

REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, DECEMBER 18, 2018 7p.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

A. Adopting the 2019 General Fund & Utility Budgets and setting Utility Rates

**Resolution No. 18-80** – Adoption of 2019 Annual City Budget

**Resolution No. 18-81** – Adopting 2019 Levy

**Resolution No. 18-84** - Set Electric Utility Rates

**Resolution No. 18-85** - Set Water Utility Rates

**Resolution No. 18-86** - Set Sanitary Sewer Rates

B. **Resolution No. 18-87** - Adopting 2019 EDA Levy

C. **Resolution 18-79**: I & I Reduction Plan

D. **Public Hearing: Ordinance 1069** – Tobacco Ordinance

6     CONSENT AGENDA

A. Minutes – Regular City Council Meeting & Work Session – December 4, 2018

B. Payroll & Expenditures

C. Resolution 18-82 : Approval of Tax Abatement Applications

D. Resolution 18-83 :Adding Parcel 17.703.0020 to Eligible Tax Abatement Lots

E. Approval of Kwik Trip 3.2 Liquor License Renewal

F. Approval of Off Sale Liquor License for Trio, Coffee, Wine, & Ale House

G. Accepting Applications for EDA & Park Board

H. RCCA: Stantec Flow Monitoring

I. Approval of Contract Payments: Airport Projects & TLCF

7      ACTION AGENDA

A. **Resolution 18-88:** Approving a Preliminary and Final Plat for Kwik Trip Subdivision

8      REPORTS

A.      City Manager's Report

B.      Commission Reports

Heritage Preservation Commission – Tloughan

Discover Waseca Tourism – Conrath, Fitch

Economic Development Authority – Srp, Fitch

9      ANNOUNCEMENTS

10     ADJOURNMENT

<b>Title:</b>	RESOLUTIONS FOR THE WASECA CITY COUNCIL, ADOPTING THE 2019 ANNUAL GENERAL FUND AND UTILITY BUDGETS, THE 2018 TAX LEVY COLLECTIBLE IN 2019, AND SETTING UTILITY RATES		
<b>Meeting Date:</b>	December 18, 2018	<b>Agenda Item Number:</b>	5A
<b>Action:</b>	<input type="checkbox"/> MOTION <input checked="" type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Res. No. 18-80 Res. No. 18-81 Res. No. 18-84 Res. No. 18-85 Res. No. 18-86
<b>Originating Department:</b>	Finance	<b>Presented By:</b>	Finance Director
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> <ol style="list-style-type: none"> <li>1) Motion to adopt Resolution 18-80: A Resolution of the Waseca City Council Adopting the 2019 Annual City Budget.</li> <li>2) Motion to adopt Resolution 18-81: A Resolution of the Waseca City Council Adopting the Final 2018 City of Waseca Tax Levy Collectible in 2019.</li> <li>3) Motion to adopt Resolution 18-84: A Resolution of the Waseca City Council Setting Electric Utility Rates for 2019.</li> <li>4) Motion to adopt Resolution 18-85: A Resolution of the Waseca City Council Setting Water Utility Rates for 2019-2021.</li> <li>5) Motion to adopt Resolution 18-86: A Resolution of the Waseca City Council Setting Sewer Utility Rates for 2019-2021.</li> </ol>		
<b>How does this item pertain to Vision 2030 goals?</b>	<ul style="list-style-type: none"> <li>• Good Governance</li> <li>• Expanding and Leverage Economic Development Initiative</li> </ul>		

**BACKGROUND:** At the September 18, 2018 meeting Council adopted Resolution #18-60 which set the preliminary levy for the City of Waseca at \$4,540,905. The General Fund budget includes a 5.5% increase in the tax levy amount requested. The final levy cannot be higher than the preliminary levy, but it can be lower.

At the budget work sessions the Council has reviewed the individual department budgets, the Capital Improvement Plan, Equipment Replacement Plan and discussed funding scenarios for the City's 5-Year Infrastructure Improvement Plan. Included within the 2019 budgets are continued steps toward meeting the funding requirements for the City's capital needs – both above and below the ground. The proposed changes will allow the City to continue to implement sewer lining, storm water management, water main replacement and street reconstruction projects.

Additionally, during budget work sessions Council directed staff to bring forward utility rate tables with adjustments to meet the revenue requirements. The attached resolutions include the updated rate tables to meet these requirements.

## **SUMMARY OF GENERAL FUND BUDGET INFORMATION:**

The 2019 General Fund budget includes the following:

- Funding for Capital Improvement for streets, storm water, parks, and city facilities improvements.
- Funding to begin to address infrastructure deficiencies resulting in inflow and infiltration problems.
- Funding for Equipment Replacement Plan.
- Funding for salary adjustments from the Classification and Compensation Study findings. Cost of Living Adjustment (COLA) for employees effective January 1, 2019.
- Funding for projected health, workers compensation and liability insurance increases.
- Minor adjustments for department needs and minimal Increases for Contractual Services.
- Allocation for Safe Haven Fund Match.

## **SUMMARY OF ELECTRICAL UTILITY FUND BUDGET INFORMATION**

- One year rate decrease with annual average of 1.1%.
- SMMPA Wholesale rate decrease of 4%.
- Funding for salary adjustments from the Classification and Compensation Study findings. Cost of Living Adjustment (COLA) for employees effective January 1, 2019.
- Capital Outlay \$755,000:
  - \$235,000: Overhead to Underground Conversion
  - \$80,000: City Hall & Storage Improvements
  - \$350,000: Substation Primary Bus Equipment Replacement
  - \$40,000: Transformer Replacement
  - \$30,000: Load Control Replacement Project Phase 2
  - \$20,000: S & C Switchgear Replacement
  - \$220,000 Bucket Truck (moved from 2018)

## **SUMMARY OF WATER UTILITY FUND BUDGET INFORMATION**

- Three year rate tables with slight increases.
- All rate classes have reduced revenues due to consumption decreases.
- Utility is in year three of five year capital funding charges.
- Capital Outlay \$1,370,000:
  - \$50,000: Valve Replacement
  - \$425,000: North State Water Main, 11<sup>th</sup> to 13<sup>th</sup> - discussion phase only
  - \$500,000: Third St NE Water Main & Services to be paid for by bonding (debt) – Annual Debt Payment estimated at \$63,000 for ten years.
  - \$395,000: Well Rehab Project (All Wells 1 -5)

## **SUMMARY OF SEWER UTILITY FUND BUDGET INFORMATION**

- Three year rate tables with slight increases.
- All rate classes have reduced revenues due to consumption decreases.
- Utility is in year three of five year capital funding charges.
- Capital Outlay \$1,619,500:
  - \$450,000: Sewer Cleaning Truck Replacement
  - \$8,500: Bobcat – WWTP shared with Public Works
  - \$15,000: WWTP Blower #2 Rebuild
  - \$60,000: Rebuild Sludge (RAS) Pumps (4 @ \$15,000 each)
  - \$63,000: Replace Schaumkessel Lift Station Controls and SCADA Additions
  - **\$400,000: Sewer Lining for Inflow & Infiltration Reduction**
  - \$500,000: Third St NE Sanitary Sewer and Service Replacement to be paid for by bonding (debt) – Annual Debt Payment estimated at \$63,000 for ten years.
  - \$123,000: Replace SCADA Pump Controls at various Lift Stations

## **SUMMARY OF SURFACE WATER MANAGEMENT UTILITY FUND BUDGET INFORMATION**

- Utility is in year three of three year rate table increases (Council 2016).
- Current funding uses:
  - \$45,000: Leaf Vac Machine
  - Surface water retention improvements
  - I & I storm sewer repairs
  - MS4 Permit Requirements
  - Testing & Storm water pond solids inventory work

Attached to the budget resolution you will find summary budget information relating to the revenue categories and department expenditures for the General Fund and Utility Budgets.

## **STAFF RECOMMENDATION:**

Staff recommends adoption of the following resolutions

- 1) Resolution #18-80: A Resolution of the Waseca City Council Adopting the 2019 Annual City Budget.
- 2) Resolution #18-81: A Resolution of the Waseca City Council Adopting the Final 2018 City of Waseca Tax Levy Collectible in 2019
- 3) Resolution #18-84: A Resolution of the Waseca City Council Setting Electric Utility Rates for 2019
- 4) Resolution #18-85: A Resolution of the Waseca City Council Setting Water Utility Rates for 2019-2021
- 5) Resolution #18-86: A Resolution of the Waseca City Council Setting Sanitary Sewer Utility Rates for 2019-2021

**RESOLUTION NO. 18-80**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
ADOPTING THE 2019 ANNUAL CITY BUDGET**

**WHEREAS**, the City Council of the City of Waseca has reviewed the proposed annual governmental and enterprise budgets, as submitted by the City Manager; and

**WHEREAS**, the City Council has reviewed said proposed governmental and enterprise budgets to provide for all necessary governmental services.

**NOW, THEREFORE, BE IT RESOLVED** the annual budget of the City of Waseca for the fiscal year beginning January 1, 2019, which has been submitted by the City Manager, is hereby adopted, the totals of said budget and the major divisions are summarized as set forth in the exhibit which is attached hereto and incorporated herein by reference.

Adopted this 18<sup>th</sup> day of December, 2018.

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R. D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

GENERAL  
BUDGET SUMMARY  
Revenues and Expenditures

		2018					
Description		2016	2017	YTD as of	2018	2019	PERCENT
		ACTUAL	ACTUAL	10/31/2018	BUDGET	BUDGET	CHANGE
Revenues							
101-31010-0000	Property Taxes	\$ 3,094,344	\$ 3,264,397	\$ 1,663,775	3,675,010	\$ 3,877,136	5.5%
101-31016-0000	Unallotment Special Levy	45	409	29	-	-	0.0%
101-31011-0000	PERA Special Levy	22	162	12	-	-	0.0%
101-31012-0000	Tax Abatement Special Levy	597	521	25	-	-	0.0%
101-31013-0000	Market Value Credit	229	-	-	-	-	0.0%
101-31015-0000	Debt Levies	180,834	181,104	299,996	670,481	558,169	-16.8%
	Debt Levy MV Water Park Bond	163,525	164,525	-	-	105,600	100.0%
101-31030-0000	Mobile Home Tax	4,276	4,005	1,008	4,000	4,000	0.0%
101-31410-0000	Lodging Tax - Hotel/Motel	23,945	29,820	20,882	25,000	27,000	8.0%
101-31810-0000	Gas Utility Franchise Fee	97,321	97,197	47,824	100,000	97,000	-3.0%
101-31820-0000	Cable Television	122,115	119,006	89,202	125,000	120,000	-4.0%
101-32110-0000	Licenses - Liquor	29,642	34,278	39,459	27,000	37,000	37.0%
101-32180-0000	Licenses - Other	3,890	3,480	3,535	4,000	3,500	-12.5%
101-32190-0000	Licenses - Rental Housing	11,050	33,660	8,720	22,500	22,500	0.0%
101-32210-0000	Building Permits	99,953	165,702	136,888	170,500	171,000	0.3%
101-32240-0000	Animal Licensing	1,315	1,110	940	1,700	1,250	-26.5%
101-32260-0000	Permits and Fees - Other	5,389	4,008	5,443	8,000	6,500	-18.8%
101-32270-0000	Excavation Permits	5,736	4,633	5,643	7,000	7,000	0.0%
101-32280-0000	Building Permit Surcharge	145	485	1,504	1,500	1,500	0.0%
101-33100-0000	Federal Grant - Police	488	-	-	2,000	-	-100.0%
101-33140-0000	Federal Grant Funding	-	-	-	2,000	-	-100.0%
101-33401-0000	Local Government Aid	2,689,060	2,695,662	1,393,028	2,786,056	2,792,843	0.2%
101-33421-0000	Insurance Prem. Tax - Police	103,360	133,657	133,401	120,000	133,000	10.8%
101-33423-0000	State Grant	-	12,572	11,082	-	-	0.0%
101-33425-0000	State Grant Aid	14,976	11,446	6,639	12,000	11,000	-8.3%
101-33426-0000	State Grant - Police Grant	4,065	-	-	-	-	0.0%
101-33428-0000	State Grant - Disabled Officer	3,853	3,529	-	3,500	3,500	0.0%
101-33430-0000	PERA State Aid	9,455	9,455	4,728	9,455	9,455	0.0%
101-33610-0000	County Grant And Aid - Hwys	35,927	29,385	-	25,000	30,000	20.0%
101-33630-0000	County Miscellaneous Payments	1,283	8,465	1,250	4,000	3,000	-25.0%
101-33640-0000	Revenue from School District	67,301	71,128	-	67,000	85,000	26.9%
101-33641-0000	TLCF Revenue from School Dist	-	-	-	-	10,000	100.0%
101-34200-0000	Animal Impound Fees	805	1,190	975	1,500	1,000	-33.3%
101-34204-0000	Rental Housing/Crim Hist Check	7,125	5,955	6,375	8,000	8,000	0.0%
101-34305-0000	Extinguisher Sales Account	934	668	1,850	700	700	0.0%
101-34710-0000	Water Park Passes - Resident	8,103	8,581	7,345	17,000	8,000	-52.9%
101-34711-0000	Water Park Passes - Nonresiden	3,825	2,442	2,522	3,000	2,500	-16.7%
101-34712-0000	Water Park Daily Admissions	73,965	68,324	74,411	76,500	76,500	0.0%
101-34713-0000	Water Park Evening Admissions	-	-	4,342	-	4,000	100.0%
101-34714-0000	Water Park Annual Passes	14,046	16,810	22,065	17,000	22,000	29.4%
101-34715-0000	Water Park Lessons	-	-	154	4,000	-	-100.0%
101-34716-0000	WP - Aquasize & Lap Charges	2,582	2,682	4,216	2,700	4,200	55.6%
101-34717-0000	Water Park Concessions	43,664	39,957	38,473	47,000	47,000	0.0%
101-34718-0000	WP Pool Rental/Bdays/Events	10,445	8,613	5,396	9,000	9,000	0.0%
101-34730-0000	Lifeguard Certification	280	1,850	2,070	1,000	2,000	100.0%
101-34740-0000	TLCF Concessions	-	-	531	-	21,900	100.0%
101-34780-0000	Park Dedication Fee	(9,964)	-	-	-	-	0.0%
101-34785-0000	Park User Fees	5,846	4,891	5,107	6,500	6,000	-7.7%
101-34790-0000	Public Safety Ctr Community Rm	19	178	-	1,000	200	-80.0%
101-34800-0000	Code Enforcement Charges	550	1,540	1,255	3,000	1,500	-50.0%
101-34980-0000	Other Service Charges	1,236	1,242	720	6,000	1,000	-83.3%
101-34985-0000	Service Charge - Fire Response	1,650	300	10,500	11,000	15,000	36.4%
101-34990-0000	Administrative Charges	1,716	4,655	6,235	4,000	7,500	87.5%
101-35101-0000	Court Fines	15,413	10,135	12,126	22,500	22,500	0.0%
101-36210-0000	Interest Earnings	58,098	6,500	163,481	40,000	40,000	0.0%
101-36216-0000	Investment Income	(16,879)	32,496	51,469	19,143	30,000	56.7%
101-36219-0000	Rents - Property	30,750	26,350	24,000	30,000	27,500	-8.3%
101-36221-0000	Rents - Other	40,800	40,800	20,400	40,800	40,800	0.0%
101-36230-0000	Contributions - Charitable	62,454	3,043	9,333	10,000	10,000	0.0%

GENERAL  
BUDGET SUMMARY  
Revenues and Expenditures

Description		2016	2017	2018	2018	2019	PERCENT
		ACTUAL	ACTUAL	YTD as of 10/31/2018	BUDGET	BUDGET	CHANGE
<b>Revenues</b>							
101-36235-0000	Misc. Revenue - Fire Dis	32,013	46,616	22,556	35,000	60,000	71.4%
101-36236-0000	Misc. Revenue - Vending	833	913	887	1,000	1,000	0.0%
101-36240-0000	Assessment Searches	6,615	6,704	4,250	6,000	6,000	0.0%
101-36243-0000	SCDIU Reimbursement - Police	-	-	-	50,000	50,000	0.0%
101-36244-0000	Misc Refund/Reimbursements	2,127	11,627	861	8,000	1,300	-83.8%
101-36245-0000	POST Reimbursement-State of Mi	-	5,087	15,312	2,000	5,000	150.0%
101-36250-0000	Miscellaneous Revenue	2,234	5,030	2,673	4,000	4,000	0.0%
101-39202-0000	Transfer - Electric Fund	285,000	285,000	213,750	285,000	285,000	0.0%
101-39203-0000	Transfer - Sanitary Sewer	116,468	116,468	87,351	116,468	116,468	0.0%
101-39204-0000	Transfer - Storm Water	6,400	6,400	4,800	6,400	6,400	0.0%
101-39208-0000	Transfer - Water Fund	27,250	27,250	20,438	27,250	27,250	0.0%
101-39209-0000	Transfer - Electric Fund Admin	143,000	143,000	107,250	143,000	143,000	0.0%
101-39210-0000	Transfer - Capital Improvement	38,905	-	-	-	-	0.0%
101-39218-0000	Transfer - Closing Fund	1,669	54,341	-	-	-	0.0%
101-39999-0000	Appropriated Fund Balance	-	-	-	101,604	-	-100.0%
<b>Total Revenues</b>		<b>\$ 7,794,118</b>	<b>\$ 8,081,439</b>	<b>\$ 4,830,492</b>	<b>\$ 9,039,767</b>	<b>\$ 9,231,171</b>	<b>2.1%</b>
<b>Expenditures</b>							
101-41110-0000	Legislative	\$ 214,130	\$ 159,884	\$ 136,039	\$ 152,785	\$ 198,135	29.7%
101-41320-0000	Administration	281,761	311,642	221,250	313,783	351,450	12.0%
101-41410-0000	Elections	12,447	6,721	5,837	22,000	-	-100.0%
101-41500-0000	Finance	346,079	355,073	304,390	356,568	375,512	5.3%
101-41600-0000	Law	99,516	106,737	74,701	105,000	105,000	0.0%
101-41920-0000	Information Technology	119,482	151,059	104,443	148,000	153,000	3.4%
101-41940-0000	City Hall Building & Grounds	128,131	105,140	88,738	146,742	147,742	0.7%
101-41950-0000	Community Development	203,921	251,406	193,704	275,788	275,978	0.1%
101-42100-0000	Police	1,762,859	1,840,310	1,689,855	2,041,157	2,200,765	7.8%
101-42150-0000	Community Service	34,913	30,088	20,664	33,729	33,729	0.0%
101-42200-0000	Fire	453,459	484,244	471,966	538,174	547,618	1.8%
101-42300-0000	Civil Defense Operations	4,332	5,901	3,488	5,000	5,000	0.0%
101-42400-0000	Building and Code Compliance	236,174	254,104	209,401	257,968	281,151	9.0%
101-43000-0000	Engineering	361,001	368,000	293,123	439,563	487,414	10.9%
101-43100-0000	Street Maintenance	620,721	644,241	554,292	754,687	834,499	10.6%
101-43125-0000	Snow Removal	137,287	136,622	211,954	222,686	232,060	4.2%
101-43160-0000	Street Lighting	99,368	102,255	33,580	106,680	-	-100.0%
101-43170-0000	Traffic Signs & Markings	36,901	36,581	57,895	58,100	48,828	-16.0%
101-43220-0000	Street Cleaning	52,080	53,745	33,478	54,824	56,772	3.6%
101-45100-0000	Recreation	100,000	100,000	94,200	100,000	128,439	28.4%
101-45130-0000	Waterpark Operations	254,211	246,198	246,204	250,170	247,312	-1.1%
101-45200-0000	Park Maintenance	520,219	567,459	489,861	593,478	598,792	0.9%
101-45500-0000	Waseca Lesueur Regional Librar	31,607	33,670	22,714	43,800	34,800	-20.5%
101-45600-0000	Transportation	20,400	20,400	10,200	20,400	-	-100.0%
101-49210-0000	Non Departmental General Expen	7,716	7,322	13,875	21,000	-	-100.0%
101-49220-0000	Insurance	(1,558)	(458)	201	35,541	-	-100.0%
101-49244-0000	Flexible Benefit Plan	1,682	1,707	1,847	2,000	-	-100.0%
101-49300-0000	Transfer - 2014 B Refunding	163,525	164,525	-	-	-	0.0%
	Transfers	1,480,623	1,503,017	1,354,547	1,940,143	1,887,176	-2.7%
<b>Total Expenditures</b>		<b>\$ 7,782,987</b>	<b>\$ 8,047,591</b>	<b>\$ 6,942,447</b>	<b>\$ 9,039,766</b>	<b>\$ 9,231,171</b>	<b>2.1%</b>
<b>Total inc./(dec.) in fund balance</b>		<b>11,131</b>	<b>33,848</b>	<b>(2,111,955)</b>	<b>1</b>	<b>(0)</b>	



## 2019 Electric Utility Budget

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2019 BUDGET
<b>Revenue</b>				
Charges for Services	\$ 7,156,299	\$ 7,011,384	\$ 6,902,671	\$ 7,033,930
Miscellaneous Revenue	64,430	91,456	40,000	45,000
<b>Total Revenues</b>	<b>\$ 7,220,729</b>	<b>\$ 7,102,840</b>	<b>\$ 6,942,671</b>	<b>\$ 7,078,930</b>
<b>Expenditure</b>				
Personnel	\$ 585,603	\$ 671,000	\$ 743,378	\$ 677,337
Supplies	207,365	245,673	251,750	235,450
Services & Charges	5,183,076	5,239,975	5,157,914	5,192,264
Charges	73,279	76,062	74,100	64,600
Capital Outlay	331,346	286,253	798,000	755,000
Debt Service	1,116	1,797	2,500	2,000
Transfers	428,000	428,000	428,000	428,000
<b>Total Expenditures</b>	<b>\$ 6,809,785</b>	<b>\$ 6,948,760</b>	<b>\$ 7,455,642</b>	<b>\$ 7,354,651</b>
<b>Net Increase (Decrease)</b>	<b>\$ 410,944</b>	<b>\$ 154,080</b>	<b>\$ (512,971)</b>	<b>\$ (275,721)</b>
<b>Fund Balance</b>	<b>\$ 2,451,998</b>	<b>\$ 2,775,391</b>	<b>\$ 2,482,420</b>	<b>\$ 2,206,699</b>
<b>Target Fund Balance</b>				1,992,413
<b>Note: 2018 expenses will be less than budget shows - moved Bucket truck to 2019</b>				
<b>This is reflected in estimated fund balance for year end 2018</b>				

## 2019 Water Utility Budget

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2019 BUDGET
<b>Revenue</b>				
Charges for Services	\$ 1,179,948	\$ 1,621,474	\$ 1,387,633	\$ 2,071,699
Miscellaneous Revenue	31,710	26,223	37,000	33,883
<b>Total Revenues</b>	<b>1,211,658</b>	<b>1,647,697</b>	<b>1,424,633</b>	<b>2,105,582</b>
<b>Expenditure</b>				
Personnel	\$ 297,838	\$ 346,611	\$ 375,185	\$ 396,290
Supplies	119,912	90,890	164,250	157,750
Services & Charges	158,087	161,609	207,850	184,050
Charges	48,293	62,578	109,600	66,500
Capital Outlay	206,340	1,217,930	410,000	1,370,000
Debt Service	119,495	115,437	5,679	113,034
Transfers	357,198	27,250	27,250	27,250
<b>Total Expenditures</b>	<b>1,307,163</b>	<b>2,022,305</b>	<b>1,299,814</b>	<b>2,314,874</b>
<b>Net Increase (Decrease)</b>	<b>\$ (95,505)</b>	<b>\$ (374,608)</b>	<b>\$ 124,819</b>	<b>\$ (209,292)</b>
<b>Fund Balance</b>	<b>\$ 651,715</b>	<b>\$ 161,649</b>	<b>\$ 1,769,757</b>	<b>\$ 1,560,465</b>
<b>Target Fund Balance</b>				970,707
<b>NOTES:</b>				
2018 Budget does not include accounting for HWY 13 project, fund balance does reflect this				
2019 includes \$500,000 bond issue for Third ST NE Project				

## 2019 Sewer Utility Budget

	2016	2017	2018	2019
	ACTUAL	ACTUAL	BUDGET	BUDGET
<b>Revenue</b>				
Charges for Services	\$ 2,187,599	\$ 2,359,875	\$ 2,266,250	\$ 2,388,738
Miscellaneous Revenue	26,527	16,643	27,653	27,600
Transfers In	181,445	530,594	181,392	687,119
<b>Total Revenues</b>	<b>2,395,571</b>	<b>2,907,112</b>	<b>2,475,295</b>	<b>3,103,457</b>
<b>Expenditure</b>				
Personnel	\$ 464,697	\$ 591,191	\$ 656,622	\$ 693,671
Supplies	161,931	141,564	172,336	174,650
Services & Charges	340,798	304,237	338,205	396,905
Charges	108,863	129,328	106,000	95,300
Capital Outlay	439,812	2,874,759	1,003,000	1,619,500
Debt Service	945,475	677,832	693,960	849,724
Transfers	495,217	116,468	116,468	116,468
<b>Total Expenditures</b>	<b>2,956,793</b>	<b>4,835,379</b>	<b>3,086,591</b>	<b>3,946,218</b>
<b>Net Increase (Decrease)</b>	<b>\$ (561,222)</b>	<b>\$(1,928,267)</b>	<b>\$ (611,296)</b>	<b>\$ (842,761)</b>
<b>Fund Balance</b>	<b>\$2,217,368</b>	<b>\$426,393</b>	<b>\$2,629,149</b>	<b>\$1,786,388</b>
Target Fund Balance				1,987,056
NOTES:				
2018 Budget does not include accounting for HWY 13 project, fund balance does reflect this				
2019 includes \$500,000 bond issue for Third ST NE Project				

## 2019 Surface Water Utility Budget

	2016	2017	2018	2019
	ACTUAL	ACTUAL	BUDGET	BUDGET
<b>Revenue</b>				
Charges for Services	\$ 92,132	\$ 133,218	\$ 159,413	\$ 217,740
Miscellaneous Revenue	278,578	25,508	23,916	31,832
<b>Total Revenues</b>	<b>370,710</b>	<b>158,726</b>	<b>183,329</b>	<b>249,572</b>
<b>Expenditure</b>				
Personnel	\$ 138,729	\$ 74,438	\$ 56,703	\$ 60,453
Supplies	3,938	8,057	11,500	11,500
Services & Charges	92,473	6,810	14,000	20,501
Charges	45,076	42,650	51,000	51,500
Capital Outlay	-	-	-	45,000
Transfers	6,400	6,400	70,400	6,400
<b>Total Expenditures</b>	<b>286,616</b>	<b>138,355</b>	<b>203,603</b>	<b>195,354</b>
<b>Net Increase (Decrease)</b>	<b>\$ 84,094</b>	<b>\$ 20,371</b>	<b>\$ (20,274)</b>	<b>\$ 54,218</b>
<b>Fund Balance</b>	<b>\$1,850</b>	<b>\$129,782</b>	<b>\$109,508</b>	<b>\$117,817</b>
Target Fund Balance				\$ 114,966
NOTES:				
2019 Capital Outlay is for Vac Con				

**RESOLUTION NO. 18-81**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
APPROVING THE CITY FINAL 2018 CITY OF WASECA  
TAX LEVY COLLECTIBLE IN 2019**

**WHEREAS**, the City of Waseca, State of Minnesota, requires Property Tax to provide needed and necessary services to the citizens of the City of Waseca; and

**WHEREAS**, the preliminary tax levy was adopted September 18, 2018 by the Waseca City Council; and

**WHEREAS**, the City Council has reviewed budget requests from various departments of the City and has made a determination of the Property Tax required to support city operations for the Calendar Year 2019; and

**WHEREAS**, State law requires adoption of the 2019 final City of Waseca tax levy by December 28, 2018.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca, Waseca County, Minnesota, that the following sums of money are proposed to be levied for the current year, collectible in 2019 upon the taxable property in said City of Waseca for the following purposes:

**Distributed Based on Tax Capacity**

General Fund & Tax Abatement	\$ 3,877,136
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**Debt Service Levy**

Wastewater Public Facilities	
Authority (PFA) loan	187,119
7 <sup>th</sup> Avenue Bonds	152,225
Public Safety Building Bonds	149,350
Northeast Park	69,475

**Distributed Based on Market Value (Passed Through Referendum)**

Water Park	105,600
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<b>Total City Levy</b>	<b><u>\$ 4,540,905</u></b>
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**BE IT FURTHER RESOLVED** that the Records Secretary is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Waseca County, Minnesota, as required by law.

Adopted this 18<sup>th</sup> day of December, 2018.

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R.D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

**RESOLUTION NO. 18-84**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
SETTING ELECTRIC UTILITY RATES FOR 2019**

**WHEREAS**, the Waseca City Council establishes Electric Utility rates by resolution; and

**WHEREAS**, 2019 wholesale power costs to the City have declined; and

**WHEREAS**, The City of Waseca has established that the Electric Utility will be operated in a financially responsible manner, maintaining a balanced budget and sufficient working capital reserves.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca that the Electric Utility rates shall be amended as set forth in Attachment A, which is attached hereto and incorporated herein by reference.

This resolution shall become effective upon its passage without publication. The Attachment A rate structure will be implemented effective with all electric invoices payable and due on April 15, 2019.

Adopted this 18<sup>th</sup> day of December, 2018.

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R.D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

**City of Waseca Electric Rates  
Current and 2019 Proposed**

**Attachment A**

Electric rates effective with bill due April 15, 2019 (consumption from mid-February to mid-March).

*Past increases: 1-94 (2.5%), 11-01 (5%), 2-06 (16%), 4-07 (5%), 3-08 (5.71%), 3-09 (5.5%), 2-10 (2.6%), 4-17 (2%)*

**RESIDENTIAL ELECTRIC, ELECTRIC HEAT**

	<b><u>CURRENT</u></b>	<b><u>2019</u></b>
Customer charge per month	\$8.50	\$8.50
Consumption for October through May: (Bill Due 11-15 to 6-15)	\$0.112	\$0.110
Consumption for June through September: (Bill Due 7-15 to 10-15)	\$0.124	\$0.124

**COMMERCIAL GENERAL SERVICE - < 50 kW**

Customer charge per month	\$16.89	\$16.89
Consumption for October through May: (Bill Due 11-15 to 6-15)	\$0.123	\$0.119
Consumption for June through September: (Bill Due 7-15 to 10-15)	\$0.124	\$0.124

**MID-COMMERCIAL POWER SERVICE - 50 kW to 150 kW**

Customer charge per month	\$22.09	\$22.09
Consumption for October through May: (Bill Due 11-15 to 6-15)	\$0.069	\$0.068
Consumption for June through September: (Bill Due 7-15 to 10-15)	\$0.070	\$0.070
Demand Charge per kW	\$12.36	\$12.15

**LARGE COMMERCIAL POWER SERVICE - > 150 kW**

Customer charge per month	\$46.77	\$46.77
Consumption for October through May: (Bill Due 11-15 to 6-15)	\$0.061	\$0.060
Consumption for June through September: (Bill Due 7-15 to 10-15)	\$0.062	\$0.062
Demand Charge per kW	\$13.31	\$13.10

**CITY BLDGS. PARK LGHTNG**

Customer charge per month	\$8.50	\$8.50
Consumption for January through December: (Bill Due All Months)	\$0.108	\$0.108

**COLONY COURT SPECIAL HEAT RATE - CLOSED**

Customer charge per month	\$16.89	\$16.89
Electric Heat for December through May: (Bill Due 12-15 to 5-15)	\$0.074	\$0.074
Partial Electric Heat for Dec. through May: (Bill Due 12-15 to 5-15)	\$0.103	\$0.103
Billed Commercial General service rate on bills due 6-15 to 11-15		

**SECURITY LIGHT RENTALS**

150-175 Watt	\$12.37	\$12.25
250 Watt	\$18.55	\$18.35
400 Watt	\$27.22	\$26.95
1,000 Watt	\$42.69	\$42.25

**LOAD CONTROL CREDIT** (Shall not exceed monthly electric billed amount)

Appears on bills due 6-15, 7-15, 8-15, & 9-15:		
Residential Air conditioner	\$8.00	\$8.00
Commercial Air conditioner - One A/C	\$20.00	\$20.00
Commercial Air conditioner - Two or more A/C	\$28.00	\$28.00
Appears on bills year round:		
Residential & Commercial water heater	\$4.00	\$4.00

**STREET LIGHT CUSTOMER CHARGE**

All customer classes	\$3.60	\$3.60
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Notes: Only highlighted rates reflect a change in 2019.

**RESOLUTION NO. 18-85**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
SETTING WATER UTILITY RATES FOR 2019-2021**

**WHEREAS**, the Waseca City Council establishes Water Utility rates and charges by resolution; and

**WHEREAS**, Water Utility Customer Base Charges and Usage Charges for 2019, 2020, and 2021 will increase; and

**WHEREAS**, The City of Waseca has established that the Water Utility will be operated in a financially responsible manner, maintaining a balanced budget and sufficient working capital reserves.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca that the Water Utility rates shall be amended as set forth in Attachment A, which is attached hereto and incorporated herein by reference.

This resolution shall become effective upon its passage without publication. Attachment A will be implemented each year effective with all utility invoices payable and due on April 15 of 2019, 2020, and 2021

Adopted this 18<sup>th</sup> day of December, 2018.

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R.D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

City of Waseca Water Rate Structure				Attachment A
Current & Three Year Proposed				
Residential and Non-residential Customer Charges				
Meter Size	Current	Proposed 2019	Proposed 2020	Proposed 2021
<1"	\$ 8.85	\$ 8.98	\$ 9.12	\$ 9.25
1"	\$ 12.50	\$ 12.69	\$ 12.88	\$ 13.07
1.5"	\$ 25.00	\$ 25.38	\$ 25.76	\$ 26.14
2", 2"TC	\$ 37.50	\$ 38.06	\$ 38.63	\$ 39.21
3", 3"TC	\$ 68.75	\$ 69.78	\$ 70.83	\$ 71.89
4"	\$ 118.75	\$ 120.53	\$ 122.34	\$ 124.17
6"	\$ 234.40	\$ 237.92	\$ 241.48	\$ 245.11
8"	\$ 421.25	\$ 427.57	\$ 433.98	\$ 440.49
10"	\$ 546.85	\$ 555.05	\$ 563.38	\$ 571.83
Residential Consumption Charges				
0-8 units	\$ 1.56	\$ 1.58	\$ 1.60	\$ 1.62
9-17 units	\$ 1.64	\$ 1.66	\$ 1.68	\$ 1.70
> 17 units	\$ 1.72	\$ 1.74	\$ 1.76	\$ 1.79
Non-Residential Consumption Charges				
per unit (100 cu ft)	\$ 1.59	\$ 1.63	\$ 1.68	\$ 1.73
Non-Residential Sprinkler Consumption Charges				
per unit (100 cu ft)	\$ 1.72	\$ 1.74	\$ 1.76	\$ 1.79
Water Sales Station				
per 200 gallons	\$ 1.50	\$ 1.54	\$ 1.57	\$ 1.61
Water Access Charge (WAC)				
Small (5/8" - 1")	\$ 1,240.00	\$ 1,240.00	\$ 1,240.00	\$ 1,240.00
Medium (1.5" - 4")	\$ 3,560.00	\$ 3,560.00	\$ 3,560.00	\$ 3,560.00
Large (6" - 10")	\$ 8,105.00	\$ 8,105.00	\$ 8,105.00	\$ 8,105.00
Vegetable Company Industrial Usage Standby Water Fee				
per month	\$ 1,240.00	\$ 1,240.00	\$ 1,240.00	\$ 1,240.00
Notes:				
a. New rates begin on bill due April 15 of each year (consumption from mid-February to mid-March).				
b. Downsizing of a customer account meter will be determined by staff based on past practice.				
c. All meters must be obtained from the water utility				
d. Meter replacement charges will apply based on the most recent meter prices				
e. 1 unit = 100cu ft = 748 gallons				

**RESOLUTION NO. 18-86**  
**A RESOLUTION OF THE WASECA CITY COUNCIL**  
**SETTING SANITARY SEWER UTILITY RATES**  
**FOR 2019-2021**

**WHEREAS**, the Waseca City Council establishes Sanitary Sewer Utility rates and charges by resolution; and

**WHEREAS**, Sanitary Sewer Utility Customer Base Charges and Usage Charges for 2019, 2020, and 2021 will increase; and

**WHEREAS**, The City of Waseca has established that the Sanitary Sewer Utility will be operated in a financially responsible manner, maintaining a balanced budget and sufficient working capital reserves.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca that the Sanitary Sewer Utility rates shall be amended as set forth in Attachment A, which is attached hereto and incorporated herein by reference.

This resolution shall become effective upon its passage without publication. Attachment A will be implemented each year effective with all utility invoices payable and due on April 15 of 2019, 2020, and 2021

Adopted this 18<sup>th</sup> day of December, 2018.

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R.D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER



City of Waseca Sanitary Sewer Rate Structure				Attachment A
Current & Three Year Proposed				
<b>Residential and Non-residential Customer Charges</b>				
<u>Meter Size</u>	<u>Current</u>	<u>Proposed 2019</u>	<u>Proposed 2020</u>	<u>Proposed 2021</u>
<1"	\$ 14.46	\$ 14.96	\$ 15.26	\$ 15.46
1"	\$ 17.00	\$ 17.59	\$ 17.94	\$ 18.17
1.5"	\$ 68.00	\$ 70.35	\$ 71.75	\$ 72.69
2", 2"TC	\$ 75.00	\$ 77.59	\$ 79.14	\$ 80.17
3", 3"TC	\$ 95.00	\$ 98.28	\$ 100.24	\$ 101.55
4"	\$ 105.00	\$ 108.62	\$ 110.79	\$ 112.24
6"	\$ 271.00	\$ 280.37	\$ 285.96	\$ 289.67
8"	\$ 487.00	\$ 503.80	\$ 513.88	\$ 520.56
10"	\$ 632.00	\$ 653.80	\$ 666.88	\$ 675.55
	\$ 1,764.46			\$ 1,886.06
<b>Residential and Non-residential Consumption Charges</b>				
per unit (100 cu ft)	\$ 4.04	\$ 4.08	\$ 4.12	\$ 4.15
<b>Sewer Access Charge (SAC)</b>				
Small (5/8" - 1")	\$ 1,090.00	\$ 1,090.00	\$ 1,090.00	\$ 1,090.00
Medium (1.5" - 4")	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00
Large (6" - 10")	\$ 4,600.00	\$ 4,600.00	\$ 4,600.00	\$ 4,600.00
<b>Sewer Strength Surcharges</b>				
CBOD <sub>5</sub> > 300 mg/l (per lb.)	\$ 0.71	\$ 0.72	\$ 0.73	\$ 0.74
T.S.S. > 300 mg/l (per lb.)	\$ 0.71	\$ 0.72	\$ 0.73	\$ 0.74
Phosphorus > 8 mg/l (per lb.)	\$ 2.37	\$ 2.40	\$ 2.43	\$ 2.45
Notes:				
a. New rates begin on bill due April 15 of each year (consumption from mid-February to mid-March).				
b. Residential sewer charge				
*for bills due Jan 15 - May 15: based on actual water meter reading				
*for bills due June 15 - Dec 15: based on 5 month ave of winter water usage or actual, whichever is less				
Winter water usage = usage from mid-Nov through mid-April (bills due 1-15 through 5-15)				
c. Commercial sewer charge				
*year round - based on actual water meter reading with policy approved exceptions				
d. 1 unit = 100cu ft = 748 gallons				

<b>Title:</b>	RESOLUTION 18-87: A RESOLUTION ADOPTING THE FINAL 2019 CITY OF WASECA ECONOMIC DEVELOPMENT AUTHORITY TAX LEVY COLLECTIBLE IN 2019		
<b>Meeting Date:</b>	December 18, 2018	<b>Agenda Item Number:</b>	5B
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution 18-87
<b>Originating Department:</b>	Finance	<b>Presented By:</b>	Finance Director
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to adopt Resolution 18-87 adopting the Final 2019 City of Waseca Economic Development Authority Tax Levy Collectible in 2019		
<b>How does this item pertain to Vision 2030 goals?</b>	<ul style="list-style-type: none"> <li>• Good Governance</li> <li>• Expanding and Leverage Economic Development Initiative</li> </ul>		

**BACKGROUND:** The City of Waseca Economic Development Authority (EDA) met and prepared their 2019 budget. Based on the projected expenditure needs in the budget, the EDA requests the 2019 tax levy in the amount of \$82,452. The EDA proposes no change from the preliminary levy set in September.

Under state statute the EDA's maximum allowable levy is 0.01813% of the City's total taxable market value. Since there was a slight increase in the taxable market value for the City in 2018, and the EDA levy calculation is based on the previous year's taxable market value, the maximum allowable tax levy for the EDA increased by \$2,365 from the 2018 adopted levy.

**BUDGET IMPACT:** The EDA budget has been reviewed along with this levy as a revenue source.

**RECOMMENDATION:** Staff recommends adoption of Resolution 18-87: A Resolution Adopting the 2019 City of Waseca Economic Development Authority Tax Levy.

**RESOLUTION NO. 18-87**  
**A RESOLUTION OF THE WASECA CITY COUNCIL**  
**APPROVING THE FINAL CITY OF WASECA ECONOMIC**  
**DEVELOPMENT AUTHORITY TAX LEVY**  
**COLLECTIBLE IN 2019**

**WHEREAS**, the City of Waseca Economic Development Authority, State of Minnesota, requires Property Tax to provide needed and necessary services to the citizens of the City of Waseca; and

**WHEREAS**, the preliminary tax levy was adopted September 18, 2018 by the Waseca City Council; and

**WHEREAS**, the City Council has reviewed budget requests from the EDA and has made a determination of the Property Tax required to support EDA operations for the Calendar Year 2019; and

**WHEREAS**, State law requires adoption of the 2019 final City of Waseca tax levy by December 28, 2018.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca, Waseca County, Minnesota, that the following sum of money is proposed to be levied for the current year, collectible in 2019 upon the taxable property in said City of Waseca for the following purposes:

<b>Economic Development Authority Levy</b>	<b><u>\$ 82,452</u></b>
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**BE IT FURTHER RESOLVED** that the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Waseca County, Minnesota, as required by law.

Adopted this 18<sup>th</sup> day of December, 2018.

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R. D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

<b>Title:</b>	Inflow & Infiltration (I&I) Reduction Plan to Comply with the MPCA Schedule of Compliance (SOC)		
<b>Meeting Date:</b>	December 18, 2018	<b>Agenda Item Number:</b>	5C
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Attached
<b>Originating Department:</b>	Wastewater Utility	<b>Presented By:</b>	Utilities Director
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b>  Council approval of Resolution 18-79 with Appendix One		
<b>How does this item pertain to Vision 2030 goals?</b>	The goal of the I&I Reduction Plan is to reduce and minimize all wastewater collection system release pumping. As the City accomplishes this goal, community infrastructure will be improved, allowing for expansion and leverage of economic development initiatives, as well as improving reliability of the collection system to receive and transport all wastewater to the WWTP for permit compliance.		

**BACKGROUND:** The City of Waseca has executed a Schedule of Compliance (SOC) agreement with the Minnesota Pollution Control Agency (MPCA) to “reduce and minimize” wastewater releases from the sanitary sewer collection system. The purpose of attached Resolution 18-79 with Appendix One is to comply with the SOC by submission of the City’s I&I Reduction Plan to the MPCA by December 31, 20189.

**BUDGET IMPACT:** Wastewater capital improvement projects are pre-approved through the adoption of the budget by the City Council.

**POLICY QUESTION:** Adoption of Resolution 18-79 will comply with the SOC.

**RECOMMENDATION:** Council approval of Resolution 18-79 with Appendix One

## APPENDIX ONE

### CITY OF WASECA SCHEDULE OF COMPLIANCE I&I REDUCTION PLAN

#### Minimum Five (5) Year Plan for Simultaneous Implementation of Phases

1. **Phase One: Sewer System Evaluation Survey Program (SSES)**
  - a. Focused sanitary sewer flow monitoring south of Eleventh Avenue NW/NE to determine localized high flow “hot spots”
  - b. Further evaluation of “hot spots” using dye testing, manhole inspections, and/or closed circuit TV (CCTV) as appropriate
  - c. Collection system modeling based on pipe sizes, base flows, and peak flows, as determined after flow monitoring
  - d. Identification of prioritized “hot spots” , system deficiencies, and engineering cost estimates
  - e. Annual update report to the City Council and public of all program phases
  - f. Authorize preparation of Facilities Plan and apply for financial assistance
  - g. Develop & distribute a public outreach best practices tool kit for I&I reduction
  
2. **Phase Two: City Infrastructure Improvements** (prioritized based on funding & evidence based investigation)
  - a. Repair broken pipes identified during smoke testing conducted during October 2018 (with dye testing as appropriate)
  - b. Inventory & replace manhole covers that have drain holes with sealed covers
  - c. Inventory & replace manhole covers in areas subject to flooding with water tight covers
  - d. Inventory & raise manhole structures in surface water ponding areas
  - e. Install drain tile behind curbs for private property discharge of clean water when City streets are reconstructed
  - f. City sanitary sewer pipe lining as identified during the SSES program phase
  - g. City sanitary pipe and City storm water/surface water pipe replacement when City streets are reconstructed
  - h. Inspect/line/replace City owned building sanitary sewer laterals
  - i. Identify and eliminate City property contributions to I&I sources
  - j. Review & revise existing maintenance and operations best practices

## **CITY OF WASECA SCHEDULE OF COMPLIANCE I&I REDUCTION PLAN**

### **Minimum Five (5) Year Plan for Simultaneous Implementation of Phases**

3. **Phase Three: Private Property Improvements** (prioritized based on funding and evidence based investigation)
  - a. City inspection of sump pump connections through a City Council Resolution
  - b. City televising inspection of sanitary service laterals through a City Council Resolution
  - c. Repair broken pipes, such as clean out covers, identified during October 2018 smoke testing
  - d. Review & revision of City Codes and Council Policies to enforce prohibition of clean water discharges to the City's sanitary sewer system. The end goal is to require disconnection of all clean water inflow sources and elimination of sanitary service lateral infiltration as identified during the SSES program phase.
  - e. Develop and implement an I&I reduction demonstration project

**CITY OF WASECA, MINNESOTA  
CITY COUNCIL RESOLUTION 18-79**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WASECA, MINNESOTA, AUTHORIZING APPROVAL OF THE ATTACHED INFLOW AND INFILTRATION (I&I) REDUCTION PLAN (APPENDIX ONE) IN COMPLIANCE WITH THE MINNESOTA POLLUTION CONTROL AGENCY (MPCA) SCHEDULE OF COMPLIANCE (SOC) IN THE MATTER OF THE CITY OF WASECA WASTEWATER SYSTEM:

**WHEREAS,** on or about March 15, 2018, the Minnesota Pollution Control Agency (“MPCA” or “Agency”) commenced an enforcement action against the City of Waseca, Minnesota (“City”) alleging, in part, that the City violated terms of its National Pollutant Discharge Elimination System (“NPDES”) Permit No.: MN0020796 and related state and federal regulations as a result of unauthorized releases/bypasses from the City’s wastewater collection system dated June 22, 2015; September 8, 2015; July 7, 2016; August 11 and 12, 2016; and September 21 and 22, 2016; and

**WHEREAS,** City Council Resolution Number 18-57 authorized the Mayor to execute and enter into a Schedule of Compliance (SOC) with the MPCA requiring the City to agree to certain conditions, including the submission of “its comprehensive plan (five-year minimum duration) to reduce inflow and infiltration in the collection system and minimize wastewater releases” (SOC Part 7.a.); and

**WHEREAS,** the City has a proven history of making significant financial investments and taking meaningful action to reduce inflow and infiltration (“I&I”) in its collection system, and will continue to do so where practical and affordable as provided in Appendix One; and

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:**

The City Council hereby authorizes and directs the Mayor to execute this resolution and hereby directs the City Manager to submit this resolution and Appendix One to the MPCA as compliance with Part 7.a. of the SOC, to be postmarked by December 31, 2018.

PASSED by the City Council of the City of Waseca on this 18th day of December, 2018.

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R.D. SRP  
MAYOR

ATTEST:

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MICHAEL ANDERSON  
ASSISTANT TO THE CITY MANAGER

<b>Title:</b>	Public Hearing: Ordinance 1069 – Tobacco Ordinance		
<b>Meeting Date:</b>	December 18, 2018	<b>Agenda Item Number:</b>	<b>5(D)</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Draft Ordinance Attorney Markup
<b>Originating Department:</b>	City Council	<b>Presented By:</b>	Lee Mattson – City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b>		
<b>How does this item pertain to Vision 2030 goals?</b>	Create a Vibrant Dynamic Community – This item fits within the community health and well-being component of the Healthy Community Checklist recommended in Vision 2030.		

**BACKGROUND:** The City Council has set a public hearing to take comment on a proposal to raise the age at which tobacco products may be purchased to 21.

**BUDGET IMPACT:** None.

**POLICY QUESTION:** Does the City wish to raise the legal age at which tobacco products (referred to as licensed products in the ordinance) may be purchased?

Regardless of the Council’s answer to this question, there are a number of actions that might be taken by the Council to improve the current ordinance without raising the purchase age. The City Attorney has submitted a number of proposed changes using language originally proposed by the American Lung Association. There are a large number of moving parts in the ordinance. To help the Council deal with this, the City Attorney is proposing that the Council make amendments to the base ordinance. There are seven basic amendments to the ordinance, some of which impact language in multiple places. The amendments are as follows:

- A. Include “Aerosol” in the definition to broaden the cost of electronic delivery devices that are regulated.
- B. Define “Licensed Products” to group all regulated products under one definition for ease of use in the ordinance.
- C. Indicates the license restrictions are grounds for denying issuance or renewal of a license.
- D. Change the legal age to buy tobacco products from 18 to 21.
- E. Lists requirements for a license holder when verifying the age of someone purchasing tobacco.
- F. Requires license holders to post notice of legal sales age and verification requirements.



- G. Removes the penalty for a person under the age of 18 who is in possession of tobacco or tobacco related products. – See footnote 2 for an explanation by ALA as to why they wish to remove this penalty.

**ALTERNATIVES CONSIDERED:** No change to current ordinance.

**RECOMMENDATION:** Council may table the ordinance or may take action to approve some, all, or none of the proposed amendments. Staff suggests that the Council handle the seven basic amendments individually and then approve the entire document. Council may also elect to attempt to handle all amendment in one motion.

## ORDINANCE NO. 1069

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

The City of Waseca does ordain:

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

**§111.01 DEFINITIONS.**

\* \* \* \*

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

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

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

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<sup>1</sup> Amendments proposed by the American Lung Association (ALA) have been placed in [brackets] and *italicized*. Legal counsel for the City (Flaherty & Hood, P.A.) has reviewed these proposed amendments and determined they are each within the City's legal authority to enact, should the City Council wish to do so. The City Council is free to enact, some, none or all of the ALA-proposed amendments. Each ALA-proposed amendment is given a **bold capital letter (A – G)** before the proposed amendment to allow for the city to choose which ALA-proposed amendments it would like to accept or deny. Where a proposed amendment affects multiple portions of the ordinance, all affected provisions are identified with the same corresponding bold capital letter. The bold capital letters are intended to allow the City Council to easily accept or deny multiple proposed amendments without needing to re-draft the ordinance prior to its introduction. The brackets, italicized text, and capital bold letters will be removed from the final ordinance prior to its formal adoption. Changes shown in standard legislative text and not bracketed and italicized are changes the City's legal counsel agrees are needed to improve the internal consistency and enforceability of the City's ordinance.

\* \* \* \*

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

**TOBACCO.** Any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including but not limited to cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

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

\* \* \* \*

## **§ 111.02 LICENSE REQUIRED.**

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

## **§ 111.03 LICENSE RESTRICTIONS.**

[(C) Grounds for denying the issuance or renewal of a license include but are not limited to the following:]

(A) No license shall be issued to an applicant for sale of [(B) licensed products tobacco or e-cigarettes] at any place other than his or her establishment or place of business.

(B) No license shall be issued for the sale of [(B) licensed products tobacco or e-cigarettes] at a moveable place of business; nor shall any license be issued for the sale of [(B) licensed products tobacco] at more than one place of business.

(C) No person shall sell or give away any [(B) licensed products tobacco, tobacco paper, tobacco wrapper or tobacco-related product or e-cigarettes] to any person below the age of [(D) 21+8] years.

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

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

\* \* \* \*

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

The applicant will also provide questionnaires pertaining to age of sale laws to all clerks who will be selling [(B) licensed products tobacco or e-cigarettes] and keep them on file.

\* \* \* \*

#### **§ 111.08 COMPLIANCE CHECKS.**

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

\* \* \* \*

#### **§ 111.10 VIOLATIONS.**

\* \* \* \*

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

(G) Any correspondence concerning compliance with the city ordinance will be sent to the licensee's ~~vendor's~~ place of business by registered mail. The licensee shall be sent a written notice at least ten days in advance informing the licensee of the specific ordinance

or statutory violation upon which any suspension or revocation would be based and the licensee has the right to be represented by counsel and present evidence on its behalf.

\* \* \* \*

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

~~—(A)—~~ For the purpose of this section, the following definition shall apply unless the context clearly indicates or requires a different meaning.

~~**TOBACCO-RELATED PRODUCT.** Cigarettes, cigars, cheroots, stogies, perique, granulated, plug out, crimp cut, ready, rubbed or other smoking tobacco, snuff, snuff flower, cavendish, plug and twist tobacco, fine cut and other chewing tobaccos, shorts, refuse scraps, clippings, cuttings and sweepings of tobacco prepared in such manner as to be suitable for chewing, sniffing or smoking in a pipe, rolling paper or other tobacco related devices.~~

~~(BA)~~ No person shall sell or give away any ~~[(B) licensed products tobacco or tobacco related product, as defined in division (A) above]~~ to any person below the age of ~~[(D) 21]~~18] years.

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

~~[(F)(2) Signage. Notice of the legal sales age and age verification requirement must be posted at each location where licensed products are offered for sale. The required signage, which will be provided to the licensee by the city, must be posted in a manner that is clearly visible to anyone who is or is considering making a purchase.]~~

~~(CB)~~ Whoever sells or gives away any ~~[(B) licensed products tobacco or tobacco related product]~~ to any person ~~[(D) who is at least 18 years of age, but]~~ below the age of ~~[(D) 21]~~18] years is guilty of a petty misdemeanor.

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

~~[(G)-(D)]—It shall be a petty misdemeanor for any person under the age of 18 years to possess tobacco or tobacco related products.]<sup>2</sup>~~

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<sup>2</sup> Note from ALA:

I removed PUP language here. At its core, a licensing ordinance regulates the behavior of the licensees. Penalizing underage persons detracts from the focus of the licensing code and refocuses enforcement resources from the

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

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

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R. D. SRP  
MAYOR

Attest:

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MICHAEL ANDERSON  
ASSISTANT TO THE CITY MANAGER

Introduced: 11/2/18

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

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

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

**Proposed ALA Amendments:**

**A:** Accept: \_\_\_\_\_ Deny: \_\_\_\_\_

**B:** Accept: \_\_\_\_\_ Deny: \_\_\_\_\_

**C:** Accept: \_\_\_\_\_ Deny: \_\_\_\_\_

**D:** Accept: \_\_\_\_\_ Deny: \_\_\_\_\_

**E:** Accept: \_\_\_\_\_ Deny: \_\_\_\_\_

**F:** Accept: \_\_\_\_\_ Deny: \_\_\_\_\_

**G:** Accept: \_\_\_\_\_ Deny: \_\_\_\_\_

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licensees to oftentimes addicted young consumers. A [2017 Minnesota Annual Synar Report](#) on youth access enforcement revealed that underage persons were cited 3.6 times and assessed a fine 2.6 times more often than retailers. Even if PUP is not penalized in the local tobacco retailer licensing code, retailers maintain the authority to ask underage persons to leave the premises if they attempt to purchase products.

There is no evidence to support an assertion that PUP penalties are effective at reducing youth smoking significantly and, historically, these laws were lobbied for by the commercial tobacco industry to punish youth users while the industry simultaneously targeted, and continues to target, youth to replace a dying consumer base and maintain profits in a dwindling market.

Furthermore, many advocates are concerned that PUP penalties open the door to selective enforcement against youth from certain racial, ethnic, and SES groups. Evidence suggests that youth of color in Minnesota are disproportionately over-represented in similar status-level offenses, increasing their interactions with law enforcement and resulting in their introduction to the criminal justice system. Finally, Minnesota law currently penalizes PUP and false ID prohibitions and no further enforcement is needed at the local level.

## CHAPTER 111: TOBACCO REGULATIONS

### Section

- 111.01 Definitions
- 111.02 License required
- 111.03 Restrictions
- 111.04 Application and issuance
- 111.05 License fee
- 111.06 License questionnaire
- 111.07 License shall be displayed
- 111.08 Compliance checks
- 111.09 Annual report
- 111.10 Violations
- 111.11 Appeal
- 111.12 Sale or furnishing tobacco or tobacco related products

### Cross-Reference:

*Electronic delivery devices, see Ch. 123*

### § 111.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**BLUNT WRAPS.** Rolling papers or similar tobacco related devices that are manufactured or packaged for use as wraps or hollow tubes that are designed or intended to be filled with loose tobacco, plant products, or other fillers to create custom cigars or cigar-like products.

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

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

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

**SELF SERVICE MERCHANDISING.** Open display of tobacco related products which are accessible to the public without the intervention of an employee. Included are single packs, multiple packs, half cartons, full cartons, individual or multiple bags of tobacco for rolling and individual or multiple containers of tobacco for chewing, smoking, sniffing and other tobacco-related activities.

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

**Comment [PHLC1]:** Waseca's ordinance was quite short. The additions/revisions I've made would help to flesh out and strengthen the ordinance, modernize it, put it in compliance with state law and federal law, and align it with best public health practices (in addition to adopting a T21 policy). This helps to ensure the law has strong enforcement mechanisms and clearly and unambiguously sets out the requirements of the law. This will be particularly important if the City moves forward with T21. We have revised the text of the ordinance through track changes and provided additional feedback through comments.

**Comment [PHLC2]:** A strong definitions section helps make all terms used throughout the ordinance clear and unambiguous. This reduces the likelihood of successful litigation if any portion of the ordinance were challenged. I've added some critical terms that were missing.

**Comment [PHLC3]:** Right now, the code does not refer to all products that require licensure under state law. I do not believe this was intentional. However, all products do need to be listed consistently throughout the ordinance for the regulations to apply to them. For ease, many jurisdictions are adopting an "umbrella term" for all state-mandated licensed products (tobacco, tobacco-related device, electronic delivery device, and nicotine or lobelia delivery product) and refer to that throughout the ordinance. I did that here. If the city does not want to use this umbrella term, they'll want to remove this definition and change the term "licensed products" throughout this ordinance and replace it with a list like: tobacco, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery product.

**Comment [PHLC4]:** Licensure of these products, explicitly, is required under state law.

**TOBACCO.** Any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including but not limited to cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. *TOBACCO* does not include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

**Comment [PHLC5]:** Added this standard definition of tobacco.

**TOBACCO RELATED PRODUCT.** Cigarettes, cigars, cheroots, stogies, perique, granulated, plug out, crimp cut, ready, rubbed or other smoking tobacco, snuff, snuff flower, cavendish, plug and twist tobacco, fine cut and other chewing tobaccos, shorts, refuse scraps, clippings, cuttings and sweepings of tobacco prepared in such manner as to be suitable for chewing, sniffing or smoking in a pipe, rolling paper or other tobacco related devices.

**VENDING MACHINE.** Any mechanical, electric or electronic device, appliance or any other medium or object designed or used for vending purposes which, upon insertion of money, tokens or any other form of payment, dispenses tobacco products.

( '86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

#### **§ 111.02 LICENSE REQUIRED.**

No person shall, directly or indirectly or by means of any device keep for retail sale, sell at retail or otherwise dispense for profit or gain any tobacco related product or e-cigarettes at any place in the city unless a license therefore shall first have been obtained as provided in this chapter.

( '86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

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

**Comment [PHLC6]:** This section was a bit redundant, including some MLSA regulations. I moved things around a bit for readability.

(A) Grounds for denying the issuance or renewal of a license include but are not limited to the following: No license shall be issued to an applicant for sale of ~~tobacco or e-cigarettes~~ licensed products tobacco or e-cigarettes at any place other than his or her establishment or place of business.

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

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

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

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

(F) The holder of the license shall be responsible for the actions of its employees and a violation by an employee shall constitute a violation by the license holder, for the purposes of this section of the city code.

(G) License holders shall educate and train their clerks about the law and maintain documentation to establish compliance.

( '86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

#### **§ 111.04 APPLICATION AND ISSUANCE.**

(A) Application for such license shall be made to the Records Administrative Secretary on the form supplied by the city. The application shall state the full name and address of the applicant, the location of the building and the part intended to be used by the applicant under the license, the kind of business conducted at the location and such other information as shall be required by the application form. Upon the filing of the application with the Secretary, it shall be presented to the City Council for its consideration, and if granted by the Council, a license shall be issued by the Secretary upon the payment of the required fee.

( '86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)



#### **§ 111.05 LICENSE FEE.**

The fee for every such license shall be as set by the City Council. Every such license shall expire on December 31 next after its issuance.

(‘86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 739, passed 11-16-99; Am. Ord. 1018, passed 3-18-14)

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

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

(‘86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

#### **§ 111.07 LICENSE SHALL BE DISPLAYED.**

Every such license shall be kept conspicuously posted about the place for which the license is issued and shall be exhibited to any person upon request.

(‘86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

#### **§ 111.08 COMPLIANCE CHECKS.**

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

(‘86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

#### **§ 111.09 ANNUAL REPORT.**

The Secretary will provide an annual report to the City Council, summarizing the results of all compliance checks before relicensing vendors in December.

(‘86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

#### **§ 111.10 VIOLATIONS.**

(A) In addition to any criminal penalties\_ which may be imposed by a court of law, the City Council or City Manager may suspend or revoke a license on a finding that the license holder or its employee has failed to comply with this chapter.

(B) If a license holder violates any provision of this chapter once within 12 months, the minimum penalty will be a fine or a suspension as determined by the City Council.

(C) If a license holder violates any provision of this chapter twice within 12 months, the minimum penalty will be a fine or a suspension as determined by the City Council.

(D) If a license holder violates any provision of this chapter three times within 12 months, the minimum penalty will be a fine or a suspension as determined by the City Council.

(E) For a fourth violation within 12 months of the first violation, the City Council shall revoke a license for a minimum period of six months and a maximum period of 12 months.

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

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

(‘86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

#### **§ 111.11 APPEAL.**

(A) Any officer of the Waseca Police Department or any other person employed by the city, authorized in writing by the City Manager and having authority to enforce this code, shall, upon determining that there has been a violation, notify the violator. The notice shall set forth the nature, date and time of violation, the name of the official issuing the notice.

(B) Once the notice is given, the alleged violator may, within seven days of the time of issuance of the notice, request a hearing in writing, as is provided for hereafter. Failure to request a hearing in writing within

**Comment [PHLC7]:** This language is fine, just a note for compliance checks. State law requires municipal licensing authorities to conduct at least one compliance check each year. This state-mandated compliance check "must involve minors over the age of 15, but under the age of 18." So, municipalities would be violating state law if they only did their compliance checks with 18- to 20-year-olds.

The state tobacco licensing law allows local governments to go further than state licensing law (e.g., implement and enforce a T21 policy). This means that municipalities with T21 laws can conduct compliance checks to both satisfy state law (MLSA of 18) and enforce the local T21 law. To do so, municipalities could either conduct one compliance check with a person between the ages of 15 and 17 (to satisfy the state compliance check requirement) *and* a person between the ages of 18 and 20 (to enforce local T21), or conduct more than one compliance check—one with a person between the ages of 15 and 17 and another with a person between the ages of 18 and 20.

seven days will be deemed an admission of the violation.

(C) Any person contesting an alleged violation pursuant to this chapter shall be entitled to a hearing by a hearing officer who shall forthwith conduct an informal hearing to determine if a violation has occurred. The hearing officer shall have authority to dismiss the violation if sustained by the hearing officer, the fee increase shall follow.

(D) A city employee designated in writing by the City Manager shall be the hearing officer. The hearing officer is authorized to hear and determine any controversy relating to administrative offenses provided for in this chapter.

(E) All increased license fees or fines collected pursuant to this chapter shall be paid to the City Treasurer and may be deposited in the city's general fund.

( '86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

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

~~(B)~~ No person shall sell or give away any ~~tobacco or tobacco related product, as defined in division (A)-~~  
~~above~~licensed product to any person below the age of ~~18-21~~ years.

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

(2) Signage. Notice of the legal sales age and age verification requirement must be posted at each location where licensed products are offered for sale. The required signage, which will be provided to the licensee by the city, must be posted in a manner that is clearly visible to anyone who is or is considering making a purchase.

~~(C)~~ ~~Whoever~~ Any person over the age of 21 that sells or gives away any ~~tobacco or tobacco-~~  
~~related~~licensed product to any person below the age of ~~18-21~~ years is guilty of a petty misdemeanor.

~~(D) It shall be a petty misdemeanor for any person under the age of 18 years to possess tobacco or tobacco related products.~~ ('86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

**Comment [PHLC8]:** I removed PUP language here. At its core, a licensing ordinance regulates the behavior of the licensees. Penalizing underage persons detracts from the focus of the licensing code and refocuses enforcement resources from the licensees to oftentimes addicted young consumers. A [2017 Minnesota Annual Synar Report](#) on youth access enforcement revealed that underage persons were cited 3.6 times and assessed a fine 2.6 times more often than retailers. Even if PUP is not penalized in the local tobacco retailer licensing code, retailers maintain the authority to ask underage persons to leave the premises if they attempt to purchase products.

There is no evidence to support an assertion that PUP penalties are effective at reducing youth smoking significantly and, historically, these laws were lobbied for by the commercial tobacco industry to punish youth users while the industry simultaneously targeted, and continues to target, youth to replace a dying consumer base and maintain profits in a dwindling market.

Furthermore, many advocates are concerned that PUP penalties open the door to selective enforcement against youth from certain racial, ethnic, and SES groups. Evidence suggests that youth of color in Minnesota are disproportionately over-represented in similar status-level offenses, increasing their interactions with law enforcement and resulting in their introduction to the criminal justice system. Finally, Minnesota law currently penalizes PUP and false ID prohibitions and no further enforcement is needed at the local level.



Independent School District No. 829

501 EAST ELM AVENUE • WASECA, MINNESOTA 56093 • PHONE 507-835-2500 • FAX 507-835-1161

Date: 12/12/2018

From: Waseca School Board

To: Mayor Srp and Waseca City Council Members

Re: Resolution Supporting a Minimum Legal Sales Age of 21 for Tobacco Products

WHEREAS, tobacco use is the foremost preventable cause of premature death in the United States,<sup>1</sup> responsible for approximately 480,000 deaths a year<sup>2</sup> and 20.8 million premature deaths in the U.S. over the past 50 years since the first Surgeon General's report on smoking in 1964;<sup>3</sup>

WHEREAS, in Minnesota, tobacco use claims 5,900 lives each year<sup>4</sup> and is responsible for more than \$3.19 billion annually in health care costs;<sup>5</sup>

WHEREAS, the annual economic impact of smoking in the U.S. is more than \$300 billion in health care and lost worker productivity costs;<sup>6</sup>

WHEREAS, national data show that about 95 percent of adult smokers begin smoking before they turn 21, and that the ages of 18 to 21 are a critical period when many smokers move from experimental smoking to regular, daily use;<sup>7</sup>

WHEREAS, the developing brains of young people are particularly susceptible to the addictive properties of nicotine,<sup>8</sup> and as a result, approximately 3 out of 4 teen smokers end up smoking into adulthood;<sup>9</sup>

<sup>1</sup> Ctrs. for Disease Control & Prevention, Current Cigarette Smoking Among Adults, United States, 2011, 61(44) Morbidity and Mortality Wkly. Rep. 889, 891 (2012), <http://www.cdc.gov/mmwr/pdf/wk/mm6144.pdf>.

<sup>2</sup> U.S. Dep't of Health & Human Servs., The Health Consequences of Smoking — 50 Years of Progress: A Report of the Surgeon General, ch. 12 p. 659 (2014), <http://www.surgeongeneral.gov/library/reports/50-years-of-progress/index.html>.

<sup>3</sup> *Id.*

<sup>4</sup> Statistic included in CDC's *Extinguishing the Tobacco Epidemic in Minnesota* (2017) <https://www.cdc.gov/tobacco/about/osh/program-funding/pdfs/minnesota-508.pdf>

**Note** - MDH's Tobacco Control Website provides a higher number for tobacco-related deaths (6,300) - <http://www.health.state.mn.us/tobacco/>

<sup>5</sup> BCBS — 2017 Health Care Costs and Smoking in Minnesota: The Bottom Line - <http://www.centerforpreventionmn.com/-/media/sites/cfp/files/reports/cost-of-smoking-report-2017>

<sup>6</sup> U.S. Dep't of Health & Human Servs., *supra* note ii, at 679.

<sup>7</sup> Calculated by the Campaign for Tobacco-Free Kids based on data in the National Survey on Drug Use and Health (2014), U.S. Dep't of Health and Human Services. Substance Abuse and Mental Health Services Administration. Ctr. for Behavioral Health Statistics and Quality, National Survey on Drug Use and Health (2014); David Hammond, Smoking Behaviour Among Young Adults: Beyond Youth Prevention, 14 Tobacco Control 181 - 5 (2005); Paula M. Lantz, Smoking on the Rise Among Young Adults: Implications for Research and Policy, 12 Tobacco Control (Suppl I) i60 - i70 (2003).

<sup>8</sup> Angelica M. Morales et al., Cigarette Exposure, Dependence, and Craving Are Related to Insula Thickness in Young Adult Smokers, 39 Neuropsychopharmacology 1816 (2014), <http://www.nature.com/npp/journal/v39/n8/full/npp201448a.html>.

*passed @ 12/13/18 meeting*



WHEREAS, electronic smoking device use among minors has recently tripled;<sup>10</sup>

WHEREAS, a 2015 Institute of Medicine report concludes that raising the minimum legal sales age for tobacco products nationwide will reduce tobacco initiation, particularly among adolescents aged 15 to 17, and that it will improve health across the lifespan and save lives; and that raising the minimum legal sales age for tobacco products to 21 nationwide would, over time, lead to a 12 percent decrease in smoking prevalence;<sup>11</sup>

WHEREAS, the Institute of Medicine also predicts that raising the minimum legal sales age for tobacco products to 21 nationwide would result in 223,000 fewer premature deaths, 50,000 fewer deaths from lung cancer, and 4.2 million fewer years of life lost for those born between 2000 and 2019, and that it would result in near immediate reductions in preterm birth, low birth weight, and sudden infant death syndrome;<sup>12</sup>

WHEREAS, a growing number of communities have enacted laws mandating a minimum legal sales age (MLSA) for tobacco products to 21,<sup>13</sup> including the states of Hawaii and California;<sup>14</sup>

WHEREAS, three-quarters of U.S. adults favor raising the MLSA for tobacco products to 21, including seven in ten smokers;<sup>15</sup>

WHEREAS, the retail impact of ordinances mandating a minimum legal sales age of 21 for tobacco products is expected to be minimal in the first years of the policy because it works by reducing or delaying initiation of smoking, especially among younger populations;<sup>16</sup>

WHEREAS, raising the legal drinking age to 21 led to reduced alcohol use and dependence among youth, and contributed to a decline in drunk driving fatalities;<sup>17</sup>

WHEREAS, according to the Minnesota Student Survey, 26% Waseca 11<sup>th</sup> grade males and 13% of Waseca 9<sup>th</sup> grade males have used tobacco, including e-cigarettes and hookah, in the past 30 days.

Waseca School Board urges the City of Waseca to change the minimum legal sales age of 21 to purchase tobacco products.

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<sup>9</sup> U.S. Dep't of Health and Human Services, a Report of the Surgeon General: Preventing Tobacco Use Among Youth and Young Adults (2012), <http://www.surgeongeneral.gov/library/reports/preventing-youth-tobacco-use>.

<sup>10</sup> E-cigarette Use Triples Among Middle and High School Students in Just One Year, Ctrs. for Disease Control and Prevention (Apr. 16, 2015), <http://www.cdc.gov/media/releases/2015/p0416-e-cigarette-use.html>.

<sup>11</sup> Inst. of Med., Public Health Implications of Raising the Minimum Age of Legal Access to Tobacco Products (2015), <http://iom.nationalacademies.org/Reports/2015/TobaccoMinimumAgeReport.aspx>.

<sup>12</sup> *Id.*

<sup>13</sup> Tobacco 21 Cities, tobacco21.org (Apr. 2015), <http://tobacco21.org/wp-content/uploads/2015/04/Tobacco-21-Cities-new1.pdf>.

<sup>14</sup> Haw. Rev. Stat. § 709-908 (2015); Cal. Bus. & Prof. Code § 22958(a)(2) (2016).

<sup>15</sup> Brian A. King et al., Attitudes Toward Raising the Minimum Age of Sale for Tobacco Among U.S. Adults, 49 (4) Am. J. Preventative Med. 583, 583 (2015).

<sup>16</sup> See Jonathan P. Winickoff et al., Retail Impact of Raising Tobacco Sales Age to Twenty-One, 104 Am. J. Pub. Health 18, 18 (2014).

<sup>17</sup> William DeJong & Jason Blanchette, Case Closed: Research Evidence on the Positive Public Health Impact of the Age 21 Minimum Legal Drinking Age in the United States, J. Stud. Alcohol Drugs 108 (Supp. 17 2014).

<sup>xviii</sup> Minnesota Department of Education, Minnesota Student Survey Reports 2013-2016, <http://w20.education.state.mn.us/MDEAnalytics/DataTopic.jsp?TOPICID=242>.

<sup>xix</sup> Teens and Tobacco in Minnesota: Highlights from the 2017 Minnesota Youth Tobacco Survey (Feb. 2018), [http://www.health.state.mn.us/divs/chs/tobacco/teen\\_tobacco17.pdf](http://www.health.state.mn.us/divs/chs/tobacco/teen_tobacco17.pdf).

MINUTES  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, DECEMBER 4, 2018

**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	Mark Christiansen
Les Tlougan	Allan Rose
Jeremy Conrath	
Daren Arndt	
Ann Fitch	

Staff present:

Lee Mattson, City Manager  
Mike Anderson, Assistant to the City Manager  
Shelly Kolling, Finance Director  
Carl Sonnenberg, Utilities Director

Others Present:

Brian Voss, Fire Relief Association President

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

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

**APPROVAL OF AGENDA**

- 3 It was moved by Arndt, seconded by Fitch, to approve the agenda as presented. Motion carried 7-0.

**TRUTH IN TAXATION**

Shelly Kolling presented information on the recommended City Budget for 2019. She went over goals, objectives, and the process to how the City got to the proposed budget to date.

Public Hearing opened at 7:23 p.m. for public comment

Public Hearing closed at 7:24 p.m., nobody approached the Council.

**PUBLIC COMMENT**

- 4 None.

**REQUESTS AND PRESENTATIONS**

- 5 Carl Sonnenberg presented information regarding the Inflow and Infiltration Reduction Plan for Minnesota Pollution Control Agency regarding the City of Waseca's Schedule of Compliance.

The purpose of this plan is to reduce the inflow and infiltration of clean water from the ground and the storm sewer system. Also this plan is to minimize wastewater releases from the sanitary system and the waste water plant (pumping from the wastewater pipes to the sanitary sewer pumps). The City is required to adopt a five (5) year plan at the December 18 meeting. Staff will present this plan at that meeting.

### **CONSENT AGENDA**

- 6 It was moved by Tlougan, seconded by Conrath to approve the Consent Agenda as presented. Motion carried 7-0 and included the following:
- A. Minutes – Regular City Council Meeting & Work Session – November 18, 2018
  - B. Payroll & Expenditures
  - C. Approval of 2019 Garbage Hauler License Applicants
  - D. Approval of Lease Agreement: Lost in the Dark (Sinister Forest Off Season Storage)
  - E. Approval of Contract Payments: Dirt Merchant & Nielson Concrete

### **ACTION AGENDA**

#### **7A. Fire Department Pension Increase Discussion**

Brian Voss, President of the Fire Relief Association presented information at an earlier work session. The Fire Relief Association would like to request a \$600 increase to their pension.

After Council discussion and deliberation it was determined to increase the fund by \$300 right away, and have the City Manager work with the Finance Director & Fire Relief Association of possibly putting a line item in future budgets for continuing pension increases.

It was moved by Tlougan, seconded by Rose to have a \$300 increase now and include discussions for a budget line item in 2019. Motion carried 7-0

#### **B. Ordinance 1067: Clemons Annexation**

City Manager Mattson informed Council this item is coming back to them as Staff has received a proper survey for the property and is being recommended for approval. He informed Council there are two conditions on the annexation: 1) The petitioner would pay for any recording or filing fees and 2) The petitioner would be responsible for any utilities required to serve the property or any other service charges.

Motion was made by Fitch, seconded by Arndt to approve Ordinance 1067.

Discussion: Rose asked what happens to the old septic system. Staff will have an answer for Council at the next meeting.

Motion passed 7-0.

#### **C. Resolution 18-78: Authorizing the Lease of Waseca Agriculture Land**

City Manager Mattson informed Council that some additional work had been completed for two additional parcels of land (Northwest and Southwest Agriculture Land) and is ready for Council approval.

Councilmember Fitch asked if the land lease can be changed to allow the farmers to start their lease in August instead of January.

It was moved by Fitch, seconded by Tlougan to approve Resolution 18-78. Motion carried 7-0.

**D. City Well Project Services**

Staff is requesting Council approval to seek bids to inspect City Wells. This is a regular maintenance activity that happens every five (5) years.

It was moved by Conrath, seconded by Arndt to approve the City seeking bids for City Well inspections. Motion carried 7-0.

**REPORTS**

**8A City Manager's Report**

- The intersection at Elm/Hwy13 has new arrows to help drivers. Striping will happen when weather cooperates. Staff is working with the contractor on this issue. Information has been posted on the City Website.
- Staff are continuing to work on the Recovery Coordinator Grant
- The Pondview/Gaiter Lake easement resolution with the DNR is almost complete.
- There will be a work session with the Veterans Memorial Committee at the second January meeting.

**8B Commission Reports**

- Fire Relief Association: Conrath
  - Worked on the Council presentation
  - Discussed fundraisers for 2019
  - Expecting some retirements in the future. Hoping some firefighters will step up in their place on the Relief Association
- Park Board: Christiansen
  - Talked about the Dog Park, possibly having it by Oak Park
  - Park Board will be requesting a work session with Council in early 2019
  - Discussed the 19<sup>th</sup> Ave trail connection to Clear Lake Park trail
  - Catching up on snow removal and tree trimming

**ANNOUNCEMENTS**

9 The following miscellaneous announcements were made by Councilmembers:

- Councilmember Christiansen:
  - Talked about the striping on Elm/Hwy 13. Parking is a concern.
  - Complimented the Street Crew for their plowing efforts.
  - Had an Arts Council meeting and approved the 2019 budget. There is a concert at the Arts Center on Saturday, all are welcome.

- Arts Council is always looking for new volunteers.
- Councilmember Rose:
  - Really enjoying the snow, and complimented the Street Crew on their plowing.
- Councilmember Conrath:
  - Reminded the public that there will be a public hearing regarding raising the purchase age for tobacco at the December 18 Council Meeting.
- Councilmember Fitch:
  - Talked about the Shop and Stroll, lots of people out shopping and it was a huge success.
  - Special thanks to Staff for getting the holiday decorations up in the downtown.
  - Asked residents to shop local and support local businesses.
- Mayor Srp
  - Asked Councilmember Christiansen to take an item to the park board. He is concerned about the speed along Elm Ave. Hoping the Park Board can look into this matter.

### **ADJOURNMENT**

- 10      It was moved by Arndt, seconded by Conrath, to adjourn the meeting at 8:53 p.m.; motion carried 7-0.

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R. D. SRP  
MAYOR

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER



MINUTES  
CITY COUNCIL WORK SESSION  
TUESDAY DECEMBER 4, 2018

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

Councilmembers present:

Mayor Roy Srp	Allan Rose (arrived 6:30 p.m.)
Darren Arndt	Mark Christiansen
Jeremy Conrath	Les Tloughan
Ann Fitch	

Staff present:

Lee Mattson, City Manager  
Mike Anderson, Assistant to the City Manager

Others Present:

Brian Voss, President of Fire Relief Association

**City Council Work Session**

Mr. Voss presented information to the City Council. He gave a history of the Fire Relief Association, how it is funded, and what they do for the community.

Mr. Voss showed a 10 year graph to the City Council of all the donations the Fire Relief Association has given to the City. He mentioned at the end of his presentation that the Fire Relief Association would like to see a \$600 a year increase in their pension fund.

No action was taken by the City Council on this matter.

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

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R. D. SRP  
MAYOR

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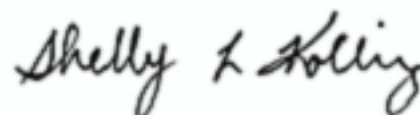
Mike Anderson  
Assistant to City Manager



6B

## LIST OF EXPENDITURES

December 18, 2018



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City Council	0.00
Streets	25,533.46
Parks	11,619.64
Wastewater	8,408.63
Utility Administration	4,291.01
Utility Billing	7,119.83
Electric	13,322.90
Water	5,554.66
Building and Code Compliance	2,445.56
Police	60,811.88
Administration	4,151.00
Community Aides	780.00
Fire	7,584.44
Paid On Call Fire Department	3,270.00
Election Judges	0.00
PEG	0.00
Finance	10,303.28
Connections	3,580.41
Community Development	4,933.89
Engineering	14,430.43
Recreation	2,437.82
Econ Development	<u>2,437.82</u>
 Total Gross Payroll	 193,016.66
 *Less- Payroll Deductions	 <u>(65,575.85)</u>
 Net Payroll Cost	 \$ 127,440.81

\*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:  
December 1, 2018-December 14, 2018  
Includes check #'s 152931-152997  
Bank ACH Withdrawals.....1,808,431.30

GRAND TOTAL EXPENDITURES \$ 1,935,872.11

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
<b>General Fund</b>					
12/14/2018	20181049	U.S. Bank - CC	2019 BCA Training	101-15500-0000	25.00
12/14/2018	20181049	U.S. Bank - CC	2019 Data practices act training	101-15500-0000	25.00
12/14/2018	20181049	U.S. Bank - CC	2019 Annual General Meeting	101-15500-0000	78.00
12/14/2018	20181049	U.S. Bank - CC	2019 Data practices act training	101-15500-0000	25.00
Total 101155000000:					153.00
12/14/2018	121805	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 12/2/2018	101-21701-0000	18,302.49 M
Total 101217010000:					18,302.49
12/14/2018	121801	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 12/2/2018	101-21702-0000	8,728.16 M
Total 101217020000:					8,728.16
12/14/2018	121805	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 12/2/2018	101-21703-0000	7,695.68 M
12/14/2018	121805	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 12/2/2018	101-21703-0000	7,695.68 M
Total 101217030000:					15,391.36
12/14/2018	121802	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 12/2/2018	101-21704-0000	1,448.33 M
12/14/2018	121802	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 12/2/2018	101-21704-0000	7,856.03 M
12/14/2018	121802	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 12/2/2018	101-21704-0000	6,772.69 M
12/14/2018	121802	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 12/2/2018	101-21704-0000	7,856.03 M
12/14/2018	121802	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 12/2/2018	101-21704-0000	10,267.22 M
Total 101217040000:					34,200.30
12/14/2018	152958	IBEW	IBEW UNION DUES Pay Period: 12/2/2018	101-21707-0000	302.06
12/14/2018	152961	IUOE Local #70	FIRE UNION DUES Pay Period: 12/2/2018	101-21707-0000	128.28
12/14/2018	152961	IUOE Local #70	IUOE UNION DUES Pay Period: 12/2/2018	101-21707-0000	649.08
12/14/2018	152965	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 12/2/2018	101-21707-0000	588.00
Total 101217070000:					1,667.42
12/14/2018	20181022	Greater Mankato Area United Way	UNITED WAY Pay Period: 12/2/2018	101-21708-0000	28.00
Total 101217080000:					28.00
12/14/2018	121805	ACH Internal Revenue Service	MEDICARE Pay Period: 12/2/2018	101-21712-0000	2,653.15 M
12/14/2018	121805	ACH Internal Revenue Service	MEDICARE Pay Period: 12/2/2018	101-21712-0000	2,653.15 M
Total 101217120000:					5,306.30
12/14/2018	121806	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 12/2/2018	101-21713-0000	835.00 M
12/14/2018	121806	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 12/2/2018	101-21713-0000	495.00 M
Total 101217130000:					1,330.00
12/14/2018	121804	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 12/2/2018	101-21714-0000	2,140.00 M
Total 101217140000:					2,140.00
12/14/2018	121809	Further	Flex/HSA Reimbursement	101-21716-0000	500.00 M
12/14/2018	121812	Further	Flex Reimbursement	101-21716-0000	874.19 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
12/14/2018	121807	Further	HSA DEDUCTION Pay Period: 12/2/2018	101-21716-0000	467.92	M
Total 101217160000:					1,842.11	
12/14/2018	121803	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 12/2/2018	101-21717-0000	1,194.73	M
Total 101217170000:					1,194.73	
12/14/2018	20181012	Christiansen, Mark	Technology Reimbursement	101-41110-3200	288.75	
12/14/2018	20181012	Christiansen, Mark	Technology reimbursement	101-41110-3200	311.25	
Total 101411103200:					600.00	
12/14/2018	20181019	Fitch, Ann	National League Conference	101-41110-3300	621.30	
Total 101411103300:					621.30	
12/14/2018	152995	Waseca Rotary Club	2nd Qtr Rotary Dues	101-41110-4330	184.00	
12/14/2018	152995	Waseca Rotary Club	3rd Qtr dues	101-41110-4330	228.00	
Total 101411104330:					412.00	
12/14/2018	20181050	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00	
Total 101411104455:					1,125.00	
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-41320-1310	186.50	M
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-41320-1310	250.00	M
Total 101413201310:					436.50	
12/14/2018	20181049	U.S. Bank - CC	Room Service Charge while at conference	101-41320-3300	12.89	
Total 101413203300:					12.89	
12/14/2018	20181049	U.S. Bank - CC	HR recertification Fee	101-41320-4330	100.00	
Total 101413204330:					100.00	
12/14/2018	20181003	A. H. Hermel Company	Pop for vending machine	101-41320-4945	135.05	
12/14/2018	20181003	A. H. Hermel Company	Pop for vending machine	101-41320-4945	52.48	
12/14/2018	20181003	A. H. Hermel Company	Pop for vending machine	101-41320-4945	28.93	
12/14/2018	20181003	A. H. Hermel Company	Pop for vending machine	101-41320-4945	28.93	
12/14/2018	20181003	A. H. Hermel Company	Pop for vending machine	101-41320-4945	43.65	
Total 101413204945:					289.04	
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-41500-1310	1,215.10	M
Total 101415001310:					1,215.10	
12/14/2018	20181025	Innovative Office Solutions LLC	Toner	101-41500-2000	361.04	
Total 101415002000:					361.04	
12/14/2018	20181049	U.S. Bank - CC	Desk Riser-Kolling	101-41500-2200	495.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/14/2018	20181049	U.S. Bank - CC	Fitbit for wellness step challenge	101-41500-2200	213.73
12/14/2018	20181049	U.S. Bank - CC	Fitbit for wellness step challenge	101-41500-2200	213.73
12/14/2018	20181049	U.S. Bank - CC	Fitbit for wellness step challenge	101-41500-2200	213.73
12/14/2018	20181049	U.S. Bank - CC	Fitbit for wellness step challenge	101-41500-2200	213.73
12/14/2018	20181049	U.S. Bank - CC	Fitbit for wellness step challenge	101-41500-2200	213.73
12/14/2018	20181049	U.S. Bank - CC	Fitbit for wellness step challenge	101-41500-2200	213.73
12/14/2018	20181049	U.S. Bank - CC	Fitbit for wellness step challenge	101-41500-2200	213.73
12/14/2018	20181049	U.S. Bank - CC	Fitbit for wellness step challenge	101-41500-2200	213.73
12/14/2018	20181049	U.S. Bank - CC	Fitbit for wellness step challenge	101-41500-2200	213.73
12/14/2018	20181049	U.S. Bank - CC	Fitbit for wellness step challenge	101-41500-2200	213.73
12/14/2018	20181049	U.S. Bank - CC	Fitbit for wellness step challenge	101-41500-2200	213.73
12/14/2018	20181049	U.S. Bank - CC	Fitbit for wellness step challenge	101-41500-2200	213.73
12/14/2018	20181049	U.S. Bank - CC	Fitbit for wellness step challenge	101-41500-2200	106.86
12/14/2018	20181049	U.S. Bank - CC	Fitbit for wellness step challenge	101-41500-2200	213.73
Total 101415002200:					3,594.08
12/14/2018	20181020	Flaherty & Hood PA	November Legal Services	101-41600-3000	543.75
12/14/2018	152991	Waseca County Auditor-Treasurer	Legal Services Contract payment	101-41600-3000	5,370.33
Total 101416003000:					5,914.08
12/14/2018	20181037	Pantheon Computer Systems Inc.	Computer Supplies	101-41920-2050	99.99
Total 101419202050:					99.99
12/14/2018	20181049	U.S. Bank - CC	Monthly Service Charge	101-41920-4950	11.98
Total 101419204950:					11.98
12/14/2018	20181038	Personalized Printing Inc.	#10 Envelopes	101-41940-2000	234.90
Total 101419402000:					234.90
12/14/2018	20181003	A. H. Hermel Company	Coffee for break room	101-41940-2170	58.15
12/14/2018	20181003	A. H. Hermel Company	Coffee for break room	101-41940-2170	87.33
12/14/2018	20181003	A. H. Hermel Company	Coffee for break room	101-41940-2170	58.15
12/14/2018	20181003	A. H. Hermel Company	Break room supplies	101-41940-2170	42.19
12/14/2018	20181003	A. H. Hermel Company	Coffee for break room	101-41940-2170	64.77
12/14/2018	20181049	U.S. Bank - CC	Coffee Creamer for break room	101-41940-2170	7.46
12/14/2018	20181052	Waseca Hardware LLC	Parts & Supplies	101-41940-2170	13.99
Total 101419402170:					332.04
12/14/2018	20181049	U.S. Bank - CC	Holiday lights and hooks for displays at City Hall	101-41940-2230	21.40
Total 101419402230:					21.40
12/14/2018	152975	Pitney Bowes Inc	Lease payment	101-41940-3000	706.80
Total 101419403000:					706.80
12/14/2018	152940	Cintas Corporation	Floor mats	101-41940-3100	48.09
12/14/2018	20181041	ServiceMaster of Mankato/Waseca	Janitorial Services	101-41940-3100	1,556.00
12/14/2018	20181053	Waste Management of Southern MN	November Service	101-41940-3100	161.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101419403100:					1,765.09	
12/14/2018	121811	City of Waseca	November Utilities	101-41940-3800	1,813.32	M
Total 101419403800:					1,813.32	
12/14/2018	20181009	Britton Plumbing & Heating LLC	Plumbing parts	101-41940-4000	25.78	
Total 101419404000:					25.78	
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-41950-1310	519.00	M
Total 101419501310:					519.00	
12/14/2018	20181025	Innovative Office Solutions LLC	Business Cards	101-41950-2000	14.48	
Total 101419502000:					14.48	
12/14/2018	152994	Waseca County Recorder	Recording - Ed Hoehn Variance	101-41950-3200	46.00	
Total 101419503200:					46.00	
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-42100-1310	5,623.00	M
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-42100-1310	323.60	M
Total 101421001310:					5,946.60	
12/14/2018	20181025	Innovative Office Solutions LLC	Office supplies	101-42100-2000	31.34	
12/14/2018	20181025	Innovative Office Solutions LLC	Office supplies	101-42100-2000	102.34	
12/14/2018	20181025	Innovative Office Solutions LLC	Office supplies	101-42100-2000	34.07	
Total 101421002000:					167.75	
12/14/2018	152992	Waseca County Highway Department	Monthly billing	101-42100-2120	2,979.40	
12/14/2018	152992	Waseca County Highway Department	Monthly billing	101-42100-2120	5.00	
Total 101421002120:					2,984.40	
12/14/2018	20181049	U.S. Bank - CC	AED replacement pads	101-42100-2170	119.70	
Total 101421002170:					119.70	
12/14/2018	20181044	Streicher's	Uniform expense	101-42100-2180	303.97	
12/14/2018	20181044	Streicher's	Uniforms	101-42100-2180	375.84	
12/14/2018	20181044	Streicher's	Uniform expense	101-42100-2180	318.96	
Total 101421002180:					998.77	
12/14/2018	20181044	Streicher's	Duty and Practice Ammo	101-42100-2190	1,844.79	
12/14/2018	152983	Tactical Advantage LLC	Glock firearms and magazines	101-42100-2190	5,430.00	
12/14/2018	152984	Tactical Solutions	Safety Equipment - School Resource Officer	101-42100-2190	440.00	
Total 101421002190:					7,714.79	
12/14/2018	152990	Verizon Wireless-Lert B	Search Warrant Data Fee 2018-6055	101-42100-3000	50.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421003000:					50.00
12/14/2018	152934	Bock's Service Inc.	tow expense	101-42100-3100	75.00
12/14/2018	152934	Bock's Service Inc.	tow expense	101-42100-3100	75.00
12/14/2018	152940	Cintas Corporation	Floor mats	101-42100-3100	33.79
12/14/2018	20181041	ServiceMaster of Mankato/Waseca	janitorial service	101-42100-3100	423.81
12/14/2018	152985	Thomson Reuters - West	Information Charges	101-42100-3100	242.55
12/14/2018	20181053	Waste Management of Southern MN	November Service	101-42100-3100	49.67
Total 101421003100:					899.82
12/14/2018	20181049	U.S. Bank - CC	Swat Training meal	101-42100-3300	10.45
Total 101421003300:					10.45
12/14/2018	20181038	Personalized Printing Inc.	Envelopes	101-42100-3500	130.70
Total 101421003500:					130.70
12/14/2018	152937	Centerpoint Energy	Monthly Billing	101-42100-3800	402.47
12/14/2018	121811	City of Waseca	November Utilities	101-42100-3800	863.94 M
Total 101421003800:					1,266.41
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-42200-1310	1,250.00 M
Total 101422001310:					1,250.00
12/14/2018	152992	Waseca County Highway Department	Monthly billing	101-42200-2120	138.82
Total 101422002120:					138.82
12/14/2018	20181010	Central Fire Protection Inc.	extinguisher refills	101-42200-2160	74.00
12/14/2018	20181010	Central Fire Protection Inc.	extinguisher parts	101-42200-2160	72.50
Total 101422002160:					146.50
12/14/2018	20181049	U.S. Bank - CC	Selector knob/switch	101-42200-2170	27.73
12/14/2018	20181052	Waseca Hardware LLC	Parts & Supplies	101-42200-2170	54.99
Total 101422002170:					82.72
12/14/2018	152949	Gall's LLC	Uniforms	101-42200-2180	18.99
12/14/2018	152949	Gall's LLC	Uniforms	101-42200-2180	49.99
12/14/2018	152949	Gall's LLC	Uniforms	101-42200-2180	118.96
Total 101422002180:					187.94
12/14/2018	20181049	U.S. Bank - CC	Blood pressure cuff	101-42200-2190	14.96
Total 101422002190:					14.96
12/14/2018	20181052	Waseca Hardware LLC	Parts & Supplies	101-42200-2400	7.99

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422002400:					7.99
12/14/2018	152940	Cintas Corporation	Floor mats	101-42200-3100	33.78
12/14/2018	152947	First Source Solutions	Drug screen	101-42200-3100	51.25
12/14/2018	152969	Mayo Clinic	Employment screening	101-42200-3100	261.00
12/14/2018	152971	Med Compass	Fire Fit and Medical Testing	101-42200-3100	4,610.00
12/14/2018	20181041	ServiceMaster of Mankato/Waseca	janitorial service	101-42200-3100	423.82
12/14/2018	20181053	Waste Management of Southern MN	November Service	101-42200-3100	49.67
Total 101422003100:					5,429.52
12/14/2018	152951	Goodrich, Duane or LeAnne	Straw for house burn	101-42200-3310	100.00
Total 101422003310:					100.00
12/14/2018	152937	Centerpoint Energy	Monthly Billing	101-42200-3800	85.87
12/14/2018	152937	Centerpoint Energy	Monthly Billing	101-42200-3800	402.47
12/14/2018	121811	City of Waseca	November Utilities	101-42200-3800	863.93 M
12/14/2018	121811	City of Waseca	November Utilities	101-42200-3800	42.78 M
Total 101422003800:					1,395.05
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-42400-1310	500.00 M
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-42400-1310	82.50 M
Total 101424001310:					582.50
12/14/2018	20181013	City Building Inspection Services LLC	Monthly Building Inspections	101-42400-3000	5,034.30
Total 101424003000:					5,034.30
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-43000-1310	85.00 M
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-43000-1310	922.44 M
Total 101430001310:					1,007.44
12/14/2018	152992	Waseca County Highway Department	Monthly billing	101-43000-2120	160.83
Total 101430002120:					160.83
12/14/2018	20181049	U.S. Bank - CC	Stylus pens for use on Trimble Controller	101-43000-2170	9.88
Total 101430002170:					9.88
12/14/2018	20181026	Kellogg, Tom	Lodging for MPWA Conference	101-43000-3300	383.54
Total 101430003300:					383.54
12/14/2018	20181026	Kellogg, Tom	MSPE Annual Membership	101-43000-4330	230.00
Total 101430004330:					230.00
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-43100-1310	1,315.71 M
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-43100-1310	28.68 M



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101431001310:					1,344.39
12/14/2018	20181025	Innovative Office Solutions LLC	Legal Pads	101-43100-2000	8.16
Total 101431002000:					8.16
12/14/2018	152992	Waseca County Highway Department	Monthly billing	101-43100-2120	2,998.24
12/14/2018	152992	Waseca County Highway Department	Monthly billing	101-43100-2120	234.84
Total 101431002120:					3,233.08
12/14/2018	20181007	Border States Electric Supply	Wall Pack Light	101-43100-2170	416.67
12/14/2018	20181007	Border States Electric Supply	Wall Pack Light	101-43100-2170	416.67
12/14/2018	20181007	Border States Electric Supply	Wall Pack Light	101-43100-2170	416.67
12/14/2018	152935	Builders First Source	Lumber	101-43100-2170	57.04
12/14/2018	152967	Manthe Garage Doors	garage door reinforcement pieces	101-43100-2170	153.50
12/14/2018	20181035	Napa Auto Parts	PArts	101-43100-2170	8.99
12/14/2018	152993	Waseca County Landfill	disposal	101-43100-2170	99.00
12/14/2018	20181051	Waseca Glass Inc.	rubber seal	101-43100-2170	15.00
12/14/2018	20181052	Waseca Hardware LLC	Parts & Supplies	101-43100-2170	22.09
Total 101431002170:					772.29
12/14/2018	20181004	AmeriPride Services Inc	uniform srvice	101-43100-2180	340.95
12/14/2018	20181004	AmeriPride Services Inc	uniform srvice	101-43100-2180	195.80
12/14/2018	20181036	Owatonna Shoe Company	Safety Boots Ron Kramer	101-43100-2180	183.00
Total 101431002180:					719.75
12/14/2018	152967	Manthe Garage Doors	door repair	101-43100-2230	60.00
Total 101431002230:					60.00
12/14/2018	152947	First Source Solutions	Breath alcohol/drug screen	101-43100-3100	156.60
12/14/2018	20181041	ServiceMaster of Mankato/Waseca	Janitorial Services	101-43100-3100	286.00
12/14/2018	152978	South Central College	Silica Safety Program	101-43100-3100	1,260.00
12/14/2018	20181053	Waste Management of Southern MN	November Service	101-43100-3100	145.30
Total 101431003100:					1,847.90
12/14/2018	152937	Centerpoint Energy	Monthly Billing	101-43100-3800	85.86
12/14/2018	121811	City of Waseca	November Utilities	101-43100-3800	42.77 M
12/14/2018	121811	City of Waseca	November Utilities	101-43100-3800	805.70 M
Total 101431003800:					934.33
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-43125-1310	341.11 M
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-43125-1310	28.68 M
Total 101431251310:					369.79
12/14/2018	20181028	Kritzer Oil Company Inc.	Diesel Dyed	101-43125-2120	1,959.30
Total 101431252120:					1,959.30

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
12/14/2018	20181052	Waseca Hardware LLC	Parts & Supplies	101-43125-2170	5.87	
Total 101431252170:					5.87	
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-43170-1310	73.10	M
Total 101431701310:					73.10	
12/14/2018	20181032	M-R Sign Company Inc.	sign parts	101-43170-2170	130.54	
Total 101431702170:					130.54	
12/14/2018	121811	City of Waseca	November Utilities	101-43170-3800	193.90	M
Total 101431703800:					193.90	
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-43220-1310	121.83	M
Total 101432201310:					121.83	
12/14/2018	20181024	Independent School District #829	City Contribution Comm Ed	101-45100-3100	8,333.33	
Total 101451003100:					8,333.33	
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-45130-1310	400.00	M
Total 101451301310:					400.00	
12/14/2018	20181003	A. H. Hermel Company	Concession Supplies	101-45130-2500	453.87-	
Total 101451302500:					453.87-	
12/14/2018	20181049	U.S. Bank - CC	Lunch at MRWAC	101-45130-3300	12.39	
12/14/2018	20181049	U.S. Bank - CC	Athletic course/MRPA Jamboree	101-45130-3300	148.00	
Total 101451303300:					160.39	
12/14/2018	152937	Centerpoint Energy	Monthly Billing	101-45130-3800	227.54-	
12/14/2018	121811	City of Waseca	November Utilities	101-45130-3800	435.81	M
Total 101451303800:					208.27	
12/14/2018	20181049	U.S. Bank - CC	License fees 2015-2018	101-45130-4330	507.09	
Total 101451304330:					507.09	
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-45200-1310	873.00	M
12/14/2018	121808	Further	VEBA/HSA submittal Dec	101-45200-1310	100.00	M
Total 101452001310:					973.00	
12/14/2018	152992	Waseca County Highway Department	Monthly billing	101-45200-2120	355.74	
Total 101452002120:					355.74	
12/14/2018	152948	Four Seasons Athletics	ballfield pegs	101-45200-2170	108.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/14/2018	152973	Northland Chemical Corporation	Janitorial supplies for cleaning	101-45200-2170	158.16
Total 101452002170:					266.16
12/14/2018	152963	Kibble Equipment	Equipment Parts	101-45200-2210	206.43
12/14/2018	20181035	Napa Auto Parts	Parts	101-45200-2210	81.00
Total 101452002210:					287.43
12/14/2018	152946	Ferguson Enterprises Inc	Park Restroom Fixtures	101-45200-2280	52.50
12/14/2018	152946	Ferguson Enterprises Inc	Park Restroom Fixtures	101-45200-2280	454.00
12/14/2018	20181039	Red Feather Paper Company	Disinfectant cleaner	101-45200-2280	95.38
12/14/2018	20181052	Waseca Hardware LLC	Parts & Supplies	101-45200-2280	11.56
Total 101452002280:					613.44
12/14/2018	152947	First Source Solutions	Breath alcohol/drug screen	101-45200-3100	52.20
12/14/2018	20181053	Waste Management of Southern MN	November Service	101-45200-3100	116.06
Total 101452003100:					168.26
12/14/2018	121811	City of Waseca	November Utilities	101-45200-3800	7,571.44 M
Total 101452003800:					7,571.44
12/14/2018	152935	Builders First Source	Sign Lumber	101-45200-4000	40.85
12/14/2018	152935	Builders First Source	Concrete mix	101-45200-4000	48.54
12/14/2018	20181051	Waseca Glass Inc.	Park Shop Exterior Door	101-45200-4000	1,814.00
Total 101452004000:					1,903.39
12/14/2018	152963	Kibble Equipment	John Deere Tire	101-45200-4040	249.05
Total 101452004040:					249.05
12/14/2018	20181041	ServiceMaster of Mankato/Waseca	Janitorial Services	101-45500-3100	790.00
12/14/2018	20181053	Waste Management of Southern MN	November Service	101-45500-3100	27.55
Total 101455003100:					817.55
12/14/2018	152937	Centerpoint Energy	Monthly Billing	101-45500-3800	403.31
12/14/2018	121811	City of Waseca	November Utilities	101-45500-3800	730.47 M
Total 101455003800:					1,133.78
12/14/2018	20181041	ServiceMaster of Mankato/Waseca	Carpet Cleaining	101-45500-4000	1,576.50
Total 101455004000:					1,576.50
12/14/2018	152941	Cintas Corporation	First aid cabinet supplies	101-49210-4940	46.54
12/14/2018	152971	Med Compass	Annual hearing test	101-49210-4940	579.00
Total 101492104940:					625.54
12/14/2018	152944	Enviro-Tech Services of Austin LLC	Demo House - 112 6th Ave SW	101-49210-4991	1,110.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101492104991:					1,110.00
Total General Fund:					185,587.78
<b>Airport</b>					
12/14/2018	152940	Cintas Corporation	Floor mat	230-49810-2170	3.84
Total 230498102170:					3.84
12/14/2018	20181027	Kennedy & Kennedy Law Office	November legal services	230-49810-3000	75.00
Total 230498103000:					75.00
12/14/2018	152980	Stensrud Aviation	Airport contract payment	230-49810-3100	2,300.00
Total 230498103100:					2,300.00
12/14/2018	152938	CenturyLink	Century Link	230-49810-3200	2.95
Total 230498103200:					2.95
12/14/2018	121811	City of Waseca	November Utilities	230-49810-3800	54.08 M
12/14/2018	152997	Xcel Energy	November Utilities	230-49810-3800	309.58
Total 230498103800:					363.66
12/14/2018	20181052	Waseca Hardware LLC	Parts & Supplies	230-49810-4000	13.97
Total 230498104000:					13.97
12/14/2018	20181005	APX Construction Group LLC	FBO Hangar Construction	230-49810-5200	76,370.50
12/14/2018	20181046	Toltz King Duvall Anderson & Assoc Inc.	A/E Services FBO Hangar	230-49810-5200	3,211.56
Total 230498105200:					79,582.06
12/14/2018	20181008	Borneke Construction Inc.	Runway Culvert Construction	230-49810-5300	259,828.32
Total 230498105300:					259,828.32
Total Airport:					342,169.80
<b>Economic Development-General f</b>					
12/14/2018	121808	Further	VEBA/HSA submittal Dec	261-46700-1310	250.00 M
Total 261467001310:					250.00
12/14/2018	20181049	U.S. Bank - CC	Food for Opportunity Zone Meeting	261-46700-2170	238.00
Total 261467002170:					238.00
Total Economic Development-General f:					488.00
<b>Police Special Revenue Fund</b>					
12/14/2018	20181037	Pantheon Computer Systems Inc.	Rack mounted Server downpayment	278-46350-4340	3,637.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 278463504340:					3,637.50	
Total Police Special Revenue Fund:					3,637.50	
<b>Safe Haven Grant</b>						
12/14/2018	121808	Further	VEBA/HSA submittal Dec	279-46350-1310	510.10	M
Total 279463501310:					510.10	
Total Safe Haven Grant:					510.10	
<b>PEG Channel</b>						
12/14/2018	152977	RadioShack	HDMI cable	290-41920-2170	29.99	
12/14/2018	20181052	Waseca Hardware LLC	Parts & Supplies	290-41920-2170	52.95	
Total 290419202170:					82.94	
Total PEG Channel:					82.94	
<b>Capital Improvement</b>						
12/14/2018	152936	Carciofini Company	TLCF Construction Payment	430-43010-5340	353.10	
12/14/2018	152956	HKS Construction LLC	TLCF Construction Payment	430-43010-5340	3,816.60	
12/14/2018	152959	Innovative Building Concepts LLC	TLCF Construction Payment	430-43010-5340	2,490.00	
12/14/2018	20181034	Muska Electric Co	TLCF Electrical Work	430-43010-5340	1,728.36	
Total 430430105340:					8,388.06	
12/14/2018	152996	Wetland Credit Agency	Fox Meadows Wetland Mitigation	430-43010-5560	62,470.10	
Total 430430105560:					62,470.10	
12/14/2018	152994	Waseca County Recorder	Recording - Ben Holthus Easement	430-43010-5789	46.00	
Total 430430105789:					46.00	
Total Capital Improvement:					70,904.16	
<b>HWY 14 Reconstruction</b>						
12/14/2018	152979	Stantec Consulting Services Inc	Elm Project Engineering	436-43010-5560	129,165.70	
12/14/2018	152987	Ulland Brothers Inc	Payment #14	436-43010-5560	592,922.27	
Total 436430105560:					722,087.97	
Total HWY 14 Reconstruction:					722,087.97	
<b>Water</b>						
12/14/2018	152954	Hawkins Inc	BEF Well Chemicals	601-49401-2170	3,298.19	
12/14/2018	152954	Hawkins Inc	City Wells Chemicals	601-49401-2170	6,735.20	
Total 601494012170:					10,033.39	
12/14/2018	152937	Centerpoint Energy	Monthly Billing	601-49401-3800	164.88	
12/14/2018	121811	City of Waseca	November Utilities	601-49401-3800	8,103.97	M
12/14/2018	152997	Xcel Energy	November Service	601-49401-3800	193.18	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 601494013800:					8,462.03	
12/14/2018	121808	Further	VEBA/HSA submittal Dec	601-49430-1310	250.00	M
12/14/2018	121808	Further	VEBA/HSA submittal Dec	601-49430-1310	1,886.10	M
Total 601494301310:					2,136.10	
12/14/2018	152992	Waseca County Highway Department	Monthly billing	601-49430-2120	396.16	
Total 601494302120:					396.16	
12/14/2018	20181004	AmeriPride Services Inc	Uniform Service	601-49430-2180	10.00	
12/14/2018	20181004	AmeriPride Services Inc	uniform service	601-49430-2180	10.00	
12/14/2018	20181004	AmeriPride Services Inc	uniform service	601-49430-2180	10.00	
12/14/2018	20181036	Owatonna Shoe Company	Safety Boots Rod Meyer	601-49430-2180	178.50	
Total 601494302180:					208.50	
12/14/2018	20181015	Core & Main LP	hydrant Markers	601-49430-2230	280.00	
12/14/2018	20181015	Core & Main LP	Curb Box-2	601-49430-2230	100.68	
12/14/2018	20181049	U.S. Bank - CC	Sanitizer and Winter Ice Creates	601-49430-2230	12.18	
12/14/2018	20181052	Waseca Hardware LLC	Parts & Supplies	601-49430-2230	19.34	
Total 601494302230:					412.20	
12/14/2018	20181021	Gopher State One-Call Inc	Location calls - November	601-49430-3100	32.40	
12/14/2018	20181043	Sportsmans Stop Inc.	Shipping	601-49430-3100	65.52	
12/14/2018	152989	Utility Consultants Inc	Bacteria Test	601-49430-3100	180.00	
Total 601494303100:					277.92	
12/14/2018	152971	Med Compass	Annual hearing test	601-49430-4940	118.00	
Total 601494304940:					118.00	
12/14/2018	121808	Further	VEBA/HSA submittal Dec	601-49585-1310	105.00	M
12/14/2018	121808	Further	VEBA/HSA submittal Dec	601-49585-1310	216.93	M
Total 601495851310:					321.93	
12/14/2018	152953	Hawk Labeling Systems	Label tape	601-49585-2000	47.35	
Total 601495852000:					47.35	
12/14/2018	20181031	MAS Communications Inc.	Answering service - December	601-49585-3200	51.02	
Total 601495853200:					51.02	
12/14/2018	152982	Summit Account Resolution	Summit AR	601-49585-4320	31.40	
Total 601495854320:					31.40	
12/14/2018	121808	Further	VEBA/HSA submittal Dec	601-49586-1310	22.38	M
12/14/2018	121808	Further	VEBA/HSA submittal Dec	601-49586-1310	166.67	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601495861310:					189.05
12/14/2018	152947	First Source Solutions	Breath alcohol/drug screen	601-49586-3000	97.95
Total 601495863000:					97.95
Total Water:					22,783.00
<b>Sanitary Sewer</b>					
12/14/2018	121808	Further	VEBA/HSA submittal Dec	602-49470-1310	438.56 M
12/14/2018	121808	Further	VEBA/HSA submittal Dec	602-49470-1310	28.68 M
Total 602494701310:					467.24
12/14/2018	20181021	Gopher State One-Call Inc	Location calls - November	602-49470-3100	32.40
Total 602494703100:					32.40
12/14/2018	152937	Centerpoint Energy	Monthly Billing	602-49470-3800	7.35-
12/14/2018	121811	City of Waseca	November Utilities	602-49470-3800	1,472.14 M
Total 602494703800:					1,464.79
12/14/2018	20181014	Connors Plumbing & Heating Inc.	Regulator Repair @ Lift Station	602-49470-4020	482.36
12/14/2018	20181035	Napa Auto Parts	Parts	602-49470-4020	39.99
12/14/2018	20181052	Waseca Hardware LLC	Parts & Supplies	602-49470-4020	66.96
Total 602494704020:					589.31
12/14/2018	121808	Further	VEBA/HSA submittal Dec	602-49480-1310	187.50 M
Total 602494801310:					187.50
12/14/2018	20181049	U.S. Bank - CC	Office Supplies	602-49480-2000	97.16
Total 602494802000:					97.16
12/14/2018	152992	Waseca County Highway Department	Monthly billing	602-49480-2120	46.53
Total 602494802120:					46.53
12/14/2018	20181049	U.S. Bank - CC	Business lunch	602-49480-2170	16.00
12/14/2018	20181049	U.S. Bank - CC	Business lunch	602-49480-2170	49.00
12/14/2018	20181049	U.S. Bank - CC	Lab supplies	602-49480-2170	38.97
12/14/2018	20181049	U.S. Bank - CC	General Supplies	602-49480-2170	48.97
12/14/2018	20181049	U.S. Bank - CC	Lab supplies	602-49480-2170	8.57
Total 602494802170:					161.51
12/14/2018	20181036	Owatonna Shoe Company	Safety Boots Tim Terrell	602-49480-2190	170.00
Total 602494802190:					170.00
12/14/2018	152950	Goodin Company	Plumbing Parts	602-49480-2210	17.69
12/14/2018	20181045	Teledyne Isco Inc	Sampling Parts	602-49480-2210	322.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/14/2018	152988	USA Blue Book	Oxygen Probe	602-49480-2210	1,000.10
12/14/2018	20181052	Waseca Hardware LLC	Parts & Supplies	602-49480-2210	135.06
Total 602494802210:					1,474.85
12/14/2018	152945	FedEx	Fed Ex	602-49480-3100	6.51
12/14/2018	20181029	M & R Electric Inc.	Electrician	602-49480-3100	152.00
12/14/2018	152989	Utility Consultants Inc	Permit Testing	602-49480-3100	2,900.78
12/14/2018	20181053	Waste Management of Southern MN	November Service	602-49480-3100	296.63
Total 602494803100:					3,355.92
12/14/2018	152939	CenturyLink	Internet service	602-49480-3200	98.99
Total 602494803200:					98.99
12/14/2018	152937	Centerpoint Energy	Monthly Billing	602-49480-3800	77.04
12/14/2018	121811	City of Waseca	November Utilities	602-49480-3800	625.59 M
Total 602494803800:					702.63
12/14/2018	152952	Hach Company	Spectrophotometer	602-49480-4000	5,422.61
Total 602494804000:					5,422.61
12/14/2018	152971	Med Compass	Annual hearing test	602-49480-4940	118.00
Total 602494804940:					118.00
12/14/2018	121808	Further	VEBA/HSA submittal Dec	602-49585-1310	105.00 M
12/14/2018	121808	Further	VEBA/HSA submittal Dec	602-49585-1310	216.93 M
Total 602495851310:					321.93
12/14/2018	152953	Hawk Labeling Systems	Label tape	602-49585-2000	47.35
Total 602495852000:					47.35
12/14/2018	20181031	MAS Communications Inc.	Answering service - December	602-49585-3200	51.03
Total 602495853200:					51.03
12/14/2018	152982	Summit Account Resolution	Summit AR	602-49585-4320	60.19
Total 602495854320:					60.19
12/14/2018	121808	Further	VEBA/HSA submittal Dec	602-49586-1310	22.38 M
12/14/2018	121808	Further	VEBA/HSA submittal Dec	602-49586-1310	166.67 M
Total 602495861310:					189.05
12/14/2018	20181020	Flaherty & Hood PA	November Legal Services	602-49586-3000	145.00
Total 602495863000:					145.00



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total Sanitary Sewer:					15,203.99	
<b>Electric Utility</b>						
12/14/2018	121810	SMMPA	SMMPA	604-49550-3810	402,054.15	M
Total 604495503810:					402,054.15	
12/14/2018	121808	Further	VEBA/HSA submittal Dec	604-49570-1310	56.00	M
Total 604495701310:					56.00	
12/14/2018	152955	High Voltage Equipment Diagnostics Inc.	Substation Testing	604-49570-3100	6,296.13	
Total 604495703100:					6,296.13	
12/14/2018	121811	City of Waseca	November Utilities	604-49570-3800	60.68	M
Total 604495703800:					60.68	
12/14/2018	121808	Further	VEBA/HSA submittal Dec	604-49571-1310	1,235.50	M
Total 604495711310:					1,235.50	
12/14/2018	152992	Waseca County Highway Department	Monthly billing	604-49571-2120	741.83	
Total 604495712120:					741.83	
12/14/2018	20181049	U.S. Bank - CC	Replacement phone for Bartz-damaged in storm	604-49571-2170	240.00	
12/14/2018	20181049	U.S. Bank - CC	Charge for Bolt	604-49571-2170	10.00	
12/14/2018	20181052	Waseca Hardware LLC	Parts & Supplies	604-49571-2170	33.72	
Total 604495712170:					283.72	
12/14/2018	152968	Maple Terrace	Commerical Rebate	604-49571-2330	970.90	
Total 604495712330:					970.90	
12/14/2018	20181021	Gopher State One-Call Inc	Location calls - November	604-49571-3100	32.40	
Total 604495713100:					32.40	
12/14/2018	121808	Further	VEBA/HSA submittal Dec	604-49572-1310	124.25	M
Total 604495721310:					124.25	
12/14/2018	121808	Further	VEBA/HSA submittal Dec	604-49573-1310	224.00	M
Total 604495731310:					224.00	
12/14/2018	121808	Further	VEBA/HSA submittal Dec	604-49574-1310	63.00	M
Total 604495741310:					63.00	
12/14/2018	152997	Xcel Energy	November Service	604-49574-3800	498.70	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 604495743800:					498.70	
12/14/2018	121808	Further	VEBA/HSA submittal Dec	604-49584-1310	47.25	M
Total 604495841310:					47.25	
12/14/2018	121808	Further	VEBA/HSA submittal Dec	604-49585-1310	85.00	M
12/14/2018	121808	Further	VEBA/HSA submittal Dec	604-49585-1310	218.31	M
Total 604495851310:					303.31	
12/14/2018	152953	Hawk Labeling Systems	Label tape	604-49585-2000	47.35	
Total 604495852000:					47.35	
12/14/2018	20181031	MAS Communications Inc.	Answering service - December	604-49585-3200	51.02	
Total 604495853200:					51.02	
12/14/2018	152982	Summit Account Resolution	Summit AR	604-49585-4320	170.08	
Total 604495854320:					170.08	
12/14/2018	121808	Further	VEBA/HSA submittal Dec	604-49586-1310	42.90	M
12/14/2018	121808	Further	VEBA/HSA submittal Dec	604-49586-1310	166.66	M
Total 604495861310:					209.56	
12/14/2018	152947	First Source Solutions	Breath alcohol/drug screen	604-49586-3000	52.20	
12/14/2018	152970	McGrann Shea Carnival Straughn & Lam	Attorney - Service Territory	604-49586-3000	175.00	
Total 604495863000:					227.20	
12/14/2018	152972	MN Department of Commerce	DOC Assessment 3rd Qtr 2019	604-49586-4330	1,499.12	
Total 604495864330:					1,499.12	
12/14/2018	152971	Med Compass	Annual hearing test	604-49586-4940	43.50	
Total 604495864940:					43.50	
12/14/2018	20181006	Barr Engineering Company	Substation Engineering	604-49593-5400	2,475.00	
Total 604495935400:					2,475.00	
Total Electric Utility:					417,714.65	
<b>Storm Water Utility</b>						
12/14/2018	121808	Further	VEBA/HSA submittal Dec	651-43140-1310	146.19	M
Total 651431401310:					146.19	
12/14/2018	121811	City of Waseca	November Utilities	651-43140-3800	1,183.08	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 651431403800:					1,183.08
12/14/2018	121808	Further	VEBA/HSA submittal Dec	651-49585-1310	34.33 M
Total 651495851310:					34.33
Total Storm Water Utility:					1,363.60
<b>Central Garage Services</b>					
12/14/2018	121808	Further	VEBA/HSA submittal Dec	701-43180-1310	487.56 M
Total 701431801310:					487.56
12/14/2018	152992	Waseca County Highway Department	Monthly billing	701-43180-2120	63.99
Total 701431802120:					63.99
12/14/2018	152957	Huber Supply Co Inc	lease on tanks	701-43180-2170	20.64
12/14/2018	20181023	IFACS	shop supplies	701-43180-2170	85.94
12/14/2018	152964	Kimball Midwest	shop supplies	701-43180-2170	191.39
12/14/2018	152966	Locators & Supplies Inc.	rubber gloves	701-43180-2170	64.76
12/14/2018	152966	Locators & Supplies Inc.	frgt chrg	701-43180-2170	13.30
12/14/2018	20181035	Napa Auto Parts	Parts	701-43180-2170	22.95
12/14/2018	20181052	Waseca Hardware LLC	Parts & Supplies	701-43180-2170	7.98
Total 701431802170:					406.96
12/14/2018	152931	Ag Partners Coop	15W40 motor oil	701-43180-2210	484.00
12/14/2018	152932	Aspen Equipment Co	Sander spreader motors	701-43180-2210	654.97
12/14/2018	152934	Bock's Service Inc.	Tire repair	701-43180-2210	15.75
12/14/2018	20181011	Christensen Tire Service	new tires for police #1812	701-43180-2210	733.72
12/14/2018	20181011	Christensen Tire Service	flat repair	701-43180-2210	62.40
12/14/2018	20181011	Christensen Tire Service	Tires	701-43180-2210	827.27
12/14/2018	20181016	Crysteel Truck Equipment Inc.	Poly side boards	701-43180-2210	366.00
12/14/2018	152942	Dave Syverson Ford Inc.	Clamp kit	701-43180-2210	387.32
12/14/2018	20181017	Dave's Body Shop	Repairs	701-43180-2210	2,195.05
12/14/2018	152943	Demi Ford Lincoln Mercury Inc	Repairs	701-43180-2210	292.50
12/14/2018	152960	Interstate Battery Systems	Battery	701-43180-2210	117.95
12/14/2018	152962	Janesville Tire Service	Loader repair	701-43180-2210	5,140.00
12/14/2018	152966	Locators & Supplies Inc.	LED strobe light	701-43180-2210	179.96
12/14/2018	20181033	MTI Distributing Inc.	toro mower filters	701-43180-2210	64.81
12/14/2018	20181035	Napa Auto Parts	Parts	701-43180-2210	770.68
12/14/2018	152976	PowerPlan - RDO Equipment Co.	field service on JD loader	701-43180-2210	126.00
12/14/2018	20181040	Sanco Equipment LLC	Cutting bolt on Edge	701-43180-2210	524.00
12/14/2018	20181040	Sanco Equipment LLC	Front pin wire harness	701-43180-2210	97.77
12/14/2018	20181040	Sanco Equipment LLC	Switch, Harness, Hydraulic restrictor	701-43180-2210	108.55
12/14/2018	20181042	Smiths Mill Implement Inc.	Warranty Credit	701-43180-2210	225.77-
12/14/2018	20181042	Smiths Mill Implement Inc.	Lever and Cable	701-43180-2210	69.07
12/14/2018	20181042	Smiths Mill Implement Inc.	Elastostar	701-43180-2210	15.34
12/14/2018	20181042	Smiths Mill Implement Inc.	Elastostar	701-43180-2210	21.34
12/14/2018	20181042	Smiths Mill Implement Inc.	Lever	701-43180-2210	12.12
12/14/2018	20181042	Smiths Mill Implement Inc.	Belt	701-43180-2210	52.00
12/14/2018	20181042	Smiths Mill Implement Inc.	Camera Kit	701-43180-2210	324.99
12/14/2018	152981	Suburban Tire Wholesale Inc	Tires # 21	701-43180-2210	4,614.66
12/14/2018	152981	Suburban Tire Wholesale Inc	front steer tires	701-43180-2210	1,198.74

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/14/2018	152986	Tire Associates	Tires #124	701-43180-2210	716.24
12/14/2018	152986	Tire Associates	Install new tires	701-43180-2210	133.80
12/14/2018	152986	Tire Associates	Install tires	701-43180-2210	287.38
12/14/2018	152986	Tire Associates	tire mount & dismount	701-43180-2210	135.60
12/14/2018	152986	Tire Associates	mount & dismount	701-43180-2210	135.60
12/14/2018	20181054	Zarnoth Brush Works Inc.	street sweeper broom	701-43180-2210	468.00
12/14/2018	20181055	Ziegler Inc	Carbide Block	701-43180-2210	88.10
Total 701431802210:					21,195.91
12/14/2018	152957	Huber Supply Co Inc	shop supplies & tools	701-43180-2400	534.75
12/14/2018	20181030	Mac Tools	Battery Cable Crimper	701-43180-2400	62.99
12/14/2018	152974	Olsen Chain & Cable Inc	lifting chains	701-43180-2400	301.73
12/14/2018	20181047	Tool Sales Company	Tools	701-43180-2400	954.00
12/14/2018	20181048	Total Tool Supply Inc.	milwaukee tool batteris	701-43180-2400	417.35
12/14/2018	20181052	Waseca Hardware LLC	Parts & Supplies	701-43180-2400	44.99
Total 701431802400:					2,315.81
12/14/2018	152957	Huber Supply Co Inc	Lease on welding & cutting tanks	701-43180-3100	19.98
12/14/2018	20181049	U.S. Bank - CC	Diagnostic tool monthly charge	701-43180-3100	149.00
Total 701431803100:					168.98
Total Central Garage Services:					24,639.21
<b>Property and Liability Insuran</b>					
12/14/2018	20181018	First National Insurance	December agency fee	702-49955-3000	800.00
Total 702499553000:					800.00
12/14/2018	152933	Besser, Dayna	Broken mirror caused by plow	702-49955-3640	458.60
Total 702499553640:					458.60
Total Property and Liability Insuran:					1,258.60
Grand Totals:					1,808,431.30

## Report Criteria:

Report type: GL detail

[Report].Amount = {&lt;&gt;} 0

**RESOLUTION NO. 18-82****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, 2018; 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 James and Mary Jo Boerboom (445 24<sup>th</sup> Ave NE: PID#17.528.0340) & Eric and Melanie Teders (785 27<sup>th</sup> Ave NE: PID#17.712.0120) & Joeseeph and Kristin Nelson (1101 11<sup>th</sup> Ave SE: PID#17.535.0480)

Adopted this 18<sup>th</sup> day of December, 2018.

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R.D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO CITY MANAGER

**RESOLUTION NO. 18-83****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”) desires to encourage, promote and facilitate residential development on vacant residential lots located throughout the City of Waseca (“City”), and has adopted a Residential Tax Abatement Policy (the “Abatement Policy”), a true and correct copy of which is attached hereto as Appendix A, 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-imposed property taxes are conditionally approved herein are identified and legally described on Appendix A 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**, 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, in a total abatement amount for any single qualifying parcel not to exceed \$20,458.85, for a maximum total abatement of all eligible parcels’ City-imposed property taxes not to exceed \$2,045,885. 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.

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

**WHEREAS**, the City would like to add parcel identification number 17.703.0020 to the Appendix A.

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

1. Findings for the Abatement. The City Council hereby makes the following findings:
  - 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. Terms of Abatements. The abatements are hereby approved for eligible parcels subject to the conditions precedent set forth in Paragraph 3. The terms of the abatements are as follows:

- a. The abatements shall apply to the taxes payable in the years 2019 through 2030 inclusive, and at the option of the applicant property owner, be for one of the following terms and abatement amounts:
  - i. 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 derived from the value of the residential structure for which the City issues a building permit and paid by the property owner;
  - ii. six (6) years, with the City abating 75 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; or
  - iii. ten (10) 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.

3. Conditions of Abatements. The abatements for any eligible parcel are contingent upon the satisfaction of the following conditions:

- 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, 2020;
- b. The owner of such parcel shall demonstrate that the assessed market value of the parcel for which a building permit is issued under Paragraph 3.a herein shall not exceed \$500,000.00 upon the completion of the construction of such single family or multi-family residential structure.
- c. The owner of such parcel shall complete an application for abatement together with the building permit application required in Paragraph 3.a that includes:
  - i. a pre-construction value estimate for the eligible parcel; and



- ii. additional information as may be requested by City staff or the City Council as necessary to evaluate the project and its potential impact on and benefit to the City.
  - d. The owner of such parcel shall enter into an abatement agreement consistent with the terms of this Resolution in a form satisfactory to the City;
  - e. The owner of such parcel and any contractors, subcontractors, materials suppliers or other agents involved in the construction of the residential structure shall at all times comply with applicable federal, state or local laws or regulations; and
  - f. Waseca County (the “County”) and the Waseca School District (the “School District”), if they so choose, shall each approve an abatement program for the eligible parcels upon the same terms as set forth herein for the County’s and School District’s share of the property tax amount which the County receives from the qualifying parcels.
4. 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 setting forth the rights and obligations of the parties with respect to the abatements in greater detail.
5. The abatements may not be modified or changed during the terms thereof.

This Resolution shall become effective immediately after its adoption.

Adopted this 18<sup>th</sup> day of December, 2018.

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R.D. Srp  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

**APPENDIX A**  
**List of Eligible Parcels by Parcel ID Number**

175280340		175350070		177110200
175280140		175350480		177070020
175280490		175350580		177090030
175280150		175350570		177090020
177120120		175350560		175260080
177120110		175350550		171070350
177120040		175350540		173260090
177120050		175350490		171170210
177120060		175350500		171190030
174790450		175350510		172010010
174800610		175350520		174520180
175350100		175350530		177100020
175350150		175350400		177100010
175350140		175350460		177100060
175350130		175350450		177100070
175350120		175350440		177100080
175350110		175350430		177100100
175350370		175350420		177100210
175350380		175350010		177100200
175350390		175350020		177100120
175350290		175350600		177100190
175350360		175350610		177100130
175350300		175350630		177100140
175350350		175350640		177100170
175350340		175350650		172760950
175350320		175350660		172761110
175350190		176130070		173010490
175350180		174560010		1.72E+08
175350240		174560020		172090250
175350230		174010180		1.73E+08
175350220		174010160		173280030
175350030		174020030		173280110
175350040		177110180		177030020
175350050		177110190		

Number \_\_\_\_\_

Fee \$ 160.00**CITY OF WASECA****APPLICATION FOR "OFF SALE" LICENSE FOR SALE OF  
3.2 MALT LIQUORS**

*To The Honorable Council of the City of Waseca,  
In the County of Waseca, State of Minnesota:*

The undersigned residing in the City of Waseca, Minnesota, hereby makes application for license to keep, sell and dispense 3.2 Malt Liquors for consumption off the premises at Kwik Trip #442 located at 501 Elm Ave. W. in the City of Waseca, Minnesota.

This applicant desires said license to run for the period from January 1, 2019 and ending December 31, 2019 under provisions of Chapter 113 of the City Code of said City of Waseca, Minnesota.

I enclose herewith \$ 160.00 for such license with the understanding that the same is to be returned to me if no license is issued to me pursuant to this application.

Dated at Waseca, Minnesota, this 6<sup>th</sup> day of December, 2018.

  
Applicant

## CITY OF WASECA LIQUOR LICENSE APPLICATION

6F

Application for (check all that apply) On Sale \_\_\_ Club On Sale \_\_\_  
Sunday On Sale \_\_\_ Off Sale ☒ Wine \_\_\_

License period Jan -19 to Dec -19

Trio Coffee, Wine & Ale House 12-13-18  
LICENSEE NAME DATE

Trio Coffee, Wine & Ale House  
BUSINESS/TRADE NAME

Type of Business:

☐ Bar (On Sale)  
☒ Liquor Store (Off Sale Only)  
☐ Club (On Sale) Number of Members: \_\_\_\_\_  
☐ Restaurant ATTACH FOOD LICENSE

Type of Application:

☐ Renewal  
☒ New/Transfer \$ 135 Investigative Fee

Sharp, Carrie Lee 507-456-2276  
APPLICANT'S FULL NAME TELEPHONE NO. ALTERNATE PHONE NO.  
(Last, Middle, First)

2505 7<sup>th</sup> St. NE Waseca MN 56093  
ADDRESS CITY STATE ZIP

04-27-76 Faribault, MN  
APPLICANT'S DATE OF BIRTH PLACE OF BIRTH

100 N State St.  
BUSINESS ADDRESS TELEPHONE NO.

P576119658018  
DRIVER'S LICENSE NUMBER

MINNESOTA TAX ID#

FEDERAL TAX ID#

Jeremy Sharp - JAC Sharp, LLC.  
NAME & ADDRESS OF OWNER OF BUILDING

2505 7<sup>th</sup> St. NE Waseca, MN 56093

ARE THERE DELINQUENT TAXES ON THE PROPERTY? No

PLEASE NOTE: Prior to license issuance, City Staff will review the history and status of the Customer Utility Account, to verify there are no ongoing delinquent balance concerns.

Trio Coffee, Wine & Ale House, LLC.  
CORPORATE OR PARTNERSHIP TITLE

100 N State St., Waseca MN 56093  
CORPORATE OR PARTNERSHIP ADDRESS

## Board/Commission/Authority Application Form

Date 11-27-18Name Jon S. MillerAddress 621 2<sup>nd</sup> Ave NWTelephone Number: (Home) 507-676-1900 (Work) \_\_\_\_\_ email: jonstuart41071@gmail.comOccupation: Preferred Lawn Care (owner), Maintenance at Roundbank

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

<input type="checkbox"/> Airport Board	<input type="checkbox"/> Human Rights Commission
<input type="checkbox"/> Charter Commission	<input type="checkbox"/> Library Board
<input type="checkbox"/> Community Ed Advisory Board	<input type="checkbox"/> Park Board
<input checked="" type="checkbox"/> Economic Development Authority	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Historic Preservation Commission	<input type="checkbox"/> Traffic Safety Board
<input type="checkbox"/> Housing & Redevelopment Authority	<input type="checkbox"/> Water Park Advisory Board

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

*I love Waseca and would love to help move the community forward.**This is also something that I have interest in and would love to learn more.*

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

- High school class v.p. New Richland (voted in 1989)
- Graduate from Waseca - 1989
- Some College
- V.P. of the Jaycees
- I was a Republican delegate for Waseca County
- I served on the bluejay booster board where I was the v.p. and president.
- I served on the Sacred Heart School board for over six years. Sept. 2018 was my last meeting.  
I'm still ~~read~~ involved with the school volunteering as needed.
- I've also volunteered hundreds of hours in the community such as buck thorn cleanup, Lakes Cleanup, Sporting events school functions.

**CITY OF WASECA**

**Board/Commission/Authority Application Form**

Date 11/29/18

Name Isaac Thompson

Address 14503 Bunker Dr Waseca, MN 56093

Telephone Number: (Home) 612-396-1590 (Work) 507-833-6671 email: isaacthompson@edinarealty.com

Occupation: Accountant/Realtor

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

<input type="checkbox"/> Airport Board	<input type="checkbox"/> Human Rights Commission
<input type="checkbox"/> Charter Commission	<input type="checkbox"/> Library Board
<input type="checkbox"/> Community Ed Advisory Board	<input type="checkbox"/> Park Board
<input checked="" type="checkbox"/> Economic Development Authority	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Historic Preservation Commission	<input type="checkbox"/> Traffic Safety Board
<input type="checkbox"/> Housing & Redevelopment Authority	<input type="checkbox"/> Water Park Advisory Board

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

I believe attracting and keeping businesses is critical to the growth of a community.

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 have a degree in Accounting as well as CPA and CMA certifications. I've worked with a variety of small businesses, and I'm a realtor in Waseca.

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

CITY OF WASECA

Board/Commission/Authority Application Form

Date November 28, 2018

Name Michael D. Francis

Address 609 11th Ave. NW, Waseca, MN 56093

Telephone Number: (Home) 507-833-4152 (Work) 507-461-3819 email: francis@hickorytech.net  
cell

Occupation: Retired: Teacher / Executive Camp Director

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 an interest in utilization and care of community outdoor resources in areas of outdoor activities and usage; education, recreation, park and land/water management (environmental study/habitats).*

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

*I've served on the Park Board since 2016.  
(2016-2018)*

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

*I'm currently the chairperson of the Park Board.*

Please list what qualifications you possess that will be helpful to this Board /Commission /Authority.  
(List your experience, education, certification, etc.)

*Camp Director (20 yrs. administration-outdoor education programs-all ages)  
certified Camp Director: American Camping Association (program + resource management)  
Mille Lacs Kathio State Park Advisory Board: Park services  
Education/Teacher: K-12  
- management of resources  
- Interpretive studies*

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



<b>Title:</b>	I&I Flow Monitoring with Stantec		
<b>Meeting Date:</b>	December 18, 2018	<b>Agenda Item Number:</b>	6H
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Attached proposed agreement with Stantec
<b>Originating Department:</b>	Utilities & Public Works	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b>  City Council authorization for the City Manager to enter into the attached agreement with Stantec to conduct I&I flow monitoring as part of the I&I Reduction Plan		
<b>How does this item pertain to Vision 2030 goals?</b>	Continue updating aging infrastructure to protect existing development and encourage future development: Focused flow monitoring of the sanitary sewer system is a specific action program to assist the City in locating I&I sources.		

**BACKGROUND:** The City of Waseca has executed an agreement with the MPCA (Minnesota Pollution Control Agency) to “reduce and minimize” wastewater releases from the sanitary sewer system. This means that the City must develop a comprehensive I&I (Inflow & Infiltration) program to determine how to reduce clean water from getting into City sanitary sewers and private property sanitary sewer services.

After conducting comprehensive smoke testing of sewer pipes during October 2018, it has become evident to staff to identify and pinpoint where clean water first enters the sewer system. After conducting research, staff recommends hiring Stantec to install flow monitoring equipment in sanitary sewers south of Eleventh Avenue NW/NE at key locations in order to find clean water sources which lead to wastewater releases from our “hot spot” wastewater release locations.

**BUDGET IMPACT:** The attached proposal from Stantec ranges from \$149,100 to \$198,500 depending on the length of the flow monitoring program, up to five (5) months. This expenditure would come from the 2019 Sanitary Sewer Fund Capital Improvement Program.

**ALTERNATIVES CONSIDERED:** With a consultant, City staff has conducted an electric pulse pipe demonstration project. This demonstration did not convince City staff that it would be a cost effective, reliable method to recommend I&I corrective action. Staff has also considered not conducting any monitoring program while simply continuing with repairing pipes. However, based on the Schedule of Compliance goals, a proactive identification approach to pinpoint “hot spot” leaks has the most merit.

**RECOMMENDATION:** City Council authorization for the City Manager to enter into the attached agreement with Stantec to conduct I&I flow monitoring as part of the I&I Reduction Plan.

## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: 11-Dec-18

TO: Mayor & City Council  
Lee Mattson, City Manager

PROJECT NAME: FBO Hanager

CITY PROJECT NO(S). 1611

PAYMENT REQUEST : No. 2

PAYMENT PERIOD : November 1, 2018 - November 30, 2018

CONTRACTOR: APX Construction Group, LLC

PAYMENT AMOUNT: \$76,370.50

Approved By:

Tom Kullgren 12/11/18  
Department Head Date

Shelly L. Kelly 12/12/18  
Director of Finance Date  
Lee A. Mattson 12-12-18  
City Manager Date

## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: December 11, 2018

TO: Mayor & City Council  
Lee Mattson, City Manager

PROJECT NAME: 2018 Runway 15/33 Culvert Replacement

CITY PROJECT NO(S): 2018-05 JRF

PAYMENT REQUEST: 1

PAYMENT PERIOD: Through October 20, 2018

CONTRACTOR: Borneke Construction, INC

PAYMENT AMOUNT: \$259,828.32

Approved By:

Tom K. Kelly 12/11/18  
Department Head Date

Shelly L. Kelly 12/12/18  
Director of Finance Date

Lee A. Mattson 12-12-18  
City Manager Date

## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: December 10, 2018

TO: Mayor & City Council  
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : Final


PAYMENT PERIOD : November 1, 2018-November 30, 2018

CONTRACTOR: Carciofini Company Inc

PAYMENT AMOUNT: \$353.10

Approved By:

 12/10/18  
\_\_\_\_\_  
Department Head Date

 12/10/18  
\_\_\_\_\_  
Director of Finance Date

 12-10-18  
\_\_\_\_\_  
City Manager Date

## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: December 10, 2018

TO: Mayor & City Council  
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : Final

PAYMENT PERIOD : November 1, 2018-November 30, 2018

CONTRACTOR: HKS Construction

PAYMENT AMOUNT: \$3,816.60

Approved By:

 12/10/18  
\_\_\_\_\_  
Department Head Date

 12/10/2018  
\_\_\_\_\_  
Director of Finance Date

 12-10-18  
\_\_\_\_\_  
City Manager Date

## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: December 10, 2018

TO: Mayor & City Council  
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : Final

PAYMENT PERIOD : November 1, 2018-November 30, 2018

CONTRACTOR: Innovative Building Concepts LLC

PAYMENT AMOUNT: \$2,490.00

Approved By:

 12/10/18  
\_\_\_\_\_  
Department Head Date

 12/10/2018  
\_\_\_\_\_  
Director of Finance Date

 12-10-18  
\_\_\_\_\_  
City Manager Date





## *Request for City Council Action*

<b>Title:</b>	Resolution for approving a Preliminary Plat and Final Plat to Kwik Trip, Inc. for the Kwik Trip 1034 Subdivision.		
<b>Meeting Date:</b>	December 18, 2018	<b>Agenda Item Number:</b>	<b>7A</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution No. 18-88 PC Memo
<b>Originating Department:</b>	Community Development	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> To adopt Resolution No.18-88: A Resolution of the Waseca City Council approving a Preliminary Plat & Final Plat for Kwik Trip 1034 Subdivision located on the SE corner of North State Street and 15 <sup>th</sup> Ave NE in Waseca, MN.		

### **BACKGROUND:**

Emily Kronebusch, on behalf of Kwik Trip, Inc., owner of the property, is requesting approval of a Preliminary Plat and Final Plat for the Kwik Trip 1034 Subdivision.

The site currently is vacant, undeveloped land. Surrounding land uses are community retail and service businesses. After the subdivision and replat, the proposed development is a convenience store with fuel sales and attached car wash. These are permitted uses in the B-2 District.

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

**ADVISORY BOARD RECOMMENDATION:** The Planning Commission held a public hearing on the request on December 11, 2018. There was one public comment, in favor of the project, with concerns for traffic safety on Highway 13. The Planning Commission voted to recommend approval of the Preliminary Plat by a vote of 4-0 and Final Plat by a vote of 4-0.

**RECOMMENDATION:** Motion to adopt Resolution No. 18-88: Approving a Preliminary Plat and a Final Plat for the Kwik Trip 1034 Subdivision.

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

**TO:** Robin Terrell, Chair  
Waseca Planning Commission

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

**MEETING DATE:** December 11, 2018

**SUBJECT:** Public Hearing-Action No. 18-16\_PP/FP; Kwik Trip 1034 Subdivision

**ATTACHMENTS:** Application Narrative  
Site Location Map  
Preliminary Plat  
Final Plat

***APPLICANT***

Emily Kronebusch, on behalf of Kwik Trip, Inc., owner of the property. A complete application was received November 19, 2018. Final action, which is required within 60 days of the complete application date, must be taken by January 18, 2018.

***REQUEST***

The applicant is requesting approval of a Preliminary Plat and Final Plat for the Kwik Trip 1034 Subdivision.

***LOCATION***

The properties are located at 100 15<sup>th</sup> Ave NE; 200 15<sup>th</sup> Ave NE; North Ridge Tract C, Block 3; and part of Lot4, Block 4, Beschnett Subdivision, in Waseca, MN and are described as:

All that part of Block 3, NORTH RIDGE, WASECA, MINNESOTA & part of Lot 4, Block 1, Beschnett Subdivision,  
Waseca County, Minnesota, described as follows:

Beginning at the northwest corner of said Block 3; thence South 00°00'01" East a distance of 207.64 feet on an assumed bearing on the west line of said Block 3; thence South 89°42'27" East a distance of 160.00 feet; thence North 00°00'01" West a distance of 207.71 feet to the north line of said Block 3; thence North 89°44'03" West a distance of 160.00 feet on the north line of said Block 3 to the point of beginning;

AND

Commencing at the northwest corner of said Block 3, thence South 89°44'03" East a distance of 250.00 feet on an assumed bearing on the north line of said Block 3, to the point of beginning; thence South 89°44'03" East a distance of 31.12 feet on the north line of said Block 3; thence easterly on the northerly line of said Block 3 a distance of 99.64



feet on a tangential curve concave to the south with a central angle 12°13'29", and a radius of 467.00 feet; thence South 00°15'57" West a distance of 129.41 feet; thence North 89°44'03" West a distance of 130.00 feet; thence North 0°15'57" East a distance of 140.00 feet, to the point of beginning;

AND

Beginning at a point on the north line of said Block 3, which point is 160.0 feet East of the Northwest corner thereof; thence South 89°44'03" East, 90 feet on the North line of Block 3 of said North Ridge; thence South 00°15'57" West 140 feet; thence South 89°44'03" East 45.36 feet; thence South 00°00'01" East 67.78 feet; thence North 89°42'27" West 134.71 feet; thence North 00°00'01" West 207.71 feet, to the point of beginning;.

AND

Commencing at the southwest corner of said Block 1, thence North 00°00'01" West a distance of 47.40 feet, on an assumed bearing on the west line of said Block 1, to the point of beginning; thence North 00°00'01" West a distance of 67.78 feet to a corner of said Block 1; thence South 89°44'03" East a distance of 46.49 feet on a line of said Block 1; South 00°16'25" West a distance of 67.80 feet; thence North 89°42'27" West a distance of 46.17 feet to the point of beginning.

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

The site currently is vacant, undeveloped land. Previous use was a restaurant and car wash that were demolished prior. Surrounding land uses are community retail and service businesses.

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

After the subdivision and replat, the four lots will be one parcel, allowing for a convenience store with fuel sales and an attached car wash. These are permitted uses in the B-2 District.

### ***ZONING***

The parcel is currently zoned B-2, Community Retail & Service Business District. No change in zoning is requested.

### ***ENVIRONMENTAL***

There are no environmental concerns at this time.

### ***PUBLIC UTILITIES***

The site is currently served by public utilities.

## ***REVIEW***

On November 19, 2018, the City of Waseca received a completed application for a subdivision and replat for the properties located on the SE corner of North State Street and 15<sup>th</sup> Ave NE in Waseca, MN. Preliminary and Final Plats depicting current and proposed conditions were received along with the application.

Emily Kronebusch, on behalf of Kwik Trip, Inc., is requesting a subdivision and replat for three (3) complete parcels and one (1) partial parcel.

There was one public comment received as of 12.6.2018, in favor of the project, yet concerned about pedestrian and traffic safety on Highway 13.

## ***FINDINGS***

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

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

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

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

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

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

## ***RECOMMENDATION***

Pending submission of an updated Preliminary and Final Plat, with City Staff approval, Staff recommends approval of the Preliminary Plat and Final Plat as submitted for the property located on the SE corner of North State Street and 15<sup>th</sup> Ave NE in Waseca.

## ***REQUESTED ACTION***

Hold a public hearing on the Preliminary Plat request and take action on a recommendation to be forwarded to the City Council for consideration at their December 18, 2018 meeting.

Hold a public hearing on the Final Plat request and take action on a recommendation to be forwarded to the City Council for consideration at their December 18, 2018 meeting.

**KWIK TRIP 1034**  
PRELIMINARY PLAT



**VICINITY MAP**  
NO SCALE

SITE -



**SOILS MAP**  
NO SCALE

**LEGEND**

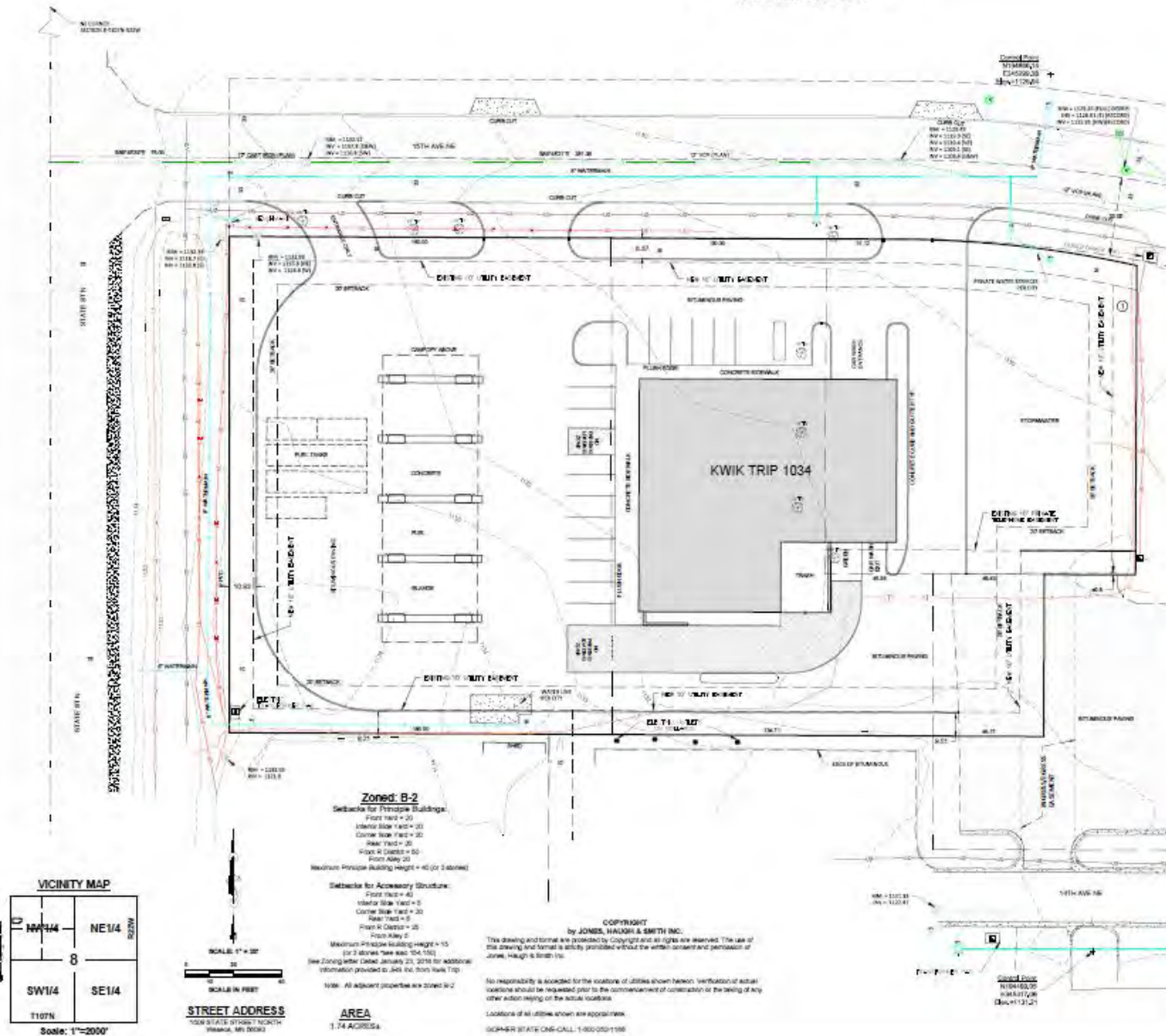
- 30" of 4" x 12" iron reinforcement
- Iron reinforcement Found
- Victor Main
- Sea Ray Swims
- Buoy Swims
- One Main
- Underground Telephone
- Filter-Cylinders
- Overhead Electric
- Boulders
- Signs
- Electric Meter
- Telephone Pedestal
- Light Pole
- Fire Hydrant
- Fire Alarm Bell Valve
- Catch Basin
- Catch Basin
- Manholes
- Elevation Contour Line
- Spot Elevation
- Rim Elevation
- Flood Line Elevation
- Deckhouse Tree
- Concrete Surface
- Bituminous Surface
- Gravel Surface

**PRELIMINARY PLAT-KWIK TRIP 1034**  
PART OF BLOCK 3, NORTH RIDGE, WASECA, MINNESOTA  
CITY OF WASECA, WASECA COUNTY, MINNESOTA

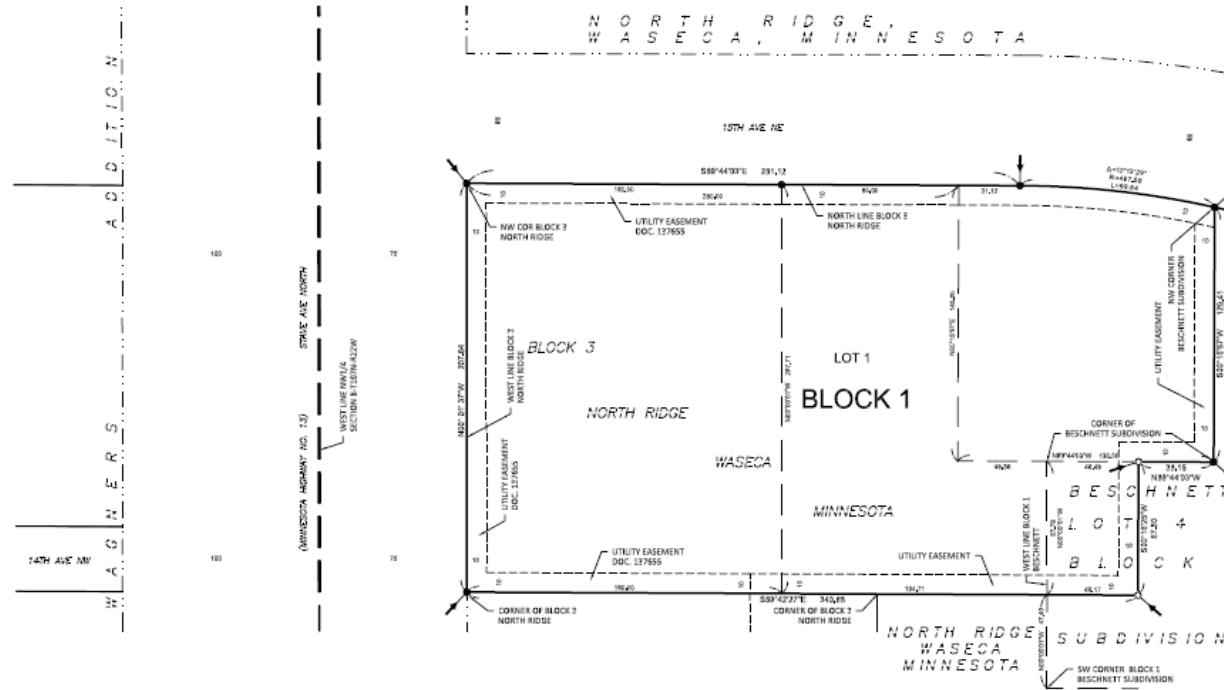
FOR: KWAK TRIP INC.

Given: JHMS Surname: SA T Date: 10/22/18 Received: 12/26/18	 <div> <p><b>JONES HAUGH SMITH</b></p> <p>Ingratons • Survivors</p> </div>	215 North Westborough Ave Alexandria, VA 22307 703.273.4278  412 West North Street Cleveland, OH 44102 207.451.4288	Job No: 156-9220 Edition:  Survey: MCH Rebar: Page:
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SHEET NO. 1 OF 1 SHEETS



# OFFICIAL PLAT KWIK TRIP 1034



KNOW ALL MEN BY THESE PRESENTS: That Kwik Trip Inc., a Wisconsin Corporation, owner of the following described property:

All that part of Block 3, NORTH RIDGE, WASECA, MINNESOTA & part of Lot 4, Block 1, Beschnett Subdivision, Waseca County, Minnesota, described as follows:

Beginning at the northeast corner of said Block 3; thence South 00°00'01" East a distance of 207.66 feet on an assumed bearing on the west line of said Block 3; thence South 89°44'30" East a distance of 160.00 feet thence North 00°00'01" West a distance of 207.71 feet to the north line of said Block 3; thence North 89°44'30" West a distance of 160.00 feet on the north line of said Block 3 to the point of beginning;

AND: Commencing at the northwest corner of said Block 3, thence South 89°44'30" East a distance of 200.00 feet on an assumed bearing on the north line of said Block 3, to the point of beginning; thence South 89°44'30" East a distance of 21.12 feet on the north line of said Block 3; thence easterly on the northerly line of said Block 3 a distance of 80.04 feet on a tangent curve concave to the south with a central angle 12°13'30", and a radius of 487.00 feet thence South 00°13'57" West a distance of 138.41 feet thence North 89°44'30" East a distance of 160.00 feet thence North 0°13'57" East a distance of 140.00 feet to the point of beginning;

AND: Beginning at a point on the north line of said Block 3, which point is 160.00 feet East of the Northwest corner thereof; thence South 89°44'30" East 90 feet on the North line of Block 3 of said North Ridge; thence South 00°13'57" West 140 feet thence South 89°44'30" East 40.00 feet thence South 00°00'01" East 50.79 feet thence North 89°44'30" West 134.71 feet thence North 00°00'01" West 207.71 feet, to the point of beginning;

AND: Commencing at the southwest corner of said Block 1, thence North 00°00'01" West a distance of 47.40 feet, on an assumed bearing on the west line of said Block 1, to the point of beginning; thence North 00°00'01" West a distance of 87.79 feet to a corner of said Block 1; thence South 89°44'30" East a distance of 48.49 feet on a line of said Block 1; South 00°16'28" West a distance of 87.35 feet thence North 89°44'30" West a distance of 48.17 feet to the point of beginning;

has caused the above described premises to be surveyed and plotted as shown herein, to be known as KWIK TRIP 1034, do by these presents dedicate to the public for public use forever, and for the use of the public utilities, the thoroughness appearing hereon; and also the utility easements for the use of the city or other parties franchised by the city, for the installation and maintenance of facilities to, under and over said easements, to serve adjacent or other premises in the vicinity.

Witness my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Kwik Trip Inc., a Wisconsin Corporation

STATE OF Wisconsin:

The foregoing Instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ on behalf of said \_\_\_\_\_.

Notary Public  
My Commission Expires \_\_\_\_\_

I, Scott A. Tuettenhagen, hereby certify that this plat was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a true and correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 320A.01, Subd. 3, as of the date of this plat, are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Scott A. Tuettenhagen, Licensed Land Surveyor  
Minnesota License No. 53648

STATE OF MINNESOTA:

This Instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015 by Scott A. Tuettenhagen, a Licensed Land Surveyor.

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

No delinquent taxes due and transfer has been entered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

County Auditor, Waseca County, MN

I hereby certify that on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ the current taxes have been paid on the land described herein.

County Treasurer, Waseca County, MN

DOCUMENT NUMBER \_\_\_\_\_

I hereby certify that this Instrument was filed in the office of the County Recorder for record on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ M., and was duly recorded in the Waseca County records as Document Number \_\_\_\_\_ of \_\_\_\_\_.

County Recorder, Waseca County, MN

By \_\_\_\_\_  
Deputy

We hereby certify that the whole plat of KWIK TRIP 1034 was duly accepted and approved by the City Council of the City of Waseca, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Mayor \_\_\_\_\_ City Clerk \_\_\_\_\_

City Manager \_\_\_\_\_ City Engineer \_\_\_\_\_

The Cities:

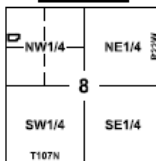
I, \_\_\_\_\_, Licensed Attorney, State of Minnesota, do hereby certify that the corners as indicated herein represent \_\_\_\_\_ corners of Block 1 in the best encompassed by this plat.

Licensed Attorney \_\_\_\_\_

## LEGEND

- 5/8" x 18" Iron monument (marked L.S. 53648-Pland)
- Iron monument + stone
- Arduian Corner

## VICINITY MAP



## BASE OF BEARING SYSTEM

All bearings are based the west line of Block 3, North Ridge, bearing South 00°00'01" East

**RESOLUTION NO. 18-88**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
GRANTING APPROVAL FOR A PRELIMINARY PLAT AND FINAL PLAT KWIK TRIP, INC. FOR THE  
KWIK TRIP 1034 SUBDIVISION**

**WHEREAS**, application has been made to the City Council of the City of Waseca by Emily Kronebusch, on behalf of Kwik Trip, Inc., for approval of a Preliminary Plat and Final Plat for the Kwik Trip 1034 Subdivision. The properties are located at 100 15<sup>th</sup> Ave NE; 200 15<sup>th</sup> Ave NE; North Ridge Tract C, Block 3; and part of Lot 4, Block 4, Beschnett Subdivision, in Waseca, MN and are described as:

All that part of Block 3, NORTH RIDGE, WASECA, MINNESOTA & part of Lot 4, Block 1, Beschnett Subdivision, Waseca County, Minnesota, described as follows:

Beginning at the northwest corner of said Block 3; thence South 00°00'01" East a distance of 207.64 feet on an assumed bearing on the west line of said Block 3; thence South 89°42'27" East a distance of 160.00 feet; thence North 00°00'01" West a distance of 207.71 feet to the north line of said Block 3; thence North 89°44'03" West a distance of 160.00 feet on the north line of said Block 3 to the point of beginning;

AND

Commencing at the northwest corner of said Block 3, thence South 89°44'03" East a distance of 250.00 feet on an assumed bearing on the north line of said Block 3, to the point of beginning; thence South 89°44'03" East a distance of 31.12 feet on the north line of said Block 3; thence easterly on the northerly line of said Block 3 a distance of 99.64 feet on a tangential curve concave to the south with a central angle 12°13'29", and a radius of 467.00 feet; thence South 00°15'57" West a distance of 129.41 feet; thence North 89°44'03" West a distance of 130.00 feet; thence North 0°15'57" East a distance of 140.00 feet, to the point of beginning;

AND

Beginning at a point on the north line of said Block 3, which point is 160.0 feet East of the Northwest corner thereof; thence South 89°44'03" East, 90 feet on the North line of Block 3 of said North Ridge; thence South 00°15'57" West 140 feet; thence South 89°44'03" East 45.36 feet; thence South 00°00'01" East 67.78 feet; thence North 89°42'27" West 134.71 feet; thence North 00°00'01" West 207.71 feet, to the point of beginning;.

AND

Commencing at the southwest corner of said Block 1, thence North 00°00'01" West a distance of 47.40 feet, on an assumed bearing on the west line of said Block 1, to the point of beginning; thence North 00°00'01" West a distance of 67.78 feet to a corner of said Block 1; thence South 89°44'03" East a distance of 46.49 feet on a line of said Block 1; South 00°16'25" West a distance of 67.80 feet; thence North 89°42'27" West a distance of 46.17 feet to the point of beginning.

**WHEREAS**, the Waseca Planning Commission held a public hearing on the request at its December 11, 2018 meeting, and all interested parties were provided an opportunity to comment; and

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

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

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

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

1. Property development shall conform to state and local zoning, building and fire codes.

Adopted this 18th day of December 2018.

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R.D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER