

REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, JANUARY 18, 2022, 7:00 PM

**CLOSED SESSION PER M.S. 13.D.05 re: purchase or sale of real property**

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 his/her remarks. Speakers will address all comments to the City Council as a whole and not one individual councilmember. The Council **may not take action** on an item presented during the Public Comment period. 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 4, 2022, Special Meeting-January 10, 2022 and Work Session- January 11, 2022
  - B. Payroll & Expenditures
  - C. RCCA: Annual Solar Report - 2021
  - D. RCCA: Cogeneration and Small Power Production Tariff (Solar Electric Rates)
  - E. RCCA: Sanitary Sewer Lining Engineering Services
  - F. RCCA: NW Area and Malterer Property Utilities Engineering Feasibility
  - G. RCCA: Park Board Appointments
  - H. RCCA: Planning Commission Appointments
  - I. Resolution 22-08: Approving Off-Site Gambling to Waseca Sleigh & Cutter Festival Association
7. ACTION AGENDA
  - A. Resolution 22-07: Feasibility Report for the CSAH NO. 2 (Brown Ave) Concrete Pavement Rehabilitation Project (City Project No. 2022-08) and calling for a Public Hearing on the Improvements.
  - B. RCCA: City Council Board/Commission Appointments
  - C. RCCA: Economic Development Authority Board Appointments
8. REPORTS
  - A. City Manager’s Report

B. Commission Reports

9. ANNOUNCEMENTS

10. ***A: Closed Session per M.S. 13.D.05 re: purchase or sale of real property***

11. ADJOURNMENT

MINUTES  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, JANUARY 4, 2022

**CALL TO ORDER/ROLL CALL**

- 1 The regular Waseca City Council meeting was called to order by Mayor Roy Srp at 7:00 p.m.

Councilmembers Present: Mayor Roy Srp Ted Conrath  
John Mansfield Daren Arndt  
Jeremy Conrath Mark Christiansen  
Allan Rose

Staff Present: Lee Mattson, City Manager  
Mike Anderson, Assistant to the City Manager  
Nate Willey, City Engineer

Others Present: Jacob Dougherty, Resident  
Donna Hubschman, Resident  
Kristian Braekken, Region 9  
Karen Pearson, Resident

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

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

**APPROVAL OF AGENDA**

- 3 Motion was made by Arndt, seconded by Mansfield to approve the agenda as presented.  
Motion carried 7-0.

**PUBLIC COMMENT**

- 4 Ms. Pearson approached the Council regarding a bill she received for a fire call. She asked the Council to waive the fee.

Motion was made by Mansfield, seconded by Srp to waive the fee. Motion carried 6-1  
(Christiansen nay)

**REQUESTS AND PRESENTATIONS**

- 5 Mr. Braekken gave a presentation to the Council on the Manufacturing Resource Center giving the benefits it has to the community over time. The Council thanked Mr. Braekken for his presentation.

Motion was made by Christiansen, seconded by Arndt to have the City Manager pursue grant funding for the Manufacturing Resource Center. Motion carried 7-0.

**CONSENT AGENDA**

- 6 It was moved by J. Conrath seconded by Rose to approve the Consent Agenda as presented. Motion carried 7-0.
- A. Minutes –Regular Meeting & Work Session December 21, 2021
  - B. Payroll & Expenditures
  - C. Resolution 22-04: Designating Authorized Signers
  - D. Resolution 22-05: Not Waive Tort Liability
  - E. Resolution 22-06: Supporting Grant Submission for Marketplace Funding

**ACTION AGENDA**

- 7 A. **Brown Ave Project**
- **Resolution 22-01: Cost Share Agreement**
  - **Resolution 22-02: Amend Special Assessment Policy**
  - **Resolution 22-03: Authorize Preparation of Feasibility Report**

City Engineer presented information to Council regarding the Brown Ave Concrete Rehab project. Council at a previous meeting asked the Engineer to investigate potentially assessing the business owners on both sides of the street. The Council was given the option to either move forward without assessments by approving a project cost share percentage or amend the assessment policy by resolution in order to allow assessments on such projects moving forward, beginning with this project. If assessed, staff would come back with a resolution in February to set the City's cost share.

Council decided to bring Resolution 22-01 back at the February 1, 2022, meeting.

A motion was made by J. Conrath seconded by Mansfield to approve Resolution 22-02. Motion carried 6-1 (Christiansen Nay).

A motion was made by Mansfield, seconded by T. Conrath to approve Resolution 22-03. Motion carried 6-1 (Christiansen Nay)

**REPORTS**

- 8 A. City Manager's Report
- Staff is starting the process to advertise for bids on Improvements to Clear Lake Park. Substantial renovation of the Pavilion is the primary project with renovation to the Bath House as a bid alternate. Received bids will be brought back to the City Council for action once received. Both projects are in the Capital Plan
  - Julia Hall has started as an Administrative Clerk with the City. She replaced Ranae Schult's position.

- Staff have been monitoring the litigation over OSHA’s Emergency Temporary Standard for vaccination. If upheld by the Court, this rule will apply to the City of Waseca. In that event, staff will take action to remain in compliance with the standard.
- Gary Sandholm departure.
- Cole Stangler will be starting as an Engineering Tech this month as we also bid farewell to Paul Bruder, who is ending his service to Waseca.
- Malterer property development update – met again with Jeremy Brown to discuss potential development starting with a 55-unit apartment building on the southeast corner of the acreage. If the project moves forward, Mr. Brown would like to start construction this summer. Staff is working with Stantec on the necessary city utilities that would need to be installed to the site. Staff are also working on Tax Increment Financing options with Jessica Green of Northland Securities.
- No update on the Gaiter Lake property.
- SWMHP is submitting a grant on the Marketplace property.

B. Commission Reports

Park Board

- Discussed the Clear Lake Pavilion updates
- Seeking Emerald Ash Borer Grant assistance
- Approved 2022 meeting dates

**ANNOUNCEMENTS**

- 9 Christiansen – Chili feed is Friday along with the Boys Basketball game. The Art Center added a new member and continues to seek others.  
Srp – Thanked Paul Bruder, Ranae Schult, and Gary Sandholm for their years of service as they head into retirement.

**ADJOURNMENT**

- 10 There being no further business to be brought before the Council, it was moved by Arndt seconded by J. Conrath to adjourn the meeting at 9:05 p.m.; Motion carried 7-0.

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R. D. SRP  
MAYOR

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JULIA HALL  
ADMINISTRATIVE CLERK

MINUTES  
MARKETPLACE DEVELOPMENT DISCUSSION  
MONDAY, JANUARY 10, 2022

The special session began at 12:30 p.m.

Councilmembers Present: Allan Rose Roy Srp  
Ted Conrath Mark Christiansen

Councilmembers Absent: Daren Arndt  
Jeremy Conrath  
John Mansfield

Staff Present: Lee Mattson, City Manager  
Mike Anderson, Assistant to the City Manager  
Alicia Fischer, Finance Director  
Bill Green, Code Enforcement  
Julia Hall, Administrative Clerk

**APPROVAL OF AGENDA**

1. Meeting called to order by Mayor Srp.
2. Motion was made by Christiansen, seconded by Rose to approve the agenda. Motion carried 4-0.

**ACTION AGENDA**

3. Chad Adams from Southwest Minnesota Housing Partnership presented their plans for Marketplace Development which would require the board to approve the purchase options with Southwest Minnesota Housing Partnership in substantial conformity with a draft as presented. They are looking to break ground August of 2022 with the goal of tenants being in place by July 2023.

The purchase agreement is needed for their "Option A" funding application for a grant. Grant application is due January 11, 2022, with a projected award decision to be made in April of 2022.

Motion to proceed with the Purchase Option in substantial conformity with a draft as presented was moved by Christiansen and seconded by Mayor Srp. Motion carried 4-0.

4. There being no further business to be brought before the Council, it was moved by T. Conrath seconded by Christiansen, to adjourn the meeting at 12:55 p.m. Motion carried 4-0.

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R.D. SRP  
MAYOR

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JULIA HALL  
ADMINISTRATIVE CLERK

MINUTES  
WEST INTERCHANGE WORK SESSION  
TUESDAY, JANUARY 11, 2022

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

Councilmembers Present:      Daren Arndt                      Roy Srp  
   John Mansfield                      Ted Conrath  
   Jeremy Conrath                      Mark Christiansen  
   Allan Rose

County Commissioners  
Present:                              Blair Nelson                      De Malterer

Councilmember Absent:      Daren Arndt

Staff Present:                      Lee Mattson, City Manager

Others:                              Michael Johnson, County Administrator  
   Benya Kraus, Lead for Minnesota

**West Interchange Development**

Benya Kraus led off the conversation by discussing the West Interchange potential. From there the discussion went into a forum style format and included items:

- Financial Impacts
- Desire to see growth to the West of Waseca
- Tax base potential increases over the next few decades
- Infrastructure costs and options
- Current Industrial space in Waseca

There being no further discussion and no action taken, the work session ended at 7:30 p.m.

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R.D. SRP  
MAYOR

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JULIA HALL  
ADMINISTRATIVE CLERK



## LIST OF EXPENDITURES

January 18, 2022



City Council	0.00	
Streets	28,354.17	
Parks	11,048.73	
Wastewater	6,288.10	
Utility Administration	4,972.19	
Utility Offices	7,884.49	
Electric	15,088.13	
Water	8,426.74	
Building and Code Compliance	2,920.10	
Police	62,849.98	
Administration	8,084.88	
Community Aides	428.64	
Fire	8,710.95	
Paid On Call Fire Department	4,798.80	
PEG	267.91	
Election Judges	0.00	
Finance	8,869.39	
Connections	2,595.73	
Community Development	10,746.22	
Engineering	16,256.16	
Recreation	2,255.16	
Econ Development	<u>14,602.00</u>	
Total Gross Payroll	225,448.47	
*Less- Payroll Deductions	<u>(78,885.77)</u>	
Net Payroll Cost		\$ 146,562.70

\*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:	
January 4, 2022-January 13, 2022	
Includes check #'s 157581-157625	
Bank ACH Withdrawals.....	<u>990,581.96</u>

GRAND TOTAL EXPENDITURES	<u>\$ 1,137,144.66</u>
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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
<b>General Fund</b>						
01/12/2022	12210	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 1/9/2022	101-21701-0000	22,049.33	M
Total 101217010000:					22,049.33	
01/12/2022	12206	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 1/9/2022	101-21702-0000	10,033.52	M
Total 101217020000:					10,033.52	
01/12/2022	12210	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 1/9/2022	101-21703-0000	9,047.61	M
01/12/2022	12210	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 1/9/2022	101-21703-0000	9,415.57	M
Total 101217030000:					18,463.18	
01/12/2022	12207	Public Employees Retirement Assn (ACH Adj		101-21704-0000	.01	M
01/12/2022	12207	Public Employees Retirement Assn (ACH PERA COORD Emplr 1% Pay Period: 1/9/2022		101-21704-0000	1,393.43	M
01/12/2022	12207	Public Employees Retirement Assn (ACH PERA COORDINATED Employee Pay Period: 1/9/2022		101-21704-0000	9,057.34	M
01/12/2022	12207	Public Employees Retirement Assn (ACH PERA POLICE Employee Pay Period: 1/9/2022		101-21704-0000	7,852.23	M
01/12/2022	12207	Public Employees Retirement Assn (ACH PERA COORDINATED Employer Pay Period: 1/9/2022		101-21704-0000	9,057.34	M
01/12/2022	12207	Public Employees Retirement Assn (ACH PERA POLICE Employer Pay Period: 1/9/2022		101-21704-0000	11,778.40	M
Total 101217040000:					39,138.75	
01/12/2022	157581	IBEW	IBEW UNION DUES Pay Period: 1/9/2022	101-21707-0000	342.73	
01/12/2022	157582	IUOE Local #70	FIRE UNION DUES Pay Period: 1/9/2022	101-21707-0000	142.28	
01/12/2022	157582	IUOE Local #70	IUOE UNION DUES Pay Period: 1/9/2022	101-21707-0000	705.60	
01/12/2022	157583	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 1/9/2022	101-21707-0000	780.00	
Total 101217070000:					1,970.61	
01/13/2022	20220019	Greater Mankato Area United Way	UNITED WAY Pay Period: 1/9/2022	101-21708-0000	200.00	
Total 101217080000:					200.00	
01/12/2022	157584	MN Life	LIFE INSURANCE MN Pay Period: 1/9/2022	101-21710-0000	816.90	
01/12/2022	157584	MN Life	LIFE INSURANCE MN Pay Period: 1/9/2022	101-21710-0000	1,138.50	
01/12/2022	157584	MN Life	Arik Jan Cobra	101-21710-0000	26.80	
01/12/2022	157584	MN Life	Schult Jan Cobra	101-21710-0000	50.20	
01/12/2022	157584	MN Life	Kohn Adj	101-21710-0000	23.45	
01/12/2022	157584	MN Life	Kramer Adj	101-21710-0000	16.50	
Total 101217100000:					2,039.35	
01/12/2022	12210	ACH Internal Revenue Service	MEDICARE Pay Period: 1/9/2022	101-21712-0000	2,978.23	M
01/12/2022	12210	ACH Internal Revenue Service	MEDICARE Pay Period: 1/9/2022	101-21712-0000	3,064.29	M
Total 101217120000:					6,042.52	
01/12/2022	12212	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 1/9/2022	101-21713-0000	1,630.46	M
01/12/2022	12213	MSRS- (DEF COMP)	Gary Sanholm HCSP Retirement Pay Out	101-21713-0000	8,451.70	M
01/12/2022	12212	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 1/9/2022	101-21713-0000	844.00	M
01/12/2022	12213	MSRS- (DEF COMP)	Ranae Schult HCSP Retirement Pay Out	101-21713-0000	1,095.18	M
Total 101217130000:					12,021.34	
01/12/2022	12209	Vantagepoint Transfer Agents 457	ICMA - ROTH (AFTER TAX) Pay Period: 1/9/2022	101-21714-0000	300.00	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
01/12/2022	12209	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 1/9/2022	101-21714-0000	525.00	M
Total 101217140000:					825.00	
01/13/2022	12201	Further	Flex Reimbursement	101-21716-0000	563.29	M
01/13/2022	12216	Further	Flex Reimbursement	101-21716-0000	906.82	M
01/13/2022	12216	Further	Flex Reimbursement	101-21716-0000	402.00	M
01/12/2022	12202	Further	VEBA Contributions Pay Period: 1/9/2022	101-21716-0000	20,464.13	M
01/12/2022	12214	Further	HSA Contribution Pay Period: 1/9/2022	101-21716-0000	673.09	M
01/12/2022	12202	Further	Timlin Jan VEBA	101-21716-0000	354.50	M
01/12/2022	12202	Further	HSA Contribution Pay Period: 1/9/2022	101-21716-0000	5,610.93	M
Total 101217160000:					28,974.76	
01/12/2022	12208	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 1/9/2022	101-21717-0000	951.53	M
Total 101217170000:					951.53	
01/12/2022	12211	Delta Dental	DENTAL EE + CHLDRN Pay Period: 1/9/2022	101-21719-0000	240.81	M
01/12/2022	12211	Delta Dental	DENTAL SINGLE Employee Pay Period: 1/9/2022	101-21719-0000	502.86	M
01/12/2022	12211	Delta Dental	DENTAL FAMILY Employee Pay Period: 1/9/2022	101-21719-0000	1,279.08	M
01/12/2022	12211	Delta Dental	DENTAL EE + SPOUSE Pay Period: 1/9/2022	101-21719-0000	363.84	M
01/12/2022	12211	Delta Dental	McKay Jan Cobra	101-21719-0000	29.58	M
01/12/2022	12211	Delta Dental	Rugger Jan Cobra	101-21719-0000	116.28	M
01/12/2022	12211	Delta Dental	Schult Jan Cobra	101-21719-0000	60.64	M
01/12/2022	12211	Delta Dental	Ziemke Jan Cobra	101-21719-0000	29.58	M
01/12/2022	12211	Delta Dental	Kramer Adj	101-21719-0000	29.58	M
01/12/2022	12211	Delta Dental	Kohn Adj	101-21719-0000	78.70	M
Total 101217190000:					2,730.95	
01/12/2022	12215	VSP	VISION FAMILY Employee Pay Period: 1/9/2022	101-21722-0000	127.14	M
01/12/2022	12215	VSP	VISION SINGLE Employee Pay Period: 1/9/2022	101-21722-0000	47.39	M
01/12/2022	12215	VSP	VISION + ONE Employee Pay Period: 1/9/2022	101-21722-0000	122.30	M
01/12/2022	12215	VSP	Rugger Jan Cobra	101-21722-0000	12.23	M
01/12/2022	12215	VSP	Schult Jan Cobra	101-21722-0000	12.23	M
01/12/2022	12215	VSP	Ziemke Jan Cobra	101-21722-0000	6.77	M
01/12/2022	12215	VSP	Kramer Adj	101-21722-0000	6.77	M
01/12/2022	12215	VSP	Miller Adj	101-21722-0000	17.92	M
Total 101217220000:					303.37	
01/13/2022	157605	MN Department of Labor & Industry	4th Qtr Bldg permit surcharge	101-32280-0000	2,287.05	
Total 101322800000:					2,287.05	
01/13/2022	20220005	Arndt, Daren	Technology Reimbursement	101-41110-3200	600.00	
01/13/2022	20220036	Srp, Roy D.	Technology Reimbursement-2022	101-41110-3200	148.89	
Total 101411103200:					748.89	
01/13/2022	20220043	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00	
Total 101411104455:					1,125.00	
01/13/2022	20220023	Innovative Office Supply	Office Supplies	101-41320-2000	80.15	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101413202000:					80.15
01/13/2022	20220029	Martin-McAllister	Pre-employment evaluation	101-41320-3000	300.00
Total 101413203000:					300.00
01/13/2022	20220027	Kohn, Cassandra	mileage to training	101-41320-3350	73.92
Total 101413203350:					73.92
01/13/2022	157612	South Central College	December safety services	101-41320-4940	650.00
Total 101413204940:					650.00
01/13/2022	20220040	U.S. Bank - CC	Health & Wellness Challenge Prizes	101-41500-2200	82.20
01/13/2022	20220040	U.S. Bank - CC	Health & Wellness Challenge Prizes	101-41500-2200	280.70
01/13/2022	20220040	U.S. Bank - CC	Health & Wellness Challenge supplies	101-41500-2200	3.22
01/13/2022	20220040	U.S. Bank - CC	Health & Wellness Challenge supplies	101-41500-2200	7.52
01/13/2022	20220040	U.S. Bank - CC	Health & Wellness Challenge supplies	101-41500-2200	3.22
01/13/2022	20220040	U.S. Bank - CC	Wellness activity supplies	101-41500-2200	5.00
01/13/2022	20220040	U.S. Bank - CC	Wellness activity supplies	101-41500-2200	45.37
01/13/2022	20220040	U.S. Bank - CC	Wellness activity supplies	101-41500-2200	12.95
01/13/2022	20220040	U.S. Bank - CC	Wellness activity supplies	101-41500-2200	27.00
01/13/2022	20220040	U.S. Bank - CC	Wellness activity supplies	101-41500-2200	27.83
01/13/2022	20220040	U.S. Bank - CC	Wellness activity supplies	101-41500-2200	33.40
01/13/2022	20220040	U.S. Bank - CC	Wellness activity supplies	101-41500-2200	4.00
01/13/2022	20220040	U.S. Bank - CC	Supplies for Wellness Activity	101-41500-2200	8.88
01/13/2022	20220040	U.S. Bank - CC	Wellness activity supplies	101-41500-2200	3.97
Total 101415002200:					545.26
01/13/2022	20220016	Flaherty & Hood PA	December Legal Fees	101-41600-3000	2,763.75
01/13/2022	20220016	Flaherty & Hood PA	December Labor & Employment Consultation Services	101-41600-3000	202.50
01/13/2022	20220026	Kennedy & Kennedy Law Office	December Legal Services	101-41600-3000	600.00
01/13/2022	157622	Waseca County Treasurer	Legal Services Contract payment	101-41600-3000	5,370.33
Total 101416003000:					8,936.58
01/13/2022	20220033	Pantheon Computer Systems Inc.	Finger print scanner	101-41920-2050	99.00
01/13/2022	20220033	Pantheon Computer Systems Inc.	Monitors	101-41920-2050	1,345.00
Total 101419202050:					1,444.00
01/13/2022	20220033	Pantheon Computer Systems Inc.	Maintenance Agreement	101-41920-3100	6,809.25
Total 101419203100:					6,809.25
01/13/2022	20220012	Civic Systems	Semi-Annual Support Fees	101-41920-4950	7,177.80
01/13/2022	20220013	CivicPlus	CivicRec Annual Fee	101-41920-4950	3,150.00
01/13/2022	157594	Governmentjobs.com Inc	NEOGOVS Subscription	101-41920-4950	7,445.98
Total 101419204950:					17,773.78
01/13/2022	20220023	Innovative Office Supply	Office supplies	101-41940-2000	81.46
01/13/2022	20220023	Innovative Office Supply	Office Supplies	101-41940-2000	36.15

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101419402000:					117.61
01/13/2022	20220009	Cady Business Technologies Inc	New Phone - Admin Clerk	101-41940-2170	631.86
Total 101419402170:					631.86
01/13/2022	157589	Cintas Corporation	Floor mat service	101-41940-3100	45.60
01/13/2022	20220014	Culligan	RO Lease	101-41940-3100	28.95
01/13/2022	157608	Orkin Pest Control	City Hall Pest Control	101-41940-3100	95.00
01/13/2022	20220037	Stoltz Cleaning Services LLC	Custodian	101-41940-3100	882.00
01/13/2022	20220037	Stoltz Cleaning Services LLC	Public Safety Restroom Cleaning	101-41940-3100	367.50
Total 101419403100:					1,419.05
01/13/2022	12205	City of Waseca	December Utilities	101-41940-3800	1,874.15 M
Total 101419403800:					1,874.15
01/13/2022	157603	MK Service & Repair	Equipment Repair	101-41940-4000	326.00
Total 101419404000:					326.00
01/13/2022	157585	Amazon	Tri Color ink	101-41950-2000	38.98
01/13/2022	20220040	U.S. Bank - CC	Batteries for motion detectors on front doors at city hall	101-41950-2000	10.72
Total 101419502000:					49.70
01/13/2022	20220047	WSB & Associates Inc	Planning Services	101-41950-3000	144.75
Total 101419503000:					144.75
01/13/2022	20220023	Innovative Office Supply	Office Supplies - Police	101-42100-2000	229.47
Total 101421002000:					229.47
01/13/2022	20220010	Chrz, Jared	Batteries for weapon light	101-42100-2170	18.22
01/13/2022	20220040	U.S. Bank - CC	Covid Test	101-42100-2170	27.99
Total 101421002170:					46.21
01/13/2022	20220040	U.S. Bank - CC	Space Heater for Connections	101-42100-2180	86.92
01/13/2022	20220040	U.S. Bank - CC	Matt Tompsche uniform allowance	101-42100-2180	119.93
Total 101421002180:					206.85
01/13/2022	157621	Waseca County License Bureau	Registration Police	101-42100-2220	14.25
01/13/2022	157621	Waseca County License Bureau	Registration Police	101-42100-2220	29.75
Total 101421002220:					44.00
01/13/2022	20220024	Javens Mechanical Contracting Co.	HVAC agreement - police	101-42100-2230	1,837.00
Total 101421002230:					1,837.00
01/13/2022	157608	Orkin Pest Control	Orkin - Police	101-42100-3000	94.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421003000:					94.00
01/13/2022	20220007	Blue Earth County	Patrol MDT's	101-42100-3100	540.00
01/13/2022	157587	Bureau of Crim Apprehension	CJDN Access Fee	101-42100-3100	270.00
01/13/2022	157589	Cintas Corporation	Floor Mats	101-42100-3100	8.88
01/13/2022	157589	Cintas Corporation	Floor Mats	101-42100-3100	8.88
01/13/2022	20220014	Culligan	Culligan Police	101-42100-3100	29.95
01/13/2022	20220037	Stoltz Cleaning Services LLC	Restroom Cleaning	101-42100-3100	189.00
01/13/2022	20220037	Stoltz Cleaning Services LLC	Public Safety Restroom Cleaning	101-42100-3100	78.75
01/13/2022	157616	Thomson Reuters - West	Clear expense	101-42100-3100	280.78
Total 101421003100:					1,406.24
01/13/2022	12204	Verizon Wireless	Monthly Billing	101-42100-3200	938.83 M
01/13/2022	12204	Verizon Wireless	Monthly Billing	101-42100-3200	41.25 M
Total 101421003200:					980.08
01/13/2022	157604	MN County Attorneys Association	New Forfeiture Forms	101-42100-3500	33.00
Total 101421003500:					33.00
01/13/2022	12205	City of Waseca	December Utilities	101-42100-3800	750.42 M
Total 101421003800:					750.42
01/13/2022	20220040	U.S. Bank - CC	Shop with a Hero Gift Cards	101-42100-4640	2,515.00
Total 101421004640:					2,515.00
01/13/2022	20220031	Napa Auto Parts	Parts	101-42200-2170	5.09
Total 101422002170:					5.09
01/13/2022	20220024	Javens Mechanical Contracting Co.	HVAC agreement - fire	101-42200-2230	1,837.00
Total 101422002230:					1,837.00
01/13/2022	157589	Cintas Corporation	Floor Mats	101-42200-3100	8.87
01/13/2022	157589	Cintas Corporation	Floor Mats	101-42200-3100	8.87
01/13/2022	20220037	Stoltz Cleaning Services LLC	Restroom Cleaning	101-42200-3100	189.00
01/13/2022	20220037	Stoltz Cleaning Services LLC	Public Safety Restroom Cleaning	101-42200-3100	78.75
01/13/2022	157615	Stryker Sales Corporation	Lucas Annual Maintenance	101-42200-3100	1,193.40
Total 101422003100:					1,478.89
01/13/2022	12204	Verizon Wireless	Monthly Billing	101-42200-3200	46.25 M
Total 101422003200:					46.25
01/13/2022	157588	Centerpoint Energy	December Service	101-42200-3800	273.03
01/13/2022	12205	City of Waseca	December Utilities	101-42200-3800	750.43 M
01/13/2022	12205	City of Waseca	December Utilities	101-42200-3800	39.00 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422003800:					1,062.46
01/13/2022	20220008	Border States Electric Supply	Electrician Materials	101-42200-4000	1,060.78
Total 101422004000:					1,060.78
01/13/2022	20220011	City Building Inspection Services LLC	building inspections	101-42400-3000	3,937.05
Total 101424003000:					3,937.05
01/13/2022	12204	Verizon Wireless	Monthly Billing	101-42400-3200	24.15 M
Total 101424003200:					24.15
01/13/2022	20220017	Frontier Precision Inc.	Toporoll survey equipment	101-43000-2170	289.25
Total 101430002170:					289.25
01/13/2022	12204	Verizon Wireless	Monthly Billing	101-43000-3200	41.25 M
Total 101430003200:					41.25
01/13/2022	20220014	Culligan	Culligan-water	101-43100-2170	18.75
01/13/2022	20220031	Napa Auto Parts	Parts	101-43100-2170	430.94
01/13/2022	157609	QC Supply	pressure washer adaptors	101-43100-2170	11.28
01/13/2022	20220040	U.S. Bank - CC	High Visibility Winter Jacket	101-43100-2170	159.99
01/13/2022	20220040	U.S. Bank - CC	8 Class 3 Winter Jackets	101-43100-2170	959.94
01/13/2022	157620	Waseca County Landfill	Garbage	101-43100-2170	59.82
01/13/2022	157620	Waseca County Landfill	Garbage	101-43100-2170	58.24
01/13/2022	20220044	Waseca Glass LLC	weather strip	101-43100-2170	28.00
Total 101431002170:					1,726.96
01/13/2022	157586	Aramark Uniform Services	uniform service	101-43100-2180	188.22
Total 101431002180:					188.22
01/13/2022	20220024	Javens Mechanical Contracting Co.	Heater repair	101-43100-2230	275.00
Total 101431002230:					275.00
01/13/2022	20220045	Waseca Hardware LLC	Parts & Supplies	101-43100-2400	30.95
Total 101431002400:					30.95
01/13/2022	20220024	Javens Mechanical Contracting Co.	HVAC maintenance contract	101-43100-3100	1,445.00
Total 101431003100:					1,445.00
01/13/2022	157588	Centerpoint Energy	December Service	101-43100-3800	273.02
01/13/2022	12205	City of Waseca	December Utilities	101-43100-3800	39.01 M
01/13/2022	12205	City of Waseca	December Utilities	101-43100-3800	769.45 M
Total 101431003800:					1,081.48

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/13/2022	157591	DTN LLC	Weather service	101-43125-3100	1,800.00
Total 101431253100:					1,800.00
01/13/2022	12205	City of Waseca	December Utilities	101-43170-3800	199.67 M
Total 101431703800:					199.67
01/13/2022	20220022	Independent School District #829	City Contribution Community Ed	101-45100-3100	8,333.33
Total 101451003100:					8,333.33
01/13/2022	20220045	Waseca Hardware LLC	Parts & Supplies	101-45130-2170	9.99
Total 101451302170:					9.99
01/13/2022	20220024	Javens Mechanical Contracting Co.	Annual Service Contract	101-45130-3000	1,275.00
Total 101451303000:					1,275.00
01/13/2022	20220004	APG Media of So MN LLC	Discover Waseca Guide	101-45130-3400	248.00
Total 101451303400:					248.00
01/13/2022	12205	City of Waseca	December Utilities	101-45130-3800	559.86 M
Total 101451303800:					559.86
01/13/2022	157624	Winegar, Dave	Strainer Basket Repair	101-45130-4000	75.00
Total 101451304000:					75.00
01/13/2022	20220023	Innovative Office Supply	Calendar-Parks	101-45200-2000	9.46
Total 101452002000:					9.46
01/13/2022	20220040	U.S. Bank - CC	Replacement Garbage Cans for city Parks	101-45200-2170	408.60
Total 101452002170:					408.60
01/13/2022	20220024	Javens Mechanical Contracting Co.	Javens HVAC Agreement	101-45200-3100	855.00
01/13/2022	20220028	Lenz Lawn Care & Landscaping Inc.	Salt/Sand City Trails	101-45200-3100	217.50
Total 101452003100:					1,072.50
01/13/2022	12205	City of Waseca	December Utilities	101-45200-3800	365.98 M
Total 101452003800:					365.98
01/13/2022	157601	Manthe Garage Doors	Park Shop Garage Door Opener	101-45200-4000	1,246.50
Total 101452004000:					1,246.50
01/13/2022	20220045	Waseca Hardware LLC	Parts & Supplies	101-45200-4040	193.35

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101452004040:					193.35
01/13/2022	157610	Rent 'N' Save Portable Services	Nov Parks - Portable Toilets	101-45200-4100	50.25
Total 101452004100:					50.25
01/13/2022	157608	Orkin Pest Control	Library-Pest control	101-45500-3100	70.00
01/13/2022	20220035	ServiceMaster by Ayotte	Library Janitorial Services	101-45500-3100	790.00
Total 101455003100:					860.00
01/13/2022	12205	City of Waseca	December Utilities	101-45500-3800	700.59 M
Total 101455003800:					700.59
01/13/2022	20220008	Border States Electric Supply	LED Bulbs	101-45500-4000	223.75
Total 101455004000:					223.75
Total General Fund:					231,385.09
<b>Airport</b>					
01/13/2022	20220031	Napa Auto Parts	Parts	230-49810-2170	20.00
Total 230498102170:					20.00
01/13/2022	20220038	Toltz King Duvall Anderson & Assoc Inc.	Airport T-Hangar design	230-49810-3000	9,420.00
Total 230498103000:					9,420.00
01/13/2022	157614	Stensrud Aviation	Airport Contract Payment	230-49810-3100	2,300.00
Total 230498103100:					2,300.00
01/13/2022	12205	City of Waseca	December Utilities	230-49810-3800	63.36 M
Total 230498103800:					63.36
01/13/2022	157595	Greener World Solutions LLC	Hangar Skylight Repairs	230-49810-4000	750.00
Total 230498104000:					750.00
Total Airport:					12,553.36
<b>Economic Development-General f</b>					
01/13/2022	157596	Greenseam LLC	2022 Pledge	261-46700-4330	7,500.00
01/13/2022	157602	Minneapolis/St.Paul Business Journal	Magazine Sub	261-46700-4330	145.00
Total 261467004330:					7,645.00
Total Economic Development-General f:					7,645.00
<b>Safe Haven Grant</b>					
01/13/2022	20220040	U.S. Bank - CC	Toys for Connections	279-46350-2170	463.30
01/13/2022	20220040	U.S. Bank - CC	New DVD burner for Connections	279-46350-2170	22.99

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 279463502170:					486.29
01/13/2022	12204	Verizon Wireless	Monthly Billing	279-46350-3200	41.25 M
Total 279463503200:					41.25
Total Safe Haven Grant:					527.54
<b>PEG Channel</b>					
01/13/2022	157585	Amazon	Peg Cell Phone Case	290-41920-2170	24.98
Total 290419202170:					24.98
Total PEG Channel:					24.98
<b>2014A GO Bonds</b>					
01/13/2022	157618	U.S. Bank	Fiscal Agent Fee 2014A	390-47000-6200	500.00
Total 390470006200:					500.00
Total 2014A GO Bonds:					500.00
<b>Capital Improvement</b>					
01/13/2022	157599	Landscape Structures Inc	CLP Playground Equipment	430-43010-5435	255,149.97
Total 430430105435:					255,149.97
Total Capital Improvement:					255,149.97
<b>Water</b>					
01/13/2022	20220045	Waseca Hardware LLC	Parts & Supplies	601-49401-2230	2.80
Total 601494012230:					2.80
01/13/2022	20220006	Automatic Systems Company	SCADA Repair	601-49401-3100	840.25
Total 601494013100:					840.25
01/13/2022	12205	City of Waseca	December Utilities	601-49401-3800	8,061.94 M
Total 601494013800:					8,061.94
01/13/2022	157597	Hawkins Inc	chlorine shut off batteries	601-49401-4000	1,122.20
Total 601494014000:					1,122.20
01/13/2022	157606	MN Department of Natural Resources-O	Water Appropriation Fee	601-49401-4500	6,228.68
Total 601494014500:					6,228.68
01/12/2022	12210	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 1/9/2022	601-49430-0000	367.96 M
01/12/2022	12210	ACH Internal Revenue Service	MEDICARE Pay Period: 1/9/2022	601-49430-0000	86.06 M
Total 601494300000:					454.02

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/13/2022	20220040	U.S. Bank - CC	Truck Supplies	601-49430-2170	44.31
01/13/2022	20220045	Waseca Hardware LLC	Parts & Supplies	601-49430-2170	52.96
Total 601494302170:					97.27
01/13/2022	157585	Amazon	WInter fall protection	601-49430-2180	35.96
01/13/2022	157586	Aramark Uniform Services	Uniforms	601-49430-2180	13.80
Total 601494302180:					49.76
01/13/2022	20220018	Gopher State One-Call Inc	Location calls - December	601-49430-3100	11.75
01/13/2022	20220046	Water Conservation Service Inc.	Leak Locate Service	601-49430-3100	1,090.90
01/13/2022	20220046	Water Conservation Service Inc.	Leak Detection	601-49430-3100	577.50
Total 601494303100:					1,680.15
01/13/2022	12204	Verizon Wireless	Monthly Billing	601-49430-3200	40.01 M
Total 601494303200:					40.01
01/13/2022	157611	South Central College	Safety Program	601-49430-4940	216.68
Total 601494304940:					216.68
01/13/2022	20220023	Innovative Office Supply	Toner	601-49585-2000	225.73
Total 601495852000:					225.73
01/13/2022	20220030	MAS Communications Inc.	Answering service - January	601-49585-3200	52.98
Total 601495853200:					52.98
01/13/2022	157590	City of Waseca	Summit AR	601-49585-4320	86.43
Total 601495854320:					86.43
01/13/2022	20220016	Flaherty & Hood PA	December Legal Fees	601-49586-3000	37.50
Total 601495863000:					37.50
01/13/2022	20220012	Civic Systems	Semi-Annual Support Fees	601-49586-4950	1,025.40
01/13/2022	157594	Governmentjobs.com Inc	NEOGOV Subscription	601-49586-4950	544.77
01/13/2022	20220033	Pantheon Computer Systems Inc.	Maintenance Agreement	601-49586-4950	972.75
Total 601495864950:					2,542.92
01/13/2022	157618	U.S. Bank	Fiscal Agent Fee 2014B	601-49980-6200	250.00
Total 601499806200:					250.00
Total Water:					21,989.32
<b>Sanitary Sewer</b>					
01/13/2022	20220018	Gopher State One-Call Inc	Location calls - December	602-49470-3100	10.25
01/13/2022	20220024	Javens Mechanical Contracting Co.	NW Lift HVAC agreement	602-49470-3100	627.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494703100:					637.25
01/13/2022	12204	Verizon Wireless	Monthly Billing	602-49470-3200	40.01 M
01/13/2022	12204	Verizon Wireless	Monthly Billing	602-49470-3200	40.01 M
01/13/2022	12204	Verizon Wireless	Monthly Billing	602-49470-3200	40.01 M
Total 602494703200:					120.03
01/13/2022	12205	City of Waseca	December Utilities	602-49470-3800	1,047.50 M
Total 602494703800:					1,047.50
01/13/2022	20220040	U.S. Bank - CC	Lab supplies	602-49480-2170	63.48
01/13/2022	20220040	U.S. Bank - CC	Business Lunch	602-49480-2170	59.54
01/13/2022	20220041	USA Blue Book	Lab Supplies	602-49480-2170	204.00
01/13/2022	20220041	USA Blue Book	Lab Supplies	602-49480-2170	43.75
01/13/2022	20220041	USA Blue Book	Lab Supplies	602-49480-2170	311.09
Total 602494802170:					681.86
01/13/2022	20220040	U.S. Bank - CC	Uniform Allowance	602-49480-2180	149.53
Total 602494802180:					149.53
01/13/2022	157597	Hawkins Inc	chlorine shut off batteries	602-49480-2210	224.43
Total 602494802210:					224.43
01/13/2022	157613	Stantec Consulting Services Inc	Permit Review	602-49480-3000	350.00
Total 602494803000:					350.00
01/13/2022	157589	Cintas Corporation	Cintas	602-49480-3100	19.10
01/13/2022	20220024	Javens Mechanical Contracting Co.	Annual Service Contract	602-49480-3100	3,433.00
01/13/2022	20220042	Utility Consultants Inc	UC Labs	602-49480-3100	1,759.18
Total 602494803100:					5,211.28
01/13/2022	12204	Verizon Wireless	Monthly Billing	602-49480-3200	41.25 M
Total 602494803200:					41.25
01/13/2022	12205	City of Waseca	December Utilities	602-49480-3800	608.92 M
Total 602494803800:					608.92
01/13/2022	157611	South Central College	Safety Program	602-49480-4940	216.66
Total 602494804940:					216.66
01/13/2022	20220023	Innovative Office Supply	Tape-Water	602-49585-2000	19.21
01/13/2022	20220040	U.S. Bank - CC	Ink	602-49585-2000	121.16
Total 602495852000:					140.37

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/13/2022	20220030	MAS Communications Inc.	Answering service - January	602-49585-3200	52.99
Total 602495853200:					52.99
01/13/2022	157590	City of Waseca	Summit AR	602-49585-4320	165.66
Total 602495854320:					165.66
01/13/2022	20220012	Civic Systems	Semi-Annual Support Fees	602-49586-4950	1,025.40
01/13/2022	157594	Governmentjobs.com Inc	NEOGOV Subscription	602-49586-4950	1,008.35
01/13/2022	20220033	Pantheon Computer Systems Inc.	Maintenance Agreement	602-49586-4950	972.75
Total 602495864950:					3,006.50
01/13/2022	157618	U.S. Bank	Fiscal Agent Fee 2014B	602-49980-6200	250.00
Total 602499806200:					250.00
Total Sanitary Sewer:					12,904.23
<b>Electric Utility</b>					
01/13/2022	12203	SMMPA	SMMPA Power	604-49550-3810	393,816.60 M
Total 604495503810:					393,816.60
01/13/2022	12205	City of Waseca	December Utilities	604-49570-3800	79.95 M
Total 604495703800:					79.95
01/13/2022	157585	Amazon	general supplies	604-49571-2170	80.10
01/13/2022	20220040	U.S. Bank - CC	Cell Phone Case	604-49571-2170	42.92
01/13/2022	20220045	Waseca Hardware LLC	Parts & Supplies	604-49571-2170	79.99
Total 604495712170:					203.01
01/13/2022	20220032	Owatonna Shoe Company	Safety Boots - KM	604-49571-2180	199.75
Total 604495712180:					199.75
01/13/2022	157619	Waseca County Courthouse	Lighting rebate	604-49571-2330	2,333.00
Total 604495712330:					2,333.00
01/13/2022	157607	Olsen Chain & Cable Inc	line jacks	604-49571-2400	1,739.40
Total 604495712400:					1,739.40
01/13/2022	20220018	Gopher State One-Call Inc	Location calls - December	604-49571-3100	11.75
01/13/2022	20220045	Waseca Hardware LLC	Parts & Supplies	604-49571-3100	72.96
Total 604495713100:					84.71
01/13/2022	12204	Verizon Wireless	Monthly Billing	604-49571-3200	80.02 M
Total 604495713200:					80.02

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/13/2022	157611	South Central College	Safety Program	604-49571-4940	216.66
Total 604495714940:					216.66
01/13/2022	157623	Wesco Receivables Corp	Underground supplies	604-49573-2170	2,897.85
Total 604495732170:					2,897.85
01/13/2022	12205	City of Waseca	December Utilities	604-49574-3800	237.73 M
01/13/2022	12205	City of Waseca	December Utilities	604-49574-3800	181.84 M
01/13/2022	157625	Xcel Energy	December Service	604-49574-3800	503.93
Total 604495743800:					923.50
01/13/2022	20220030	MAS Communications Inc.	Answering service - January	604-49585-3200	52.99
Total 604495853200:					52.99
01/13/2022	157590	City of Waseca	Summit AR	604-49585-4320	468.16
Total 604495854320:					468.16
01/13/2022	20220016	Flaherty & Hood PA	December Legal Fees	604-49586-3000	525.00
01/13/2022	20220026	Kennedy & Kennedy Law Office	December Legal Services	604-49586-3000	48.00
01/13/2022	20220029	Martin-McAllister	Pre-employment evaluation	604-49586-3000	1,100.00
Total 604495863000:					1,673.00
01/13/2022	20220012	Civic Systems	Semi-Annual Support Fees	604-49586-4950	1,025.40
01/13/2022	157594	Governmentjobs.com Inc	NEOGOVS Subscription	604-49586-4950	888.15
01/13/2022	20220033	Pantheon Computer Systems Inc.	Maintenance Agreement	604-49586-4950	972.75
Total 604495864950:					2,886.30
01/13/2022	20220025	JT Services of MN	Conversion Supplies	604-49593-5300	271.84
01/13/2022	157623	Wesco Receivables Corp	conversion supplies	604-49593-5300	1,600.00
Total 604495935300:					1,871.84
Total Electric Utility:					409,526.74
<b>Storm Water Utility</b>					
01/13/2022	157591	DTN LLC	Weather service	651-43140-3100	1,800.00
Total 651431403100:					1,800.00
01/13/2022	12205	City of Waseca	December Utilities	651-43140-3800	272.96 M
Total 651431403800:					272.96
Total Storm Water Utility:					2,072.96
<b>Central Garage Services</b>					
01/13/2022	157585	Amazon	Light Bar	701-43180-2170	79.99
01/13/2022	20220020	Huber Supply Co Inc	tank rental	701-43180-2170	11.87
01/13/2022	20220021	IFACS	shop supplies	701-43180-2170	101.71

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/13/2022	20220031	Napa Auto Parts	Parts	701-43180-2170	84.83
01/13/2022	20220045	Waseca Hardware LLC	Parts & Supplies	701-43180-2170	4.58
Total 701431802170:					282.98
01/13/2022	157592	Express Pressure Washers Inc	repair ring-o-matic burner	701-43180-2210	383.59
01/13/2022	157593	Force America Distributing LLC	loader quik mcoupler	701-43180-2210	129.00
01/13/2022	157598	Janesville Tire Service	mount new skidloader tires	701-43180-2210	105.00
01/13/2022	20220031	Napa Auto Parts	Parts	701-43180-2210	2,268.74
01/13/2022	157609	QC Supply	Swivel	701-43180-2210	361.68
01/13/2022	20220034	Sanco Equipment LLC	bobcat tires	701-43180-2210	1,508.22
01/13/2022	20220034	Sanco Equipment LLC	window latch	701-43180-2210	24.27
01/13/2022	20220034	Sanco Equipment LLC	Snow Bucket Cutting Edge	701-43180-2210	419.07
01/13/2022	157617	Toppers Plus Inc	Tie Down Ring	701-43180-2210	30.00
01/13/2022	20220040	U.S. Bank - CC	Monthly diagnostic Program Fee	701-43180-2210	149.00
01/13/2022	157624	Winegar, Dave	zipper skid shoes	701-43180-2210	950.00
01/13/2022	157624	Winegar, Dave	snow wing parts	701-43180-2210	36.00
01/13/2022	157624	Winegar, Dave	misc pieces for projects	701-43180-2210	928.24
01/13/2022	157624	Winegar, Dave	snow fabrication / pieces	701-43180-2210	3,061.00
Total 701431802210:					10,353.81
01/13/2022	20220031	Napa Auto Parts	Parts	701-43180-2400	2.84
01/13/2022	20220039	Tool Sales Company	tools	701-43180-2400	292.00
01/13/2022	20220045	Waseca Hardware LLC	Parts & Supplies	701-43180-2400	31.96
Total 701431802400:					326.80
Total Central Garage Services:					10,963.59
<b>Property and Liability Insuran</b>					
01/13/2022	20220015	First National Insurance	January Agency Fee	702-49955-3000	800.00
Total 702499553000:					800.00
Total Property and Liability Insuran:					800.00
<b>Equipment Replacement Fund</b>					
01/13/2022	157600	Mankato Motor Co	2022 Chev K30 Crew Cab	705-49950-5400	23,040.00
01/13/2022	157621	Waseca County License Bureau	Registration '22 Chevy	705-49950-5400	1,499.18
Total 705499505400:					24,539.18
Total Equipment Replacement Fund:					24,539.18
Grand Totals:					990,581.96

Report Criteria:

Report type: GL detail

[Report].Amount = {<>} 0

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CITY OF WASECA

*Request for City Council Action*

<b>Title:</b>	ANNUAL SOLAR REPORT - 2021		
<b>Meeting Date:</b>	January 18, 2022	<b>Agenda Item Number:</b>	6C
<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>	2021 Qualifying Facilities Report (Annual Solar Report)
<b>Originating Department:</b>	Electric Utility	<b>Presented By:</b>	City Administration
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Staff recommends Council accept the 2021 Annual Solar Report on behalf of the Waseca Electric Utility.		
<b>How does this item pertain to Vision 2030 goals?</b>	Good governance requires compliance with State mandates.		

**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 seven solar customers in 2021. Solar power is referred to as photovoltaic, or PV power in this spreadsheet. The individual electric usage for the seven 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 Council accept the 2021 Annual Solar Report on behalf of the Waseca Electric Utility.

## City of Waseca Electric Utility

2021 Qualifying Facilities Report

Reporting Period:

January 1 - December 31, 2021

### 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)	7	69.93	Jan 2021	848	9559	379	
Notes:			Feb 2021	826	13933	634	
			Mar 2021	2162	9841	944	
			Apr 2021	2578	10632	1058	
			May 2021	3405	1942	1646	
			Jun 2021	3162	3631	1498	
			Jul 2021	3107	3831	1701	
			Aug 2021	2733	4500	1425	
			Sep 2021	3065	4005	1548	
			Oct 2021	2358	3417	1063	
			Nov 2021	1789	2903	822	
			Dec 2021	1095	2997	615	
				<b>PV TOTAL ANNUAL</b>	27,128	71,191	13,333

<b>Title:</b>	Cogeneration and Small Power Production Tariff (Solar Electric Rates)		
<b>Meeting Date:</b>	January 18, 2022	<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 <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Schedule 1–Average Retail Utility Energy Rates and Schedule 4–Average Incremental Cost
<b>Originating Department:</b>	Electric Utility	<b>Presented By:</b>	City Administration
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> City Council accepts the tariff report.		
<b>How does this item pertain to Vision 2030 goals?</b>	The Electric Utility works with customers to review and approve, as appropriate, solar interconnection installations as a tool to expand high quality community assets.		

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

## SCHEDULE 1 – AVERAGE RETAIL UTILITY ENERGY RATES

**Average Retail Utility Energy Rate:** Available to any Qualifying Facility 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 Qualifying Facilities for any excess of energy supplied by Utility above energy supplied by the Qualifying Facility during each billing period according to Utility's applicable rate schedule. Utility shall pay the customer for the energy generated by the Qualifying Facility 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.

"Average retail utility energy rates" are as follows:

<b>Customer Class</b>	<b>Average Retail Utility Energy Rate (\$/kWh)</b>
Residential Service – June – Sept	.124
Residential Service – Oct - May	.110
Commercial General – June – September	.124
Commercial General – Oct - May	.119
Mid-Commercial Power – June – Sept	.070
Mid-Commercial Power – Oct - May	.068
Large Commercial Power – June – Sept	.062
Large Commercial Power – Oct - May	.060

## SCHEDULE 4 – AVERAGE INCREMENTAL COST

Estimated Marginal Energy Costs (\$/MWh)						
		2022	2023	2024	2025	2026
Summer	On Peak	<b>44.87</b>	<b>37.74</b>	<b>38.48</b>	<b>36.08</b>	<b>35.93</b>
	Off Peak	31.40	24.37	25.77	25.64	26.58
	All Hours	37.59	30.52	31.62	30.44	30.88
Winter	On Peak	56.22	43.99	42.68	42.67	42.19
	Off Peak	41.15	31.89	32.10	30.87	31.78
	All Hours	48.08	37.46	36.96	36.30	36.57
Annual	On Peak	50.54	40.87	40.58	39.37	39.06
	Off Peak	36.27	28.13	28.94	28.26	29.18
	All Hours	42.84	33.99	34.29	33.37	33.73
Annual # hours on-peak:						

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 Waseca’s 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 Costs**

SMMPA, Waseca’s Electric Utility’s wholesale supplier, has neither planned generating facility additions nor planned additional capacity purchases, other than from qualifying facilities, during the ensuing ten years, thus SMMPA and Waseca’s Electric Utility are deemed to have no avoidable capacity costs.

<b>Title:</b>	SANITARY SEWER LINING ENGINEERING SERVICES		
<b>Meeting Date:</b>	January 18, 2022	<b>Agenda Item Number:</b>	<b>6E</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Attached engineering agreement with project location map
<b>Originating Department:</b>	Sanitary Sewer Utility	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>			
<b>How does this item pertain to Vision 2030 goals?</b>	Improve Community Assets/Infrastructure: Reducing I&I (inflow and infiltration) increases sanitary sewer capacity, wastewater treatment plant capacity, and reduces wastewater discharges to the environment and basements. Reducing I&I is also a State unfunded mandate for the City of Waseca through the Schedule of Compliance (SOC) with the MPCA (Minnesota Pollution Control Agency).		

**BACKGROUND:** Last year, 2021, began a systematic construction program as an outcome of our SOC to reduce I&I by lining City owned sanitary sewer mains (mains) and manholes in the residential areas north of Clear Lake Park. That investment in our infrastructure was over \$200,000. The planned project area for lining mains and manholes this year is SE Waseca, as shown on the attached project area map; the red and purple colored pipes are targeted at this time. The Council approved budget for the entire project is \$500,000, which includes engineering services. The attached Stantec not to be exceeded budget proposal for engineering services is \$83,394.54.

This SE residential area is targeted for I&I remediation due to the history of a significant wastewater release location near Oak Park on 7<sup>th</sup> Ave, with wastewater flooding in local basements and to the environment. This project will also increase system capacity for proposed Gaiter Lake residential development and will also increase capacity for a downstream lift station. Should this project prove to be only partially successful, then a next project phase will be consideration of lining private sewer laterals.

**BUDGET IMPACT:** The proposed engineering services proposal is part of the approved 2022 sanitary sewer utility budget.

**ALTERNATIVES CONSIDERED:** This area of Waseca was chosen at this time for the reasons mentioned above.

**RECOMMENDATION:** City Council authorizes the City Manager & Utilities/Public Works Director to enter into agreement with Stantec for I&I engineering services, as attached.



**Stantec Consulting Services Inc.**  
6188 Rome Circle NW  
Rochester MN 55901  
Tel: (507) 282-2100  
Fax: (507) 282-3100

January 3, 2022

Carl Sonnenberg– Waseca Utilities Director  
Lee Mattson – Waseca City Administrator  
City of Waseca  
508 S. State Street  
Waseca, MN 56093

Reference: **Waseca 2022 Sanitary Sewer Main and Manhole Rehabilitation  
Letter Proposal for Design, Construction Document Preparation, Bidding  
Assistance and Construction Services**

In October 2019 Waseca completed a City-wide flow monitoring study to identify portions of the sanitary sewer system that experience excessive flow rates from clean water sources. In January 2019 the City of Waseca initiated a 5-year plan to reduce the quantity of clear water entering the sanitary sewer collection system. Clear water, typically referred to as inflow and infiltration (I&I), enters the sanitary sewer directly due to illegal connections with stormwater systems or indirectly due to defects in public sanitary piping, manholes and private service lateral pipe. The objectives of the City's plan are to reduce I&I into the sanitary sewer system, to minimize wastewater releases resulting from excessive I&I and to extend the service life of deteriorating sanitary sewer system infrastructure.

In the fall of 2021, the City completed Phase I - sanitary sewer lining and manhole rehabilitation project in a residential neighborhood north of Clear Lake Park. The effectiveness of these sewer rehabilitation improvements in reducing I&I into the sewer system will be evaluated through flow monitoring in the spring of 2022.

Based upon the 2019 flow monitoring study recommendations and a desire to reduce peak sanitary sewer flows in SE Waseca, a Phase II - sanitary sewer lining and manhole rehabilitation project is planned for select segments of sanitary sewer within the 5<sup>th</sup> Street SE sewershed. Segments of the sanitary sewer system targeted for rehabilitation are illustrated on Figure No. 1 enclosed with this letter proposal. The 2022 Sanitary Sewer Rehabilitation Project figure includes a prioritization of sewer segments to be considered for rehabilitation within the sewershed. The final determination for which segments of sanitary sewer to rehab is to be based upon observed field conditions (deterioration of sewer pipe and manholes), measured I&I rates and the amount of rehab work that can be completed within the City's allotted budget.

The City has asked Stantec to design, prepare construction & bidding documents, and provide construction services for the aforementioned sanitary sewer rehabilitation improvements. The methods of sewer rehabilitation will likely be consistent with Waseca's 2021 improvement project which included cured-in-place pipe (CIPP) liners for the sanitary sewer mains and a polyurethane or epoxy spray on coating system for sanitary sewer manholes.



**Reference: 2022 Sanitary Sewer Main and Manhole Rehabilitation**

## **Engineering Services**

We have discussed this project with you and consulted with various members of our municipal design and construction services team to develop a detailed work plan for this project. Enclosed is our Project Work Plan which includes a detailed discussion of the project scope, proposed work tasks and estimated hours, associated project assumptions and estimated reimbursable expenses for your information. The project work plan breaks the project work tasks down into five elements.

These elements include:

1. Project Management and Coordination
2. Design Survey and Inspections
3. Sewer Rehab Design & Bidding Document Preparation
4. Bidding Services
5. Construction Services

## **Compensation and Schedule**

The enclosed Project Work Plan includes our estimated work hours and associated fees for each work task, including project reimbursable expenses. We propose to complete the work detailed in our scope of services on an hourly rate basis not to exceed \$80,922.00, plus reimbursable expenses estimated at \$2,472.54 for a total estimated fee of \$83,394.54 and in accordance with the terms and conditions of our Master Services Agreement with the City of Waseca. Upon acceptance of this proposal and notification to proceed from the City of Waseca, we will initiate work on the proposed tasks as described in the Work Plan. We will advance the project work based upon the City's desire to be able to bid the project in March 2022 with construction commencing in the spring or summer of 2022. Should you have any questions or concerns, please feel free to contact me at (507) 529-6036.

Regards,  
**STANTEC CONSULTING SERVICES INC.**

A handwritten signature in blue ink that reads "Joseph C. Palen".

Joseph C. Palen, PE  
Principal  
Phone: (507) 529-6036  
[Joseph.palen@stantec.com](mailto:Joseph.palen@stantec.com)

Enclosed: 2022 Sanitary Sewer Rehab Project - Figure No. 1  
Stantec Work Plan for Design and Construction Services



**Reference: 2022 Sanitary Sewer Main and Manhole Rehabilitation**

By signing this proposal, the City of Waseca authorizes Stantec Consulting Services Inc. to proceed with the services herein described and the Client acknowledges that this work shall be completed in accordance with the Master Service Agreement effective February 24, 2012.

This proposal is accepted and agreed on the \_\_\_\_ day of \_\_\_\_\_, 2022.

Per: City of Waseca

Lee Mattson  
Title: Waseca City Administrator

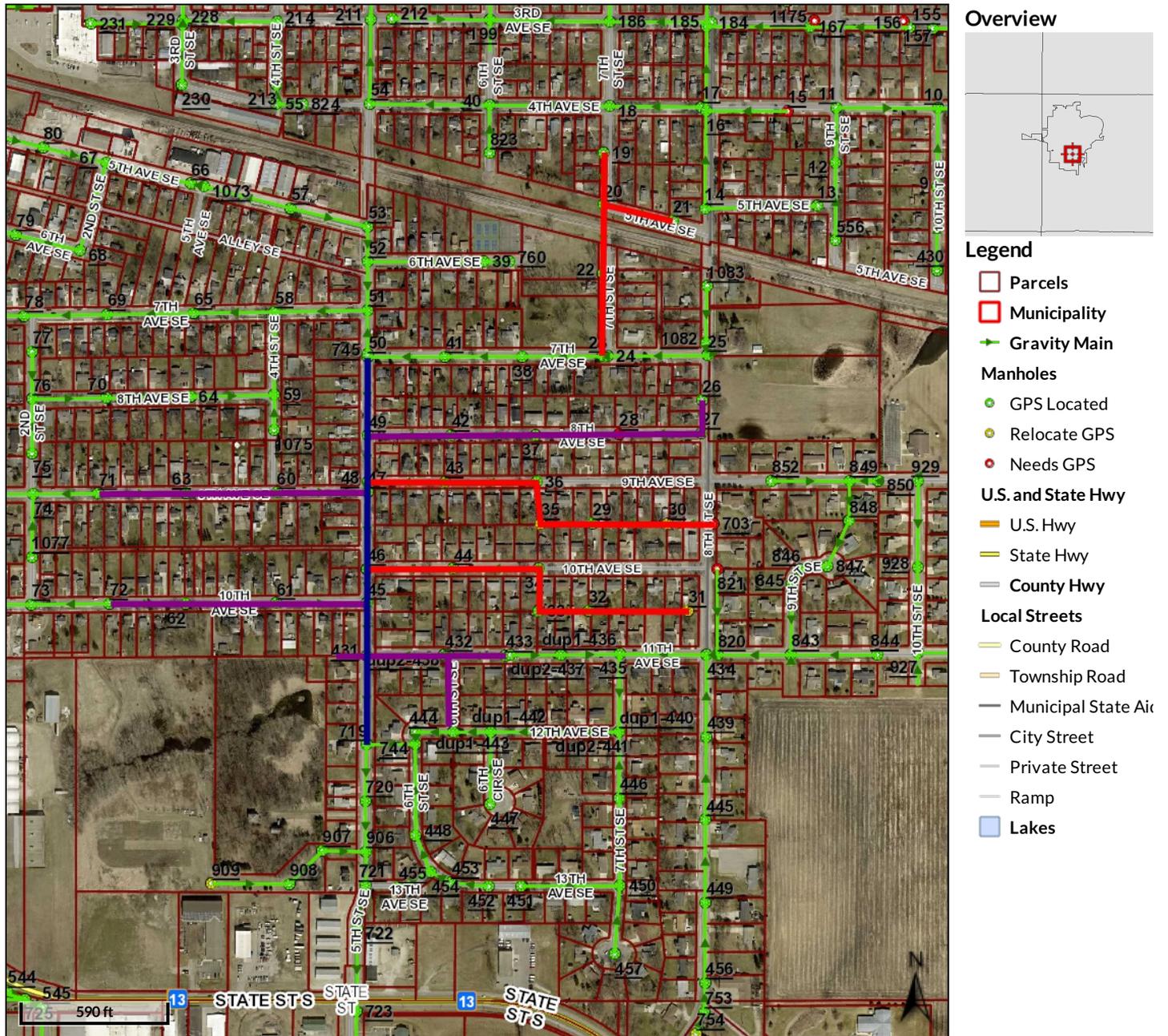
\_\_\_\_\_  
Signature

Carl Sonnenberg  
Title: Waseca Utilities Director

\_\_\_\_\_  
Signature

# City of Waseca - 2022 Sanitary Sewer Rehab Project

## Figure No. 1



Date created: 12/7/2021 - From Waseca

### Sanitary Sewer Manhole and Pipe Lining Priorities for the 5th Street SE Sewershed

Red line = Highest Priority Sanitary Sewer #1

Purple line = 2nd Highest Priority Sanitary Sewer

Blue line = 3rd Priority Sanitary Sewer (May be considered for future upsizing / reconstruction)



## Waseca - 2022 Sanitary Sewer Main and Manhole Rehabilitation Work Plan for Design and Construction Services

*Summary of Total Estimated Hours and Fees*

Major Tasks / Staff Roll	Project Manager	Senior Design Engineer	Design Engineer	Senior Civil Technician	Clerical	Total Hours	Cost
<b>Task 1 - Project Management and Coordination</b>	16	6	4		2	28	\$4,868.00
<b>Task 2 - Design Survey and Inspections</b>	2		24	24		50	\$7,502.00
<b>Task 3 - Sewer Rehab Design &amp; Bidding Document Preparation</b>	30	60	60	16		166	\$26,450.00
<b>Task 4 - Bidding Services</b>	8	2			6	16	\$2,408.00
<b>Task 5 - Construction Services</b>	28			218	4	250	\$39,694.00
<b>Total Labor Estimate</b>	84	68	88	258	12	510	\$80,922.00
Stantec 2022 Rates	\$199.00	\$159.00	\$141.00	\$155.00	\$83.00	---	---
<b>Stantec Team Reimbursable Expenses</b>							---
Mileage (4,263 miles at \$0.58/mile)							\$2,472.54
<b>Total Stantec Reimbursable</b>							\$2,472.54
<b>Stantec Estimated Total Labor and Reimbursable Expenses Fee</b>							<b>Total = \$ 83,394.54</b>



**Waseca - 2022 Sanitary Sewer Main and Manhole Rehabilitation  
Work Plan for Design and Construction Services**

	Project Manager	Senior Design Engineer	Design Engineer	Senior Civil Technician	Clerical	Total
<b>Task 1 - Project Management and Coordination</b>						
1.1 - Project setup and management including Safe Work Plan and coordination with City Staff.	8				2	10
1.2 - Meet with Waseca City Staff to review CIPP design, construct technique options and access needs. (2 Meetings via Teams)	4	2				6
1.3 - Design team progress and coordination meetings.	4	4	4			12
<b>Task 1 - Total</b>	<b>16</b>	<b>6</b>	<b>4</b>		<b>2</b>	<b>28</b>
<b>Task 2 - Design Survey and Inspections</b>						
Assume 2 full days (City will locate / uncover buried or snow covered MHs)						
2.1 - Site investigation, GPS Manhole locations, manhole measure down and inspection form (Total number of Manholes = 38 and 9,730 LF of pipe)	2		24	24		50
<b>Task 2 - Total</b>	<b>2</b>		<b>24</b>	<b>24</b>		<b>50</b>
<b>Task 3 - Sewer Rehab Design &amp; Bidding Document Preparation</b>						
Assume sanitary sewer CIPP and manhole lining to be completed based upon attached Rehab Priority Map illustrating City Priority Areas. Total number of Manholes no more than 38 and 9,730 LF of pipe to be lined / rehabilitated. Total Estimated construction plan sheets = 16.						
3.1 - Prepare final construction plans and specifications for 2022 sanitary sewer rehabilitation / I&I reduction, including sewer main and manholes as illustrated on project sewer rehab figure. Plan content shall include the following:	16	16	60	12		104
~ Title Sheet						
~ Legend Sheet						
~ Location Plan including street right-of-way and all known easements (easement boundaries to be provided by City).						
~ General construction notes and project access, phasing, and construction staging related to Utility Installation.						
~ Sewer Main and Manhole Rehab Design Tables						
~ Sanitary Sewer Plan and Profile Sheets (Estimate ~ 9 sheets) - Includes existing conditions (aerial photo) and proposed sanitary rehab. Proposed utility improvement shown in split plan view, proposed utilities illustrated on profiles view and include the following:						
~Existing sanitary sewer in profile.						
~Sanitary sewer services in plan view based upon review of available televising video / reports from City.						
~Pipe size, length, type and gradient for all existing sewer to be lined.						
3.2 - Quantity calculation and cost estimates for 60% & 95% construction plan submittal to City for review. Scope of construction project shall be modified to fit within ~\$500,000 Project Cost budget provided by City.	2	4				6
3.3 - Develop Project Manual including construction contracts, bidding requirements, Form of Proposal, construction specifications, etc.	8	40				48
3.4 - QA/QC review and revisions.	4			4		8
<b>Task 3 - Total</b>	<b>30</b>	<b>60</b>	<b>60</b>	<b>16</b>		<b>166</b>
<b>Task 4 - Bidding Services</b>						
Assume Electronic Bid Opening on QuestCDN.						
4.1 - Prepare ad for bid and coordinate publication of ad for bid with City.	2	2			2	6
4.2 - Address bidder questions during bidding process & review bid prices with City staff. City Staff to conduct Bid Opening, Stantec to review Bids, Preparation of Bid Tabulation and Letter of Recommendation to Council and Staff.	6				4	10
<b>Task 4 - Total</b>	<b>8</b>	<b>2</b>			<b>6</b>	<b>16</b>



**Waseca - 2022 Sanitary Sewer Main and Manhole Rehabilitation  
Work Plan for Design and Construction Services**

	Project Manager	Senior Design Engineer	Design Engineer	Senior Civil Technician	Clerical	Total
<b>Task 5 - Construction Services</b>						
Assume no post construction flow monitoring or material testing costs.						
Assume an active construction duration of ~8 weeks.						
5.1 - Prepare for and attend preconstruction meeting. Prepare meeting minutes.	4			4		8
5.2 - Construction Administration: Interpretation of the construction plans and specifications and project construction coordination and oversight. Construction Observation and Administration services including the following work tasks:					4	4
~ Monthly pay vouchers. City to process payment.	4			12		16
~ Construction contract Change Orders and justification letter.	8			4		12
~ Review and comment on Contractor proposed construction phasing, staging and access configuration for local traffic.	4					4
~ Review and comment on shop drawings. Coordinate modifications with contractor.	2					2
~ Coordinate Resident Notification Mailing / door hanger with Contractor and City.	4					4
~Obtain material samples and deliver to testing consultant for testing per contract documents.				2		2
~Conduct a final inspection of the project for conformance with contract documents and review the final payment request from the contractor.				4		4
~ Prepare Final pay request and project closeout letter. City to process payment.	2					2
5.3 - Provide part-time construction observation of project improvements during critical phases of construction.				192		192
<b>Task 5 - Total</b>	<b>28</b>			<b>218</b>	<b>4</b>	<b>250</b>

<b>Title:</b>	NW Area and Malterer Property Utilities Engineering Feasibility		
<b>Meeting Date:</b>	January 18, 2022	<b>Agenda Item Number:</b>	<b>6F</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Attached proposal
<b>Originating Department:</b>	Utilities	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>			
<b>How does this item pertain to Vision 2030 goals?</b>	Enhanced community assets require planning to accomplish sound financial and engineering outcomes.		

**BACKGROUND:** The City desires to promote growth in the NW area of Waseca. Currently, Tim and Deanne Malterer desire to develop their current farmland along CSAH 13 with the City of Waseca and a private developer. The proposed development would include residential housing of various types, such as apartments and single-family dwellings, for example.

Due to the proposed fast-track 2022 construction within the Malterer property, it is appropriate to develop an immediate engineering feasibility plan for City owned trunk water main and sanitary sewer main from 11<sup>th</sup> Ave NW along CSAH 13 and as far north as CSAH 5 for future potential development. Since Stantec has developed City-wide water system and sanitary system models, it is cost effective and efficient to engage Stantec for technical engineering feasibility related to the proposed and potential development areas. The attached engineering feasibility proposal from Stantec for \$28,924 is a not to exceed amount. The attached proposal also includes a map of the engineering study area.

**BUDGET IMPACT:** As a non-budgeted project, engineering feasibility services can be paid for from the City's Annexation & Growth Fund. This fund's current balance is approximately \$130,000.

**ALTERNATIVES CONSIDERED:** Utilities funding options can be discussed as desired.

**RECOMMENDATION:** City Council authorization for the City Manager and Utilities/PW Director to execute the attached engineering feasibility proposal in the not to exceed amount of \$28,924.



**Stantec Consulting Services Inc.**  
6188 Rome Circle NW  
Rochester MN 55901  
Tel: (507) 282-2100  
Fax: (507) 282-3100

January 5, 2022

Carl Sonnenberg– Waseca Utilities Director  
Lee Mattson – Waseca City Administrator  
City of Waseca  
508 S. State Street  
Waseca, MN 56093

Reference: **123<sup>rd</sup> Street NW Area Sewer and Water Improvements  
Proposal for Preparation of Feasibility Report**

The City of Waseca has recently been approached by a developer who is proposing a 31-acre residential development on property currently owned by Tim & Deanne Malterer and located along 123<sup>rd</sup> Street NW (CSAH 13) and north of 11<sup>th</sup> Avenue NW. Development of this parcel would require extension of municipal sanitary sewer and water utilities. The nearest sanitary sewer and water infrastructure is located at the 11<sup>th</sup> Avenue NW / 123<sup>rd</sup> Street NW intersection and consists of the 11<sup>th</sup> Street NW sanitary sewer lift station and existing 12-inch diameter trunk watermain.

In considering the extension of trunk sewer and water infrastructure to the Malterer property, the City has indicated that it is also interested in evaluating the feasibility of extending trunk sewer and water utilities further north to serve the greater area of undeveloped properties to 375<sup>th</sup> Avenue (CSAH 5). In total, the City is interested in determining if the ~280-acre area highlighted in purple and orange (see figure on next page) can be served via connection to the existing sanitary sewer and water infrastructure currently located at the 11<sup>th</sup> Avenue NW / 123<sup>rd</sup> Street NW intersection.

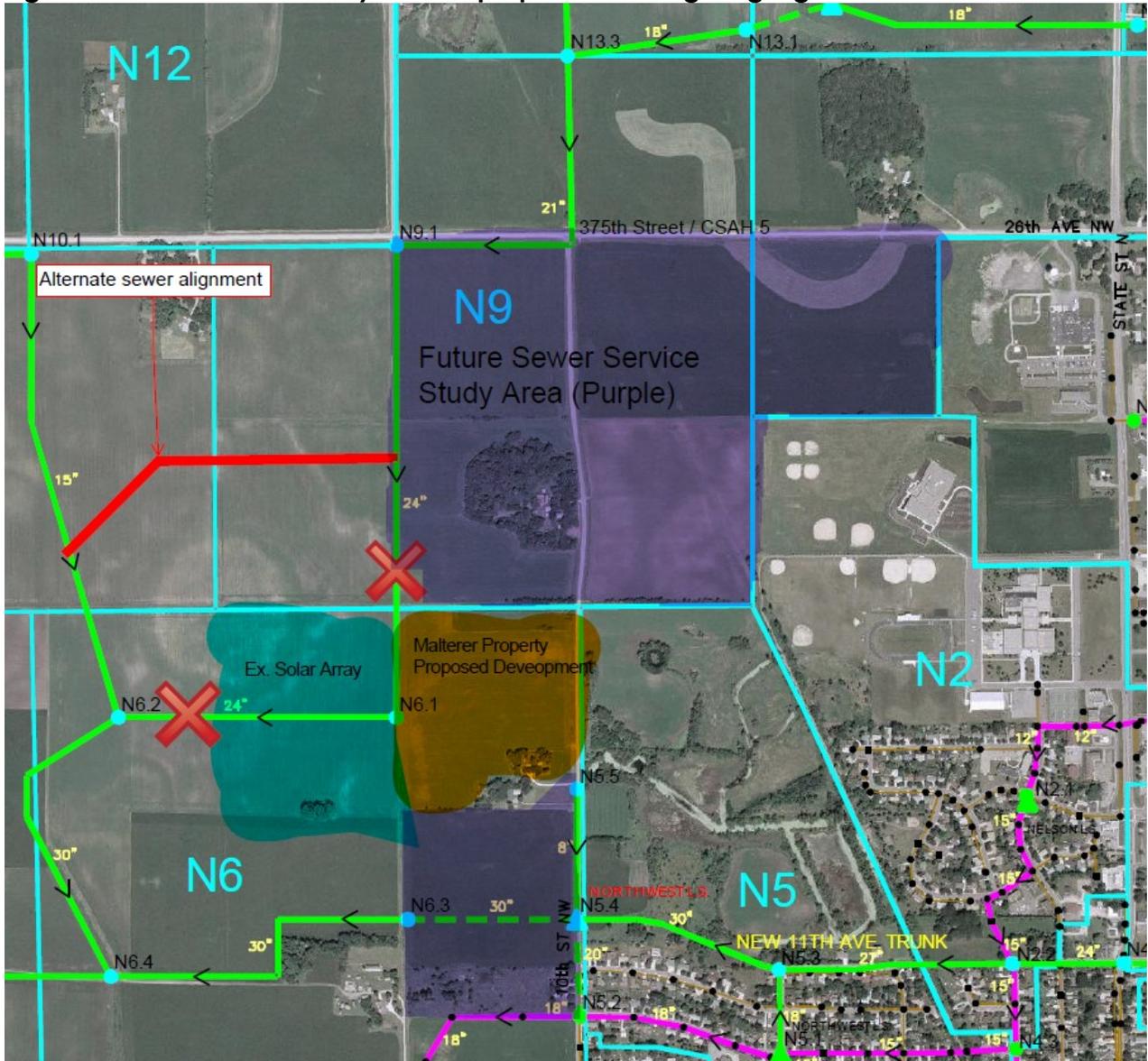
The line work in the figure on the following page was originally created as part of the 2005 Sanitary Sewer Comprehensive Plan and illustrates the general location of the Malterer property, the adjacent Solar Array, the previously proposed future trunk sewer main configuration (green lines), and sewer district boundaries (cyan lines). The 2005 Sanitary Sewer Comprehensive Plan assumed much of the 280-acre study area would be routed to future trunk sewers separate from the 11<sup>th</sup> Avenue Lift Station and associated sanitary sewer. The sanitary sewer conveyance capacity from the NW Lift Station to the WWTF was significantly enhanced as part of the Waseca 2009 Sanitary Sewer Improvement and included construction of an 18-inch diameter forcemain not contemplated in 2005. Evaluating the feasibility of rerouting sewer service from the study area to the 11<sup>th</sup> Avenue NW lift station will require detailed analysis.

The trunk watermain configuration proposed within the water distribution comprehensive plan for NW Waseca includes a future 16-inch diameter trunk watermain to be located north and west of the project study area. The City has also expressed interest in evaluating the impact to the water system if the proposed trunk watermain improvements were shifted to extend through the project study area.



Reference: 123rd Street NW Area Sewer and Water Improvements Feasibility Report

Figure 1 – Illustrates the study area in purple and orange highlight





**Reference: 123rd Street NW Area Sewer and Water Improvements Feasibility Report**

The objectives of the proposed 123rd Street NW Area Utility Extension Feasibility Report are outlined below and are intended to provide Waseca with the information necessary to make critical decisions on how best to serve the proposed Malterer property and the remainder of the study area with municipal sewer and water.

1. Determine the gravity sewershed boundary from the 11th Street NW Lift Station for the ~280-acre study area shown on Figure 1, for future gravity sewer construction along the following routes:
  - a. Gravity trunk sanitary sewer extending from the NW Lift station northward, within the 123rd Street NW (CSAH 13) right-of-way corridor to approximately 375th Avenue (CSAH 5).
  - b. Gravity trunk sanitary sewer extending from the NW Lift station northerly to approximately 375th Avenue (CSAH 5) and within the adjacent undeveloped property with a sewer alignment that minimizes excavation depth of construction and maximizes sewer lateral service benefit for future development.
2. Estimate future sewer flows based upon assumed land use and standard sewer peaking factors. Calculate the required trunk sewer diameter required to convey future flows.
3. Determine if a future lift station will be needed to serve a portion of the ~280 acres of undeveloped land adjacent to 123rd Street and between 11th Avenue NW and 375th Avenue (CSAH 5) and if required, where the future lift station would be located, how much sewer flow it would need to convey, what size forcemain would be required and where the forcemain would discharge to.
4. Evaluate the 11th Avenue NW lift station to determine the following:
  - a. What are the average and peak sewer flows currently being routed to the lift station based upon recent pump run time records provided by the City?
  - b. Evaluate the Lift Station's current pumping capacity compared to average and peak flows currently routed to the lift station.
  - c. Evaluate if the Lift Station has sufficient capacity to accept additional sewer flows from the proposed Malterer property development and the additional areas being considered for future development within the report.
  - d. What minor lift station modifications could be made to increase capacity? Would modifications allow the to serve more than sewer district N-5 which is all that is currently planned to go to the NW Lift Station?
  - e. To What extent would sewer flows need to be reduced within the 11th Avenue NW Lift Station sewershed via minimization of Inflow and Infiltration (I&I) to accommodate future sewer development flow requirements from the study area?
5. What modification should be made to the 2005 Sanitary Sewer Comprehensive Plan as it pertains to serving the 280-acre study area within the short and long term.



**Reference: 123rd Street NW Area Sewer and Water Improvements Feasibility Report**

6. What modifications should be made to the trunk water distribution system comprehensive plans given the anticipated Malterer Property development and future development of the ~280-acres study area.
7. Provide a recommended trunk watermain alignment and pipe size to serve the ~280-acre development area. Work task includes evaluation of multiple new scenarios and modifications to the existing Water Distribution hydraulic model.
8. Prepare a feasibility report to document the following:
  - a. Background information to provide context for the sewer and water extension to serve the Malterer Property development and the entire ~280-acre study area.
  - b. Summarize the analysis completed to address the Feasibility Report Objectives outlined herein.
  - c. Figures illustrating the existing sewer / water utilities and proposed utility improvements to serve the project area.
  - d. Project costs estimates to construct the infrastructure improvements needed to serve the Malterer Property development and project schedule detailing the tasks to be completed to serve the Malterer Property with sewer and water infrastructure.
  - e. Summary of the Engineer's conclusions and recommendations for near- and long-term sewer and water improvements to serve the study area.

## **Engineering Services**

We have discussed this project with you and have consulted with various members of our municipal design services team to develop a work plan for this project. Enclosed is our Project Work Plan which includes a project scope, proposed work tasks and estimated labor hours and fees for your review. The project work plan addresses of the objectives outline above and includes work tasks to manage the project, coordinate the work with City staff and evaluate past planning and construction improvements impacting the study area.

## **Compensation and Schedule**

The enclosed Project Work Plan includes our estimated work hours and associated fees for each work task. We propose to complete the work detailed in our scope of services on an hourly rate basis not to exceed \$28,924. We do not anticipate any field work, travel or reimbursable expenses. All of Stantec's work will be completed in accordance with the terms and conditions of our Master Services Agreement with the City of Waseca. Upon acceptance of this proposal and notification to proceed from the City of Waseca, we will initiate work on the proposed tasks as described in the Work Plan. We will advance the project work with the goal of completing the report by the end of February



**Reference: 123rd Street NW Area Sewer and Water Improvements Feasibility Report**

2022. Should you have any questions or concerns, please feel free to contact me at (507) 529-6036 or Mark Rolfs at (651) 775-2298.

Regards,  
**STANTEC CONSULTING SERVICES INC.**

Joseph C. Palen, PE  
Principal  
Phone: (507) 529-6036  
[Joseph.palen@stantec.com](mailto:Joseph.palen@stantec.com)

By signing this proposal, the City of Waseca authorizes Stantec Consulting Services Inc. to proceed with the services herein described and the Client acknowledges that this work shall be completed in accordance with the Master Service Agreement effective February 24, 2012.

Per: City of Waseca

Lee Mattson  
Title: Waseca City Manager

\_\_\_\_\_  
Signature

Carl Sonnenberg  
Title: Waseca Utilities Director

\_\_\_\_\_  
Signature



**123rd Street NW Area Utility Extension  
Feasibility Report  
Engineering Services Work Plan**

*Summary of Work Tasks, Total Estimated Labor Hours and Fees*

Major Tasks / Staff Roll - Member	Project Manager - Joe Palen & Mark Rolfs	Senior Engineer - Tim Grinstead	Engineer - Tom Moen	Engineer-In- Training Katie Oliver	Total Estimated Hours	Estimated Cost
<b>Task 1 - Project Management and Coordination with City Staff. Work tasks include coordination meeting, addressing City staff questions and review comments associated with preparation of the proposed Feasibility Report, Project Cost Estimate and Figures. No site visits or survey work are planned as part of this project.</b>	4				4	\$796.00
<b>Task 2 - Determine the gravity sewershed boundary from the 11th Street NW Lift Station for the ~280-acre study area shown on Figure 1, for future gravity sewer construction along the following routes:</b> a. Gravity trunk sanitary sewer extending from the NW Lift station northward, within the 123rd Street NW (CSAH 13) right-of-way corridor to approximately 375th Avenue (CSAH 5). b. Gravity trunk sanitary sewer extending from the NW Lift station northerly to approximately 375th Avenue (CSAH 5) and within the adjacent undeveloped property with a sewer alignment that minimizes excavation depth of construction and maximizes sewer lateral service benefit for future development. c. Incorporate trunk sewer alignment options and pipe size on report figures. <b>Note: Trunk sewer layout shall be consistent with assumptions and level of detail utilized in the development of the 2005 Comprehensive Sanitary Sewer Plan. Analysis shall be based upon LiDAR Contours, GIS data and record plans. No field verification work is included in this proposal. Work tasks excludes future development concept plats and lateral sewer configuration evaluation.</b>	12		12		24	\$4,080.00
<b>Task 3 - Estimate future sewer flows based upon assumed land use and standard sewer peaking factors. Calculate the required trunk sewer diameter required to convey future flows.</b>	4				4	\$796.00
<b>Task 4 - Determine if a future lift station will be needed to serve a portion of the ~280 acres of undeveloped land adjacent to 123rd Street and between 11th Avenue NW and 375th Avenue (CSAH 5) and if required, where the future lift station would be located, how much sewer flow it would need to convey, what size forcemain would be required and where the forcemain would discharge to. Incorporate recommended future sewer lift station improvements on report figures.</b>	4	12	4		20	\$3,460.00
<b>Task 5 - Evaluate the 11th Avenue NW lift station to determine the following:</b> a. What are the average and peak sewer flows currently being routed to the lift station based upon recent pump run time records provided by the City? b. Evaluate the Lift Station's current pumping capacity compared to average and peak flows currently routed to the lift station. c. Evaluate if the Lift Station has sufficient capacity to accept additional sewer flows from the proposed Malterer property development and the additional areas being considered for future development within the report. d. What minor lift station modifications could be made to increase capacity. This would allow us to serve more than N-5 which is all that is currently planned to go to the NW LS. e. To what extent would sewer flows need to be reduced within the 11th Avenue NW Lift Station sewershed via minimization of Inflow and Infiltration (I&I) to accommodate future sewer development flow requirements from the study area?	12	36		4	52	\$9,188.00
<b>Task 6 - Identify what modification should be made to the 2005 Sanitary Sewer Comprehensive Plan as it pertains to serving the 280-acre study area within the short and long term. Illustrate modifications on a figure included within feasibility report.</b>	4			2	6	\$1,046.00
<b>Task 7 - Determine recommended modifications to the trunk water distribution system comprehensive plans given the anticipated Malterer Property development and future development of the ~280-acres study area. Work task includes evaluation of multiple new scenarios and modifications to the existing Water Distribution hydraulic model.</b>	16				16	\$3,184.00

Summary of Work Tasks, Total Estimated Labor Hours and Fees

Major Tasks / Staff Roll - Member	Project Manager - Joe Palen & Mark Rolfs	Senior Engineer - Tim Grinstead	Engineer - Tom Moen	Engineer-In- Training Katie Oliver	Total Estimated Hours	Estimated Cost
<b>Task 8 - Provide a recommended trunk watermain alignment and pipe size to serve the ~280-acre development area. Incorporate recommended trunk watermain alignment and size on report figures.</b>	2			4	6	\$898.00
<b>Task 9 - Prepare a feasibility report to document the following:</b> a. Background information to provide context for the sewer and water extension to serve the Malterer Property development and the entire ~280-acre study area. b. Summarize the analysis completed to address the Feasibility Report Objectives outlined herein. c. Figures illustrating the existing sewer / water utilities and proposed utility improvements to serve the project area. d. Project costs estimates to construct the infrastructure improvements needed to serve the Malterer Property development and project schedule detailing the tasks to be completed to serve the Malterer Property with sewer and water infrastructure. e. Summary of the Engineer's conclusions and recommendations for near- and long-term sewer and water improvements to serve the study area. Note: Feasibility Report will be provided in pdf format for City review and use.	24	4			28	\$5,476.00
<b>Total Labor Estimate</b>	82	52	16	10	160	\$28,924.00
Stantec 2022 Rates	\$199.00	\$175.00	\$141.00	\$125.00	---	---
<b>Stantec Estimated Total Labor Fee (Hourly Not to Exceed)</b>						<b>\$28,924.00</b>

<b>Title:</b>	APPOINTMENT RENWEAL APPLICATIONS ON THE PARK BOARD		
<b>Meeting Date:</b>	January 18, 2022	<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>	Allen Judd and Thomas Hindt Park Board Applications
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to renew appointment of Allen Judd and Thomas Hindt on the Park Board		
<b>How does this item pertain to Vision 2030 goals?</b>	Creating high quality community assets		

**BACKGROUND:** The Park Board is an advisory board made up of five (5) members. In January City staff received Park Board applications from both Allen Judd and Thomas Hindt requesting to renew their current Park Board positions that expire on January 31, 2022.

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

**RECOMMENDATION:** Staff recommends the Waseca City Council appoint Allen Judd and Thomas Hindt to the Park Board for a 3-year term to expire January 31, 2025.

CITY OF WASECA

Board/Commission/Authority Application Form

Date Jan. 4, 2022

Name ALLEN B. JUDD

Address 705 TENTH AVE N.W.

Occupation: RETIRED

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

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

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

BUILD & MAINTAIN THE CITY INVESTMENT IN PARK PROPERTY FOR THE BENEFIT OF ALL WASECA CITIZENS.

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

YES - 1/6/2015 to PRESENT DATE

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.)

SEVERAL YEARS PARTICIPATING ON THE PARK BOARD AND A GENERAL INTEREST IN PARK PROPERTY AND USAGE.

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

CITY OF WASECA

Board/Commission/Authority Application Form

Date 1-4-22

Name Thomas Hindt

Address 921 6<sup>th</sup> St. SW

Occupation: Retired

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

Airport Board

Human Rights Commission

Charter Commission

Community Ed Advisory Board

Park Board

Planning Commission

Economic Development Authority

Heritage Preservation Commission

Housing & Redevelopment Authority

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

*To help keep parks updated and clean.*

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

*yes*

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

*Park board chairman*

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

*6 yrs park board experience*

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

<b>Title:</b>	APPOINTMENT APPLICATIONS ON THE PLANNING COMMISSION		
<b>Meeting Date:</b>	January 18, 2022	<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>	
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to appoint members to the Planning Commission		
<b>How does this item pertain to Vision 2030 goals?</b>	Creating high quality community assets		

**BACKGROUND:** The Planning Commission is an advisory board made up of Five (5) members. In January City staff received confirmation from Tom Sexton and Mike Tate to renew and continue their appointments on the Planning Commission.

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

**RECOMMENDATION:** Staff recommends the Waseca City Council re-appoint the two (2) individuals to the Planning Commission.

**RESOLUTION NO. 22-08****A RESOLUTION OF THE WASECA CITY COUNCIL  
APPROVING OFF-SITE GAMBLING  
TO WASECA SLEIGH & CUTTER FESTIVAL ASSOCIATION**

**WHEREAS**, Waseca Sleigh & Cutter Festival Association has submitted an Application to Conduct Off-Site Gambling at the following location:

**5603 NW 102<sup>nd</sup> Ave  
Waseca, MN 56093**

and,

**WHEREAS**, City approval is required by the State of Minnesota Gambling Control Board, for a gambling premises located within city limits.

**NOW, THEREFORE, BE IT RESOLVED** that the Waseca City Council does hereby approve Off Site Gambling to Waseca Sleigh & Cutter Festival Association at 5603 NW 102<sup>nd</sup> Ave, Waseca, MN.

Adopted this 18<sup>th</sup> day of January 2022.

---

R. D. SRP  
MAYOR

ATTEST:

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JULIA HALL  
ADMINISTRATIVE CLERK



CITY OF WASECA

*Request for City Council Action*

<b>Title:</b>	RESOLUTION 22-07 APPROVING THE FEASIBILITY REPORT FOR THE CSAH NO. 2 (BROWN AVE) CONCRETE PAVEMENT REHABILITATION PROJECT (CITY PROJECT NO. 2022-08) AND CALLING FOR A PUBLIC HEARING ON THE IMPROVEMENTS		
<b>Meeting Date:</b>	January 18, 2022	<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 <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution 22-07 Feasibility Report
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	City Engineer
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to adopt Resolution 22-07 approving the Feasibility Report for the CSAH No. 2 (Brown Ave) Concrete Pavement Rehabilitation Project (City Project No. 2022-08) and calling for a Public Hearing on the Improvements		
<b>How does this item pertain to Vision 2030 goals?</b>	Creating High Quality Community Assets		

**BACKGROUND:** On January 4, 2022, the City Council authorized City staff to prepare a feasibility report for the CSAH No. 2 (Brown Ave) Concrete Pavement Rehabilitation Project (City Project No. 2022-08). The scope of this project primarily involves repair and replacement of the existing concrete pavement in order to extend its useful life and postpone a more costly reconstruction.

CSAH No. 2 is under the jurisdiction of Waseca County, who initiated, and will be administering, this project. However, because it will take place within City limits, the City intends to participate in a portion of the project cost, which has been standard practice in the past on similar projects.

The County informed the City of this project in the fall of 2021, therefore it was not included in the City’s current Capital Improvement Plan and will require an amendment to the 2022 budget.

**BUDGET IMPACT:** This project will be 100% funded through proposed special assessments to benefiting properties. Two options for the City’s cost share have been presented by the County: 25% of the total project costs (to be paid in 2022) or 30% of the total project costs (to be paid in 2023). Using the total estimated project cost of \$989,548.00 (\$845,767.50 for construction and \$143,780.50 for engineering), the calculated assessments would exceed the City’s share of the project cost. Therefore, the assessments will be reduced accordingly to match either a 25% share (\$247,387.00) or a 30% share (\$296,864.40).

**RECOMMENDATION:** Staff recommends the Waseca City Council adopt Resolution 22-07 approving the Feasibility Report for the CSAH No. 2 (Brown Ave) Concrete Pavement Rehabilitation Project (City Project No. 2022-08) and calling for a Public Hearing on the Improvements.

# FEASIBILITY REPORT

**CITY PROJECT NO. 2022-08**

## **CSAH No. 2 (Brown Ave) Concrete Pavement Rehabilitation Project**



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

Feasibility Study  
CSAH No. 2 (Brown Ave) Concrete Pavement Rehabilitation Project  
City of Waseca, MN  
City Project 2022-08

**CERTIFICATION**

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

  
\_\_\_\_\_  
Nathan Willey, PE

License No. 58967

Date: Jan. 13, 2022

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## 1.1 INTRODUCTION

The CSAH No. 2 (Brown Ave) Concrete Pavement Rehabilitation Project (City Project 2022-08) consists of concrete street pavement rehabilitation at the following location:

**County State Aid Highway (CSAH) No. 2 (Brown Ave) from approximately 350 feet west of Elm Avenue West to approximately 450 feet east of 110<sup>th</sup> Street**

This is a Waseca County project that will take place within City limits. Therefore, while the City does intend to participate in a share of the total project cost, the County will be administering the project. The total project length is approximately 3,050 feet (0.58 miles). Because this project was initiated by Waseca County in the fall of 2021, it was not originally included in the City's 2022-26 Capital Improvement Plan. A budget amendment will be necessary to account for the City's share of the costs associated with this project.

### 1.1.1 AUTHORIZATION

On January 4, 2022, the Waseca City Council authorized the preparation of a Feasibility Report for this project.

### 1.1.2 SELECTION CRITERIA

The section of Brown Ave noted above was recommended for rehabilitation by the Waseca County Engineer. The County Engineer selected this project based on visual inspection, street classification and use, and the existing condition of the street pavement. The City Engineer concurs with the recommendation of the County Engineer and supports the proposed improvements.

The City's Special Assessment Policy currently adopted by the City Council indicates that street improvement projects are to be assessed to benefiting property owners at the rates stated in the policy. This policy was amended on January 4, 2022, to specifically allow for assessments along joint City and County projects that are within City limits.

### 1.1.3 DATA AVAILABLE

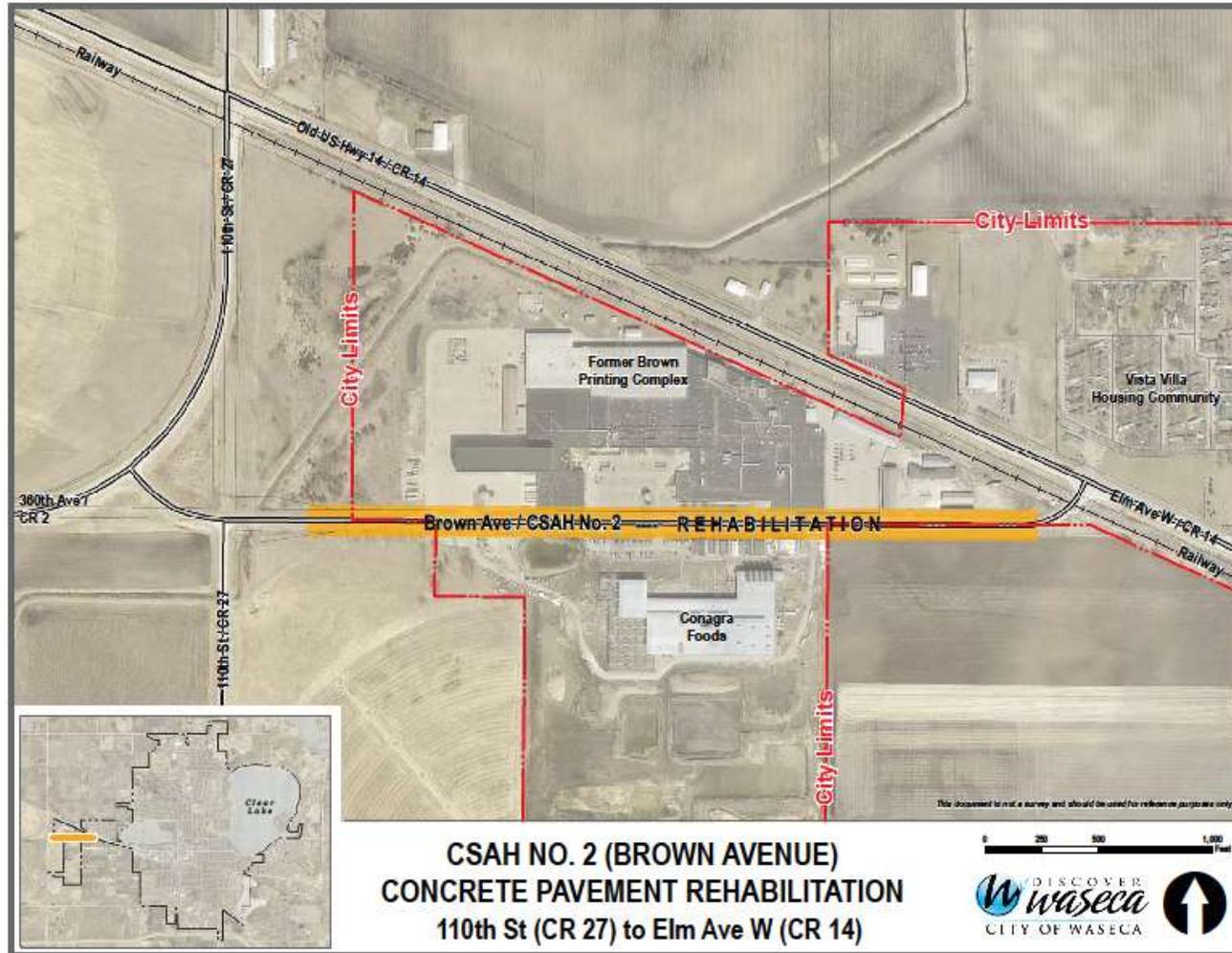
Generally, the information used in preparation of this report includes, but is not limited to, the following:

- Record/As-Built Street Drawings
- Field Observations
- City of Waseca Special Assessment Policy

## 1.2 GENERAL BACKGROUND

### 1.2.1 PROJECT LOCATION

This project is located in the westernmost edge of the City limits (see project map below).



### 1.3 EXISTING CONDITIONS

#### 1.3.1 ROAD SURFACE

Brown Ave consists of 9" thick concrete pavement that is beginning to show signs of aging and varying degrees of distress, primarily at the joints. However, a majority of the concrete panels are still in relatively good condition, which is why this project involves rehabilitation efforts to extend the life of the pavement and postpone a more costly reconstruction.

#### 1.3.2 UTILITIES

No water main or sanitary sewer improvements will take place with this project.

**Table 1 – CSAH No. 2 (Brown Ave) Concrete Pavement Rehabilitation Project**

Summary of Existing Street Conditions									
Street Name	From/To	ROW (feet)	Street Width (feet)	Curb Type	Aggregate Base (inches)	Pavement Thickness (inches)	Approx. Year of Original Construction	Last Road Improvement Year	PCI
Brown Ave	Elm Ave West to 110 <sup>th</sup> Street	99	Varys (32-65)	B	6	9	Unknown	1992	Unknown

### 1.4 PROPOSED IMPROVEMENTS

#### 1.4.1 ROAD SURFACE

This project will rehabilitate the existing concrete pavement through partial and full depth repairs and replacement, dowel bar retrofit, and surface grinding. ADA compliant sidewalk ramps and pavement markings are also included in the scope of work.

No storm sewer improvements are anticipated with this project.

#### 1.4.2 UTILITIES

No water main or sanitary sewer improvements will take place with this project.

#### 1.4.3 PERMIT APPROVALS

No permits will be required for this project.

#### 1.4.4 CONSTRUCTION ACCESS/STAGING

The contractor will be responsible for maintaining access to the adjacent business properties throughout the duration of the project. However, there may be times during construction when certain access points will be temporarily unavailable. The County, who will be administering the project, will make every effort to provide advance notice of those times. Mail delivery and trash pickup will be maintained for the duration of the project.

### 1.4.5 PUBLIC INVOLVEMENT

This project is located within an industrially developed business area and there are no residences within the project limits. The County will provide information to the impacted properties and businesses on an as-needed basis.

## 2. FINANCING

### 2.1 OPINION OF PROBABLE COST

The Total Project Cost includes construction and engineering (design and inspection). The County has presented two cost share options to the City: 25% of the total project cost (with invoices to be paid in 2022) or 30% of the total project cost (with invoices to be paid in 2023). Because this project will be administered by the County, the City's 3% administration fee will not be applied. A summary of the estimated total project costs is shown below in Table 2, and a breakdown of those estimated costs by funding source is displayed in Table 3A and Table 3B for each cost share option.

<b>Table 2 – CSAH No. 2 (Brown Ave) Concrete Pavement Rehabilitation Project Total Cost Summary</b>	
<b>Item</b>	<b>Estimated Cost</b>
Construction Items	\$845,767.50
Engineering (Design + Inspection)	\$143,780.50
<b>Total Project Cost:</b>	<b>\$989,548.00</b>

<b>Table 3A – CSAH No. 2 (Brown Ave) Concrete Pavement Rehabilitation Project Funding Summary (25% City Cost Share Option)</b>	
<b>Funding Source</b>	<b>Estimated Amount</b>
440 Special Assessment Fund*	\$247,387.00
Waseca County	\$742,161.00
<b>Total Project Cost:</b>	<b>\$989,548.00</b>

<b>Table 3B – CSAH No. 2 (Brown Ave) Concrete Pavement Rehabilitation Project Funding Summary (30% City Cost Share Option)</b>	
<b>Funding Source</b>	<b>Estimated Amount</b>
440 Special Assessment Fund*	\$296,864.40
Waseca County	\$692,683.60
<b>Total Project Cost:</b>	<b>\$989,548.00</b>

\*Because the total project cost of \$989,548.00 will be used to calculate the assessments, the total assessments will be greater than the City's total share of the project costs. Therefore, the total assessments will be reduced so that they do not exceed the City's total share of the project costs. As a result, only the City's 440 Special Assessment Fund is expected to be utilized on this project.

## 2.2 FUNDING - ASSESSMENTS

Benefiting properties are proposed to be assessed in accordance with the City of Waseca Special Assessment Policy. The total project property footage is 6,104 feet and the total assessable project amount is expected to be equal to the total estimated project cost of \$989,548.00. Therefore, the cost per foot of total project frontage is \$162.11.

Adjacent to this project, there are six (6) industrially zoned parcels within City limits. Of those parcels, one (1) is adjacent to the south side of Brown Ave and five (5) are in a Common Interest Community (CIC) adjacent to the north side. The south side property will be assessed based on its project front footage. The CIC consists of four (4) unit parcels and one (1) common element parcel. Because use of the common element parcel is shared between the four (4) unit parcels, the total project front footage for the CIC has been divided among the four (4) unit parcels based on their respective percentage of the total CIC area (not including the common element parcel, which cannot be individually assessed). Therefore, a total of five (5) parcels will be assessed (one adjacent to the south and four to the north). All five (5) parcels will be assessed based on the 45% industrial property assessment rate, resulting in the estimated assessment cost per assessable foot shown below:

<u>Property Type</u>	<u>Estimated Cost per Assessable Foot</u>
Commercial/Industrial/Tax Exempt (45%)	\$72.95

NOTE: The calculated assessments are expected to exceed the City's total share of the project costs. Therefore, each property's assessment will be proportionally reduced so that the total assessments are equal to the City's total share of the project costs.

## 3. PROJECT SCHEDULE

<u>Event</u>	<u>Date</u>
Authorized Feasibility Report	January 4, 2022
Present Feasibility Report/Order Public Hearing	January 18, 2022
Public Improvement Hearing/Authorize & Approve Plans & Specifications	
Authorize Assessment Roll/Enter into Cost Share Agreement	February 1, 2022
Receive Bids	February 2022
Award Contract	March 2022
Begin Construction	April/May 2022
Final Completion	June/July 2022
Public Hearing for Assessments	September 2022

#### **4. FEASIBILITY AND RECOMMENDATIONS**

This project is necessary and feasible on both an engineering and financial basis.

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

1. Approve and adopt this Feasibility Report as a guide for the proposed work.
2. Schedule a public improvement hearing for February 1, 2022, to receive input regarding the proposed improvements.
3. Finance the project with special assessments in accordance with the City's Special Assessment Policy.

## Appendix A: Project Cost Estimate

ENGINEER'S ESTIMATE						
CSAH No. 2 (Brown Ave) Concrete Pavement Rehabilitation Project						
Waseca County Project No. SAP 081-602-021						
City of Waseca Project No. 2022-08						
Item No.	Item Description	Unit	Base Bid / Alternate	Quantity	Unit Price	Total Price
2021.501	MOBILIZATION	LUMP SUM	Base Bid	1	\$36,000.00	\$36,000.00
2104.503	REMOVE CURB AND GUTTER	LIN FT	Base Bid	600	\$12.00	\$7,200.00
2104.518	REMOVE BITUMINOUS PAVEMENT	SQ FT	Base Bid	3,500	\$1.25	\$4,375.00
2104.518	REMOVE CONCRETE WALK	SQ FT	Base Bid	900	\$3.00	\$2,700.00
2106.507	EXCAVATION - SUBGRADE	CU YD	Base Bid	100	\$25.00	\$2,500.00
2211.509	AGGREGATE BASE CLASS 5	TON	Base Bid	200	\$30.00	\$6,000.00
2302.502	DOWEL BAR	EACH	Base Bid	150	\$10.25	\$1,537.50
2302.502	DOWEL BAR RETROFIT	EACH	Base Bid	1,900	\$49.00	\$93,100.00
2302.502	DRILL AND GROUT REINF BAR (EPOXY COATED)	EACH	Base Bid	200	\$10.00	\$2,000.00
2302.503	FULL DEPTH REPAIR (TYPE CD-LV)	LIN FT	Base Bid	4,050	\$90.00	\$364,500.00
2302.504	PAVEMENT REPLACEMENT (TYPE CX)	SQ YD	Base Bid	1,000	\$105.15	\$105,150.00
2302.518	PARTIAL DEPTH REPAIR SPECIAL (TYPE BE)	SQ FT	Base Bid	50	\$41.70	\$2,085.00
2302.518	PARTIAL DEPTH REPAIR (TYPE BA)	SQ FT	Base Bid	500	\$39.60	\$19,800.00
2302.604	CONCRETE GRINDING (P)	SQ YD	Base Bid	14,962	\$7.50	\$112,215.00
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	Base Bid	175	\$65.00	\$11,375.00
2521.518	6" CONCRETE WALK	SQ FT	Base Bid	900	\$15.00	\$13,500.00
2531.503	CONCRETE CURB AND GUTTER DESIGN B624	LIN FT	Base Bid	600	\$35.00	\$21,000.00
2531.618	TRUNCATED DOMES	SQ FT	Base Bid	72	\$66.00	\$4,752.00
2563.601	TRAFFIC CONTROL	LUMP SUM	Base Bid	1	\$25,000.00	\$25,000.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	Base Bid	15	\$180.00	\$2,700.00
2575.602	SITE RESTORATION	EACH	Base Bid	9	\$200.00	\$1,800.00
2582.503	24" SOLID LINE PAINT	LIN FT	Base Bid	24	\$7.50	\$180.00
2582.503	4" BROKEN LINE PAINT	LIN FT	Base Bid	950	\$0.25	\$237.50
2582.503	4" DOUBLE SOLID LINE PAINT	LIN FT	Base Bid	812	\$0.50	\$406.00
2582.503	4" SOLID LINE PAINT	LIN FT	Base Bid	7,768	\$0.25	\$1,942.00
2582.518	PAVEMENT MESSAGE PAINT	SQ FT	Base Bid	495	\$7.50	\$3,712.50
<b>Total Estimated Construction Cost:</b>						<b>\$845,767.50</b>
<b>Total Estimated Engineering Cost (17%):</b>						<b>\$143,780.50</b>
<b>Total Estimated Project Cost:</b>						<b>\$989,548.00</b>

Appendix B: Preliminary Assessment Roll

CITY OF WASECA PROJECT 2022-08 ASSESSMENT ROLL #284 IMPROVEMENT HEARING														
CSAH NO. 2 (BROWN AVENUE) BETWEEN ELM AVE WEST AND 110TH STREET											OWNERS OF RECORD (JAN 2021)			
No.	Name(s)	Parcel ID	Property Description	Property Address	Classification	Front Footage	Side Footage	Credit or Addition	Assessable Footage	Assessment Rate	Total Assessment	Mailing Address	City, State, Zip	
1	CONAGRA FOODS PACKAGED FOODS LLC	17.013.0600	SECT-13 TWP-107 RANGE-023 120.00 AC	2351 BROWN AVE	INDUSTRIAL	1,720.40	0.00	0.00	1,720.40	\$72.95	\$125,503.18	ELEVEN CONAGRA DR MS-PTG	OMAHA, NE 68102	
2	MJ PROPERTY HOLDINGS LLC	17.218.0100	CIC #16 MJ PROPERTY CONDOMINIUM UNIT 100	2300 BROWN AVE	INDUSTRIAL	2,232.78	0.00	0.00	2,232.78	\$72.95	\$162,881.30	30 MAP DRIVE	MANKATO, MN 56001	
3	MES PROPERTIES LLC	17.218.0200	CIC #16 MJ PROPERTY CONDOMINIUM UNIT 200	2300 BROWN AVE	INDUSTRIAL	265.34	0.00	0.00	265.34	\$72.95	\$19,356.55	151 ST. ANDREWS CT STE 610	MANKATO, MN 56001	
4	MJ PROPERTY HOLDINGS LLC	17.218.0300	CIC #16 MJ PROPERTY CONDOMINIUM UNIT 300	2100 BROWN AVE	INDUSTRIAL	431.18	0.00	0.00	431.18	\$72.95	\$31,454.58	30 MAP DRIVE	MANKATO, MN 56001	
5	MJ PROPERTY HOLDINGS LLC	17.218.0400	CIC #16 MJ PROPERTY CONDOMINIUM UNIT 400	N/A	INDUSTRIAL	5.87	0.00	0.00	5.87	\$72.95	\$428.22	30 MAP DRIVE	MANKATO, MN 56001	
<b>TOTAL FRONT FOOTAGE:</b>		<b>6,104.00</b>						<b>ASSESSMENT RATES (Per Frontage Foot):</b>			<b>TOTAL ASSESSMENTS: \$339,623.83</b>			
<b>TOTAL CREDITS:</b>		<b>0.00</b>						<b>Residential/Duplex/City:</b>		<b>\$56.74</b>				
<b>TOTAL ASSESSABLE FOOTAGE:</b>		<b>4,655.57</b>						<b>Multiple Dwelling:</b>		<b>\$64.84</b>				
					<b>Commercial/Industrial/Tax Exempt:</b>		<b>\$72.95</b>							
<b>ESTIMATED ASSESSMENTS WITH 25% CITY COST SHARE PARTICIPATION:</b>														
No.	Name(s)	Parcel ID	Total Assessment											
1	CONAGRA FOODS PACKAGED FOODS LLC	17.013.0600	\$91,418.36											
2	MJ PROPERTY HOLDINGS LLC	17.218.0100	\$118,645.14											
3	MES PROPERTIES LLC	17.218.0200	\$14,099.60											
4	MJ PROPERTY HOLDINGS LLC	17.218.0300	\$22,911.98											
5	MJ PROPERTY HOLDINGS LLC	17.218.0400	\$311.92											
<b>TOTAL ASSESSMENTS:</b>			<b>\$247,387.00</b>											
<b>ESTIMATED ASSESSMENTS WITH 30% CITY COST SHARE PARTICIPATION:</b>														
No.	Name(s)	Parcel ID	Total Assessment											
1	CONAGRA FOODS PACKAGED FOODS LLC	17.013.0600	\$109,702.04											
2	MJ PROPERTY HOLDINGS LLC	17.218.0100	\$142,374.16											
3	MES PROPERTIES LLC	17.218.0200	\$16,919.52											
4	MJ PROPERTY HOLDINGS LLC	17.218.0300	\$27,494.38											
5	MJ PROPERTY HOLDINGS LLC	17.218.0400	\$374.30											
<b>TOTAL ASSESSMENTS:</b>			<b>\$296,864.40</b>											

**RESOLUTION NO. 22-07**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
APPROVING THE FEASIBILITY REPORT FOR THE  
CSAH NO. 2 (BROWN AVE) CONCRETE PAVEMENT REHABILITATION PROJECT  
(CITY PROJECT NO. 2022-08)  
AND CALLING FOR A PUBLIC HEARING ON THE IMPROVEMENTS**

**WHEREAS**, the City Council of the City of Waseca have reviewed and accepted the Feasibility Report prepared by the City Engineer for the CSAH No. 2 (Brown Ave) Concrete Pavement Rehabilitation Project and determined that the project is both necessary and feasible; and

**WHEREAS**, the policy of the City Council of the City of Waseca is to special assess the improvements associated with this type of project; and

**WHEREAS**, the City of Waseca's Special Assessment Policy, in compliance with Chapter 429 of Minnesota Statutes, calls for the City Council to hold a public hearing for said improvements.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Waseca hereby calls for a public hearing on the merits of the proposed improvements to be held on February 1, 2022, at 7:00 p.m. in the City Council Chambers of the City of Waseca.

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

Adopted this 18<sup>th</sup> day of January 2022.

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R.D. SRP  
MAYOR

ATTEST:

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JULIA HALL  
ADMINISTRATIVE CLERK

<b>Title:</b>	CITY COUNCIL BOARD/COMMISSION APPOINTMENTS		
<b>Meeting Date:</b>	JANUARY 18, 2022	<b>Agenda Item Number:</b>	<b>7B</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>	Board/Commission Descriptions  2022 Assignments
<b>Originating Department:</b>	ADMINISTRATION	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	Motion to appoint Council representatives to various Boards and Commissions.		

**BACKGROUND:** The City Council annually reviews their appointments to various Boards and Commissions for the coming year. Unless otherwise noted, one Councilmember serves on each Board or Commission.

A description of each board and their area of responsibility is attached. Councilmembers can be re-appointed to their current assignment or be assigned to a new Board or Commission as the Council wishes. Below is a chart of current appointments.

	Srp	Rose	Arndt	Christiansen	J. Conrath	T. Conrath	Mansfield
Airport Board		X					
Charter Commission		X					
Economic Development Authority (2)	X						X
Heritage Preservation Commission						X	
Human Rights Commission							
Park Board				X			
Planning Commission			X				
Fire Relief Association					X		
<b>Outside Boards</b>							
Community Ed Advisory Board				X			
Region 9	X		X				
Discover Waseca Tourism Board					X		

**RECOMMENDATION:** Staff recommends a motion to appoint City Council representatives to various Boards and Commissions for 2022 per Council Direction.

Members are appointed by the City Council at a regular meeting of the Council in January of each year. Members may serve up to four (4) terms consecutively. Most groups meet on a monthly basis.

**Airport Board** – Composed of five (5) members – four (4) general public and one (1) Councilmember, who assist in an advisory capacity regarding the operation, management and improvement of the Municipal Airport. *3 year term.* Meets 1<sup>st</sup> Tuesday of the month at 12:00 noon.

**Charter Commission** – Composed of not less than 7 nor more than 15 members. Shall be a qualified voter of the City. Appointed by the Chief Judge of the District Court. Primary function is to review and suggest amendments to the Waseca City Charter. Members may serve only two consecutive terms. The office term is determined by the Chief Judge but is *not for more than 4 years.* Meets monthly on as-needed basis.

**Community Ed Advisory Board** – A joint council of 12-18 members appointed by the School District and the City. Responsible for recommendations regarding the programming and operation of the Community Education Program. *3 year term.* Meets 3<sup>rd</sup> Monday of every other month at 7:00 p.m..

**Economic Development Authority** – Composed of seven (7) members – one (1) HRA member, one (1) Waseca Development Corporation or Chamber of Commerce member, three (3) at-large members, and two (2) Council members. The Authority will focus efforts on economic development in order to retain current businesses and help promote growth of new businesses. *6 year term.* Meets the 2<sup>nd</sup> Wednesday of every month at 12:00 noon.

**Heritage Preservation Commission** – Composed of five (5) members – three (3) at-large members, one (1) nominated by Waseca Co. Historical Society, and one (1) nominated by City Planning Commission. A representative of the City Council also sits on this Commission. The Commission will engage in a comprehensive program of historic preservation, promote the historical resources of the City, and designation of heritage preservation sites. *3 year term.* Meets 1<sup>st</sup> Monday of every month at 5:00 p.m.

**Housing & Redevelopment Authority** – The Municipal Housing and Redevelopment Authority is composed of five (5) members. Address housing shortages for low and moderate income residents and redevelop blighted areas where private developers would not act without government assistance. *5 year term.*

**Human Rights Commission** – Composed of five (5) members – four (4) general public and one (1) Councilmember, who advise the City Council regarding civil and human rights problems, issues and policies. The Commission will strive to improve human relations in the City, and develop and recommend programs of formal and informal education for all citizens. *3 year term.* Meets as needed on the 3<sup>rd</sup> Monday of the month at 5:30 p.m.

**Park Board** – Composed of five (5) members – four (4) general public and one (1) Councilmember. The Board will make recommendations to the City Manager and City Council pertaining to, but not limited to, park land acquisition, development, improvement and use. *3 year term.* Meets 1<sup>st</sup> Tuesday of every month at 11:30 a.m.

**Planning Commission** – Composed of five (5) members – four (4) general public and one (1) City Council representative. This is an advisory commission to the Council concerning comprehensive planning, zoning, platting, changes in streets, and other matters of a general planning nature. *3 year term.* Meets 2<sup>nd</sup> Tuesday of every month at 5:30 p.m.



CITY OF WASECA

*Request for City Council Action*

<b>Title:</b>	APPOINTMENT APPLICATIONS ON THE ECONOMIC DEVELOPMENT AUTHORITY BOARD		
<b>Meeting Date:</b>	January 18, 2022	<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 <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Robert Tackett, John Fossum and Jon Michels EDA Applications
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to appoint members to the Economic Development Authority Board.		
<b>How does this item pertain to Vision 2030 goals?</b>	Creating high quality community assets		

**BACKGROUND:** The Economic Development Authority Board is an advisory board made up of Seven (7) members. In January City staff received Economic Development Authority Board applications from Robert Tackett, John Fossum and Jon Michels for the two (2) open positions on the Economic Development Authority Board.

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

**RECOMMENDATION:** Staff recommends the Waseca City Council review the applications and should either select two candidates or determine the process they will use to select two members.

**CITY OF WASECA  
Board/Commission/Authority Application Form**



Date: January 5, 2022

Name: John Fossum  
Address: 904 7<sup>th</sup> Ave NW  
Waseca, MN



Occupation: (Retired) 1998-2018 as CEO for the Ely-Bloomenson Community Hospital & 18 years 2000 - 2018 with the Ely Health and Hospital Foundation (concurrent).

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

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

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

I retired to Waseca in February of 2018. My family has a long history with Waseca dating back to my youth. That history was significant to my decision on retirement location. Throughout my professional career I served in many capacities including the Ely, MN Area Development Authority and Ely Charter Commission. I served elected terms on the Board of Directors for the Minnesota Hospital Association, Minnesota Association of Homes for the Aging (now Leading Age of Minnesota) and SISI Medical Systems (a multi hospital IT cooperative). My professional career and affiliations provided me with educational and leadership opportunities that would serve the interests of Waseca and its citizens. EDA members will find me a thoughtful contributor with insightful questions.

Have you previously served on this Board/Commission/Authority? No  
Have you held, or do you currently hold, an office on this Board/Commission/Authority? No  
Please list what qualifications you possess that will be helpful to this Board /Commission /Authority.

Graduate of Briar Cliff College, Sioux City, IA 1976 (History) & Des Moines Area Comm. College 1985 (Health Care Administration).

I thank you for your time and consideration.

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

CITY OF WASECA

Board/Commission/Authority Application Form

Date 11/14/2021

Name Jon Michels

Address 819 3rd Ave SE

Occupation: Small business part owner.

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

Airport Board

Human Rights Commission

Charter Commission

Community Ed Advisory Board

Park Board

Planning Commission

Economic Development Authority

Heritage Preservation Commission

Housing & Redevelopment Authority

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

As part owner in a small business in the area, I think I have some insight as to what other businesses are looking for when establishing themselves, expanding, or at minimum seeking to thrive.

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

No.

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

No.

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

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

Have owned or been part of several small businesses for most of my adult life. I've also worked for several corporations as well. I also follow economics + political policy in my free time.

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

my free time.

CITY OF WASECA

Board/Commission/Authority Application Form

Date 11/19/2021

Name Robert Tackett

Address 500 state st. N



Occupation: Sales Rep

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

Airport Board

Human Rights Commission

Charter Commission

Community Ed Advisory Board

Park Board

Planning Commission

Economic Development Authority

Heritage Preservation Commission

Housing & Redevelopment Authority

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

I have school aged children. I want to be a part of our community and help ensure our leaders have the best advice to make sound decisions

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

No

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

No

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

I have 2 years of college and a lifetime of experience under my belt. Effective communication & computer skills. Skilled in public speaking.

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