

**WORK SESSION: UTILITIES BUDGET- 6:00 P.M.**

REGULAR WASECA CITY COUNCIL MEETING

TUESDAY, JANUARY 16, 2024, 7:00 PM

AGENDA

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

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

5. REQUESTS AND PRESENTATIONS

6. CONSENT AGENDA

- A. Minutes: Council Meeting –January 2, 2024
- B. Payroll & Expenditures
- C. Cogeneration & Small Power Production Tariff (RCCA & rate schedule from SMMPA)
- D. Qualifying Facilities Report (RCCA & spreadsheet report of all solar interconnection customers < 40kW)
- E. Set Public Hearing for Ordinance 1111 – Regulating mobile food trucks, vending wagons, food stands, and food carts.
- F. Set Public Hearing for Ordinance 1112- Repealing and replacing ordinance regulating specialized vehicles.
- G. RCCA Planning Commission Renewal Application
- H. RCCA Airport Board Renewal Application
- I. RCCA Heritage Preservation Commission Renewal Application
- J. RCCA Park Board Renewal Application

7. ACTION AGENDA

- A. Resolution No. 24-08 Ordering the 8<sup>th</sup> Avenue NE (CSAH 13) Reconstruction Project (City Project No. 2024-01) and authorizing the preparation of plans, specifications, and Assessment Roll #284.
- B. Resolution No. 24-09 Ordering the 11<sup>th</sup> Avenue NW Rehabilitation Project (City Project No. 2024-02) and authorizing the preparation of plans, specifications, and Assessment Roll #285.
- C. Authorize the release of a Request for Proposal for the preparation of a Feasibility Report and the design of the 2<sup>nd</sup> Street NW Reconstruction Project (City Project No. 2025-01)
- D. Joint Powers Agreement with Waseca County for Economic Development Services
- E. International Brotherhood of Electrical Workers (IBEW) Memorandum of Understanding (MOU) Electric Utility Supervisor

8. REPORTS

- A. City Manager's Report
- B. Commission Reports

9. ANNOUNCEMENTS

10. ADJOURNMENT



- 6. A. Councilmember Christiansen made the motion to approve the consent agenda, seconded by Councilmember Arndt. Motion carried 7-0.

**ACTION AGENDA**

- 7. A. Councilmember Ebertowski nominated Councilmember Conrath as Mayor Pro Tem, seconded by Councilmember Mansfield. Motion failed 3-4. (Christiansen Nay, Ebertowski Yay, Conrath Yay, Zimmerman Nay, Schroeder Nay, Mansfield Yay, Arndt Nay)

Councilmember Arndt nominated Councilmember Christiansen as Mayor Pro Tem, seconded by Schroeder. Motion carried 5-2 (Arndt Yay, Mansfield Nay, Schroeder, Yay, Zimmerman Yay, Conrath, Yay, Ebertowski Nay, Christiansen Yay.

Councilmember Mark Christiansen is Mayor Pro Tem.

City Council Board/Commission 2024 Appointments:

- B. Airport Board: Councilmember Schroeder
- Economic Development Authority: Councilmember Ebertowski and Mayor Zimmerman
- Heritage Preservation Commission: Councilmember Mansfield
- Park Board: Councilmember Christiansen
- Planning Commission: Councilmember Arndt
- Fire Relief Association: Councilmember Conrath
- Community Ed Advisory Board: Councilmember Christiansen
- Region 9: Councilmember Ebertowski
- Discover Waseca Tourism Board: Councilmembers Conrath and Schroeder

Mayor Zimmerman would like Staff to coordinate a strategic work session with the City Council and the Economic Development Authority.

- C. Councilmember Mansfield made the motion to adopt Resolution 24-04, Authorizing Safe Routes to School (SRTS) Grant Submittal, seconded by Schroeder. Motion carried 7-0.
- D. Councilmember Conrath made the motion to adopt Resolution 23-68, 2023 Budget Amendment, seconded by Christiansen. Motion carried 7-0.
- E. Councilmember Schroeder made the motion to adopt Resolution 24-05, Speed Study, MnDOT Engineering and Traffic Investigation, North State Street, seconded by Councilmember Arndt. Motion carried 7-0.
- F. Councilmember Arndt made the motion to direct the Planning Commission to research and recommend to the City Council the best practices for the 2-mile subdivision authority, seconded by Mansfield. Motion carried 7-0.

**REPORTS**

- 8. A. City Manager's Report:
  - 1. The City Manager read a memo from the City Finance Director on the Minnesota Legislature's one-time public safety aid and its eligible uses.
  - 2. The City Manager read a memo from the City Clerk on the status of Ordinances regulating Mobile Food Vending and Specialized vehicles.
  - 3. There have been no electrical outages since September.
- B. Commission Reports:
  - 1. None

**ANNOUNCEMENTS**

- 9. A. Councilmember Christiansen:  
Thank you for the updates that the City Manager has been sending on Staff updates and commission updates. Is looking forward to the joint meeting with the Council and the EDA. We are very lucky in this community.
- B. Councilmember Ebertowski:  
Agrees with Councilmember Christiansen. Happy New Year.
- C. Councilmember Arndt:  
Barneys was open the other day and was excellent. Hopes they can do that again.
- D. Councilmember Schroeder:  
Agrees with what Councilmember Christiansen said, we are very lucky in this community.
- F. Mayor Zimmerman:  
He was invited to talk to a third-grade class at Sacred Heart and was impressed with the questions from the students. Also received a lot of letters on how to make the parks better,

**ADJOURNMENT**

- 10. There being no further business to be brought before the Council, Councilmember Arndt moved to adjourn the meeting at 8:05 p.m., seconded by Conrath. Motion carried 7-0.

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RANDY L. ZIMMERMAN  
MAYOR

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JULIA HALL  
CITY CLERK

*Micah Fischer*

**6B**

LIST OF EXPENDITURES

January 16, 2024

*Carl Comarberg*

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City Council	0.00	
Streets	28,524.07	
Parks	10,299.93	
Wastewater	12,251.63	
Utility Administration	5,525.94	
Utility Offices	8,065.66	
Electric	15,380.53	
Water	3,523.83	
Building and Code Compliance	2,236.98	
Police	68,821.74	
Administration	0.00	
Community Aides	139.44	
Fire	9,812.58	
Paid On Call Fire Department	4,410.36	
PEG	287.08	
Election Judges	0.00	
Finance	13,275.39	
Community Development	2,261.87	
Engineering	17,579.32	
Recreation	2,508.75	
Econ Development	<u>3,151.65</u>	
Total Gross Payroll	208,056.75	
*Less- Payroll Deductions	<u>(73,137.89)</u>	
Net Payroll Cost		\$ 134,918.86

\*These costs are included in Accounts Payable totals below

Accounts Payable

Utility deposit refunds dated:

Includes check #'s .....

Expenditures dated:

January 3, 2024-January 11, 2024

Includes check #'s 159968-160018

Bank ACH Withdrawals..... 504,111.51

GRAND TOTAL EXPENDITURES \$ 639,030.37

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
<b>General Fund</b>						
01/11/2024	12412	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 1/7/2024	101-21701-0000	17,555.85	M
Total 101217010000:					17,555.85	
01/11/2024	12408	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 1/7/2024	101-21702-0000	8,863.06	M
Total 101217020000:					8,863.06	
01/11/2024	12412	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 1/7/2024	101-21703-0000	8,009.56	M
01/11/2024	12412	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 1/7/2024	101-21703-0000	8,009.56	M
Total 101217030000:					16,019.12	
01/11/2024	12409	Public Employees Retirement Assn (ACH Rounding		101-21704-0000	.01	M
01/11/2024	12409	Public Employees Retirement Assn (ACH PERA COORD Emplr 1% Pay Period: 1/7/2024		101-21704-0000	1,295.46	M
01/11/2024	12409	Public Employees Retirement Assn (ACH PERA COORDINATED Employee Pay Period: 1/7/2024		101-21704-0000	8,420.50	M
01/11/2024	12409	Public Employees Retirement Assn (ACH PERA POLICE Employee Pay Period: 1/7/2024		101-21704-0000	8,476.90	M
01/11/2024	12409	Public Employees Retirement Assn (ACH PERA COORDINATED Employer Pay Period: 1/7/2024		101-21704-0000	8,420.50	M
01/11/2024	12409	Public Employees Retirement Assn (ACH PERA POLICE Employer Pay Period: 1/7/2024		101-21704-0000	12,715.36	M
Total 101217040000:					39,328.73	
01/11/2024	159968	IBEW	IBEW UNION DUES Pay Period: 1/7/2024	101-21707-0000	365.38	
01/11/2024	159969	IUOE Local #70	FIRE UNION DUES Pay Period: 1/7/2024	101-21707-0000	105.00	
01/11/2024	159969	IUOE Local #70	IUOE UNION DUES Pay Period: 1/7/2024	101-21707-0000	606.00	
01/11/2024	159970	Law Enforcement Labor Services	POLICE SGT/LT DUES Pay Period: 1/7/2024	101-21707-0000	141.00	
01/11/2024	159970	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 1/7/2024	101-21707-0000	916.50	
Total 101217070000:					2,133.88	
01/11/2024	12414	Greater Mankato Area United Way	UNITED WAY Pay Period: 1/7/2024	101-21708-0000	180.00	M
Total 101217080000:					180.00	
01/11/2024	159973	MN Life	LIFE INSURANCE MN Pay Period: 1/7/2024	101-21710-0000	1,047.75	
01/11/2024	159973	MN Life	LIFE INSURANCE MN Pay Period: 1/7/2024	101-21710-0000	653.55	
Total 101217100000:					1,701.30	
01/11/2024	12412	ACH Internal Revenue Service	MEDICARE Pay Period: 1/7/2024	101-21712-0000	2,816.04	M
01/11/2024	12412	ACH Internal Revenue Service	MEDICARE Pay Period: 1/7/2024	101-21712-0000	2,816.04	M
Total 101217120000:					5,632.08	
01/11/2024	12413	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 1/7/2024	101-21713-0000	1,600.00	M
01/11/2024	12413	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 1/7/2024	101-21713-0000	4,274.00	M
Total 101217130000:					5,874.00	
01/11/2024	12411	Vantagepoint Transfer Agents 457	ICMA - ROTH (AFTER TAX) Pay Period: 1/7/2024	101-21714-0000	350.00	M
01/11/2024	12411	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 1/7/2024	101-21714-0000	485.00	M
Total 101217140000:					835.00	
01/11/2024	12404	Medsurety	Flex Reimbursement	101-21716-0000	928.25	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/11/2024	159996	Medsurety	Flex Reimbursement	101-21716-0000	5,000.00
01/11/2024	12416	Medsurety	VEBA Contributions Pay Period: 1/7/2024	101-21716-0000	10,283.54 M
01/11/2024	12418	Medsurety	HSA Contribution Pay Period: 1/7/2024	101-21716-0000	2,252.83 M
01/11/2024	12417	Medsurety	HSA Contribution Pay Period: 1/7/2024	101-21716-0000	8,584.87 M
Total 101217160000:					27,049.49
01/11/2024	12410	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 1/7/2024	101-21717-0000	1,005.07 M
Total 101217170000:					1,005.07
01/11/2024	159972	Metropolitan Life Insurance Company	Harren Adjustment	101-21719-0000	82.30-
01/11/2024	159972	Metropolitan Life Insurance Company	Meyer COBRA	101-21719-0000	57.66
01/11/2024	159972	Metropolitan Life Insurance Company	Schult COBRA	101-21719-0000	57.66
01/11/2024	159972	Metropolitan Life Insurance Company	Hofmeister Adjustment	101-21719-0000	28.20-
01/11/2024	159972	Metropolitan Life Insurance Company	Dauk Adjustment	101-21719-0000	29.46-
01/11/2024	159972	Metropolitan Life Insurance Company	Schroeder Adjustment	101-21719-0000	29.46-
01/11/2024	159972	Metropolitan Life Insurance Company	Gundermann Adjustment	101-21719-0000	28.20
01/11/2024	159972	Metropolitan Life Insurance Company	DENTAL EE + CHLDRN Pay Period: 1/7/2024	101-21719-0000	76.60
01/11/2024	159972	Metropolitan Life Insurance Company	Gedicke COBRA	101-21719-0000	28.20
01/11/2024	159972	Metropolitan Life Insurance Company	Bruder COBRA	101-21719-0000	28.20
01/11/2024	159972	Metropolitan Life Insurance Company	Mike Sexton Adjustment	101-21719-0000	110.50-
01/11/2024	159972	Metropolitan Life Insurance Company	Ferguson Adjustment	101-21719-0000	48.40
01/11/2024	159972	Metropolitan Life Insurance Company	Grotberg COBRA	101-21719-0000	28.20
01/11/2024	159972	Metropolitan Life Insurance Company	Imlay Adjustment	101-21719-0000	28.20-
01/11/2024	159972	Metropolitan Life Insurance Company	DENTAL SINGLE Employee Pay Period: 1/7/2024	101-21719-0000	366.60
01/11/2024	159972	Metropolitan Life Insurance Company	DENTAL FAMILY Employee Pay Period: 1/7/2024	101-21719-0000	884.00
01/11/2024	159972	Metropolitan Life Insurance Company	DENTAL EE + SPOUSE Pay Period: 1/7/2024	101-21719-0000	576.60
Total 101217190000:					1,872.20
01/11/2024	12415	VSP	Imlay Adjustment	101-21722-0000	8.08- M
01/11/2024	12415	VSP	Spies COBRA	101-21722-0000	8.08 M
01/11/2024	12415	VSP	Grotberg COBRA	101-21722-0000	8.08 M
01/11/2024	12415	VSP	VISION FAMILY Employee Pay Period: 1/7/2024	101-21722-0000	189.09 M
01/11/2024	12415	VSP	VISION SINGLE Employee Pay Period: 1/7/2024	101-21722-0000	96.96 M
01/11/2024	12415	VSP	VISION + ONE Employee Pay Period: 1/7/2024	101-21722-0000	117.20 M
Total 101217220000:					411.33
01/11/2024	160000	MN Department of Labor & Industry	4th Qtr Bldg permit surcharge to state	101-32280-0000	2,799.87
Total 101322800000:					2,799.87
01/11/2024	20240047	U.S. Bank - CC	Refreshments for Senate Visit	101-41110-2170	110.69
Total 101411102170:					110.69
01/11/2024	20240011	Christiansen, Mark	Technology Reimbursement	101-41110-3200	8.84
Total 101411103200:					8.84
01/11/2024	20240004	APG Media of So MN LLC	Lewer Land Lease advertisement	101-41110-3400	260.00
Total 101411103400:					260.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/11/2024	159984	Coalition of Greater MN Cities	2024 general assessment	101-41110-4330	16,069.00
	Total 101411104330:				16,069.00
01/11/2024	20240017	Discover Waseca Tourism	November Lodging Tax	101-41110-4440	1,910.51
	Total 101411104440:				1,910.51
01/11/2024	160004	MPeters Enterprises Inc.	Downtown Flags and poles	101-41110-4450	1,630.32
	Total 101411104450:				1,630.32
01/11/2024	20240051	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00
	Total 101411104455:				1,125.00
01/11/2024	20240042	Streamline Communications LLC	Council chambers Equipment	101-41110-5400	9,937.00
	Total 101411105400:				9,937.00
01/11/2024	20240027	Innovative Office Supply	Gold Seals-Admin	101-41320-2000	16.56
	Total 101413202000:				16.56
01/11/2024	160009	Shred-it USA LLC	Monthly Shred	101-41320-3100	23.36
	Total 101413203100:				23.36
01/11/2024	159993	League of MN Cities	City Day on the Hill Registration-Sonnenberg	101-41320-3300	125.00
	Total 101413203300:				125.00
01/11/2024	160010	South Central Service Cooperative	South Central Service Coop Membership	101-41320-4330	75.00
	Total 101413204330:				75.00
01/11/2024	20240047	U.S. Bank - CC	Department lunch-holiday wellness activity	101-41320-4930	50.00
	Total 101413204930:				50.00
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-41500-1340	105.26
	Total 101415001340:				105.26
01/11/2024	20240027	Innovative Office Supply	Replacement Calendar-Finance	101-41500-2000	11.26
01/11/2024	20240027	Innovative Office Supply	Refund for Calendar	101-41500-2000	11.26
01/11/2024	160007	PTM Document Systems	W-2 and 1099 tax forms and envelopes	101-41500-2000	92.43
	Total 101415002000:				92.43
01/11/2024	20240002	Abdo	HR Consulting Services	101-41500-3000	415.00
	Total 101415003000:				415.00
01/11/2024	20240029	Kennedy & Kennedy Law Office	December Legal Services	101-41600-3000	1,464.00
01/11/2024	160017	Waseca County Treasurer	Legal Services Contract payment	101-41600-3000	5,370.33

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101416003000:					6,834.33
01/11/2024	159994	Lenovo Inc	mobile monitors	101-41920-2050	1,074.00
01/11/2024	20240036	Pantheon Computer Systems Inc.	Docking station-Markeson	101-41920-2050	286.27
01/11/2024	20240036	Pantheon Computer Systems Inc.	New Computer-Building Inspection	101-41920-2050	997.66
01/11/2024	20240036	Pantheon Computer Systems Inc.	Docking Station-Dushaw	101-41920-2050	286.27
01/11/2024	20240036	Pantheon Computer Systems Inc.	New Computer-Straube	101-41920-2050	997.66
01/11/2024	20240036	Pantheon Computer Systems Inc.	New Computer-Brass	101-41920-2050	997.66
01/11/2024	20240036	Pantheon Computer Systems Inc.	New Computer-Fire	101-41920-2050	997.66
01/11/2024	20240036	Pantheon Computer Systems Inc.	New Computers for-TS,CH,PV, TB, CD, Fire	101-41920-2050	5,958.48
01/11/2024	20240036	Pantheon Computer Systems Inc.	New Computer-Markeson	101-41920-2050	1,147.77
01/11/2024	20240036	Pantheon Computer Systems Inc.	Switch	101-41920-2050	202.98
01/11/2024	20240036	Pantheon Computer Systems Inc.	Access Point	101-41920-2050	169.99
01/11/2024	20240036	Pantheon Computer Systems Inc.	Access Point	101-41920-2050	169.99
Total 101419202050:					13,286.39
01/11/2024	20240036	Pantheon Computer Systems Inc.	Maintenance Agreement	101-41920-3100	6,969.01
01/11/2024	20240036	Pantheon Computer Systems Inc.	Maintenance Agreement	101-41920-3100	2,494.10
Total 101419203100:					9,463.11
01/11/2024	20240013	CivicPlus	Annual Fee	101-41920-4950	3,472.88
01/11/2024	20240018	DLT Solutions LLC	2024 AutoCAD subscription renewal	101-41920-4950	2,563.80
01/11/2024	20240047	U.S. Bank - CC	Adobe subscription	101-41920-4950	154.56
01/11/2024	20240047	U.S. Bank - CC	Refund for subscription	101-41920-4950	154.56-
01/11/2024	20240047	U.S. Bank - CC	New Adobe Subscription	101-41920-4950	180.02
01/11/2024	20240047	U.S. Bank - CC	New Adobe Subscription add on	101-41920-4950	26.32
Total 101419204950:					6,243.02
01/11/2024	20240027	Innovative Office Supply	Office Supplies	101-41940-2000	47.44
01/11/2024	20240027	Innovative Office Supply	Paper	101-41940-2000	45.48
Total 101419402000:					92.92
01/11/2024	20240027	Innovative Office Supply	Janitorial Supplies	101-41940-2170	254.00
Total 101419402170:					254.00
01/11/2024	20240007	Bomgaars Supply	Parts & Supplies	101-41940-2230	9.99
Total 101419402230:					9.99
01/11/2024	20240010	Cady Business Technologies Inc	Monthly Phone Support Plan	101-41940-3100	262.62
01/11/2024	159980	Cintas Corp	Floor Mats	101-41940-3100	58.79
01/11/2024	159985	Culligan	RO Lease	101-41940-3100	31.85
01/11/2024	160005	Orkin Pest Control	City Hall Pest Control	101-41940-3100	109.99
01/11/2024	12403	Quadient Leasing	1st Quarter Lease-Postage Machine	101-41940-3100	435.00 M
01/11/2024	20240041	Stoltz Cleaning Services LLC	City Hall Cleaning	101-41940-3100	475.00
01/11/2024	20240041	Stoltz Cleaning Services LLC	City Hall Cleaning	101-41940-3100	380.00
01/11/2024	20240054	Waste Management of Southern MN	December Service	101-41940-3100	257.37
Total 101419403100:					2,010.62

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
01/11/2024	12407	City of Waseca	December Utilities	101-41940-3800	1,514.97	M
Total 101419403800:					1,514.97	
01/11/2024	20240003	Amazon	City hall gen. heater	101-41940-4000	215.08	
01/11/2024	20240053	Waseca Hardware LLC	Parts & Supplies	101-41940-4000	39.46	
Total 101419404000:					254.54	
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-41950-1340	13.61	
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-41950-1340	24.72	
Total 101419501340:					38.33	
01/11/2024	12406	Verizon Wireless	Monthly Billing	101-41950-3200	20.61	M
Total 101419503200:					20.61	
01/11/2024	20240033	Martin-McAllister	Management Coaching	101-41950-3300	350.00	
Total 101419503300:					350.00	
01/11/2024	20240004	APG Media of So MN LLC	Planning commission hearing on Gottschalk Variance	101-41950-3400	43.34	
Total 101419503400:					43.34	
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-42100-1340	488.22	
Total 101421001340:					488.22	
01/11/2024	20240003	Amazon	office supplies -boxes	101-42100-2000	60.34	
01/11/2024	20240027	Innovative Office Supply	Office Supplies - Police	101-42100-2000	51.93	
Total 101421002000:					112.27	
01/11/2024	20240003	Amazon	computer supplies	101-42100-2050	41.14	
Total 101421002050:					41.14	
01/11/2024	160015	Waseca County Highway Department	Monthly billing	101-42100-2120	2,477.70	
Total 101421002120:					2,477.70	
01/11/2024	20240001	A. H. Hermel Company	Janitorial Supplies PSB	101-42100-2170	320.86	
01/11/2024	20240003	Amazon	Battery backup surge protector	101-42100-2170	110.00	
01/11/2024	159980	Cintas Corp	janitorial supplies = PD	101-42100-2170	40.00	
01/11/2024	20240024	Huber Supply Co Inc	tank rental	101-42100-2170	17.05	
Total 101421002170:					487.91	
01/11/2024	20240012	Chrz, Jared	Batteries	101-42100-2180	34.84	
01/11/2024	20240023	Harren, Andrew	Uniform Allowance	101-42100-2180	67.60	
01/11/2024	20240023	Harren, Andrew	Uniform Allowance	101-42100-2180	21.88	
01/11/2024	20240023	Harren, Andrew	Uniform Allowance	101-42100-2180	103.54	
01/11/2024	20240032	Madden, Kade	Uniform Allowance	101-42100-2180	135.00	
01/11/2024	20240043	Streicher's	Uniform expense - Girtler	101-42100-2180	23.94	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/11/2024	20240043	Streicher's	Uniform New Hire - Imlay	101-42100-2180	1,496.73
01/11/2024	20240043	Streicher's	Uniform New Hire - Imlay	101-42100-2180	11.99
01/11/2024	20240043	Streicher's	Uniform expense - Luiken	101-42100-2180	113.98
Total 101421002180:					2,009.50
01/11/2024	160005	Orkin Pest Control	Orkin - Police	101-42100-3000	108.99
Total 101421003000:					108.99
01/11/2024	159980	Cintas Corp	Mats - PD	101-42100-3100	8.99
01/11/2024	159980	Cintas Corp	Mats - PD	101-42100-3100	8.99
01/11/2024	159980	Cintas Corp	Mats - PD	101-42100-3100	8.99
01/11/2024	159985	Culligan	Culligan Police	101-42100-3100	32.95
01/11/2024	160009	Shred-it USA LLC	Monthly Shred	101-42100-3100	23.37
01/11/2024	160014	Vault Health	New Employee Screening	101-42100-3100	61.16
01/11/2024	20240054	Waste Management of Southern MN	December Service	101-42100-3100	120.53
Total 101421003100:					264.98
01/11/2024	20240047	U.S. Bank - CC	Mail evidence to BCA Lab	101-42100-3200	17.45
01/11/2024	12406	Verizon Wireless	Monthly Billing	101-42100-3200	1,066.00 M
01/11/2024	12406	Verizon Wireless	Monthly Billing	101-42100-3200	41.23 M
Total 101421003200:					1,124.68
01/11/2024	159993	League of MN Cities	Training expense	101-42100-3300	1,530.00
01/11/2024	159999	MN Chiefs of Police Association	MN Chiefs conference registration	101-42100-3300	550.00
01/11/2024	159999	MN Chiefs of Police Association	MN Chiefs Conference - registration	101-42100-3300	550.00
01/11/2024	20240047	U.S. Bank - CC	Meal while at training	101-42100-3300	8.45
01/11/2024	20240047	U.S. Bank - CC	Meal while at training	101-42100-3300	10.84
01/11/2024	20240047	U.S. Bank - CC	Meal while at training madden & Crouse	101-42100-3300	22.68
Total 101421003300:					2,671.97
01/11/2024	12407	City of Waseca	December Utilities	101-42100-3800	651.90 M
Total 101421003800:					651.90
01/11/2024	160012	Thomson Reuters - West	CLEAR - WPD	101-42100-4330	309.56
01/11/2024	20240047	U.S. Bank - CC	Membership renewal	101-42100-4330	212.00
01/11/2024	20240047	U.S. Bank - CC	Post license for Imlay	101-42100-4330	90.00
01/11/2024	20240047	U.S. Bank - CC	Service fee for license	101-42100-4330	1.94
Total 101421004330:					613.50
01/11/2024	159978	Camp Canine	4th qtr impound fees	101-42150-3100	3,300.00
Total 101421503100:					3,300.00
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-42200-1340	35.09
Total 101422001340:					35.09
01/11/2024	159976	Bock's Service Inc.	Fuel	101-42200-2120	21.24
01/11/2024	160015	Waseca County Highway Department	Monthly billing	101-42200-2120	262.93

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422002120:					284.17
01/11/2024	20240035	Napa Auto Parts	Parts	101-42200-2170	2.64
01/11/2024	20240053	Waseca Hardware LLC	Parts & Supplies	101-42200-2170	19.99
Total 101422002170:					22.63
01/11/2024	159987	Fire Safety USA Inc.	Cone	101-42200-2190	1,575.00
Total 101422002190:					1,575.00
01/11/2024	20240047	U.S. Bank - CC	ATV Replacement Steel Wear Bar	101-42200-2210	61.14
01/11/2024	20240053	Waseca Hardware LLC	Parts & Supplies	101-42200-2210	3.28
Total 101422002210:					64.42
01/11/2024	159980	Cintas Corp	Mats - FD	101-42200-3100	8.98
01/11/2024	159980	Cintas Corp	Mats - FD	101-42200-3100	8.98
01/11/2024	159980	Cintas Corp	Mats - FD	101-42200-3100	8.98
01/11/2024	159998	MJM Medical Direction Consortium	2024 Medical Direction	101-42200-3100	500.00
01/11/2024	20240054	Waste Management of Southern MN	December Service	101-42200-3100	120.53
Total 101422003100:					647.47
01/11/2024	12406	Verizon Wireless	Monthly Billing	101-42200-3200	46.23 M
Total 101422003200:					46.23
01/11/2024	160002	MN State Fire Chiefs Association	Duluth Conference Registration	101-42200-3300	235.00
Total 101422003300:					235.00
01/11/2024	159979	Centerpoint Energy	December Service	101-42200-3800	104.65
01/11/2024	12407	City of Waseca	December Utilities	101-42200-3800	651.90 M
01/11/2024	12407	City of Waseca	December Utilities	101-42200-3800	45.17 M
Total 101422003800:					801.72
01/11/2024	160008	Pumps, Motors & Bearings LLC	Motor Repair Exhaust System	101-42200-4000	92.50
Total 101422004000:					92.50
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-42400-1340	24.05
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-42400-1340	6.81
Total 101424001340:					30.86
01/11/2024	12406	Verizon Wireless	Monthly Billing	101-42400-3200	41.23 M
Total 101424003200:					41.23
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-43000-1340	7.02
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-43000-1340	103.84

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101430001340:					110.86
01/11/2024	160015	Waseca County Highway Department	Monthly billing	101-43000-2120	50.11
Total 101430002120:					50.11
01/11/2024	12406	Verizon Wireless	Monthly Billing	101-43000-3200	41.23 M
Total 101430003200:					41.23
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-43100-1340	75.97
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-43100-1340	3.31
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-43100-1340	4.04
Total 101431001340:					83.32
01/11/2024	20240003	Amazon	Standing desk	101-43100-2000	399.99
01/11/2024	20240003	Amazon	keyboard rest	101-43100-2000	28.98
01/11/2024	20240003	Amazon	File Cabinet & supplies	101-43100-2000	501.68
01/11/2024	20240003	Amazon	Keyboard	101-43100-2000	49.99
Total 101431002000:					980.64
01/11/2024	160015	Waseca County Highway Department	Monthly billing	101-43100-2120	2,144.74
01/11/2024	160015	Waseca County Highway Department	Monthly billing	101-43100-2120	74.67
Total 101431002120:					2,219.41
01/11/2024	20240003	Amazon	First Aid Supplies	101-43100-2170	201.34
01/11/2024	20240007	Bomgaars Supply	Parts & Supplies	101-43100-2170	101.42
01/11/2024	159981	Cintas Corporation	First Aid Supplies	101-43100-2170	510.95
01/11/2024	20240014	Condon Farm Service	propane	101-43100-2170	15.36
01/11/2024	159985	Culligan	Water	101-43100-2170	20.85
01/11/2024	20240035	Napa Auto Parts	Parts	101-43100-2170	4.96
01/11/2024	160016	Waseca County Landfill	disposal	101-43100-2170	30.00
01/11/2024	20240053	Waseca Hardware LLC	Parts & Supplies	101-43100-2170	573.04
Total 101431002170:					1,457.92
01/11/2024	159981	Cintas Corporation	Uniform Service	101-43100-2180	85.76
01/11/2024	159981	Cintas Corporation	Uniform Service	101-43100-2180	85.76
01/11/2024	159981	Cintas Corporation	Uniform Service	101-43100-2180	85.39
01/11/2024	159981	Cintas Corporation	Uniform Service	101-43100-2180	26.93
Total 101431002180:					229.98
01/11/2024	159992	JJS Technical Services	Replacement Parts	101-43100-2210	929.00
Total 101431002210:					929.00
01/11/2024	20240047	U.S. Bank - CC	Metal Shelving for storage	101-43100-2230	569.97
01/11/2024	20240053	Waseca Hardware LLC	Parts & Supplies	101-43100-2230	24.95
Total 101431002230:					594.92

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/11/2024	20240054	Waste Management of Southern MN	December Service	101-43100-3100	418.83
Total 101431003100:					418.83
01/11/2024	159979	Centerpoint Energy	December Service	101-43100-3800	104.65
01/11/2024	12407	City of Waseca	December Utilities	101-43100-3800	45.16 M
01/11/2024	12407	City of Waseca	December Utilities	101-43100-3800	993.28 M
Total 101431003800:					1,143.09
01/11/2024	160016	Waseca County Landfill	disposal	101-43100-4000	164.50
Total 101431004000:					164.50
01/11/2024	20240028	Javens Mechanical Contracting Co.	Heater replacement -shop	101-43100-5400	5,090.00
Total 101431005400:					5,090.00
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-43125-1340	22.63
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-43125-1340	3.31
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-43125-1340	1.20
Total 101431251340:					27.14
01/11/2024	20240019	DTN LLC	Weather service	101-43125-3100	1,997.10
Total 101431253100:					1,997.10
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-43170-1340	4.85
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-43170-1340	.26
Total 101431701340:					5.11
01/11/2024	12407	City of Waseca	December Utilities	101-43170-3800	180.85 M
Total 101431703800:					180.85
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-43220-1340	8.08
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-43220-1340	.43
Total 101432201340:					8.51
01/11/2024	20240026	Independent School District #829	City Contribution Community Ed	101-45100-3100	8,333.33
Total 101451003100:					8,333.33
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-45130-1340	13.04
Total 101451301340:					13.04
01/11/2024	20240003	Amazon	Office Chair	101-45130-2000	159.99
Total 101451302000:					159.99
01/11/2024	20240035	Napa Auto Parts	Parts	101-45130-2170	8.13
01/11/2024	20240047	U.S. Bank - CC	Traps and bait for pests at waterpark	101-45130-2170	8.39

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101451302170:					16.52
01/11/2024	12407	City of Waseca	December Utilities	101-45130-3800	535.62 M
Total 101451303800:					535.62
01/11/2024	20240007	Bomgaars Supply	Parts & Supplies	101-45130-4000	11.99
Total 101451304000:					11.99
01/11/2024	159975	ASCAP	License renewal	101-45130-4330	217.00
01/11/2024	160001	MN Recreation & Park Association	MRPA Membership Dues	101-45130-4330	310.00
Total 101451304330:					527.00
01/11/2024	20240015	Continental Research Corporation	TLCF Restroom Supplies	101-45180-2175	200.00
Total 101451802175:					200.00
01/11/2024	160004	MPeters Enterprises Inc.	TLCF Flag	101-45180-4000	78.56
Total 101451804000:					78.56
01/11/2024	12419	MSRS- (DEF COMP)	GUNDERMANN RETIREMENT PAYOUT	101-45200-1110	5,228.48 M
Total 101452001110:					5,228.48
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	101-45200-1340	80.12
Total 101452001340:					80.12
01/11/2024	160015	Waseca County Highway Department	Monthly billing	101-45200-2120	248.78
Total 101452002120:					248.78
01/11/2024	20240015	Continental Research Corporation	Park Restroom Supplies	101-45200-2170	1,770.30
01/11/2024	20240035	Napa Auto Parts	Parts	101-45200-2170	6.65
01/11/2024	20240047	U.S. Bank - CC	Table Cloth Cover	101-45200-2170	18.79
01/11/2024	20240047	U.S. Bank - CC	Park Shop supplies	101-45200-2170	71.14
Total 101452002170:					1,866.88
01/11/2024	20240053	Waseca Hardware LLC	Parts & Supplies	101-45200-2210	3.00
Total 101452002210:					3.00
01/11/2024	20240007	Bomgaars Supply	Parts & Supplies	101-45200-2230	6.49
01/11/2024	20240008	Border States Electric Supply	Park Shop - Fan and Light Replacement	101-45200-2230	227.33
01/11/2024	20240053	Waseca Hardware LLC	Parts & Supplies	101-45200-2230	211.80
Total 101452002230:					445.62
01/11/2024	20240007	Bomgaars Supply	Parts & Supplies	101-45200-2400	124.93
01/11/2024	20240025	IFACS	Drill Bit Set Replacement	101-45200-2400	137.80
01/11/2024	20240053	Waseca Hardware LLC	Parts & Supplies	101-45200-2400	255.98

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101452002400:					518.71
01/11/2024	20240047	U.S. Bank - CC	State inspection fee-parks department office	101-45200-3000	71.00
Total 101452003000:					71.00
01/11/2024	159995	McClune's Tree Service	Tree Removal - CLP Oak tree next to Thompson Reside	101-45200-3100	1,125.00
01/11/2024	20240054	Waste Management of Southern MN	December Service	101-45200-3100	36.50
Total 101452003100:					1,161.50
01/11/2024	12407	City of Waseca	December Utilities	101-45200-3800	359.32 M
01/11/2024	12407	City of Waseca	December Utilities	101-45200-3800	57.48 M
Total 101452003800:					416.80
01/11/2024	159988	Flagship Recreation LLC	MP Playground Replacement Parts	101-45200-4000	140.00
Total 101452004000:					140.00
01/11/2024	160006	Pip's Power Products	Equipment Repair	101-45200-4040	208.00
01/11/2024	20240047	U.S. Bank - CC	Pressure Washer	101-45200-4040	399.99
Total 101452004040:					607.99
01/11/2024	159975	ASCAP	License renewal	101-45200-4330	217.00
01/11/2024	160001	MN Recreation & Park Association	MRPA Membership Dues	101-45200-4330	310.00
01/11/2024	160011	Southern MN Recreation & Park	SMRPA Membership Dues	101-45200-4330	30.00
Total 101452004330:					557.00
01/11/2024	20240047	U.S. Bank - CC	Items returned	101-45200-5300	48.40-
Total 101452005300:					48.40-
01/11/2024	20240027	Innovative Office Supply	Paper Towels-Library	101-45500-2170	66.82
Total 101455002170:					66.82
01/11/2024	160005	Orkin Pest Control	Library-Pest control	101-45500-3100	91.99
01/11/2024	20240041	Stoltz Cleaning Services LLC	Library Cleaning	101-45500-3100	250.00
01/11/2024	20240041	Stoltz Cleaning Services LLC	Library Cleaning	101-45500-3100	200.00
Total 101455003100:					541.99
01/11/2024	12407	City of Waseca	December Utilities	101-45500-3800	703.90 M
01/11/2024	20240054	Waste Management of Southern MN	Library service	101-45500-3800	85.52
Total 101455003800:					789.42
Total General Fund:					260,164.48
<b>TIF District 27</b>					
01/11/2024	160018	Worke Fox Meadows LLC	2nd Half TIF Payment	227-46650-4300	12,441.06

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 227466504300:					12,441.06
Total TIF District 27:					12,441.06
<b>Airport</b>					
01/11/2024	20240053	Waseca Hardware LLC	Parts & Supplies	230-49810-2170	15.98
Total 230498102170:					15.98
01/11/2024	159974	Access Tonna Lock Service	Re-key T-Hangar door	230-49810-2230	113.00
01/11/2024	20240008	Border States Electric Supply	Repair fuel pump disconnect (broken part to be credited)	230-49810-2230	118.40
Total 230498102230:					231.40
01/11/2024	20240030	Langer, Brent	Airport Contract Payment	230-49810-3100	3,800.00
Total 230498103100:					3,800.00
01/11/2024	12407	City of Waseca	December Utilities	230-49810-3800	88.07 M
Total 230498103800:					88.07
01/11/2024	20240008	Border States Electric Supply	Repair fuel pump disconnect	230-49810-4000	118.40
Total 230498104000:					118.40
Total Airport:					4,253.85
<b>Economic Development-General f</b>					
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	261-46700-1340	11.59
Total 261467001340:					11.59
01/11/2024	20240003	Amazon	2024 planner	261-46700-2170	26.89
Total 261467002170:					26.89
01/11/2024	12406	Verizon Wireless	Monthly Billing	261-46700-3200	20.62 M
Total 261467003200:					20.62
01/11/2024	20240047	U.S. Bank - CC	Dinner while at MWFPFA Conference	261-46700-3300	19.72
01/11/2024	20240047	U.S. Bank - CC	Hotel while at the MWFPFA Conference	261-46700-3300	260.17
01/11/2024	20240047	U.S. Bank - CC	Baggae Fee for consultants forum	261-46700-3300	30.00
01/11/2024	20240047	U.S. Bank - CC	Lodging for consultants forum	261-46700-3300	540.14
01/11/2024	20240047	U.S. Bank - CC	bottle of water from hotel	261-46700-3300	6.42
01/11/2024	20240047	U.S. Bank - CC	Economic Development Conference Registration	261-46700-3300	268.61
01/11/2024	20240047	U.S. Bank - CC	Baggage Fee for consultants forum	261-46700-3300	30.00
01/11/2024	20240047	U.S. Bank - CC	Flight to Milwaukee Bootcamp	261-46700-3300	547.80
Total 261467003300:					1,702.86
01/11/2024	159989	Greater Minnesota Partnership	Membership renewal	261-46700-4330	1,000.00
01/11/2024	159990	Greenseam LLC	2024 Pledge	261-46700-4330	7,500.00
01/11/2024	20240050	Waseca Area Chamber of Commerce	Chamber membership	261-46700-4330	525.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 261467004330:					9,025.00
Total Economic Development-General f:					10,786.96
<b>PEG Channel</b>					
01/11/2024	20240036	Pantheon Computer Systems Inc.	Peg Computer	290-41920-5400	3,032.95
Total 290419205400:					3,032.95
Total PEG Channel:					3,032.95
<b>2014A GO Bonds</b>					
01/11/2024	160013	U.S. Bank	Go Bond 2014A	390-47000-6200	550.00
Total 390470006200:					550.00
Total 2014A GO Bonds:					550.00
<b>2014B Refunding Bond</b>					
01/11/2024	20240006	Baker Tilly Municipal Advisors LLC	Fiscal Agent Fees	395-47000-6200	1,900.00
Total 395470006200:					1,900.00
Total 2014B Refunding Bond:					1,900.00
<b>Capital Improvement</b>					
01/11/2024	20240037	Restoration Services Inc	Library Masonry Repairs	430-43010-5200	43,700.00
Total 430430105200:					43,700.00
Total Capital Improvement:					43,700.00
<b>Gaiter Lake Land Development</b>					
01/11/2024	20240021	Flaherty & Hood PA	Gaiter Lake DEED Draft	437-46340-3000	185.00
Total 437463403000:					185.00
Total Gaiter Lake Land Development:					185.00
<b>Water</b>					
01/11/2024	20240047	U.S. Bank - CC	Water Salesman Testing	601-37170-0000	5.00
01/11/2024	20240047	U.S. Bank - CC	Water Salesman Testing	601-37170-0000	5.00
01/11/2024	20240047	U.S. Bank - CC	Water Salesman Testing	601-37170-0000	1.00
Total 601371700000:					11.00
01/11/2024	20240007	Bomgaars Supply	Parts & Supplies	601-49401-2230	16.14
01/11/2024	20240047	U.S. Bank - CC	Mineral Oil for well pumps	601-49401-2230	17.04
Total 601494012230:					33.18
01/11/2024	12407	City of Waseca	December Utilities	601-49401-3800	9,999.12 M
Total 601494013800:					9,999.12

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	601-49430-1340	1.62
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	601-49430-1340	.09
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	601-49430-1340	14.86
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	601-49430-1340	21.62
Total 601494301340:					38.19
01/11/2024	160015	Waseca County Highway Department	Monthly billing	601-49430-2120	359.49
Total 601494302120:					359.49
01/11/2024	20240047	U.S. Bank - CC	Returned cover for watersalesman	601-49430-2170	16.07-
01/11/2024	20240047	U.S. Bank - CC	Cover for watersalesman & bungee straps	601-49430-2170	26.78
01/11/2024	20240047	U.S. Bank - CC	Different cover for watersalesman	601-49430-2170	12.85
Total 601494302170:					23.56
01/11/2024	20240007	Bomgaars Supply	Parts & Supplies	601-49430-2180	109.99
01/11/2024	20240047	U.S. Bank - CC	Glasses for respirator face mask	601-49430-2180	589.00
Total 601494302180:					698.99
01/11/2024	20240034	Metering & Technology Solutions	1" water meter (5)	601-49430-2215	1,201.43
Total 601494302215:					1,201.43
01/11/2024	20240022	Gopher State One-Call Inc	GSOC Tickets	601-49430-3100	15.30
01/11/2024	20240048	Utility Consultants Inc	Total Coliform sampling	601-49430-3100	207.96
Total 601494303100:					223.26
01/11/2024	12406	Verizon Wireless	Monthly Billing	601-49430-3200	40.01 M
Total 601494303200:					40.01
01/11/2024	20240047	U.S. Bank - CC	Refresher Type 4 course online class registration	601-49430-3300	100.00
01/11/2024	20240047	U.S. Bank - CC	Service fee for class	601-49430-3300	2.15
Total 601494303300:					102.15
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	601-49585-1340	16.12
Total 601495851340:					16.12
01/11/2024	20240003	Amazon	Privacy Screen-Sonnenberg	601-49585-2000	25.54
01/11/2024	20240027	Innovative Office Supply	Toner-Water	601-49585-2000	60.08
Total 601495852000:					85.62
01/11/2024	159997	Mid-America Meter Inc	Meter Calibration (Well Meter)	601-49585-3000	687.27
Total 601495853000:					687.27
01/11/2024	12403	Quadient Leasing	1st Quarter Lease-Folding Machine	601-49585-3100	575.00 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601495853100:					575.00
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	601-49586-1340	3.63
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	601-49586-1340	14.58
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	601-49586-1340	7.02
Total 601495861340:					25.23
01/11/2024	20240036	Pantheon Computer Systems Inc.	New Computer-UB Front	601-49586-4950	332.55
01/11/2024	20240036	Pantheon Computer Systems Inc.	Maintenance Agreement	601-49586-4950	995.57
01/11/2024	20240036	Pantheon Computer Systems Inc.	Maintenance Agreement	601-49586-4950	356.30
Total 601495864950:					1,684.42
01/11/2024	160013	U.S. Bank	Go Bond 2014B	601-49980-6200	275.00
Total 601499806200:					275.00
Total Water:					16,079.04
<b>Sanitary Sewer</b>					
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	602-49470-1340	29.10
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	602-49470-1340	3.31
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	602-49470-1340	1.55
Total 602494701340:					33.96
01/11/2024	159986	Environmental Products & Access LLC	parts for jetter truck	602-49470-2210	203.65
Total 602494702210:					203.65
01/11/2024	20240022	Gopher State One-Call Inc	GSOC Tickets	602-49470-3100	15.30
Total 602494703100:					15.30
01/11/2024	12406	Verizon Wireless	Monthly Billing	602-49470-3200	40.01 M
01/11/2024	12406	Verizon Wireless	Monthly Billing	602-49470-3200	120.03 M
01/11/2024	12406	Verizon Wireless	Monthly Billing	602-49470-3200	80.02 M
Total 602494703200:					240.06
01/11/2024	12407	City of Waseca	December Utilities	602-49470-3800	1,015.41 M
Total 602494703800:					1,015.41
01/11/2024	20240016	Core & Main LP	FITTINGS	602-49470-4000	516.65
Total 602494704000:					516.65
01/11/2024	20240007	Bomgaars Supply	Parts & Supplies	602-49470-4020	14.96
Total 602494704020:					14.96
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	602-49480-1340	3.23
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	602-49480-1340	.17

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	602-49480-1340	72.54
Total 602494801340:					75.94
01/11/2024	159991	Hawkins Inc	Alum	602-49480-2170	6,004.06
01/11/2024	20240035	Napa Auto Parts	Parts	602-49480-2170	61.49
01/11/2024	20240047	U.S. Bank - CC	Supplies	602-49480-2170	20.52
01/11/2024	20240047	U.S. Bank - CC	Dumpster liners	602-49480-2170	294.61
01/11/2024	20240053	Waseca Hardware LLC	Parts & Supplies	602-49480-2170	100.92
Total 602494802170:					6,481.60
01/11/2024	159992	JJS Technical Services	Replacement Parts	602-49480-2210	413.00
Total 602494802210:					413.00
01/11/2024	20240005	Automatic Systems Company	SCADA Repairs	602-49480-2230	807.50
01/11/2024	20240031	M & R Electric Inc.	electric wiring for WAS/SNDR valves	602-49480-2230	77.00
01/11/2024	20240052	Waseca Glass LLC	install window in CL2 room	602-49480-2230	312.00
Total 602494802230:					1,196.50
01/11/2024	159980	Cintas Corp	Floor Mats	602-49480-3100	9.60
01/11/2024	20240048	Utility Consultants Inc	UC Labs	602-49480-3100	1,744.68
01/11/2024	20240054	Waste Management of Southern MN	wwtp garbage	602-49480-3100	455.83
01/11/2024	20240055	Ziegler Inc	Generators	602-49480-3100	7,709.25
Total 602494803100:					9,919.36
01/11/2024	12406	Verizon Wireless	Monthly Billing	602-49480-3200	41.23 M
Total 602494803200:					41.23
01/11/2024	12407	City of Waseca	December Utilities	602-49480-3800	536.26 M
Total 602494803800:					536.26
01/11/2024	20240049	W W Goetsch Associates Inc.	Lift Station Pump Rebuild	602-49480-4000	6,841.15
Total 602494804000:					6,841.15
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	602-49585-1340	16.12
Total 602495851340:					16.12
01/11/2024	20240003	Amazon	Privacy Screen-Sonnenberg	602-49585-2000	25.54
Total 602495852000:					25.54
01/11/2024	12403	Quadient Leasing	1st Quarter Lease-Folding Machine	602-49585-3100	575.00 M
Total 602495853100:					575.00
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	602-49586-1340	3.63
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	602-49586-1340	14.58

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602495861340:					18.21
01/11/2024	20240021	Flaherty & Hood PA	Conagra Land Purchase	602-49586-3000	277.50
01/11/2024	20240040	Stantec Consulting Services Inc	Wastewater Rate Study	602-49586-3000	7,555.00
Total 602495863000:					7,832.50
01/11/2024	20240036	Pantheon Computer Systems Inc.	New Computer-WWTP Lab	602-49586-4950	997.66
01/11/2024	20240036	Pantheon Computer Systems Inc.	New Computer-UB Front	602-49586-4950	332.55
01/11/2024	20240036	Pantheon Computer Systems Inc.	Maintenance Agreement	602-49586-4950	995.58
01/11/2024	20240036	Pantheon Computer Systems Inc.	Maintenance Agreement	602-49586-4950	356.30
Total 602495864950:					2,682.09
01/11/2024	159983	Clark Equipment	bobcat replacement	602-49593-5400	8,474.80
Total 602495935400:					8,474.80
01/11/2024	160013	U.S. Bank	Go Bond 2014B	602-49980-6200	275.00
Total 602499806200:					275.00
Total Sanitary Sewer:					47,444.29
<b>Electric Utility</b>					
01/11/2024	12405	SMMPA	SMMPA Power	604-49550-3810	461,128.33 M
Total 604495503810:					461,128.33
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	604-49570-1340	3.10
Total 604495701340:					3.10
01/11/2024	20240022	Gopher State One-Call Inc	GSOC Tickets	604-49570-3100	15.30
Total 604495703100:					15.30
01/11/2024	12407	City of Waseca	December Utilities	604-49570-3800	64.91 M
Total 604495703800:					64.91
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	604-49571-1340	73.31
Total 604495711340:					73.31
01/11/2024	160015	Waseca County Highway Department	Monthly billing	604-49571-2120	379.96
Total 604495712120:					379.96
01/11/2024	20240047	U.S. Bank - CC	Rod & Side Break	604-49571-2400	58.87
Total 604495712400:					58.87
01/11/2024	20240041	Stoltz Cleaning Services LLC	Electric room cleaning	604-49571-3100	20.00
01/11/2024	20240041	Stoltz Cleaning Services LLC	Electric room cleaning	604-49571-3100	20.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495713100:					40.00
01/11/2024	12406	Verizon Wireless	Monthly Billing	604-49571-3200	120.03 M
Total 604495713200:					120.03
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	604-49572-1340	7.23
Total 604495721340:					7.23
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	604-49573-1340	13.42
Total 604495731340:					13.42
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	604-49574-1340	4.13
Total 604495741340:					4.13
01/11/2024	20240053	Waseca Hardware LLC	Parts & Supplies	604-49574-2230	34.97
Total 604495742230:					34.97
01/11/2024	12407	City of Waseca	December Utilities	604-49574-3800	274.49 M
Total 604495743800:					274.49
01/11/2024	12407	City of Waseca	December Utilities	604-49575-3800	120.53 M
Total 604495753800:					120.53
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	604-49584-1340	2.07
Total 604495841340:					2.07
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	604-49585-1340	29.03
Total 604495851340:					29.03
01/11/2024	20240003	Amazon	Privacy Screen-Sonnenberg	604-49585-2000	25.54
Total 604495852000:					25.54
01/11/2024	12403	Quadient Leasing	1st Quarter Lease-Folding Machine	604-49585-3100	575.00 M
Total 604495853100:					575.00
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	604-49586-1340	3.93
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	604-49586-1340	15.02
Total 604495861340:					18.95
01/11/2024	20240039	Schneider Geospatial	2024 Beacon Renewal	604-49586-3000	7,440.00
Total 604495863000:					7,440.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/11/2024	160009	Shred-it USA LLC	Monthly Shred	604-49586-3100	23.36
Total 604495863100:					23.36
01/11/2024	20240036	Pantheon Computer Systems Inc.	New Computer-UB Front	604-49586-4950	332.56
01/11/2024	20240036	Pantheon Computer Systems Inc.	Docking station-Sonnenberg	604-49586-4950	286.27
01/11/2024	20240036	Pantheon Computer Systems Inc.	New Computer-Electric	604-49586-4950	997.66
01/11/2024	20240036	Pantheon Computer Systems Inc.	Maintenance Agreement	604-49586-4950	995.57
01/11/2024	20240036	Pantheon Computer Systems Inc.	Maintenance Agreement	604-49586-4950	356.30
Total 604495864950:					2,968.36
Total Electric Utility:					473,420.89
<b>Storm Water Utility</b>					
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	651-43140-1340	3.02
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	651-43140-1340	16.16
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	651-43140-1340	.86
Total 651431401340:					20.04
01/11/2024	159993	League of MN Cities	Stormwater Coalition LMC	651-43140-3000	870.00
Total 651431403000:					870.00
01/11/2024	20240019	DTN LLC	Weather service	651-43140-3100	1,997.10
Total 651431403100:					1,997.10
01/11/2024	12407	City of Waseca	December Utilities	651-43140-3800	272.09 M
Total 651431403800:					272.09
01/11/2024	160016	Waseca County Landfill	Landfill Fees - Brush	651-43140-4000	330.00
01/11/2024	160016	Waseca County Landfill	Landfill Fees - Brush	651-43140-4000	90.00
Total 651431404000:					420.00
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	651-49585-1340	3.22
Total 651495851340:					3.22
Total Storm Water Utility:					3,582.45
<b>Central Garage Services</b>					
01/11/2024	159971	Madison National Life Insurance Co Inc	January 2024 LTD	701-43180-1340	56.19
Total 701431801340:					56.19
01/11/2024	20240035	Napa Auto Parts	Parts	701-43180-2170	108.58
01/11/2024	20240053	Waseca Hardware LLC	Parts & Supplies	701-43180-2170	53.87
Total 701431802170:					162.45
01/11/2024	20240003	Amazon	brine tank controller	701-43180-2210	80.76
01/11/2024	20240007	Bomgaars Supply	Parts & Supplies	701-43180-2210	25.99

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/11/2024	20240009	Boss Supply Inc.	brine tank parts	701-43180-2210	506.87
01/11/2024	20240009	Boss Supply Inc.	hose for slide in brine tank	701-43180-2210	180.92
01/11/2024	20240009	Boss Supply Inc.	slide in water tank	701-43180-2210	49.23
01/11/2024	20240009	Boss Supply Inc.	Slide in unit #19	701-43180-2210	17.22
01/11/2024	20240009	Boss Supply Inc.	water tank fittings	701-43180-2210	39.13
01/11/2024	159982	CJ Spray	Paint stripper replacement parts	701-43180-2210	1,523.74
01/11/2024	20240035	Napa Auto Parts	Parts	701-43180-2210	620.70
01/11/2024	20240038	Sanco Equipment LLC	skidloader severe duty tires	701-43180-2210	831.00
01/11/2024	20240044	Terminal Supply Co	electrical equip for brine tank	701-43180-2210	128.06
01/11/2024	20240045	Tesch Service Center Co.	install and balance tires #2313	701-43180-2210	124.00
01/11/2024	20240046	Truck Center Companies	#21 plow lighting repair	701-43180-2210	1,293.69
01/11/2024	20240052	Waseca Glass LLC	winshield #2000	701-43180-2210	492.77
Total 701431802210:					5,914.08
01/11/2024	159977	C & D Oil Services of Waseca LLC	Oil Filter Disposal	701-43180-2220	60.00
Total 701431802220:					60.00
01/11/2024	20240035	Napa Auto Parts	Parts	701-43180-2400	13.81
Total 701431802400:					13.81
01/11/2024	20240047	U.S. Bank - CC	Monthly diagnostic tool fee	701-43180-3100	161.66
Total 701431803100:					161.66
Total Central Garage Services:					6,368.19
<b>Property and Liability Insuran</b>					
01/11/2024	20240020	First National Insurance	Agency Fee	702-49955-3000	800.00
Total 702499553000:					800.00
Total Property and Liability Insuran:					800.00
<b>Equipment Replacement Fund</b>					
01/11/2024	160003	Motorola Inc.	New 522 Mobile Radio	705-49930-5400	5,283.36
Total 705499305400:					5,283.36
01/11/2024	159983	Clark Equipment	bobcat replacement	705-49950-5400	12,712.20
Total 705499505400:					12,712.20
Total Equipment Replacement Fund:					17,995.56
Grand Totals:					902,704.72

Report Criteria:

Report type: GL detail

[Report].Amount = {<>} 0

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<b>Title:</b>	COGENERATION AND SMALL POWER PRODUCTION TARIFF (SOLAR ELECTRIC RATES).		
<b>Meeting Date:</b>	January 16, 2024	<b>Agenda Item Number:</b>	<b>6C</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	<b>Supporting Documents:</b>	<ul style="list-style-type: none"> <li>• Schedule 1–Average Retail Utility Energy Rates</li> <li>• Schedule 2-Average Incremental Cost</li> </ul>
<b>Originating Department:</b>	Electric Utility	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> The City Council accepts the tariff report.		

**BACKGROUND:** The Electric Utility must submit/file the annual tariff report to the City Council as the Governance Board for the Utility in compliance with Minnesota State Rules 7835.0300-7835.1200. This filing complies with the public availability (transparency) requirement of the State Rule.

The purpose of this filing is also to provide the calculation of average retail utility energy rates as mandated by State Rules. Other requirements include safety standards, operating procedures, and functions to be performed by protective equipment installed at the solar interconnection site as protection for the city electric line staff against stray voltage. Previously approved documents pertaining to solar interconnection continue to apply to all customer requests for interconnection.

All Utility rates and an information packet for solar interconnection installations are available at the Utilities Office in City Hall.

**RECOMMENDATION:** The City Council accepts the tariff report.

## SCHEDULE 1 – AVERAGE RETAIL UTILITY ENERGY RATE

Net Energy Billing: Available to any QF of less than 40 kW capacity that does not select either Roll Over Credits, Simultaneous Purchase and Sale Billing or Time of Day rates.

The City of Waseca Electric Utility shall bill QF for any excess of energy supplied by insert Utility name above energy supplied by the QF during each billing period according to Utility’s applicable rate schedule. Utility shall pay the customer for the energy generated by the QF that exceeds that supplied by Utility during a billing period at the “average retail utility energy rate.” "Average retail utility energy rate" means, for any class of utility customer, the quotient of the total annual class revenue from sales of electricity minus the annual revenue resulting from fixed charges, divided by the annual class kilowatt-hour sales. Data from the most recent 12-month period available shall be used in the computation. The “average retail utility energy rates” are as follows:

<b>Customer Class</b>	<b>Average Retail Utility Energy Rate</b>
Residential Service: June – Sept	0.134
Residential Service: Oct – May	0.119
Commercial General: June-Sept	0.134
Commercial General: Oct - May	0.129
Mid-Commercial Power: June – Sept	0.076
Mid-Commercial Power: Oct - May	0.074
Large Commercial Power: June - Sept	0.067
Large Commercial Power: Oct - May	0.065

## SCHEDULE 2 – AVERAGE INCREMENTAL COST

Estimated Marginal Energy Costs (\$/MWh)						
		2024	2025	2026	2027	2028
Summer	On Peak	39.89	41.13	39.42	41.38	41.12
	Off Peak	22.77	23.65	22.80	22.54	22.15
	All Hours	30.65	31.69	30.44	31.20	30.88
Winter	On Peak	37.62	40.05	40.28	42.41	42.37
	Off Peak	26.88	28.47	28.85	30.99	30.63
	All Hours	31.82	33.80	34.11	36.24	36.03
Annual	On Peak	38.76	40.59	39.85	41.89	41.75
	Off Peak	24.82	26.06	25.83	26.76	26.39
	All Hours	31.23	32.75	32.28	33.72	33.45
<b>Annual number of hours in the on-peak period:</b>						

Description of season and on-peak and off-peak periods	
Summer:	April through September
Winter:	October through March
On-peak period:	6 am to 10 pm Monday through Friday except holiday (New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day)
Off-peak period:	All other hours

### Estimated Marginal Energy Costs

The estimated system average incremental energy costs are calculated by seasonal peak and off-peak periods for each of the next five years. For each seasonal period, system incremental energy costs are averaged during system daily peak hours, system daily off-peak hours, and all hours in the season. The energy costs are increased by a factor equal to 50 percent of the line losses.

The energy needs of The City of Waseca Electric Utility are served through its membership in Southern Minnesota Municipal Power Agency (SMMPA). SMMPA, in turn, is a member of the Midcontinent ISO (MISO). As a result, the municipal’s incremental energy cost is equivalent to the MISO hourly Locational Marginal Price (LMP). Actual hourly LMP will vary significantly based on several parameters such as weather, energy demand, and generation availability. The table above represents a forecast of the MISO hourly LMP values averaged over each specific time period at the MISO Minnesota Hub.

### Capacity Payment for Firm Power (Net annual avoided capacity cost)

A capacity payment will be made for energy delivered by the qualifying facility to the utility with at least a 65 percent on-peak capacity factor in the month. The capacity factor is based upon the qualifying facility's maximum on-peak metered capacity delivered to the utility during the month. The capacity component applies only to deliveries during on-peak hours.

Capacity Payment (\$/kWh)	
2024	
Capacity Value per kWh (on-peak hours)	\$0.007
Capacity Value per kWh (all hours)	\$0.005

<b>Title:</b>	ANNUAL SOLAR REPORT - 2023		
<b>Meeting Date:</b>	January 16, 2024	<b>Agenda Item Number:</b>	<b>6D</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	<b>Supporting Documents:</b>	<ul style="list-style-type: none"> <li>2023 Qualifying Facilities Report (Annual Solar Report)</li> </ul>
<b>Originating Department:</b>	Electric Utility	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Staff recommends that the Council accept the 2023 Annual Solar Report on behalf of the Waseca Electric Utility.		

**BACKGROUND:** Minnesota Statute 7835.1400 requires annual notification to the local Municipal Electric Utility Governance Board, Waseca City Council, of how the utility provided for net billing of solar power. The attached spreadsheet shows that Waseca had eight solar customers in 2023. Solar power is referred to as photovoltaic or PV power in this spreadsheet. The individual electric usage for the eight solar customers is combined in the attached Qualifying Facilities Report (Annual Solar Report) due to State data privacy rules, Minnesota Statute 13.685.

**RECOMMENDATION:** Staff recommends that the Council accept the 2023 Annual Solar Report on behalf of the Waseca Electric Utility.

## City of Waseca Electric Utility

2023 Qualifying Facilities Report

Reporting Period:

January 1 - December 31, 2023

### NET ENERGY BILLED QUALIFYING FACILITIES <40kW

Facility Type	Number of Net Metering Customers	Installed Net Metering Capacity (kW)*	Month	Total net exports to Utility (kWh)	Total net imports from Utility (kWh)	Total Net Metered electricity purchased by the Utility (kWh)			
Photovoltaic (Solar)	8	60.88	Jan 2023	330	5766	294			
Notes:			Feb 2023	1038	5627	763			
			Mar 2023	1375	3365	663			
			Apr 2023	5377	3909	2670			
			May 2023	5016	3792	2935			
			Jun 2023	6327	3804	3968			
			Jul 2023	5576	5049	3130			
			Aug 2023	5529	5897	3059			
			Sep 2023	5010	6296	2276			
			Oct 2023	3195	4877	1054			
			Nov 2023	2140	4638	701			
			Dec 2023	1852	4523	655			
						<b>PV TOTAL ANNUAL</b>	<b>42,765</b>	<b>57,543</b>	<b>22,168</b>

<b>Title:</b>	SET PUBLIC HEARING ON REVISING ORDINANCE NO. 120– REGULATING MOBILE FOOD TRUCKS, VENDING WAGONS, FOOD STANDS AND FOOD CARTS		
<b>Meeting Date:</b>	January 16, 2024	<b>Agenda Item Number:</b>	<b>6E</b>
<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>	<ul style="list-style-type: none"> <li>• Ordinance No. 1111</li> <li>• Map</li> </ul>
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Conduct a Public Hearing on a revision to Chapter 120, regulating Mobile Food Trucks, Vending Wagons, Food Stands, and Food Carts		

**BACKGROUND:** Food Trucks have been becoming increasingly popular all over the State of Minnesota. They could be allowed in Waseca through a revision of Chapter 120, which will allow the City Council to adopt an annual fee to attract more food trucks and bring more options to residents and businesses.

This ordinance also allows food trucks, vending wagons, food stands, and food carts- herein referred to as food trucks- in many public locations throughout the city. Currently, they can only park in private parking lots with no permit needed.

This revision will allow Food Trucks to enter public parking lots with a permit. Food trucks will not be allowed to park along City streets or in City parks. Special exceptions may be allowed with a Special Event Permit submitted to and approved by the City of Waseca.

Due to safety concerns, the proposed language will not allow Food Trucks to park on Elm Avenue (Old Highway 14) or State Street (Highway 13).

All inspections of the food truck are required ahead of time for each vehicle. However, the city does not perform these duties; this is the responsibility of the State and County.

All vendors are expected to provide their own electricity for operations unless prior approval is completed with the City of Waseca. Electricity is only available in limited areas.

**BUDGET IMPACT:** This Ordinance will cost less than \$100 to publish.

**RECOMMENDATION:** Staff recommends the Waseca City Council set a date for a public hearing on revisions to Chapter 120 to allow mobile food trucks, vending wagons, food stands, and food carts with a city-issued permit for 7:00 p.m. on Tuesday, February 20<sup>th</sup>, 2024.

**ORDINANCE NO. 1111**

**AN ORDINANCE OF THE CITY OF WASECA  
REGULATING MOBILE FOOD VENDING TO INCLUDE FOOD TRUCKS, VENDING WAGONS,  
FOOD STANDS & FOOD CARTS**

**The City of Waseca does hereby ordain:**

**The Revision of *Chapter 120: Mobile Food Vending of the Waseca City Code of Ordinances:***

**120.01 DEFINITIONS:**

***FARMERS' MARKET*** – an association of three or more persons who assemble at a defined location that is open to the public for the purposes of selling directly to the consumer the products of a farm or garden occupied and cultivated by the person selling the product. These products would include products that meet the cottage food exemptions under state law.

***FOOD CART*** – A food and beverage service establishment propelled by the operator, a non-motorized vehicle.

***MOBILE FOOD TRUCK*** – Every motor vehicle in which foods of any kind are carried for the purposes of selling at retail sale on City streets or other public rights-of-way.

***MOBILE FOOD VENDING VEHICLE*** – A food and beverage service establishment that is a vehicle-mounted unit, either: 1) motorized or trailered, operating no more than twenty-one (21) days annually at any one place, or operating more than twenty-one (21) days annually at any one site with the approval of the regulatory authority as defined in Minnesota Rules, Part 4626.0020, subpart 70; or 2) operated in conjunction with a permanent business licensed under Minnesota Statutes at the site of the permanent business by the same individual or company and readily movable, without disassembling, for transport to another location.

***MOBILE FOOD VENDING*** – A food and beverage service establishment that is a vehicle-mounted or any stationary unit but not permanently located.

***OPERATOR*** – Any person, firm, or corporation who owns, leases, contracts, or in any other fashion permits a person to operate upon the City streets or other public rights-of-way any food vending vehicle for the purpose of vending, or the person driving or operating any such vehicle.

***PRE-PACKAGED FOOD TRUCK*** – A vehicle offering prepared and pre-packaged food, such as ice cream products.

***SEASONAL/TEMPORARY FOOD STAND*** – A food and beverage service establishment that is a food stand that is disassembled and moved from location to location but operates no more than twenty-one (21) days annually at any one location. A seasonal/temporary food stand may operate for more than 21 days annually at any one place with the approval of the regulatory authority, as defined in Minnesota Rules, part 4626.0020, subpart 70, that has jurisdiction over the seasonal/temporary food stand. *This shall not include mobile food vending vehicles.*

***SPECIAL EVENT FOOD STAND*** – A food and beverage service establishment that is used in conjunction with celebrations and special events and which operates no more than three times annually for no more than ten (10) total days.

***VENDING WAGONS***– Offering food for sale from a motor vehicle on the city streets or other public rights-of-way.

### **120.02 PERMIT REQUIRED:**

No person, business, or other entity may operate a mobile food truck or mobile food vending vehicle on any property owned or controlled by the City of Waseca, including City streets, paths and sidewalks, City lots, or City parks, without following the provisions of this ordinance.

The fee for an annual permit shall be in an amount as duly established by the City Council, which is reviewed from time to time and shall entitle the operator to vend from one such vehicle for the period of April 1 to March 31 of each year. For each additional vehicle utilized by an operator, an additional permit fee shall be paid.

The applicant must submit a written application on a form prescribed by the city and include the following with its application:

- a) A copy of its current Retail Mobile Food Handler license issued by the MN Department of Health. A decal must be displayed on the vehicle as required by the MN Department of Health.
- b) Insurance or certificate for insurance coverage as required under Section 120.04.

An applicant will not be allowed to park along City streets or in City parks. Special exceptions may be allowed with a Special Event Permit submitted to and approved by the City of Waseca.

The applicant will not be allowed to park along Elm Avenue or State Street (Highway 13) at any time.

The applicant may enter private areas and lots with prior approval from that specific landowner.

The applicant may enter public parking lots with a current city-issued permit.

Upon approval of the application by the City, a permit for each vehicle permitted will be issued, which must be displayed by the operator in the corresponding vehicle.

### **120.03 FEES:**

The fee shall be in an amount as established by the City Council from time to time.

An annual fee shall be charged for the operation of a vehicle year-round.

### **120.04 INSURANCE:**

A permit will not be issued until the applicant has filed with the City evidence of insurance insuring the applicant against liability imposed by law arising out of the ownership, maintenance, or operation of such private business in amounts of at least \$500,000 for the injury or death of one person, \$1,500,000 for the injury or death of two or more persons, and \$10,000 for property damage. The City shall be named as an additional insured in the policy providing such insurance. Such policy shall further provide that it may not be canceled except upon ten (10) days written notice filed with the City. The certificate shall contain an acknowledgment signed by the insurer that prior to modification, cancellation, or termination of the subject policy, written notice shall first be sent to the City by said insurance company.

If applicable, the applicant shall also provide evidence of workers' compensation insurance coverage to the City. A permit is effective only if the required insurance coverage is constantly maintained and evidence of its continuance is on file with the City.

### **120.05 EQUIPMENT REQUIRED FOR MOBILE FOOD VENDING VEHICLE:**

In addition to other equipment required by law, every such vehicle shall be equipped with:

1. A convex mirror mounted on the front so the operator can see the area in front of the vehicle obscured by the hood.
2. An audible alarm that is activated when the vehicle is in motion backward.
3. Proper signage placement in accordance with the City Zoning Ordinance.
4. Waste receptacles must be placed within 30 feet of the vehicle during hours of operation.
5. All operational trash must be removed from the site and not placed in city receptacles.
6. Generators must be self-contained and screened from view, operating at no more than 70 decibels.
7. The City will provide no water or electricity without an approved Special Event Permit application and paid electrical usage fee.
  - a. electricity usage without prior approval may be prosecuted as theft in accordance with Minnesota Statute §609.52 and possibly lead to revocation of food truck permit for the remainder of the year or indefinitely.

### **120.06 RESTRICTIONS ON VENDING ACTIVITY:**

1. An operator shall vend only when the food vending vehicle is lawfully stopped.
2. An operator shall vend only from the side of the vehicle away from moving traffic and as near as possible to the curb or side of the street.
3. An operator shall not vend to any person standing in the roadway; the vehicle must face away from the roadway.
4. An operator shall park a minimum of 30 feet from the nearest intersecting curb line.
5. No vending activity shall occur between 11:00 PM and 7:00 AM on any given day. Special exceptions may be allowed with a Special Event Permit submitted to and approved by the City of Waseca.

### **120.07 PARKING:**

Parking in city lots is permitted when complying with all ordinances, regulations, parking zones, and signage.

Parking in city streets and parks may be allowed with a Special Event Permit submitted to and approved by the City of Waseca. Sales by the permitted operator shall be made on paved lots or streets only and on the curbside only. The vehicle shall be parked within one (1) foot of the curb and a minimum of 30 feet from the nearest intersecting curb line and in compliance with all ordinances, regulations, parking zones, and posted signage.

An operator is prohibited from reserving any parking space by blocking, barricading, hooding, signing, or, in any other manner, preventing another vehicle from occupying the space.

Food vending vehicles on private property are regulated by the Waseca Zoning Ordinance. If the food vending vehicle is located on private property, a written consent or phone message from the property owner must be available upon request by the City.

**120.08 OPERATING VEHICLES IN REVERSE:**

The operator of a food vending vehicle shall not travel in reverse to make or attempt to make a sale.

**120.09 STORAGE OF VEHICLE WHEN NOT IN USE:**

When not in use, the food vending vehicle must be stored in compliance with the regulations of the City Zoning Ordinance.

**120.10: SIGHT VISIBILITY AND SAFETY:**

For the safety of the general public, the Waseca Police Department/City Staff reserves the right to require the immediate relocation of food vending vehicles if their placement substantially restricts the visibility of motorists, bicyclists, or pedestrians or in any other way impacts roadway conditions in an unsafe manner.

**120.11 EXCEPTIONS:** The provisions of this ordinance shall not apply to individuals or businesses operating food delivery services where they deliver food directly to the location of the consumer or who are selling at a farmers' market.

**120.12 PENALTY:**

Any operator violating any provision of this ordinance shall face a misdemeanor offense and possible revocation of their permit.

**120.13 SEVERABILITY AND SAVINGS CLAUSE:**

If any section or portion of this ordinance shall be found unconstitutional or otherwise invalid or unenforceable by a court of competent jurisdiction, those findings shall not invalidate or affect the validity and enforceability of any other section or provision of this ordinance.

This Ordinance shall be in full force ten (10) days following its passage and publication.

Passed by the City Council of Waseca, Minnesota on this \_\_\_\_ day of \_\_\_\_, 2024

\_\_\_\_\_  
Randy L. Zimmerman  
Mayor of Waseca

Attested:

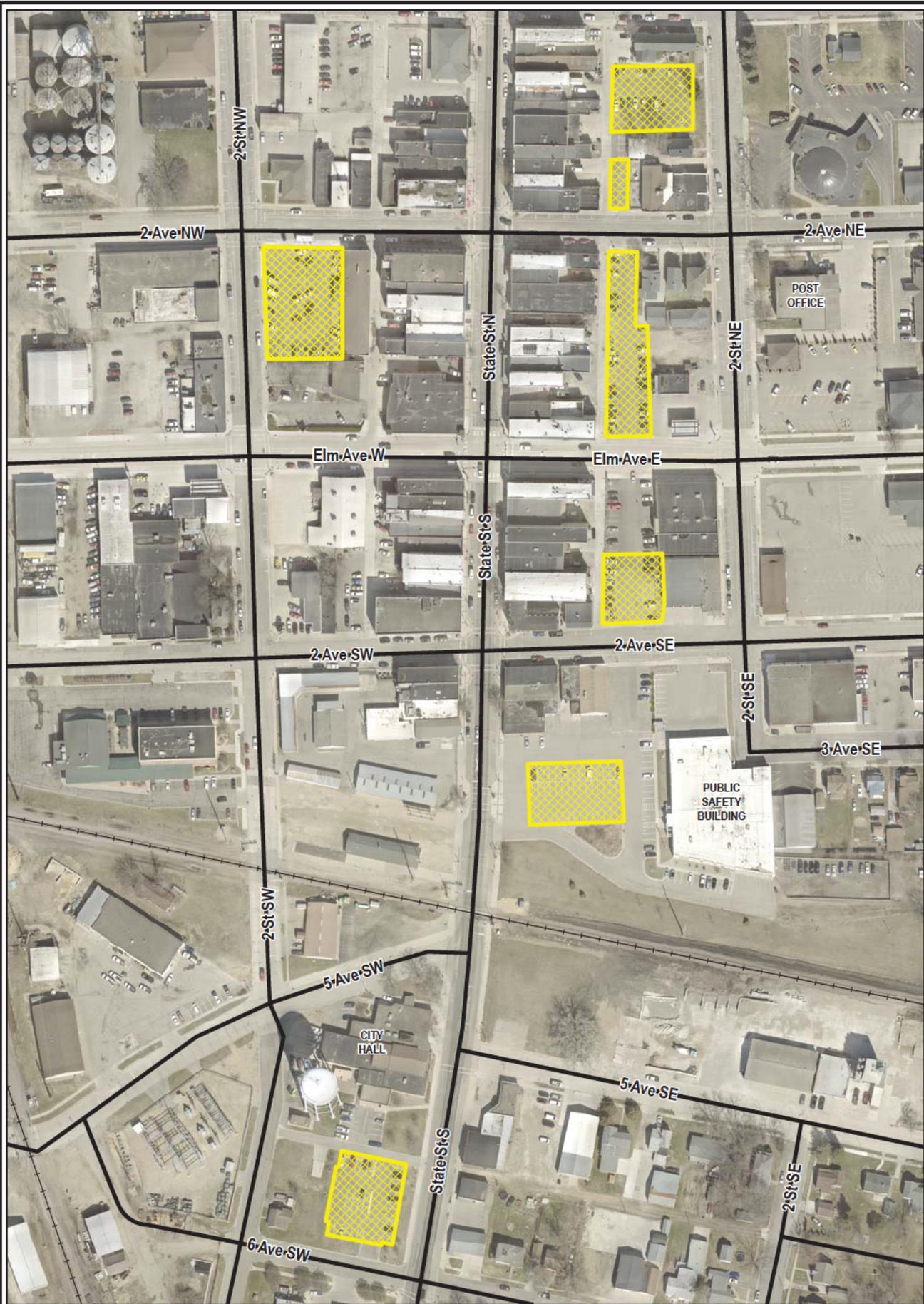
\_\_\_\_\_  
Julia Hall  
City Clerk

Introduced: TBD

Adopted:

Published:

Effective:



# ELIGIBLE FOOD TRUCK LOCATIONS

The data represented on this document is neither a legally recorded map nor a survey, and is intended for reference purposes only. The information presented has not been verified and neither the City of Waseca, nor its employees or agents make any representation to the accuracy of the features and data presented here within. This map was created through the use of several city courts, side and federal side sources. For specific information regarding this map, or to report errors or omissions, contact the City of Waseca Engineering Department.



**ELIGIBLE PARKING LOCATIONS**



*Request for City Council Action*

<b>Title:</b>	SET A PUBLIC HEARING ON REPEALING AND REPLACING THE ORDINANCE REGULATING SPECIALIZED VEHICLES		
<b>Meeting Date:</b>	JANUARY 16, 2024	<b>Agenda Item Number:</b>	<b>6F</b>
<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>	<ul style="list-style-type: none"> <li>• Ordinance No. 1112</li> <li>• Map</li> </ul>
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Conduct a Public Hearing on repealing Ordinance 593 and replacing it with Ordinance 1112, regulating specialized vehicles.		

**BACKGROUND:** All-terrain vehicles (ATVs) (Class 2), Utility vehicles (UTVs), Mini-Trucks, and Motorized golf carts -herein referred to as specialized vehicles, have been becoming more and more popular all over the State of Minnesota for in-city commuting. They could be allowed in Waseca by repealing Ordinance 593 and replacing it with Ordinance 1112, which will allow the City Council to adopt an annual permitting fee.

The purpose of this ordinance is to provide reasonable regulations for the use of these specific specialized vehicles on public roadways within the City of Waseca. This ordinance is not intended to allow what the Minnesota Statutes prohibit or to prohibit what the Minnesota Statutes expressly allow. It is intended to ensure public safety and prevent public nuisance.

The proposed language and Minnesota Statute §84.928(j) will not allow specialized vehicles to travel on any road with a speed limit over 30 miles per hour (MPH) or on Elm Avenue (Old Highway 14) or State Street (Highway 13). A specialized vehicle operator may cross any street or highway intersecting a designated roadway.

No person shall operate a Class 2 ATV, a Utility Task Vehicle, a mini truck, or a golf cart on streets, alleys, or city-owned property within the City of Waseca without obtaining a permit for that specific vehicle.

Class 1 ATVs are prohibited on all streets, roadways, alleys, bike trails, or walking trails in the City of Waseca and do not qualify for a permit.

**BUDGET IMPACT:** This Ordinance Revision will cost less than \$100 to publish, and decals for the permits will cost less than \$150 annually.

**RECOMMENDATION:** Staff recommends the Waseca City Council set a date for a public hearing on repealing Ordinance 593 and replacing it with Ordinance 1112 regulating specialized vehicles for 7:00 p.m. on Tuesday, February 6<sup>th</sup>, 2024.

**ORDINANCE NO. 1112**

**AN ORDINANCE OF THE CITY OF WASECA**

**REGULATING SPECIALIZED VEHICLES: ALL-TERRAIN VEHICLES (ATVs) CLASS 2,**

**UTILITY TASK VEHICLES (UTVs), MINI TRUCKS, AND GOLF CARTS**

**The City of Waseca does hereby ordain:**

**That Ordinance 593 of the Waseca City Code of Ordinances be repealed in its entirety and replaced with the following labeled 1112:**

**Subd. 1. Purpose and Intent**

The purpose of this ordinance is to provide reasonable regulations for the use of these specific specialized vehicles on public roadways within the City of Waseca. This ordinance is not intended to allow what the Minnesota Statutes prohibit or to prohibit what the Minnesota Statutes expressly allow. It is intended to ensure public safety and prevent public nuisance.

**Subd. 2. Definitions**

- A. **Driver/Operator:** The person driving and having physical control over the all-terrain vehicle, utility task vehicle, mini-truck, or motorized golf cart.
- B. **All-Terrain Vehicles (ATVs) – Class 2.** Class 2 ATVs are motorized flotation-tired vehicles with at least three but no more than six low-pressure tires with an engine displacement of less than 960 cubic centimeters and a total dry weight of 1,000 to 1,800 pounds—herein referred to as ATVs.
- C. **Utility Task Vehicles (UTVs):** As defined by MN Statute 169.045, subd. 1 (3), a side-by-side, four-wheel drive, off-road vehicle that has four wheels, is propelled by an internal combustion engine with a piston displacement capacity of 1,200 cubic centimeters or less and has a total dry weight of 1,800 but less than 2,600 pounds—herein referred to as UTVs.
- D. **Mini-truck:** as defined by MN Statute 169.011, Subd. 40 (a), as may be amended from time to time, a motor vehicle that has four wheels is propelled by an electric motor with a rated power of 7,500 watts or less or an internal combustion engine with a piston displacement capacity of 660 cubic centimeters or less; has a total dry weight of 900 to 2,200 pounds; contains an enclosed cabin and a seat for the vehicle operator; commonly resembles a pickup truck or van, including a cargo area or bed located at the rear of the vehicle; and was not originally manufactured to meet federal motor vehicle safety standards required of motor vehicles in the Code of Federal Regulations, Title 49, Sections 571.101 to 571.404, and successor requirements. For purposes of this ordinance, a mini-truck shall be operated under a permit on designated roadways if it is equipped with the following:
  - 1. At least two headlamps
  - 2. At least two tail lamps
  - 3. Front and rear turn-signal lamps

4. An exterior mirror mounted on the driver's side of the vehicle and either an exterior mirror mounted on the passenger's side of the vehicle or an interior mirror.
  5. A windshield
  6. A seat belt for the driver and front passenger
  7. A parking brake
- E. **Motorized Golf cart:** A motorized golf cart is a vehicle with four wheels used primarily for light terrain slow-moving operation. For purposes of this ordinance, a motorized golf cart shall be equipped with the following:
1. Rear view mirrors as defined by MN Statute 169.70
- F. **Permittee:** A person who has obtained a permit for an ATV, UTV, mini-truck, or golf cart.
- G. **Designated roadways:** Roadways within the City of Waseca with a posted speed limit of thirty (30) miles per hour or less.
- H. **Physically Disabled resident** – an individual who meets the criteria set forth in Minn. Stat. 169.345, Subd. 2.

### Subd. 3. Permits

No person shall operate a Class 2 ATV, a Utility Task Vehicle, a mini truck, or a golf cart on streets, alleys, or city-owned property within the City of Waseca without first obtaining a permit as provided herein for that specific vehicle.

#### **Class 1 ATVs are not allowed on streets, roadways, bike trails, or walking trails in the City of Waseca.**

Authorized City of Waseca staff may operate city-owned all-terrain vehicles – Class 2 or utility task vehicles - without obtaining a permit within the city on city streets, sidewalks, trails, right-of-way, and public property. City-owned vehicles may be operated at any time and on any state or federal highway, city street, sidewalk, trail, right-of-way, or public property only when conducting city business.

- A. Every application for a permit shall be made on a form supplied by the City and shall contain all of the following information:
1. The applicant's name, address, and date of birth.
  2. The nature of the applicant's physical handicap, if any. If there is a physical handicap, per MN Statute 169.045, the applicant must submit a certificate signed by a physician that the applicant can safely operate an all-terrain vehicle – Class 2, utility task vehicle, mini-truck, or motorized golf cart on the designated roadways.
  3. Provide the model name, make, year, and registration information of the all-terrain vehicle, utility terrain vehicle, all-terrain vehicle, mini-truck, or motorized golf cart that is being permitted.
  4. Current driver's license number or a statement as to why the applicant does not have a current driver's license.
  5. Proof of insurance, including the company name, policy number, effective dates, and coverage covering the permitted vehicle.

6. If the driver is born after July 1, 1987, and is requesting a permit for an ATV or UTV, they must provide proof of successful completion of the ATV Safety Training course by the Minnesota Department of Natural Resources.
  7. The permittee must provide all pertinent information concerning all licensed drivers utilizing the specialized vehicle.
  8. Other information the City may require.
- B. The annual permit fee shall be in an amount duly established by the City Council from time to time and set forth in the City of Waseca Master Fee schedule.
  - C. Permits shall be granted for a period of one (1) year beginning January 1<sup>st</sup> and ending on December 31<sup>st</sup> and may be renewed annually. Permit fees will not be prorated, transferred, or refundable.
  - D. No permit will be issued if:
    1. the applicant has had their driving privileges suspended, revoked, or canceled for any and all reasons.
    2. The applicant fails to comply with any required documents outlined in the application form.
  - E. An applicant may apply for more than one permit, and each ATV, UTV, mini-truck, or golf cart must have its own application and permit. Transferring of permits is not allowed.

#### **Subd. 4. Operation**

- A. Any ATV, UTV, mini-truck, or golf cart operating on designated roadways in the City of Waseca shall have a valid permit pursuant to Subd. 3, and the vehicle's driver shall be at least sixteen (16) years of age with a valid driver's license. The permit must be affixed and displayed on the vehicle's rear adjacent to the slow-moving vehicle placard/emblem.
- B. ATVs, UTVs, and golf carts shall display the slow-moving vehicle placard/emblem provided for in Minn. Stat. 169.045 and Minn. Stat. 169.522, as it may be amended from time to time when operated on designated roadways.
- C. ATVs, UTVs, Golf Carts, and mini-trucks shall be equipped with a rearview mirror to provide the driver with adequate vision from behind as required by Minn.Stat.169.70, as it may be amended from time to time.
- D. The driver/operator shall provide a signal of intention when turning or stopping the motorized golf cart as defined in MN Statute 169.19. The signals herein required shall be given either by means of the hand and arm or by a signal lamp or signal device of a type approved by the Commissioner of Public Safety.
- E. ATVs, UTVs, and golf carts may only be operated on designated roadways from sunrise to sunset. They shall not be operated in inclement weather conditions or when visibility is impaired by weather, smoke, fog, or other conditions or at any time where there is insufficient light to clearly see persons and vehicles on the roadway at a distance of 500 feet.
- F. Every person operating an ATV, UTV, mini-truck, or golf cart under a permit on designated roadways has all the rights and duties applicable to the driver of any other vehicle under the

provisions of Minn. State Chapter 169, as it may be amended from time to time, except when these provisions cannot reasonably be applied to mini-trucks and except as otherwise specifically provided in Minn. Stat. 169.045, subd. 7, as it may be amended from time to time. Registration does not exempt compliance with all applicable local, state, and federal laws.

- G. ATVs, UTVs, mini-trucks, and golf carts are permitted to operate only on City streets and not State or Federal highways, except when crossing such highways per Minnesota Statute §84.928(j). An ATV, UTV, or golf cart operator may cross any street or highway intersecting a designated roadway.
- H. ATVs, UTVs, and golf carts are not permitted to travel on any portion of Elm Avenue or State Street within the City limits of Waseca.
- I. ATVs, UTVs, and golf carts are not allowed to travel on any bike trail or walking trail within the City limits of Waseca.
- J. Mini-trucks may travel on Elm Avenue and State Street within the City limits of Waseca if they are licensed with a State-issued license plate, valid registration, and a valid City of Waseca permit. They are not allowed on any bike trail or walking trail within the City of Waseca.
- K. A person less than eighteen (18) years of age shall not ride as a passenger or as an operator on the roadways in the City of Waseca unless they are wearing a safety helmet approved by the Commissioner of Public Safety and/or is deemed Department of Transportation (DOT) certified and approved.
- L. A person less than eighteen (18) years of age shall not ride as a passenger or as an operator of an ATV without wearing a seatbelt when provided by the manufacturer.
- M. The number of occupants on the ATV, UTV, mini-truck, or golf cart may not exceed the design occupant load.
- N. Specialized vehicles must obey all parking rules found in Chapter 71 of the Waseca, MN Code of Ordinances.
- O. Specialized vehicles must abide by all MN statutes and regulations that are not specifically outlined in this ordinance.
- P. The operation of these vehicles shall be totally the risk and responsibility of the driver/operator. The City, by passing this ordinance, assumes no responsibility for their operation and shall be held harmless in any action arising from the operation of them.
- Q. A permit may be suspended, revoked, or denied at any time by the City or its designee if the permittee has violated or has allowed a violation to occur within the provisions of this ordinance or Minn. Stat. Chapter 169, as it may be amended from time to time, or if there is evidence that the permittee cannot safely operate the ATV, UTV, mini-truck or golf cart on the designated roadways.
- R. The permittee who has his/her permit suspended may request a hearing within five (5) days of receiving the notice that the permit is being suspended or revoked. Any notice of suspension or revocation of the permit must be provided to the permit holder at least five (5) days before the effective date of the suspension or revocation, except that a police officer may temporarily suspend a permit without notice if, in the police officer's professional judgment, public safety would be otherwise endangered. A hearing request form is available upon request from the Waseca City Clerk.

**Subd. 5. Storage**

The storage of golf cars on residentially zoned properties will comply with City of Waseca ordinances.

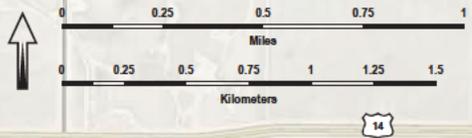
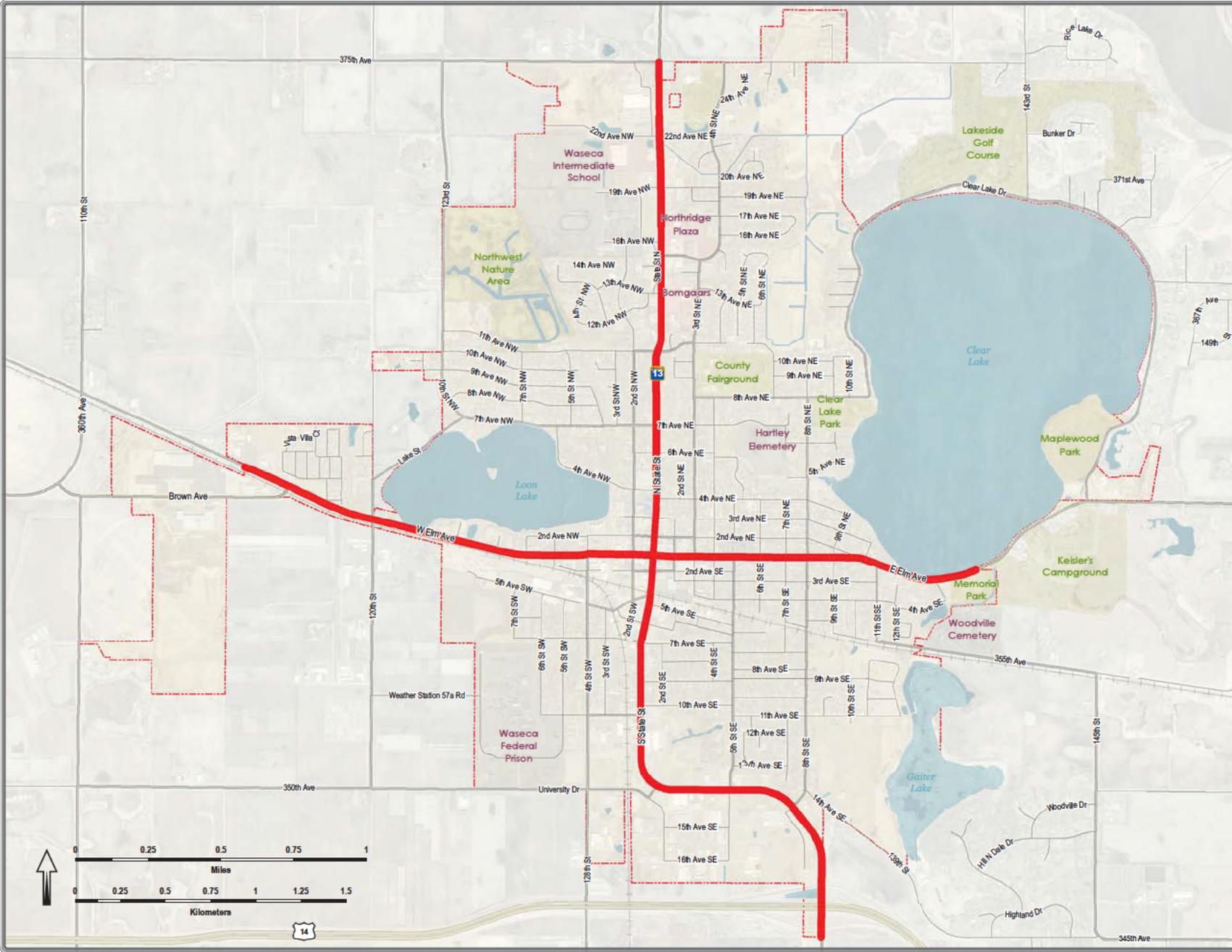
**Subd. 6. Violation; Penalty**

- A. Any permittee violating or allowing this ordinance to be violated shall have their permit to operate an ATV, UTV, mini-truck, or golf cart in the City of Waseca revoked and shall be guilty of a misdemeanor offense.
- B. Any person who operates an ATV, UTV, mini-truck, or golf cart without the required permit shall be guilty of a misdemeanor offense.

## SPECIALIZED VEHICLE MAP

## PROHIBITED STREETS MAP

-  PROHIBITED STREETS
- ELM AVENUE & STATE STREET
- WITHIN CITY LIMITS



Disclaimer: The data represented on this document is neither a legally recorded map nor a survey, and is intended for reference purposes only. The information presented has not been verified and neither the City of Waseca, or its employees or agents makes any representation to the accuracy of the features and data presented here within. This map was created through the use of several city, county, state and federal data sources. For specific information regarding this map, or to report errors or omissions, contact the Planning & Zoning Department.

Date Updated: 10/25/2023

<b>Title:</b>	APPOINTMENT RENEWAL APPLICATION ON THE PLANNING COMMISSION		
<b>Meeting Date:</b>	JANUARY 16, 2024	<b>Agenda Item Number:</b>	<b>6G</b>
<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>	<ul style="list-style-type: none"> <li>Steve Jes Renewal Applications</li> </ul>
<b>Originating Department:</b>	Planning and Zoning	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to renew the appointment of Steve Jes on the Planning Commission.		

**BACKGROUND:** The Planning Commission is an advisory board made up of five (5) members. In January, city staff received a Planning Commission renewal application from Steve Jes requesting to renew his current Planning Commission position, which expires on January 31, 2024.

**BUDGET IMPACT:** No impact to the City budget.

**RECOMMENDATION:** Staff recommends the Waseca City Council appoint renewal of Steve Jes to the Planning Commission for a 3-year term to expire January 31, 2027.

CITY OF WASECA

Board/Commission/Authority Application Form

Date 1/8/24

Name Steve Jes

Address 113 10<sup>th</sup> Ave. Waseca MN 56093

Telephone Number

Occupation: maintenance

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

Airport Board

Economic Development Authority

Park Board

Planning Commission

Heritage Preservation Commission

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

I would like to continue serving on the Board

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

yes, would like to continue to serve on the Board

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

I Have served three years on the Board already  
would like to continue serving on the Board.

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

(List your experience, education, certification, etc.) I Have Lived In Waseca all my life. would like to see Waseca grow and prosper - I Have 33 years In construction From carpenter to Assoc.

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

<b>Title:</b>	APPOINTMENT RENEWAL APPLICATIONS ON THE AIRPORT BOARD		
<b>Meeting Date:</b>	JANUARY 16, 2024	<b>Agenda Item Number:</b>	<b>6H</b>
<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>	<ul style="list-style-type: none"> <li>• Kaitlyn Hoehn Renewal Application</li> <li>• Benjamin Priebe Renewal Application</li> </ul>
<b>Originating Department:</b>	Economic Development	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to renew the appointment of Benjamin Priebe and Kaitlyn Hoehn to the Airport Board.		

**BACKGROUND:** The Planning Commission is an advisory board made up of five (5) members. In December, city staff received Airport Board renewal applications from Benjamin Priebe and Kaitlyn Hoehn requesting renewal of their current Airport Board position that expires on January 31, 2024.

**BUDGET IMPACT:** No impact to the City budget.

**RECOMMENDATION:** Staff recommends the Waseca City Council appoint renewals of Benjamin Priebe and Kaitlyn Hoehn to the Airport Board for a 3-year term to expire January 31, 2027.



CITY OF WASECA

Board/Commission/Authority Application Form

Date 27 Nov 2023

Name Kaitlyn Hoehn

Address 38465 100th St Waseca MN 56093

Telephone Number: (Home) 

Occupation: Project Manager

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

- Airport Board
- Economic Development Authority
- Park Board
- Planning Commission
- Heritage Preservation Commission

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

I have a strong interest in general aviation, and am a recreational user of the Waseca airport facilities. I am interested in community involvement in general and feel that I am a good addition to the board.

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

Yes, I am currently on this board; I have formally been involved since January 2021. Prior to that, I attended every airport board meeting I could make from 2017 forward as a member of the general public.

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.)

In addition to serving on this particular board, I have also held membership in other advisory boards. I am familiar with the operations of the Waseca airport and my work experience as a project manager lends experience I can bring to discussions and decisions.

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

<b>Title:</b>	APPOINTMENT RENEWAL APPLICATION ON THE HERITAGE PRESERVATION COMMISSION		
<b>Meeting Date:</b>	JANUARY 16, 2024	<b>Agenda Item Number:</b>	<b>6I</b>
<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>	<ul style="list-style-type: none"> <li>Julie Anderson Renewal Applications</li> </ul>
<b>Originating Department:</b>	Economic Development	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to renew the appointment of Julie Anderson to the Heritage Preservation Commission.		

**BACKGROUND:** The Heritage Commission is an advisory board made up of five (5) members. In December, city staff received a Heritage Preservation Commission renewal application from Julie Anderson requesting to renew her current position, which expires on January 31, 2024.

**BUDGET IMPACT:** No impact to the City budget.

**RECOMMENDATION:** Staff recommends the Waseca City Council appoint renewal of Julie Anderson to the Heritage Preservation Commission for a 3-year term to expire January 31, 2027.

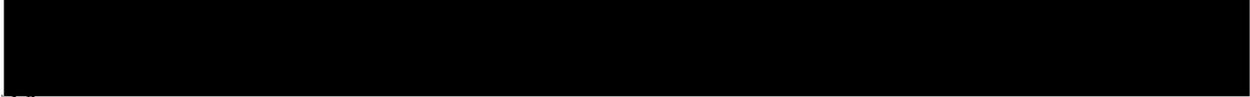
CITY OF WASECA

Board/Commission/Authority Application Form

Date 12-4-2023

Name Julie Anderson

Address 204 10th St NE Waseca

Telephone Number: 

Occupation: NA

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

Airport Board

Economic Development Authority

Park Board

Planning Commission

Heritage Preservation Commission

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

*I have served on this commission since 2020 and would like to continue.*

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

*Yes 2020 - present*

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

*current Chair*

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

*Phd in history, background in Public History,  
Volunteer for a number of organizations, + school board  
director*

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

<b>Title:</b>	APPOINTMENT RENEWAL APPLICATION ON THE PARK BOARD		
<b>Meeting Date:</b>	JANUARY 16, 2024	<b>Agenda Item Number:</b>	<b>6J</b>
<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>	<ul style="list-style-type: none"> <li>Michelle Oswald Park Board Renewal Applications</li> </ul>
<b>Originating Department:</b>	Parks	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to renew the appointment of Michelle Oswald on the Park Board		

**BACKGROUND:** The Park Board is an advisory board made up of five (5) members. In December, city staff received a Park Board renewal application from Michelle Oswald requesting to renew her current Park Board position that expires on January 31, 2024.

**BUDGET IMPACT:** No impact to the City budget.

**RECOMMENDATION:** Staff recommends the Waseca City Council appoint renewal of Michelle Oswald to the Park Board for a 3-year term to expire January 31, 2027.

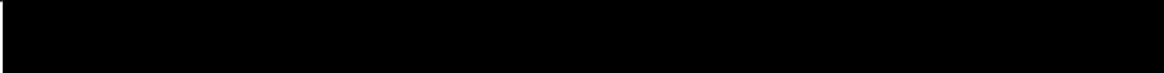
CITY OF WASECA

Board/Commission/Authority Application Form

Date Dec. 22, 2023

Name Michelle Oswald

Address 916 3rd Ave. SE Waseca, MN 56093

Telephone Number: 

Occupation: Sr. Buyer

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

Airport Board

Economic Development Authority

Park Board

Planning Commission

Heritage Preservation Commission

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

• wishing to promote more & varied green spaces in Waseca for more diversity & community activities in our town

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

Yes <sup>Jan</sup> 2021 - present

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.)

- Bachelors in International Bussiness

- Experience with Clubs in college holding varied positions

- Currently employed as Sr. Buyer

• Involvement in organizing large-scale events & working with charitable organizations  
- Public Relations officer  
- VP  
- President

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

<b>Title:</b>	RESOLUTION NO. 24-08 ORDERING THE 8 <sup>th</sup> AVENUE NE (CSAH 13) RECONSTRUCTION PROJECT (CITY PROJECT NO. 2024-01) AND AUTHORIZING THE PREPARATION OF PLANS, SPECIFICATIONS, AND ASSESSMENT ROLL #284		
<b>Meeting Date:</b>	January 16, 2024	<b>Agenda Item Number:</b>	<b>7A</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	<b>Supporting Documents:</b>	<ul style="list-style-type: none"> <li>▪ Resolution No. 24-08</li> <li>▪ Project Location Map</li> <li>▪ Improvement Hearing Assessment Roll</li> </ul>
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	City Engineer
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>			

**BACKGROUND:** On December 5, 2023, the City Council approved the Feasibility Report for the joint Waseca County/City of Waseca 8<sup>th</sup> Avenue NE (CSAH 13) Reconstruction Project (City Project No. 2024-01) and set the date for a public hearing on the improvements for January 16, 2024.

This project will involve the complete concrete street reconstruction of 8<sup>th</sup> Avenue NE (CSAH 13) from 3<sup>rd</sup> Street NE to Clear Lake Drive and is included in the City’s current Capital Improvement Plan. Additional project improvements will include the replacement of sanitary sewer and water mains, replacement of sewer and water services near the property line, storm sewer, and drainage improvements, ADA sidewalk and ramp replacement, the construction of new sections of ADA sidewalk and trail, and improvements to the sanitary sewer lift station at 7<sup>th</sup> Street NE.

**BUDGET IMPACT:** This project is included in the 2024 budget and will be funded through the capital improvement fund, the water, sanitary sewer, and storm sewer enterprise funds, state aid, and special assessments to benefit properties. Total estimated project cost and breakdown by funding source are shown below:

<b>8<sup>th</sup> Avenue NE (CSAH 13) Reconstruction Project Summary of Total Estimated Cost</b>	
<b>Item</b>	<b>Estimated Cost</b>
Construction Items	\$5,038,247
Contingency (5%)	\$251,913
<b>Construction Subtotal:</b>	<b>\$5,290,160</b>
Engineering (Design + Inspection)	\$500,000
<b>Project Subtotal:</b>	<b>\$5,790,160</b>
Administration (3% of Assessable Engineering + Construction)	\$74,840
<b>Total Project Cost:</b>	<b><u>\$5,865,000</u></b>

8 <sup>th</sup> Avenue NE (CSAH 13 Reconstruction Project Summary of Anticipated Funding Sources for Estimated Cost	
Funding Source	Estimated Amount
101 General	\$195,000
440 Special Assessment Fund	\$228,000
430 Capital Improvement Street Fund	\$50,000
402 State Aid Funds	\$1,028,000
651 Storm Water Fund	\$235,000
601 Water Fund	\$665,000
602 Sanitary Sewer Fund	\$810,000
Waseca County	\$2,654,000
<b>Total Project Cost:</b>	<b><u>\$5,865,000</u></b>

**RECOMMENDATION:** Pursuant to the state statute governing the special assessment process, a four-fifths vote is required to approve the resolution ordering the improvements. To continue with the project and its special assessments as presented, the City Council should adopt Resolution No. 24-08 ordering the 8<sup>th</sup> Avenue NE (CSAH 13) Reconstruction Project (City Project No. 2024-01) and authorizing the preparation of plans, specifications, and Assessment Roll #284.

**RESOLUTION NO. 24-08**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
ORDERING THE 8<sup>TH</sup> AVENUE NE RECONSTRUCTION PROJECT  
(CITY PROJECT NO. 2024-01)  
AND AUTHORIZING THE PREPARATION OF PLANS, SPECIFICATIONS,  
AND ASSESSMENT ROLL #284**

**WHEREAS**, the City Council of the City of Waseca has reviewed and accepted the Feasibility Report for City Project No. 2024-01; and

**WHEREAS**, a public improvement hearing has been scheduled and held to consider the project; and

**WHEREAS**, plans, specifications, and an assessment roll must be authorized for the project improvements per Chapter 429 of Minnesota State Statutes.

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

1. The project improvements are necessary, cost-effective, and feasible as detailed in the Feasibility Report.
2. The project improvements are not in conflict with, or impacted by, the City of Waseca Comprehensive Plan.
3. A public improvement hearing was scheduled and held on January 16, 2024.
4. Staff is ordered to prepare preliminary Assessment Roll No. 284 in accordance with the Special Assessment Policy adopted by the City of Waseca and in compliance with Chapter 429 of Minnesota State Statutes.

Adopted this 16<sup>th</sup> day of January 2024.

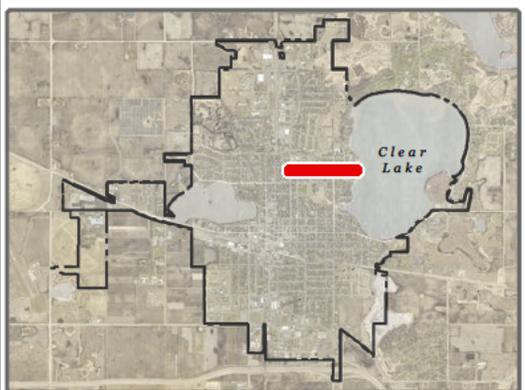
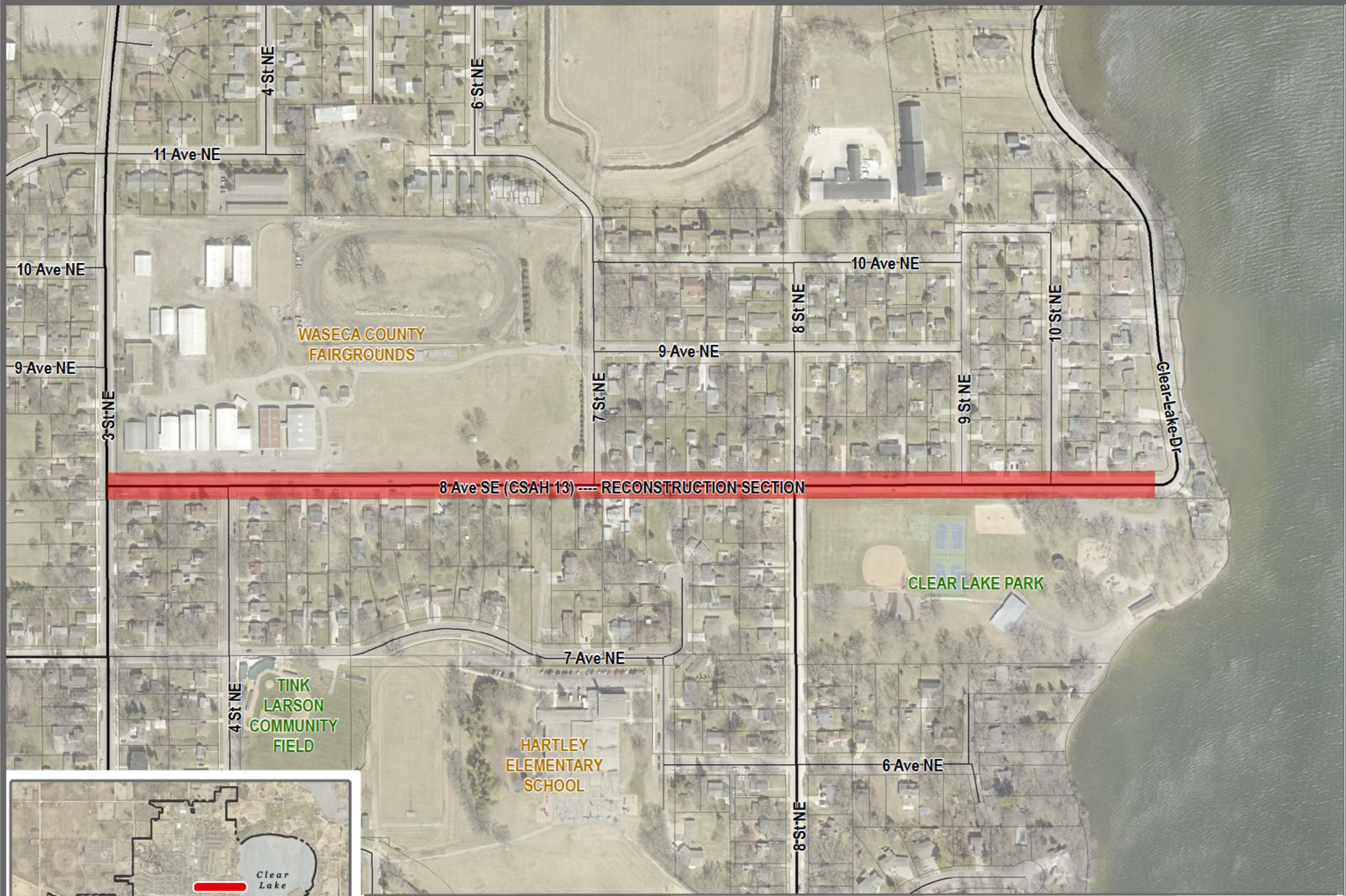
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RANDY L. ZIMMERMAN  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK



# 8TH AVENUE NE (CSAH 13) RECONSTRUCTION 3rd Street NE to Clear Lake Drive

*This document is not a survey and should be used for reference purposes only!*



**CITY OF WASECA PROJECT NO. 2024-01: 8TH AVENUE NE (CSAH 13) RECONSTRUCTION PROJECT - IMPROVEMENT HEARING ASSESSMENT ROLL #284**

No.	Owners of Record (Dec. 2024)	Parcel ID	Property Description	Property Address	Classification	Front Footage	Side Footage	Credit	Assessable Footage	Assessment Rate	Total Assessment	Mailing Address	City, State, Zip
1	WASECA COUNTY	17.117.0140	LOT 2, AUDITOR'S PLAT OF NORTH 1/2 OF SW 1/4 OF SECTION 8	409 8TH AVE NE	TAX EXEMPT	1386.80	768.25	1386.80	0.00	\$136.47	\$0.00	307 N STATE ST	WASECA, MN 56093
2	DALE HOFFMAN	17.326.0010	LOT 1, BLOCK 1, H. A. PANZRAM'S 1ST ADDITION	701 8TH AVE NE	RESIDENTIAL	60.00	167.00	30.00	30.00	\$79.61	\$2,388.30	701 8TH AVE NE	WASECA, MN 56093
3	JERROLD & JUDITH PIPKE, TRUSTEES	17.326.0020	LOT 2, BLOCK 1, H. A. PANZRAM'S 1ST ADDITION	705 8TH AVE NE	RESIDENTIAL	60.00	0.00	0.00	60.00	\$79.61	\$4,776.60	705 8TH AVE NE	WASECA, MN 56093
4	MICHAEL & NANCY PALM	17.326.0030	LOT 3, BLOCK 1, H. A. PANZRAM'S 1ST ADDITION	711 8TH AVE NE	RESIDENTIAL	60.00	0.00	0.00	60.00	\$79.61	\$4,776.60	711 8TH AVE NE	WASECA, MN 56093
5	MICHAEL & NANCY PALM	17.326.0040	LOT 4, BLOCK 1, H. A. PANZRAM'S 1ST ADDITION	711 8TH AVE NE	RESIDENTIAL	60.00	0.00	0.00	60.00	\$79.61	\$4,776.60	711 8TH AVE NE	WASECA, MN 56093
6	AARON SCHUMANN	17.326.0050	LOT 5, BLOCK 1, H. A. PANZRAM'S 1ST ADDITION	717 8TH AVE NE	RESIDENTIAL	60.00	0.00	0.00	60.00	\$79.61	\$4,776.60	717 8TH AVE NE	WASECA, MN 56093
7	CORBIN BORN	17.326.0060	LOT 6, BLOCK 1, H. A. PANZRAM'S 1ST ADDITION	721 8TH AVE NE	RESIDENTIAL	60.00	0.00	0.00	60.00	\$79.61	\$4,776.60	721 8TH AVE NE	WASECA, MN 56093
8	ROBERT BENSON	17.326.0070	LOT 7, BLOCK 1, H. A. PANZRAM'S 1ST ADDITION	725 8TH AVE NE	RESIDENTIAL	60.00	0.00	0.00	60.00	\$79.61	\$4,776.60	725 8TH AVE NE	WASECA, MN 56093
9	ALVIN & KATHLEEN SCHAUB	17.326.0200	SOUTH 96.5' OF LOT 8, BLOCK 1, H. A. PANZRAM'S 1ST ADDITION	727 8TH AVE NE	RESIDENTIAL	60.00	0.00	0.00	60.00	\$79.61	\$4,776.60	727 8TH AVE NE	WASECA, MN 56093
10	JOSE LUIS GAONA & NATALI FLORES LOPEZ	17.326.0100	SOUTH 96.5' OF LOT 9, BLOCK 1, H. A. PANZRAM'S 1ST ADDITION	801 8TH ST NE	RESIDENTIAL	51.30	96.50	25.65	25.65	\$79.61	\$2,042.00	801 8TH ST NE	WASECA, MN 56093
11	DALE & MARY HOY	17.326.0210	LOT 1, BLOCK 2, H. A. PANZRAM'S 1ST ADDITION	800 8TH ST NE	RESIDENTIAL	60.00	167.00	30.00	30.00	\$79.61	\$2,388.30	800 8TH ST NE	WASECA, MN 56093
12	SIGRID THOMPSON	17.326.0220	LOT 2, BLOCK 2, H. A. PANZRAM'S 1ST ADDITION	805 8TH AVE NE	RESIDENTIAL	60.00	0.00	0.00	60.00	\$79.61	\$4,776.60	805 8TH AVE NE	WASECA, MN 56093
13	AUDREY HAYES	17.326.0230	LOT 3 & WEST 1/2 OF Lot 4, BLOCK 2, H. A. PANZRAM'S 1ST ADDITION	809 8TH AVE NE	RESIDENTIAL	90.00	0.00	0.00	90.00	\$79.61	\$7,164.90	809 8TH AVE NE	WASECA, MN 56093
14	RAYGOR HOMES LLC (DANIEL RAYGOR)	17.326.0240	EAST 1/2 OF LOT 4 & LOT 5 EXCEPT EAST 2', BLOCK 2, H. A. PANZRAM'S 1ST ADDITION	817 8TH AVE NE	MULTI-FAMILY	88.00	0.00	0.00	88.00	\$121.31	\$10,675.28	725 REICHEL CIR NE	STEWARTVILLE, MN 55976
15	TODD BLUHM	17.326.0250	EAST 2' OF LOT 5 & LOT 6, BLOCK 2, H. A. PANZRAM'S 1ST ADDITION	821 8TH AVE NE	RESIDENTIAL	62.00	0.00	0.00	62.00	\$79.61	\$4,935.82	821 8TH AVE NE	WASECA, MN 56093
16	JEFFREY & JULIE BARR	17.326.0260	SOUTH 150' OF LOT 7, BLOCK 2, H. A. PANZRAM'S 1ST ADDITION	825 8TH AVE NE	RESIDENTIAL	69.00	150.00	34.50	34.50	\$79.61	\$2,746.55	825 8TH AVE NE	WASECA, MN 56093
17	DAVID JELLUM	17.476.0100	LOT 9, BLOCK 1, NOETZEL'S ADDITION	901 8TH AVE NE	RESIDENTIAL	105.00	81.00	52.50	52.50	\$79.61	\$4,179.53	901 8TH AVE NE	WASECA, MN 56093
18	MICHAEL & ROBIN NORDWALL	17.118.0060	EAST 105' OF SOUTH 81' OF WEST 237' OF LOT 3, AUDITOR'S PLAT OF NW 1/4 OF SE 1/4 OF SECTION 8	905 8TH AVE NE	RESIDENTIAL	105.00	81.00	52.50	52.50	\$79.61	\$4,179.53	905 8TH AVE NE	WASECA, MN 56093
19	JEFFREY HINNA & EMILY KISSLING	17.118.0050	EAST 105' OF SOUTH 91' OF WEST 402' OF LOT 3, AUDITOR'S PLAT OF NW 1/4 OF SE 1/4 OF SECTION 8	1001 8TH AVE NE	RESIDENTIAL	105.00	91.00	52.50	52.50	\$79.61	\$4,179.53	1001 8TH AVE NE	WASECA, MN 56093
20	CLEAR LAKE COMMONS LLC (MARCYN CAHILL)	17.476.0280	SOUTH 1/2 OF LOT 11 & WEST 105' OF LOT 10, BLOCK 2, NOETZEL'S ADDITION	1007 8TH AVE NE	MULTI-FAMILY	105.00	35.40	52.50	52.50	\$121.31	\$6,368.78	316 7TH AVE SE	WASECA, MN 56093
21	BENJAMIN & TAMMY DAHLBERG	17.476.0290	LOT 10 EXCEPT WEST 105', BLOCK 2, NOETZEL'S ADDITION	1009 8TH AVE NE	RESIDENTIAL	99.00	104.00	40.00	59.00	\$79.61	\$4,696.99	1009 8TH AVE NE	WASECA, MN 56093
22	BLAKE & ROBIN NELSON	17.118.0030	AUDITOR'S PLAT OF THE NW 1/4 OF THE SE 1/4 OF SECTION 8, BEGINNING 210' NORTH OF LOT 4 ON THE EAST SIDE OF 11TH ST NE; THENCE SE TO THE NORTH LINE OF LOT 4; THENCE EAST 125' TO THE SHORE OF CLEAR LAKE; THENCE ALONG THE SHORE 245' TO THE POINT OF BEGINNING	800 CLEAR LAKE DR	RESIDENTIAL	101.00	0.00	0.00	101.00	\$79.61	\$8,040.61	800 CLEAR LAKE DR	WASECA, MN 56093
23	CITY OF WASECA	17.118.0010	LOT 4 EXCEPT EAST 122' OF NORTH 120' OF LOT 4, AUDITOR'S PLAT OF NW 1/4 OF SE 1/4 OF SECTION 8	1000 8TH AVE NE	TAX EXEMPT	1082.00	493.34	1082.00	0.00	\$136.47	\$0.00	508 S STATE ST	WASECA, MN 56093
24	BRANDON GOEBEL & HANNAH OLSON	17.117.0350	EAST 124.7' OF NORTH 132.8' OF LOT 8, AUDITOR'S PLAT OF NORTH 1/2 OF SW 1/4 OF SECTION 8	730 8TH ST NE	RESIDENTIAL	124.70	132.80	40.00	84.70	\$79.61	\$6,742.97	730 8TH ST NE	WASECA, MN 56093
25	MARGO KULSETH	17.117.0320	WEST 59.55' OF EAST 184.25' OF NORTH 133.13' OF LOT 8, AUDITOR'S PLAT OF NORTH 1/2 OF SW 1/4 OF SECTION 8	724 8TH AVE NE	RESIDENTIAL	59.55	0.00	0.00	59.55	\$79.61	\$4,740.78	724 8TH AVE NE	WASECA, MN 56093
26	JAY DELANE & JOLENE NELSON	17.117.0310	EAST 60' OF WEST 122' OF NORTH 120' OF LOT 8, AUDITOR'S PLAT OF NORTH 1/2 OF SW 1/4 OF SECTION 8	720 8TH AVE NE	RESIDENTIAL	60.00	0.00	0.00	60.00	\$79.61	\$4,776.60	720 8TH AVE NE	WASECA, MN 56093
27	JORDAN LOEFFLER	17.117.0300	EAST 60' OF WEST 62' OF NORTH 120' OF LOT 8, AUDITOR'S PLAT OF NORTH 1/2 OF SW 1/4 OF SECTION 8	716 8TH AVE NE	RESIDENTIAL	60.00	0.00	0.00	60.00	\$79.61	\$4,776.60	716 8TH AVE NE	WASECA, MN 56093
28	JEVNING PROPERTIES LLC (MIKE JEVNING)	17.117.0290	EAST 104.7' OF NORTH 187' OF LOT 7 & WEST 2' OF NORTH 187' OF LOT 8, AUDITOR'S PLAT OF NORTH 1/2 OF SW 1/4 OF SECTION 8	712 8TH AVE NE	RESIDENTIAL	106.70	23.45	53.35	53.35	\$79.61	\$4,247.19	PO BOX 266, 118 N STATE ST	WASECA, MN 56093
29	BENET & CHERYL FREUND	17.117.0280	EAST 65' OF WEST 130' OF NORTH 187' OF LOT 7, AUDITOR'S PLAT OF NORTH 1/2 OF SW 1/4 OF SECTION 8	704 8TH AVE NE	RESIDENTIAL	65.00	0.00	0.00	65.00	\$79.61	\$5,174.65	4311 240TH ST E	FARIBAULT, MN 55021
30	MICHELE NELSON & MICHAEL SPITZACK	17.117.0270	WEST 65' OF NORTH 187' OF LOT 7, AUDITOR'S PLAT OF NORTH 1/2 OF SW 1/4 OF SECTION 8	700 8TH AVE NE	RESIDENTIAL	65.00	0.00	0.00	65.00	\$79.61	\$5,174.65	700 8TH AVE NE	WASECA, MN 56093
31	MARTY HOFMEISTER	17.117.0260	EAST 75' OF NORTH 150' OF LOT 6, AUDITOR'S PLAT OF NORTH 1/2 OF SW 1/4 OF SECTION 8	616 8TH AVE NE	RESIDENTIAL	75.00	0.00	0.00	75.00	\$79.61	\$5,970.75	616 8TH AVE NE	WASECA, MN 56093
32	PAUL NEIGEBAUER & JANE HOFMEISTER	17.117.0240	WEST 7' OF EAST 82' OF NORTH 150' & SOUTH 124' OF NORTH 274' OF EAST 153.14' OF LOT 6, AUDITOR'S PLAT OF NORTH 1/2 OF SW 1/4 OF SECTION 8	704 6TH ST NE	RESIDENTIAL	7.00	124.00	3.50	3.50	\$79.61	\$278.64	704 6TH ST NE	WASECA, MN 56093
33	MARTY HOFMEISTER	17.117.0210	WEST 71.14' OF EAST 153.14' OF NORTH 150' OF LOT 6, AUDITOR'S PLAT OF NORTH 1/2 OF SW 1/4 OF SECTION 8	614 8TH AVE NE	RESIDENTIAL	71.14	0.00	0.00	71.14	\$79.61	\$5,663.46	616 8TH AVE NE	WASECA, MN 56093
34	CITY OF WASECA	17.117.0230	EAST 60' OF WEST 128.5' OF LOT 6, AUDITOR'S PLAT OF NORTH 1/2 OF SW 1/4 OF SECTION 8	N/A	TAX EXEMPT	60.00	0.00	0.00	60.00	\$136.47	\$0.00	508 S STATE ST	WASECA, MN 56093
35	PETER & REBECCA ANDREN	17.117.0200	WEST 68.46' OF NORTH 200' OF LOT 6, AUDITOR'S PLAT OF NORTH 1/2 OF SW 1/4 OF SECTION 8	610 8TH AVE NE	RESIDENTIAL	68.46	0.00	0.00	68.46	\$79.61	\$5,450.10	610 8TH AVE NE	WASECA, MN 56093
36	NICK BENZICK	17.117.0190	EAST 72.7' OF NORTH 196' OF LOT 5, AUDITOR'S PLAT OF NORTH 1/2 OF SW 1/4 OF SECTION 8	524 8TH AVE NE	RESIDENTIAL	72.70	0.00	0.00	72.70	\$79.61	\$5,787.65	524 8TH AVE NE	WASECA, MN 56093
37	TIMOTHY & CHERYL CONDON	17.117.0180	EAST 72' OF WEST 162' OF NORTH 200' OF LOT 5, AUDITOR'S PLAT OF NORTH 1/2 OF SW 1/4 OF SECTION 8	520 8TH AVE NE	RESIDENTIAL	72.00	0.00	0.00	72.00	\$79.61	\$5,731.92	520 8TH AVE NE	WASECA, MN 56093
38	JACOB LYNCH, TRUSTEE	17.117.0170	WEST 90' OF NORTH 200' OF LOT 5, AUDITOR'S PLAT OF NORTH 1/2 OF SW 1/4 OF SECTION 8	516 8TH AVE NE	RESIDENTIAL	90.00	0.00	0.00	90.00	\$79.61	\$7,164.90	1329 SPRINGWOOD LN	FARIBAULT, MN 55021
39	DAVID & NANCY SCHNEIDER	17.117.0160	EAST 72' OF NORTH 150' OF LOT 4, AUDITOR'S PLAT OF NORTH 1/2 OF SW 1/4 OF SECTION 8	512 8TH AVE NE	RESIDENTIAL	72.00	0.00	0.00	72.00	\$79.61	\$5,731.92	512 8TH AVE NE	WASECA, MN 56093
40	LOWELL & JOAN JOHNSON	17.117.0150	WEST 72' OF EAST 144' OF NORTH 150' OF LOT 4, AUDITOR'S PLAT OF NORTH 1/2 OF SW 1/4 OF SECTION 8	508 8TH AVE NE	RESIDENTIAL	72.00	0.00	0.00	72.00	\$79.61	\$5,731.92	508 8TH AVE NE	WASECA, MN 56093
41	LOWELL & JOAN JOHNSON	17.610.0020	EAST 6' OF NORTH 100' OF LOT 1, SUTTER-OFFERSEN SUBDIVISION	N/A	RESIDENTIAL	6.00	0.00	0.00	6.00	\$79.61	\$477.66	508 8TH AVE NE	WASECA, MN 56093
42	BRIAN EIDET	17.610.0010	LOT 1, SUTTER-OFFERSEN SUBDIVISION EXCEPT EAST 6' OF NORTH 100'	500 8TH AVE NE	RESIDENTIAL	85.04	0.00	0.00	85.04	\$79.61	\$6,770.03	500 8TH AVE NE	WASECA, MN 56093
43	KATHRYN SKYTALAND	17.203.0110	LOT 10, BLOCK 1, CLASEN'S ADDITION	416 8TH AVE NE	RESIDENTIAL	64.00	0.00	0.00	64.00	\$79.61	\$5,095.04	16765 XYLITE ST NE	HAM LAKE, MN 55304
44	RUSSELL HARTY	17.203.0100	LOT 9, BLOCK 1, CLASEN'S ADDITION	412 8TH AVE NE	RESIDENTIAL	63.00	0.00	0.00	63.00	\$79.61	\$5,015.43	412 8TH AVE NE	WASECA, MN 56093
45	TRACY & NOAH BARTELT	17.203.0090	LOT 8, BLOCK 1, CLASEN'S ADDITION	408 8TH AVE NE	RESIDENTIAL	63.00	0.00	0.00	63.00	\$79.61	\$5,015.43	408 8TH AVE NE	WASECA, MN 56093
46	MICHELE PRIEBE	17.203.0080	LOT 7, BLOCK 1, CLASEN'S ADDITION	724 4TH ST NE	RESIDENTIAL	140.00	66.10	60.00	80.00	\$79.61	\$6,368.80	724 4TH ST NE	WASECA, MN 56093
47	DAVID MUTCH	17.377.0010	LOT 1, BLOCK 20, JENKINS 2ND ADDITION	721 4TH ST NE	RESIDENTIAL	148.00	72.00	60.00	88.00	\$79.61	\$7,005.68	721 4TH ST NE	WASECA, MN 56093
48	CHEYENNE BAKER & JESSE LOW	17.377.0020	LOT 2, BLOCK 20, JENKINS 2ND ADDITION	720 3RD ST NE	RESIDENTIAL	148.00	72.00	60.00	88.00	\$79.61	\$7,005.68	720 3RD ST NE	WASECA, MN 56093

TOTAL FRONT FOOTAGE  
TOTAL CREDITS  
TOTAL ASSESSABLE FOOTAGE

5,967.39  
3,115.80  
2,851.59

ESTIMATED ASSESSMENT RATES (Per Frontage Foot):

Residential/Duplex/City:	\$79.61
Multiple Dwelling:	\$121.31
Commercial/Industrial/Tax Exempt:	\$136.47

ESTIMATED TOTAL ASSESSMENTS: \$228,097.37

<b>Title:</b>	RESOLUTION NO. 24-09 ORDERING THE 11 <sup>TH</sup> AVENUE NW REHABILITATION PROJECT (CITY PROJECT NO. 2024-02) AND AUTHORIZING THE PREPARATION OF PLANS, SPECIFICATIONS, AND ASSESSMENT ROLL #285		
<b>Meeting Date:</b>	January 16, 2024	<b>Agenda Item Number:</b>	<b>7B</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	<b>Supporting Documents:</b>	<ul style="list-style-type: none"> <li>▪ Resolution No. 24-09</li> <li>▪ Project Location Map</li> <li>▪ Improvement Hearing Assessment Roll</li> </ul>
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	City Engineer
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>			

**BACKGROUND:** On December 5, 2023, the City Council approved the Feasibility Report for the 11<sup>th</sup> Avenue NW Rehabilitation Project (City Project No. 2024-02) and set the date for a public hearing on the improvements for January 16, 2024.

In the spring of 2023, the existing 11<sup>th</sup> Avenue NW pavement exhibited significant deterioration along the wheel paths that will require pavement replacement. Therefore, this project was added to the City’s Capital Improvement Plan for completion in 2024. This project’s scope will involve the rehabilitation (mill and overlay) of 11th Avenue NW from State Hwy 13 to 10th Street NW, including replacing sections of deteriorating or poorly draining curb and gutter, ADA sidewalk ramp upgrades, and utility fixture adjustments.

Between 7<sup>th</sup> Street NW and 10<sup>th</sup> Street NW, there is an approximately 460-foot section of street pavement that is still in very good condition. Therefore, that section will not be improved with this project (for a savings of approximately \$30,000), and the adjacent property frontages will not be assessed.

**BUDGET IMPACT:** This project is included in the 2024 budget and will be funded with state aid and special assessments to benefiting properties. On November 8<sup>th</sup>, the City Council authorized the submittal of a Local Road Improvement Program (LRIP) grant application for this project. If awarded LRIP grant funding, it is anticipated that 100% of the project construction costs will be covered. City Council may choose to waive the special assessments on this project (General Fund costs would not be recovered if assessments are waived). If LRIP grant funding is not awarded, the total estimated project cost and breakdown by funding source are shown below:

<b>11<sup>th</sup> Avenue NW Rehabilitation Project Summary of Total Estimated Cost</b>	
<b>Item</b>	<b>Estimated Cost</b>
Construction Items	\$363,682
Contingency (5%)	\$36,318
<b>Construction Subtotal:</b>	<b>\$400,000</b>
Engineering (Design + Inspection)	\$30,000
<b>Project Subtotal:</b>	<b>\$430,000</b>

Administration (3% of Assessable Engineering + Construction)	\$12,900
<b>Total Project Cost:</b>	<b><u>\$442,900</u></b>

11 <sup>th</sup> Avenue NW Rehabilitation Project	
Summary of Anticipated Funding Sources for Estimated Cost	
Funding Source	Estimated Amount
101 General	\$42,900
440 Special Assessments	\$100,000
402 State Aid	\$300,000
<b>Total Project Cost:</b>	<b><u>\$442,900</u></b>

**RECOMMENDATION:** Pursuant to the state statute governing the special assessment process, a four-fifths vote is required to approve the resolution ordering the improvements. To continue with the project and its special assessments as presented, the City Council should adopt Resolution No. 24-09 ordering the 11<sup>th</sup> Avenue NW Rehabilitation Project (City Project No. 2024-02) and authorizing the preparation of plans, specifications, and Assessment Roll #285.

**RESOLUTION NO. 24-09**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
ORDERING THE 11<sup>th</sup> AVENUE NW REHABILITATION PROJECT  
(CITY PROJECT NO. 2024-02)  
AND AUTHORIZING THE PREPARATION OF PLANS, SPECIFICATIONS,  
AND ASSESSMENT ROLL #285**

**WHEREAS**, the City Council of the City of Waseca has reviewed and accepted the Feasibility Report for City Project No. 2024-02; and

**WHEREAS**, a public improvement hearing has been scheduled and held to consider the project; and

**WHEREAS**, plans, specifications, and an assessment roll must be authorized for the project improvements per Chapter 429 of Minnesota State Statutes.

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

1. The project improvements are necessary, cost-effective, and feasible as detailed in the Feasibility Report.
2. The project improvements are not in conflict with, or impacted by, the City of Waseca Comprehensive Plan.
3. A public improvement hearing was scheduled and held on January 16, 2024.
4. Staff is ordered to prepare preliminary Assessment Roll No. 285 in accordance with the Special Assessment Policy adopted by the City of Waseca and in compliance with Chapter 429 of Minnesota State Statutes.

Adopted this 16<sup>th</sup> day of January 2024.

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RANDY L. ZIMMERMAN  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK

# 11th Ave NW Rehabilitation Project



CITY LIMITS

10th St NW/CSAH 13

CITY LIMITS

10th Ave NW

9th Ave NW

8th Ave NW

7th St NW

5th St NW

3rd St NW

2nd St NW

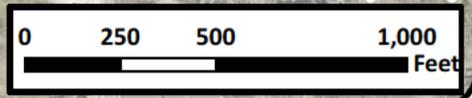
11th Ave NW

7th Ave NW/CSAH 13

State Hwy 13

State Hwy 13

LOON LAKE



**CITY OF WASECA PROJECT NO. 2024-02: 11TH AVENUE NW REHABILITATION PROJECT - IMPROVEMENT HEARING ASSESSMENT ROLL #285**

No.	Owners of Record (Dec. 2023)	Parcel ID	Property Description	Property Address	Classification	Front Footage	Side Footage	Credit	Assessable Footage	Assessment Rate	Total Assessment	Mailing Address	City, State, Zip
1	CHRIST THE KING CHURCH	17.190.0030	OUTLOT A, CHRIST THE KING	N/A	RESIDENTIAL	466.89	149.50	60.00	406.89	\$18.35	\$7,466.43	309 6TH ST NE	WASECA, MN 56093
2	GREGORY BARDEN	17.190.0040	LOT 1, BLOCK 2, CHRIST THE KING	820 10TH AVE NW	RESIDENTIAL	29.57	94.98	14.78	14.79	\$18.35	\$271.40	820 10TH AVE NW	WASECA, MN 56093
3	CITY OF WASECA	17.007.0240	98.21 ACRES IN EAST 1/2 OF NW 1/4 EXCEPT SOUTH 925' OF WEST 886.38' & WEST 1/2 OF NE 1/4 WEST OF RR ROW	N/A	TAX EXEMPT	948.20	0.00	948.20	0.00	\$31.45	\$0.00	508 S STATE ST	WASECA, MN 56093
4	MARK & ELISABETH WADMAN	17.116.0020	LOTS 1 & 2, BLOCK 1, AUDITOR'S PLAT	1005 7TH ST NW	RESIDENTIAL	150.23	118.25	60.00	90.23	\$18.35	\$1,655.72	1005 7TH ST NW	WASECA, MN 56093
5	JOSEPH & CHERYL FREAR	17.116.0060	LOT 1, BLOCK 2, AUDITOR'S PLAT	1004 7TH ST NW	RESIDENTIAL	65.50	118.90	32.75	32.75	\$18.35	\$600.96	1004 7TH ST NW	WASECA, MN 56093
6	DONALD & MARLA URBAN	17.116.0050	LOT 2, BLOCK 2, AUDITOR'S PLAT	617 11TH AVE NW	RESIDENTIAL	65.50	0.00	0.00	65.50	\$18.35	\$1,201.93	617 11TH AVE NW	WASECA, MN 56093
7	SHANE & JENNY GOODLANDER	17.576.0010	LOT 1, BLOCK 1, ROESLER'S ADDITION	609 11TH AVE NW	RESIDENTIAL	83.50	0.00	0.00	83.50	\$18.35	\$1,532.23	609 11TH AVE NW	WASECA, MN 56093
8	PENNY HASKIN	17.576.0020	LOT 2, BLOCK 1, ROESLER'S ADDITION	605 11TH AVE NW	RESIDENTIAL	83.50	0.00	0.00	83.50	\$18.35	\$1,532.23	605 11TH AVE NW	WASECA, MN 56093
9	ROGER NORDAAS	17.576.0030	LOT 3, BLOCK 1, ROESLER'S ADDITION	601 11TH AVE NW	RESIDENTIAL	83.50	0.00	0.00	83.50	\$18.35	\$1,532.23	601 11TH AVE NW	WASECA, MN 56093
10	JEFFREY BRENNAN	17.576.0040	LOT 4, BLOCK 1, ROESLER'S ADDITION	521 11TH AVE NW	RESIDENTIAL	83.93	0.00	0.00	83.93	\$18.35	\$1,540.12	521 11TH AVE NW	WASECA, MN 56093
11	KENNETH & JOANN JACKSON	17.480.0330	LOT 6, BLOCK 4, NORTH LOON LAKE SUBDIVISION	513 11TH AVE NW	RESIDENTIAL	78.00	0.00	0.00	78.00	\$18.35	\$1,431.30	513 11TH AVE NW	WASECA, MN 56093
12	JEFFREY & DEBRA KRAUSE	17.480.0340	LOT 7, BLOCK 4, NORTH LOON LAKE SUBDIVISION	509 11TH AVE NW	RESIDENTIAL	78.00	0.00	0.00	78.00	\$18.35	\$1,431.30	509 11TH AVE NW	WASECA, MN 56093
13	ROBERT & LINDA HARRIS	17.480.0350	LOT 8, BLOCK 4, NORTH LOON LAKE SUBDIVISION	505 11TH AVE NW	RESIDENTIAL	78.00	0.00	0.00	78.00	\$18.35	\$1,431.30	505 11TH AVE NW	WASECA, MN 56093
14	ERIC MEYER III	17.480.0360	LOT 9, BLOCK 4, NORTH LOON LAKE SUBDIVISION	501 11TH AVE NW	RESIDENTIAL	56.60	116.09	28.30	28.30	\$18.35	\$519.31	501 11TH AVE NW	WASECA, MN 56093
15	JAMES ROSS	17.480.0400	LOT 4, BLOCK 5, NORTH LOON LAKE SUBDIVISION	1012 5TH ST NW	RESIDENTIAL	131.70	92.40	60.00	71.70	\$18.35	\$1,315.70	1012 5TH ST NW	WASECA, MN 56093
16	CITY OF WASECA	17.152.0730	FORMERLY 100' WIDE RR ROW IN SE 1/4 OF SECTION 7	N/A	TAX EXEMPT	109.57	0.00	109.57	0.00	\$31.45	\$0.00	508 S STATE ST	WASECA, MN 56093
17	CORY STENCEL	17.604.0190	LOT 19, BLOCK 1, SEVEN-THREE ADDITION	325 9TH AVE NW	RESIDENTIAL	53.12	50.37	26.56	26.56	\$18.35	\$487.38	325 9TH AVE NW	WASECA, MN 56093
18	SARAH ARNOLD	17.604.0200	LOT 20, BLOCK 1, SEVEN-THREE ADDITION	320 9TH AVE NW	RESIDENTIAL	194.03	50.37	60.00	134.03	\$18.35	\$2,459.45	320 9TH AVE NW	WASECA, MN 56093
19	ALLEN & JOY GOTTSCHALK	17.604.0210	LOT 21, BLOCK 1, SEVEN-THREE ADDITION	316 9TH AVE NW	RESIDENTIAL	166.38	50.37	60.00	106.38	\$18.35	\$1,952.07	316 9TH AVE NW	WASECA, MN 56093
20	ERIC MORAREND	17.604.0220	LOT 22, BLOCK 1, SEVEN-THREE ADDITION	312 9TH AVE NW	RESIDENTIAL	34.47	50.37	17.23	17.24	\$18.35	\$316.35	312 9TH AVE NW	WASECA, MN 56093
21	NICOLE BENZICK	17.604.0280	NORTH 1/2 OF LOT 19, BLOCK 1, SEVEN-THREE ADDITION	913 3RD ST NW	RESIDENTIAL	120.01	40.01	60.00	60.01	\$18.35	\$1,101.18	913 3RD ST NW	WASECA, MN 56093
22	DOUGLAS THOMPSON	17.604.0430	LOT 16 & NORTH 40' OF LOT 15, BLOCK 2, SEVEN-THREE ADDITION	908 3RD ST NW	RESIDENTIAL	132.01	130.00	60.00	72.01	\$18.35	\$1,321.38	908 3RD ST NW	WASECA, MN 56093
23	JOHN CASSIDY	17.112.0240	LOT 1, BLOCK 2, AUDITOR'S PLAT OF NE 1/4 OF SE 1/4 OF SECTION 7	917 2ND ST NW	RESIDENTIAL	131.58	76.15	60.00	71.58	\$18.35	\$1,313.49	917 2ND ST NW	WASECA, MN 56093
24	CRAIG KLINGER	17.112.0020	LOT 2 EXCEPT EAST 12', BLOCK 1, AUDITOR'S PLAT OF NE 1/4 OF SE 1/4 OF SECTION 7	916 2ND ST NW	RESIDENTIAL	118.00	75.60	59.00	59.00	\$18.35	\$1,082.65	916 2ND ST NW	WASECA, MN 56093
25	GARY BERG	17.112.0010	LOT 1 & EAST 12' OF LOTS 2 & 3, BLOCK 1, AUDITOR'S PLAT OF NE 1/4 OF SE 1/4 OF SECTION 7	109 11TH AVE NW	RESIDENTIAL	62.00	0.00	0.00	62.00	\$18.35	\$1,137.70	7147 290TH AVE	WASECA, MN 56093
26	NANCY & THOMAS WALTERS	17.152.0610	NORTH 70' OF EAST 160' OF LOT 15, BLOCK 4, BENNETT'S ADDITION	917 N STATE ST	COMMERCIAL	160.00	70.00	60.00	100.00	\$31.45	\$3,145.00	13925 573RD AVE	MAPLETON, MN 56065
27	TAYLOR GATES	17.007.1100	BEGINNING 66' NORTH OF EAST 1/4 OF SECTION 7; THENCE NORTH 130'; THENCE WEST 167.5'; THENCE SOUTH 130'; THENCE EAST 167.5' TO POINT OF BEGINNING	1005 N STATE ST	COMMERCIAL	66.54	137.00	33.27	33.27	\$31.45	\$1,046.34	1108 9TH CIRCLE NW	WASECA, MN 56093
28	CRAIG BLAHA & PEGGY HARRISON	17.007.1200	BEGINNING 66' NORTH & 167.5' WEST OF SE CORNER OF NE 1/4 OF SECTION 7; THENCE WEST 72'; THENCE NORTH 165'; THENCE EAST 39'; THENCE SOUTH 35'; THENCE EAST 33'; THENCE SOUTH 130 TO POINT OF BEGINNING	100 11TH AVE NW	RESIDENTIAL	72.00	0.00	0.00	72.00	\$18.35	\$1,321.20	100 11TH AVE NW	WASECA, MN 56093
29	JEVNING PROPERTIES LLC	17.379.0040	OUTLOT A & LOTS 1 & 4, BLOCK 1, JEVNING SUBDIVISION	1004 2ND ST NW	MULTI-FAMILY	66.00	97.00	33.00	33.00	\$27.96	\$922.68	PO BOX 266, 118 N STATE ST	WASECA, MN 56093
30	JEVNING PROPERTIES LLC	17.379.0020	LOT 2, BLOCK 1, JEVNING SUBDIVISION	112 11TH AVE NW	RESIDENTIAL	74.00	0.00	0.00	74.00	\$18.35	\$1,357.90	PO BOX 266, 118 N STATE ST	WASECA, MN 56093
31	JEVNING PROPERTIES LLC	17.379.0030	LOT 3, BLOCK 1, JEVNING SUBDIVISION	1000 2ND ST NW	RESIDENTIAL	90.00	165.00	40.00	50.00	\$18.35	\$917.50	PO BOX 266, 118 N STATE ST	WASECA, MN 56093
32	STEVEN RIPKA	17.007.1450	BEGINNING ON EAST-WEST CENTERLINE OF SECTION 7 AT EAST LINE OF RR ROW; THENCE EAST 897' TO WEST ROW LINE OF 2ND ST NW; THENCE NORTH 365'; THENCE WEST TO EAST LINE OF RR ROW; THENCE SOUTHEASTERLY ALONG SAID RR ROW TO POINT OF BEGINNING	1001 2ND ST NW	RESIDENTIAL	924.02	299.00	60.00	864.02	\$18.35	\$15,854.77	1001 2ND ST NW	WASECA, MN 56093
33	CITY OF WASECA	17.475.0050	OUTLOT A, NATURE ACRES	N/A	TAX EXEMPT	109.63	0.00	109.63	0.00	\$31.45	\$0.00	508 S STATE ST	WASECA, MN 56093
34	MICHELLE & CRAIG BAXTER	17.475.0040	LOT 4, BLOCK 1, NATURE ACRES	500 11TH AVE NW	RESIDENTIAL	168.47	0.00	0.00	168.47	\$18.35	\$3,091.42	500 11TH AVE NW	WASECA, MN 56093
35	KATIE SCHULZ & ANNE GUSE	17.475.0030	LOT 3, BLOCK 1, NATURE ACRES	506 11TH AVE NW	RESIDENTIAL	152.23	0.00	0.00	152.23	\$18.35	\$2,793.42	506 11TH AVE NW	WASECA, MN 56093
36	BRADLEY BARTZ	17.475.0020	LOT 2, BLOCK 1, NATURE ACRES	512 11TH AVE NW	RESIDENTIAL	142.69	0.00	0.00	142.69	\$18.35	\$2,618.36	512 11TH AVE NW	WASECA, MN 56093
37	ROGER ASHLAND	17.475.0010	LOT 1, BLOCK 1, NATURE ACRES	522 11TH AVE NW	RESIDENTIAL	200.00	0.00	0.00	200.00	\$18.35	\$3,670.00	522 11TH AVE NW	WASECA, MN 56093
38	CHRIST THE KING CHURCH	17.190.0010	LOT 1, BLOCK 1, CHRIST THE KING	N/A	RESIDENTIAL	356.98	524.47	60.00	296.98	\$18.35	\$5,449.58	309 6TH ST NE	WASECA, MN 56093
39	CITY OF WASECA	17.190.0020	LOT 2, BLOCK 1, CHRIST THE KING	N/A	TAX EXEMPT	150.40	124.99	150.40	0.00	\$31.45	\$0.00	508 S STATE ST	WASECA, MN 56093

TOTAL FRONT FOOTAGE 6,336.75  
 TOTAL CREDITS 2,262.69  
 TOTAL ASSESSABLE FOOTAGE 4,074.06

ESTIMATED ASSESSMENT RATES (Per Frontage Foot):

Residential/Duplex/City:	\$18.35
Multiple Dwelling:	\$27.96
Commercial/Industrial/Tax Exempt:	\$31.45

ESTIMATED TOTAL ASSESSMENTS: \$76,821.98

<b>Title:</b>	AUTHORIZE RELEASE OF A REQUEST FOR PROPOSALS (RFP) FOR THE PREPARATION OF A FEASIBILITY REPORT AND THE DESIGN OF THE 2 <sup>nd</sup> STREET NW RECONSTRUCTION PROJECT (CITY PROJECT NO. 2025-01)		
<b>Meeting Date:</b>	January 16, 2024	<b>Agenda Item Number:</b>	<b>7C</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	<b>Supporting Documents:</b>	<ul style="list-style-type: none"> <li>• Project Location Map</li> <li>• Draft RFP</li> </ul>
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	City Engineer
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>			

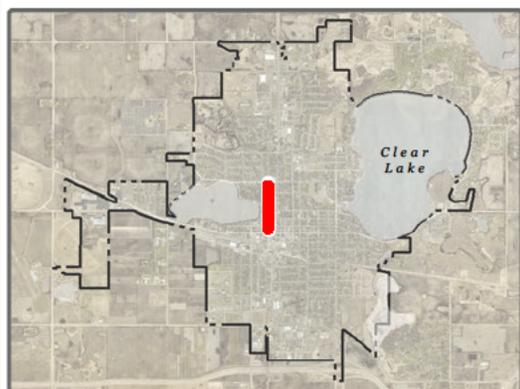
**BACKGROUND:** In 2021, the City was awarded a Federal 80/20 Surface Transportation Program (STP) matching fund grant of up to \$1,840,000 for the 2025 reconstruction of 2<sup>nd</sup> Street NW from Elm Ave West to 7<sup>th</sup> Ave NW. This project will consist of complete bituminous street reconstruction, sanitary sewer, water main, storm sewer, and ADA sidewalk improvements. Therefore, staff is requesting authorization to proceed with the release of a Request for Proposals (RFP) for the preparation of a feasibility report and the design of this project.

If authorized, the attached Draft RFP will be sent to four engineering firms (Stantec, Bolton & Menk, Widseth, and Stonebrooke), inviting them to submit proposals. These firms were selected based on past work history and experience with the City.

After proposals are received, City staff will evaluate and score them based on the RFP criteria and make a final selection. An engineering services contract with the selected firm will then be presented to the City Council for approval at a future City Council meeting.

**BUDGET IMPACT:** No costs are associated with releasing the RFP.

**RECOMMENDATION:** Staff recommends the City Council authorize the release of a Request for Proposals (RFP) for the preparation of a Feasibility Report and the Design of the 2<sup>nd</sup> Street NW Reconstruction Project (City Project No. 2025-01).



# 2ND STREET NW RECONSTRUCTION PROJECT

## Elm Ave W (CSAH 14) to 7th Ave NW (CSAH 13)

*This document is not a survey and should be used for reference purposes only!*



## **REQUEST FOR PROPOSALS**

The City of Waseca is inviting firms to submit proposals for the preparation of a Feasibility Report and the Design of the project named and described below. City staff will respond to firms who submit proposals within three (3) weeks of the specified submittal date.

### **2<sup>nd</sup> Street NW Reconstruction (Elm Avenue West to 7<sup>th</sup> Avenue NW)**

**DESCRIPTION:** This State, Federal, and locally funded project will involve the complete street reconstruction of approximately 2,250 feet of 2<sup>nd</sup> Street NW from Elm Ave West to 7<sup>th</sup> Ave NW in Waseca. The existing bituminous roadway varies in width from approximately 50 feet at Elm Ave West to 36 feet near 7<sup>th</sup> Ave NW. As the street narrows from south to north, the existing land use transitions from downtown business to residential with 4<sup>th</sup> Ave NW serving as the dividing line between the two. The ROW throughout is 66 feet in total width.

The scope of work will also include complete replacement of the following: sanitary sewer main and services to near the property line, water main and services to the curb stop, storm sewer, and sidewalk. Furthermore, because more than 1 acre of impervious surface will be reconstructed, stormwater BMP's will need to be incorporated to satisfy the City's MS4 Permit requirements.

A significant challenge with this project will be the replacement and upsizing of 20'-35' deep sanitary sewer main between 4<sup>th</sup> Ave NW and 2<sup>nd</sup> Ave NW. As a result, Stantec has been hired by the City to provide a Facilities Plan for the sewershed (and water main) impacted by this project. The sewer and water improvements recommended by this plan, and ultimately selected by the City, will need to be incorporated into the project. Therefore, it is imperative that the selected design firm effectively communicate and cooperate with both the City and Stantec.

It is anticipated that City staff will perform project inspection, complete construction staking, manage construction materials testing, and prepare the project as-built plans.

**BUDGET:** The current total ESTIMATED construction cost for this project is \$3,700,000 (bituminous street pavement), of which up to \$1,840,000 will be funded through an awarded 80/20 Federal Surface Transportation Program (STP) matching fund grant. In addition, Stantec will, on the City's behalf, be applying for available loan and/or grant funding for the sanitary sewer and water improvements. State Aid funding will be used on remaining eligible items with local funding covering all other costs. Lastly, the City plans to assess this project to adjacent properties, but all assessment information and documentation will be completed by City staff.

#### **PROJECTED TIMELINE:**

Award Design Contract:	March 5, 2024
Sewer & Water Facilities Plan (Stantec):	March 2024
Survey & Design:	March – September 2024
Roadway Design Concepts Due:	May 3, 2024
Initial Public Meeting (Design Concepts):	May 2024
Feasibility Report Due:	September 13, 2024



**PROJECTED TIMELINE (continued):**

Public Meeting (90% Plans):	October 2024
Plans & Specifications Review (City/MnDOT):	October – December 2024
Bid Letting:	January – March 2025
Obtain Contract Documents:	April 2025
Public Meeting with Contractor:	April 2025
Construction:	May – November 2025
Substantial Completion:	December 2025
Final Completion:	May 2026

**PROFESSIONAL SERVICES:** *NOTE: The City does not wish to separately contract with any subconsultants.*

- **Communication** – Provide monthly online project design/status update meetings (8 total, May-December). Have designated primary and secondary points of contact available to respond in a timely manner to emails and phone calls.
- **Design Survey** – Obtain topographic points, locate property corner pins, establish corridor and intersection ROW, locate existing utilities, structures, flowlines, etc., and provide all other survey information necessary to complete the project design and drawings.
- **Phase I Environmental Site Assessment (ESA)** – Complete a Phase I ESA for potential underground storage tanks and contaminated soil. If deemed necessary, the completion of a Phase II ESA would be supplemental.
- **Soil Borings/Testing & Preparation of Geotechnical & Pavement Design Reports** – Complete soil borings and analysis necessary to determine design parameters for a 10-ton State Aid roadway and all other improvements impacted by soil and groundwater conditions. Soil borings related to a Phase II ESA would be supplemental.
- **Permitting** – Submit the City’s MN Dept. of Health water main plan review and permit documents, assist the contractor with the NPDES Construction Stormwater Permit, and submit any other required permits. The City will reimburse any required permit fees.
- **Evaluation & Design of Stormwater Infiltration BMP’s** – Propose options and then design selected stormwater BMP’s necessary to satisfy the City’s MS4 Permit requirements. Include a report/memo detailing why the BMP’s were selected and how they satisfy MS4 Permit criteria.
- **Hydraulic Design & Analysis** – Provide stormwater modeling, reporting, and calculations meeting Federal and State Aid requirements for all project storm sewer design and analysis, including any stormwater BMP’s necessary for MS4 Permit compliance.
- **Roadway Design Concepts** – Provide conceptual roadway design options for consideration (by May 3, 2024) with a focus on the existing downtown business district between Elm Ave and 4<sup>th</sup> Ave. A concept will then be selected based on resident, staff, and City Council feedback.
- **Project Phasing & Access** – Provide recommended construction phasing and existing business/amenity access options for consideration. Incorporate the selected option(s) into the final plan set.
- **Utility Coordination** – Coordinate project design with all impacted utility companies. During design, organize and lead an in-person or online utility coordination meeting. Wherever feasible, the City will have storm and sanitary sewers and services televised and provide the videos.



**PROFESSIONAL SERVICES (continued):**

- **Sanitary Sewer & Water Utility Improvements** – As they pertain to the 2<sup>nd</sup> Street NW Project, incorporate and design the sanitary sewer and water main improvements recommended in a Facilities Plan (to be provided by Stantec) and ultimately selected by City staff. If necessary, any additional sanitary sewer modeling would be supplemental.
- **Plans & Specifications** – Provide 60% and 90% plans and cost estimates for review, 95% specifications for review, and final plans and specifications meeting Federal and MnDOT State Aid requirements for their review and approval. Include phasing and traffic control plans. Supply the City with all design and staking files (AutoCAD Civil 3D format).
- **Feasibility Report** – Provide a Feasibility Report (by September 13, 2024) outlining the major components and justifications for the project for City staff review. The final report must include a detailed project cost estimate (90%) and will be presented to City Council (by staff) for preliminary assessment purposes.
- **Public Informational Meetings** – Attend and participate in three (3) public open house style meetings (design concepts, 90% plans, and post-bid with the contractor). For all three (3) meetings, the City would select a time and place, send invitations, and provide materials.
- **Project Bidding** – Organize and lead online bidding (QuestCDN) and obtain all required bid information from the contractor. Provide all project and Federal/State Aid bid documentation.
- **Pre-Construction Meeting** – Send invitations, prepare an agenda, and complete minutes for a pre-construction meeting with City staff, the prime contractor, subcontractors, and impacted utility companies. This meeting can be either in-person or online.
- **Federal/MnDOT Documentation** – As needed, assist City staff with the preparation of required MnDOT Delegated Contract Process (DCP) documentation throughout the project and up to six (6) months after substantial completion. Assistance required beyond that timeframe would be supplemental.
- **Availability During Construction** – Be available on an as-needed basis for any questions that may arise during construction.

**EVALUATION AND SCORING CRITERIA:** *NOTE: 100 total points possible*

- **Project Understanding & Approach – 30 pts**  
Describe how all major project components will be addressed and include a detailed work plan/timeline.
- **Personnel – 20 pts**  
Include brief staff summary resumes, staff availability, tasks assigned, and relationship flow chart.
- **Previous Experience & References – 20 pts**  
Include at least three (3) past projects of similar scope and at least one unique reference per project.
- **Scope of Services & Estimated Not-to-Exceed Cost – 30 pts**  
Provide a detailed, itemized list of engineering services/tasks to be provided, including estimated hours for each staff member. Clearly separate and define all subconsultant services and fees. Include any assumptions deemed relevant.

The award of a professional services contract will be based on evaluation and scoring by City staff, pending final negotiations with the selected firm.



**SUBMITTAL INSTRUCTIONS:** Please limit proposals to a total of 30 single-sided or 15 double-sided pages (not including the cover page). Submit a digital (PDF) copy of your proposal via email to [natew@ci.waseca.mn.us](mailto:natew@ci.waseca.mn.us) prior to the submittal deadline of **4:00 PM on Friday, February 9, 2024**.

Hard copies of proposals will also be accepted prior to the deadline, but digital are preferred. Proposals received after the deadline will not be accepted. If email confirmation is not received, please call Nathan Willey at 507-835-9716 or 515-509-1510 to verify receipt.

**CONTACT INFORMATION:** If you have any questions, please email Nathan Willey at [natew@ci.waseca.mn.us](mailto:natew@ci.waseca.mn.us) or call 507-835-9716.

**Thank you for your time and consideration!**

<b>Title:</b>	JOINT POWERS AGREEMENT (JPA) WITH WASECA COUNTY FOR ECONOMIC DEVELOPMENT SERVICES.		
<b>Meeting Date:</b>	January 16, 2024	<b>Agenda Item Number:</b>	<b>7D</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	<b>Supporting Documents:</b>	<ul style="list-style-type: none"> <li>Attached JPA</li> </ul>
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	The City Manager recommends the City Council adoption of the Joint Powers Agreement with Waseca County for economic development contract services on an hourly basis, which will be reimbursed to the City of Waseca and City of Waseca EDA.		

**BACKGROUND:** The City Manager and County Administrator have discussed how the City of Waseca may be able to assist Waseca County with economic development initiatives. A joint powers agreement, as attached, is the City Attorney’s recommended format to currently engage in joint economic development services.

**BUDGET IMPACT:** Waseca County would reimburse the City of Waseca monthly for time accrued by the Economic Development Manager. The cost savings from Waseca County would be shared between the City of Waseca and the City of Waseca EDA Board. The scope of monthly reimbursable expenses has not yet been approximated.

**ALTERNATIVES CONSIDERED:** This initiative is a first step in cooperative services with Waseca County.

**RECOMMENDATION:** The City Manager recommends the City Council adoption of the JPA with Waseca County for economic development contract services as proposed.

# **JOINT POWERS AGREEMENT BETWEEN THE CITY OF WASECA AND WASECA COUNTY FOR THE USE OF SERVICES OF THE ECONOMIC DEVELOPMENT MANAGER**

## Introduction

The City of Waseca and Waseca County agree to enter into this agreement, whereby the City of Waseca will provide the services of an Economic Development Manager (EDM) for Waseca County. The EDM will be an employee of the City of Waseca and will operate under the general direction of the City Manager of the City of Waseca (City Manager).

This agreement will allow the parties to pursue common goals of fostering economic development for the City of Waseca and County of Waseca. Due to the unique coordination required to integrate services and maintain confidentiality, City of Waseca and Waseca County management shall confer monthly to discuss the scope of services and to ensure the continuity of all services.

## Scope of Services

### Major Tasks:

1. As assigned by the City Manager, the EDM shall assist the Waseca County Administrator with economic development initiatives. This may include the implementation of economic development strategies and plans;
2. The EDM shall serve as the initial point of contact and as assigned, between the City of Waseca and Waseca County governments regarding all area businesses, developers, property owners, lending institutions, economic development organizations and related groups, for economic development initiatives;
3. Attend all meetings of the City of Waseca Economic Development Authority and Heritage Preservation Commission. The EDM shall serve as an advisor to those boards;
4. Attend meetings of the Waseca City Council as assigned by the City Manager or as requested by the City of Waseca Finance/HR Director;
5. Attend Waseca County Commissioners' meetings as assigned by the Waseca County Administrator;
6. Seek out economic development programs and events that would benefit the City of Waseca and/or Waseca County;
7. Coordinate and help manage the City of Waseca Revolving Loan program, including providing updates as assigned and as apparent;
8. As assigned, work with the City of Waseca and/ or County of Waseca Finance Departments for tax increment financing opportunities, tax abatements and other finance or development assessment programs;
9. Stay informed and keep City Management and the County Administrator informed of potential development and growth opportunities and coordinate review of proposals at an early state to facilitate a smooth development process;
10. Lead the City's business retention and expansion efforts, coordinating with area stakeholders, which shall include an interview with all basic employers at least once every two (2) years;

11. Coordinate with Waseca County businesses regarding retention and expansion efforts as assigned by the County Administrator;
12. Lead efforts to market land, buildings, resources, and workforce of the City of Waseca and Waseca County to stimulate growth whether that be industrial, commercial, residential, or recreational;
13. Ensure the coordination and collaboration of local, regional, state, and federal agencies and organizations to facilitate the progress of projects;
14. Seek out and write grants, with the direction of the City Finance/HR Director, which benefit the growth, economic or otherwise, for the City of Waseca;
15. Provide assistance as assigned to other City of Waseca departments in the development and writing of grant applications, whether for specific projects, private development, or programs;
16. Assist the County Administrator with grant initiatives as assigned;
17. Provide weekly written summary of work initiatives for the City of Waseca and Waseca County and provide copies of the summary to the City Manager and County Administrator;
18. Such other duties as apparent and as assigned may be needed to promote growth in the City of Waseca and County of Waseca.

Expectations:

1. The EDM will be the point person for the City of Waseca and Waseca County in economic development; as such the EDM is expected to promote and not disparage the City of Waseca and County of Waseca;
2. The EDM may be provided with information that is private or otherwise protected under law. The EDM shall take actions to ensure that the information remains private to the extent permitted by law, understanding and working subject to the authority of the City Manager, the EDM is not an independent employee or contractor of the City of Waseca;
3. As an employee of the City of Waseca, the EDM may from time to time be called on to perform other duties as assigned by the City Manager;
4. Primary responsibility for supervision of the EDM will be the responsibility of the City of Waseca.

Standards:

1. The EDM shall work effectively and efficiently with and communicate with all stakeholders.
2. The EDM must work in a self-directed manner while keeping the supervisor informed of all activities in a proactive manner.

Fees

The City of Waseca will provide the services of EDM on a month-to-month basis. The City Manager or designee and the County Administrator shall meet to discuss the scope of work that will be performed by the EDM and the amount of time that the work is expected to take. Waseca County will reimburse the City of Waseca at the most current rate for those services as provided by the City of Waseca Finance Department. The City of Waseca will invoice Waseca County for all such services and the County shall pay for those services within thirty (30) days or be subject to a ten (10) percent late payment penalty.

Limited Liability

Neither the City of Waseca nor the County of Waseca shall be liable for the acts or omissions of the other in connection with the activities to be undertaken by this agreement.

Length of Agreement

Services under this agreement will be provided for a period of \_\_\_\_\_ months/years. The agreement will commence on \_\_\_\_\_ and will terminate on \_\_\_\_\_.

This agreement may be terminated by either party with sixty (60) days written notice to the other party.

City of Waseca

County of Waseca

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
County Board Chair

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

\_\_\_\_\_  
County Administrator

<b>Title:</b>	IBEW (INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS) MOU ELECTRIC UTILITY SUPERVISOR		
<b>Meeting Date:</b>	January 16, 2024	<b>Agenda Item Number:</b>	<b>7E</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	<b>Supporting Documents:</b>	<ul style="list-style-type: none"> <li>Attached Memo of Understanding (MOU)</li> </ul>
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	The City Manager recommends the City Council adoption of the attached Memo of Understanding with IBEW Local 949 to allow for part-time responsibilities of an Electric Utility Supervisor.		

**BACKGROUND:** Since February 2023, the City Manager/Utilities & Public Works Director has been working on work transition plans, which involve mentoring and reassigning certain incumbent duties that are currently within the position of Utilities & Public Works Director.

**BUDGET IMPACT:** The proposed \$1,250 monthly stipend would be assigned to the Electric Utility personnel budget.

**ALTERNATIVES CONSIDERED:** Hiring a full-time supervisor.

**RECOMMENDATION:** The City Manager recommends the City Council adoption of the MOU with IBEW, Local 949, to allow for part-time responsibilities of an Electric Utility Supervisor.

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (“MOU”) is made and entered into by and between the City of Waseca (“Employer”) and International Brotherhood of Electrical Workers, Local No. 949 (“Union”).

WHEREAS, the Union is the exclusive representative for certain employees of the Employer in the appropriate unit (“Bargaining Unit Employees”);

WHEREAS, the Employer may deem it necessary to assign Bargaining Unit Employee, Matthew Roessler, to perform particular duties and responsibilities related to electric utility operations of Electric Utility Supervisor, as mutually agreed upon in writing between the City Manager and Matthew Roessler, and which may be mutually amended from time to time due to a need for assistance as of the date this MOU is executed in the Employer’s Utilities Director position;

WHEREAS, such assignment of Matthew Roessler may result in a material increase in the nature, level, or quantity of work for such employee; and

WHEREAS, the Employer and Union desire to establish a stipend to be paid to Matthew Roessler when he is assigned to perform particular duties and responsibilities of the Electric Utility Supervisor due to a need for assistance in the Employer’s Utilities Director position.

NOW, THEREFORE, all parties hereto, in consideration of their mutual covenants and agreements to be performed, as hereinafter set forth, agree as follows:

### **Article 1. Stipend**

Matthew Roessler will be paid a monthly lump sum gross amount payment of \$1,250 per month for each month that he is expressly assigned to perform particular duties and responsibilities of the Electric Utility Supervisor. The duties will be defined and agreed to between the parties. The monthly gross amount stipend is subject to required deductions legally mandated on the employer.

The initial monthly gross amount stipend of \$1,250 shall be adjusted and applied annually based on a Waseca City Council approved cost of living adjustment for non-union positions.

This monthly stipend is wholly independent of and shall not be included in determining other pay specified in the labor contract between the parties, such as base pay, other specialty, or premium pays, or pay owing to the employee related to time not worked, which includes, but is not limited to, holiday, sick leave and vacation time.

### **Article 2. Entire Understanding**

This MOU constitutes the entire agreement among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this MOU, other than the representations, covenants, or inducements contained and memorialized in this MOU.

This MOU supersedes all prior negotiations, oral and written understandings, policies and practices with respect thereto addressing the specific subject matter addressed in this MOU. It is understood that this stipend does not define the position as a supervisor, although it will do some of the supervisor duties it will not do any hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees, or adjustment of other employees' grievances on behalf of the employer as defined under the 179a.

### **Article 3. Waiver of Bargaining**

Employer and Union each voluntarily and unqualifiedly waives the right and each agrees that while the current Labor Agreement is in full force and effect the other shall not be obligated to bargain collectively with respect to the express subjects or matters included in this MOU.

### **Article 4. Limitations**

This MOU is intended for the sole and limited purpose specified herein. This MOU cannot be construed to be nor does it constitute or establish any admission of the Employer, precedent, past practice or otherwise place any prohibition or limitation on any management right of the Employer. The Employer does not waive and expressly reserves the right to exercise all of its management rights without limitation, including those related to the underlying assignment.

### **Article 5. Amendment or Modification**

This MOU or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the MOU; and (2) is signed by or on behalf of all of the parties hereto or their successors in interest. At a minimum of an annual basis this agreement will be reviewed by the parties for any modifications.

### **Article 6. Voluntary Understanding of the Parties**

The parties hereto acknowledge and agree that this MOU is voluntarily entered into by all parties hereto as the result of arm's-length negotiations during which all such parties were represented.

### **Article 7. Effective Date**

This MOU is effective the latest date affixed to the signatures below.

### **Article 8. Expiration Date**

This MOU will expire and no longer be in effect on the same date that the Employer notifies the Union it is expired, which cannot be earlier than the first date that an individual begins working in the job classification of. Either Party may terminate this agreement with 60 days written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have executed this MOU on the latest date affixed to the signatures below.

**For City of Waseca**

**For IBEW, Local No. 949**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Business Agent/Representative

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

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

\_\_\_\_\_  
Union Steward/President

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**Comprehensive Plan Update – City Council Summary**

At their meeting on January 9<sup>th</sup>, the Planning Commission had initial discussions on the Future Land Use Map and Chapter 4: Parks, Open Space, Trails, Bike Lanes, & Sidewalk. Because only two members were present, the edits and comments discussed will be presented again at their next meeting on February 14<sup>th</sup>, along with an initial review of Chapter 5: Public Facilities & Services.