

6 PM Work Session: Diversity Training

REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, FEBRUARY 19, 2019, 7 p.m.
AGENDA

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

Those wishing to speak must state their name and address for the record 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 councilmember. The Council may not take action on an item presented during the Public Comment period, unless the item is already on the agenda for action. When appropriate, the Council may refer inquiries and items brought up during the Public Comment period to the City Manager for follow up.

- 5 REQUESTS AND PRESENTATIONS
Maplewood Park Fee Waiving Request: Boy Scouts (Councilmember Christiansen)

- 6 CONSENT AGENDA
 - A. Minutes – Regular City Council Meeting – February 5, 2019
 - B. Payroll & Expenditures
 - C. **Resolution 19-09:** Authorizing the Creation of Airport Zoning Board
 - D. Accepting Les Tlougan’s resignation from the Planning Commission
 - E. Accepting Mike Tate’s Planning Commission Application
 - F. Appointing Representatives to the Heritage Preservation Commission

- 7 ACTION AGENDA
 - A. **Resolution 19-08: Amending Resolution 16-56 & Public Hearing:** Residential Tax Abatement Program
 - B. **Resolution 19-10:** Granting a Conditional Use Permit and a Variance to Waseca Public Schools
 - C. **Resolution 19-03:** Approval of Tax Abatement Applications
 - D. **RCCA:** Authorizing Staff to have FEMA add Gaiter Lake to Flood Plain Map
 - E. **RCCA:** EDA Membership Criteria

- 8 REPORTS
 - A. City Manager’s Report

- B. Commission Reports
- Airport Board: Rose
 - Planning Commission: Arndt, Srp, Tloughan
 - DWT: Fitch, Conrath
 - EDA: Srp, Fitch

9 ANNOUNCEMENTS

10 ADJOURNMENT

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, FEBRUARY 5, 2019

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 Jeremy Conrath
Daren Arndt Les Tlougan
Mark Christiansen

Councilmembers absent: Ann Fitch
Allan Rose

Staff present: Lee Mattson, City Manager
Tom Kellogg, City Engineer
Ranae Schult, Administrative Assistant

MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

- 3 Lee Mattson, City Manager, requested the addition of Consent Agenda item 6.J., *Resignation of Robin Terrell from the Planning Commission*.

It was moved by Christiansen, seconded by Arndt, to approve the agenda as amended. Motion carried 5-0.

PUBLIC COMMENT

- 4 **James Christiansen, 125 3rd Avenue NE, Waseca, MN**, commended Tim Roessler and his men for doing an excellent job keeping the streets and sidewalks clean. Mayor Srp stated Council's appreciation to the Street Department Staff in handling snow removal, as well as all City Staff.

REQUESTS AND PRESENTATIONS

- 5A **Carol Johnson; 2014 PD Interceptor Purchase**

Lee Mattson, City Manager, informed Council that Ms. Johnson was not able to attend due to weather conditions.

Ms. Johnson's email stated that in November of 2018, she won a bid for the 2014 Ford Explorer Interceptor on the MinnBid online auction website, for the price of \$9,575, with 100,946 miles. MinnBid website language states that "*ALL SALES ARE FINAL*", and all items are sold "*AS IS, WHERE IS*"

Ms. Johnson explained shortly after purchasing the vehicle, transmission problems became apparent. The vehicle was taken to two different garages for estimates. Ms. Johnson stated they felt the costs were too extensive; however, service fees of \$232.20 and \$153.90 were still incurred.

Ms. Johnson is requesting the City of Waseca to 1) reimburse and re-auction the vehicle, 2) reimburse whole or part of the estimated costs for the repairs.

Discussion was held regarding the verbiage on the MinnBid site of “AS IS, WHERE IS”, as well as the fact that Ms. Johnson did put 1,600 miles on the vehicle.

Mayor Srp stated he would like to see the purchase price of the vehicle, as well as the two estimate fees, reimbursed. Councilmember Tlougan voiced his concern of setting a precedent if we reimburse anything for this vehicle.

It was moved by Christiansen, seconded by Conrath, to reimburse Carol Johnson for the price the vehicle was sold for; the motion carried 4-1 (nay Srp).

CONSENT AGENDA

- 6 It was moved by Tlougan, seconded by Arndt, to remove the item 6.F., *Accepting Les Tlougan’s resignation from Planning Commission*, the motion carried 5-0

It was moved by Tlougan, seconded by Conrath to approve the Consent Agenda as amended. Motion carried 5-0 and included the following:

- A. Minutes – Regular City Council Meeting & Work Session – January 15, 2019
- B. Payroll & Expenditures
- C. **Resolution 19-07:** Approval of Sleigh n Cutter Gambling Application
- D. Set Board of Review meeting date for Monday, April 8, 2019 at 7:00 p.m.
- E. Approval of Katie O’Leary’s Ground Lease Agreement
- F. ~~Accepting Les Tlougan’s resignation from Planning Commission~~
- G. Approval of Planning Commission Application
- H. RCCA: Approval of 2018 Annual Solar Report
- I. Approval of Intoxicating Liquor License: Trio, Coffee, Wine & Ale House
- J. Accepting Robin Terrell’s resignation from Planning Commission

Mayor Srp commented on how Council appreciates all citizens who participate on the various boards and commissions. The Mayor also hoped that a work session would be scheduled to discuss stipends for board and commission members.

ACTION AGENDA

7A Resolution 19-04: Approval of 3rd Street NE Plans & Authorizing Bids

On September 4, 2018, the City Council authorized the preparation of plans and specifications for the 3rd Street NE Street and Utility Improvement Project, City Project No. 2019-01. The project will reconstruct the street and utilities on 3rd Street NE between 4th Avenue NE and 11th Avenue NE.

It was moved by Tlougan, seconded by Conrath, to adopt Resolution No. 19-04, approving the plans and specifications, and ordering advertisement for bids of the 3rd NE Street and utility improvement project, City Project 2019-01; the motion carried 5-0

7B Resolution 19-05: Reimbursement Resolution for Tax Exempt Bonds

The City Council authorized the preparation of plans and specifications for the 3rd Street NE Street and Utility Improvement Project on September 4, 2018. Staff is requesting Council to accept the plans and specifications and authorize advertisement for bids for this project.

Resolution 19-05 identifies the street reconstruction project adjacent to 3rd Street NE between 4th Avenue NE and 11th Ave NE that could be financed through the issuance of tax-exempt bonds. The intention of bonding for this project only relates to the water and sewer portions of the project, however, should storm sewer needs be encountered that extend beyond the project contingency, we have allowed for this in the “not to exceed” amount in the bond resolution.

It was moved by Conrath, seconded by Arndt, to adopt Resolution No. 19-05, relating to financing of certain proposed projects to be undertaken by the City; establishing compliance with reimbursement bond regulations under the Internal Revenue Code; the motion carried 5-0.

7C Resolution 19-06: Accepting 2018 Donations

The City Council was requested to recognize and formally accept the following donations received in 2018:

<u>Received From</u>	<u>Amount</u>	<u>Donation Purpose</u>
• VFW Post 1642	\$ 2,000.00	Fire Department
• Itron	\$ 250.00	Sand for volleyball courts
• B.E.S.T. of Waseca	\$80,769.17	Donation for TL Comm. Field
• MN Community Foundation	\$ 2,025.00	Downtown Hanging Baskets
• MN Community Foundation	\$ 1,558.00	Police Training
• Wal-Mart Foundation	\$ 1,500.00	Police Shop With A Hero
• Centerpoint Energy	\$ 2,000.00	Fire Safety Tools
• Cinch Connectivity	\$ 1,000.00	Fire Safety Tools
• Hy-Vee	\$ 750.00	Fire Gas Alert Monitor
• Rosemary Britton	\$ 25.00	Fire Department
• Bernard Donelan	\$ 25.00	Fire Department
• Gertrude Donelan	\$ 25.00	Fire Department
• E.F. Johnson Foundation	\$ 1,000.00	Connection supplies
• First National Bank	\$ 2,500.00	Hartley hockey rink boards
• Brian and Lori Weller	\$ 1,000.00	Hartley hockey rink boards
• Mr. & Mrs. Robert Chaffin	\$ 500.00	Park bench on Loon Lake trail
• Carol Francis Memorial	\$ 404.00	Park bench on Loon Lake trail
Total	<u>\$97,331.17</u>	

It was moved by Arndt, seconded by Conrath, to adopt Resolution 19-16; a Resolution formally accepting donations to the City of Waseca in calendar year 2018; the motion carried 5-0.

7D RCAA: Tink Larson Community Field Grant Agreement

At the July 18, 2017, City Council meeting, the City Council authorized application for a State Special Appropriation Grant for Tink Larson Field.

It was moved by Conrath, seconded by Arndt, for Staff to authorize the Grant Agreement with the State of Minnesota for Tink Larson Field; the motion carried 5-0.

REPORTS

8A City Manager's Report

- Updated the City Council on a payroll scam. Corrective measures have been taken.
- Vision 2030 is moving forward. We are looking for more individuals to assist on the various Pillars. A Vision 2030 presentation will be made to the Lions Club.
- The State has issued an order to complete the Clemons annexation.
- An addendum to the Fire Study is completed and accepted. It will be forwarded to the Task Force for review.

8B Commission Reports

- Heritage Preservation Commission: Tlougan
 - Moving forward on the Historic Downtown nomination. The completed application needs to be submitted to the State by February 28th.
- Park Board: Christiansen
 - Adopt-A-Park program is underway.
 - The City parks clean-up will be held on April 27th.
 - Discussion continues on the 19th Avenue NE trail connection to Clear Lake Park trail.
 - A special Park Board meeting will be held on February 26th.
 - Discussed tree plantings for 2019.
 - Will replace picnic tables in designated parks.
 - New park signs will be purchased.
- Airport Board: No report was provided.
- Fire Relief Association: Conrath
 - Brenda Sandborg is the new Secretary.
 - 2019 meeting dates were established.
 - The annual meeting in 2020 has been scheduled for the 3rd Tuesday of the month.

ANNOUNCEMENTS

9 The following miscellaneous announcements were made by Councilmembers:

- Councilmember Arndt:
 - Thanked Robin Terrell for serving on the Planning Commission.
- Councilmember Christiansen:
 - Voiced concern that sidewalks are not getting shoveled, and that any complaints should be directed to Bill Green. Councilmember Tlougan further stated the need for property owners on corner lots to shovel the sidewalk on both sides of their property.

- Councilmember Conrath:
 - Reminded residents to remove vehicles off the roads when there is snow emergency. He reiterated the need to keep sidewalks shoveled.
- Mayor Srp
 - Thanked all those individuals who serve on City Boards and Commission, as well as the Councilmembers and all City Staff.

ADJOURNMENT

- 10 It was moved by Conrath, seconded by Arndt, to adjourn the meeting at 7:56 p.m.; motion carried 5-0.

R. D. SRP
MAYOR

RANAE SCHULT
ADMINISTRATIVE ASSISTANT

MINUTES
CITY COUNCIL WORK SESSION
TUESDAY, FEBRUARY 5, 2019

The work session began at 6:00 p.m. at City Hall.

Councilmembers present:	Mayor Roy Srp	Jeremy Conrath
	Daren Arndt	Les Tlougan
	Mark Christiansen	

Councilmembers absent:	Ann Fitch
	Allan Rose

Staff present:	Lee Mattson, City Manager
	Tom Kellogg, City Engineer
	Ranae Schult, Administrative Assistant

Gaiter Lake Storm Water Discussion

Lee Mattson, City Manager, stated the development plans for the Gaiter Lake property have been on hold until it is determined how to address the storm water issue.

Tom Kellogg, City Engineer, provided information to the City Council regarding the placement of pipes to convey water flow from Gaiter Lake to ultimately discharge in to Goose Lake. The modeled results would lower the high water level (HWL) of Gaiter Lake by 0.4' to 0.9', depending on the number of pipes installed, with an estimated construction costs (not including land acquisition/easements, engineering, etc.) from one million to three million dollars. To drop the pond 1-1/2 feet could be over \$20 million.

Discussion was also held regarding berming off the area.

Staff also presented the DNR Flood Damage Reduction Grant Assistance Program, which provides financial assistance to municipalities to remove structures from flood prone areas. The program is a 50-50 cost share with the DNR. If funding becomes available, and Waseca was eligible, there would probably only be funding for one home at a time.

A brief discussion was held regarding the City purchasing these four homes.

There was general consensus that Staff could begin examining development options for the Lower property that would not include storm ponds intended to decrease the impact of storm events on Gaiter Lake water levels.

There being no further discussion, the work session ended at 6:55 p.m.

R. D. SRP
MAYOR

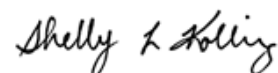
RANAE SCHULT
ADMINISTRATIVE ASSISTANT



6B

LIST OF EXPENDITURES

February 19, 2019



City Council	0.00	
Streets	26,574.69	
Parks	9,259.28	
Wastewater	8,636.15	
Utility Administration	4,419.74	
Utility Billing	7,322.48	
Electric	12,557.97	
Water	5,385.32	
Building and Code Compliance	2,416.81	
Police	54,288.62	
Administration	4,275.52	
Community Aides	490.00	
Fire	8,749.12	
Paid On Call Fire Department	7,220.30	
Election Judges	0.00	
PEG	0.00	
Finance	10,820.26	
Connections	3,644.52	
Community Development	4,980.26	
Engineering	14,581.08	
Recreation	2,510.97	
Econ Development	<u>2,510.96</u>	
Total Gross Payroll	190,644.05	
*Less- Payroll Deductions	<u>(66,995.45)</u>	
Net Payroll Cost		\$ 123,648.60

*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:
February 2, 2019-February 14, 2019
Includes check #'s 153206-153255
Bank ACH Withdrawals..... 823,491.40

GRAND TOTAL EXPENDITURES \$ 947,140.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
General Fund						
02/14/2019	21914	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 2/10/2019	101-21701-0000	17,254.93	M
Total 101217010000:					17,254.93	
02/14/2019	21909	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 2/10/2019	101-21702-0000	8,343.98	M
Total 101217020000:					8,343.98	
02/14/2019	21914	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 2/10/2019	101-21703-0000	7,723.43	M
02/14/2019	21914	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 2/10/2019	101-21703-0000	7,723.43	M
Total 101217030000:					15,446.86	
02/14/2019	21911	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 2/10/2019	101-21704-0000	1,234.08	M
02/14/2019	21911	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 2/10/2019	101-21704-0000	8,021.17	M
02/14/2019	21911	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 2/10/2019	101-21704-0000	6,582.11	M
02/14/2019	21911	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 2/10/2019	101-21704-0000	8,021.17	M
02/14/2019	21911	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 2/10/2019	101-21704-0000	9,873.10	M
Total 101217040000:					33,731.63	
02/14/2019	153226	IBEW	IBEW UNION DUES Pay Period: 2/10/2019	101-21707-0000	315.28	
02/14/2019	153228	IUOE Local #70	FIRE UNION DUES Pay Period: 2/10/2019	101-21707-0000	128.28	
02/14/2019	153228	IUOE Local #70	IUOE UNION DUES Pay Period: 2/10/2019	101-21707-0000	649.08	
02/14/2019	153231	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 2/10/2019	101-21707-0000	612.00	
Total 101217070000:					1,704.64	
02/14/2019	20190116	Greater Mankato Area United Way	UNITED WAY Pay Period: 2/10/2019	101-21708-0000	25.00	
Total 101217080000:					25.00	
02/14/2019	21914	ACH Internal Revenue Service	MEDICARE Pay Period: 2/10/2019	101-21712-0000	2,573.37	M
02/14/2019	21914	ACH Internal Revenue Service	MEDICARE Pay Period: 2/10/2019	101-21712-0000	2,573.37	M
Total 101217120000:					5,146.74	
02/14/2019	21916	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 2/10/2019	101-21713-0000	885.00	M
02/14/2019	21916	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 2/10/2019	101-21713-0000	495.00	M
Total 101217130000:					1,380.00	
02/14/2019	21913	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 2/10/2019	101-21714-0000	2,065.00	M
Total 101217140000:					2,065.00	
02/14/2019	21905	Further	Flex/HSA Reimbursement	101-21716-0000	7.22	M
02/14/2019	21908	Further	Flex/HSA Reimbursement	101-21716-0000	59.44	M
02/14/2019	21917	Further	HSA DEDUCTION Pay Period: 2/10/2019	101-21716-0000	552.09	M
Total 101217160000:					618.75	
02/14/2019	21912	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 2/10/2019	101-21717-0000	1,194.73	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101217170000:					1,194.73
02/14/2019	21901	Delta Dental	DENTAL EE + SPOUSE Pay Period: 2/10/2019	101-21719-0000	461.60 M
02/14/2019	21901	Delta Dental	DENTAL SINGLE Employee Pay Period: 2/10/2019	101-21719-0000	506.70 M
02/14/2019	21901	Delta Dental	DENTAL FAMILY Employee Pay Period: 2/10/2019	101-21719-0000	1,107.00 M
02/14/2019	21901	Delta Dental	Corrected January Invoice	101-21719-0000	461.60 M
02/14/2019	21901	Delta Dental	Corrected January Invoice	101-21719-0000	506.70 M
02/14/2019	21901	Delta Dental	Corrected January Invoice	101-21719-0000	1,107.00 M
Total 101217190000:					4,150.60
02/14/2019	153221	Fidelity Security Life	VISION FAMILY Employee Pay Period: 2/10/2019	101-21722-0000	36.36
02/14/2019	153221	Fidelity Security Life	VISION SINGLE Employee Pay Period: 2/10/2019	101-21722-0000	34.95
02/14/2019	153221	Fidelity Security Life	VISION + ONE Employee Pay Period: 2/10/2019	101-21722-0000	48.96
Total 101217220000:					120.27
02/14/2019	20190146	Waseca Area Chamber of Commerce	Community awards banquet registration	101-41110-3300	70.00
Total 101411103300:					70.00
02/14/2019	20190146	Waseca Area Chamber of Commerce	2018 Business Luncheon - Mayor	101-41110-4330	18.50
Total 101411104330:					18.50
02/14/2019	20190147	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00
Total 101411104455:					1,125.00
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-41320-1310	286.50 M
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-41320-1310	256.59 M
Total 101413201310:					543.09
02/14/2019	153235	Martin-McAllister	Conference	101-41320-3000	250.00
Total 101413203000:					250.00
02/14/2019	20190145	U.S. Bank - CC	Registration for 2019 MN SHRM conference-Larson	101-41320-3300	405.00
Total 101413203300:					405.00
02/14/2019	20190106	APG Media of So MN LLC	Board Commission Vacancies	101-41320-3400	132.80
02/14/2019	20190106	APG Media of So MN LLC	Ordinance 1069	101-41320-3400	321.75
02/14/2019	20190146	Waseca Area Chamber of Commerce	Awards Sponsorship	101-41320-3400	275.00
Total 101413203400:					729.55
02/14/2019	20190145	U.S. Bank - CC	SHRM National Membership renewal-Larson	101-41320-4330	189.00
Total 101413204330:					189.00
02/14/2019	153207	Amy Swain Hearing Centers	Hearing Tests	101-41320-4940	440.00
02/14/2019	153217	Cintas Corporation	First aid cabinet supplies	101-41320-4940	41.36

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101413204940:					481.36
02/14/2019	20190103	A. H. Hermel Company	Pop for vending machine	101-41320-4945	35.46
Total 101413204945:					35.46
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-41500-1310	1,666.84 M
Total 101415001310:					1,666.84
02/14/2019	20190129	Kennedy & Kennedy Law Office	January Legal Services	101-41600-3000	516.00
02/14/2019	153250	Waseca County Auditor-Treasurer	Legal Services contract payment	101-41600-3000	5,370.33
Total 101416003000:					5,886.33
02/14/2019	20190136	Pantheon Computer Systems Inc.	Computer Upgrade - Fire Rescue LT	101-41920-2050	1,479.00
Total 101419202050:					1,479.00
02/14/2019	153236	Metro Sales Inc.	Maintenance agreement	101-41920-3100	1,418.26
02/14/2019	153236	Metro Sales Inc.	Maintenance agreement	101-41920-3100	512.94
Total 101419203100:					1,931.20
02/14/2019	20190145	U.S. Bank - CC	Monthly Service charge	101-41920-4950	11.98
Total 101419204950:					11.98
02/14/2019	20190124	Innovative Office Supply	Office supplies	101-41940-2000	6.83
02/14/2019	20190124	Innovative Office Supply	Office supplies	101-41940-2000	8.17
Total 101419402000:					15.00
02/14/2019	20190103	A. H. Hermel Company	Coffee	101-41940-2170	64.77
02/14/2019	20190137	Red Feather Paper Company	Towels	101-41940-2170	118.90
02/14/2019	20190145	U.S. Bank - CC	Paper plates for city hall breakroom	101-41940-2170	4.97
02/14/2019	20190145	U.S. Bank - CC	City hall break room supplies	101-41940-2170	14.96
Total 101419402170:					203.60
02/14/2019	20190112	Culligan	RO Lease	101-41940-3100	28.95
02/14/2019	20190139	ServiceMaster of Mankato/Waseca	Janitorial Services	101-41940-3100	1,556.00
02/14/2019	20190150	Waste Management of Southern MN	January Service	101-41940-3100	181.44
Total 101419403100:					1,766.39
02/14/2019	21915	City of Waseca	December Utilities	101-41940-3800	1,749.92 M
Total 101419403800:					1,749.92
02/14/2019	20190145	U.S. Bank - CC	Self watering hanging planters	101-41940-4000	512.10
Total 101419404000:					512.10
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-41950-1310	1,194.98 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101419501310:					1,194.98
02/14/2019	20190124	Innovative Office Supply	Office supplies	101-41950-2000	56.21
Total 101419502000:					56.21
02/14/2019	153252	Waseca County Recorder	Recording - School stormwater maintenance agreement	101-41950-3400	47.00
Total 101419503400:					47.00
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-42100-1310	7,362.00 M
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-42100-1310	640.40 M
Total 101421001310:					8,002.40
02/14/2019	20190124	Innovative Office Supply	Office supplies	101-42100-2000	451.73
Total 101421002000:					451.73
02/14/2019	153251	Waseca County Highway Department	Monthly billing	101-42100-2120	2,829.96
Total 101421002120:					2,829.96
02/14/2019	20190112	Culligan	Culligan Water	101-42100-2170	29.95
02/14/2019	20190112	Culligan	Culligan Water	101-42100-2170	18.75
02/14/2019	20190137	Red Feather Paper Company	Janitor Supplies	101-42100-2170	181.90
02/14/2019	20190145	U.S. Bank - CC	Evidence ties	101-42100-2170	92.02
02/14/2019	20190145	U.S. Bank - CC	latex gloves	101-42100-2170	60.48
Total 101421002170:					383.10
02/14/2019	20190117	Grotberg, Angie	Uniform Allowance	101-42100-2180	192.00
02/14/2019	20190117	Grotberg, Angie	Uniform allowance	101-42100-2180	140.25
02/14/2019	20190118	Gruenhagen, Elizabeth	Uniform Allowance	101-42100-2180	32.05
02/14/2019	20190142	Streicher's	Uniforms	101-42100-2180	123.99
02/14/2019	20190142	Streicher's	Uniforms	101-42100-2180	175.99
02/14/2019	20190142	Streicher's	Uniforms	101-42100-2180	33.59
Total 101421002180:					697.87
02/14/2019	153249	Waseca Clarks Grove Vet Clinic LLP	investigative services	101-42100-3000	209.04
Total 101421003000:					209.04
02/14/2019	153216	Cintas Corporation	Floor Mats	101-42100-3100	15.29
02/14/2019	153216	Cintas Corporation	Floor Mats	101-42100-3100	15.29
02/14/2019	20190139	ServiceMaster of Mankato/Waseca	janitorial service	101-42100-3100	423.81
02/14/2019	153245	Thomson Reuters - West	Information Charges	101-42100-3100	242.55
02/14/2019	20190150	Waste Management of Southern MN	January Service	101-42100-3100	57.54
Total 101421003100:					754.48
02/14/2019	20190145	U.S. Bank - CC	Meal while at swat training-Schroeder/Harren	101-42100-3300	27.67
02/14/2019	20190145	U.S. Bank - CC	DMT training-Hartle	101-42100-3300	375.00
02/14/2019	20190145	U.S. Bank - CC	Meal while at MSCIC conference x 3	101-42100-3300	40.34

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
02/14/2019	20190145	U.S. Bank - CC	Meal while at MSCIC conference x 3	101-42100-3300	57.47
02/14/2019	20190145	U.S. Bank - CC	2019 Governor's conference Emergency Man-Markeson	101-42100-3300	350.00
02/14/2019	20190145	U.S. Bank - CC	DMT-G recertification-Maziarka	101-42100-3300	75.00
02/14/2019	20190145	U.S. Bank - CC	2019 Governors Conference	101-42100-3300	350.00
02/14/2019	20190145	U.S. Bank - CC	MNJOA Conference-Vought	101-42100-3300	24.05
02/14/2019	20190145	U.S. Bank - CC	MNJOA Conference-Vought	101-42100-3300	25.02
02/14/2019	20190145	U.S. Bank - CC	MNJOA Conference-Vought	101-42100-3300	9.16
02/14/2019	20190145	U.S. Bank - CC	MNJOA Conference-Vought	101-42100-3300	16.28
Total 101421003300:					1,349.99
02/14/2019	153214	Centerpoint Energy	Monthly Billing	101-42100-3800	834.72
02/14/2019	21915	City of Waseca	December Utilities	101-42100-3800	918.42 M
Total 101421003800:					1,753.14
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-42200-1310	1,380.86 M
Total 101422001310:					1,380.86
02/14/2019	153251	Waseca County Highway Department	Monthly billing	101-42200-2120	260.88
Total 101422002120:					260.88
02/14/2019	20190133	Napa Auto Parts	Parts and supplies	101-42200-2170	84.60
02/14/2019	20190145	U.S. Bank - CC	Station Supplies	101-42200-2170	84.87
02/14/2019	20190145	U.S. Bank - CC	Equipment/inventory decals	101-42200-2170	143.97
Total 101422002170:					313.44
02/14/2019	20190135	Owatonna Shoe Company	safety boots jon	101-42200-2190	110.00
Total 101422002190:					110.00
02/14/2019	153230	Kirvida Fire Inc.	air eject parts	101-42200-2210	380.69
02/14/2019	20190134	North Shore Compressor & Machine Inc.	Air test kit	101-42200-2210	202.93
02/14/2019	20190145	U.S. Bank - CC	Batteries & Amps	101-42200-2210	211.46
Total 101422002210:					795.08
02/14/2019	153216	Cintas Corporation	Floor Mats	101-42200-3100	15.28
02/14/2019	153216	Cintas Corporation	Floor Mats	101-42200-3100	15.28
02/14/2019	20190139	ServiceMaster of Mankato/Waseca	janitorial service	101-42200-3100	423.82
02/14/2019	20190150	Waste Management of Southern MN	January Service	101-42200-3100	57.54
Total 101422003100:					511.92
02/14/2019	153208	Ancom Communications Inc	Radio batteries	101-42200-3200	1,595.95
Total 101422003200:					1,595.95
02/14/2019	153214	Centerpoint Energy	Monthly Billing	101-42200-3800	202.44
02/14/2019	153214	Centerpoint Energy	Monthly Billing	101-42200-3800	834.72
02/14/2019	21915	City of Waseca	December Utilities	101-42200-3800	918.41 M
02/14/2019	21915	City of Waseca	December Utilities	101-42200-3800	32.02 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101422003800:					1,987.59	
02/14/2019	153241	MN State Fire Department Association	2019 MSFDA Dues	101-42200-4330	346.00	
Total 101422004330:					346.00	
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-42400-1310	513.18	M
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-42400-1310	116.99	M
Total 101424001310:					630.17	
02/14/2019	20190110	City Building Inspection Services LLC	Monthly Building Inspections	101-42400-3000	7,007.55	
Total 101424003000:					7,007.55	
02/14/2019	20190145	U.S. Bank - CC	2019 ICC conference-Green	101-42400-3300	435.00	
Total 101424003300:					435.00	
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-43000-1310	120.53	M
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-43000-1310	1,116.44	M
Total 101430001310:					1,236.97	
02/14/2019	153224	GS Direct Inc.	Ink Cartridges for Canon Plotter	101-43000-2000	217.91	
Total 101430002000:					217.91	
02/14/2019	153246	Troxler Electronic Laboratories Inc.	Badge Monitoring Services	101-43000-3100	62.00	
Total 101430003100:					62.00	
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-43100-1310	1,666.09	M
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-43100-1310	33.91	M
Total 101431001310:					1,700.00	
02/14/2019	20190133	Napa Auto Parts	Parts and supplies	101-43100-2120	113.28	
02/14/2019	153251	Waseca County Highway Department	Monthly billing	101-43100-2120	3,140.05	
02/14/2019	153251	Waseca County Highway Department	Monthly billing	101-43100-2120	5.00	
02/14/2019	153251	Waseca County Highway Department	Monthly billing	101-43100-2120	241.40	
Total 101431002120:					3,499.73	
02/14/2019	20190108	Batteries Plus Bulbs	Batteries	101-43100-2170	127.79	
02/14/2019	153210	Builders First Source	foam board	101-43100-2170	17.17	
02/14/2019	20190109	Central Fire Protection Inc.	Fire Extinguishers	101-43100-2170	144.15	
02/14/2019	20190121	Holtmeier Construction Inc.	crushed rock	101-43100-2170	159.43	
02/14/2019	20190133	Napa Auto Parts	Parts and supplies	101-43100-2170	26.20	
02/14/2019	20190141	Sportsmans Stop Inc.	Shipping	101-43100-2170	18.11	
02/14/2019	20190148	Waseca Hardware LLC	Parts & Supplies	101-43100-2170	29.56	
Total 101431002170:					522.41	
02/14/2019	20190105	AmeriPride Services Inc	uniform srvice	101-43100-2180	191.09	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
02/14/2019	20190105	AmeriPride Services Inc	uniform-service	101-43100-2180	177.23
02/14/2019	20190105	AmeriPride Services Inc	uniform-service	101-43100-2180	224.36
Total 101431002180:					592.68
02/14/2019	20190145	U.S. Bank - CC	PVC fittings, paint, primer bath	101-43100-2230	410.49
02/14/2019	20190145	U.S. Bank - CC	Saw	101-43100-2230	499.00
02/14/2019	20190145	U.S. Bank - CC	Paint	101-43100-2230	595.30
Total 101431002230:					1,504.79
02/14/2019	20190139	ServiceMaster of Mankato/Waseca	janitorial service-Streets	101-43100-3100	286.00
02/14/2019	20190150	Waste Management of Southern MN	January Service	101-43100-3100	150.10
Total 101431003100:					436.10
02/14/2019	153214	Centerpoint Energy	Monthly Billing	101-43100-3800	202.45
02/14/2019	21915	City of Waseca	December Utilities	101-43100-3800	32.02 M
02/14/2019	21915	City of Waseca	December Utilities	101-43100-3800	922.31 M
Total 101431003800:					1,156.78
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-43125-1310	431.95 M
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-43125-1310	33.91 M
Total 101431251310:					465.86
02/14/2019	153209	Bock's Service Inc.	Diesel fuel	101-43125-2120	161.65
02/14/2019	153209	Bock's Service Inc.	Diesel fuel	101-43125-2120	191.94
02/14/2019	20190119	H & J Fuel Inc	dyed fuel	101-43125-2120	1,159.73
02/14/2019	20190133	Napa Auto Parts	Parts and supplies	101-43125-2120	989.99
02/14/2019	20190141	Sportsmans Stop Inc.	Diesel	101-43125-2120	100.00
Total 101431252120:					2,603.31
02/14/2019	153211	Cargill Inc. - Salt Division	Road salt	101-43125-2170	2,505.18
02/14/2019	20190125	James Brothers Construction Inc.	Sand	101-43125-2170	70.00
02/14/2019	20190148	Waseca Hardware LLC	Parts & Supplies	101-43125-2170	6.15
Total 101431252170:					2,581.33
02/14/2019	153206	Affordable Lawn Care Inc	2019 Snow hauling	101-43125-3100	2,040.00
02/14/2019	153206	Affordable Lawn Care Inc	2019 Snow hauling	101-43125-3100	1,275.00
02/14/2019	20190125	James Brothers Construction Inc.	2019 snow hauling	101-43125-3100	1,275.00
02/14/2019	20190125	James Brothers Construction Inc.	2019 Snow hauling	101-43125-3100	2,040.00
Total 101431253100:					6,630.00
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-43170-1310	92.56 M
Total 101431701310:					92.56
02/14/2019	21915	City of Waseca	December Utilities	101-43170-3800	212.21 M
Total 101431703800:					212.21

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-43220-1310	154.27	M
Total 101432201310:					154.27	
02/14/2019	20190123	Independent School District #829	City Contribution Com Ed Rec	101-45100-3100	8,333.33	
Total 101451003100:					8,333.33	
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-45130-1310	283.60	M
Total 101451301310:					283.60	
02/14/2019	153214	Centerpoint Energy	Monthly Billing	101-45130-3800	396.00	
02/14/2019	21915	City of Waseca	December Utilities	101-45130-3800	444.45	M
Total 101451303800:					840.45	
02/14/2019	20190145	U.S. Bank - CC	Silicone sealant for water park	101-45130-4000	95.88	
Total 101451304000:					95.88	
02/14/2019	20190145	U.S. Bank - CC	Annual subscription with starfish aquatics	101-45130-4330	350.00	
Total 101451304330:					350.00	
02/14/2019	153238	MN Department of Health	Recertification	101-45130-4500	35.00	
Total 101451304500:					35.00	
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-45200-1310	1,402.20	M
02/14/2019	21906	Further	VEBA/HSA submittal Feb	101-45200-1310	70.90	M
Total 101452001310:					1,473.10	
02/14/2019	153251	Waseca County Highway Department	Monthly billing	101-45200-2120	321.65	
Total 101452002120:					321.65	
02/14/2019	20190133	Napa Auto Parts	Parts and supplies	101-45200-2170	11.85	
02/14/2019	153244	The Tessman Company	Ice Melt	101-45200-2170	459.00	
02/14/2019	20190145	U.S. Bank - CC	Doggy litter bags for parks and trails	101-45200-2170	337.00	
02/14/2019	153253	Waseca Soil & Water Conservation Dist	Park Tree Order	101-45200-2170	200.00	
Total 101452002170:					1,007.85	
02/14/2019	20190145	U.S. Bank - CC	Safety apparell for staff	101-45200-2190	195.89	
Total 101452002190:					195.89	
02/14/2019	153210	Builders First Source	CLP BH Lumber	101-45200-2230	31.20	
Total 101452002230:					31.20	
02/14/2019	20190148	Waseca Hardware LLC	Parts & Supplies	101-45200-2280	276.86	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101452002280:					276.86
02/14/2019	20190145	U.S. Bank - CC	Small hand tools	101-45200-2400	195.69
Total 101452002400:					195.69
02/14/2019	153222	First Source Solutions	Drug screenings	101-45200-3100	52.20
Total 101452003100:					52.20
02/14/2019	153243	Streamline Communications LLC	Park Shop Wifi Install	101-45200-3200	412.50
Total 101452003200:					412.50
02/14/2019	20190145	U.S. Bank - CC	Certified playground safety inspect class-dushaw/spies	101-45200-3300	920.00
02/14/2019	20190145	U.S. Bank - CC	Parking for MN Green expo	101-45200-3300	14.00
Total 101452003300:					934.00
02/14/2019	20190106	APG Media of So MN LLC	Residential tree pruning	101-45200-3400	163.25
Total 101452003400:					163.25
02/14/2019	21915	City of Waseca	December Utilities	101-45200-3800	422.82 M
Total 101452003800:					422.82
02/14/2019	153210	Builders First Source	Park Sign Lumber	101-45200-4000	498.96
02/14/2019	153232	Legacy Signs	Park Name Signs	101-45200-4000	1,975.00
Total 101452004000:					2,473.96
02/14/2019	20190145	U.S. Bank - CC	MN park & sport turf Assoc dues-Dushaw/ Vanderhorst	101-45200-4330	95.00
Total 101452004330:					95.00
02/14/2019	20190109	Central Fire Protection Inc.	Extinguishers	101-45500-2170	21.00
Total 101455002170:					21.00
02/14/2019	20190139	ServiceMaster of Mankato/Waseca	Monthly Janitorial	101-45500-3100	790.00
02/14/2019	20190150	Waste Management of Southern MN	Library service	101-45500-3100	30.86
Total 101455003100:					820.86
02/14/2019	153214	Centerpoint Energy	Monthly Billing	101-45500-3800	851.80
02/14/2019	21915	City of Waseca	December Utilities	101-45500-3800	746.29 M
Total 101455003800:					1,598.09
02/14/2019	21901	Delta Dental	Cobra	101-49220-1540	28.15 M
02/14/2019	21901	Delta Dental	Corrected January Cobra	101-49220-1540	28.15 M
02/14/2019	153221	Fidelity Security Life	Cobra	101-49220-1540	6.99

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101492201540:					63.29
Total General Fund:					187,523.17
Airport					
02/14/2019	20190148	Waseca Hardware LLC	Parts & Supplies	230-49810-2170	7.49
Total 230498102170:					7.49
02/14/2019	20190144	Toltz King Duvall Anderson & Assoc Inc.	Airport Zoning Ordinance Update	230-49810-3000	3,660.00
Total 230498103000:					3,660.00
02/14/2019	153242	Stensrud Aviation	Airport Contract Payment	230-49810-3100	2,300.00
02/14/2019	20190150	Waste Management of Southern MN	Garbage service with overage charge	230-49810-3100	128.70
Total 230498103100:					2,428.70
02/14/2019	153215	CenturyLink	Airport service	230-49810-3200	2.95
Total 230498103200:					2.95
02/14/2019	21915	City of Waseca	December Utilities	230-49810-3800	54.08 M
02/14/2019	153255	Xcel Energy	January service	230-49810-3800	345.74
Total 230498103800:					399.82
02/14/2019	20190145	U.S. Bank - CC	Commercial code fee	230-49810-4500	20.00
Total 230498104500:					20.00
02/14/2019	20190144	Toltz King Duvall Anderson & Assoc Inc.	A/E Services FBO Hangar	230-49810-5200	2,597.58
Total 230498105200:					2,597.58
Total Airport:					9,116.54
Economic Development-General f					
02/14/2019	21906	Further	VEBA/HSA submittal Feb	261-46700-1310	256.59 M
Total 261467001310:					256.59
02/14/2019	153227	Infinity Catering	Breakfast f/ Information Meetings 2/13/18	261-46700-2170	284.62
Total 261467002170:					284.62
02/14/2019	20190106	APG Media of So MN LLC	Notice of public hearing on SA	261-46700-3500	58.50
Total 261467003500:					58.50
02/14/2019	20190146	Waseca Area Chamber of Commerce	2019 membership	261-46700-4330	158.00
Total 261467004330:					158.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total Economic Development-General f:					757.71	
Police Reserve						
02/14/2019	20190142	Streicher's	Police Reserve Expense	275-49212-2180	42.98	
Total 275492122180:					42.98	
Total Police Reserve:					42.98	
Safe Haven Grant						
02/14/2019	21906	Further	VEBA/HSA submittal Feb	279-46350-1310	610.10	M
Total 279463501310:					610.10	
Total Safe Haven Grant:					610.10	
Capital Improvement						
02/14/2019	153240	MN Department of Transportation	Materials Testing	430-43010-5560	150.10	
Total 430430105560:					150.10	
02/14/2019	20190145	U.S. Bank - CC	Baby changing stations for bathroom proj # 1910	430-43010-5770	339.96	
Total 430430105770:					339.96	
Total Capital Improvement:					490.06	
Water						
02/14/2019	153214	Centerpoint Energy	Monthly Billing	601-49401-3800	302.57	
02/14/2019	21915	City of Waseca	December Utilities	601-49401-3800	8,246.72	M
02/14/2019	153255	Xcel Energy	January Service	601-49401-3800	188.65	
Total 601494013800:					8,737.94	
02/14/2019	21906	Further	VEBA/HSA submittal Feb	601-49430-1310	354.50	M
02/14/2019	21906	Further	VEBA/HSA submittal Feb	601-49430-1310	1,951.76	M
Total 601494301310:					2,306.26	
02/14/2019	153251	Waseca County Highway Department	Monthly billing	601-49430-2120	375.60	
Total 601494302120:					375.60	
02/14/2019	20190133	Napa Auto Parts	Parts and supplies	601-49430-2170	18.99	
02/14/2019	20190145	U.S. Bank - CC	Accidental charges to city credit card was reimbursed	601-49430-2170	20.57	
02/14/2019	20190145	U.S. Bank - CC	Accidental charges to city credit card was reimbursed	601-49430-2170	33.11	
02/14/2019	20190145	U.S. Bank - CC	Accidental charges to city credit card was reimbursed	601-49430-2170	5.33	
02/14/2019	153247	USA Blue Book	Lab Supplies	601-49430-2170	289.62	
02/14/2019	20190148	Waseca Hardware LLC	Parts & Supplies	601-49430-2170	15.98	
Total 601494302170:					383.60	
02/14/2019	20190105	AmeriPride Services Inc	uniform service	601-49430-2180	10.00	
Total 601494302180:					10.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
02/14/2019	20190132	Metering & Technology Solutions	Meter Materials	601-49430-2215	211.92	
Total 601494302215:					211.92	
02/14/2019	20190111	Core & Main LP	Main Supplies	601-49430-2230	132.84	
02/14/2019	20190114	Fastenal Company	Hardware	601-49430-2230	437.46	
02/14/2019	20190149	Waseca Sand & Gravel Inc.	Water Main Repair	601-49430-2230	898.00	
Total 601494302230:					1,468.30	
02/14/2019	20190115	Gopher State One-Call Inc	Location calls - January	601-49430-3100	6.75	
02/14/2019	153237	Mid-America Meter Inc	Meter Test Repair	601-49430-3100	406.06	
02/14/2019	20190141	Sportsmans Stop Inc.	Shipping	601-49430-3100	195.04	
02/14/2019	153248	Utility Consultants Inc	Bacteria Test	601-49430-3100	180.00	
02/14/2019	20190151	Water Conservation Service Inc.	Leak Detect Service	601-49430-3100	552.75	
Total 601494303100:					1,340.60	
02/14/2019	21906	Further	VEBA/HSA submittal Feb	601-49585-1310	107.77	M
02/14/2019	21906	Further	VEBA/HSA submittal Feb	601-49585-1310	314.58	M
Total 601495851310:					422.35	
02/14/2019	20190124	Innovative Office Supply	Toner	601-49585-2000	35.14	
02/14/2019	20190124	Innovative Office Supply	Office supplies	601-49585-2000	5.82	
Total 601495852000:					40.96	
02/14/2019	153236	Metro Sales Inc.	Maintenance agreement	601-49585-3000	157.58	
02/14/2019	153236	Metro Sales Inc.	Maintenance agreement	601-49585-3000	34.20	
Total 601495853000:					191.78	
02/14/2019	20190131	MAS Communications Inc.	Answering service - February	601-49585-3200	102.83	
Total 601495853200:					102.83	
02/14/2019	153218	City of Waseca	Summit AR customer accounts	601-49585-4320	18.73	
Total 601495854320:					18.73	
02/14/2019	21906	Further	VEBA/HSA submittal Feb	601-49586-1310	34.38	M
02/14/2019	21906	Further	VEBA/HSA submittal Feb	601-49586-1310	171.06	M
Total 601495861310:					205.44	
02/14/2019	20190124	Innovative Office Supply	Office supplies	601-49586-2000	115.89	
02/14/2019	20190145	U.S. Bank - CC	Meter Manual	601-49586-2000	139.50	
Total 601495862000:					255.39	
02/14/2019	20190129	Kennedy & Kennedy Law Office	January Legal Services	601-49586-3000	168.00	
Total 601495863000:					168.00	
02/14/2019	20190106	APG Media of So MN LLC	Duplicate payment for well maintenance ad # 51309	601-49586-3400	68.25-	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 601495863400:					68.25-	
02/14/2019	21903	MN Public Facilities Authority	2018 GO Bond	601-49980-6100	12,294.88	M
Total 601499806100:					12,294.88	
Total Water:					28,466.33	
Sanitary Sewer						
02/14/2019	21906	Further	VEBA/HSA submittal Feb	602-49470-1310	555.37	M
02/14/2019	21906	Further	VEBA/HSA submittal Feb	602-49470-1310	33.91	M
Total 602494701310:					589.28	
02/14/2019	20190115	Gopher State One-Call Inc	Location calls - January	602-49470-3100	6.75	
Total 602494703100:					6.75	
02/14/2019	153214	Centerpoint Energy	Monthly Billing	602-49470-3800	20.97	
02/14/2019	21915	City of Waseca	December Utilities	602-49470-3800	1,555.96	M
Total 602494703800:					1,576.93	
02/14/2019	20190133	Napa Auto Parts	Parts and supplies	602-49470-4020	21.44	
02/14/2019	20190148	Waseca Hardware LLC	Parts & Supplies	602-49470-4020	18.16	
Total 602494704020:					39.60	
02/14/2019	21906	Further	VEBA/HSA submittal Feb	602-49480-1310	265.88	M
Total 602494801310:					265.88	
02/14/2019	20190145	U.S. Bank - CC	Office Supplies	602-49480-2000	18.42	
02/14/2019	20190145	U.S. Bank - CC	Office supplies	602-49480-2000	37.47	
Total 602494802000:					55.89	
02/14/2019	20190119	H & J Fuel Inc	Diesel Fuel	602-49480-2120	2,050.45	
02/14/2019	20190133	Napa Auto Parts	Parts and supplies	602-49480-2120	151.02	
02/14/2019	153251	Waseca County Highway Department	Monthly billing	602-49480-2120	116.99	
Total 602494802120:					2,318.46	
02/14/2019	20190141	Sportsmans Stop Inc.	LP	602-49480-2170	12.40	
02/14/2019	20190145	U.S. Bank - CC	Supplies	602-49480-2170	132.94	
02/14/2019	20190148	Waseca Hardware LLC	Parts & Supplies	602-49480-2170	101.68	
Total 602494802170:					247.02	
02/14/2019	20190148	Waseca Hardware LLC	Parts & Supplies	602-49480-2230	64.98	
Total 602494802230:					64.98	
02/14/2019	153216	Cintas Corporation	Janitorial supplies	602-49480-3100	18.26	
02/14/2019	20190126	Javens Mechanical Contracting Co.	Furnace Repair	602-49480-3100	252.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
02/14/2019	20190130	M & R Electric Inc.	Electrician	602-49480-3100	152.00
02/14/2019	20190130	M & R Electric Inc.	Electrician	602-49480-3100	190.00
02/14/2019	20190139	ServiceMaster of Mankato/Waseca	Janitorial Services	602-49480-3100	350.00
02/14/2019	153248	Utility Consultants Inc	Permit Testing	602-49480-3100	2,873.99
02/14/2019	20190150	Waste Management of Southern MN	Waste Mgmt	602-49480-3100	291.51
Total 602494803100:					4,127.76
02/14/2019	20190145	U.S. Bank - CC	Training for Carl & Warren	602-49480-3300	140.00
02/14/2019	20190145	U.S. Bank - CC	Training-Schmidt	602-49480-3300	390.00
Total 602494803300:					530.00
02/14/2019	153214	Centerpoint Energy	Monthly Billing	602-49480-3800	266.86
02/14/2019	21915	City of Waseca	December Utilities	602-49480-3800	528.60 M
Total 602494803800:					795.46
02/14/2019	20190152	Ziegler Inc	Frozen Fuel Line Generator	602-49480-4000	2,234.23
Total 602494804000:					2,234.23
02/14/2019	153239	MN Department of Public Safety	EPCRA Chemical Inventory Fees	602-49480-4500	600.00
Total 602494804500:					600.00
02/14/2019	21906	Further	VEBA/HSA submittal Feb	602-49585-1310	107.77 M
02/14/2019	21906	Further	VEBA/HSA submittal Feb	602-49585-1310	314.58 M
Total 602495851310:					422.35
02/14/2019	20190124	Innovative Office Supply	Toner	602-49585-2000	35.14
02/14/2019	20190124	Innovative Office Supply	Office supplies	602-49585-2000	5.82
Total 602495852000:					40.96
02/14/2019	153236	Metro Sales Inc.	Maintenance agreement	602-49585-3000	157.58
02/14/2019	153236	Metro Sales Inc.	Maintenance agreement	602-49585-3000	34.20
Total 602495853000:					191.78
02/14/2019	20190131	MAS Communications Inc.	Answering service - February	602-49585-3200	102.82
Total 602495853200:					102.82
02/14/2019	153218	City of Waseca	Summit AR customer accounts	602-49585-4320	35.89
Total 602495854320:					35.89
02/14/2019	21906	Further	VEBA/HSA submittal Feb	602-49586-1310	34.38 M
02/14/2019	21906	Further	VEBA/HSA submittal Feb	602-49586-1310	171.06 M
Total 602495861310:					205.44
02/14/2019	153222	First Source Solutions	Drug screenings	602-49586-3000	150.15

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 602495863000:					150.15	
02/14/2019	21902	MN Public Facilities Authority	2009 Go Bond	602-49980-6100	92,284.37	M
02/14/2019	21904	MN Public Facilities Authority	2018 GO Bond	602-49980-6100	17,644.01	M
Total 602499806100:					109,928.38	
Total Sanitary Sewer:					124,530.01	
Electric Utility						
02/14/2019	21907	SMPMPA	SMPMPA	604-49550-3810	434,831.51	M
Total 604495503810:					434,831.51	
02/14/2019	21906	Further	VEBA/HSA submittal Feb	604-49570-1310	60.61	M
Total 604495701310:					60.61	
02/14/2019	21915	City of Waseca	December Utilities	604-49570-3800	85.20	M
Total 604495703800:					85.20	
02/14/2019	21906	Further	VEBA/HSA submittal Feb	604-49571-1310	1,337.19	M
Total 604495711310:					1,337.19	
02/14/2019	153251	Waseca County Highway Department	Monthly billing	604-49571-2120	310.65	
Total 604495712120:					310.65	
02/14/2019	20190133	Napa Auto Parts	Parts and supplies	604-49571-2170	7.32	
02/14/2019	20190148	Waseca Hardware LLC	Parts & Supplies	604-49571-2170	27.92	
Total 604495712170:					35.24	
02/14/2019	20190104	Amaril Uniform Co.	Safety Clothing	604-49571-2180	552.00-	
02/14/2019	20190104	Amaril Uniform Co.	Safety Clothing	604-49571-2180	1,297.65	
Total 604495712180:					745.65	
02/14/2019	20190115	Gopher State One-Call Inc	Location calls - January	604-49571-3100	6.75	
Total 604495713100:					6.75	
02/14/2019	21906	Further	VEBA/HSA submittal Feb	604-49572-1310	134.48	M
Total 604495721310:					134.48	
02/14/2019	21906	Further	VEBA/HSA submittal Feb	604-49573-1310	242.44	M
Total 604495731310:					242.44	
02/14/2019	153254	Wesco Receivables Corp	Primary Splices	604-49573-2230	115.85	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495732230:					115.85
02/14/2019	20190113	Ditch Witch of Minnesota	Boring Repair Labor	604-49573-4000	1,290.58
Total 604495734000:					1,290.58
02/14/2019	21906	Further	VEBA/HSA submittal Feb	604-49574-1310	68.19 M
Total 604495741310:					68.19
02/14/2019	153255	Xcel Energy	January Service	604-49574-3800	507.11
Total 604495743800:					507.11
02/14/2019	20190128	JT Services of MN	LED Lamps (20)	604-49574-4000	1,730.31
02/14/2019	20190128	JT Services of MN	Post Top Glass	604-49574-4000	1,996.96
Total 604495744000:					3,727.27
02/14/2019	21906	Further	VEBA/HSA submittal Feb	604-49584-1310	51.13 M
Total 604495841310:					51.13
02/14/2019	21906	Further	VEBA/HSA submittal Feb	604-49585-1310	87.24 M
02/14/2019	21906	Further	VEBA/HSA submittal Feb	604-49585-1310	316.56 M
Total 604495851310:					403.80
02/14/2019	20190124	Innovative Office Supply	Toner	604-49585-2000	35.14
02/14/2019	20190124	Innovative Office Supply	Office supplies	604-49585-2000	5.81
Total 604495852000:					40.95
02/14/2019	153236	Metro Sales Inc.	Maintenance agreement	604-49585-3000	157.58
02/14/2019	153236	Metro Sales Inc.	Maintenance agreement	604-49585-3000	34.20
Total 604495853000:					191.78
02/14/2019	20190131	MAS Communications Inc.	Answering service - February	604-49585-3200	102.83
Total 604495853200:					102.83
02/14/2019	153218	City of Waseca	Summit AR customer accounts	604-49585-4320	101.43
Total 604495854320:					101.43
02/14/2019	21906	Further	VEBA/HSA submittal Feb	604-49586-1310	65.90 M
02/14/2019	21906	Further	VEBA/HSA submittal Feb	604-49586-1310	171.06 M
Total 604495861310:					236.96
02/14/2019	20190148	Waseca Hardware LLC	Parts & Supplies	604-49586-2000	7.99
Total 604495862000:					7.99

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
02/14/2019	153207	Amy Swain Hearing Centers	Hearing Tests	604-49586-4940	55.00	
Total 604495864940:					55.00	
02/14/2019	20190107	Barr Engineering Company	Substation Switch replacement	604-49593-5300	240.00	
02/14/2019	153223	Goodin Company	City Hall ADA Restrooms	604-49593-5300	1,306.18	
02/14/2019	153223	Goodin Company	City Hall Restroom Project	604-49593-5300	898.44	
02/14/2019	153223	Goodin Company	City Hall Restroom Project	604-49593-5300	619.26	
02/14/2019	20190145	U.S. Bank - CC	Tile for city hall bathrooms proj #1910	604-49593-5300	1,712.66	
02/14/2019	153254	Wesco Receivables Corp	Splice Kits	604-49593-5300	2,217.23	
Total 604495935300:					6,993.77	
Total Electric Utility:					451,684.36	
Storm Water Utility						
02/14/2019	21906	Further	VEBA/HSA submittal Feb	651-43140-1310	185.12	M
Total 651431401310:					185.12	
02/14/2019	153210	Builders First Source	Thin Ice sign material	651-43140-2170	98.85	
02/14/2019	153210	Builders First Source	Thin ice sign sign material	651-43140-2170	39.54	
02/14/2019	153213	Cemstone Products Company	For Loon Lake Aerators	651-43140-2170	14.76	
02/14/2019	20190141	Sportsmans Stop Inc.	Part for ice auger	651-43140-2170	5.99	
Total 651431402170:					159.14	
02/14/2019	21915	City of Waseca	December Utilities	651-43140-3800	437.85	M
Total 651431403800:					437.85	
02/14/2019	20190145	U.S. Bank - CC	PVC fittings, paint, primer bath	651-43140-4000	202.31	
Total 651431404000:					202.31	
02/14/2019	21906	Further	VEBA/HSA submittal Feb	651-49585-1310	49.78	M
Total 651495851310:					49.78	
Total Storm Water Utility:					1,034.20	
Central Garage Services						
02/14/2019	21906	Further	VEBA/HSA submittal Feb	701-43180-1310	576.37	M
Total 701431801310:					576.37	
02/14/2019	153251	Waseca County Highway Department	Monthly billing	701-43180-2120	64.46	
Total 701431802120:					64.46	
02/14/2019	153212	CCP Industries Inc.	dispenser towels	701-43180-2170	273.82	
02/14/2019	153225	Huber Supply Co Inc	lease on tanks	701-43180-2170	20.64	
02/14/2019	20190122	IFACS	shop supplies	701-43180-2170	107.25	
02/14/2019	20190140	Share Corporation	shop supplies	701-43180-2170	139.37	
02/14/2019	20190143	Terminal Supply Co	electrical supplies	701-43180-2170	74.44	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 701431802170:					615.52
02/14/2019	153219	Dave Syverson Ford Inc.	turn signal switch	701-43180-2210	217.84
02/14/2019	153219	Dave Syverson Ford Inc.	Radiator	701-43180-2210	1,130.61
02/14/2019	153219	Dave Syverson Ford Inc.	Part	701-43180-2210	818.90
02/14/2019	153220	Deml Ford Lincoln Mercury Inc	Repairs	701-43180-2210	867.58
02/14/2019	153220	Deml Ford Lincoln Mercury Inc	rocker arm assem	701-43180-2210	113.60
02/14/2019	20190120	H & L Mesabi	HLA blades	701-43180-2210	674.96
02/14/2019	20190120	H & L Mesabi	HLA & loader blades	701-43180-2210	1,598.86
02/14/2019	153233	Little Falls Machine Inc.	wing bolt & nut	701-43180-2210	120.56
02/14/2019	153234	MacQueen Equipment Inc.	side carbide for Pless	701-43180-2210	545.67
02/14/2019	20190133	Napa Auto Parts	Parts and supplies	701-43180-2210	741.07
02/14/2019	20190138	Sanco Equipment LLC	Parts-pins	701-43180-2210	581.07
Total 701431802210:					7,410.72
02/14/2019	153225	Huber Supply Co Inc	Lease on welding & cutting tanks	701-43180-3100	75.00
02/14/2019	20190145	U.S. Bank - CC	Monthly diagnostic program charge	701-43180-3100	149.00
Total 701431803100:					224.00
Total Central Garage Services:					8,891.07
Equipment Replacement Fund					
02/14/2019	153229	Johnson, Carol	Refund for auctioned police vehicle	705-49920-5400	9,575.00
Total 705499205400:					9,575.00
02/14/2019	20190127	Jefferson Fire & Safety Inc	loose equipment new truck	705-49930-5400	769.87
Total 705499305400:					769.87
Total Equipment Replacement Fund:					10,344.87
Grand Totals:					823,491.40

Report Criteria:

Report type: GL detail

[Report].Amount = {<>} 0

Mike Anderson

Subject: RE: park fee

Dear Council,

The purpose of this memo is to ask for the waiver of the Park Fee for Maplewood Park. The Boy Scouts are camping in the Park on February 16 overnight to February 17. The fee is \$45 for the use of the park. I apologize for asking after the event, but the schedule for the boy scouts opened up on this weekend and it was after the last council meeting on Feb. 5. The Boy Scouts will be camping outside and building snow shelters to sleep in.

Thanks again for the opportunity to review this request and allowing the Boy Scouts to use one of the parks in our community.

Mark Christiansen

Treasurer, Troop 85

Title:	RESOLUTION NO. 19-09 CREATION OF A JOINT AIRPORT ZONING BOARD, CITY PROJECT 2019-07		
Meeting Date:	February 19, 2019	Agenda Item Number:	6C
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 19-09
Originating Department:	Engineering	Presented By:	City Engineer
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to Adopt Resolution No. 19-09 Creating a Joint Airport Zoning Board, City Project 2019-07.		
How does this item pertain to Vision 2030 goals?	Create High Quality Community Assets		

BACKGROUND: The current Airport Zoning Ordinance is outdated and needs to be updated to reflect the 2018 Airport Layout Plan (ALP). On September 18, 2018 the Council approved a Professional Services Agreement with TKDA to assist the City in updating the ordinance. The first step in this process is to create a Joint Airport Zoning Board (JAZB).

BUDGET IMPACT: The Airport Zoning Ordinance update is included in the City's 2019 budget. The cost is \$36,600. 70% of the funding comes from a Minnesota Department of Transportation Office of Aeronautics grant and the remaining 30% is funded from the Airport Special Revenue Fund.

RECOMMENDATION: Staff recommends the Waseca City Council adopt resolution No. 19-09 Creating a JAZB, City Project No. 2019-07.

RESOLUTION NO. 19-09

**A RESOLUTION OF THE CITY OF WASECA
AUTHORIZING THE CREATION OF A JOINT AIRPORT ZONING BOARD**

WHEREAS, this Municipality owns and controls the Waseca airport; and

WHEREAS, Portions of the airport hazard area adjacent to the airport are located outside the territorial limits of this Municipality but within the territorial limits of the Townships of St. Mary, Woodville, Iosco and Blooming Grove; and

WHEREAS, This Municipality deems it necessary and expedient to create a Joint Airport Zoning Board in cooperation with the above Townships, pursuant to Minnesota Statutes Section 360.063, Subdivision 3, and other applicable laws for the purpose of establishing, administering and enforcing zoning laws for the areas surrounding the airport and for the protection of the airport and the public; and

WHEREAS, The above statute provides that this Municipality has the right to appoint two persons to said Board; and

WHEREAS, Subdivision 8 of Section 32 of the Appropriations Bill passed by the Minnesota Legislature effective July 1, 1973, provides that no moneys shall be expended by the Commissioner of Transportation of the State of Minnesota to improve and maintain an airport unless the governmental unit owning the airport has or is establishing a zoning authority for the airport.

NOW, THEREFORE, BE IT RESOLVED By the undersigned Municipality as follows:

1. That there is hereby created in cooperation with the above Townships, a Joint Airport Zoning Board to be composed of representatives of the undersigned Municipality and representatives of the above Townships, pursuant to Minnesota Statutes Section 360.063, Subdivision 3.

2. That the undersigned Municipality hereby appoints Greg Kaelberer and Maynard Stensrud to be its representatives on said Board, said persons to serve for an indefinite term until they resign or are replaced by the undersigned Municipality.

Adopted this 19th Day of February, 2019

R.D. Srp
Mayor

ATTEST:

Mike Anderson
Assistant to the City Manager

From: [Les](#)
To: [Mike Anderson](#)
Cc: [Roy Srp](#); [Roy Srp - Contact](#); [Lee Mattson](#); [Bill Green](#); [Michelle Murphy](#)
Subject: Planning Commission Resignation
Date: Wednesday, January 30, 2019 3:54:46 PM

Mike,

At our last City Council meeting Roy and I were appointed to the Planning Commission to fill vacancies so the Commission would have a quorum. As agreed, if a resident applied for the Planning Commission, one of us would resign to make room.

Since a resident has come forward and applied for the Planning Commission, I am resigning from the Planing Commission effective immediately.

Les

Les Tloughan
City Council, Ward 2
tloughanl@hickorytech.net

Board/Commission/Authority Application Form

Date 2/10/19Name Mike TateAddress [REDACTED]Telephone Number: (Home) [REDACTED]Occupation: Husband, Father, landlord, Public Works (city of Morristown)

Please check the Board/Commission/Authority for which you are applying:

☐ Airport Board☐ Human Rights Commission☐ Charter Commission☐ Community Ed Advisory Board☐ Park Board☒ Planning Commission☐ Economic Development Authority☐ Heritage Preservation Commission☐ Housing & Redevelopment Authority

Please tell us why you are interested in serving on this Board/Commission/Authority.

I have a deep compassion for my community and local government.

Have you previously served on this Board/Commission/Authority? (if yes provide dates)

NO

Have you held, or do you currently hold, an office on this Board/Commission/Authority?

NO

Please list what qualifications you possess that will be helpful to this Board /Commission /Authority.

(List your experience, education, certification, etc.)

I own two small businesses. Have been a project coordinator for multi million dollar expansions. I understand economics, safety and infrastructure.

Please return completed application to Waseca City Hall, ATTN: City Clerk, 508 South State Street, Waseca, MN 56093.

Title:	REPRESENTATIVES FOR THE HERITAGE PRESERVATION COMMISSION (HPC)		
Meeting Date:	February 19, 2019	Agenda Item Number:	6F
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	
Originating Department:	Administration	Presented By:	Administration
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: A motion to appoint William Kasper as the Planning Commission representative on the HPC, and Joan Mooney as the Historical Society representative on the HPC		
How does this item pertain to Vision 2030 goals?	Good Governance		

BACKGROUND: The Council annually makes appointments to the various boards and commissions.

The Heritage Preservation Commission is composed of five (5) members, one of whom is a representative of the Historical Society and one is a representative of the Planning Commission. The Waseca County Historical Society has appointed Joan Mooney as their representative on the HPC for 2019. Prior to resigning from the Planning Commission, Robin Terrell had served as their representative to the HPC. The Planning Commission has recommended that Bill Kasper be appointed as the Planning Commission representative to the HPC.

RECOMMENDATION: A motion to appoint William Kasper as the Planning Commission representative on the HPC, and Joan Mooney as the Historical Society representative on the HPC.



Request for City Council Action

Title:	Conduct a public hearing and consider Resolution No. 19-08 amending Resolution 16-56 a Residential Property Tax Abatement program.		
Meeting Date:	February 13, 2019	Agenda Item Number:	7A
Action:	<input type="checkbox"/> MOTION <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Res. 19-08 Eligible Property List
Originating Department:	Administration	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Conduct a public hearing and consider Resolution No. 19-08, amending Resolution 16-56 a Residential Property Tax Abatement program		

BACKGROUND: At the December 20, 2016 City Council meeting, the Council approved the establishment of a Residential Tax Abatement program for new single-family home construction on existing vacant lots in the City. Since that time the City has had numerous inquiries about the program and the County has adopted the program under the same terms. The program was established to attempt to spur single-family home construction and reduce the surplus number of lots available in the City.

The program will continue to follow the existing regulations set in 2016 with the following amendments:

- 1) City can add parcels by resolution without a public hearing
- 2) The abatement will be calculated upon staff receiving the application and that amount will remain the same throughout the entire term
- 3) The abatement will begin the year after the applicant receives a Certificate of Occupancy
- 4) The program will run through 2020 as approved by City Council

The current requirements of the program that remain the same are as follows:

- A building permit must be issued for the construction of a single-family home by Dec. 31, 2020
- The maximum value of the home being constructed can't exceed \$500,000
- The property owner can select one of three possible abatement levels:
 - o 100% Abatement for up to 3-years
 - o 75% Abatement for up to 6-years
 - o 50% Abatement for up to 10-years
- The Abatement amount will be determined based on the final value of the property as determined by the County Assessor

BUDGET IMPACT: The abatements only are for tax revenues that do not currently exist and will be shown in future budgets as the levy will need to be increased to collect the amount abated.

POLICY QUESTION: Should the City provide assistance for housing development without requiring proof of need for the construction to be financially feasible?

ALTERNATIVES CONSIDERED: None

RECOMMENDATION: Motion to approve Resolution No. 19-08, amending Resolution 16-56 a Residential Property Tax Abatement program.

RESOLUTION NO. 19-08

A RESOLUTION OF THE CITY OF WASECA, MINNESOTA, APPROVING A RESIDENTIAL PROPERTY TAX ABATEMENT PROGRAM

WHEREAS, the City Council of the City of Waseca (“City Council”), desiring to encourage, promote and facilitate residential development on vacant residential lots located throughout the City of Waseca (“City”), adopted Resolution No. 16-56, dated December 20, 2016 (attached hereto as Appendix 1), approving and establishing the terms and conditions of a residential tax abatement program (the “Abatement Program”) and adopting a Residential Tax Abatement Policy, pursuant to which the City offered to abate City-imposed ad valorem property taxes on qualifying vacant residential properties in the City (the “qualifying parcels”) that are paid by the record owners of such qualifying parcels and are derived from the value of a single family residential structure for which the City issues a building permit on or before December 31, 2018, and (collectively, the “abatements”); and

WHEREAS, the City Council is encouraged by the results of the Abatement Program, the City having received 15 applications for building permits for single family residential structures on qualifying parcels prior to the December 31, 2018 deadline for issuance of such building permits, and now desires to extend the Abatement Program by two years to promote and encourage additional residential development on remaining vacant lots located throughout the City; and

WHEREAS, the City Council, having been advised by City staff of difficulties in administering the abatements resulting from the delays between the date on which a building permit is issued by the City and the dates on which construction of the permitted dwelling is completed and the resulting value added to the qualifying residential property is reflected in Waseca County’s assessed valuation of such property, now desires to further amend the Abatement Program to adjust the time periods in which City-imposed property taxes on participating residential properties are to be abated to account for such delays, without modifying the total duration or value of any particular abatement; and

WHEREAS, the City proposes to continue the Abatement Program, as amended herein, for the purposes provided for in the Abatement Law and the Abatement Policy (and defined in Resolution 16-56); and

WHEREAS, an updated listing of the parcels of real property for which abatements of City-imposed property taxes are conditionally approved herein are identified and legally described on Appendix 2 attached hereto (the “eligible parcels”), and generally consist of every currently vacant, unimproved parcel of property in a residential zoning district in the City that is served by municipal infrastructure including central water and sanitary sewer service; and

WHEREAS, on February 19, 2019, the City Council held a public hearing on the question of amending the Abatement Program as specified herein, with proper notice being duly given and published in advance.

WHEREAS, the abatements are authorized under Minnesota Statutes, Section 469.1812 through 469.1815 (the “Abatement Law”).

NOW, THEREFORE, be it resolved by the City Council of the City of Waseca that:

1. Findings for the extended Abatement Program. The City Council hereby reaffirms the following findings it originally made in Resolution 16-56:
 - a. The Council expects the benefits to the City of the abatements to at least equal or exceed the costs to the City thereof.

- b. Granting the abatements is in the public interest because it will increase or preserve the tax base of the City, provide employment opportunities in the City, and increase the housing opportunities available in the City.
 - c. None of the eligible parcels are located in a tax increment financing district.
 - d. In any year, the total amount of property taxes conditionally approved for abatement by the City by this and other resolutions, if any, does not exceed the greater of ten percent (10%) of the City's current net tax capacity or \$200,000.
2. Amended Terms of Abatements. The City Council hereby amends the terms of the abatements as stated in Paragraph 2 of Resolution 16-56 as follows (deleted material is crossed out; new material is underlined; sections not being amended are omitted):

* * * *

- a. The abatements shall apply to the taxes payable beginning in the years 2019 through 2028 inclusive in which the value added to the qualifying parcel by the construction thereon of the single family residential structure required in Paragraph 3 herein is first reflected in Waseca County's assessed valuation of such property, and continuing for a maximum duration of ten years, and at the option of the applicant property owner, shall be for one of the following terms and abatement amounts:
 - i. For a period of three (3) years, in an annual amount equal to three (3) years, with the City abating 100 percent of the portion of the City's share of ad valorem property taxes on the qualifying parcel in the first year in which such taxes are abated, and which are (1) derived from the value of the residential structure for which the City issues a building permit, and (2) paid by the property owner;
 - ii. For a period of six (6) years, in an annual amount equal to with the City abating 75 percent of the portion of the City's share of ad valorem property taxes on the qualifying parcel in the first year in which such taxes are abated, and which are (1) derived from the value of the residential structure for which the City issues a building permit, and (2) paid by the property owner; or
 - iii. For a period of ten (10) years, in an annual amount equal to with the City abating 50 percent of the portion of the City's share of ad valorem property taxes on the qualifying parcel in the first year in which such taxes are abated, and which are (1) derived from the value of the residential structure for which the City issues a building permit, and (2) paid by the property owner.

* * * *

3. Amended Conditions of Abatements. The City Council hereby amends the conditions applicable to the abatements as established in Paragraph 3 of Resolution 16-56 as follows (deleted material is crossed out; new material is underlined; sections not being amended are omitted):

* * * *

- a. The owner of such parcel shall apply for and be issued a building permit for the new construction of a single family or multi-family residential structure (including stick built on site construction, modular construction, and manufactured homes) on such parcel, on or before December 31, 2018~~20~~;

* * * *

4. Additional Requirements. The City Council hereby reaffirms and restates the requirements in Paragraph 4 of Resolution 16-56 that the abatements shall be subject to all the terms and limitations of the Abatement Law, as well as the Tax Abatement Agreements between the property owners and the City required by paragraph 3.b of Resolution 16-56 setting forth the rights and obligations of the parties with respect to the abatements in greater detail.
5. Modification. The City Council hereby reaffirms and restates the requirement in Paragraph 5 of Resolution 16-56 that the abatements may not be modified or changed during the terms thereof.

This Resolution shall become effective immediately after its adoption.

Adopted this 19th day of February, 2019.

R. D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

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Request for City Council Action

Title:	Resolution No. 19-10 for granting a Conditional Use Permit and a Variance to Waseca Public Schools, ISD 829, located at 1501 2 nd St NW and 1717 2 nd St NW.		
Meeting Date:	February 19, 2019	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. 19-10 PC Memo/ Attachments
Originating Department:	Community Development	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: To adopt Resolution No. 19-10: A Resolution of the Waseca City Council approving a Conditional Use Permit and a Variance for Waseca Public Schools, ISD 829, located at 1501 2 nd St NW and 1717 2 nd St NW.		

BACKGROUND:

Waseca Public Schools, ISD 829, is requesting a Conditional Use Permit to allow the addition of a secondary accessory structure and the expansion of a non-conforming parking lot; and a Variance to allow the secondary accessory structure to exceed the 250 square foot maximum size requirement and the maximum 12 foot height requirement in the R-1 district. The proposed use for the accessory structure is to be for concessions, restrooms, and storage. The parking lot expansion will result in the parking stalls and access lanes meeting current code size requirements.

The secondary accessory structure is proposed to be approximately 1,800 square feet in size with an approximate height of 20 feet. These figures are based on submitted plans to be used for bidding. The actual size and height may vary slightly per IS&G Engineering. The proposed structure and parking lot expansion is not expected to add traffic or additional parking needs. The intention of the accessory structure addition is to upgrade restroom facilities and health standards for concessions. The proposed structure will not change the use of the existing property or encroach on required setbacks.

The parking lot expansion will add approximately 1,805 square feet of hard surface consisting of an approximate 9.6 foot x 188 foot section to the west. The expansion will be within the required setbacks per the current Code of Ordinances. The parking lot is legal non-confirming due to the required setbacks to the north and east. The existing parking stalls and drive lanes do not meet the current minimum size requirement. The expansion will not increase the non-conformity. In addition, the proposed layout will increase the number of parking stalls by eight, from 98 to 106. The addition of curb and gutter along the south perimeter of the lot should help alleviate driving and parking on the grass area.

POLICY QUESTION: City Council has the authority to approve conditional use permits and variances.

ADVISORY BOARD RECOMMENDATION: The Planning Commission held a public hearing on the request on February 12, 2019. The Planning Commission voted unanimously (5-0) to recommend approval of the Conditional Use Permit and Variance.

RECOMMENDATION: Motion to adopt Resolution No. 19-10: Approving a Conditional Use Permit and Variance for Waseca Public Schools, ISD 829, located at 1501 2nd St NW and 1717 2nd St NW.

RESOLUTION NO. 19-10

**A RESOLUTION OF THE WASECA CITY COUNCIL
APPROVING A CONDITIONAL USE PERMIT AND VARIANCE
ON PROPERTY ZONED R-1, SUBURBAN RESIDENTIAL
(1501 2nd St NW & 1717 2nd St NW)**

WHEREAS, application has been made to the Waseca City Council by Waseca Public Schools, ISD 829, owner of the property, for approval of a Conditional Use Permit and Variance to allow the addition of a secondary accessory structure and the expansion of an existing parking lot; and to allow the accessory structure to exceed the 250 square foot maximum requirement and the 12 foot height requirement. The property is located at 1717 2nd Street NW, and 1501 2nd Street NW, and is described as:

**Market Place Subdivision
Lot-001 Block-003**

And

**Market Place Subdivision
Lot-002 Block-005**

And,

WHEREAS, the Waseca Planning Commission held a public hearing on the request at its February 12, 2019 meeting, and all interested parties were provided an opportunity to comment; and

WHEREAS, the City Council of the City of Waseca has considered the advice and recommendation of the Planning Commission, the consistency of the proposed project with the Waseca Zoning Ordinance and the effect of the proposed use on the health, safety, and welfare of the occupants of the surrounding land; and

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

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

And,

- The use is allowed as a conditional use in the zoning district and conforms to standard zoning regulations;
- The conditional use will conform to the conditions listed in 154.132: Schools, K-12 for the proposed use;
- The conditional use will not impede the normal and orderly use or development of nearby property, substantially diminish nearby property values or place an undue burden on public facilities or services;
- The conditional use will not be detrimental to the health, safety, morals, or welfare of the public;
- The conditional use will not result in a nuisance by odor, noise, or light;
- The conditional use will not unduly affect natural features.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca that a Conditional Use Permit to allow the addition of a secondary accessory structure and the expansion of an existing parking lot; and a Variance to allow the accessory structure to exceed the 250 square foot maximum requirement and the 12 foot height requirement to Waseca Public Schools, ISD 829, is hereby approved for the purpose as set forth, subject to the following conditions:

1. The property shall be developed according to the submitted plans, with a 10% allowance for specification changes in size and height of the accessory structure.
2. Development of the site shall commence within one year of the date of approval or the Conditional Use Permit & Variance shall be deemed null and void.
3. Development of the site shall be completed within two years of the date of approval, or the Conditional Use Permit and Variance shall be deemed null and void.

Adopted this 19th day of February 2019.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

PLANNING DEPARTMENT

M E M O R A N D U M

TO: Waseca Planning Commission

FROM: Bill Green
Planning & Zoning Coordinator

MEETING DATE: February 12, 2019

SUBJECT: Public Hearing - Action No. 19-01 CUP and 19-02 VAR

ATTACHMENTS: Application and Narrative
Site Location Map
Site Photos
Site & Building Elevations

APPLICANT

The applicant is Waseca Public Schools, ISD 829, owner of the property. A complete application was received on December 14, 2018. The time period has been extended for City action under Minn. Stat. 15.99, subd. 3(f). The initial 60-day time period would run on February 12, 2019. The time period is extended until April 13, 2019.

REQUEST

The applicant is requesting a Conditional Use Permit to allow the addition of a secondary accessory structure and the expansion of an existing parking lot; and a Variance to allow the accessory structure to exceed the 250 square foot maximum requirement and the 12 foot height requirement.

LOCATION

The property is located at 1717 2nd Street NW, and 1501 2nd Street NW, and is described as:

**Market Place Subdivision
Lot-001 Block-003**

And

**Market Place Subdivision
Lot-002 Block-005**

LAND USE

The property is occupied by a school and accessory structures. Surrounding land uses include low density residential to the south, east and west and the Waseca Intermediate School to the north. The Land Use Plan designates this property as Low Density Residential.

ZONING

The property is zoned R-1, Suburban Residential. Schools are a conditional use in the R-1 district. Adjacent zoning is R-1 to the south, east, and west, with I-1 and B-2 to the north.

ENVIRONMENTAL

There are no known environmental issues related to the project.

PUBLIC UTILITIES

The property is fully served with municipal utilities. No new public utilities are proposed or required.

CODE OF ORDINANCES

Table 4-6: Requirements for Detached Accessory Structures, R-1 District states that the maximum size of accessory structures (for a Permitted Non-Residential Use) is 250 square feet and the maximum height is 12 feet. The proposed accessory structure is approximately 1,800 square feet and approximately 20 feet in height.

154.015 R-1, SUBURBAN RESIDENTIAL DISTRICT.

Table 4-6: Requirements for Detached Accessory Structures, R-1 District

	<i>One- or Two-Family Residential Use</i>	<i>Permitted Non-Residential Use</i>
Number of structures allowed	3	3
Size of first structure maximum	600 sf	1,000 sf
Size of other structures, maximum	120 sf	250 sf
Lot coverage maximum	10 %	10 %
Height maximum - garage	20	20
Side wall height max - garage*	9	9
Height maximum - other	12	12
Minimum setbacks** Front Side Corner side Rear From principal structure	No closer than principal 5 No closer than principal 5 10	No closer than principal 5 No closer than principal 5 10
* See also § 154.148(B)(6) ** No permanent structure (one attached to frost-free footings) shall be located in an easement unless the easement is amended or otherwise allows such structures. A non-permanent structure may be located in an easement but may have to be moved if the easement-holder demands.		

REVIEW

Waseca Public Schools, ISD 829, is requesting a Conditional Use Permit to allow the addition of a secondary accessory structure and the expansion of a non-conforming parking lot; and a Variance to allow the secondary accessory structure to exceed the 250 square foot maximum size requirement and the maximum 12 foot height requirement in the R-1 district. The proposed use for the accessory structure is to be for concessions, restrooms, and storage. The parking lot expansion will result in the parking stalls and access lanes meeting current code size requirements.

The secondary accessory structure is proposed to be approximately 1,800 square feet in size with an approximate height of 20 feet. These figures are based on submitted plans to be used for bidding. The actual size and height may vary slightly per IS&G Engineering. The proposed structure and parking lot expansion is not expected to add traffic or additional parking needs. The intention of the accessory structure addition is to upgrade restroom facilities and health standards for concessions. The proposed structure will not change the use of the existing property or encroach on required setbacks.

The parking lot expansion will add approximately 1,805 square feet of hard surface consisting of an approximate 9.6 foot x 188 foot section to the west. The expansion will be within the required setbacks per the current Code of Ordinances. The parking lot is legal non-confirming due to the required setbacks to the north and east. The existing parking stalls and drive lanes do not meet the current minimum size requirement. The expansion will not increase the non-conformity. In addition, the proposed layout will increase the number of parking stalls by eight, from 98 to 106. The addition of curb and gutter along the south perimeter of the lot should help alleviate driving and parking on the grass area.

FINDINGS

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

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

In granting a Conditional Use Permit, the following findings shall be made:

- The use is allowed as a conditional use in the zoning district and conforms to standard zoning regulations;
- The conditional use will conform to the conditions listed in 154.132: Schools, K-12 for the proposed use;
- The conditional use will not impede the normal and orderly use or development of nearby property, substantially diminish nearby property values or place an undue burden on public facilities or services;
- The conditional use will not be detrimental to the health, safety, morals, or welfare of the public;
- The conditional use will not result in a nuisance by odor, noise, or light;
- The conditional use will not unduly affect natural features.

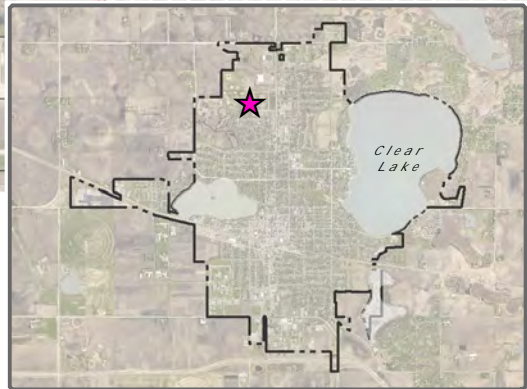
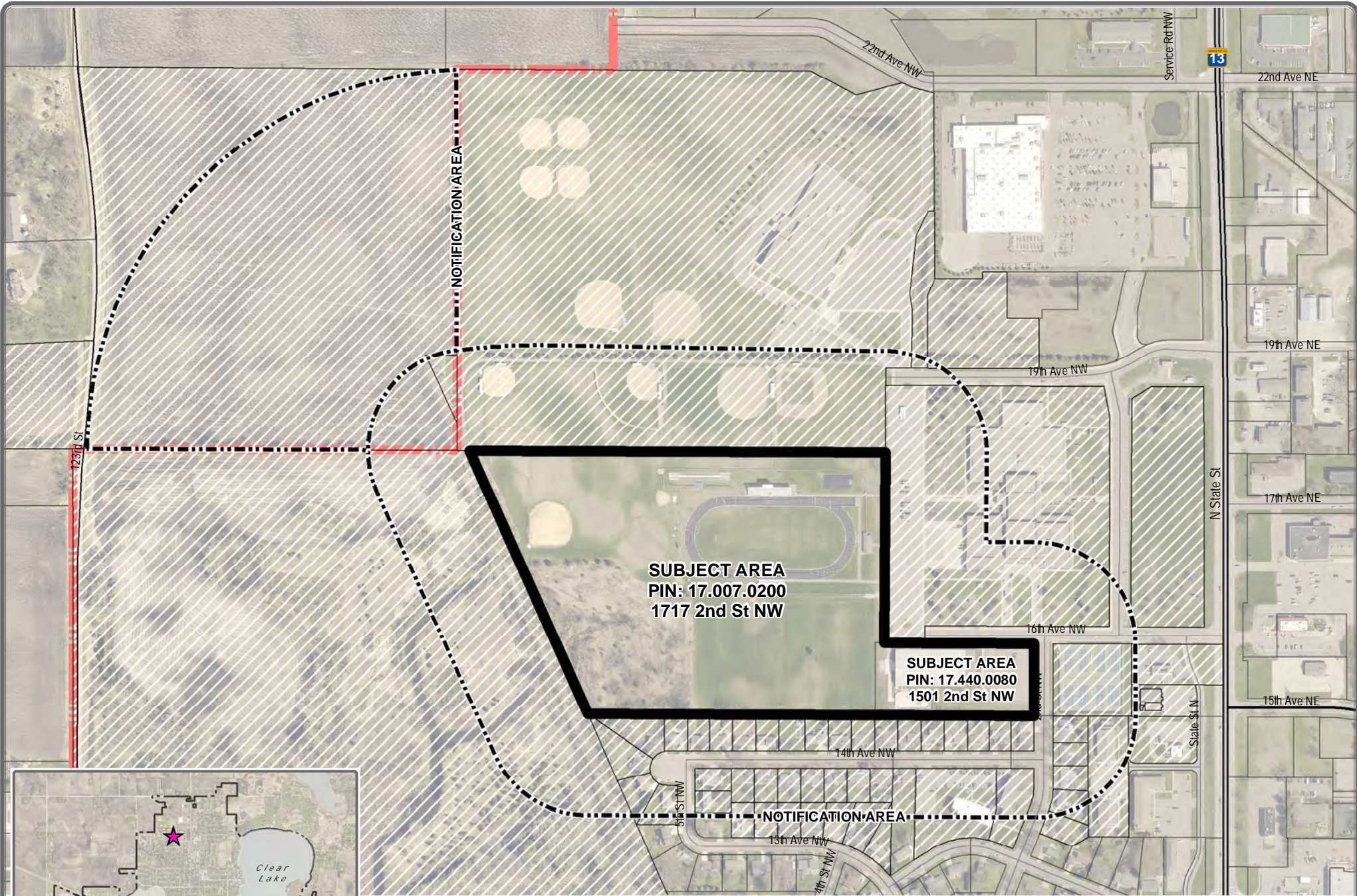
RECOMMENDATION

Staff recommends approval of a Conditional Use Permit to allow the addition of an accessory structure on the property located at 1717 2nd Street NW and the expansion of a non-conforming parking lot on the property located at 1501 2nd Street NW; and a Variance to allow the accessory structure to exceed the 250 square foot maximum size and the 12 foot maximum height on the property located at 1717 2nd Street NW, subject to the following conditions:

1. The property shall be developed according to the submitted plans, with a 10% allowance for specification changes in size and height of the accessory structure.
2. Development of the site shall commence within one year of the date of approval or the Conditional Use Permit & Variance shall be deemed null and void.
3. Development of the site shall be completed within two years of the date of approval, or the Conditional Use Permit and Variance shall be deemed null and void.

REQUESTED ACTION

Hold a public hearing on the Conditional Use Permit and Variance and take action on a recommendation to be forwarded to the City Council for consideration at their February 19, 2019 meeting.



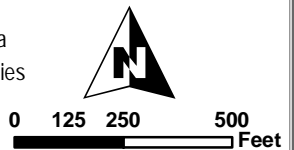
This Document is not a survey and should be used for reference purposes only.

Waseca Public Schools ISD #829 Conditional Use Permit & Variance

PIN: 17.007.0200 - 1717 2nd St NW & PIN: 17.440.0080 - 1501 2nd St NW
Waseca, MN 56093

Legend

- Notification Area
- Notified Properties
- Subject Parcel
- Parcels
- City Limits



Printed Date: 12/26/2018



12 31 2018

View from East



12 31 2018

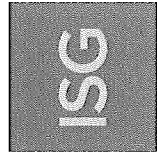
View from Northeast



View from North



View from Northeast



PRELIMINARY NOT FOR CONSTRUCTION PRELIMINARY NOT FOR CONSTRUCTION

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DATE: 10/22/2011
LIC. NO.: 54543
PROJECT: WASECA PUBLIC SCHOOLS RESTROOMS BUILDING

DATE: 10/22/2011
LIC. NO.: 54543
PROJECT: WASECA PUBLIC SCHOOLS RESTROOMS BUILDING

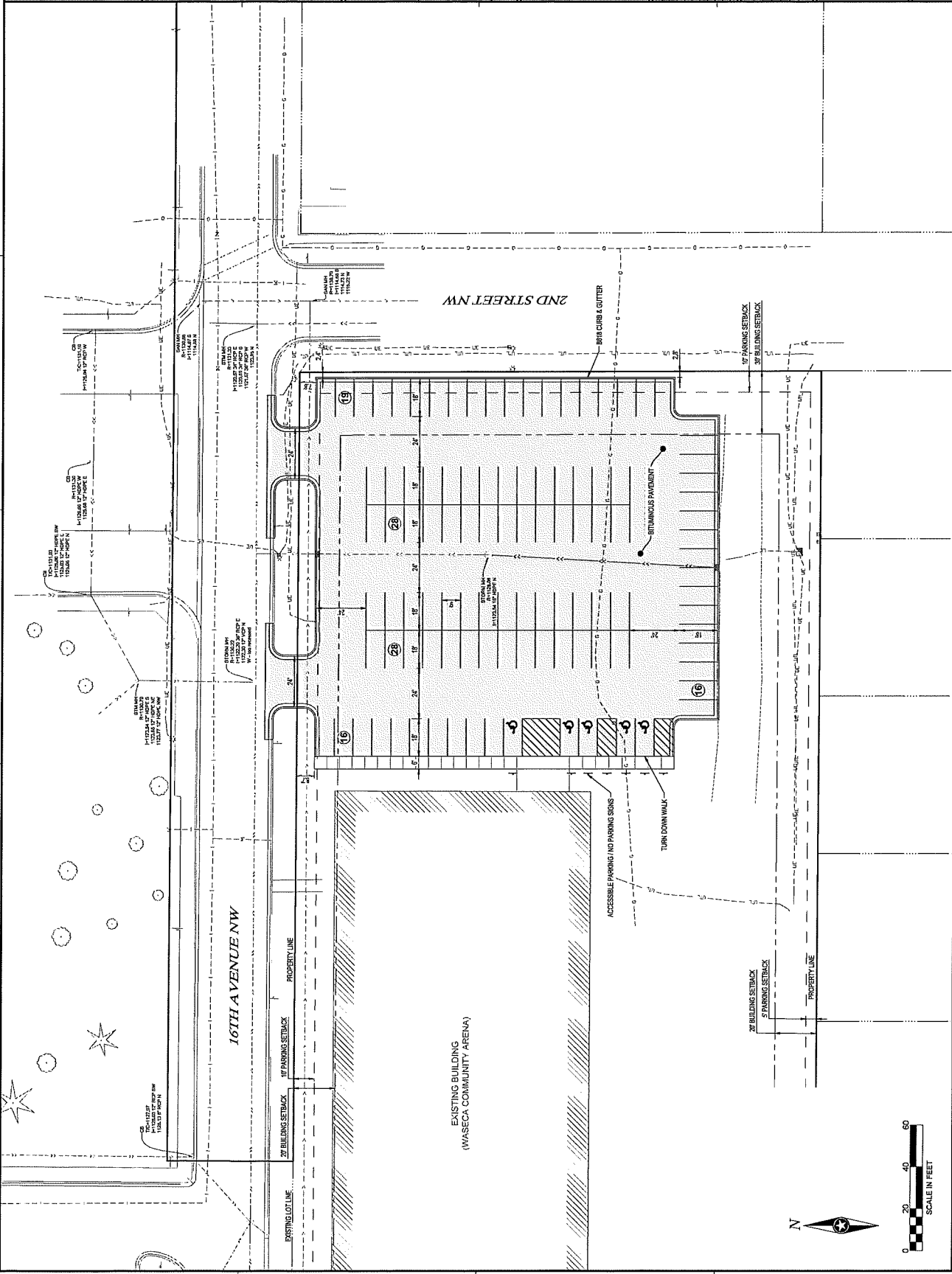
WASECA PUBLIC SCHOOLS RESTROOMS BUILDING

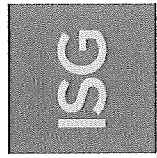
WASECA MINNESOTA

REVISION	DATE	DESCRIPTION
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DETAILED SITE PLAN (PARKING LOT)

C3-21





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DATE: 10/01/2011
LIC. NO.: 54543
PROJECT: WASECA PUBLIC SCHOOLS RESTROOMS BUILDING

DATE: 10/01/2011
LIC. NO.: 54543
PROJECT: WASECA PUBLIC SCHOOLS RESTROOMS BUILDING

WASECA PUBLIC SCHOOLS RESTROOMS BUILDING

WASECA MINNESOTA

REVISIONS

DATE

DESCRIPTION

BY

PROJECT NO.

FILE NAME

DESIGNED BY

DESIGNED BY

ORIGINAL ISSUE DATE

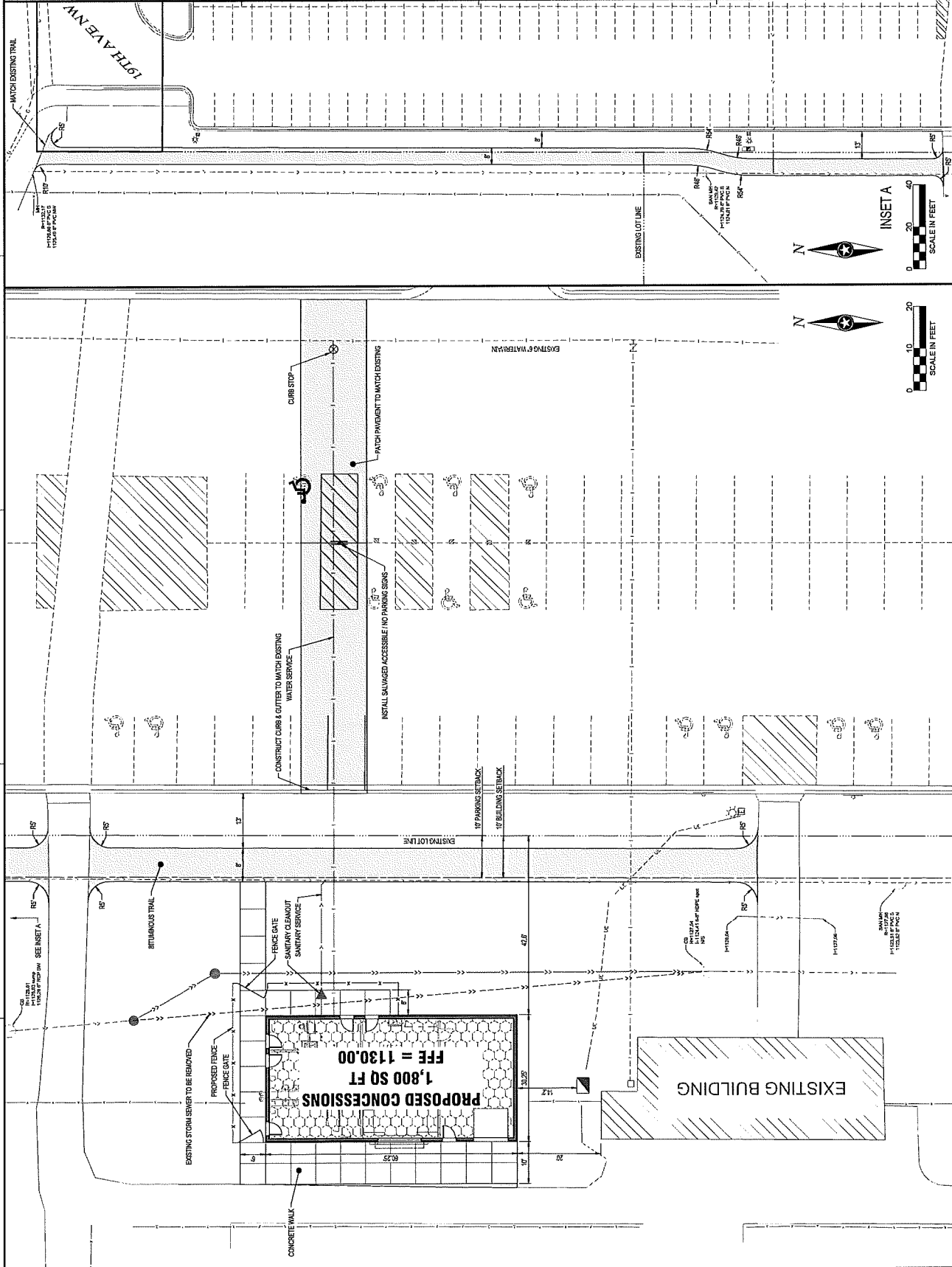
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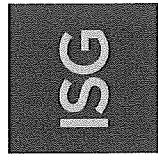
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DETAILED SITE PLAN (CONCESSIONS & TRAIL)

SHEET

C3-20

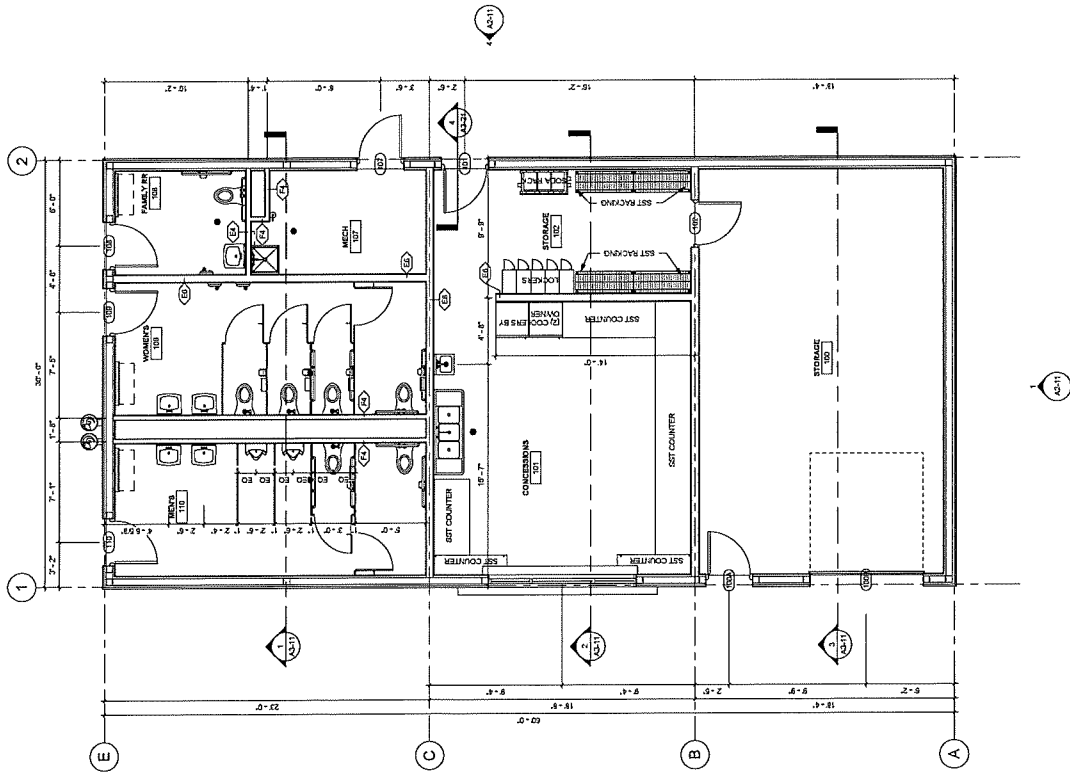




WALL LEGEND
EXISTING CONSTRUCTION TO REMAIN
NEW CONSTRUCTION

SHEET NOTES
1. ALL INTERIOR WALLS SHALL BE WALL TYPE 1, UNLESS OTHERWISE NOTED.

KEYNOTE LEGEND



1 FIRST FLOOR PLAN
1/4" = 1'-0"

DATE: 05/20/2014

**WASECA SCHOOLS
RESTROOM
BUILDING**

WASECA MINNESOTA

PROJECT SCHEDULE
DATE: 05/20/2014

PROJECT NO. 16-22381

FILE NAME 2241 A001 R10

DRAWN BY

DESIGNED BY

DATE

SUBMIT DATE

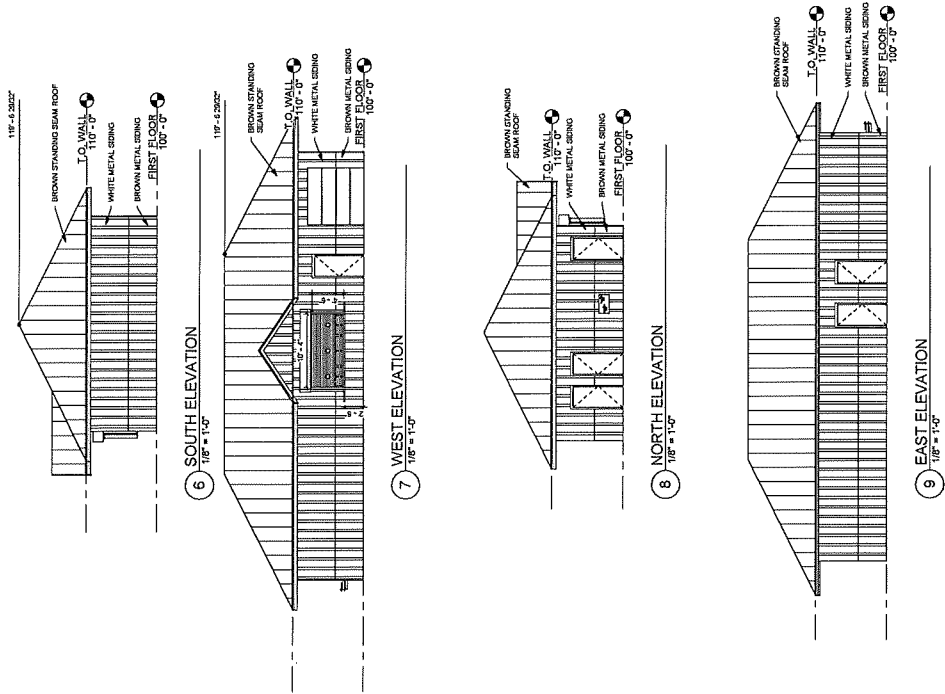
CLIENT PROJECT NO.

TITLE

**FIRST FLOOR
PLAN**

A1-21

SHEET



CONCESSIONS BUILDING ELEVATIONS

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WASECA SCHOOLS
WASECA, MINNESOTA
December 21, 2018
ISG Project No. 18-22381



RESOLUTION NO. 19-03**A RESOLUTION OF CITY OF WASECA, MINNESOTA
APPROVING A RESIDENTIAL PROPERTY TAX ABATEMENT PROGRAM**

WHEREAS, the City Council of the City of Waseca ("City Council") has approve a Tax Abatement Housing Program to encourage housing development within the City and has asked Waseca County to approve a tax abatement to augment the City program; and

WHEREAS, the City of Waseca desires to encourage, promote and facilitate residential development on vacant residential lots located within the City of Waseca ("City"), and has adopted a Residential Tax Abatement, a true and correct copy is on file at the offices of the City Manager, pursuant to which the City intends to offer abatement of City-imposed property taxes on qualifying residential properties in the City for which building permits for single family residential structures are applied for and issued by the City on or before December 31, 2020; and

WHEREAS, the parcels of real property for which abatements of City of Waseca-imposed property taxes are conditionally approved herein are identified and legally described in Resolution 17-40, Appendix A (the "eligible parcels"), and generally consist of every current vacant, unimproved parcel of property in a residential zoning district in the City of Waseca that are served by municipal infrastructure including central water and sanitary sewer service; and

WHEREAS, the City will use tax abatement for the purposes provided for in the Abatement Law and the City's approved Tax Abatement to match the proposed term of the abatements for each eligible property that satisfies the conditions for abatement established herein ("the qualifying parcels described in Resolution 17-40, Appendix A"); and

WHEREAS, the City proposes to use tax abatement for the purposes provided for in the Abatement Law and the Abatement Policy (and hereinafter defined). The proposed term of the abatements for each eligible property that satisfies the conditions for abatement established herein ("the qualifying parcels") will be for a term not to exceed ten years, with the City abating 50 percent of the portion of the City's share of ad valorem property taxes on the qualifying parcel derived from the value of the residential structure for which the City issues a building permit and paid by the property owner. The total abatement amount for any single qualifying parcel is not to exceed \$20,458.85, for a maximum total abatement of all eligible parcels' City-imposed property taxes not to exceed \$2,045.85. The abatements will apply to the City's share of ad valorem property taxes on the qualifying parcels derived from the value of the residential structure for which the City issues a building permit and paid by the record owners of such qualifying parcels (the "abatements"); and

WHEREAS, on December 20, 2016, the Council held a public hearing on the question of the abatements, with proper notice being duly given and published in advance; and

WHEREAS, the Abatements are authorized under Minnesota Statutes, Section 469.1812 through 469.1815 (the "Abatement Law").

NOW, THEREFORE, BE IT RESOLVED that the City Council approve the Tax Abatement Application substantially in form as presented, submitted by Frank Wenzel (700 7th Street NE PID#17.415.0010), Charles & Linda Cone (917 10th Ave NE PID#17.1709.0030), and Chad Grunwald & Jessica Royer (2660 8th St NE PID#17.712.0050/0040)

Adopted this 19th day of February, 2019.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO CITY MANAGER

Title:	FEMA WASECA COUNTY FLOODPLAIN MAP UPDATE		
Meeting Date:	February 19, 2019	Agenda Item Number:	7D
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	
Originating Department:	Engineering	Presented By:	City Engineer
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to Direct Staff to Have FEMA Add Gaiter Lake to Their Floodplain Map Update.		
How does this item pertain to Vision 2030 goals?	Creating High Quality Community Assets		

BACKGROUND: On February 13, 2019, the City Engineer attended a Waseca County Floodplain Map Update Kickoff meeting put on by FEMA and the MnDNR. The Floodplain Map Update includes lakes, streams and channels outside of municipalities within Waseca County. The updated map will establish High Water Levels (HWL's) for these selected water bodies. Once an HWL is established for a water body the floodplain can be defined. Properties within the established floodplain then can purchase flood insurance.

Attendees to the Kickoff meeting were asked if there were any additional water bodies that should be mapped that were not identified in the Floodplain Map Update. Gaiter Lake was not included in the original scope of the Map Update. The City Engineer discussed this possibility with a representative from the MnDNR.

The pros of having a water body mapped include knowing what the HWL is, providing the ability for property owners within the floodplain to purchase flood insurance and making properties within the floodplain eligible for federal flood mitigation grant funding. Waseca adopted a floodplain ordinance several years ago that makes properties in the community eligible to purchase flood insurance.

The cons of having a water body mapped include a requirement that all properties within the mapped floodplain are required to have flood insurance if they have a mortgage. Also, it is likely the current City's floodplain ordinance would need to be updated if Gaiter Lake was mapped.

At the February 5, 2018 council work session, the MnDNR Flood Damage Reduction Grant Assistance Program was discussed. Currently there is no funding for this Program and the soonest there could be funding would be in 2020. The Waseca County Floodplain Map Update is scheduled to be completed by the end of 2020. At that time the City would be eligible for federal flood mitigation grant funding for Pondview if Gaiter Lake was included in the Update.

BUDGET IMPACT: If the City chooses to include Gaiter Lake in the Floodplain Map Update the only budget impact would be in updating the current floodplain ordinance.

RECOMMENDATION: Staff feels it is important to know what the Gaiter Lake HWL is and also feels being eligible for federal flood mitigation grant funding (typically more generous than state funding) could be a big financial benefit to the property owners and the City. Staff therefore recommends the Waseca City Council authorize staff to have the MnDNR include Gaiter Lake in the Waseca County Floodplain Map Update.

Title:	Economic Development Authority Board Residency Requirements		
Meeting Date:	February 19, 2019	Agenda Item Number:	7E
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	
Originating Department:	Administration	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Make a motion to instruct staff to prepare an amendment to the City Code allowing non-residents to serve on the Economic Development Authority Board.		
How does this item pertain to Vision 2030 goals?	An active, vibrant EDA will be vital to the Economic Development Pillar of Vision 2030.		

BACKGROUND: The EDA Board has asked that the City consider changing City Code to allow non-residents to serve on the EDA Board. Specifically, the Board recommends allowing people who live within the two-mile area to serve on the EDA Board. Currently, there are two different locations in the Code that govern the composition of the EDA Board. City Code 37.01(C)1(c) requires that all persons serving on a City Board must reside within City limits unless a special exemption is defined in the code. City Code 37.21(B) specifically requires that the members of the EDA Board must reside within City limits. The enabling resolution of the EDA also reserves two seats for representatives of the Chamber of Commerce/Waseca Development Corp. and the Housing and Redevelopment Authority.

BUDGET IMPACT: None

POLICY QUESTION: Who should be permitted to serve on the EDA Board? By extension, should the standards for service on the EDA Board be different than the standards to serve on other City Boards?

ALTERNATIVES CONSIDERED: Any combination of the following:

- Continue current practice and allow EDA Members who reside within City Limits.
- Allow EDA Members who reside within a specified distance of City Limits.
- Allow EDA Members who own a business within City Limits.
- Allow EDA Members who work for a business within City Limits.
- Allow EDA Members who are not residents.

RECOMMENDATION:

1. Staff recommends changing or removing the residency requirements for EDA membership. At least two places in the City Code would need to be amended to accomplish this. Council could make a motion to instruct staff on how to amend the code and request that a draft be ready for the next Council Meeting. The EDA has seven members with two of the members required to be Council Members. The Council

should direct staff on any requirements/permission they wish to put in place for the five seats that are not filled by Council Members. Staff recommends that the ordinance amendment deal only with residency requirements and leave designation of specific membership to the enabling resolution. The Council may wish to authorize that up to so many seats may be filled by non-residents rather than specifying how many seats must be filled by non-residents. This would provide greater flexibility as residents or non-residents could fill those seats. Once direction is given, a public hearing may be set on an ordinance amendment for March 19.

Move to instruct staff to prepare an ordinance amendment to the residency requirements for EDA Board Members and set a public hearing for March 19.

2. Staff recommends that the Council discuss the current practice of reserving specific seats on the EDA for representatives of various organizations. In a general sense, does the Council wish to try to reserve seats for organizations by a formal process, as is currently done, that requires a public hearing to alter or would the Council prefer to create a practice of always having representatives of certain organizations serve on the EDA Board. Alternatively, would the Council wish to designate ex officio members from certain organizations who would not have the right to vote on issues but who could advise the EDA on the view of their organization? Does the Council wish to continue to designate, by amendment to the enabling resolution, organizations that must be represented on the EDA Board or would the Council prefer to make it a practice to grant certain organizations representation on the EDA Board? Do the HRA and Chamber of Commerce both need representation on the EDA Board? Staff agrees that the Chamber of Commerce should be represented, either by designated seat or ex officio seat or by practice, on the Board but believes the Council should have discussion on the utility of having a seat designated for an HRA representative. The HRA currently focuses largely upon the operation of their existing facility. The EDA enabling resolution indicates that the EDA may exercise the powers and duties of an HRA. Since all membership restrictions or reservations except residency are currently contained within the enabling resolution, the Council would need to amend the enabling resolution to change the required composition of the board. An enabling resolution would also require a public hearing, which staff believes could be held on March 19.

Move to instruct staff to prepare an amendment to the EDA Enabling Resolution pertaining to the reservation of EDA Board seats for specific organizations and set a public hearing for March 19.