

REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, JANUARY 2, 2024, 7:00 PM  
AGENDA

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

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

5. REQUESTS AND PRESENTATIONS
6. CONSENT AGENDA
  - A. Minutes: Council Meeting & Work Session –December 19, 2023
  - B. Payroll & Expenditures
  - C. Resolution 24-01 – Designating Authorized Signers
  - D. Resolution 24-02 – Not Waive Tort Liability
  - E. Resolution 24-06 - Creation of Internal Insurance Fund
  - F. Resolution24-07- City Owned Lower Farm 2024 Lease
7. ACTION AGENDA
  - A. 2024 Mayor Pro Tem and City Council Board/Commission Appointments
  - B. Resolution 24-04 Authorizing Safe Routes to School (SRTS) Grant Submittal
  - C. Resolution 23-68 - 2023 Budget Amendment
  - D. Resolution 24-05 Speed Study, MnDOT Engineering and Traffic Investigation, North State Street
  - E. City of Waseca 2-mile Subdivision Authority
8. REPORTS
  - A. City Manager’s Report
  - B. Commission Reports
9. ANNOUNCEMENTS
10. ADJOURNMENT

**MINUTES  
WASECA CITY COUNCIL WORK SESSION  
TUESDAY, DECEMBER 19, 2023, 6:30 P.M.**

**CALL TO ORDER**

The Waseca City Council Work Session began at 6:30 p.m.

**ROLL CALL**

Councilmembers Present:	Mayor Randy Zimmerman	Mark Christiansen
	Jeremy Conrath	James Ebertowski
	John Mansfield	Stacey Schroeder
	Daren Arndt	

Staff Present: Carl Sonnenberg, City Manager  
 Alicia Fischer, Finance/Human Resources Director  
 Julia Hall, City Clerk

**PURPOSE**

City of Waseca Personnel Policy Changes

**CONVERSATION**

- Alicia Fischer presented information on the changes to the City of Waseca Personnel Policy to account for required changes from the State of Minnesota for the Earned Sick and Safe Time (ESST) Leave program.
- Updated City of Waseca Personnel Policy will be presented at the City Council Meeting.

This being a presentation with no action items, the work session adjourned at 6:52 p.m.

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RANDY L. ZIMMERMAN  
MAYOR

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JULIA HALL  
CITY CLERK



Thanks to Jim's son Brian who was remodeling the bathrooms at the club was there. Jim yelled for help and Brian came running and started to give me CPR, and Jared and Joe came to my rescue. Thanks to the three guys and the parts they did they saved my life. I would also like to thank all the first responders, the doctors and nurses that cared for me, and to my loving wife and family and friends, thanks again. I would also like to thank Jay, when he got the call, he came to the house and found out nobody was there. So, he checked out the back yard and the front yard to see if I was laying around in the yard. So, thank you. "

B. MnDOT Speed Study Presentation- North State Street. Presented by Scott Thompson, Traffic Engineer, MnDOT-District 7:

Mr. Thompson spoke on the question "Is the posted speed limit, between 22nd & 26th Avenues, reasonable?".

General: Speed Limit Overview:

- MnDOT establishes:
- Speed limits on State Highways
- Cities can set their own speed limits if they are solely controlled and maintained by the city
- Non-statutory speed limits on County Highways, and Town Roads:
  - Minnesota Statute 169.14
    - 30 MPH in 'urban district'
    - 55 MPH in locations other than specified in 169.14
- At the Request of road authority

Engineering and Traffic Investigation (AKA: Speed Study) required

- Components:
  - Roadway geometry
  - Crash history
  - Access locations and types
  - Speed Sampling

Speed Limit Facts:

- Lowering a speed limit will not significantly reduce speeds
  - Converse is also true
- Roadway influences drivers, speed signs don't
  - Individual risk assessment
- Verified by separate national, state, and local studies
- Speed Signs do not drastically change driver behavior At the request of road authority
- Unreasonable speed limits can increase crashes
  - Some will drive posted speed limit
  - Most will drive reasonable speed
  - Leads to CONFLICT (crashes)
- Speed limits should match motorists' speeds

Speed Study:

- Completed during ideal driving conditions
  - Minimum sample of 100 vehicles (typically)
- Determine the 85th Percentile speed
  - Recognized internationally
- Goal: minimize crashes by posting near vertex of Solomon's Curve

Why we have Speed Limits:

- Uniform speed results in safest operation
- Provided posted limit is reasonable
- Guidance for unfamiliar locations

- Used by law enforcement to identify and curb unreasonable behavior

Crash Performance (2018-2022+)

Highway 13 & 26<sup>th</sup> Ave

- 8/1/2018: NB Left v. SB Through
  - Possible Injury
- 10/2/2023: EB Through v. NB Through
  - Minor Injury
- Below average crash rate

Highway 13 & 22<sup>nd</sup> Ave

- 3/3/2018: SB Rear End (Property Damage Only)
- 3/2/2021: NB Rear End (Minor Injury)
- 9/22/2021: NB Rear End (Minor Injury)
- 8/30/2021: NB Left v. SB Through
  - Possible Injury
- 9/16/2022: NB Left v. SB Through
  - Property Damage Only
- 10/8/2023: EB Left v. WB Through
  - Possible Injury
- Below average crash rate

Highway 13, S. 22<sup>nd</sup> Ave to N. 26<sup>th</sup> Ave

- Prior Intersection Crashes, Plus
- 3/26/2020: Run Off Crash (PDO)
  - Dropped interlock device
- Above average crash rate, but not at a high level of statistical significance.

Summary:

- Changing speed limit signs doesn't significantly change motorist behavior
- Highway 13, south of 22nd Ave. to north of 26th Ave:
- Existing speed zones on north end of Waseca match motorist expectations
- No safety issues identified (2018-2022+)
- 8th Avenue NE Alternate Routes:
  - Traffic likely to utilize 4th, 11th, and 15th Avenues NE to access Highway 13
  - Traffic may use 11<sup>th</sup> Ave N of Fairgrounds
  - Traffic May use 9<sup>th</sup> Ave through Fairgrounds
- Consider request for engineering and traffic investigation (speed study)

Staff was asked by Council to bring a resolution requesting a new speed study.

**CONSENT AGENDA**

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

**ACTION AGENDA**

7. A. Councilmember Mansfield motioned to approve Waseca Pioneer News as the 2024 Official City Newspaper, seconded by Councilmember Ebertowski. Motion carried 7-0.
- B. Councilmember Conrath made the motion to adopt Resolution 23-69: EDA Final 2024 Levy. Seconded by Arndt. Motion carried 7-0.

- C. Councilmember Christiansen made the motion to adopt Resolution 23-70 Adopt Final 2024 Levy, with a Levy of .8%, seconded by Mansfield. Vote- Councilmembers, Arndt (yes), Mansfield (nay), Schroeder (yes), Conrath (nay), Ebertowski (yes), Christiansen (yes), Mayor Zimmerman (nay), motion carried 4-3.
- D. Councilmember Christiansen made the motion to adopt Resolution 23-71 Adopt Final 2024 Governmental Budgets, seconded by Ebertowski. Vote- Councilmembers, Christiansen (yes), Ebertowski (yes), Conrath (nay), Schrieder (yes), Mansfield (nay), Arndt (yes), Mayor Zimmerman (nay), motion carried 4-3.
- E. Councilmember Mansfield made the motion to approve the updated City of Waseca Personnel Policy, seconded by Councilmember Arndt. Motion carried 7-0.
- F. Mayor Zimmerman made the motion to selection Option #1:
  - Provide the School District with written notice of our intent to terminate the current agreement effective January 1, 2025, and work with the School District to draft a new agreement.
 Seconded by Councilmember Mansfield. Motion carried 7-0.  
 Councilmember Mansfield made the motion to approve Resolution 23-73, approving the termination of the Joint Sponsorship between the City of Waseca and ISD #892 of the Recreation Service Program seconded by Councilmember Schroeder. Motion carried 6-1 (Nay Christiansen, wants to ensure conversations do proceed)

### REPORTS

- 8. A. City Manager's Report:
  - 1. The Planning Commission is planning to bring the 2-mile radius to the Council at the 1<sup>st</sup> meeting in January.
- B. Commission Reports:
  - 1. Park Board: Councilmember Christiansen reported that they are working on their comp plan, a lot has been accomplished since the last comp plan was written. QR Codes for the parks have been moved to January for discussion. Meetings are currently on the second Tuesday of the month at 7:30 a.m. at the parks shop. Jolene Gunderman is retiring. They are doing tree pruning at Doodlebug Trail, Maplewood Park is marked for pruning. They talked about snow removal, picnic tables and benches.
  - 2. Tourism Board: Councilmember Conrath reported that 3 members stepped down. They dud their selecting of Officers.
  - 3. Economic Development Authority: Councilmember Mansfield reported that they approved the levy that was adopted earlier in the meeting.
  - 4. Planning Commission: Councilmember Arndt reported that they talked about the 2-mile radius that the City Manager spoke of in his report, and the flood plan and comp plan updates.

### ANNOUNCEMENTS

- 9. A. Councilmember Arndt:
  - Merry Christmas and Happy New Year.
- B. Councilmember Conrath:
  - Also, Merry Christmas and Happy New Year.
- C. Councilmember Mansfield:
  - Merry Christmas and Thanks to the whole community for coming out to see the Holiday train, next year we may want to look at providing port-a-potties. Happy New Year,
- D. Councilmember Ebertowski:
  - There is an event for Wayne Breitbarth at the Legion on March 2<sup>nd</sup> 2024.

He and his wife attended a "Together on Memories" fundraiser at the Mill. The program helps children going through traumatic events. They raised \$33,000. Merry Christmas and Happy New Year, remember the meaning for the season.

E. Councilmember Schroeder:

There are members of the community that would like to see more decorations downtown. Staff will look into past programs that included decorations, but also welcomes community members to form their own group if they would like to decorate the downtown.

F. Mayor Zimmerman:

Canadian Pacific Holiday Train was great. Thank you for to the Box Cart Bar for their Santa Anonymous program. Merry Christmas and Happy New Year.

#### **ADJOURNMENT**

10. There being no further business to be brought before the Council, Councilmember Arndt moved to adjourn the meeting at 9:08 p.m., seconded by Conrath. Motion carried 7-0.

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RANDY L. ZIMMERMAN  
MAYOR

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JULIA HALL  
CITY CLERK

*Micah Fischer*

**6B**

*Carl Combs*

LIST OF EXPENDITURES

January 2, 2024

City Council	4,250.00	
Streets	29,068.34	
Parks	11,357.88	
Wastewater	11,305.38	
Utility Administration	9,425.94	
Utility Offices	8,118.67	
Electric	15,211.31	
Water	5,334.68	
Building and Code Compliance	1,784.99	
Police	68,970.48	
Administration	0.00	
Community Aides	453.18	
Fire	7,677.41	
Paid On Call Fire Department	518.07	
PEG	268.35	
Election Judges	0.00	
Finance	13,341.40	
Community Development	2,582.10	
Engineering	17,809.57	
Recreation	2,556.24	
Econ Development	3,217.65	
Total Gross Payroll	213,251.64	
*Less- Payroll Deductions	(71,438.12)	
Net Payroll Cost		\$ 141,813.52

\*These costs are included in Accounts Payable totals below

Accounts Payable

Utility deposit refunds dated:

Includes check #'s .....

Expenditures dated:

December 15, 2023-December 28, 2023

Includes check #'s 159922-159957

Tuesday, January 2, 2024

Includes check #'s 159958-159967

Bank ACH Withdrawals.....

541,624.08

GRAND TOTAL EXPENDITURES \$ 683,437.60

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
<b>Cash Allocation Fund</b>					
12/28/2023	159937	City of Waseca	Petty cash reimb	001-10001-0000	5.00
Total 001100010000:					5.00
Total Cash Allocation Fund:					5.00
<b>General Fund</b>					
12/28/2023	122323	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 12/24/202	101-21701-0000	20,130.84 M
Total 101217010000:					20,130.84
12/27/2023	122319	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 12/24/2023	101-21702-0000	9,670.33 M
Total 101217020000:					9,670.33
12/28/2023	122323	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 12/24/2023	101-21703-0000	7,358.08 M
12/28/2023	122323	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 12/24/2023	101-21703-0000	7,800.95 M
Total 101217030000:					15,159.03
12/28/2023	122320	Public Employees Retirement Assn (ACH	December 28th Rounding	101-21704-0000	.10 M
12/28/2023	122320	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 12/24/2023	101-21704-0000	1,327.34 M
12/28/2023	122320	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 12/24/20	101-21704-0000	8,627.91 M
12/28/2023	122320	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 12/24/2023	101-21704-0000	8,085.00 M
12/28/2023	122320	Public Employees Retirement Assn (ACH	DEF CONTRIBUTION/EMPL Pay Period: 12/24/2023	101-21704-0000	58.70 M
12/28/2023	122320	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 12/24/20	101-21704-0000	8,627.91 M
12/28/2023	122320	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 12/24/2023	101-21704-0000	12,127.51 M
12/28/2023	122320	Public Employees Retirement Assn (ACH	DEF CONT Employer Pay Period: 12/24/2023	101-21704-0000	58.70 M
Total 101217040000:					38,913.17
12/27/2023	159926	NCPERS Minnesota - 8266711	LIFE INSURANCE - PERA Pay Period: 12/24/2023	101-21711-0000	208.00
Total 101217110000:					208.00
12/28/2023	122323	ACH Internal Revenue Service	MEDICARE Pay Period: 12/24/2023	101-21712-0000	2,835.31 M
12/28/2023	122323	ACH Internal Revenue Service	MEDICARE Pay Period: 12/24/2023	101-21712-0000	2,938.88 M
Total 101217120000:					5,774.19
12/28/2023	122328	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 12/24/2023	101-21713-0000	1,325.00 M
12/28/2023	122328	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 12/24/2023	101-21713-0000	3,049.00 M
Total 101217130000:					4,374.00
12/28/2023	122322	Vantagepoint Transfer Agents 457	ICMA - ROTH (AFTER TAX) Pay Period: 12/24/2023	101-21714-0000	350.00 M
12/28/2023	122322	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 12/24/2023	101-21714-0000	435.00 M
Total 101217140000:					785.00
12/28/2023	122327	Colonial Life & Accident Insurance Co	COLONIAL LIFE Pay Period: 12/24/2023	101-21715-0000	1,000.61 M
12/28/2023	122327	Colonial Life & Accident Insurance Co	COLONIAL LIFE Pay Period: 12/10/2023	101-21715-0000	1,000.61 M
Total 101217150000:					2,001.22

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
12/28/2023	122318	Medsurety	Flex Reimbursement	101-21716-0000	156.25	M
12/28/2023	122324	Medsurety	HSA Contribution Pay Period: 12/24/2023	101-21716-0000	1,871.89	M
Total 101217160000:					2,028.14	
12/28/2023	122321	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 12/24/2023	101-21717-0000	1,005.07	M
Total 101217170000:					1,005.07	
12/28/2023	122326	Family Medical Care Plan	FMCP Single Pay Period: 12/10/2023	101-21720-0000	22.48	M
12/28/2023	122326	Family Medical Care Plan	FMCP Single Pay Period: 12/24/2023	101-21720-0000	22.47	M
12/28/2023	122326	Family Medical Care Plan	FMCP Single Pay Period: 12/10/2023	101-21720-0000	427.03	M
12/28/2023	122326	Family Medical Care Plan	FMCP Single Pay Period: 12/24/2023	101-21720-0000	427.02	M
12/28/2023	122325	United Healthcare	December COBRA Grotberg	101-21720-0000	847.14	M
12/28/2023	122325	United Healthcare	UHC Family Pay Period: 12/24/2023	101-21720-0000	17,500.00	M
12/28/2023	122325	United Healthcare	December COBRA Matson	101-21720-0000	847.14	M
12/28/2023	122325	United Healthcare	December COBRA Gedicke	101-21720-0000	847.14	M
12/28/2023	122325	United Healthcare	UHC Family Pay Period: 12/10/2023	101-21720-0000	17,500.00	M
12/28/2023	122325	United Healthcare	December COBRA Sexton Credit	101-21720-0000	847.14	M
12/28/2023	122325	United Healthcare	December COBRA Armendariz	101-21720-0000	847.14	M
12/28/2023	122325	United Healthcare	UHC Single Pay Period: 12/10/2023	101-21720-0000	13,977.81	M
12/28/2023	122325	United Healthcare	UHC Single Pay Period: 12/24/2023	101-21720-0000	13,977.81	M
12/28/2023	122325	United Healthcare	UHC Employee + 1 Pay Period: 12/10/2023	101-21720-0000	321.12	M
12/28/2023	122325	United Healthcare	UHC Employee + 1 Pay Period: 12/24/2023	101-21720-0000	321.03	M
12/28/2023	122325	United Healthcare	UHC Employee + 1 Pay Period: 12/24/2023	101-21720-0000	7,875.00	M
12/28/2023	122325	United Healthcare	UHC Employee + 1 Pay Period: 12/10/2023	101-21720-0000	7,875.00	M
12/28/2023	122325	United Healthcare	UHC Family Pay Period: 12/24/2023	101-21720-0000	942.20	M
12/28/2023	122325	United Healthcare	UHC Family Pay Period: 12/10/2023	101-21720-0000	942.34	M
Total 101217200000:					84,672.73	
12/28/2023	122326	Family Medical Care Plan	FMCP Family Pay Period: 12/24/2023	101-21724-0000	351.00	M
12/28/2023	122326	Family Medical Care Plan	FMCP Family Pay Period: 12/10/2023	101-21724-0000	351.00	M
12/28/2023	122326	Family Medical Care Plan	FMCP Family Pay Period: 12/10/2023	101-21724-0000	3,159.00	M
12/28/2023	122326	Family Medical Care Plan	FMCP Family Pay Period: 12/24/2023	101-21724-0000	3,159.00	M
Total 101217240000:					7,020.00	
12/28/2023	159937	City of Waseca	Petty cash reimb	101-36250-0000	9.75	
Total 101362500000:					9.75	
12/28/2023	122317	MN UI Fund	Recovery Coordinator Unemployment	101-41320-1410	95.00	M
Total 101413201410:					95.00	
12/28/2023	159951	RadioShack	Fuse	101-41320-2170	5.19	
Total 101413202170:					5.19	
12/28/2023	159954	University of Minnesota	LOST Report Local sales study	101-41320-3000	3,000.00	
Total 101413203000:					3,000.00	
12/28/2023	20231045	A. H. Hermel Company	Pop for Vending Machine	101-41320-4945	77.19	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101413204945:					77.19
12/28/2023	159951	RadioShack	USB Cables	101-41920-2050	204.88
Total 101419202050:					204.88
12/28/2023	159937	City of Waseca	Petty cash reimb	101-41940-2000	10.20
12/28/2023	20231053	Innovative Office Supply	Office supplies	101-41940-2000	6.47
12/28/2023	20231053	Innovative Office Supply	Office Supplies	101-41940-2000	48.17
12/28/2023	20231053	Innovative Office Supply	Office supplies	101-41940-2000	51.24
Total 101419402000:					116.08
12/28/2023	20231045	A. H. Hermel Company	Coffee for breakroom	101-41940-2170	187.18
12/28/2023	159936	Cintas Corporation	First Aid Cabinet supplies	101-41940-2170	30.40
12/28/2023	20231053	Innovative Office Supply	Breakroom supplies	101-41940-2170	126.79
Total 101419402170:					344.37
12/28/2023	159934	Cintas Corp	Floor Mats	101-41940-3100	58.79
12/28/2023	20231061	Stoltz Cleaning Services LLC	City Hall Cleaning	101-41940-3100	475.00
Total 101419403100:					533.79
12/28/2023	159938	Consolidated Communications	Monthly Billing	101-41940-3200	242.38
12/28/2023	159938	Consolidated Communications	Monthly Billing	101-41940-3200	169.88
Total 101419403200:					412.26
12/28/2023	159933	Centerpoint Energy	Monthly Billing	101-41940-3800	490.82
Total 101419403800:					490.82
12/28/2023	159937	City of Waseca	Petty cash reimb	101-41950-3000	2.00
12/28/2023	20231067	WareHouse Storage LLC	CCGP-22-0024-Z-FY23 Draw 2	101-41950-3000	35,553.25
12/28/2023	20231069	WSB & Associates Inc	Planning Services	101-41950-3000	481.25
Total 101419503000:					36,036.50
12/28/2023	20231046	Amazon	Office Supplies - floor mats PD	101-42100-2000	342.00
12/28/2023	20231053	Innovative Office Supply	Office Supplies - Police	101-42100-2000	53.64
Total 101421002000:					395.64
12/28/2023	159936	Cintas Corporation	First Aid Police	101-42100-2170	44.95
Total 101421002170:					44.95
12/28/2023	20231050	Gruenhagen, Elizabeth	Uniform Allowance	101-42100-2180	171.19
12/28/2023	20231063	Streicher's	Uniform expense - Horn	101-42100-2180	179.98
12/28/2023	20231063	Streicher's	Uniform allowance - Harren	101-42100-2180	194.96
Total 101421002180:					546.13
12/28/2023	159934	Cintas Corp	Mats - PD	101-42100-3100	8.99

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421003100:					8.99
12/28/2023	159938	Consolidated Communications	Monthly Billing	101-42100-3200	242.38
12/28/2023	159938	Consolidated Communications	Monthly Billing	101-42100-3200	470.97
12/28/2023	159938	Consolidated Communications	Monthly Billing	101-42100-3200	51.68
Total 101421003200:					765.03
12/28/2023	159933	Centerpoint Energy	Monthly Billing	101-42100-3800	427.56
Total 101421003800:					427.56
12/28/2023	159928	Ancom Communications Inc	Police - batteries for portable radios	101-42100-4040	616.00
Total 101421004040:					616.00
12/28/2023	159940	Fire Safety USA Inc.	Hose	101-42200-2151	150.00
Total 101422002151:					150.00
12/28/2023	159936	Cintas Corporation	First Aid Fire Dept.	101-42200-2170	19.92
Total 101422002170:					19.92
12/28/2023	20231055	Municipal Emergency Services Inc.	Turnout Gear 2023 6 Sets	101-42200-2180	15,712.82
Total 101422002180:					15,712.82
12/28/2023	159940	Fire Safety USA Inc.	Adapters	101-42200-2210	355.00
Total 101422002210:					355.00
12/28/2023	159956	Waseca County License Bureau	Registration Renewal UTV	101-42200-2220	66.00
Total 101422002220:					66.00
12/28/2023	159934	Cintas Corp	Mats - FD	101-42200-3100	8.98
Total 101422003100:					8.98
12/28/2023	159938	Consolidated Communications	Monthly Billing	101-42200-3200	51.68
Total 101422003200:					51.68
12/28/2023	159933	Centerpoint Energy	Monthly Billing	101-42200-3800	427.56
12/28/2023	159938	Consolidated Communications	Monthly Billing	101-42200-3800	55.59
Total 101422003800:					483.15
12/28/2023	159937	City of Waseca	Petty cash reimb	101-42400-2000	10.75
Total 101424002000:					10.75
12/28/2023	20231057	Pantheon Computer Systems Inc.	Monitors for Wes	101-43000-2050	599.98

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101430002050:					599.98
12/28/2023	122330	Verizon Wireless	Monthly Verizon Data Bill	101-43000-3200	80.02 M
Total 101430003200:					80.02
12/28/2023	20231053	Innovative Office Supply	Calendars-Streets	101-43100-2000	32.42
Total 101431002000:					32.42
12/28/2023	159936	Cintas Corporation	First Aid Cabinet supplies - parks	101-43100-2170	30.40
12/28/2023	20231052	Holtmeier Construction Inc.	crushed rock	101-43100-2170	266.33
Total 101431002170:					296.73
12/28/2023	159935	Cintas Corporation	Uniform Service	101-43100-2180	8.43
12/28/2023	159935	Cintas Corporation	Uniform Service	101-43100-2180	86.85
12/28/2023	20231056	North American Safety Inc	Work gloves	101-43100-2180	80.00
Total 101431002180:					175.28
12/28/2023	159938	Consolidated Communications	Monthly Billing	101-43100-3200	47.75
Total 101431003200:					47.75
12/28/2023	159933	Centerpoint Energy	Monthly Billing	101-43100-3800	612.17
Total 101431003800:					612.17
12/28/2023	20231046	Amazon	Office Chair	101-45130-2000	179.99
Total 101451302000:					179.99
12/28/2023	159938	Consolidated Communications	Monthly Billing	101-45130-3200	256.31
Total 101451303200:					256.31
12/28/2023	159933	Centerpoint Energy	Monthly Billing	101-45130-3800	317.93
Total 101451303800:					317.93
12/28/2023	159949	Precision Lining & Sewer LLC	Pipe Crack lining Repair	101-45130-4000	6,700.00
Total 101451304000:					6,700.00
12/28/2023	159950	Premier Polysteel-ADA Enterprises Inc	Picinc Tables	101-45130-5400	1,710.00
Total 101451305400:					1,710.00
12/28/2023	20231053	Innovative Office Supply	Calendar-Parks	101-45200-2000	10.18
Total 101452002000:					10.18
12/28/2023	159947	MPeters Enterprises Inc.	TLCF Flag and pole pulley system	101-45200-2170	385.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101452002170:					385.00
12/28/2023	20231059	Sikel, Jim	Uniform Allowance - Jim S	101-45200-2180	58.81
Total 101452002180:					58.81
12/28/2023	159938	Consolidated Communications	Monthly Billing	101-45200-3200	47.74
Total 101452003200:					47.74
12/28/2023	159933	Centerpoint Energy	Monthly Billing	101-45200-3800	280.48
12/28/2023	159933	Centerpoint Energy	Monthly Billing	101-45200-3800	32.59
Total 101452003800:					313.07
12/28/2023	159951	RadioShack	Parks Office Project	101-45200-4000	39.97
Total 101452004000:					39.97
12/28/2023	159929	Auto Value Waseca	Parts	101-45200-4040	178.13
Total 101452004040:					178.13
12/28/2023	20231062	Streamline Communications LLC	Park Shop Office Project	101-45200-5300	334.00
Total 101452005300:					334.00
12/28/2023	159937	City of Waseca	Petty cash reimb	101-45500-2170	10.75
Total 101455002170:					10.75
12/28/2023	20231061	Stoltz Cleaning Services LLC	Library Cleaning	101-45500-3100	250.00
Total 101455003100:					250.00
12/28/2023	159933	Centerpoint Energy	Monthly Billing	101-45500-3800	478.29
12/28/2023	159938	Consolidated Communications	Monthly Billing	101-45500-3800	72.71
Total 101455003800:					551.00
Total General Fund:					265,917.38
<b>Charter Oaks-TIF</b>					
12/20/2023	159914	Waseca County Treasurer	Excess TIF Decert. #22	222-46650-4800	25,153.23- V
12/20/2023	159923	Waseca County Treasurer	Excess TIF Decert. #22	222-46650-4800	25,153.23
Total 222466504800:					.00
Total Charter Oaks-TIF:					.00
<b>Airport</b>					
12/28/2023	159936	Cintas Corporation	Airport first aid cabinet supplies	230-49810-2170	7.15
Total 230498102170:					7.15

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/28/2023	122329	CenturyLink	Airport Phone and Internet	230-49810-3200	113.70 M
12/28/2023	159938	Consolidated Communications	Monthly Billing	230-49810-3200	56.56
12/28/2023	159938	Consolidated Communications	Monthly Billing	230-49810-3200	472.47
Total 230498103200:					642.73
12/28/2023	159933	Centerpoint Energy	Monthly Billing	230-49810-3800	58.83
12/28/2023	159957	Xcel Energy	Airport Electric	230-49810-3800	81.35
12/28/2023	159957	Xcel Energy	Airport Electric	230-49810-3800	269.23
Total 230498103800:					409.41
Total Airport:					1,059.29
<b>Historical Preservation</b>					
12/28/2023	20231046	Amazon	video equipment	255-46500-5400	1,305.76
Total 255465005400:					1,305.76
Total Historical Preservation:					1,305.76
<b>Economic Development-General f</b>					
12/28/2023	20231068	Wilson, Tina	Airfare and parking reimbursement	261-46700-3300	378.15
12/28/2023	20231068	Wilson, Tina	Mileage to and from airport reimbursement	261-46700-3300	55.54
Total 261467003300:					433.69
12/28/2023	159945	Minneapolis/St.Paul Business Journal	Magazine Sub	261-46700-4330	100.00
Total 261467004330:					100.00
Total Economic Development-General f:					533.69
<b>PEG Channel</b>					
12/28/2023	159937	City of Waseca	Petty cash reimb	290-41920-2170	6.95
12/28/2023	159951	RadioShack	Misc PEG supplies	290-41920-2170	39.98
12/28/2023	159951	RadioShack	Misc PEG supplies	290-41920-2170	5.99
12/28/2023	159951	RadioShack	Misc PEG supplies	290-41920-2170	16.98
12/28/2023	159951	RadioShack	Misc PEG supplies	290-41920-2170	21.95
12/28/2023	159951	RadioShack	Misc PEG supplies	290-41920-2170	61.94
12/28/2023	159951	RadioShack	Misc PEG supplies	290-41920-2170	12.99
Total 290419202170:					166.78
Total PEG Channel:					166.78
<b>Capital Improvement</b>					
12/28/2023	159937	City of Waseca	Petty cash reimb	430-43010-5320	15.86
Total 430430105320:					15.86
12/28/2023	159930	Bolton & Menk Inc.	8th Ave NE Design Engineering	430-43010-5560	47,292.00
Total 430430105560:					47,292.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount		
Total Capital Improvement:						47,307.86	
<b>Water</b>							
12/28/2023	122316	MN Sales and Use Tax Payable	Sales and Use Tax	601-20210-0000	1,210.35	M	
Total 601202100000:					1,210.35		
12/28/2023	159942	Henninger Construction LLC	WAC Fee Reimbursement	601-37175-0000	1,240.00		
12/28/2023	159948	PEKA Homes LLC	WAC Fee Reimbursement	601-37175-0000	1,240.00		
Total 601371750000:					2,480.00		
12/28/2023	159941	Hawkins Inc	Demurrage	601-49401-2170	180.00		
Total 601494012170:					180.00		
12/28/2023	20231065	USA Blue Book	Chemical fittings for wells	601-49401-2210	221.16		
Total 601494012210:					221.16		
12/28/2023	159933	Centerpoint Energy	Monthly Billing	601-49401-3800	122.88		
Total 601494013800:					122.88		
12/28/2023	122323	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 12/24/2023	601-49430-0000	442.87	M	
12/28/2023	122323	ACH Internal Revenue Service	MEDICARE Pay Period: 12/24/2023	601-49430-0000	103.57	M	
Total 601494300000:					546.44		
12/28/2023	159937	City of Waseca	Petty cash reimb	601-49585-2000	2.23		
Total 601495852000:					2.23		
12/28/2023	159938	Consolidated Communications	Monthly Billing	601-49585-3200	64.63		
12/28/2023	159953	U.S. Postal Service	Postage - January utility bills	601-49585-3200	464.28		
Total 601495853200:					528.91		
12/28/2023	159937	City of Waseca	Petty cash reimb	601-49585-4320	10.00		
Total 601495854320:					10.00		
12/28/2023	20231047	Automatic Systems Company	Automatic Water Salesman	601-49593-5400	18,986.00		
12/28/2023	20231060	Stantec Consulting Services Inc	Well Project	601-49593-5400	1,777.50		
Total 601495935400:					20,763.50		
Total Water:					26,065.47		
<b>Sanitary Sewer</b>							
12/28/2023	159942	Henninger Construction LLC	SAC Fee Reimbursement	602-37275-0000	1,090.00		
12/28/2023	159948	PEKA Homes LLC	SAC Fee Reimbursement	602-37275-0000	1,090.00		
Total 602372750000:					2,180.00		
12/28/2023	159938	Consolidated Communications	Monthly Billing	602-49470-3200	791.70		

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494703200:					791.70
12/28/2023	159933	Centerpoint Energy	Monthly Billing	602-49470-3800	20.34
12/28/2023	159933	Centerpoint Energy	Monthly Billing	602-49470-3800	219.97
Total 602494703800:					240.31
12/28/2023	159939	D & M Construction LLC	Sewer pipe fittings	602-49470-4000	212.88
Total 602494704000:					212.88
12/28/2023	20231051	H & J Fuel Inc	fuel	602-49480-2120	1,983.51
Total 602494802120:					1,983.51
12/28/2023	159936	Cintas Corporation	First Aid Cabinet supplies	602-49480-2170	64.00
12/28/2023	159937	City of Waseca	Petty cash reimb	602-49480-2170	14.00
12/28/2023	159941	Hawkins Inc	Chlorine & Sulfur	602-49480-2170	40.00
12/28/2023	159941	Hawkins Inc	Demurrage	602-49480-2170	10.00
12/28/2023	20231065	USA Blue Book	Lab Supplies	602-49480-2170	354.22
Total 602494802170:					482.22
12/28/2023	20231047	Automatic Systems Company	K Turbo blowers	602-49480-2230	135.00
12/28/2023	20231054	M & R Electric Inc.	electric controls	602-49480-2230	242.50
12/28/2023	20231054	M & R Electric Inc.	RAS and RAW pumps	602-49480-2230	1,303.40
Total 602494802230:					1,680.90
12/28/2023	159934	Cintas Corp	Floor Mats	602-49480-3100	9.60
Total 602494803100:					9.60
12/28/2023	159938	Consolidated Communications	Monthly Billing	602-49480-3200	636.92
Total 602494803200:					636.92
12/28/2023	159937	City of Waseca	Petty cash reimb	602-49480-3300	40.00
Total 602494803300:					40.00
12/28/2023	159933	Centerpoint Energy	Monthly Billing	602-49480-3800	1,578.45
12/28/2023	159952	SSI Crestmark MN Holding LLC	SolarPower	602-49480-3800	7,888.46
12/28/2023	159955	USS MN V MT LLC	Solar Power	602-49480-3800	1,493.66
Total 602494803800:					10,960.57
12/28/2023	159937	City of Waseca	Petty cash reimb	602-49585-2000	2.23
12/28/2023	20231053	Innovative Office Supply	Calendars-WWTP	602-49585-2000	74.10
Total 602495852000:					76.33
12/28/2023	159938	Consolidated Communications	Monthly Billing	602-49585-3200	64.63
12/28/2023	159953	U.S. Postal Service	Postage - January utility bills	602-49585-3200	464.28

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602495853200:					528.91
12/20/2023	159914	Waseca County Treasurer	Conagra land purchase - County minor subdivision appli	602-49586-3000	392.00- V
12/20/2023	159922	Waseca County Treasurer	Conagra land purchase - County minor subdivision appli	602-49586-3000	392.00
Total 602495863000:					.00
12/28/2023	20231066	W W Goetsch Associates Inc.	Lift Station Pump Rebuild	602-49593-5400	8,656.00
12/28/2023	20231066	W W Goetsch Associates Inc.	Lift Station Pump-Rebuild	602-49593-5400	8,656.00
12/28/2023	20231066	W W Goetsch Associates Inc.	NW Lift Station Pump #3-rebuild	602-49593-5400	17,474.00
Total 602495935400:					34,786.00
Total Sanitary Sewer:					54,609.85
<b>Electric Utility</b>					
12/28/2023	122316	MN Sales and Use Tax Payable	Sales and Use Tax	604-20210-0000	32,097.65 M
Total 604202100000:					32,097.65
12/28/2023	159946	MN Valley Action Council	Low income audit reimbursement	604-49571-2340	918.85
Total 604495712340:					918.85
12/28/2023	20231061	Stoltz Cleaning Services LLC	Electric room cleaning	604-49571-3100	20.00
Total 604495713100:					20.00
12/28/2023	20231049	Border States Electric Supply	street light wire	604-49574-2230	3,034.69
Total 604495742230:					3,034.69
12/28/2023	159937	City of Waseca	Petty cash reimb	604-49585-2000	2.24
Total 604495852000:					2.24
12/28/2023	159938	Consolidated Communications	Monthly Billing	604-49585-3200	64.63
12/28/2023	159938	Consolidated Communications	Monthly Billing	604-49585-3200	60.57
12/28/2023	159953	U.S. Postal Service	Postage - January utility bills	604-49585-3200	464.28
Total 604495853200:					589.48
12/28/2023	20231048	Barr Engineering Company	Substation Engineering	604-49586-3000	400.00
Total 604495863000:					400.00
12/28/2023	159931	Cannon Technologies Inc/Eaton	Load Control Project	604-49593-5300	12,885.00
Total 604495935300:					12,885.00
Total Electric Utility:					49,947.91
<b>Central Garage Services</b>					
12/28/2023	159927	Ag Partners Coop	Motor oil & Hydifluid	701-43180-2210	1,388.25
12/28/2023	159929	Auto Value Waseca	Parts	701-43180-2210	8.99

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/28/2023	159932	CarQuest Auto Parts	Inventory	701-43180-2210	84.98
12/28/2023	159932	CarQuest Auto Parts	Fuel filters-toro mowers	701-43180-2210	254.94
12/28/2023	159943	L & D Ag Service Inc.	brine tank parts	701-43180-2210	77.46
12/28/2023	20231064	Truck Center Companies	plow light system repair	701-43180-2210	1,293.69
12/28/2023	20231070	Ziegler Inc	city hall gen. tank heater	701-43180-2210	980.98
12/28/2023	20231070	Ziegler Inc	case loader bucket wear pucks	701-43180-2210	187.00
Total 701431802210:					4,276.29
12/28/2023	20231058	Pomp's Tire Service Inc	Front Steer tires mount & dismount	701-43180-2220	1,467.18
12/28/2023	20231058	Pomp's Tire Service Inc	Rear Axle Tires dismount & mount	701-43180-2220	3,931.68
12/28/2023	20231058	Pomp's Tire Service Inc	rear axle tires mount & dismount	701-43180-2220	2,301.48
Total 701431802220:					7,700.34
12/28/2023	159929	Auto Value Waseca	Parts	701-43180-2400	11.99
Total 701431802400:					11.99
Total Central Garage Services:					11,988.62
<b>Property and Liability Insuran</b>					
12/28/2023	159944	League of MN Cities Insurance Trust	Deductible claim#255121	702-49955-3630	45,203.90
Total 702499553630:					45,203.90
Total Property and Liability Insuran:					45,203.90
Grand Totals:					504,111.51

Report Criteria:

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

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
<b>General Fund</b>					
01/02/2024	159962	League of MN Cities	Membership Dues	101-41110-4330	10,256.00
Total 101411104330:					10,256.00
01/02/2024	159963	Lexipol LLC	2024 Subscription	101-42100-4330	6,865.45
01/02/2024	159964	MN Chiefs of Police Association	Membership Renewal	101-42100-4330	477.00
Total 101421004330:					7,342.45
01/02/2024	159963	Lexipol LLC	Annual Subscription	101-42200-3100	5,707.85
Total 101422003100:					5,707.85
01/02/2024	159966	MN State Fire Department Association	Membership Dues	101-42200-4330	375.00
01/02/2024	159967	MN Valley Regional Firefighters Assn	2024 Dues	101-42200-4330	100.00
Total 101422004330:					475.00
01/02/2024	159958	American Legal Publishing Corporation	2024 Code Updates	101-43000-3400	550.00
Total 101430003400:					550.00
01/02/2024	159961	Fusion Learning Partners	Conference Registration	101-43000-4330	420.00
Total 101430004330:					420.00
Total General Fund:					24,751.30
<b>Economic Development-General f</b>					
01/02/2024	159960	Economic Development Association of M	Membership Dues	261-46700-4330	320.00
Total 261467004330:					320.00
Total Economic Development-General f:					320.00
<b>Water</b>					
01/02/2024	159965	MN Rural Water Association	2024 Membership Dues	601-49586-4330	3,117.90
Total 601495864330:					3,117.90
Total Water:					3,117.90
<b>Electric Utility</b>					
01/02/2024	159959	Cannon Technologies Inc/Eaton	Annual Software Support Renewal	604-49586-3000	9,323.37
Total 604495863000:					9,323.37
Total Electric Utility:					9,323.37
Grand Totals:					37,512.57

RESOLUTION NO. 24-01

A RESOLUTION OF THE WASECA CITY COUNCIL  
DESIGNATING AUTHORIZED SIGNERS FOR THE  
OFFICIAL DEPOSITORIES AND  
BROKERS/DEALERS FOR THE CITY OF WASECA  
FOR FISCAL YEAR 2024

**WHEREAS**, State Statutes require that City funds be deposited with designated financial institutions; and

**WHEREAS**, the City has deposited various funds or may deposit funds with these following designated financial institutions:

Keen Bank	Waseca, MN
The Minnwest	Waseca, MN
United Prairie Bank	Waseca, MN
UBS Financial Services Inc.	Wayzata, MN
Morten Capital Markets, LLC	Excelsior, MN

**NOW, THEREFORE, BE IT RESOLVED** that the recitals set forth above are incorporated herein.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Mayor and Council of the City of Waseca, that the City is authorizing the following City officials to act as authorized signers for the City’s financial institutions:

City Manager, City of Waseca, Carl Sonnenberg  
Finance Director, City of Waseca, Alicia Fischer  
Utilities Office Supervisor, City of Waseca, Lori Hanson

Adopted this 2<sup>nd</sup> day of January, 2024.

\_\_\_\_\_  
RANDY L. ZIMMERMAN  
MAYOR

ATTEST:

\_\_\_\_\_  
JULIA HALL  
CITY CLERK

**RESOLUTION NO. 24-02**  
**A RESOLUTION OF THE WASECA CITY COUNCIL**  
**TO NOT WAIVE THE STATUTORY MUNICIPAL**  
**TORT LIABILITY LIMIT FOR THE CITY OF**  
**WASECA**

**WHEREAS**, the City of Waseca purchase liability insurance through the League of Minnesota Cities (LMC); and

**WHEREAS**, League of Minnesota Cities Insurance Trust requires their member Cities to formally waive or not waive the statutory tort liability limits to the extent of coverage purchased; and

**WHEREAS**, if the City chooses to *not waive* the statutory tort limits, an individual claimant would be limited to \$500,000 on a single occurrence and \$1,500,000 for all claims arising out of the same occurrence to which statutory limits apply; and

**WHEREAS**, if the City chooses to *wave* the statutory tort limits, an individual claimant would be limited to \$2,000,000 on a single occurrence and \$2,000,000 for all claims arising out of the same occurrence to which the statutory tort limits apply; and

**WHEREAS**, this decision must be made by the Mayor and City Council of the City,

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Waseca that the City DOES NOT WAIVE the monetary limits on municipal tort liability established by Minnesota Statutes 466.04 for calendar year 2024.

Adopted this 2<sup>nd</sup> day of January 2024.

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RANDY L. ZIMMERMAN  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK

<b>Title:</b>	RESOLUTION 24-06 – HEALTH INSURANCE FUND		
<b>Meeting Date:</b>	January 2, 2024	<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	<b>Supporting Documents:</b>	Resolution 24-06
<b>Originating Department:</b>	Finance	<b>Presented By:</b>	Finance Director
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>			

**BACKGROUND:** The City Council approved the 2024 General Fund budget at the December 19, 2023, meeting. Within that budget, \$84,977 was set aside for future employer health insurance costs.

Staff is requesting that the council approve the provided resolution to create an internal service fund. Creating this fund will allow the City to properly account for, track, and separate these funds from other operating funds. This fund will then be able to be used to hold reserves for the employer’s share of health insurance costs. For any given year, the City will be able to either A) use this fund to offset increased premiums or B) use this fund to set aside savings from decreased premiums. This will allow the city to create a more balanced approach to health insurance costs and the impact of the levy by keeping it steady and allowing it to ebb and flow depending on the year and premium costs.

**BUDGET IMPACT:** This is already accounted for in the 2024 budget and will have a positive budget impact for future years by setting aside reserves now.

**RECOMMENDATION:** Staff recommends Council approve Resolution 24-06: Internal Service Health Insurance Fund.

**RESOLUTION NO. 24-06**

**RESOLUTION FUNDING THE INTERNAL  
SERVICE HEALTH INSURANCE FUND**

**WHEREAS**, during the 2024 budget work sessions, the City of Waseca determined that there is a need to place funds in a reserve account for future health insurance costs; and

**WHEREAS**, the City of Waseca recently approved \$84,977 in the 2024 budget for future health insurance costs; and

**WHEREAS**, the City will create an internal service health insurance fund to track approved funds; and

**WHEREAS**, the City Council would like to see the fund utilized to offset future costs of the employer share of health insurance costs; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council for the City of Waseca, that:

- 1) The City staff is authorized to create an internal service health insurance fund.
- 2) Transfer currently budgeted \$84,977 from the General Fund in 2024 to the new fund.
- 3) The fund will be utilized to offset employer share health insurance costs.

This resolution was adopted this 2<sup>nd</sup> day of January 2024.

\_\_\_\_\_  
RANDY L. ZIMMERMAN  
MAYOR

ATTEST:

\_\_\_\_\_  
JULIA HALL  
CITY CLERK

<b>Title:</b>	2024 CITY OWNED LEWER FARM QUOTES		
<b>Meeting Date:</b>	January 2, 2024	<b>Agenda Item Number:</b>	<b>6F</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	<b>Supporting Documents:</b>	Attached Quote Tabulation Resolution 24-07
<b>Originating Department:</b>	Public Works	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	The City Manager recommends that the City Council adopt Resolution 24-07.		

**BACKGROUND:** The City Council decided to advertise the City owned Lewer Farm for a soybean crop in 2024. Two quotes were received on December 28<sup>th</sup>; see the attached Quote Tab. The high quote is from Dan Harguth in the amount of \$14,038.50. The second quote is from Tyler Huber and is for the amount of \$12,642.00. The Lewer family has declined their right of first refusal of the submitted high quote. Therefore, they will not farm the land in 2024.

**RECOMMENDATION:** The City Manager recommends that the City Council adopt Resolution 24-07.

QUOTE  
 BID TABULATION

DESCRIPTION 2024 Lewer Land Lease  
 DATE/TIME 12-28-23 10:00 Am  
Waseca - City Hall

BIDDER NAME/ADDRESS	BID AMOUNT	SECURITY	
TYLER HUBER	258 ACRES \$12,642	NA	
DAN HARSLUTH	246.50 ACRES \$14,038.50	NA	

LEWER FAMILY RIGHT OF  
 FIRST REFUSAL ON HIGH BID/QUOTE  
 PRESENTED TO THE CITY COUNCIL.

Opened by [Signature]  
 Witness [Signature]  
 Witness [Signature]

[Signature]

**RESOLUTION NO. 24-07**

**A RESOLUTION AUTHORIZING THE LEASE  
OF CITY OF WASECA LEWER FARM**

**WHEREAS**, the City of Waseca (City) desires to authorize the lease of City owned agricultural land at the City of Waseca owned Lewer Farm; and

**WHEREAS**, the City has advertised for written quotes and has received written quotes based on City written specifications.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca that the City Manager is hereby authorized to execute a one-year written lease in the amount of \_\_\_\_\_ and based on the Lewer Family declining their right of first refusal. The one-year lease is awarded to \_\_\_\_\_.

Adopted this 2<sup>nd</sup> day of January, 2024.

\_\_\_\_\_  
RANDY L. ZIMMERMAN  
MAYOR

ATTEST:

\_\_\_\_\_  
JULIA HALL  
CITY CLERK

<b>Title:</b>	2024 CITY COUNCIL MAYOR PRO TEM AND BOARD/COMMISSION APPOINTMENTS		
<b>Meeting Date:</b>	JANUARY 2, 2024	<b>Agenda Item Number:</b>	<b>7A</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	<b>Supporting Documents:</b>	
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	Motion to appoint Mayor Pro Tem and Council representatives to various Boards and Commissions.		

**BACKGROUND:** The City Council annually reviews its appointments to various boards and commissions for the coming year. Unless otherwise noted, one council member serves on each board or commission.

Staff is requesting the Council only appoint the Mayor Pro Tem and review the below list of boards and commissions to consider and appoint a Council representative 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.

	Mayor Zimmerman	Ward 1 Conrath	Ward 1 Schroeder	Ward 2 Ebertowski	Ward 2 Mansfield	Ward 3 Arndt	Ward 3 Christiansen
Airport Board			X				
Charter Commission					X		
Economic Development Authority (2)	X				X		
Heritage Preservation Commission				X			
Park Board							X
Planning Commission						X	
Fire Relief Association		X					
<b>Outside Boards</b>							
Community Ed Advisory Board							X
Region 9				X			
Discover Waseca Tourism Board		X	X				

**RECOMMENDATION:** Staff recommends a motion to appoint Mayor Pro Tem and City Council representatives to various Boards and Commissions for 2024.

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) the general public and one (1) Councilmember, who assist in an advisory capacity regarding the operation, management, and improvement of the Municipal Airport. Two (2) members can live outside City Limits but must be in Waseca County. *3-year term.* Meets the last Tuesday of the month at 12:00 noon at the airport terminal.

**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 an as-needed basis.

**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 the 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.

**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 7:30 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. One (1) member can live out of City limits but must live in the two (2) mile radius. *3-year term.* Meets 2<sup>nd</sup> Tuesday of every month at 5:30 p.m.

<b>Title:</b>	RESOLUTION NO. 24-04 AGREEING TO SUPPORT A WASECA PUBLIC SCHOOL DISTRICT SAFE ROUTES TO SCHOOL (SRTS) GRANT SUBMITTAL AND ACT AS THE PROJECT SPONSOR IF AWARDED		
<b>Meeting Date:</b>	January 2, 2024	<b>Agenda Item Number:</b>	<b>7B</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	<b>Supporting Documents:</b>	Resolution No. 24-04 Project Location Map
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>			

**BACKGROUND:** In the summer of 2023, the developer of the Fox Meadows Subdivision requested City staff look into a possible connection to the new sidewalk that will be installed along the south side of 22<sup>nd</sup> Ave NW. Then, in the fall of 2023, City staff was notified of a Safe Routes to School (SRTS) grant opportunity and approached Waseca School District staff about their willingness to partner with the City to construct a new sidewalk along the west side of the Waseca Intermediate School (WIS) driveway between 22<sup>nd</sup> Ave NW and existing sidewalk/trail to the south and east (see attached map). Because this proposed new sidewalk would be on School District property, the District would be the official grant applicant and the City would be the sponsoring agency.

After receiving verbal approval from School District staff to proceed, a Letter of Intent (LOI) for the SRTS grant was submitted on November 7<sup>th</sup>. On November 22<sup>nd</sup>, the Minnesota Department of Transportation (MnDOT) responded that the proposed project appears to meet all eligibility requirements and recommended submittal of a full application. The full SRTS application solicitation opened on November 27<sup>th</sup> and resolutions of support are required from both the applicant (School District) and the sponsoring agency (City of Waseca). If approved by both parties, the SRTS grant application will be completed and submitted by the February 2<sup>nd</sup> deadline.

If grant funding is awarded, City staff would complete project design, inspection, and administration with construction in 2025. The School District would retain ownership of the new sidewalk and be responsible for all future maintenance. These, and other project construction and cost details, would be defined as part of a future Cooperative Agreement, which would be approved by City Council at a future meeting.

**BUDGET IMPACT:** Total project construction cost (with 30% contingency) is currently estimated at \$125K, which would be 100% covered by the SRTS grant, if awarded. City staff would complete project design, inspection, and administration, which are not SRTS grant eligible. The estimated value of the City staff time is \$20K. Staff recommends that the School District, through a future Cooperative Agreement, be responsible for project materials testing costs up to \$5K and, if necessary, 50% of any construction costs beyond the SRTS grant award amount (\$125K in grant funding is being requested).

**RECOMMENDATION:** Staff recommends City Council approve Resolution No. 24-04 agreeing to support a Waseca Public School District Safe Routes to School (SRTS) grant submittal and act as the Project sponsor, if awarded.

**RESOLUTION NO. 24-04**

**RESOLUTION AUTHORIZING A SAFE ROUTES TO SCHOOL (SRTS) GRANT SUBMITTAL**

**WHEREAS**, the Waseca Public School District (“District”) and the City of Waseca (“City”) desire to construct approximately 475 feet of new sidewalk along the west side of the Waseca Intermediate School driveway from 22<sup>nd</sup> Avenue NW (“Project”) in 2025; and

**WHEREAS**, the Project has a total estimated construction cost of \$125,000; and

**WHEREAS**, the Minnesota Department of Transportation (“MnDOT”) is soliciting applications for \$10.9 million in available Safe Routes to School (“SRTS”) grant funding; and

**WHEREAS**, the District intends to apply for SRTS grant funding; and

**WHEREAS**, the District has requested that the City be the SRTS grant required sponsor for the Project; and

**WHEREAS**, the District and City understand that they will be responsible for all costs ineligible for, or beyond, the SRTS grant funding as stipulated in a future Cooperative Agreement; and

**WHEREAS**, the District has agreed to retain ownership of, and maintain, the Project improvements for the lifetime of those improvements.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Waseca, Minnesota that the City Council supports the Project and, if awarded SRTS grant funding, agrees to act as the Project sponsor. Sponsorship responsibilities shall include, but not be limited to, the following:

- Assist the District with grant agreement execution.
- Request a MnDOT project number and prepare the Project plans and specifications.
- Submit Project plans, estimates, and other required documentation to MnDOT for approval.
- Advertise, bid, and award the Project.
- Inspect, supervise, and administer the Project.
- Submit pay requests to MnDOT and be the fiscal agent on behalf of the District.
- Assist with Project closeout.

Adopted this 2<sup>nd</sup> day of January 2024.

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RANDY L. ZIMMERMAN  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK

# Proposed Safe Routes to School Grant Project

FOX MEADOWS SUBDIVISION

22nd Ave NW

PROPOSED SIDEWALK

WASECA  
INTERMEDIATE  
SCHOOL

WAL-MART

WASECA  
JUNIOR/SENIOR  
HIGH SCHOOL

N

- EXISTING SIDEWALK/TRAIL
- SIDEWALK CURRENTLY UNDER CONSTRUCTION (FOX MEADOWS SUBDIVISION)





CITY OF WASECA

*Request for City Council Action*

<b>Title:</b>	<b>RESOLUTION 23-68 AMENDING THE CITY OF WASECA BUDGET FOR CALENDAR YEAR 2023</b>		
<b>Meeting Date:</b>	January 2, 2024	<b>Agenda Item Number:</b>	<b>7C</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	<b>Supporting Documents:</b>	Resolution 23-68
<b>Originating Department:</b>	Finance	<b>Presented By:</b>	Finance Director
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>			

**BACKGROUND:** The Council is requested to approve 2023 budget amendments relating to unpredicted financial activity following the budget process and adoption of the original 2023 budget. The requested line items budget changes below account for the revenues and expenditures impacted by these amendments.

101-33400-0000	State Grant	\$ 66,744	Increase
101-41950-3000	Professional Services	\$ 66,744	Increase

This accounts for a grant that was received as a pass-through grant that was awarded from the Contamination Cleanup and Investigation Grant Program through the State to help clean up the property at 1340 State Street South. This is an in-and-out, resulting in a net zero impact on the overall budget.

101-33421-0000	Insurance Premium Tax	\$ 19,675	Increase
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Accounts for additional allocations from the State to offset the employer's share of PERA contributions for the Police Department

101-33428-0000	State Grant – Disabled Officer	\$ 6,118	Increase
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Accounts for new legislative action allocating more to employers' costs for health insurance for disabled officers required through state statute.

101-34740-0000	TLCF Concessions (revenue)	\$ 6,500	Increase
101-45180-2500	TLCF Concessions (expense)	\$ 3,000	Increase

There were additional concession sales, resulting in additional expenditures at Tink Larson Community Field.

101-36235-0000	Misc. Revenue – Fire District	\$ 17,000	Increase
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Additional charges to rural fire than anticipated; billed out accordingly per the contract.

101-36243-0000	SCDIU Reimbursement – Police	\$ 20,000	Increase
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Additional reimbursements from SCDIU are more than initially anticipated.

101-41500-1010	Regular Wages	\$ 50,000	Increase
101-41320-1010	Regular Wages	\$ 95,000	Decrease
101-41500-1300	Insurance	\$ 22,000	Increase
101-41320-1300	Insurance	\$ 22,000	Decrease

101-41500-3000	Professional Services	\$ 45,000	Increase
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Moving HR from Administration to the Finance Department to account for organization restructuring.

101-41410-1030	Part-time Wages	\$ 2,300	Increase
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Accounts for the special election held in November.

101-41600-3000	Professional Services	\$ 50,000	Increase
101-42100-1010	Regular Wages	\$ 50,000	Decrease

To account for additional attorney services required with restructuring and employment needs. There were also additional services required to draft business and purchase agreements. The City is able to reduce the police wage line item due to vacancies throughout the year to offset the increase in attorney costs.

101-42400-3000	Professional Services	\$ 112,000	Increase
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Accounts for additional building permit inspection fees.

101-43125-2240	Central Garage Charges	\$ 110,000	Increase
101-43220-2240	Central Garage Charges	\$ 3,500	Increase

Additional repairs were needed on equipment than originally anticipated.

101-45130-2165	Chemicals	\$ 27,000	Increase
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The cost of pool chemicals drastically increased.

101-45500-4000	Repair and Maintenance	\$ 12,000	Increase
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Additional repairs were needed to the library building, which was not anticipated.

101-49210-4992	County Ditch Assessment	\$ 103,720	Increase
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The City does not receive these notices on possible ditch assessments until after budgeting is complete. This was an unpredictable expense.

**BUDGET IMPACT:** The presented amounts are just the major expense/revenue adjustments. This does create a difference in budgeted amounts within the General Fund of \$(304,232). However, there are other savings throughout many other line items that don't rise to needing a budget amendment that will offset the additional \$304,232 of budgeted adjustments. It is anticipated that the City will be at a net zero actual balance, a positive 2023 balance for the General Fund.

**RECOMMENDATION:** Staff is recommending Council approve Resolution 23-68: Amending City of Waseca Budget for Calendar Year 2023.

**RESOLUTION NO. 23-68**

**RESOLUTION AMENDING CITY OF WASECA  
BUDGET FOR CALENDAR YEAR 2023**

**WHEREAS**, the budget is intended as a guide for revenues and expenditures; and

**WHEREAS**, it is important that we have an accurate tracking of our revenues and expenditures;

**NOW THEREFORE, BE IT RESOLVED** that the recitals set forth above are incorporated herein.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Mayor and Council of the City of Waseca hereby approve that the 2023 Budget of the City of Waseca for the calendar year beginning January 1, which the City Council has previously adopted is hereby amended as follows:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>	<u>Change</u>
101-33400-0000	State Grant	\$ 66,744	Increase
101-41950-3000	Professional Services	\$ 66,744	Increase
101-33421-0000	Insurance Premium Tax	\$ 19,675	Increase
101-33428-0000	State Grant – Disabled Officer	\$ 6,118	Increase
101-34740-0000	TLCF Concessions (revenue)	\$ 6,500	Increase
101-45180-2500	TLCF Concessions (expense)	\$ 3,000	Increase
101-36235-0000	Misc. Revenue – Fire District	\$ 17,000	Increase
101-36243-0000	SCDIU Reimbursement – Police	\$ 20,000	Increase
101-41500-1010	Regular Wages	\$ 50,000	Increase
101-41320-1010	Regular Wages	\$ 95,000	Decrease
101-41500-1300	Insurance	\$ 22,000	Increase
101-41320-1300	Insurance	\$ 22,000	Decrease
101-41500-3000	Professional Services	\$ 45,000	Increase
101-41410-1030	Part-time Wages	\$ 2,300	Increase
101-41600-3000	Professional Services	\$ 50,000	Increase
101-42100-1010	Regular Wages	\$ 50,000	Decrease
101-42400-3000	Professional Services	\$ 112,000	Increase
101-43125-2240	Central Garage Charges	\$ 110,000	Increase
101-43220-2240	Central Garage Charges	\$ 3,500	Increase
101-45130-2165	Chemicals	\$ 27,000	Increase
101-45500-4000	Repair and Maintenance	\$ 12,000	Increase
101-49210-4992	County Ditch Assessment	\$ 103,720	Increase

Adopted this 2<sup>nd</sup> day of December 2023.

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RANDY L. ZIMMERMAN  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK

<b>Title:</b>	Speed Study—MnDOT Engineering and Traffic Investigation North State Street		
<b>Meeting Date:</b>	January 2, 2024	<b>Agenda Item Number:</b>	<b>7D</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	<b>Supporting Documents:</b>	Resolution 24-05
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	A speed study on North State Street, north of 22 <sup>nd</sup> Ave to 26 <sup>th</sup> Avenue, is under consideration by the City Council.		

**BACKGROUND:** Scott Thompson, Traffic Engineer with MnDOT, discussed his North State Street speed study presentation at the December 19<sup>th</sup> City Council meeting. The presentation was based on Waseca’s concern to investigate the speed on North State Street, north of 22<sup>nd</sup> Ave to 26<sup>th</sup> Avenue. The City Council direction at the December 19<sup>th</sup> meeting was that the City Manager would provide a speed study resolution for City Council consideration. A resolution of City Council support for a speed study is required by MnDOT. The speed study would be conducted by MnDOT at no billable cost to the City of Waseca, according to Mr. Thompson, and would likely be conducted during the spring of 2024.

**BUDGET IMPACT:** None.

**ALTERNATIVES CONSIDERED:** An alternative is to accept the previous study’s outcome from 2011 that a reduced speed limit is not justified.

**RECOMMENDATION:** The City Manager recommends that the City Council vote on attached Resolution 24-05.

**RESOLUTION No. 24-05**  
**REQUEST MNDOT TO PERFORM AN ENGINEERING AND TRAFFIC INVESTIGATION**  
**(SPEED STUDY) AND TO PERFORM ANY CHANGES NECESSARY BASED ON THE RESULTS.**

**WHEREAS,** the City of Waseca has determined that the existing speed limit on Minnesota Highway 13 (State Street North) between 22<sup>nd</sup> Avenue and 26<sup>th</sup> Avenue is not appropriate under existing conditions; and

**WHEREAS,** Minnesota Statute 169.14, Subd. 5 requires the City of Waseca to request that the Commissioner of Transportation (Commissioner) authorize, upon the basis of an engineering and traffic investigation (speed study) the erection of appropriate signs designating a reasonable and safe speed limit; and

**WHEREAS,** the City of Waseca acknowledges that completion of a speed study could result in a decrease or an increase of the posted speed limit on Minnesota Highway 13 (State Street North) between 22<sup>nd</sup> Avenue and 26<sup>th</sup> Avenue; and

**WHEREAS,** the City of Waseca acknowledges that the requested limits of investigation on Minnesota Highway 13 (State Street North) between 22<sup>nd</sup> Avenue and 26<sup>th</sup> Avenue could be revised by the Commissioner, based on observations made during the completion of the speed study; and

**WHEREAS,** the City of Waseca agrees to accept the findings of the completed speed study, and recognizes that upon receipt of the approved speed zone authorization, Minnesota Department of Transportation District staff will implement any required signing changes, as per staff and equipment availability; and

**BE IT FURTHER RESOLVED** that the City of Waseca formally requests that the Commissioner complete a speed study on Minnesota Highway 13 (State Street North) between 22<sup>nd</sup> Avenue and 26<sup>th</sup> Avenue from 22<sup>nd</sup> Avenue to 26<sup>th</sup> Avenue to determine the reasonable and safe speed limit for the roadway.

Adopted this \_\_\_ day of January 2024.

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RANDY L. ZIMMERMAN  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK

<b>Title:</b>	CITY OF WASECA 2-MILE SUBDIVISION AUTHORITY		
<b>Meeting Date:</b>	January 2, 2024	<b>Agenda Item Number:</b>	<b>7E</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	<b>Supporting Documents:</b>	Resolution 19-32. City Engineer Memorandum dated December 14, 2023
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	The Planning Commission requests City Council guidance whether to reconsider the City of Waseca's subdivision authority beyond the city limits.		

**BACKGROUND:** At their meeting on December 12<sup>th</sup>, the Planning Commission discussed the 2019 discontinuation of the City's 2-mile subdivision authority as authorized with Resolution 19-32, attached. As the Planning commission continues their review of the City's Comprehensive Plan, they are requesting guidance from the City Council on whether to research reasons to reconsider the City's 2-mile subdivision authority. Attached is the City Engineer's December 14<sup>th</sup> memo which further explains the Planning Commission's initial thoughts on this matter. The City Attorney has noted that extraterritorial subdivision authority would need to be reinstated by ordinance.

**BUDGET IMPACT:** None.

**ALTERNATIVES CONSIDERED:** The best practical time to accomplish extraterritorial best practices research is during the current review of the Comprehensive Plan by the Planning Commission as opposed to deferring the research by tabling the matter.

**RECOMMENDATION:** The City Manager recommends that the City Council directs the Planning Commission to research and recommend to the City Council best practices related to extraterritorial subdivision authority.



**MEMORANDUM**

**DATE:** December 14, 2023

**TO:** City Manager

**FROM:** Nate Willey, City Engineer

**SUBJECT:** 2-Mile Subdivision Authority

**ATTACHMENTS:** Resolution No. 19-32

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At their meeting on December 12<sup>th</sup>, the Planning Commission discussed the 2019 discontinuation of the City's 2-mile subdivision authority (see attached Resolution No. 19-32). This discussion was prompted by the implications of that resolution related to the City's Comprehensive Plan and future land use objectives, in particular the development of solar farms within 2 miles of the City limits. City Attorney Chris Kennedy and City Manager Carl Sonnenberg were also in attendance.

The discussion centered around options for reinstatement and the circumstances surrounding the discontinuation in 2019. Kennedy noted that with the 2-mile subdivision authority rescinded, the City no longer has subdivision development oversight or control within the two-mile urban fringe surrounding the City limits. He also stated that reinstatement of the City's extraterritorial subdivision authority would need to be reinstated by ordinance (not by resolution), can include subdivision development stipulations, and be applied up to, but not exceeding, a 2-mile distance from City limits.

City staff will be gathering more information for Planning Commission discussion on the circumstances and reasonings for the 2019 discontinuation with the aim of providing a recommendation to City Council sometime in 2024.

**RESOLUTION NO. 19-32**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
DISCONTINUING SUBDIVISION REGULATIONS TO THE UNINCORPORATED  
TERRITORY WITHIN TWO MILES OF THE CITY OF WASECA**

**WHEREAS**, The City of Waseca is authorized by Minnesota Statutes 462.358, Subdivision 1a (to extend application of subdivision regulations to unincorporated territory within two miles of the city limits); and

**WHEREAS**, the City of Waseca has determined that due to the current development climate it is no longer beneficial to extend subdivision authority into the two mile extra territorial area; and

**WHEREAS**, the City Council by Resolution No. 94-110 extended its' area of control of extra territorial subdivisions to within one-half (1/2) mile of the borders of the City of Waseca; and

**WHEREAS**, the City Council by Resolution No. 03-67 extended its' area of control of extra territorial subdivisions to within two miles of the borders of the City of Waseca; and

**WHEREAS**, the City Council by Resolution No. 19-32 has determined that the Citys' interests are no longer served by extending extra territorial review into the two mile borders from City limits;

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca that Resolution Nos. 94-110 and 03-67 each be rescinded, and that the two-mile area previously subject to extra territorial subdivision control be discontinued entirely.

**BE IT FURTHER RESOLVED**, that the City transmit a certified copy of this Resolution to the County Auditor of Waseca County, Minnesota, and to the Township Clerks of St. Mary's Township and Woodville Township.

Adopted this 2nd day of July 2019.

  
\_\_\_\_\_  
ALLAN ROSE  
MAYOR PRO TEM

ATTEST:  
  
\_\_\_\_\_  
MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

ORDINANCE NO. 659

AN ORDINANCE OF THE CITY OF WASECA, MINNESOTA  
AMENDING THE CITY SUBDIVISION ORDINANCE

**THE CITY OF WASECA DOES ORDAIN THAT:**

**Section 1.** Section 10.03 of the City Subdivision Ordinance shall be amended to read as follows:

Sec. 10.03. Scope. The rules and regulations governing plats and subdivision of land contained herein shall apply within the City. ~~and unincorporated area two (2) miles beyond as provided in MSA 471.29 and as approved by the City of Waseca.~~ The City Council may, by resolution, cause the City Subdivision Ordinance to apply to a specified portion of the unincorporated area lying within two (2) miles of the City borders, as provided for by Minnesota State Statutes, Section 462.358. Except in the case of resubdivision, this ordinance shall not apply to a lot or lots forming a part of a subdivision recorded in the Office of the Waseca County Recorder prior to the effective date of this Ordinance, nor is it intended by this Ordinance to repeal, annul, or in any way impair or interfere with existing provision of other laws or ordinances except those specifically repealed by, or in conflict with this Ordinance, or with restrictive covenants running with this Ordinance, or with restrictive covenants running with the land. Where this Ordinance imposes a greater restriction upon the land than is imposed or required by such existing provisions of the law, ordinance, contract or deed, the provisions of this Ordinance shall control. In cases where proposed subdivisions and PUDs are located in the Shoreland Overlay District, shoreland zoning regulations contained in Chapter 9, Waseca Zoning Ordinance, shall also apply. The shoreland zoning regulations shall apply in addition to regulations contained herein. Where there are differing requirements at the same zoning control, the more restrictive requirement shall apply.

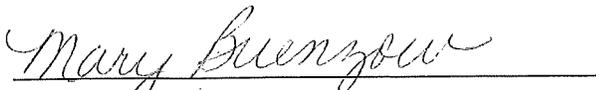
**Section 2.** This ordinance shall become effective 10 days after legal publication.

Passed December 20, 1994.

MAYOR



ATTEST:

  
CITY CLERK

Introduction	<u>December 6, 1994</u>
Adoption	<u>December 20, 1994</u>
Published	<u>December 27, 1994</u>
Effective	<u>January 6, 1995</u>



508 South State Street ■ Waseca, Minnesota 56093-3097  
507-835-9700 ■ FAX 507-835-9756 ■ [www.ci.waseca.mn.us](http://www.ci.waseca.mn.us)

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To: Mayor Zimmerman and City Council Members

From: Alicia Fischer, Finance/HR Director

Date: December 27, 2023

Subject: Public Safety Aid

In the 2023 omnibus tax bill, the Minnesota Legislature enacted a one-time public safety aid payable in 2023. This appropriation of \$300 million is allocated to all counties, cities, townships with populations of 10,000 or more, and tribal governments.

Allocations started with 30% to counties and tribal governments and 70% to cities and townships (population 10,000+), with aid amounts calculated based on population. This one-time funding was allocated and received on December 26, 2023. No action by the Council is required to accept this aid.

The City of Waseca received \$403,514. Entities must use the aid to provide public safety. The law provides categories of eligible spending, but the list is not exhaustive. Legislators intentionally wrote the law to be broad to allow for other uses that have a public safety purpose.

**Eligible Uses:**

- Community violence prevention
- Community intervention programs
- Community engagement
- Mental health crisis responses
- Victim Services
- Training programs
- First responder wellness
- Equipment related to fire, rescue, and emergency services.
- Other personnel or equipment costs

The law specifically outlines certain ineligible uses, including:

- Employer contribution to Public Employees Retirement Association Police and Fire Plan if the local unit received police state aid in 2022 (Waseca did receive aid)

- Any costs associated with alleged wrongdoing or misconduct.
- Purchase of an armored or tactical vehicle or substantially similar vehicle.
- Purchase of tear gas, chemical munitions, or substantially similar items.
- Cost of construction, reconstruction, remodeling, expansion, or improvement of a police station, including related facilities. "Related facilities" include access roads, lighting, sidewalks, and utility components on or adjacent to the property on which the police station is located that are necessary for access to and use of the building.

There is no date on which the City is required to spend the aid funds by. The funds must be used to provide public safety and cannot act as an ongoing reserve. There are no reporting requirements; however, as with all public expenditures, cities must carefully document how the public safety aid funds are spent and be ready to provide that information if asked.

In order to satisfy the restriction of allowing these funds to act as an ongoing reserve, Finance has created a separate Fund Balance account line that is used to track restricted fund balance funds. By doing this, these funds will not be included in the fund balance reserve requirements that the City must follow and will be restricted in use.

The City Manager has begun conversations with the Public Safety Director, Fire Chief, and Finance Director on possible uses. This will then be presented to the Mayor and City Council at a future work session or council meeting.



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To: City Manager Sonnenberg, Mayor, and Council Members

From: Julia Hall, City Clerk

Date: December 27, 2023

Subject: Status of Ordinances regulating Mobile Food Vending and Specialized Vehicles.

In August 2023, Police Chief Penny Vought and I were tasked to put together two ordinances, one that will regulate Food Trucks, Vending Wagons, Food Stands, and Food Carts in the city limits of Waseca and the other to regulate Specialized Vehicles: All-Terrain Vehicles (ATV's) Class 2, Utility Task Vehicles (UTVs), Mini Trucks and Golf Carts in the city limits of Waseca.

Here is the history and where we currently are with the process:

- Ordinance 120 was established in 1986 §4.60 Amended 793 11-16-99.
  1. On July 16, 2002, the City Council held a work session. It eliminated the permit and fee for Vendor wagons "because the County issues vending wagon licenses based on specific criteria regarding the sale of food. Proposed eliminating Chapter 120 of City Code- Looks to have not made it to Council.
  2. Item brought back-up in 2013 (Does not appear to have been to council)
  3. 2013 Proposed revisions were made.
  4. Published a Public Hearing in Waseca County new for a Public Hearing on 6,1, 2021-Printed after the date.
  5. The Planning Commission Published a Public Hearing in Waseca County, new for a Public Hearing on 6/8, 2021.
  6. On June 8th, 2021, the Planning Commission held a public hearing at 8:05 pm. No comment 8:05 pm.
  7. The proposed ordinance was approved and taken to the council.
  8. June 15, 2021, Item 7E on the agenda.
  9. Minutes reflect "Public Hearing: Amending Ordinance 120, Adopting Ordinance 1068
    - This item has been tabled to a later date. "No vote taken." In the 6/15/2021 council video, Mike Anderson presented the amendment of the order and held a public meeting. North of State, 7<sup>th</sup> Street NE recommended a \$50 fee.
      - June 8<sup>th</sup> Planning Commission held a public hearing at 8:05 pm. No comment 8:05 pm.
      - City Manager Mattson brought up the Chamber of Commerce's (Ann Fitch) concern about them being allowed to park on State Street, where there are already restaurants.
      - Worries about food trucks parking on Hwy 13.
      - Clarified that the permits would be for public and not private spots.

- If someone had a special event reserved, no one could put a food truck in the midst of it; the special event would supersede.
- Al Rose motions to the table for a work session.
- J Conrath's second motion to table to a work session.
- No more discussion.
- October 7, 2022, was the first extensive discussion I was involved in for food trucks with Jeanne Sexton; she wanted food trucks at the Dog Park after the restrooms were closed. It was discussed at the council meeting, and they approved paying for the porta-potty but did not mention the food trucks. Mrs. Sexton found a workaround for food carts, then, because of the cold, canceled the event altogether.
- April 27, 2023, an item came up again with the Living Myth Fantasy event; they wanted food trucks at Maplewood Park, but because it was a park and we could not guarantee it would not be open to everyone, they did not like that idea they decided against the food trucks, and then ultimately canceled their event altogether.
- May 30, 2023, I received a question from Mayor Zimmerman about Food trucks in the park and replied.
- June 1, 2023, and July 27, 2023: Received messages from the City Manager about coordinating a meeting on the topic.
- July 27, 2023, received letters to add Golf Carts to the City Ordinance.
- August 8, 2023, the City Manager assigned the task of going over the ordinances for Golf Carts and Food Trucks to Chief Vought and the City Clerk.
- August 8, 2023, Chief Vought sent the City Clerk an email on the topic.
- August 11, 2023, the City Clerk sent Chief Vought ordinance 593 on golf carts.
- August 14, 2023, the City Manager sent out a request for an update, and both the City Clerk and Chief Vought replied.
- August 25, 2023, Chief Vought reached out to the City Clerk to schedule a meeting on the topic; the meeting was held on August 31<sup>st</sup>.
- August 28, 2023, received a letter from the City Attorney referencing Golf Carts in the streets and the process for passing such an ordinance.
- October 18, 2023, a Rough Draft was sent of both ordinances to the City Attorney for review. The review returned the same day.
- Changes were made, and further research on license/permit rates, Minnesota Statute Compliance, DNR Requirements, and current city ordinances of similar-sized cities in Minnesota were completed.
- November 15, 2023, another meeting was held with various departments to go over the proposed ordinance and packets.
- Further changes and updates were made.
- December 26, 2023, a final draft of both completed ordinance packets was sent to the City Attorney for review. The review came back the same day.

Proposed timeline to council:

Request to place proposed Ordinance packets 1111 and 1112 on the 1/16/2024 council agenda seeking a public hearing for the 2/6/2024 council meeting.