/2018	101-21714-0000	640.00	M
Total 101217140000:					640.00	
04/13/2018	41802	SelectAccount	FLEX/HSA Reimbursement	101-21716-0000	4.91	M
04/13/2018	41804	SelectAccount	FLEX/HSA Reimbursement	101-21716-0000	629.19	M
04/13/2018	41808	SelectAccount	HSA DEDUCTION Pay Period: 4/8/2018	101-21716-0000	502.53	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101217160000:					1,136.63	
04/13/2018	41809	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 4/8/2018	101-21717-0000	1,099.67	M
Total 101217170000:					1,099.67	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-21720-0000	7,003.50	M
Total 101217200000:					7,003.50	
04/13/2018	151890	MN Department of Labor & Industry	first qtr Bldg Permit surcharges to state	101-32280-0000	879.88	
Total 101322800000:					879.88	
04/13/2018	151912	Waseca Rural Fire	DNR Grant	101-36230-0000	1,400.00	
Total 101362300000:					1,400.00	
04/13/2018	151867	City of Waseca	Petty cash reimb	101-36250-0000	14.04	
Total 101362500000:					14.04	
04/13/2018	20180296	U.S. Bank - CC	Registration for Ann Fitch 2018 City Summit Conference	101-41110-3300	510.00	
Total 101411103300:					510.00	
04/13/2018	20180265	Discover Waseca Tourism	February Lodging Tax	101-41110-4440	1,819.23	
Total 101411104440:					1,819.23	
04/13/2018	151893	MPeters Enterprises Inc.	Flags	101-41110-4450	52.00	
04/13/2018	151893	MPeters Enterprises Inc.	Flags	101-41110-4450	144.00	
04/13/2018	20180296	U.S. Bank - CC	Grab bars for Clear Lake Beach House project	101-41110-4450	32.30	
Total 101411104450:					228.30	
04/13/2018	20180298	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00	
Total 101411104455:					1,125.00	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-41320-1300	1,745.50	M
Total 101413201300:					1,745.50	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-41320-1310	186.50	M
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-41320-1310	83.50	M
Total 101413201310:					270.00	
04/13/2018	151892	MN Life	April Life Insurance	101-41320-1330	45.37	
Total 101413201330:					45.37	
04/13/2018	41814	Reliance Standard	April LTD Insurance	101-41320-1340	18.57	M
04/13/2018	41814	Reliance Standard	April LTD Insurance	101-41320-1340	10.41	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
04/13/2018	41814	Reliance Standard	April LTD Insurance	101-41320-1340	4.16	M
Total 101413201340:					33.14	
04/13/2018	151887	Metro Sales Inc.	Printer cartridges	101-41320-2000	295.50	
Total 101413202000:					295.50	
04/13/2018	20180296	U.S. Bank - CC	Lunch for Ann and consultant	101-41320-2170	29.37	
Total 101413202170:					29.37	
04/13/2018	151867	City of Waseca	Petty cash reimb	101-41320-3000	20.00	
Total 101413203000:					20.00	
04/13/2018	20180296	U.S. Bank - CC	Clerks Conference-Mike Anderson	101-41320-3300	345.00	
Total 101413203300:					345.00	
04/13/2018	20180255	A. H. Hermel Company	Pop for vending machine	101-41320-4945	52.30	
Total 101413204945:					52.30	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-41500-1300	3,871.62	M
Total 101415001300:					3,871.62	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-41500-1310	1,215.10	M
Total 101415001310:					1,215.10	
04/13/2018	151892	MN Life	April Life Insurance	101-41500-1330	64.50	
Total 101415001330:					64.50	
04/13/2018	41814	Reliance Standard	April LTD Insurance	101-41500-1340	74.69	M
Total 101415001340:					74.69	
04/13/2018	20180272	Innovative Office Solutions LLC	Office supplies	101-41500-2000	2.38	
Total 101415002000:					2.38	
04/13/2018	20180296	U.S. Bank - CC	Desk riser for Matt Roessler	101-41500-2200	395.00	
Total 101415002200:					395.00	
04/13/2018	151906	Waseca County Auditor-Treasurer	Misc Assessment recording fees	101-41500-3000	10.00	
Total 101415003000:					10.00	
04/13/2018	20180277	Larson, Kristy	Safety Training	101-41500-3350	74.12	
Total 101415003350:					74.12	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
04/13/2018	20180267	Flaherty & Hood PA	March Legal Fees	101-41600-3000	2,798.87	
04/13/2018	20180267	Flaherty & Hood PA	March Legal	101-41600-3000	90.00	
04/13/2018	20180275	Kennedy & Kennedy Law Office	March Legal Services	101-41600-3000	96.00	
04/13/2018	151906	Waseca County Auditor-Treasurer	Legal services contract pmnt	101-41600-3000	5,370.33	
Total 101416003000:					8,355.20	
04/13/2018	151858	American Legal Publishing Corporation	2018 S-19 supplement pgs	101-41600-3100	964.00	
04/13/2018	151858	American Legal Publishing Corporation	2018 S-19 Folio Supplement	101-41600-3100	203.00	
Total 101416003100:					1,167.00	
04/13/2018	151900	Streamline Communications LLC	Network Connection	101-41920-3100	165.00	
Total 101419203100:					165.00	
04/13/2018	20180285	Pantheon Computer Systems Inc.	Software	101-41920-4950	138.25	
04/13/2018	20180296	U.S. Bank - CC	Yearly SSL Charge	101-41920-4950	119.98	
04/13/2018	20180296	U.S. Bank - CC	2018 Domain Renewal	101-41920-4950	131.22	
04/13/2018	20180296	U.S. Bank - CC	Monthly maintenance charge	101-41920-4950	11.98	
Total 101419204950:					401.43	
04/13/2018	20180272	Innovative Office Solutions LLC	Office supplies	101-41940-2000	25.46	
04/13/2018	20180272	Innovative Office Solutions LLC	envelopes	101-41940-2000	20.45	
04/13/2018	20180286	Personalized Printing Inc.	Large envelopes	101-41940-2000	237.20	
Total 101419402000:					283.11	
04/13/2018	20180255	A. H. Hermel Company	Coffee for Breakroom	101-41940-2170	87.33	
04/13/2018	20180296	U.S. Bank - CC	Break room supplies	101-41940-2170	71.46	
04/13/2018	20180296	U.S. Bank - CC	Break room supplies	101-41940-2170	10.44	
Total 101419402170:					169.23	
04/13/2018	151885	Manthe Garage Doors	Door opener replacemant	101-41940-2230	805.00	
Total 101419402230:					805.00	
04/13/2018	151865	Cintas Corporation	Floor Mats	101-41940-3100	19.20	
04/13/2018	20180264	Culligan	April RO Lease	101-41940-3100	28.95	
04/13/2018	20180288	ServiceMaster of Mankato/Waseca	Janitorial Services	101-41940-3100	1,556.00	
04/13/2018	20180300	Waste Management of Southern MN	March Service	101-41940-3100	162.00	
Total 101419403100:					1,766.15	
04/13/2018	41805	City of Waseca	March Utilities	101-41940-3800	2,366.92	M
Total 101419403800:					2,366.92	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-41950-1300	1,275.62	M
Total 101419501300:					1,275.62	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-41950-1310	519.00	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101419501310:					519.00
04/13/2018	151892	MN Life	April Life Insurance	101-41950-1330	30.19
Total 101419501330:					30.19
04/13/2018	41814	Reliance Standard	April LTD Insurance	101-41950-1340	46.30 M
Total 101419501340:					46.30
04/13/2018	20180272	Innovative Office Solutions LLC	Office supplies	101-41950-2000	2.22
Total 101419502000:					2.22
04/13/2018	151910	Waseca County Recorder	Boat House Non Disturbance Agrmt	101-41950-3000	46.00
04/13/2018	151910	Waseca County Recorder	Boat House Ground Lease Addendum	101-41950-3000	46.00
Total 101419503000:					92.00
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-42100-1300	11,324.50 M
Total 101421001300:					11,324.50
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-42100-1301	1,468.40 M
Total 101421001301:					1,468.40
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-42100-1310	4,873.00 M
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-42100-1310	323.60 M
Total 101421001310:					5,196.60
04/13/2018	151892	MN Life	April Life Insurance	101-42100-1330	330.00
Total 101421001330:					330.00
04/13/2018	41814	Reliance Standard	April LTD Insurance	101-42100-1340	435.92 M
Total 101421001340:					435.92
04/13/2018	20180272	Innovative Office Solutions LLC	Office supplies	101-42100-2000	1.63
04/13/2018	20180296	U.S. Bank - CC	CD Envelopes	101-42100-2000	82.85
Total 101421002000:					84.48
04/13/2018	20180259	Bomgaars Supply	Parts & Supplies	101-42100-2170	239.99
04/13/2018	20180296	U.S. Bank - CC	Test kit mailed to BCA	101-42100-2170	12.90
04/13/2018	20180296	U.S. Bank - CC	Soap, vacuum bags and stool	101-42100-2170	40.83
04/13/2018	20180296	U.S. Bank - CC	Supplies for FTO Books and School and New hire	101-42100-2170	20.19
Total 101421002170:					313.91
04/13/2018	20180292	Streicher's	Uniform expense	101-42100-2180	104.99
04/13/2018	20180292	Streicher's	Uniform expense	101-42100-2180	202.96
04/13/2018	20180292	Streicher's	Uniform expense	101-42100-2180	125.96

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
04/13/2018	20180292	Streicher's	Uniform expense	101-42100-2180	107.97
04/13/2018	20180292	Streicher's	Uniform expense	101-42100-2180	79.17
04/13/2018	20180292	Streicher's	Uniform expense	101-42100-2180	128.49
04/13/2018	20180292	Streicher's	Uniform expense	101-42100-2180	79.98
04/13/2018	20180292	Streicher's	Uniform expense	101-42100-2180	254.97
04/13/2018	20180292	Streicher's	Uniform expense	101-42100-2180	39.99
04/13/2018	20180292	Streicher's	Uniform expense	101-42100-2180	75.19
04/13/2018	20180292	Streicher's	Uniform expense	101-42100-2180	157.97
04/13/2018	20180292	Streicher's	Uniform expense	101-42100-2180	39.99
04/13/2018	20180292	Streicher's	Uniform for new officer	101-42100-2180	808.80
04/13/2018	20180292	Streicher's	Uniform expense	101-42100-2180	64.99
04/13/2018	20180292	Streicher's	Uniform expense	101-42100-2180	152.00
04/13/2018	20180292	Streicher's	Uniform expense	101-42100-2180	56.69
04/13/2018	20180292	Streicher's	Uniform expense	101-42100-2180	95.20
04/13/2018	20180292	Streicher's	Uniform expense	101-42100-2180	51.99
04/13/2018	20180292	Streicher's	Uniform expense	101-42100-2180	136.98
04/13/2018	20180292	Streicher's	Uniform expense	101-42100-2180	95.20
04/13/2018	20180294	Tomsche, Matt	Uniform allowance	101-42100-2180	193.30
Total 101421002180:					3,052.78
04/05/2018	151850	Axon Enterprises Inc	Safety Equipment	101-42100-2190	1,145.00
04/05/2018	20180224	Axon Enterprises Inc	Safety Equipment	101-42100-2190	1,145.00- V
Total 101421002190:					.00
04/13/2018	151860	Bock's Service Inc.	tow expense	101-42100-3000	75.00
04/13/2018	20180296	U.S. Bank - CC	Parking at Training	101-42100-3000	17.00
Total 101421003000:					92.00
04/13/2018	20180258	Blue Earth County	Patrol MTD's	101-42100-3100	540.00
04/13/2018	151862	Bureau of Crim Apprehension	CJDN Access Fee	101-42100-3100	270.00
04/13/2018	151865	Cintas Corporation	Floor Mats	101-42100-3100	11.78
04/13/2018	151865	Cintas Corporation	Floor Mats	101-42100-3100	11.77
04/13/2018	20180264	Culligan	Culligan	101-42100-3100	29.95
04/13/2018	20180288	ServiceMaster of Mankato/Waseca	Janitorial Services	101-42100-3100	423.81
04/13/2018	151902	Thomson Reuters - West	Information Charges	101-42100-3100	220.50
04/13/2018	20180300	Waste Management of Southern MN	March Service	101-42100-3100	51.38
Total 101421003100:					1,559.19
04/05/2018	151850	Axon Enterprises Inc	Taser Cartridges	101-42100-3300	1,476.00
04/05/2018	20180224	Axon Enterprises Inc	Taser Cartridges	101-42100-3300	1,476.00- V
04/13/2018	151867	City of Waseca	Petty cash reimb	101-42100-3300	10.26
04/13/2018	151872	Field Training Solutions	FTO Basic Training - Matson	101-42100-3300	295.00
04/13/2018	20180296	U.S. Bank - CC	MN Assoc of Women Conf reg- Vought and Hartle	101-42100-3300	500.00
04/13/2018	20180296	U.S. Bank - CC	Lunch while getting uniform for Greta w/ Markeson	101-42100-3300	29.53
04/13/2018	20180296	U.S. Bank - CC	Registration for MN Chief of Police Conference-Vought	101-42100-3300	410.00
Total 101421003300:					1,244.79
04/13/2018	20180286	Personalized Printing Inc.	printing expense	101-42100-3500	384.70
Total 101421003500:					384.70

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
04/13/2018	151863	Centerpoint Energy	Monthly Billing	101-42100-3800	514.77	
04/13/2018	41805	City of Waseca	March Utilities	101-42100-3800	851.10	M
Total 101421003800:					1,365.87	
04/13/2018	20180296	U.S. Bank - CC	Equipment for City owned Task Force Rifle	101-42100-4340	257.50	
Total 101421004340:					257.50	
04/13/2018	20180287	Premier Veterinary Center LLC	Animal Clinic Contract Payment	101-42150-3100	1,323.99	
Total 101421503100:					1,323.99	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-42200-1300	3,102.00	M
Total 101422001300:					3,102.00	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-42200-1310	1,250.00	M
Total 101422001310:					1,250.00	
04/13/2018	151892	MN Life	April Life Insurance	101-42200-1330	49.50	
Total 101422001330:					49.50	
04/13/2018	41814	Reliance Standard	April LTD Insurance	101-42200-1340	55.32	M
Total 101422001340:					55.32	
04/13/2018	20180259	Bomgaars Supply	Parts & Supplies	101-42200-2170	259.95	
04/13/2018	20180296	U.S. Bank - CC	Bubble wrap for shipping	101-42200-2170	12.73	
Total 101422002170:					272.68	
04/13/2018	151865	Cintas Corporation	Floor Mats	101-42200-3100	11.77	
04/13/2018	151865	Cintas Corporation	Floor Mats	101-42200-3100	11.78	
04/13/2018	151886	Med Compass	Fit testing	101-42200-3100	163.00	
04/13/2018	20180282	Municipal Emergency Services Inc.	SCBA Function Tests	101-42200-3100	1,613.75	
04/13/2018	20180288	ServiceMaster of Mankato/Waseca	Janitorial Services	101-42200-3100	423.82	
04/13/2018	20180291	Sportsmans Stop Inc.	Double payment credit	101-42200-3100	43.12	
04/13/2018	20180300	Waste Management of Southern MN	March Service	101-42200-3100	51.37	
Total 101422003100:					2,232.37	
04/13/2018	20180296	U.S. Bank - CC	Shipping for returning a product	101-42200-3200	29.32	
Total 101422003200:					29.32	
04/13/2018	151897	South Central College	2018 Fire School	101-42200-3300	510.00	
Total 101422003300:					510.00	
04/13/2018	20180296	U.S. Bank - CC	Display racks for material in public safety entrance	101-42200-3400	196.36	
Total 101422003400:					196.36	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
04/13/2018	151863	Centerpoint Energy	Monthly Billing	101-42200-3800	138.15
04/13/2018	151863	Centerpoint Energy	Monthly Billing	101-42200-3800	514.76
04/13/2018	41805	City of Waseca	March Utilities	101-42200-3800	851.10 M
04/13/2018	41805	City of Waseca	March Utilities	101-42200-3800	35.42 M
Total 101422003800:					1,539.43
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-42400-1300	1,292.00 M
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-42400-1300	170.94 M
Total 101424001300:					1,462.94
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-42400-1310	500.00 M
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-42400-1310	82.50 M
Total 101424001310:					582.50
04/13/2018	151892	MN Life	April Life Insurance	101-42400-1330	5.45
04/13/2018	151892	MN Life	April Life Insurance	101-42400-1330	16.50
Total 101424001330:					21.95
04/13/2018	41814	Reliance Standard	April LTD Insurance	101-42400-1340	20.07 M
04/13/2018	41814	Reliance Standard	April LTD Insurance	101-42400-1340	6.56 M
Total 101424001340:					26.63
04/13/2018	20180261	City Building Inspection Services LLC	Adjust to billing	101-42400-3000	39.26-
Total 101424003000:					39.26-
04/13/2018	20180261	City Building Inspection Services LLC	Monthly Building Inspections	101-42400-3100	3,138.31
Total 101424003100:					3,138.31
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-43000-1300	170.94 M
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-43000-1300	1,720.76 M
Total 101430001300:					1,891.70
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-43000-1310	85.00 M
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-43000-1310	500.00 M
Total 101430001310:					585.00
04/13/2018	151892	MN Life	April Life Insurance	101-43000-1330	5.61
04/13/2018	151892	MN Life	April Life Insurance	101-43000-1330	49.99
Total 101430001330:					55.60
04/13/2018	41814	Reliance Standard	April LTD Insurance	101-43000-1340	6.76 M
04/13/2018	41814	Reliance Standard	April LTD Insurance	101-43000-1340	8.82 M
Total 101430001340:					15.58
04/13/2018	20180272	Innovative Office Solutions LLC	cork boards	101-43000-2000	86.08

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101430002000:					86.08	
04/13/2018	151915	West Central Industries	Lath and hubs	101-43000-2170	1,297.41	
Total 101430002170:					1,297.41	
04/13/2018	20180284	Owatonna Shoe Company	Safety Boots - Schwartz	101-43000-2190	182.75	
Total 101430002190:					182.75	
04/13/2018	20180302	WSB & Associates Inc	Interim City Engineer March	101-43000-3100	6,910.00	
Total 101430003100:					6,910.00	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-43100-1300	2,690.01	M
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-43100-1300	99.32	M
Total 101431001300:					2,789.33	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-43100-1310	1,450.71	M
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-43100-1310	28.68	M
Total 101431001310:					1,479.39	
04/13/2018	151892	MN Life	April Life Insurance	101-43100-1330	80.19	
04/13/2018	151892	MN Life	April Life Insurance	101-43100-1330	1.65	
Total 101431001330:					81.84	
04/13/2018	41814	Reliance Standard	April LTD Insurance	101-43100-1340	92.32	M
04/13/2018	41814	Reliance Standard	April LTD Insurance	101-43100-1340	1.82	M
Total 101431001340:					94.14	
04/13/2018	20180272	Innovative Office Solutions LLC	Calculator	101-43100-2000	14.83	
Total 101431002000:					14.83	
04/13/2018	20180259	Bomgaars Supply	Parts & Supplies	101-43100-2170	50.96	
04/13/2018	20180273	James Brothers Construction Inc.	Gravel	101-43100-2170	201.60	
04/13/2018	20180273	James Brothers Construction Inc.	Gravel	101-43100-2170	604.80	
04/13/2018	151884	Locators & Supplies Inc.	Gloves	101-43100-2170	176.92	
04/13/2018	20180284	Owatonna Shoe Company	Workboots-Rossow	101-43100-2170	200.00	
04/13/2018	20180284	Owatonna Shoe Company	Safety Boots - Roessler	101-43100-2170	200.00	
04/13/2018	20180284	Owatonna Shoe Company	Safety Boots - Gedicke	101-43100-2170	187.25	
04/13/2018	20180284	Owatonna Shoe Company	Work Boot- Straube	101-43100-2170	200.00	
04/13/2018	20180284	Owatonna Shoe Company	Work Boot- Parpart	101-43100-2170	216.75	
04/13/2018	20180284	Owatonna Shoe Company	Safety Boots - Schroeder	101-43100-2170	200.00	
04/13/2018	20180284	Owatonna Shoe Company	Safety Boots - Miller	101-43100-2170	200.00	
04/13/2018	20180296	U.S. Bank - CC	drinking water	101-43100-2170	18.75	
04/13/2018	151903	United Rentals Inc	Air hose	101-43100-2170	60.23	
04/13/2018	151904	USA Blue Book	hose adaptors	101-43100-2170	209.03	
04/13/2018	151904	USA Blue Book	Rain suit	101-43100-2170	150.72	
04/13/2018	151907	Waseca County Landfill	disposal	101-43100-2170	60.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101431002170:					2,937.01
04/13/2018	151866	City of Saint Paul	Blacktop for potholes	101-43100-2171	850.33
Total 101431002171:					850.33
04/13/2018	20180257	AmeriPride Services Inc	uniform service	101-43100-2180	167.04
04/13/2018	20180257	AmeriPride Services Inc	uniform service	101-43100-2180	193.03
04/13/2018	20180257	AmeriPride Services Inc	uniform service	101-43100-2180	130.16-
Total 101431002180:					229.91
04/13/2018	151867	City of Waseca	Petty cash reimb	101-43100-2220	16.00
Total 101431002220:					16.00
04/13/2018	20180295	Tool Sales Company	Creeper	101-43100-2400	150.00
Total 101431002400:					150.00
04/13/2018	20180288	ServiceMaster of Mankato/Waseca	Janitorial Services	101-43100-3100	286.00
04/13/2018	20180300	Waste Management of Southern MN	March Service	101-43100-3100	145.30
Total 101431003100:					431.30
04/13/2018	151863	Centerpoint Energy	Monthly Billing	101-43100-3800	138.14
04/13/2018	41805	City of Waseca	March Utilities	101-43100-3800	35.41 M
04/13/2018	41805	City of Waseca	March Utilities	101-43100-3800	884.30 M
Total 101431003800:					1,057.85
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-43125-1300	697.41 M
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-43125-1300	99.32 M
Total 101431251300:					796.73
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-43125-1310	376.11 M
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-43125-1310	28.68 M
Total 101431251310:					404.79
04/13/2018	151892	MN Life	April Life Insurance	101-43125-1330	20.79
04/13/2018	151892	MN Life	April Life Insurance	101-43125-1330	1.65
Total 101431251330:					22.44
04/13/2018	41814	Reliance Standard	April LTD Insurance	101-43125-1340	23.93 M
04/13/2018	41814	Reliance Standard	April LTD Insurance	101-43125-1340	1.82 M
Total 101431251340:					25.75
04/13/2018	20180276	Kritzer Oil Company Inc.	Diesel Dyed	101-43125-2120	2,027.16
Total 101431252120:					2,027.16

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
04/13/2018	41805	City of Waseca	March Utilities	101-43160-3800	7,575.40	M
04/13/2018	151916	Xcel Energy	Street Light Rental	101-43160-3800	670.29	
Total 101431603800:					8,245.69	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-43170-1300	149.44	M
Total 101431701300:					149.44	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-43170-1310	80.60	M
Total 101431701310:					80.60	
04/13/2018	151892	MN Life	April Life Insurance	101-43170-1330	4.46	
Total 101431701330:					4.46	
04/13/2018	41814	Reliance Standard	April LTD Insurance	101-43170-1340	5.13	M
Total 101431701340:					5.13	
04/13/2018	20180281	M-R Sign Company Inc.	No Parking Sign	101-43170-2170	60.72	
Total 101431702170:					60.72	
04/13/2018	41805	City of Waseca	March Utilities	101-43170-3800	127.56	M
Total 101431703800:					127.56	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-43220-1300	249.08	M
Total 101432201300:					249.08	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-43220-1310	134.33	M
Total 101432201310:					134.33	
04/13/2018	151892	MN Life	April Life Insurance	101-43220-1330	7.43	
Total 101432201330:					7.43	
04/13/2018	41814	Reliance Standard	April LTD Insurance	101-43220-1340	8.55	M
Total 101432201340:					8.55	
04/13/2018	20180271	Independent School District #829	City Contribution Comm Ed Rec	101-45100-3100	8,333.33	
Total 101451003100:					8,333.33	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-45130-1300	1,033.60	M
Total 101451301300:					1,033.60	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-45130-1310	400.00	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101451301310:					400.00	
04/13/2018	151892	MN Life	April Life Insurance	101-45130-1330	19.80	
Total 101451301330:					19.80	
04/13/2018	151867	City of Waseca	Petty cash reimb	101-45130-3300	10.68	
Total 101451303300:					10.68	
04/13/2018	151863	Centerpoint Energy	Monthly Billing	101-45130-3800	222.96	
04/13/2018	41805	City of Waseca	March Utilities	101-45130-3800	485.37	M
Total 101451303800:					708.33	
04/13/2018	20180296	U.S. Bank - CC	Replacement drinking fountain at water park	101-45130-4000	809.55	
Total 101451304000:					809.55	
04/13/2018	20180296	U.S. Bank - CC	2018 Dues	101-45130-4330	170.00	
Total 101451304330:					170.00	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-45200-1300	2,199.00	M
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-45200-1300	258.40	M
Total 101452001300:					2,457.40	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-45200-1310	873.00	M
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	101-45200-1310	100.00	M
Total 101452001310:					973.00	
04/13/2018	151892	MN Life	April Life Insurance	101-45200-1330	74.25	
04/13/2018	151892	MN Life	April Life Insurance	101-45200-1330	4.95	
Total 101452001330:					79.20	
04/13/2018	41814	Reliance Standard	April LTD Insurance	101-45200-1340	23.81	M
04/13/2018	41814	Reliance Standard	April LTD Insurance	101-45200-1340	16.66	M
Total 101452001340:					40.47	
04/13/2018	20180264	Culligan	Culligan Water	101-45200-2170	1.25	
Total 101452002170:					1.25	
04/13/2018	151865	Cintas Corporation	Uniform Service	101-45200-2180	10.05	
04/13/2018	151865	Cintas Corporation	Uniform Service	101-45200-2180	10.05	
Total 101452002180:					20.10	
04/13/2018	20180284	Owatonna Shoe Company	Safety Boots - Spies	101-45200-2190	187.00	
04/13/2018	20180284	Owatonna Shoe Company	Safety Boots - Gunderman	101-45200-2190	161.50	
04/13/2018	20180284	Owatonna Shoe Company	Safety Boots - Vanderhorst	101-45200-2190	200.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101452002190:					548.50	
04/13/2018	151880	Kibble Equipment	Spindle and screw for WP mower	101-45200-2210	58.27	
Total 101452002210:					58.27	
04/13/2018	151861	Builders First Source	Lumber	101-45200-2230	13.00	
04/13/2018	20180296	U.S. Bank - CC	Grab Bars for Memorial Park Restrooms	101-45200-2230	117.92	
Total 101452002230:					130.92	
04/13/2018	151911	Waseca Glass Inc.	Bean Bag Box	101-45200-2280	38.05	
Total 101452002280:					38.05	
04/13/2018	151907	Waseca County Landfill	Landfill Fees - Brush	101-45200-3100	20.00	
Total 101452003100:					20.00	
04/13/2018	20180296	U.S. Bank - CC	MRPA Trails Seminar-DuShaw	101-45200-3300	29.00	
Total 101452003300:					29.00	
04/13/2018	41805	City of Waseca	March Utilities	101-45200-3800	408.80	M
Total 101452003800:					408.80	
04/13/2018	151880	Kibble Equipment	WP-John Deere Mower Parts	101-45200-4040	98.21	
Total 101452004040:					98.21	
04/13/2018	20180296	U.S. Bank - CC	Automatic Door Label	101-45500-2280	27.37	
Total 101455002280:					27.37	
04/13/2018	20180288	ServiceMaster of Mankato/Waseca	Monthly Janitorial Services (Library)	101-45500-3100	790.00	
04/13/2018	20180300	Waste Management of Southern MN	March Service	101-45500-3100	27.55	
Total 101455003100:					817.55	
04/13/2018	151863	Centerpoint Energy	Monthly Billing	101-45500-3800	555.33	
04/13/2018	41805	City of Waseca	March Utilities	101-45500-3800	722.49	M
Total 101455003800:					1,277.82	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	101-49220-1540	518.00	M
Total 101492201540:					518.00	
Total General Fund:					219,004.78	
Airport						
04/13/2018	20180260	Central Fire Protection Inc.	Fire Extinguisher Certification	230-49810-3100	98.00	
04/13/2018	151899	Stensrud Aviation	April Airport Contract Payment	230-49810-3100	2,300.00	
04/13/2018	151899	Stensrud Aviation	January contract back pay	230-49810-3100	300.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
04/13/2018	151899	Stensrud Aviation	February contract back pay	230-49810-3100	300.00	
04/13/2018	151899	Stensrud Aviation	March contract back pay	230-49810-3100	300.00	
Total 230498103100:					3,298.00	
04/13/2018	41805	City of Waseca	March Utilities	230-49810-3800	60.44	M
Total 230498103800:					60.44	
Total Airport:					3,358.44	
Economic Development-General f						
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	261-46700-1300	646.00	M
Total 261467001300:					646.00	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	261-46700-1310	416.50	M
Total 261467001310:					416.50	
04/13/2018	151892	MN Life	April Life Insurance	261-46700-1330	4.13	
Total 261467001330:					4.13	
04/13/2018	41814	Reliance Standard	April LTD Insurance	261-46700-1340	10.41	M
Total 261467001340:					10.41	
04/13/2018	20180297	Waseca Area Chamber of Commerce	2018 Farm and City Luncheon	261-46700-3300	14.00	
Total 261467003300:					14.00	
Total Economic Development-General f:					1,091.04	
Police Reserve						
04/13/2018	20180296	U.S. Bank - CC	Gear for Police reserves(2017)	275-49212-2180	587.94	
Total 275492122180:					587.94	
Total Police Reserve:					587.94	
Safe Haven Grant						
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	279-46350-1300	2,049.90	M
Total 279463501300:					2,049.90	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	279-46350-1310	510.10	M
Total 279463501310:					510.10	
04/13/2018	151892	MN Life	April Life Insurance	279-46350-1330	33.00	
Total 279463501330:					33.00	
04/13/2018	41814	Reliance Standard	April LTD Insurance	279-46350-1340	30.15	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 279463501340:					30.15
Total Safe Haven Grant:					2,623.15
Capital Improvement					
04/13/2018	20180256	American Engineering Testing Inc.	Geotech Engineering	430-43010-5560	6,300.00
Total 430430105560:					6,300.00
Total Capital Improvement:					6,300.00
HWY 14 Reconstruction					
04/13/2018	151898	Stantec Consulting Services Inc	Hwy 14-Kiesler Slope	436-43010-5560	8,167.25
Total 436430105560:					8,167.25
Total HWY 14 Reconstruction:					8,167.25
Special Assessment--Capital Pr					
04/13/2018	151906	Waseca County Auditor-Treasurer	Assessment recording fees	440-43010-5560	340.00
Total 440430105560:					340.00
Total Special Assessment--Capital Pr:					340.00
Water					
04/13/2018	151889	MN Department of Health	2018 Comm Water Connect Fee	601-20800-0000	20,367.80
Total 601208000000:					20,367.80
04/13/2018	151875	Hawkins Inc	Valves	601-49401-2210	74.44
Total 601494012210:					74.44
04/13/2018	20180278	M & R Electric Inc.	Electrician	601-49401-3100	252.00
04/13/2018	151888	Mid-America Meter Inc	Meter Calibration	601-49401-3100	187.70
04/13/2018	151888	Mid-America Meter Inc	Meter Calibration	601-49401-3100	187.70
04/13/2018	151888	Mid-America Meter Inc	Meter Calibration	601-49401-3100	187.70
Total 601494013100:					815.10
04/13/2018	151863	Centerpoint Energy	Monthly Billing	601-49401-3800	116.07
04/13/2018	41805	City of Waseca	March Utilities	601-49401-3800	8,515.77 M
04/13/2018	151916	Xcel Energy	March Service	601-49401-3800	174.99
Total 601494013800:					8,806.83
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	601-49430-1300	518.00 M
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	601-49430-1300	849.76 M
Total 601494301300:					1,367.76
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	601-49430-1310	500.00 M
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	601-49430-1310	1,365.35 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601494301310:					1,865.35
04/13/2018	151892	MN Life	April Life Insurance	601-49430-1330	16.50
04/13/2018	151892	MN Life	April Life Insurance	601-49430-1330	11.02
Total 601494301330:					27.52
04/13/2018	41814	Reliance Standard	April LTD Insurance	601-49430-1340	15.82 M
04/13/2018	41814	Reliance Standard	April LTD Insurance	601-49430-1340	23.32 M
Total 601494301340:					39.14
04/13/2018	20180274	JT Services of MN	Locate Supplies	601-49430-2170	865.69
Total 601494302170:					865.69
04/13/2018	20180259	Bomgaars Supply	Parts & Supplies	601-49430-2180	199.99
04/13/2018	151865	Cintas Corporation	Uniform Service	601-49430-2180	3.90
04/13/2018	151865	Cintas Corporation	Uniform Service	601-49430-2180	3.90
04/13/2018	20180284	Owatonna Shoe Company	Work Boot-Dulas	601-49430-2180	178.50
Total 601494302180:					386.29
04/13/2018	151894	North American Safety Inc	Safety Shirts	601-49430-2190	133.10
Total 601494302190:					133.10
04/13/2018	20180259	Bomgaars Supply	Parts & Supplies	601-49430-2230	24.99
04/13/2018	20180262	Core & Main LP	Bushings	601-49430-2230	102.69
Total 601494302230:					127.68
04/13/2018	151888	Mid-America Meter Inc	Meter calibration	601-49430-3100	187.70
04/13/2018	20180291	Sportsmans Stop Inc.	Shipping Charges For March	601-49430-3100	57.38
04/13/2018	151905	Utility Consultants Inc	Bacteria Testing	601-49430-3100	180.00
04/13/2018	20180301	Water Conservation Service Inc.	Leak Detect Service	601-49430-3100	479.90
Total 601494303100:					904.98
04/13/2018	151867	City of Waseca	Petty cash reimb	601-49430-3300	78.00
Total 601494303300:					78.00
04/13/2018	20180299	Waseca Sand & Gravel Inc.	Main Repair	601-49430-4000	1,476.00
Total 601494304000:					1,476.00
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	601-49585-1300	271.32 M
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	601-49585-1300	511.13 M
Total 601495851300:					782.45
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	601-49585-1310	105.00 M
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	601-49585-1310	216.93 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601495851310:					321.93
04/13/2018	151892	MN Life	April Life Insurance	601-49585-1330	3.47
04/13/2018	151892	MN Life	April Life Insurance	601-49585-1330	18.25
Total 601495851330:					21.72
04/13/2018	41814	Reliance Standard	April LTD Insurance	601-49585-1340	3.76 M
04/13/2018	41814	Reliance Standard	April LTD Insurance	601-49585-1340	19.67 M
Total 601495851340:					23.43
04/13/2018	20180279	MAS Communications Inc.	Answering service - April	601-49585-3200	49.58
04/13/2018	151913	Waseca Secretarial Service	Processing utility bills - April	601-49585-3200	25.00
Total 601495853200:					74.58
04/13/2018	20180283	On Target Inc.	CASS certification of address files	601-49585-3500	42.15
Total 601495853500:					42.15
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	601-49586-1300	155.04 M
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	601-49586-1300	426.36 M
Total 601495861300:					581.40
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	601-49586-1310	166.67 M
Total 601495861310:					166.67
04/13/2018	151892	MN Life	April Life Insurance	601-49586-1330	1.98
04/13/2018	151892	MN Life	April Life Insurance	601-49586-1330	2.72
Total 601495861330:					4.70
04/13/2018	41814	Reliance Standard	April LTD Insurance	601-49586-1340	11.71 M
Total 601495861340:					11.71
04/13/2018	20180272	Innovative Office Solutions LLC	File storage boxes	601-49586-2000	20.62
Total 601495862000:					20.62
04/13/2018	20180275	Kennedy & Kennedy Law Office	March Legal Services	601-49586-3000	156.00
Total 601495863000:					156.00
Total Water:					39,543.04
Sanitary Sewer					
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	602-49470-1300	896.66 M
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	602-49470-1300	99.32 M
Total 602494701300:					995.98

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	602-49470-1310	483.56	M
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	602-49470-1310	28.68	M
Total 602494701310:					512.24	
04/13/2018	151892	MN Life	April Life Insurance	602-49470-1330	26.72	
04/13/2018	151892	MN Life	April Life Insurance	602-49470-1330	1.65	
Total 602494701330:					28.37	
04/13/2018	41814	Reliance Standard	April LTD Insurance	602-49470-1340	30.77	M
04/13/2018	41814	Reliance Standard	April LTD Insurance	602-49470-1340	1.82	M
Total 602494701340:					32.59	
04/13/2018	20180274	JT Services of MN	Locate Supplies	602-49470-2170	865.68	
Total 602494702170:					865.68	
04/13/2018	151863	Centerpoint Energy	Monthly Billing	602-49470-3800	23.72	
04/13/2018	41805	City of Waseca	March Utilities	602-49470-3800	1,493.39	M
Total 602494703800:					1,517.11	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	602-49480-1300	4,238.64	M
Total 602494801300:					4,238.64	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	602-49480-1310	208.25	M
Total 602494801310:					208.25	
04/13/2018	151892	MN Life	April Life Insurance	602-49480-1330	71.48	
Total 602494801330:					71.48	
04/13/2018	41814	Reliance Standard	April LTD Insurance	602-49480-1340	78.93	M
Total 602494801340:					78.93	
04/13/2018	20180259	Bomgaars Supply	Parts & Supplies	602-49480-2170	20.97	
04/13/2018	151873	Hach Company	Lab Supplies	602-49480-2170	278.27	
04/13/2018	20180296	U.S. Bank - CC	Lab supplies	602-49480-2170	26.07	
04/13/2018	20180296	U.S. Bank - CC	Batteries for Lab	602-49480-2170	5.67	
Total 602494802170:					330.98	
04/13/2018	20180259	Bomgaars Supply	Parts & Supplies	602-49480-2180	49.98	
04/13/2018	151894	North American Safety Inc	Safety Shirts	602-49480-2180	475.40	
04/13/2018	20180284	Owatonna Shoe Company	Work Boot-Rugger	602-49480-2180	170.00	
04/13/2018	20180284	Owatonna Shoe Company	Work Boot-Krienke	602-49480-2180	200.00	
Total 602494802180:					895.38	
04/13/2018	151865	Cintas Corporation	Janitorial supplies	602-49480-3100	15.68	
04/13/2018	151891	MN Department of Labor & Industry	Air Pressure Inspection	602-49480-3100	20.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
04/13/2018	20180290	Southern MN Inspection Co. LLC	Gantry Inspection	602-49480-3100	437.80	
04/13/2018	151905	Utility Consultants Inc	Permit Testing	602-49480-3100	1,246.62	
04/13/2018	20180300	Waste Management of Southern MN	March Service	602-49480-3100	292.21	
Total 602494803100:					2,012.31	
04/13/2018	151864	CenturyLink	Internet balance	602-49480-3200	2.95	
Total 602494803200:					2.95	
04/13/2018	20180296	U.S. Bank - CC	Meal at Wastewater Training-Terrell	602-49480-3300	11.24	
04/13/2018	20180296	U.S. Bank - CC	Lodging at Wastewater Training-Terrell	602-49480-3300	542.01	
Total 602494803300:					553.25	
04/13/2018	151863	Centerpoint Energy	Monthly Billing	602-49480-3800	242.86	
04/13/2018	41805	City of Waseca	March Utilities	602-49480-3800	522.24	M
Total 602494803800:					765.10	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	602-49585-1300	271.32	M
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	602-49585-1300	511.13	M
Total 602495851300:					782.45	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	602-49585-1310	105.00	M
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	602-49585-1310	216.93	M
Total 602495851310:					321.93	
04/13/2018	151892	MN Life	April Life Insurance	602-49585-1330	3.47	
04/13/2018	151892	MN Life	April Life Insurance	602-49585-1330	18.25	
Total 602495851330:					21.72	
04/13/2018	41814	Reliance Standard	April LTD Insurance	602-49585-1340	3.76	M
04/13/2018	41814	Reliance Standard	April LTD Insurance	602-49585-1340	19.67	M
Total 602495851340:					23.43	
04/13/2018	20180279	MAS Communications Inc.	Answering service - April	602-49585-3200	49.57	
04/13/2018	151913	Waseca Secretarial Service	Processing utility bills - April	602-49585-3200	25.00	
Total 602495853200:					74.57	
04/13/2018	20180283	On Target Inc.	CASS certification of address files	602-49585-3500	42.14	
Total 602495853500:					42.14	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	602-49586-1300	155.04	M
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	602-49586-1300	426.36	M
Total 602495861300:					581.40	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	602-49586-1310	166.67	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 602495861310:					166.67	
04/13/2018	151892	MN Life	April Life Insurance	602-49586-1330	1.98	
04/13/2018	151892	MN Life	April Life Insurance	602-49586-1330	2.72	
Total 602495861330:					4.70	
04/13/2018	41814	Reliance Standard	April LTD Insurance	602-49586-1340	11.71	M
Total 602495861340:					11.71	
04/13/2018	20180272	Innovative Office Solutions LLC	File storage boxes	602-49586-2000	20.62	
Total 602495862000:					20.62	
04/13/2018	20180267	Flaherty & Hood PA	Birds Eye Foods Lagoon	602-49586-3000	6.25	
04/13/2018	20180267	Flaherty & Hood PA	March MPCA	602-49586-3000	1,486.25	
Total 602495863000:					1,492.50	
04/13/2018	20180267	Flaherty & Hood PA	March Legal Fees	602-49593-5300	1,232.50	
04/13/2018	151895	Restoration Services Inc	WWTP Buildings Repairs	602-49593-5300	20,348.50	
Total 602495935300:					21,581.00	
04/13/2018	151868	Clark Equipment Co	New skid loader	602-49593-5400	5,201.32	
Total 602495935400:					5,201.32	
Total Sanitary Sewer:					43,435.40	
Electric Utility						
04/13/2018	41803	SMMPA	SMMPA	604-49550-3810	399,873.39	M
Total 604495503810:					399,873.39	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	604-49570-1300	140.61	M
Total 604495701300:					140.61	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	604-49570-1310	56.00	M
Total 604495701310:					56.00	
04/13/2018	151892	MN Life	April Life Insurance	604-49570-1330	2.11	
Total 604495701330:					2.11	
04/13/2018	41814	Reliance Standard	April LTD Insurance	604-49570-1340	2.97	M
Total 604495701340:					2.97	
04/13/2018	41805	City of Waseca	March Utilities	604-49570-3800	84.87	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 604495703800:					84.87	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	604-49571-1300	3,102.16	M
Total 604495711300:					3,102.16	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	604-49571-1310	1,235.50	M
Total 604495711310:					1,235.50	
04/13/2018	151892	MN Life	April Life Insurance	604-49571-1330	46.60	
Total 604495711330:					46.60	
04/13/2018	41814	Reliance Standard	April LTD Insurance	604-49571-1340	65.44	M
Total 604495711340:					65.44	
04/13/2018	20180259	Bomgaars Supply	Parts & Supplies	604-49571-2170	3.49	
04/13/2018	151867	City of Waseca	Petty cash reimb	604-49571-2170	47.73	
04/13/2018	20180274	JT Services of MN	Locate Supplies	604-49571-2170	865.69	
04/13/2018	151914	Wesco Receivables Corp	Batteries	604-49571-2170	468.11	
Total 604495712170:					1,385.02	
04/13/2018	20180296	U.S. Bank - CC	Safety Glasses for Matt, Kyle, Madison	604-49571-2180	153.74	
Total 604495712180:					153.74	
04/13/2018	20180280	MN Municipal Utilities Association	Apprentice Training	604-49571-4940	616.00	
Total 604495714940:					616.00	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	604-49572-1300	311.97	M
Total 604495721300:					311.97	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	604-49572-1310	124.25	M
Total 604495721310:					124.25	
04/13/2018	151892	MN Life	April Life Insurance	604-49572-1330	4.69	
Total 604495721330:					4.69	
04/13/2018	41814	Reliance Standard	April LTD Insurance	604-49572-1340	6.58	M
Total 604495721340:					6.58	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	604-49573-1300	562.43	M
Total 604495731300:					562.43	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	604-49573-1310	224.00	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495731310:					224.00
04/13/2018	151892	MN Life	April Life Insurance	604-49573-1330	8.45
Total 604495731330:					8.45
04/13/2018	41814	Reliance Standard	April LTD Insurance	604-49573-1340	11.86 M
Total 604495731340:					11.86
04/13/2018	20180274	JT Services of MN	Transformer Bases	604-49573-2230	700.00
Total 604495732230:					700.00
04/13/2018	151914	Wesco Receivables Corp	Cable Cutter Replacement	604-49573-4000	4,153.58
Total 604495734000:					4,153.58
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	604-49574-1300	158.18 M
Total 604495741300:					158.18
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	604-49574-1310	63.00 M
Total 604495741310:					63.00
04/13/2018	151892	MN Life	April Life Insurance	604-49574-1330	2.38
Total 604495741330:					2.38
04/13/2018	41814	Reliance Standard	April LTD Insurance	604-49574-1340	3.34 M
Total 604495741340:					3.34
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	604-49584-1300	118.65 M
Total 604495841300:					118.65
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	604-49584-1310	47.25 M
Total 604495841310:					47.25
04/13/2018	151892	MN Life	April Life Insurance	604-49584-1330	1.77
Total 604495841330:					1.77
04/13/2018	41814	Reliance Standard	April LTD Insurance	604-49584-1340	2.50 M
Total 604495841340:					2.50
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	604-49585-1300	219.64 M
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	604-49585-1300	514.37 M
Total 604495851300:					734.01

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	604-49585-1310	85.00	M
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	604-49585-1310	218.31	M
Total 604495851310:					303.31	
04/13/2018	151892	MN Life	April Life Insurance	604-49585-1330	2.81	
04/13/2018	151892	MN Life	April Life Insurance	604-49585-1330	18.36	
Total 604495851330:					21.17	
04/13/2018	41814	Reliance Standard	April LTD Insurance	604-49585-1340	3.04	M
04/13/2018	41814	Reliance Standard	April LTD Insurance	604-49585-1340	19.80	M
Total 604495851340:					22.84	
04/13/2018	20180279	MAS Communications Inc.	Answering service - April	604-49585-3200	49.58	
04/13/2018	151913	Waseca Secretarial Service	Processing utility bills - April	604-49585-3200	25.00	
Total 604495853200:					74.58	
04/13/2018	20180283	On Target Inc.	CASS certification of address files	604-49585-3500	42.14	
Total 604495853500:					42.14	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	604-49586-1300	297.16	M
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	604-49586-1300	439.28	M
Total 604495861300:					736.44	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	604-49586-1310	166.66	M
Total 604495861310:					166.66	
04/13/2018	151892	MN Life	April Life Insurance	604-49586-1330	3.80	
04/13/2018	151892	MN Life	April Life Insurance	604-49586-1330	2.81	
Total 604495861330:					6.61	
04/13/2018	41814	Reliance Standard	April LTD Insurance	604-49586-1340	12.07	M
Total 604495861340:					12.07	
04/13/2018	20180272	Innovative Office Solutions LLC	File storage boxes	604-49586-2000	20.63	
Total 604495862000:					20.63	
04/13/2018	20180274	JT Services of MN	Transformer Bases	604-49593-5300	1,050.00	
04/13/2018	20180274	JT Services of MN	Transformer Bases	604-49593-5300	700.00	
04/13/2018	20180274	JT Services of MN	Transformer Bases	604-49593-5300	175.00	
04/13/2018	20180274	JT Services of MN	Transformer Bases	604-49593-5300	700.00	
04/13/2018	20180274	JT Services of MN	Transformer Bases	604-49593-5300	2,275.00	
04/13/2018	151896	Solomon Corporation	Transformers	604-49593-5300	12,900.00	
04/13/2018	151896	Solomon Corporation	Transformers	604-49593-5300	8,600.00	
04/13/2018	151896	Solomon Corporation	Transformers	604-49593-5300	2,150.00	
04/13/2018	151896	Solomon Corporation	Transformers	604-49593-5300	8,600.00	
04/13/2018	151896	Solomon Corporation	Transformers	604-49593-5300	10,750.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
04/13/2018	20180293	Stuart C. Irby Company	Primary Conductor	604-49593-5300	5,245.32	
04/13/2018	20180293	Stuart C. Irby Company	Primary Conductor	604-49593-5300	2,420.92	
04/13/2018	20180293	Stuart C. Irby Company	Primary Conductor	604-49593-5300	4,640.09	
04/13/2018	20180293	Stuart C. Irby Company	Primary Conductor	604-49593-5300	20,248.95	
04/13/2018	20180293	Stuart C. Irby Company	Primary Conductor	604-49593-5300	5,648.80	
04/13/2018	151910	Waseca County Recorder	Variance - City Stoarge Garage	604-49593-5300	46.00	
Total 604495935300:					86,150.08	
Total Electric Utility:					501,559.83	
Storm Water Utility						
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	651-43140-1300	298.89	M
Total 651431401300:					298.89	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	651-43140-1310	161.19	M
Total 651431401310:					161.19	
04/13/2018	151892	MN Life	April Life Insurance	651-43140-1330	8.91	
Total 651431401330:					8.91	
04/13/2018	41814	Reliance Standard	April LTD Insurance	651-43140-1340	10.26	M
Total 651431401340:					10.26	
04/13/2018	41805	City of Waseca	March Utilities	651-43140-3800	422.61	M
Total 651431403800:					422.61	
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	651-49585-1300	80.88	M
Total 651495851300:					80.88	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	651-49585-1310	34.33	M
Total 651495851310:					34.33	
04/13/2018	151892	MN Life	April Life Insurance	651-49585-1330	2.89	
Total 651495851330:					2.89	
04/13/2018	41814	Reliance Standard	April LTD Insurance	651-49585-1340	3.11	M
Total 651495851340:					3.11	
Total Storm Water Utility:					1,023.07	
Central Garage Services						
04/13/2018	41813	Blue Cross Blue Shield of MN (ACH)	May Health Insurance	701-43180-1300	1,688.44	M
Total 701431801300:					1,688.44	
04/13/2018	41801	SelectAccount	VEBA/HSA submittal Apr	701-43180-1310	487.56	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 701431801310:					487.56
04/13/2018	151892	MN Life	April Life Insurance	701-43180-1330	28.05
Total 701431801330:					28.05
04/13/2018	41814	Reliance Standard	April LTD Insurance	701-43180-1340	31.03 M
Total 701431801340:					31.03
04/13/2018	20180270	IFACS	misc. zip ties	701-43180-2170	109.88
04/13/2018	151891	MN Department of Labor & Industry	air tank&water heater insp.	701-43180-2170	20.00
04/13/2018	151901	Texas Refinery Corp.	tube grease	701-43180-2170	414.00
Total 701431802170:					543.88
04/13/2018	151859	Aspen Equipment Co	wing lift arm bracket	701-43180-2210	569.40
04/13/2018	20180263	Crysteel Truck Equipment Inc.	1/4" Steel Plate	701-43180-2210	530.00
04/13/2018	151869	Deml Ford Lincoln Mercury Inc	flash computer	701-43180-2210	79.18
04/13/2018	20180269	H & L Mesabi	milling bits	701-43180-2210	2,147.40
04/13/2018	20180269	H & L Mesabi	clam end blade savers	701-43180-2210	2,514.00
04/13/2018	151878	Interstate Battery Systems	Batteries	701-43180-2210	37.95
04/13/2018	151881	Kimball Midwest	Plow bolts & nuts	701-43180-2210	240.75
04/13/2018	151884	Locators & Supplies Inc.	LED strobe light-inventory	701-43180-2210	211.54
04/13/2018	20180289	Smiths Mill Implement Inc.	backup camera monitor	701-43180-2210	225.77
Total 701431802210:					6,555.99
04/13/2018	151874	Harrison Truck Centers	troubleshoot fan running	701-43180-2240	442.18
Total 701431802240:					442.18
04/13/2018	151876	Huber Supply Co Inc	heli-argon-cos mix& Argon	701-43180-3100	20.64
04/13/2018	20180296	U.S. Bank - CC	Monthly fee for scan tool	701-43180-3100	149.00
Total 701431803100:					169.64
Total Central Garage Services:					9,946.77
Property and Liability Insuran					
04/13/2018	20180266	First National Insurance	Agency Fee-April	702-49955-3000	800.00
Total 702499553000:					800.00
Total Property and Liability Insuran:					800.00
Worker's Compensation Insuranc					
04/13/2018	151883	League of MN Cities Insurance Trust	Workers Comp Insurance	703-49956-1510	41,385.00
Total 703499561510:					41,385.00
Total Worker's Compensation Insuranc:					41,385.00
Equipment Replacement Fund					
04/13/2018	151871	Deml Ford Lincoln Mercury Inc	New Police vehicle	705-49920-5400	32,031.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
04/13/2018	151909	Waseca County License Bureau	Plates for new squad car	705-49920-5400	21.75
Total 705499205400:					32,052.75
04/13/2018	151868	Clark Equipment Co	New skid loader	705-49950-5400	7,801.98
Total 705499505400:					7,801.98
04/13/2018	151870	Deml Ford Lincoln Mercury Inc	Parks 2018 Ford	705-49970-5400	31,178.00
04/13/2018	151908	Waseca County License Bureau	New vehicle title/registration	705-49970-5400	2,068.32
Total 705499705400:					33,246.32
Total Equipment Replacement Fund:					73,101.05
Grand Totals:					952,266.76

Report Criteria:

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

Title:	RESOLUTION NO. 18-25 RECEIVING BIDS AND AWARDING CONTRACT FOR AIRPORT FBO HANGAR, CITY PROJECT 2016-11		
Meeting Date:	April 17, 2018	Agenda Item Number:	6G
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Resolution 18-25 and Bid Tabulation
Originating Department:	Engineering	Presented By:	City Engineer
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to Adopt Resolution No. 18-25 Receiving Bids and Awarding Contract for Airport FBO Hangar, City Project 2016-11, contingent upon receipt of State funding.		
How does this item pertain to Vision 2030 goals?	NA		

BACKGROUND: The construction of the Airport FBO Hangar has been shown on the on the Airport CIP for the past three years and has been deferred while the City awaited a funding offer from MnDOT Aeronautics. In November of 2017, the City was notified that funding would be available during fiscal year 2018.

Bids for the project were received on March 27, 2018. Four bids were received; a tabulation of the bids and Engineers Estimate is attached. The Airport Board has reviewed the bid and recommended award of the Base Bid and Alternate No. One. TKDA has submitted a Request for a Grant Agreement to MnDOT Aeronautics on behalf of the City.

BUDGET IMPACT: The Airport FBO Hangar is included in the City's 2018 budget. The bid of \$654,946.60 is within budget and will be funded by the Airport Special Revenue Fund and the MnDOT Aeronautics grant.

RECOMMENDATION: Staff recommends the Waseca City Council adopt resolution No. 18-25 Receiving Bids and Awarding Contract for construction of the Waseca Municipal Airport FBO Hangar, City Project No. 2016-11, and authorize the City Manager to enter into an agreement with APX Construction Group, LLC for \$654,946.60, contingent on the receipt of State Funding.

RESOLUTION NO. 18-25

**A RESOLUTION OF THE WASECA CITY COUNCIL
RECEIVING BIDS AND AWARDING CONTRACT
FOR 2018 FBO HANGAR-WASECA MUNICIPAL AIRPORT
CITY PROJECT NO. 2016-11**

WHEREAS, all bids on construction of the 2018 FBO Hangar-Waseca Municipal Airport, City Project No. 2016-11, are hereby received and tabulated; and

WHEREAS, the bid of APX Construction Group, LLC of Mankato, Minnesota, in the amount of \$654,946.60 for the construction of said improvements, in accordance with the plans and specifications and advertisement for bids, is the lowest responsible bid, and shall be and hereby is accepted.

WHEREAS, the Mayor and City Manager are hereby authorized and directed to enter into a contract with said bidder for the construction of said improvements, for and on behalf of the City of Waseca, contingent upon the receipt of State funding.

NOW, THEREFORE, BE IT RESOLVED that the City Engineer is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposit of the successful bidder and the next two lowest bidders shall be retained until a contract has been executed.

Adopted this 17th day of April, 2018.

R.D. SRP
MAYOR

ATTEST:

MARY BUENZOW
CITY CLERK

BIDS OPENED: MARCH 27, 2018
 TABULATION BY: MCG

TABULATION OF BIDS
2018 FBO HANGAR
WASECA MUNICIPAL AIRPORT

STATE PROJECT NO. A8101-31
 TKDA PROJECT NO. 16004

ITEM NO.	DESCRIPTION	QUANTITY	ENGINEER'S ESTIMATE		APX CONSTRUCTION GROUP, LLC		WILCON CONSTRUCTION SERVICES		MET-CON COMPANIES		RAM GENERAL CONTRACTING, INC.	
			UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
BASE BID												
40-1	MOBILIZATION	1 LS	50,000.00	50,000.00	5,500.00	5,500.00	6,874.00	6,874.00	7,388.00	7,388.00	52,033.00	52,033.00
43-1	REMOVE BITUMINOUS PAVEMENT	55 SY	10.00	550.00	18.00	990.00	21.00	1,155.00	12.00	660.00	5.75	316.25
43-2	REMOVE AND SALVAGE 60" CHAIN LINK FENCE	105 LF	5.00	525.00	12.00	1,260.00	14.00	1,470.00	20.00	2,100.00	12.05	1,265.25 #
51-1	COMMON EXCAVATION	200 CY	16.00	3,200.00	13.00	2,600.00	15.00	3,000.00	16.00	3,200.00	13.80	2,760.00
51-2	SUBGRADE EXCAVATION	100 CY	16.00	1,600.00	12.00	1,200.00	14.00	1,400.00	16.00	1,600.00	13.80	1,380.00
51-4	GRANULAR MATERIAL (CV)	100 CY	25.00	2,500.00	14.00	1,400.00	16.00	1,600.00	24.00	2,400.00	20.70	2,070.00
51-7	WATER	10 MGAL	25.00	250.00	470.00	4,700.00	46.00	460.00	76.00	760.00	69.00	690.00
51-12	TOPSOIL PLACEMENT	925 SY	4.00	3,700.00	1.50	1,387.50	2.00	1,850.00	9.00	8,325.00	5.75	5,318.75
72-1	4" AGGREGATE BASE	80 SY	18.00	1,440.00	6.25	500.00	7.00	560.00	29.00	2,320.00	10.35	828.00
72-2	6" AGGREGATE BASE	280 SY	20.00	5,600.00	8.20	2,296.00	9.00	2,520.00	33.00	9,240.00	11.50	3,220.00
75-1	FILTER FABRIC	240.00 SY	2.00	480.00	3.00	720.00	3.00	720.00	5.00	1,200.00	2.30	552.00
82-1	WEARING COURSE MIXTURE, TYPE SPWEB340F	65 TN	100.00	6,500.00	180.00	11,700.00	207.00	13,455.00	179.00	11,635.00	218.50	14,202.50
82-6	BITUMINOUS TACK COAT	25 GAL	8.00	200.00	9.00	225.00	10.00	250.00	11.00	275.00	6.90	172.50
91-1	CONCRETE WALK, 4" THICK	330 SF	10.00	3,300.00	6.50	2,145.00	6.00	1,980.00	13.00	4,290.00	5.81	1,917.30 #
91-2	CONCRETE APRON, 6" THICK	675 SF	15.00	10,125.00	6.50	4,387.50	7.00	4,725.00	10.00	6,750.00	6.21	4,191.75
91-3	CONCRETE LANDSCAPING EDGING	115 LF	8.00	920.00	9.00	1,035.00	10.00	1,150.00	8.00	920.00	23.23	2,671.45
91-4	CONCRETE PARKING STOP	6 EA	500.00	3,000.00	50.00	300.00	57.00	342.00 #	324.00	1,944.00	126.50	759.00
105-1	PAVEMENT MARKING	1 LS	1,000.00	1,000.00	900.00	900.00	575.00	575.00	540.00	540.00	575.00	575.00
111-1	SEEDING, CLASS II	0.25 AC	5,000.00	1,250.00	7,082.40	1,770.60 #	6,954.00	1,738.50	10,796.00	2,699.00	6,957.50	1,739.38
111-2	SODDING	100 SY	8.00	800.00	16.00	1,600.00	11.00	1,100.00 #	27.00	2,700.00	11.50	1,150.00
111-3	WATER	10 MGAL	25.00	250.00	240.00	2,400.00	57.00	570.00	54.00	540.00	57.50	575.00
111-7	WOOD FIBER BLANKET	150 SY	2.00	300.00	10.00	1,500.00	2.00	300.00	6.00	900.00	3.45	517.50
111-8	LANDSCAPING ROCK	200 SY	15.00	3,000.00	10.00	2,000.00	11.00	2,200.00	13.00	2,600.00	49.45	9,890.00
112-1	SILT FENCE	150 LF	4.00	600.00	6.00	900.00	2.30	345.00	3.00	450.00	2.30	345.00
112-2	SEDIMENT LOG	150 LF	4.00	600.00	3.00	450.00	3.00	450.00	4.00	600.00	3.45	517.50
114-1	INSTALL SALVAGED 60" CHAIN LINK FENCE	19 LF	10.00	190.00	40.00	760.00	46.00	874.00	106.00	2,014.00	111.98	2,127.62 #
200-1	HANGAR ELECTRICAL CONSTRUCTION	1 LS	50,000.00	50,000.00	64,000.00	64,000.00	66,808.00	66,808.00	70,703.00	70,703.00	68,182.80	68,182.80
300-1	HANGAR MECHANICAL CONSTRUCTION	1 LS	15,000.00	15,000.00	47,000.00	47,000.00	53,293.00	53,293.00	52,065.00	52,065.00	50,085.00	50,085.00
500-1	PRE-ENGINEERED METAL HANGAR BUILDING	1 LS	450,000.00	450,000.00	416,000.00	416,000.00	446,694.00	446,694.00	588,182.00	588,182.00	581,282.45	581,282.45
TOTAL BASE BID			\$616,880.00		\$581,626.60	#	\$618,458.50	#	\$789,000.00		\$811,335.00	#
BID ALTERNATE NO. 1												
500-2	SUSPENDED MEZZANINE	1 SY	60,000.00	60,000.00	73,320.00	73,320.00	134,000.00	134,000.00	119,517.00	119,517.00	124,996.30	124,996.30
TOTAL BID ALTERNATE NO. 1			\$60,000.00		\$73,320.00		\$134,000.00		\$119,517.00		\$124,996.30	
BID ALTERNATE NO. 2												
500-3	POST-MOUNTED MEZZANINE	1 LS	40,000.00	40,000.00	38,800.00	38,800.00	74,600.00	74,600.00	86,699.00	86,699.00	102,034.90	102,034.90
TOTAL BID ALTERNATE NO. 2			\$40,000.00		\$38,800.00		\$74,600.00		\$86,699.00		\$102,034.90	
BID ALTERNATE NO. 3												
300-2	IN-FLOOR HEATING	1 LS	40,000.00	40,000.00	47,100.00	47,100.00	72,600.00	72,600.00	62,224.00	62,224.00	60,144.70	60,144.70
TOTAL BID ALTERNATE NO. 3			\$40,000.00		\$47,100.00		\$72,600.00		\$62,224.00		\$60,144.70	
BID ALTERNATE NO. 4												
500-4	HANGAR MECHANICAL CONSTRUCTION	1 LS	30,000.00	30,000.00	32,100.00	32,100.00	42,700.00	42,700.00	36,241.00	36,241.00	52,409.50	52,409.50
TOTAL BID ALTERNATE NO. 4			\$30,000.00		\$32,100.00		\$42,700.00		\$36,241.00		\$52,409.50	

DENOTES ERROR ON THIS LINE ON EXECUTED BID PROPOSAL.

RESOLUTION NO. 18-27

**A RESOLUTION OF THE WASECA CITY COUNCIL
AMENDING MASTER FEE SCHEDULE**

WHEREAS the City of Waseca charges fees for various licenses, permits, and services; and

WHEREAS, the fees are reviewed and updated periodically by the City Council; and

WHEREAS, the Council wishes to increase the fee for bulk water park pass purchases; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca, to approve the attached amended City fee schedule, to include an increase in the bulk water park pass purchase fee as indicated on Attachment A.

BE IT FURTHER RESOLVED the amended City Fee Schedule shall be effective as of April 17, 2018.

Adopted this 17th day of April, 2017.

R. D. SRP
MAYOR

ATTEST:

MARY BUENZOW
CITY CLERK

Attachment A - Master Fee Schedule

effective April 17, 2018

LICENSE TYPE	FEES
LICENSES/PERMITS	
Cigarettes, Tobacco Products, Electronic Delivery Devices	235.00
Peddler permit	\$ 265.00
Solicitor permit	\$ -
Transient Merchant Permit	\$ 265.00
Investigative fee	\$ 30.00
Taxicabs (per cab)	\$ 120.00
Garbage haulers	\$ 295.00
Duplicate License	\$ 10.00
BEER/LIQUOR LICENSES	
Beer On Sale	\$ 295.00
Beer Off Sale (Class A)	\$ 160.00
(Class B)	\$ 175.00
Temporary Beer	\$ 30.00
Bottle Club (Consumption & Display)	\$ 250.00
Liquor On Sale (Class A) *	\$ 2,105.00
(Class B)	\$ 2,480.00
Liquor Off Sale (Class A) *	\$ 135.00
(Class B)	\$ 150.00
Brewery/Tap Room	\$ 500.00
Sunday On Sale	\$ 200.00
Temporary Sunday Liquor	\$ 60.00
Temporary Liquor	\$ 60.00
Clubs 1-200 members (Class A) *	\$ 270.00
(Class B)	\$ 300.00
201-500 members (Class A) *	\$ 450.00
(Class B)	\$ 500.00
501-1000 members (Class A) *	\$ 585.00
(Class B)	\$ 650.00
1001-2000 members (Class A) *	\$ 720.00
(Class B)	\$ 800.00
Wine On Sale	\$ 650.00
* Applicant must pass two compliance checks and have no other liquor violations to qualify for Class A	
10% discounted fee	
RENTAL HOUSING	
1-2 bldgs	\$ 145.00
3+ bldgs	\$ 210.00
inspection per unit	\$ 30.00
re-inspection fee	\$ 40.00
transfer fee	\$ 20.00
BUILDING PERMITS/INSPECTION FEES	
Building Permits	
Residential	79% x 1997 State Fee Schedule
Roofing (Based on Value)	\$15.00 - \$95.00
Furnace Replacement	based on valuation
Furnace State Surcharge	based on valuation
Plumbing Remodel	\$ 35.00
Mechanical Remodel	\$ 35.00
Commercial	85% x 1997 State Fee Schedule
Plumbing	\$ 70.00
Mechanical	\$ 70.00

Water heater	\$ 50.00
Furnace/AC	\$ 50.00
Right-of-way obstruction permits (dumpster)	\$45.00
Right-of-way obstruction permits (downtown)	\$45.00
Excavation permits up to 100'	\$ 45.00
Additional charge for every 100 additional lineal feet	\$ 15.00
Mobile Home Park Building Permit plus pre-move inspection fee @ hourly rate	\$ 200.00
Building moving expenses (i.e. police escort, utilities, public works, etc.)	actual costs
Demolition Permit	\$ 10.00
FALSE ALARM RESPONSES (POLICE/FIRE/BOTH)	
1-2 false alarms	\$ -
3-5 false alarms	\$ 60/235/295
6-10 false alarms	\$120/295/410
10 or more false alarms	\$235/585/820
FIRE RESPONSES	
Building or Structure Fire	\$ 500.00
Vehicle Fire	\$ 500.00
Motor Vehicle Accidents	\$ 500.00
COMMUNITY DEVELOPMENT/PLANNING & ZONING	
Zoning Amendments	
Text	\$ 700.00
Rezone Property	\$ 700.00
Conditional Use Permit	
Homestead	\$ 300.00
Other Residential	\$ 700.00
Public/Semi-Public	\$ 400.00
Commercial/Industrial/Planned Unit Development	\$ 700.00
Extend CUP (without hearing)	\$ 100.00
Variance	
Homestead	\$ 300.00
Other Residential	\$ 520.00
Public/Semi-Public	\$ 400.00
Commercial/Industrial	\$ 520.00
Mixed Use Overlay District - Certificate of Design Compliance	\$ 100.00
Subdivision	
Preliminary Plat	\$ 500.00
	+ \$10/parcel over 10 parcels
Final Plat (no fee if processed with preliminary plat)	\$ 200.00
Plat Re-approval (extension)	\$ 200.00
Administrative Subdivision	\$ 100.00
Vacate Easement/Right-of-Way	\$ 250.00 plus costs
Annexation/Detachment (+State fees)	\$150.00 + \$5/acre
Comprehensive Plan/Land Use Plan Amendment	\$ 500.00
Zoning Letter	\$ 25.00
Sign Permit	
Up to 100 sf	\$ 20.00
Over 100 sf	\$ 30.00
Economic Development Application Fees	
Loan Subordination	\$ 50.00
Tax Abatement	\$ 500.00
Tax Increment Financing	\$500.00 + % of proceeds
RBEG Revolving Loan Fund	\$100.00 + orig fee
IRP Revolving Loan Fund	\$500.00 + orig fee
Downtown Commercial Rehabilitation Loan Program (this fee is refundable upon closing of the loan)	\$500.00

OTHER FEES/CHARGES			
Special Assessment searches		\$	25.00
Dishonored Check Fee (in accordance with MN Statutes 604.113)		\$	30.00
PARK RESERVATION FEES/PAVILION RENTALS/MISC. PARK FEES/COMMUNITY ROOM			
Requested private use of picnic tables <i>not</i> at parks (service only available to City residents for use within City limits)		\$	5.00
Extra tables requested when reserving parks		\$	15.00
Adult Men's Slow Pitch Softball Team Fee		\$	25.00
Adult Sand Volleyball		\$	15.00
Athletic Tournaments			
Non-Resident User Fee		\$	115.00
Facility Rental Fee - per team		\$	10.00
For non-team events or tournaments, a \$1.00 per individual entrant fee shall apply.			
All labor & materials for tournaments shall be at cost plus 15% including overtime rate if applicable to be set annually by Park Director.			
Park Gate Key deposit (refunded upon return of the key)		\$	25.00
Concession Stand Expenses			
0-8 teams		\$	40.00
9-16 teams		\$	65.00
17-24 teams		\$	95.00
over 24 teams		\$	140.00
Cancelled park reservations administrative fee		25% of park reservation fee	
JOHNSON PAVILION (CLEAR LAKE PARK)			
4 hours (1/2 Pavilion can be rented for 1/2 fee)		\$	70.00
All Day (1/2 Pavilion can be rented for 1/2 fee)		\$	135.00
NORTHEAST PARK PAVILLION			
4 hours (no half rental)		\$	50.00
All Day (no half rental)		\$	90.00
CLEAR LAKE PARK/NORTHEAST PARK COMMERCIAL FEE			
Entire Park		\$	560.00
STANDARD SHELTER (ALL OTHER SHELTERS)			
4 hours		\$	25.00
All Day		\$	45.00
COMMUNITY CONFERENCE AND TRAINING ROOM RENTAL			
Damage Deposit	Class A	\$	-
	Class B	\$	50.00
	Class C	\$	50.00
	Class D	\$	50.00
Flat Fee (up to 3 hrs)	Class A	\$	-
	Class B	\$	-
	Class C	\$	25.00
	Class D	\$	50.00
Each Additional Hour	Class A	\$	-
	Class B	\$	-
	Class C	\$	10.00
	Class D	\$	20.00
Use of Kitchen	Class A	\$	-
	Class B	\$	-
	Class C	\$	25.00
	Class D	\$	25.00
CITY COUNCIL CHAMBERS & LOWER LEVEL CONFERENCE ROOM			
Damage Deposit	Class A	\$	-
	Class B	\$	50.00
	Class C	\$	50.00
	Class D	\$	50.00
Flat Fee (up to 3 hrs)	Class A	\$	-
	Class B	\$	5.00
	Class C	\$	10.00
	Class D	\$	25.00

Each Additional Hour	Class A	\$	-
	Class B	\$	5.00
	Class C	\$	5.00
	Class D	\$	10.00
POLICE DEPARTMENT FEES & ADMINISTRATIVE FINES			
Crime Free Multi-Housing criminal background check		\$	15.00
Copies of PD reports - in accordance with MN Statutes Ch. 13			
Copies of video tapes		\$	25.00
Photos (per sheet)		\$	5.00
Vehicle/property storage fee (per day)		\$	5.00
Administrative Forfeiture fee		\$	250.00
"Connections" Visitation Center user fee (per hour)		\$	40.00
Police Reserve fee (hourly) private party		\$	15.00
School function		\$	12.00
Paper Service		\$	40.00
VIOLATION OF CITY CODE SECTION/DESCRIPTION			
70.04 (3) Unnecessary Exhibition of Speed		\$	60.00
70.05 Snowmobiles		\$	50.00
70.06 Roller Skates; Skateboards		\$	50.00
70.07 Jake Braking-Loud Muffler		\$	80.00
70.08 Intent, recreational vehicles, etc.		\$	50.00
71.02 General Prohibitions; unauthorized removal		\$	30.00
71.03 Manufactured Home, Mobile Home & Trailer parking		\$	30.00
71.04 Direction to proceed		\$	50.00
71.05 Method of parking		\$	30.00
71.06 Winter Parking, Snow Emergencies		\$	30.00
71.07 Parking regulations		\$	25.00
91.02 Open burning of leaves		\$	100.00
91.03 Campfires		\$	100.00
91.22 Noise, noisy parties,/electronic sound system/audio equip		\$	75.00
91.35 Public Nuisance Defined		\$	75.00
91.36 Public Nuisances affecting health		\$	75.00
91.37 Public Nuisances affecting peace and safety		\$	75.00
95.15 Dog running at large		\$	50.00
95.16 License Required: Application and Fee		\$	50.00
95.17 Tag Required		\$	50.00
95.21 Habitually barking dog		\$	50.00
95.25 Sanitation		\$	50.00
95.26 Permits Required; Exceptions		\$	50.00
95.27 Keeping of Certain Animals Absolutely Prohibited;Exceptions		\$	50.00
96.03 Public Parks: hours of operation/permitted activities		\$	50.00
96.03 Public Parks: prohibited acts		\$	50.00
96.05 Public Parks: Maplewood Park regulations		\$	50.00
96.07 Public Parks: Loon Lake regulations		\$	50.00
116.03 Application Procedure		\$	50.00
116.06 Conduct on licensed premises/disorderly conduct/disorderly house/alcohol		\$	50.00
132.01 Curfew		\$	50.00
154.211 Zoning Code (not more than/per offense)		\$	300.00
ANIMAL LICENSE FEE PER YEAR			
Dog & Cat license fees - Spayed/Neutered		\$	5.00
- Not Spayed/Neutered		\$	15.00
Animal Permit fees - 3 or more total dogs & cats		\$	25.00
Chicken Permit fee (up to 5 chickens allowed)		\$	25.00
Dangerous Dog registration		\$	150.00
Dangerous Dog hearing fee		actual costs up to \$1,000.00	
ANIMAL IMPOUND FEES			
1st offense - licensed		\$	15.00

1st offense - unlicensed	\$	20.00
2nd offense - licensed	\$	30.00
2nd offense - unlicensed	\$	45.00
3rd offense or more - licensed	\$	60.00
3rd offense or more - unlicensed	\$	75.00
PEG ACCESS CHANNEL		
Compact Disc (CD) - per disc	\$	5.00
Digital Video Disc (DVD) - per disc	\$	15.00
WATER PARK FEES		
Daily Admission	\$	6.00
Twilight Admission	\$	3.50
Single Seasonal Pass	\$	85.00
Household Seasonal Pass - up to 4 people	\$	170.00
- each additional person	\$	20.00
Punch card - 10 punches - resident	\$	50.00
- 10 punches - non resident	\$	55.00
Punch card bulk purchase (Ten or more 10-punch cards)	\$	35.00
Pool Rental - 1st hour (up to 200)	\$	150.00
-each additional hour (up to 200)	\$	100.00
- each additional person (over 200)	\$	3.50
Lap Swim/Water Exercise/Itty Bitty Beach Party Admission	\$	3.50
Lap Swim/Water Exercise/Itty Bitty Beach Party Punch Card	\$	32.00
Birthday party (up to 12)	\$	175.00
- each additional person	\$	15.00
MAPS-PRINTS/COPIES		
Color maps - 8 1/2 x 11	\$	3.00
color maps - 11 x 17	\$	5.00
color maps - 22 x 34 or 24 x 36	\$	10.00
color maps - 34 x 44 or 36 x 48	\$	15.00
Black & White line drawings (plans, cross-sections, schematics, etc.)		
8 1/2 x 11	\$	1.00
11 x 17	\$	3.00
22 x 34 or 24 x 36	\$	5.00
34 x 44 or 36 x 48	\$	10.00
Black & White Large Format Copies		
22 x 34	\$	5.00
34 x 34	\$	5.00
UTILITY BILLING FEES		
Dishonored Payment Fee (in accordance with MN Statutes 604.113)	\$	30.00
Disconnect - Reconnect Fee	\$	50.00
Meter Calibration Test Fee	\$	20.00
Initial Residential Utility Deposit	\$	125.00
Maximum Residential Utility Deposit	\$	500.00
DISTRIBUTED GENERATION FEES		
All extended Parallel <=20kW	\$	100.00
Extended Parallel, Non-Exporting, Non-Radial Feeder >20kW & <100kW	\$	250.00
Extended Parallel, Pre-Certified, Non-Radial Feeder >20kW & <100kW	\$	500.00
Extended Parallel, Non-Certified, Non-Radial Feeder >20kW & <100kW	\$	1,000.00
All applications for systems to be located on a Waseca radial feeder will be subject to engineering review prior to rate determination. Fees will be equal to actual engineering review costs plus 10% Waseca administrative fee		TBD
EQUIPMENT BILLABLE RATES		
<i>Equipment may be made available for rental only upon approval of the City Engineer, Director of Utilities, or their representative and at the rates hereby designated. Rentals are made at the convenience of the City and for a minimum of one hour, and when equipment is not locally available.</i>		

\$45.00

A City employee must operate all equipment when rented as determined by the City. Employee billable rates will be determined by the Finance Director. Other equipment rates may be based on FEMA rates or MnDOT rates and formulas.

Rates are per hour. Daily rates: hourly rate x 6.5 work hours per day.

Line Digger Truck (1999)	\$	66.00
Aerial Bucket Truck (1997)	\$	46.00
Altec Bucket Truck (2013)	\$	50.00
Backhoe - Rubber tire	\$	50.00
Utility Truck	\$	26.00
Underground Fault Locating Equipment	\$	25.00
Underground Utility Locating Equipment	\$	20.00
Trailer Mounted Pumps ≤ 1,000 GPM	\$	20.00
Trailer Mounted Pumps > 1,000 GPM	\$	50.00
Shoring	\$	30.00
Vac-Con Sewer Cleaner	\$	111.00
≤ 250 KW Generator Trailer	\$	50.00
> 250 KW Generator Trailer	\$	100.00
Portable Generator (<10 KW)	\$	10.00
Boring equipment (2014)	\$	56.00
Cat Backhoe (2013)	\$	51.00
Skid-Steer (2013)	\$	26.00
Tandem Dump Truck (2014)	\$	55.00
Cat Wheel Loader (2012)	\$	69.00
Elgin Street Sweeper (2011)	\$	64.00
Cat Motorgrader (1994)	\$	63.00
Asphalt Zipper (2008)	\$	48.00
Asphalt Paver (2009)	\$	41.00
John Deere Loader (2012)	\$	69.00
Vactron Trailer Unit (2011)	\$	29.00
John Deere Tractor (2014)	\$	33.00
Pickup Truck	\$	20.00
Breaker	\$	15.00
Miller 40"	\$	20.00
Rock Saw	\$	25.00
Heavy Equipment Attachments	\$	30.00
Chain Saw	\$	3.20
Paint Sprayer	\$	3.35
Cement Saw	\$	6.00
Pole Chain Saw	\$	2.00
Tamper	\$	11.00
Trailer	\$	10.25
Sewer Camera Unit	\$	52.00
Blacktop Roller	\$	25.00
Water Truck	\$	31.00
Hot Patcher	\$	15.00
Skid Steer Attachments	\$	11.00

MINUTES
CITY OF WASECA BOARD OF REVIEW
MONDAY, APRIL 9, 2018

6I

1 CALL TO ORDER/ROLL CALL

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

Councilmembers present:

Mayor Roy Srp	Les Tlougan
Ann Fitch	Mark Christiansen
Jeremy Conrath	Daren Arndt

Staff present:

Mike Anderson, Assistant to the City Manager
Shelly Kolling, Finance Director
Mary Buenzow, City Clerk
Scott Girtler, Waseca Police Department

Also present were Joe Udermann, County Assessor, John Curran, Cheryl Clevenger and Greg Hawkinson from the Assessor's Office.

Mayor Srp noted there was no one in the audience at this time but the Board will remain in the Council Chambers for the next half hour.

Councilmember Christiansen inquired about how property values and what homes are selling for are determined. Discussion ensued, with County Assessor Joe Udermann explaining the process of determining market value, which includes factors such as neighborhoods, styles of home, age, square footage, year built, etc. He stated the Department of Revenue has oversight on everything his office does.

Mr. Udermann explained when the Assessor's office comes to someone's house, they leave a tag if nobody is home. If that homeowner does not call and let them in, it is about 5 years before the office gets to that house again. If the same thing happens again in 5 years, that means 10 years has gone by and no changes have been made. It is to the benefit of taxpayers to allow the Assessor's office to come into your home.

Councilmember Tlougan inquired what is the total valuation for the City for commercial and residential. Mr. Udermann stated he did not have that information with him, and the Finance Director stated she could forward that information to the Council.

2 HEARING OF PROPERTY OWNERS

HUTTON PROPERTIES

P.I.D. 17-340-0010

Mr. Curran stated Hutton Properties is the owner of the former Dollar General Store and has shown an intent to appeal their market valuation. The Assessor's office is recommending the Board of Review vote to make no change.

It was moved by Fitch, seconded by Tloughan, to make no change to Hutton Properties, PID #17-340-0010; the motion carried 6-0.

3 ADJOURNMENT

There being no further business, it was moved by Arndt, seconded by Conrath, to adjourn the Board of Review meeting at 7:34 p.m.; the motion carried 6-0.

R. D. SRP
MAYOR

MARY BUENZOW
CITY CLERK

Title:	RESOLUTION NO. 18-26, ORDERING THE 2018 STREET & MISCELLANEOUS. DRAINAGE IMPROVEMENT PROJECT, CITY PROJECT NOS. 2017-06 & 2018-01 AND AUTHORIZING THE PREPARATION OF PLANS AND SPECIFICATIONS AND THE PREPARATION OF ASSESSMENT ROLL #280		
Meeting Date:	April 17, 2018	Agenda Item Number:	7A
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Resolution 18-26 & Area Map
Originating Department:	Engineering	Presented By:	City Engineer
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to Adopt Resolution No. 18-26, Ordering the 2018 Street & Misc. Drainage Improvement Project, City Project Nos. 2017-06 & 2018-01 and Authorizing the Preparation of Plans and Specifications and Preparation of Assessment Roll #280.		
How does this item pertain to Vision 2030 goals?			

BACKGROUND: On March 20, 2018 the City Council received and approved a Feasibility Study for the 2018 Street and Misc. Drainage Improvement Project, 2017-06 & 2018-01 and set a public hearing for April 17, 2018. Notice of the public hearing was published according to Minnesota State Statute 429 and a letter with the preliminary estimated assessment amount was sent to all property owners on the proposed assessment rolls.

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

2017-06 Miscellaneous Drainage Improvements Summary of Cost	
Item	Estimate
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)	
Total Project	\$75,112

2017-06 Miscellaneous Drainage Improvements Funding Summary	
Funding Source	Amount
440 Special Assessment Fund	\$75,112
Total Project	\$75,112

2018-01 Street Improvement Project Summary of Cost	
Item	Estimate
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)	
Total Project	\$1,796,823

2018-01 Street Improvement Project Funding Summary	
Funding Source	Amount
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
Total Project	\$1,796,823

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

RECOMMENDATION: Following the Public Hearing, Staff recommends the Waseca City Council adopt Resolution No. 18-26, Ordering the 2018 Street and Misc. Drainage Improvement Project, City Project Nos. 2017-06 & 2018-01 and Authorizing Preparation of Plans and Specifications and Preparation of Assessment Roll #280.

RESOLUTION NO. 18-26

**A RESOLUTION OF THE WASECA CITY COUNCIL
ORDERING THE 2018 STREET AND MISCELLANEOUS DRAINAGE
IMPROVEMENT PROJECT, CITY PROJECTS 2017-06 AND 2018-01 AND
AUTHORIZING THE PREPARATION OF PLANS AND SPECIFICATIONS, AND
PREPARATION OF ASSESSMENT ROLL #280**

WHEREAS, the City Council has received and reviewed the feasibility study for City Projects Nos. 2017-06 & 2018-01.

AND WHEREAS, a public improvement hearing has been be scheduled to consider the project;

AND WHEREAS, staff needs to prepare plans and specifications and prepare the assessment roll for the improvements included City Project Nos. 2017-06 and 2018-01;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Waseca that the City Council has determined:

1. Such improvements are necessary, cost-effective, and feasible as detailed in the feasibility report.
2. A public improvement hearing has been scheduled to be held on April 17, 2018.
3. The City of Waseca City Engineer is hereby designated as the engineer for this improvement.
4. Staff is also ordered to prepare preliminary Assessment Roll No. 280 in compliance with the adopted Assessment Policy and in accordance with Chapter 429 of Minnesota State Statutes.

Adopted this 17th day of April, 2018.

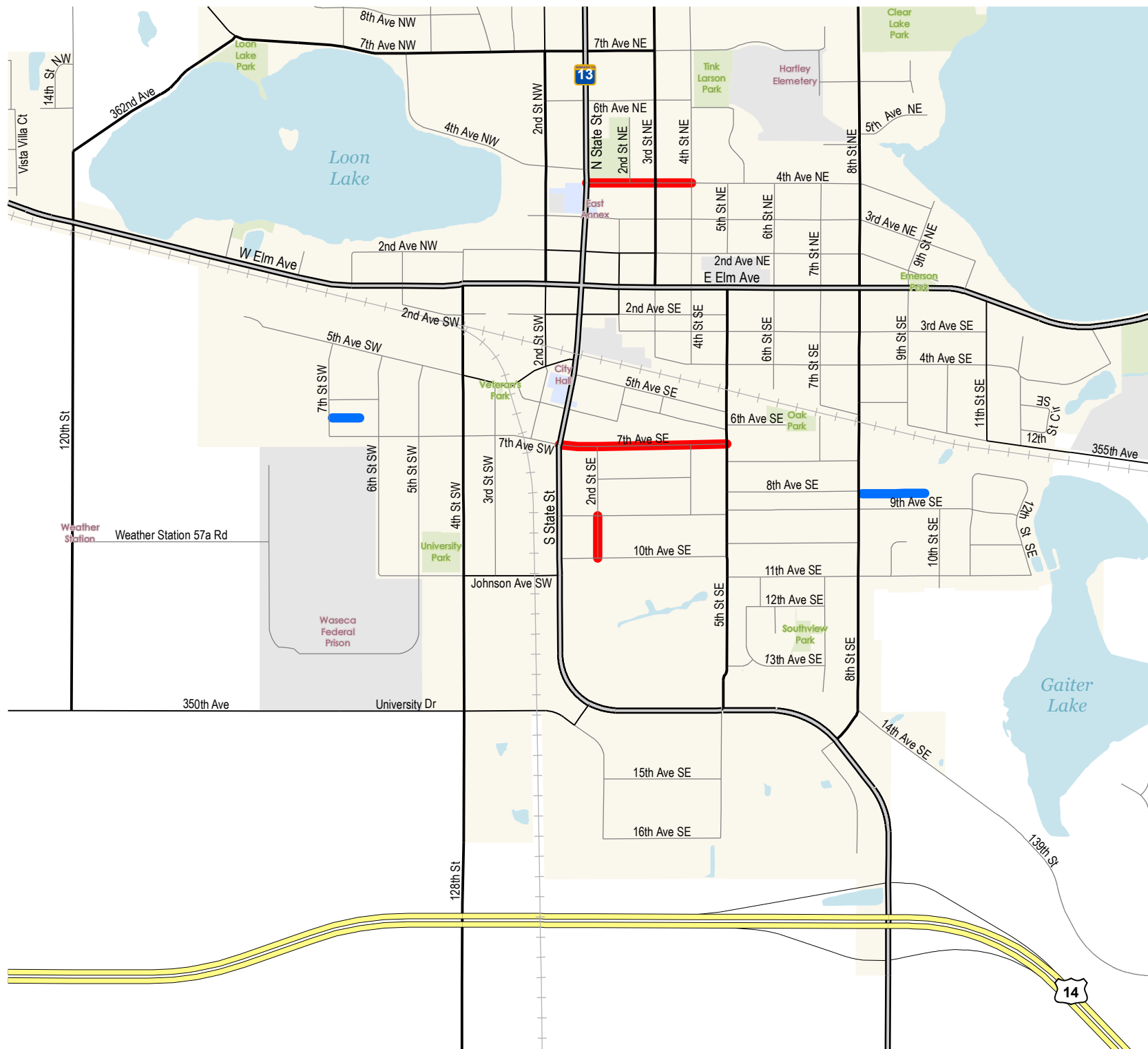
R.D. SRP
MAYOR

ATTEST:

MARY BUENZOW
CITY CLERK

2018 City Projects

- Street Project
- Backyard Drainage Project



0 250 500 1,000
Feet

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.

April 11, 2018

Dear City Engineer, Tom Kellogg & City Council Members,

My apologies for sending a letter and not being in attendance for the April 17th 2018 City Council meeting.


We would like to start off by saying we support the proposed drainage improvement project on our block, 100%.

We think you should be aware of a few things. We are disappointed that when we bought our house 5 years ago that we didn't ask more questions than about what the grate/drain in our back yard was. One answer we received was, your yard holds the drain for the entire block. After a few heavy rains and calls to the city and dispatch to report the problem, we found out the grate/drain was an old field tile that ran through our property that no one claimed to own or take care of. One year later, we have two hundred-year rains and \$70,000.00 damage to our house. After the flood, we rented a track hoe, dug it up and fixed a couple problems in a very old and brittle clay tile system and have spent a couple thousand dollars doing this as no one else was willing or going to do it. We still don't think this will fix the problem for our neighborhood or block. We are disappointed that our taxes have went up \$1,000.00 in the last 2 years and they will go up another \$500.00-600.00 for 10 years if the council supports this project.

We have come to the conclusion that we are fine with this and getting it fixed is our only option. We didn't expect some of the FEMA money our county received to fix the problem. We hoped the neighbors would support and sign the petition as they did having lots of damage to their houses as well. We all can feel like we helped a part of Waseca be a better place to live and raise a family. We want this nightmare to end, every time it rains.

In closing we support this project 100% and do not want anyone else to have to go through this nightmare. Thank you for your support!

Jason & Jill Forshee



613 6th Ave S.W.

Waseca, MN 56093

507-461-0416

Title:	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 th St NW and 9 th Ave NW: PID 12.007.0100		
Meeting Date:	April 17, 2018	Agenda Item Number:	7B
Action:	<input type="checkbox"/> MOTION <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Resolution No. 18-16 PC Memo
Originating Department:	Community Development	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Adopting Resolution No.18-16 approving a Preliminary & Final Plat located at the unaddressed property at the southwest corner of 10 th St NW and 9 th 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 10th St NW and 9th Ave NW: PID 12.007.0100. The property is currently 28.36 acres. The property is in Waseca County with the City municipal boundary on its north and east edges.

The property owner is requesting a subdivision to create one 1.02 acre lot 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.

The applicant initially planned to annex the lot into the City and construct a single-family home for a family member. Due to changes and timing issues, the Roesler's do not intend to start construction this year. Any development will need to be served with onsite well and septic or with City services if annexed into the City.

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.

RESOLUTION NO. 18-16

**A RESOLUTION OF THE WASECA CITY COUNCIL
GRANTING APPROVAL FOR A PRELIMINARY PLAT AND FINAL PLAT TO EDWARD C ROESLER &
BARBARA A ROESLER, AS TRUSTEES OF THE AMENDED AND RESTATED EDWARD C ROESLER AND
BARBARA A ROESLER REVOCABLE TRUST FOR THE WEST ACRE SUBDIVISION (PID 12.007.0100)**

WHEREAS, application has been made to the City Council of the City of Waseca by Edward C. and Barbara A. Roesler, trustees, for approval of a Preliminary Plat and Final Plat for the WEST ACRE Subdivision, located at the unaddressed property at the southwest corner of 10th St NW and 9th Ave NW: PID 12.007.0100 which is described as:

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.

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.

Adopted this 17th day of April 2018.

R.D. SRP
MAYOR

ATTEST:

MARY BUENZOW
CITY CLERK



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 10th St. NW and 9th 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 Outlot A: 26.29 acres
Lot Width ¹	150 Feet	Lot 1, Block 1: 160 ft. 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 9th 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 10th 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 10th 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 120th Street to the west and 9th Avenue NW (an extension of that) on the north side of this property. That portion of the 9th 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.