

**WORK SESSION 6:00 PM GAITER LAKE DEVELOPMENT**

**REGULAR WASECA CITY COUNCIL MEETING**

**TUESDAY, MARCH 7, 2023, 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 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 February 21, 2023 & Work Session February 28, 2023.
  - B. Payroll & Expenditures
  - C. Set public hearing date of March 21<sup>st</sup>, 2023 for vacation of easement.
  - D. Approval of 2023 Brewery/Taproom License and Off-Sale License for new address of Ward House Brewery at 308 South State Street.
  - E. Connections Grant Application, Waseca PD.
7. ACTION AGENDA
  - A. Resolution 23-09: Report Bids and Award Contract for the 2<sup>nd</sup> Street SW & 2<sup>nd</sup> Avenue SW Intersection Reconstruction Project (City Project No. 2023-01)
  - B. Approve Plans and Specifications and Authorize Bids for the 2023 Sidewalk Improvements Project (City Project No. 2023-04)
  - C. Resolution 23-10: Amending the Master Fee Schedule
8. REPORTS
  - A. City Manager's Report
  - B. Commission Reports
9. ANNOUNCEMENTS
10. ADJOURNMENT



# Gaiter Lake Development

Review & Next Steps



## Development Area Facts:

- Purchased in 2016 for \$650,000 as a result of the Settlement Agreement with the DNR for the Pondview Subdivision
- Approximately 62 total acres, of which about 49 acres is farmland, all zoned R-3
- Water and Sewer available along 11<sup>th</sup> Avenue at 9<sup>th</sup> Street, 10<sup>th</sup> Street, and 12<sup>th</sup> Street
- Existing 48" storm sewer pipe along shared lot line that outlets into Gaiter Lake
- Currently Xcel Energy's electric service territory (City would acquire if developed, cost unknown)



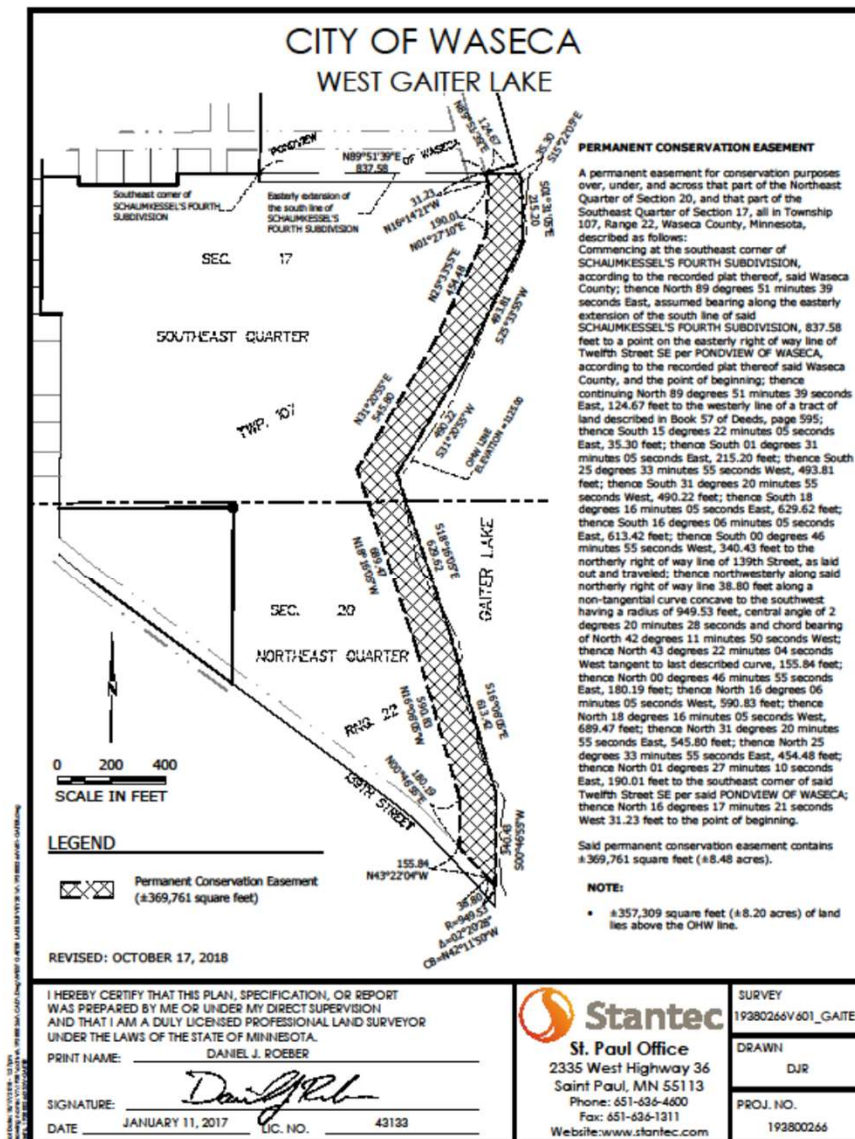
# DNR Restrictions:

## 1. Shoreland Overlay

- 1,000 feet from ordinary high-water level (OHWL)
- 25% maximum impervious area per developed lot
- 50% open space required for entire development (½ of the remaining 53 acres)

## 2. Pondview Settlement Agreement

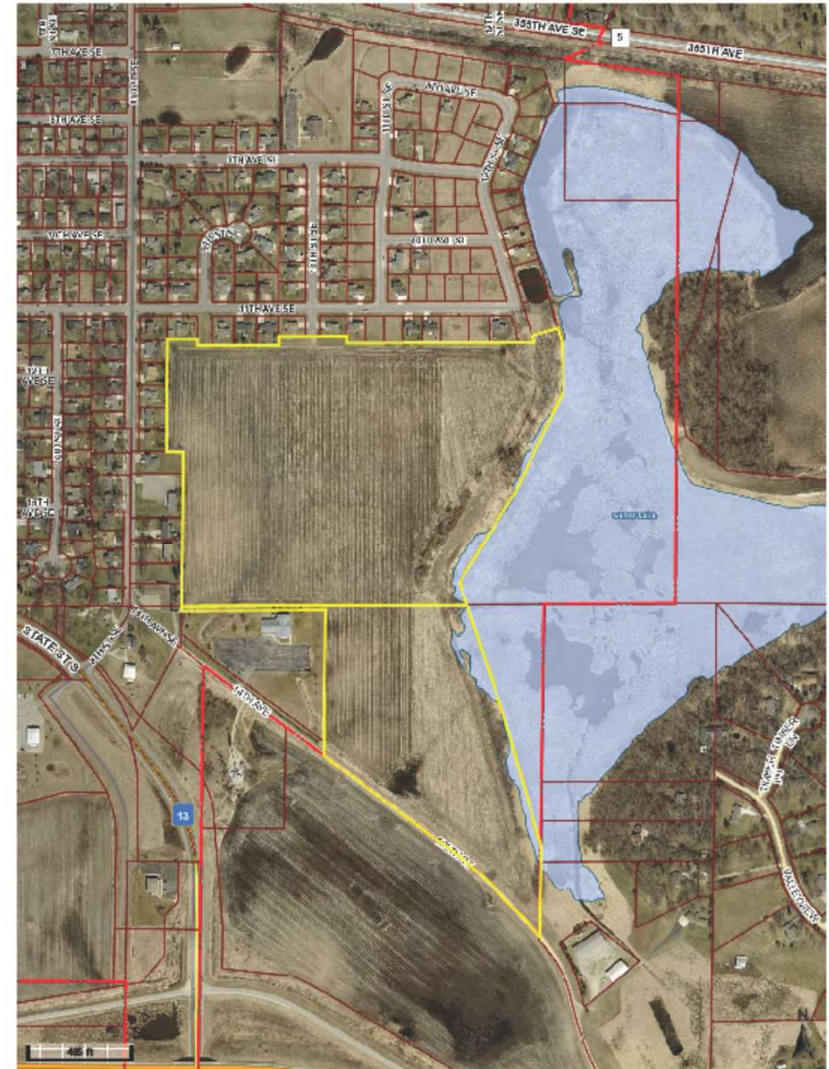
- Approximately 8.5-acre Conservation Easement along Gaiter Lake
- Easement area is considered open space for the Pondview Subdivision
- Therefore, the easement area CANNOT be counted towards required open space for the Gaiter Lake Development





# Development History:

- 2018 thru 2020: WSB hired to create development concept plans (\$30,770 total cost)
- March 2020: Sewer lift station capacity analysis completed by Stantec (\$5,885 total cost)
- May 2020: Annexation completed
- Nov 2020: Development RFP issued, no proposals were received
- Jan 2021: Development RFP reissued with one proposal received (SWMHP)
- Aug 2021: An updated Housing Study was completed by Maxfield at the request of SWMHP (\$17,583 total cost)
- Sept 2021: City entered into Memorandum of Understanding (MOU) with SWMHP to form a conceptual development plan
- May 2022: SWMHP presented their development plan at a Council work session
- July 2022: Infrastructure design RFP issued, two proposals received: Bolton & Menk (\$156,350) and Stantec (\$264,900)
- Aug 2022: SWMHP proposed next steps at a Council work session



## WSB Findings & Concept Plan:

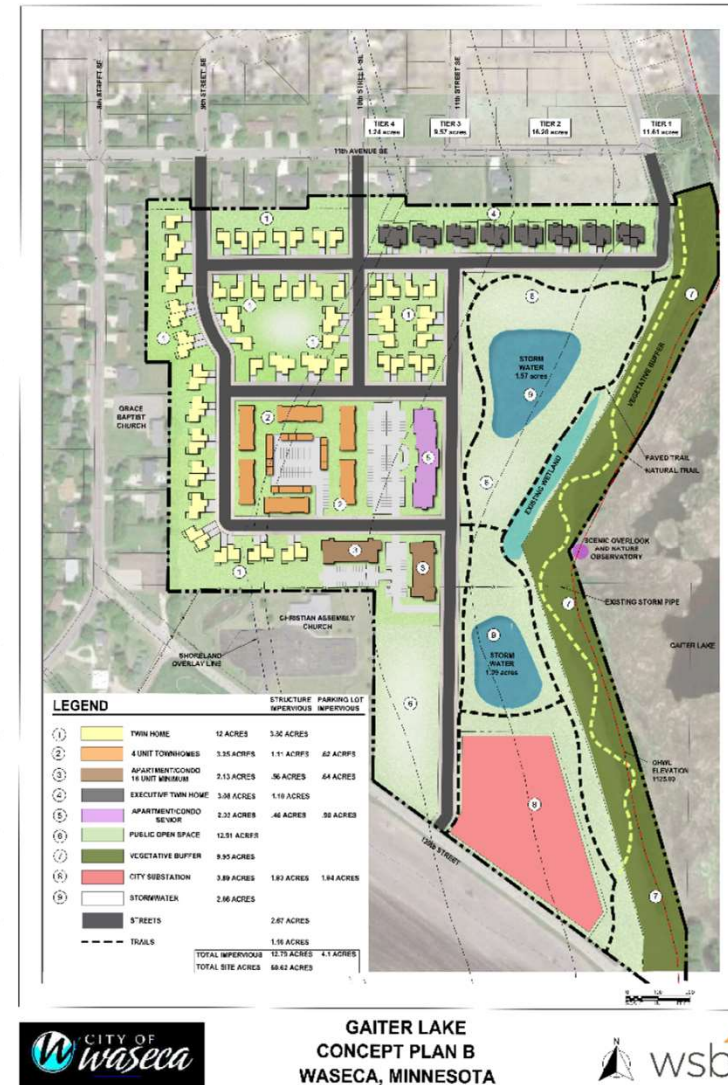
- In partnership with the City, two public engagement meetings were held in February and April of 2018
- Approximately 40 people participated in the February meeting to brainstorm ideas for the use of the land
- **Top February meeting ideas:**
  - ~Senior housing (13 votes)
  - ~Parks and trails (13 votes)
  - ~Market rate multi-family housing (4 votes)
- **Other considerations noted:**
  - ~Stormwater management
  - ~Preserve natural resources
  - ~Upscale development
  - ~No hotel or water tower
  - ~9-hole disc golf course
  - ~Convenience store
  - ~Splash pad
- **Based on feedback, 4 potential layouts were developed**





# WSB Findings & Concept Plan:

- 2<sup>nd</sup> public engagement meeting was held in April of 2018
- About 30 people attended and voted on 4 potential layouts
- Based on that meeting and other staff level considerations, Concept Plan B was determined to be the preferred layout
- Plan B consisted of a mix of twin homes, townhomes, and apartment buildings
- In March of 2020, Plan B was sent to the DNR for review
- After receiving direction from the DNR, Plan B was analyzed as a tiered Planned Unit Development (PUD)
- However, Plan B never received DNR approval







# SWMHP Development Offer:

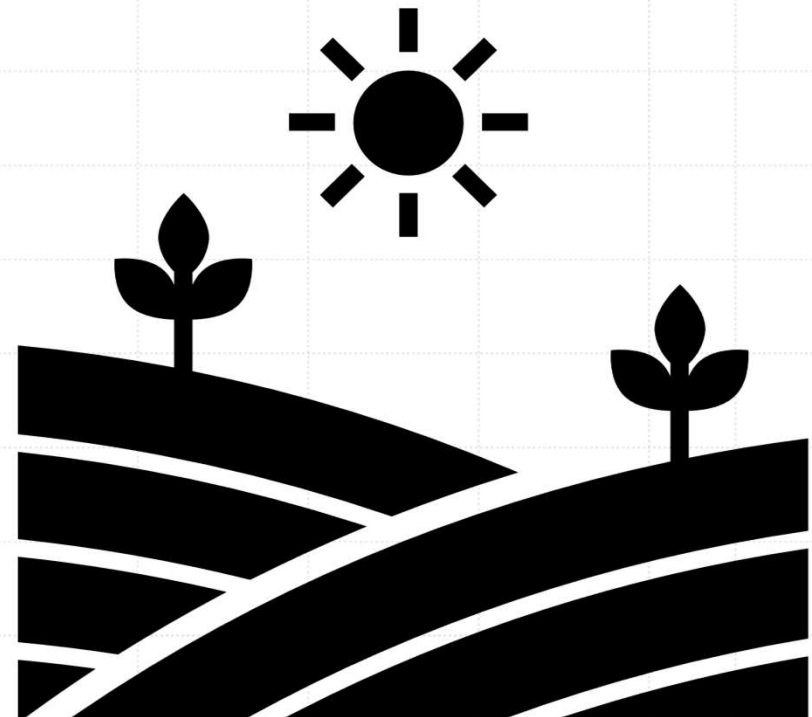
- Retain rights to purchase and develop the 15 Prairie Square lots plus 15 additional single family lots over the next 5 years (assuming \$55,000/lot, total SWMHP investment would equal \$1,650,000)
- Remaining lots would be available for purchase by other developers/builders (Miller Homes, HKS, WREF, etc.)
- City retains lot ownership until sold and is responsible for all infrastructure (streets, utilities, stormwater management, park, sidewalk/trails, etc.)
- Total estimated infrastructure cost (not including electric or park improvements): \$3,750,000  
(Phase 1 = \$2,800,000, Phase 2 = \$950,000 results in about \$55,000 per unit/lot)
- SWMHP offer is still valid (originally made in May of 2022), subject to negotiation and an eventual development agreement

## GAITER LAKE SITE CONCEPT 7 - 6/20/22



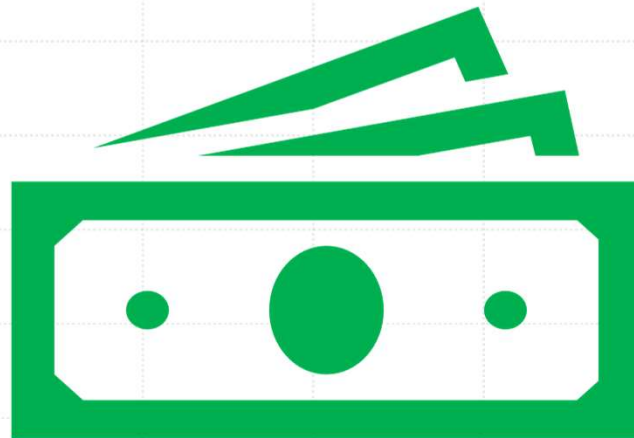
## Development Considerations:

- Timeline: Design/platting in 2023, construction in 2024, start selling lots and building homes in 2025
- Currently about 40 residential lots are available in Waseca (Pondview-23, Woodville Meadows-9, Fox Meadows-8)  
Past 3 years Waseca has averaged about 9 new homes/year
- Recommend lots are purchased up front by a group of developers/builders (SWMHP, Miller Homes, HKS, WREF, etc.)
- Need an affordable lot price, target \$55,000 or less (infrastructure cost divided by total # of units/lots)
- Construct narrower streets to reduce cost & stormwater runoff
- Phasing = higher overall infrastructure cost
- Development will need two street access points
- Open space ownership? (City or Homeowners Association)
- Uses for open space are limited by DNR rules, natural prairie is preferred (low maintenance)
- City Code § 151.049 requires 8% or about 4¼ acres of land be dedicated for a park, playground, or other public use



## Financing Considerations:

- Bond for infrastructure cost? (pay back over a 20-year period)
- Initiate a Tax Increment Financing (TIF) District? (staff recommendation) or offer Residential Tax Abatement?  
(State Statue does not allow both be used together)
- Utilize annexation/growth funds (currently have ≈\$1 million)





## Development Options/Ideas:

1. Negotiate/accept development with SWMHP
2. Purchase the SWMHP concept for \$16,000 and issue an RFP for the modification/development of their plan
3. Issue an RFP for the development of a completely new plan
4. Purchase the Pondview lift station lot (\$50,000) for future use as a new street access and sanitary sewer connection:
  - ~Can eliminate the south street access (SWMHP Phase 2)
  - ~Modify and develop only Phase 1 of the SWMHP plan and potentially eliminate the open space lot easements
  - ~Create a completely new development plan
5. Do not develop, rent the farmland in perpetuity, (Net approximately \$6,000/year: \$13,000 revenue less \$7,000 in property taxes, ≈100-year payback)
6. Do not develop, keep the required conservation easement and sell the remaining land, (\$6,150/acre x 53 acres = \$325,000, recoup ≈½ land cost)  
Could still be developed by someone else in the future



**MINUTES  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, FEBRUARY 21, 2023, 7:00 P.M.**

**CALL TO ORDER**

1. The Regular Waseca City Council Meeting was called to order by Mayor Randy Zimmerman at 7:00 p.m.

**ROLL CALL**

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

Councilmembers Absent: Stacey Schroeder

Staff Present: Carl Sonnenberg, City Manager  
Nate Willey, City Engineer  
Julia Hall, City Clerk

**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. Councilmember Mansfield made the motion to approve the agenda after adding item 7E, Waseca Real Estate Fund Proposal seconded by Arndt. Motion carried 6-0.

**PUBLIC COMMENT**

4. None.

**REQUESTS AND PRESENTATIONS**

5. City Engineer Nate Willey presented the status of the 8<sup>th</sup> Ave NE Project. Staff received the feasibility report from Stantec on January 19<sup>th</sup>. A Request For Proposal (RFP) for project design has been sent out with a submittal deadline of February 24, 2023. The Active Transportation (AT) grant decision will be awarded on March 24<sup>th</sup> and is expected to cover 100% of the costs following the revisions after the County Commissioner's decisions and the Stantec feasibility report.  
The Commissioners arrived at a 75% County and a 25% City with stipulations to be included in a future agreement. A calendar of a project timeline was submitted to council and in the agenda packet.

**CONSENT AGENDA**

6. Motion to approve the consent agenda was made by Ebertowski, seconded by Conrath. Motion carried 6-0.

### **ACTION AGENDA**

7.
  - A. Motion to approve the Plans and Specifications and Authorize Bids for the City Parking Lot Rehabilitation Project (City Project No. 2023-02)) was made by Conrath, seconded by Mansfield. Motion carried 4-2. (Nay Ebertowski and Mansfield)
  - B. Motion to approve Resolution 23-08: Authorize Cooperative Construction Agreement with MnDOT (City Project 2023-06) was made by Mansfield, seconded by Arndt. Motion carried 6-0.
  - C. Motion was made Approve Plans and Specifications and Authorize Bids for the TH13 Trail Connector Project (City Project No. 2023-06) by Arndt, seconded by Ebertowski. Motion carried 6-0.
  - D. Motion to table the decision on application for the Planning Commission Appointments until a more formal process is in place was made by Mansfield, seconded by Christiansen. Motion carried 6-0.
  - E. Motion to approve the proposal from the Waseca Real Estate Fund was made by Conrath, seconded by Mansfield. Motion carried 6-0.

### **REPORTS**

8.
  - A. City Manager's Report:
    - i. Scott Girtler is scheduled to return.
    - ii. Loy Spies a long time Parks Department employee (37 years) passed away February 11<sup>th</sup>..
  - B. Commission Reports:
    - i. Waseca Tourism was reported by Councilmember Conrath. They spent their entire meeting reviewing and updating their bylaws/

### **ANNOUNCEMENTS**

9.
  - A. Councilmember Ebertowski:
    - i. Drive Safe, Stay Warm and if you can Stay Home.
  - B. Councilmember Mansfield:
    - i. Happy Mardi Gras
  - C. Councilmember Conrath:
    - i. Thank you to the three who applied for the Planning Commission and all who volunteer for the commissions.
  - D. Mayor Zimmerman:
    - i. Sleigh & Cutter was a big success.

### **ADJOURNMENT**

10. There being no further business to be brought before the Council, it was moved by Arndt to adjourn the meeting at 8:00 p.m., seconded by Conrath. Motion carried 6-0.

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JULIA HALL  
CITY CLERK

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RANDY L. ZIMMERMAN  
MAYOR



**MINUTES**  
**WASECA CITY COUNCIL WORK SESSION**  
**TUESDAY, FEBRUARY 28, 2023, 6:00 P.M.**

**CALL TO ORDER**

The Waseca City Council Work Session began at 6:00 p.m.

**ROLL CALL**

Councilmembers Present:	Mayor Randy Zimmerman	Mark Christiansen – 7:23 p.m.
	Jeremy Conrath	James Ebertowski
	John Mansfield – 6:02 p.m.	Stacey Schroeder- Via Phone
Councilmembers Absent:	Daren Arndt	
Staff Present:	Carl Sonnenberg, City Manager	
	Penny Vought, Waseca Police Chief	
	Alicia Fischer, Finance Director	
	Julia Hall, City Clerk	
	Andrew Harren, Waseca Police Officer	
	Angie Grotberg, Waseca Police Lieutenant	
	Barb Kietzman, Waseca Police Department Records Clerk	
	Brent Brass, Waseca Police Investigator	
	Courtney Hartle, Waseca Police Officer	
	Scott Girtler, Waseca Police Sergeant	
	Elizabeth Gruenhagen, Waseca Police Officer	
	Tim Schroeder, Waseca Police Sergeant – Via Phone	
	Thomas Bendorf, Waseca Police Officer	
Waseca County Staff Present:	Jay Dulas, Waseca County Sheriff	
	Doug Gerds, Waseca County Chief Deputy	
	Serena Frazier, Waseca County Sheriff's Deputy	
	Rachel Cornelius, Waseca County Attorney	
New Richland Staff Present:	Tanyce Bruegger, New Richland Police Chief	

**PURPOSE**

Mayor Zimmerman opened the meeting, stating that the purpose of the meeting was a discussion on Waseca Police Department staffing current and going forward.

City Manager Carl Sonnenberg Introduced Councilmember Stacey Schroeder on the phone, explained because it is a work session no action was to be taken, we are within the legal parameters of the open meeting law.

**CONVERSATION**

- Chief Vought started off the meeting reading a statement:  
"I believe we have been and will be able to provide excellent service to the residents of Waseca. In turn, we have a tremendous amount of support within our community. I also believe that we have dedicated officers and Staff who want to do a great job for the City and the Citizens of Waseca."

A timeline of the Waseca Police Department since 2020.

1. January 6, 2020- Arik Matson was shot- "Probably one of the most traumatic events a department can endure."  
Have not been at full staff since that day due to waiting months to fill his position,
  2. January 22, 2021- Another officer left for another department.
  3. At first it was possible to only fill one of the two positions but in May of 2021 authorization to fill both positions was received.
  4. Meanwhile the Department was still dealing with COVID. During this time they were directed if they left the state they would need to quarantine seven (7) days before they could return to work, many officers just cancelled their vacations and continued to work.
  5. October 14, 2021, and May of 2022 Police Department was able to do a commendation ceremony. Which included a law enforcement purple heart, medal of honor awards, lifesavings awards and unit commendations. As support, all officers were present to show their support even if not monetarily compensated.
  6. January 2022 an officer went out on FMLA and has since left employment. This officer's position has not been replaced.
  7. March 2022 officers were directed that they must maintain certain thresholds on their vacation accruals or they would lose them by mid-September 2022. Scheduling was done to work on a plan to get them their vacation time so they did not lose any. Some were able to take vacations and others did not want to short the rest of the department, so they did not take vacations. Chief Vought was then told to start "denying" vacation requests. She asked for a two (2) week reprieve of the directive for one (1) officer who had been sick and they could not get him under the threshold, that request was denied. Some officers did lose vacation hours.
  8. It was asked to provide "check-ups from the neck-up" to the PD, which is a review of how the officers are doing not just physically, because it was not in the budget it was denied. It took something being reported to the former City Manager to do something to help the Police Officers for the budget to be adjusted in June 2022, and check-ups from the neck-up" are now in the 2023 budget for PD.
  9. November 2022, an officer went out on FMLA.
  10. December 2022, an officer went out on FMLA.
  11. One of the officers on FMLA returned last Friday, but on March 1<sup>st</sup> another officer has their last day and it has been said that there may be other officers looking to leave, true or frustration it still needs to be addressed.
  12. "We are still very much a group of dedicated employees who will continue to show up and do the best job we can for our residents." Open to discussion on how to recruit new officers and retain the officers currently on staff.
- Councilmember Conrath stated that going back to the additional mandatory quarantine time, that should not have been done.
  - Detective Brass pointed out that the short staffing began before the shooting of Officer Matson, nine (9) to ten (10) Patrol officers would be preferred. The issue is not that more money is needed but more officers are needed.
  - Councilmember Ebertowski said he understands how all of that affects not just work life but also home life.
  - Chief Vought pointed out that PD has been short staffed almost the entire thirty-nine (39) years she has worked for PD, scheduling has always been hard. A copy of the current schedule was share with the Councilmembers.
  - Councilmember Mansfield pointed out that two open positions are in the budget. Asked if there was an equivalent standard between City PD and Sheriffs?
  - Chief Vought explained that they have been trying to hire since June for the two positions, that the hiring process begins right away when an application is received, they do not wait for a certain number or date. They

need applicants that are going to be a good fit for the City and the PD. Some lately have not been able to pass the required background check and do not even make it to the next steps in the process.

- Mayor Zimmerman said there are “9 to 10 thousand officers in Minnesota” was wondering if there is a network for them.
- Officer Harren pointed out that the hiring event he and Lieutenant Grotberg attended earlier in the day (Tuesday February 28, 2023) had approximately 61 departments/booths with approximately 75-100 students in attendance, where most of those students went straight to the booths from PDs in the Metro.
- Lieutenant Grotberg said that the ones they did talk to looked to the Metro because they were looking for the PD nearest “home”. She also pointed out that Brooklyn Center (population 32,000) offers officers between \$84,000 – \$105,000 with some being offered \$115,000 annually compared to Waseca (population 9,000) which offers \$67,496. Starting Waseca Deputy pay is \$61,000 - \$79,000.
- Councilmember Mansfield asked if there was a way to bring the Explorer Program back to the High School to create some of the local interest.
- Lieutenant Grotberg informed Council that the Explorer Program was shut down due to lack of interest.
- Deputy Frazier said that most people who ask about the position do not ask about pay but rather about the schedule which is currently six (6) and three (3) (meaning 6 shifts on 3 shifts off).
- Chief Vought stated that the PD currently has one detective working road shifts but that also then shorts us one working detective.
- Councilmember Conrath asked if there is a way to expand the hiring area and is there an issue with who is providing the Psych testing for the applicants?
- Chief Vought said the radius for hiring could be looked at and the firm that performs the psych tests is the same that has been doing it for many years, but with many applicants they aren’t getting to that step.
- Mayor Zimmerman asked if there was continued education for the officers.
- Chief Vought said that currently there are two online programs for the required continued education which was hard when several officers needed to renew at the same time during COVID but now more programs are going back to in person training. But some officers prefer to continue to do the online training. But yes there is continued training.
- Councilmember Schroeder asked if any of the officers who left were asked why they were leaving.
- Chief Vought said without speaking for them she does not know why specifically they left, there was no exit interview.
- Officer Harren said the schedule of working alone are big reasons people leave along with an increase in violent crimes are a big deterrent especially when working alone.
- Finance Director Alicia Fischer said that there are funds budgeted for two more patrol officers, but again that does not bring them to full staff.
- Detective Brass said yes nine (9) is full staff but ten (10 ) would be ideal.
- Points from Councilmember Conrath:
  1. Would like for Council to have input on the Union Contracts
  2. Would like for people not to lose their vacation and see if there is a way to increase the max threshold, instead of any being “lost” to have it paid out.
  3. Would like for unused sick time to be rolled into vacation time instead of lost to deter people from calling in “sick” just so they don’t lose it. Reward them for not being out sick.
  4. Does not believe that bonuses will work because if you are trying to compete with the larger cities the bonuses will have to be huge.
  5. He believes that the media has created the hiring problem, people are afraid to be officers. This thought was then echoed throughout the room ex: “yes you can get sued for helping” “you can be viewed forever on a split-second decision” “you are told what charges you face before an investigation or report is even started”.
- Lieutenant Grotberg shared that the Minnesota State Patrol class which normally can be 1200 recruits is now lucky if they have 200.



- A note read by City Manager Sonnenberg from Councilmember Arndt said that he does support the Police Department and wants them to be competitive in their hiring.
- Chief Vought mentioned that there is another hiring event next week in Hennepin County,
- Mayor Zimmerman stated the need to “pound the pavement and be deliberate”
- Deputy Frazier said that she had seen some recruitment videos that were very informative, showed the good in the community and why people would want to work there.
- Officer Harren said that many departments offer paid time for officers to exercise. A small break was taken if anyone wanted to step in and see the exercise room at the Police Department.
- Mayor Zimmerman said that the exercise room resembled more a “home gym” and not an adequate fitness room.
- Pastor Sipe asked the officers why they stay. Some answers given were:
  1. No interest in the Metro
  2. Great place to raise a family
  3. Love the community
  4. Home
  5. Most given answer “Coworkers are family”
- Councilmember Schroeder asked if they have thought of hiring a recruitment service for hiring or even just for pointers.
- Councilmember Mansfield said that the officers will be the best recruiters. He asked for a copy of job descriptions and an organization chart, City Manager Sonnenberg said that staff can provide that. He would like to know what all could be done by the Council to help the PD.
- To Councilmember Schroeder's question City Manager Sonnenberg said those conversations are ongoing, and that the hiring fair for that day was just brought to the PDs attention last week. Chief Vought confirmed they were able to beat the deadline to get signed up at the last minute. That is why they are already talking about the one in Hennepin County, she will work with them to get signed up.
- Chief Vought said the last pay and compensation review was done in 2016.
- Councilmember Conrath said because of all the changes that have been happening in the last few years it would be a good time to review the pay and comp plan.
- Finance Director Alicia Fischer confirmed that is correct and that it is time to look into an updated pay and comp review, those conversations have begun.
- Councilmember Christiansen said that this isn't just a one group issue, what is the retirement, what would be a way to increase incentive, is there a way to make it more appealing?
- Chief Vought said that “longevity pay” could be what is used as an incentive.
- Finance Director Alicia Fischer said that we can look into what options are available.
- Lieutenant Grotberg said that in their training it was said the Public Employees Retirement Association (PERA) will not be able to sustain the large exit of officers right now and in nine (9) years it may no longer be available to officers.
- Attorney Cornelius said that training is hard, there isn't enough funds to send everyone because they should be paid for those days even if they are not on patrol.
- Sergeant Schroeder said that it is not about the money, it is about the people. He repeatedly said how he loves his team and would do anything for them. They need to figure out a way to support the people.
- City Manager Sonnenberg said that a list of ideas should be put together to be presented for the 2024 budget. To include the cost to have nine (9) Patrol Officers not eight (8).
- Councilmember Conrath asked if it would be possible to move some around to help alleviate the schedules of the Patrol Officers. He would like to see the patrol stress alleviated sooner than the 2024 budget.
- Chief Vought said that possible department restructuring can be discussed.
- Attorney Cornelius said that the Drug Task force Officer is greatly needed in the community, the number of cases is large, not just little amounts or “little fish”. That position is shared with Waseca County.

- Councilmember Schroeder asked why the D.A.R.E. program was not being taught by the School Resource Officer (SRO).
- Chief Vought said with the SRO being new to that position at the time of training it was best they stay at the school instead of stepping away to do training right away. There **is** someone trained to teach the D.A.R.E. program who was accommodating to keep teaching the program, as they enjoy it, until it will be turned over. The SRO will be taking the training.
- Councilmember Mansfield asked if there was D.A.R.E. training for more than one grade of students.
- Lieutenant Grotberg confirmed there is training available to more grades than just 5<sup>th</sup> grade, it just is not currently offered.
- Councilmember Ebertowski circled back for clarification on who it was that denied the “check up from the neck up” reviews. Chief Vought confirmed it was the prior City Manager Mattson, due to budget. But it had been added now to the 2023 budget and to continue. Councilmember Ebertowski then asked what kind of follow-up there is to those checks, Chief Vought responded that depends on the situation, they are all different.
- Councilmember Mansfield asked if there was a “buddy check” process like there is in the military.
- Lieutenant Grotberg said yes informally, as well as there are groups that offer peer support.
- Chief Vought said that the City has an Employee Assistance Program.
- Lieutenant Grotberg stated that she had heard that it had not been well received.
- Mayor Zimmerman said that some Police Departments do have Law Enforcement Chaplains, and he introduced Pastor Sipe.
  1. Pastor Sipe gave an introduction of himself, and what he has done with other Law Enforcement Programs, how they have provided assistance to officers because the Chaplains are for the officers, no one else.
- Mayor Zimmerman asked for a summary of the meeting to include goals and future topics:
  1. Training
  2. Marketing of Waseca as a community
  3. Recruitment
  4. Larger gym/fitness area
  5. Reiterate the importance of the Police Department and how we as City Council can accommodate.
- Officer Harren thanked the Council for acknowledge their needs, there was a collective agreement of the officers in the room.
- Councilmember Ebertowski said the first goal should be getting the two (2) if not three (3) officers hired to relieve any officer from having to work alone.
- Councilmember Conrath said the big picture is to relieve stresses by filling bodies. It is long overdue.
- Councilmember Mansfield said he was happy to be included in the conversation and learn as a Council how they can work to help going forward.
- Chief Vought said her last point is that they have “Great Officers and PD Admin Barb and Christine”.
- Finance Director Fischer wanted to remind the Council that all these points have in the past been talked about and things were omitted, changed, or remained based on the decision of Council, it is nice to hear that things will be looked at again.

This being the beginning of an ongoing conversation the work session adjourned at 8:00 p.m.

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JULIA HALL  
CITY CLERK

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RANDY L. ZIMMERMAN  
MAYOR



 **6B**

LIST OF EXPENDITURES

March 7, 2023



=====  
City Council 4,250.00  
Streets 29,037.45  
Parks 9,155.64  
Wastewater 8,690.70  
Utility Administration 9,425.94  
Utility Offices 7,946.36  
Electric 14,858.89  
Water 7,659.04  
Building and Code Compliance 3,040.71  
Police 68,417.60  
Administration 3,088.69  
Community Aides 825.02  
Fire 8,071.79  
Paid On Call Fire Department 738.99  
PEG 210.32  
Election Judges 0.00  
Finance 9,795.90  
Connections 3,613.56  
Community Development 2,312.59  
Engineering 16,742.22  
Recreation 2,581.94  
Econ Development 3,100.69

Total Gross Payroll 213,564.04

\*Less- Payroll Deductions (68,514.88)

Net Payroll Cost \$ 145,049.16

\*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:

February 17, 2023-March 2, 2023

Includes check #'s 158993-159035

Bank ACH Withdrawals..... 425,360.19

GRAND TOTAL EXPENDITURES \$ 570,409.35

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
<b>General Fund</b>						
02/28/2023	22326	MN Sales and Use Tax Payable	January Sales Tax Payable	101-20210-0000	65.82	M
Total 101202100000:					65.82	
02/21/2023	22332	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 2/19/2023	101-21701-0000	20,093.10	M
Total 101217010000:					20,093.10	
02/21/2023	22327	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 2/19/2023	101-21702-0000	9,435.50	M
02/21/2023	22328	MN Department of Revenue	GARNISHMENT Pay Period: 2/19/2023	101-21702-0000	501.85	M
Total 101217020000:					9,937.35	
02/21/2023	22332	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 2/19/2023	101-21703-0000	7,886.95	M
02/21/2023	22332	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 2/19/2023	101-21703-0000	8,444.37	M
Total 101217030000:					16,331.32	
02/21/2023	22329	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 2/19/2023	101-21704-0000	1,328.28	M
02/21/2023	22329	Public Employees Retirement Assn (ACH	adj	101-21704-0000	.05	M
02/21/2023	22329	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 2/19/2023	101-21704-0000	8,633.95	M
02/21/2023	22329	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 2/19/2023	101-21704-0000	8,254.61	M
02/21/2023	22329	Public Employees Retirement Assn (ACH	DEF CONTRIBUTION/EMPL Pay Period: 2/19/2023	101-21704-0000	58.70	M
02/21/2023	22329	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 2/19/2023	101-21704-0000	8,633.95	M
02/21/2023	22329	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 2/19/2023	101-21704-0000	12,381.89	M
02/21/2023	22329	Public Employees Retirement Assn (ACH	DEF CONT Employer Pay Period: 2/19/2023	101-21704-0000	58.70	M
Total 101217040000:					39,350.13	
02/21/2023	158993	NCPERS Minnesota - 8266711	LIFE INSURANCE - PERA Pay Period: 2/19/2023	101-21711-0000	208.00	
Total 101217110000:					208.00	
02/21/2023	22332	ACH Internal Revenue Service	MEDICARE Pay Period: 2/19/2023	101-21712-0000	2,826.27	M
02/21/2023	22332	ACH Internal Revenue Service	MEDICARE Pay Period: 2/19/2023	101-21712-0000	2,956.65	M
Total 101217120000:					5,782.92	
02/21/2023	22333	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 2/19/2023	101-21713-0000	1,450.00	M
02/21/2023	22333	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 2/19/2023	101-21713-0000	924.00	M
Total 101217130000:					2,374.00	
02/21/2023	22331	Vantagepoint Transfer Agents 457	ICMA - ROTH (AFTER TAX) Pay Period: 2/19/2023	101-21714-0000	350.00	M
02/21/2023	22331	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 2/19/2023	101-21714-0000	603.43	M
Total 101217140000:					953.43	
02/21/2023	22337	Colonial Life & Accident Insurance Co	COLONIAL LIFE Pay Period: 2/19/2023	101-21715-0000	1,081.76	M
02/21/2023	22337	Colonial Life & Accident Insurance Co	COLONIAL LIFE Pay Period: 2/5/2023	101-21715-0000	1,081.76	M
Total 101217150000:					2,163.52	
02/28/2023	22338	Medsurety	2022 Flex Reimbursement	101-21716-0000	105.76-	M
02/28/2023	22338	Medsurety	Flex Reimbursement	101-21716-0000	532.22	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
02/21/2023	22334	Medsurety	HSA Contribution Pay Period: 2/19/2023	101-21716-0000	1,490.44	M
Total 101217160000:					1,916.90	
02/21/2023	22330	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 2/19/2023	101-21717-0000	972.76	M
Total 101217170000:					972.76	
02/21/2023	22336	Family Medical Care Plan	FMCP Single Pay Period: 2/19/2023	101-21720-0000	22.47	M
02/21/2023	22336	Family Medical Care Plan	FMCP Single Pay Period: 2/5/2023	101-21720-0000	22.48	M
02/21/2023	22336	Family Medical Care Plan	FMCP Single Pay Period: 2/5/2023	101-21720-0000	427.03	M
02/21/2023	22336	Family Medical Care Plan	FMCP Single Pay Period: 2/19/2023	101-21720-0000	427.02	M
02/21/2023	22335	United Healthcare	UHC Family Pay Period: 2/19/2023	101-21720-0000	17,500.00	M
02/21/2023	22335	United Healthcare	Armendariz Feb Cobra	101-21720-0000	2,634.61	M
02/21/2023	22335	United Healthcare	UHC Family Pay Period: 2/5/2023	101-21720-0000	17,500.00	M
02/21/2023	22335	United Healthcare	UHC Single Pay Period: 2/19/2023	101-21720-0000	14,824.95	M
02/21/2023	22335	United Healthcare	UHC Single Pay Period: 2/5/2023	101-21720-0000	14,824.95	M
02/21/2023	22335	United Healthcare	Gedicke Feb Cobra	101-21720-0000	847.14	M
02/21/2023	22335	United Healthcare	UHC Employee + 1 Pay Period: 2/5/2023	101-21720-0000	285.44	M
02/21/2023	22335	United Healthcare	Matson Feb Cobra	101-21720-0000	847.14	M
02/21/2023	22335	United Healthcare	UHC Employee + 1 Pay Period: 2/19/2023	101-21720-0000	285.36	M
02/21/2023	22335	United Healthcare	UHC Employee + 1 Pay Period: 2/19/2023	101-21720-0000	7,000.00	M
02/21/2023	22335	United Healthcare	Rugger Feb Cobra	101-21720-0000	847.14	M
02/21/2023	22335	United Healthcare	UHC Employee + 1 Pay Period: 2/5/2023	101-21720-0000	7,000.00	M
02/21/2023	22335	United Healthcare	Spies Feb Cobra	101-21720-0000	847.14	M
02/21/2023	22335	United Healthcare	UHC Family Pay Period: 2/19/2023	101-21720-0000	942.20	M
02/21/2023	22335	United Healthcare	UHC Family Pay Period: 2/5/2023	101-21720-0000	942.34	M
02/21/2023	22335	United Healthcare	Bruegger Adj	101-21720-0000	2,634.61-	M
02/21/2023	22335	United Healthcare	Hall Adj	101-21720-0000	974.21-	M
Total 101217200000:					84,418.59	
02/21/2023	22336	Family Medical Care Plan	FMCP Family Pay Period: 2/19/2023	101-21724-0000	351.00	M
02/21/2023	22336	Family Medical Care Plan	FMCP Family Pay Period: 2/5/2023	101-21724-0000	351.00	M
02/21/2023	22336	Family Medical Care Plan	FMCP Family Pay Period: 2/19/2023	101-21724-0000	3,159.00	M
02/21/2023	22336	Family Medical Care Plan	FMCP Family Pay Period: 2/5/2023	101-21724-0000	3,159.00	M
Total 101217240000:					7,020.00	
03/02/2023	159010	Fame Awards	Name Plate-Sonnenberg	101-41110-2000	9.00	
03/02/2023	159010	Fame Awards	Red Alder namebars	101-41110-2000	16.00	
Total 101411102000:					25.00	
03/02/2023	20230148	Ebertowski, James	Technology Reimbursement	101-41110-3200	811.05	
Total 101411103200:					811.05	
03/02/2023	20230168	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00	
Total 101411104455:					1,125.00	
03/02/2023	20230167	Waseca Area Chamber of Commerce	Employee Recognition-Parpart	101-41320-4930	25.00	
03/02/2023	20230167	Waseca Area Chamber of Commerce	Employee Recognition-Rogers	101-41320-4930	25.00	
03/02/2023	20230167	Waseca Area Chamber of Commerce	Employee Recognition-Luiken	101-41320-4930	10.00	
03/02/2023	20230167	Waseca Area Chamber of Commerce	Employee Recognition-Rossow	101-41320-4930	10.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101413204930:					70.00
03/02/2023	20230138	A. H. Hermel Company	Pop for Vending Machine	101-41320-4945	79.76
Total 101413204945:					79.76
03/02/2023	20230154	Innovative Office Supply	New Stamp for Finance	101-41500-2000	24.28
Total 101415002000:					24.28
03/02/2023	159032	Waseca County Treasurer	Legal Services Contract payment	101-41600-3000	5,370.33
Total 101416003000:					5,370.33
03/02/2023	20230140	Amazon	Battery backup - Chrz	101-41920-2050	59.95
Total 101419202050:					59.95
03/02/2023	20230162	Pantheon Computer Systems Inc.	Maintenance Agreement	101-41920-3100	6,657.52
03/02/2023	20230162	Pantheon Computer Systems Inc.	Help Desk Agreement	101-41920-3100	2,170.00
Total 101419203100:					8,827.52
03/02/2023	20230154	Innovative Office Supply	Office Supplies	101-41940-2000	15.59
Total 101419402000:					15.59
03/02/2023	159007	Cintas Corporation	First aid cabinet supplies - City Hall	101-41940-2170	70.89
03/02/2023	20230154	Innovative Office Supply	general supplies	101-41940-2170	163.15
Total 101419402170:					234.04
03/02/2023	20230164	Siemens Industry Inc	City hall Fire System Repairs	101-41940-2230	964.00
Total 101419402230:					964.00
03/02/2023	20230144	Cady Business Technologies Inc	Monthly Phone Support Plan	101-41940-3100	262.62
03/02/2023	159005	Cintas Corp	Floor mat service	101-41940-3100	54.58
03/02/2023	20230165	Stoltz Cleaning Services LLC	City Hall Cleanin/Qtrly Cleaning	101-41940-3100	875.00
03/02/2023	20230165	Stoltz Cleaning Services LLC	City Hall Cleaning	101-41940-3100	285.00
Total 101419403100:					1,477.20
03/02/2023	159003	Centerpoint Energy	Monthly Billing	101-41940-3800	1,640.61
03/02/2023	32301	City of Waseca	January Utilities	101-41940-3800	1,931.37 M
Total 101419403800:					3,571.98
03/02/2023	20230142	Bomgaars Supply		101-41940-4000	82.97
03/02/2023	159008	Elegant Creations	Breakroom Counter	101-41940-4000	1,707.50
Total 101419404000:					1,790.47
03/02/2023	20230154	Innovative Office Supply	Office Supplies - Police	101-42100-2000	59.04



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421002000:					59.04
03/02/2023	159031	Waseca County Highway Department	Monthly billing	101-42100-2120	2,605.07
Total 101421002120:					2,605.07
03/02/2023	159007	Cintas Corporation	First aid - Police	101-42100-2190	71.47
Total 101421002190:					71.47
03/02/2023	159005	Cintas Corp	Mats - PD	101-42100-3100	8.98
03/02/2023	159005	Cintas Corp	Floor Mats	101-42100-3100	8.98
Total 101421003100:					17.96
03/02/2023	159003	Centerpoint Energy	Monthly Billing	101-42100-3800	1,278.32
03/02/2023	32301	City of Waseca	January Utilities	101-42100-3800	705.88 M
Total 101421003800:					1,984.20
03/02/2023	159024	Sentinel MN LLC	Supplies for Swat	101-42100-4370	2,895.00
Total 101421004370:					2,895.00
03/02/2023	159030	Waseca Community Education	Early Childhood fair booth	101-42100-4640	10.00
Total 101421004640:					10.00
03/02/2023	159031	Waseca County Highway Department	Monthly billing	101-42200-2120	282.65
Total 101422002120:					282.65
03/02/2023	20230145	Central Fire Protection Inc.	Extinguishers	101-42200-2160	144.00
Total 101422002160:					144.00
03/02/2023	159021	My-Lor Inc	New Firefighter ID tags	101-42200-2170	83.70
Total 101422002170:					83.70
03/02/2023	159011	Fire Safety USA Inc.	Helmets (2) for new Firefighters	101-42200-2180	119.90
03/02/2023	20230156	Jefferson Fire & Safety Inc	Boots	101-42200-2180	315.00-
03/02/2023	20230156	Jefferson Fire & Safety Inc	Uniforms/Boots	101-42200-2180	2,045.56
Total 101422002180:					1,850.46
03/02/2023	159007	Cintas Corporation	First Aid - Fire	101-42200-2190	31.56
03/02/2023	159021	My-Lor Inc	New Firefighter ID tags	101-42200-2190	183.60
Total 101422002190:					215.16
03/02/2023	159011	Fire Safety USA Inc.	Replacement hose	101-42200-2410	700.00
Total 101422002410:					700.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
03/02/2023	159005	Cintas Corp	Mats - FD	101-42200-3100	8.99
03/02/2023	159005	Cintas Corp	Floor Mats	101-42200-3100	8.99
03/02/2023	159009	Equipment Management Company	Annual Maintances for extraction tools	101-42200-3100	750.00
Total 101422003100:					767.98
03/02/2023	159003	Centerpoint Energy	Monthly Billing	101-42200-3800	1,278.33
03/02/2023	32301	City of Waseca	January Utilities	101-42200-3800	705.87 M
03/02/2023	32301	City of Waseca	January Utilities	101-42200-3800	55.42 M
Total 101422003800:					2,039.62
03/02/2023	20230146	City Building Inspection Services LLC	building inpsctions	101-42400-3000	6,459.76
Total 101424003000:					6,459.76
03/02/2023	159031	Waseca County Highway Department	Monthly billing	101-43000-2120	26.73
Total 101430002120:					26.73
03/02/2023	159013	GS Direct Inc.	Ink for plotter	101-43000-2170	325.75
Total 101430002170:					325.75
03/02/2023	32302	Verizon Wireless	Monthly Verizon Data Bill	101-43000-3200	80.02 M
Total 101430003200:					80.02
03/02/2023	159031	Waseca County Highway Department	Monthly billing	101-43100-2120	7,462.68
03/02/2023	159031	Waseca County Highway Department	Monthly billing	101-43100-2120	423.51
Total 101431002120:					7,886.19
03/02/2023	20230140	Amazon	Fuel card holders	101-43100-2170	108.49
03/02/2023	20230142	Bomgaars Supply		101-43100-2170	26.99
03/02/2023	159006	Cintas Corporation	First Aid Cabinet Supplies	101-43100-2170	57.46
Total 101431002170:					192.94
03/02/2023	159000	Aramark Uniform Services	Uniform service	101-43100-2180	90.90
Total 101431002180:					90.90
03/02/2023	159018	Manthe Garage Doors	truck shed and storage door repair	101-43100-2230	357.25
Total 101431002230:					357.25
03/02/2023	159015	League of MN Cities	Safety & Loss Control Workshop	101-43100-3300	20.00
Total 101431003300:					20.00
03/02/2023	159003	Centerpoint Energy	Monthly Billing	101-43100-3800	2,515.55
03/02/2023	32301	City of Waseca	January Utilities	101-43100-3800	55.42 M
03/02/2023	32301	City of Waseca	January Utilities	101-43100-3800	800.13 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101431003800:					3,371.10
03/02/2023	20230150	H & J Fuel Inc	Fuel	101-43125-2120	1,869.43
03/02/2023	20230150	H & J Fuel Inc	fuel	101-43125-2120	3,203.65
Total 101431252120:					5,073.08
03/02/2023	20230142	Bomgaars Supply		101-43125-2170	70.19
Total 101431252170:					70.19
03/02/2023	32301	City of Waseca	January Utilities	101-43170-3800	181.87 M
Total 101431703800:					181.87
03/02/2023	20230153	Independent School District #829	City Contribution Community Ed	101-45100-3100	8,333.33
Total 101451003100:					8,333.33
03/02/2023	158998	American Red Cross-Training Services	Lifeguard Training	101-45130-3300	351.00
Total 101451303300:					351.00
03/02/2023	159003	Centerpoint Energy	Monthly Billing	101-45130-3800	859.65
03/02/2023	32301	City of Waseca	January Utilities	101-45130-3800	544.34 M
Total 101451303800:					1,403.99
03/02/2023	32301	City of Waseca	January Utilities	101-45180-3800	29.16 M
Total 101451803800:					29.16
03/02/2023	159031	Waseca County Highway Department	Monthly billing	101-45200-2120	319.90
Total 101452002120:					319.90
03/02/2023	20230149	Four Seasons Athletics	Memorial Bench Plaque	101-45200-2170	220.00
03/02/2023	159033	Waseca Soil & Water Conservation Dist	WSWC Tree order	101-45200-2170	346.00
Total 101452002170:					566.00
03/02/2023	159001	Auto Value Waseca	Parts and supplies	101-45200-2240	13.99
03/02/2023	20230161	MTI Distributing Inc.	Toro 3280 PTO Belts	101-45200-2240	168.72
03/02/2023	20230161	MTI Distributing Inc.	Toro 3280 Parts	101-45200-2240	132.75
Total 101452002240:					315.46
03/02/2023	159003	Centerpoint Energy	Monthly Billing	101-45200-3800	880.40
03/02/2023	159003	Centerpoint Energy	Monthly Billing	101-45200-3800	81.59
03/02/2023	32301	City of Waseca	January Utilities	101-45200-3800	510.60 M
Total 101452003800:					1,472.59
03/02/2023	20230142	Bomgaars Supply		101-45200-4000	194.97
03/02/2023	20230152	IFACS	CLP Picnic Table Hardware	101-45200-4000	354.15

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101452004000:					549.12
03/02/2023	20230165	Stoltz Cleaning Services LLC	Library Cleaning	101-45500-3100	250.00
03/02/2023	20230165	Stoltz Cleaning Services LLC	Library Cleaning	101-45500-3100	150.00
Total 101455003100:					400.00
03/02/2023	159003	Centerpoint Energy	Monthly Billing	101-45500-3800	1,190.46
03/02/2023	32301	City of Waseca	January Utilities	101-45500-3800	756.75 M
Total 101455003800:					1,947.21
03/02/2023	20230145	Central Fire Protection Inc.	extinguisher refill	101-45500-4000	78.45
Total 101455004000:					78.45
Total General Fund:					269,662.31
<b>Airport</b>					
03/02/2023	20230158	Langer, Brent	Airport Contract Payment	230-49810-3100	3,800.00
Total 230498103100:					3,800.00
03/02/2023	159004	CenturyLink	Airport Phone and Internet	230-49810-3200	112.80
Total 230498103200:					112.80
03/02/2023	159003	Centerpoint Energy	Monthly Billing	230-49810-3800	124.99
03/02/2023	32301	City of Waseca	January Utilities	230-49810-3800	107.51 M
03/02/2023	159035	Xcel Energy	Airport Electric	230-49810-3800	148.98
03/02/2023	159035	Xcel Energy	Airport Electric	230-49810-3800	224.57
Total 230498103800:					606.05
03/02/2023	20230143	Border States Electric Supply	FBO hangar outlets & phase converter supplies	230-49810-4000	548.31
03/02/2023	20230143	Border States Electric Supply	FBO hangar outlets & phase converter supplies	230-49810-4000	10.96
03/02/2023	20230143	Border States Electric Supply	FBO hangar outlets & phase converter supplies	230-49810-4000	115.21
03/02/2023	20230143	Border States Electric Supply	Credit - FBO hangar outlets & phase converter supplies	230-49810-4000	218.75-
03/02/2023	20230155	James Brothers Construction Inc.	Jet Terminal Building drain	230-49810-4000	310.00
Total 230498104000:					765.73
Total Airport:					5,284.58
<b>Economic Development-General f</b>					
03/02/2023	159012	Greenseam LLC	2023 Pledge	261-46700-4330	7,500.00
Total 261467004330:					7,500.00
Total Economic Development-General f:					7,500.00
<b>Safe Haven Grant</b>					
03/02/2023	20230154	Innovative Office Supply	General Supplies	279-46350-2170	71.17



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 279463502170:					71.17
03/02/2023	159022	Northland Business Systems Inc.	Northland Contract - Connections	279-46350-3100	3,045.00
Total 279463503100:					3,045.00
Total Safe Haven Grant:					3,116.17
<b>PEG Channel</b>					
03/02/2023	20230141	B & H Photo	Replacement support for mobile camera	290-41920-2170	129.16
03/02/2023	159023	RadioShack	Bluetooth speaker/microphone	290-41920-2170	99.99
Total 290419202170:					229.15
Total PEG Channel:					229.15
<b>Capital Improvement</b>					
03/02/2023	158999	Anchor Industries Inc.	Funbrellas (2)	430-43010-5260	10,090.20
Total 430430105260:					10,090.20
Total Capital Improvement:					10,090.20
<b>Water</b>					
02/28/2023	22326	MN Sales and Use Tax Payable	January Sales Tax Payable	601-20210-0000	3,099.33 M
Total 601202100000:					3,099.33
03/02/2023	159020	MN Department of Health	Water Connect Fee	601-20800-0000	31,735.00
Total 601208000000:					31,735.00
03/02/2023	159014	Hawkins Inc	Chemicals and chlorine tubing	601-49401-2230	513.92
Total 601494012230:					513.92
03/02/2023	159003	Centerpoint Energy	Monthly Billing	601-49401-3800	408.56
03/02/2023	32301	City of Waseca	January Utilities	601-49401-3800	10,573.16 M
Total 601494013800:					10,981.72
02/21/2023	22332	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 2/19/2023	601-49430-0000	557.42 M
02/21/2023	22332	ACH Internal Revenue Service	MEDICARE Pay Period: 2/19/2023	601-49430-0000	130.38 M
Total 601494300000:					687.80
03/02/2023	159002	Bock's Service Inc.	Fuel-County pumps not working	601-49430-2120	74.74
03/02/2023	159031	Waseca County Highway Department	Monthly billing	601-49430-2120	347.55
Total 601494302120:					422.29
03/02/2023	20230142	Bomgaars Supply		601-49430-2170	97.48
Total 601494302170:					97.48

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
03/02/2023	20230142	Bomgaars Supply		601-49430-2180	97.99
Total 601494302180:					97.99
03/02/2023	20230159	Metering & Technology Solutions	Security screw driver	601-49430-2215	16.44
Total 601494302215:					16.44
03/02/2023	20230147	Core & Main LP	Main repair sleeve	601-49430-2230	507.19
03/02/2023	20230147	Core & Main LP	Hydrant oil and grease	601-49430-2230	339.39
Total 601494302230:					846.58
03/02/2023	20230170	Water Conservation Service Inc.	Water Leak Locate	601-49430-3100	699.97
Total 601494303100:					699.97
03/02/2023	20230154	Innovative Office Supply	Stamp for UB	601-49585-2000	9.51
Total 601495852000:					9.51
03/02/2023	159028	U.S. Postal Service	Postage - March utility bills	601-49585-3200	513.65
Total 601495853200:					513.65
03/02/2023	20230162	Pantheon Computer Systems Inc.	Maintenance Agreement	601-49586-4950	951.08
03/02/2023	20230162	Pantheon Computer Systems Inc.	Help Desk Agreement	601-49586-4950	310.00
Total 601495864950:					1,261.08
Total Water:					50,982.76
<b>Sanitary Sewer</b>					
03/02/2023	159003	Centerpoint Energy	Monthly Billing	602-49470-3800	24.54
03/02/2023	159003	Centerpoint Energy	Monthly Billing	602-49470-3800	591.88
03/02/2023	32301	City of Waseca	January Utilities	602-49470-3800	1,221.99 M
Total 602494703800:					1,838.41
03/02/2023	159031	Waseca County Highway Department	Monthly billing	602-49480-2120	41.06
Total 602494802120:					41.06
03/02/2023	159027	Thermal Process Systems	TPS Blower Filter	602-49480-2210	712.68
Total 602494802210:					712.68
03/02/2023	20230143	Border States Electric Supply	LED Bulbs	602-49480-2230	425.00
Total 602494802230:					425.00
03/02/2023	159026	Stantec Consulting Services Inc	WWTP Permit Review	602-49480-3000	274.50
Total 602494803000:					274.50
03/02/2023	159005	Cintas Corp	Floor mat service	602-49480-3100	9.60

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/02/2023	159007	Cintas Corporation	First Aid Cabinet Supplies	602-49480-3100	67.38	
Total 602494803100:					76.98	
03/02/2023	159003	Centerpoint Energy	Monthly Billing	602-49480-3800	5,117.60	
03/02/2023	32301	City of Waseca	January Utilities	602-49480-3800	513.11	M
03/02/2023	159025	SSI Crestmark MN Holding LLC	Solar Power	602-49480-3800	8,241.00	
03/02/2023	159029	USS MN V MT LLC	Solar Power	602-49480-3800	1,510.13	
Total 602494803800:					15,381.84	
03/02/2023	20230154	Innovative Office Supply	Stamp for UB	602-49585-2000	9.51	
Total 602495852000:					9.51	
03/02/2023	159028	U.S. Postal Service	Postage - March utility bills	602-49585-3200	513.65	
Total 602495853200:					513.65	
03/02/2023	20230162	Pantheon Computer Systems Inc.	Maintenance Agreement	602-49586-4950	951.08	
03/02/2023	20230162	Pantheon Computer Systems Inc.	Help Desk Agreement	602-49586-4950	310.00	
Total 602495864950:					1,261.08	
03/02/2023	159026	Stantec Consulting Services Inc	WWTP Barscreen Project	602-49593-5300	2,655.25	
Total 602495935300:					2,655.25	
Total Sanitary Sewer:					23,189.96	
<b>Electric Utility</b>						
02/28/2023	22326	MN Sales and Use Tax Payable	January Sales Tax Payable	604-20210-0000	36,422.85	M
Total 604202100000:					36,422.85	
03/02/2023	32301	City of Waseca	January Utilities	604-49570-3800	101.04	M
Total 604495703800:					101.04	
03/02/2023	159031	Waseca County Highway Department	Monthly billing	604-49571-2120	364.18	
Total 604495712120:					364.18	
03/02/2023	20230139	Amaril Uniform Co.	Safety Clothing	604-49571-2180	175.05	
Total 604495712180:					175.05	
03/02/2023	20230166	Test-Right LLC	Hot stick testing	604-49571-3100	1,391.00	
Total 604495713100:					1,391.00	
03/02/2023	159034	Wesco Receivables Corp	Underground supplies	604-49573-2170	1,467.74	
Total 604495732170:					1,467.74	
03/02/2023	32301	City of Waseca	January Utilities	604-49574-3800	283.86	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495743800:					283.86
03/02/2023	20230157	JT Services of MN	LED Streetlight photoeyes	604-49574-4000	1,321.56
Total 604495744000:					1,321.56
03/02/2023	32301	City of Waseca	January Utilities	604-49575-3800	685.37 M
Total 604495753800:					685.37
03/02/2023	20230154	Innovative Office Supply	Stamp for UB	604-49585-2000	9.50
Total 604495852000:					9.50
03/02/2023	159028	U.S. Postal Service	Postage - March utility bills	604-49585-3200	513.65
Total 604495853200:					513.65
03/02/2023	159019	McGrann Shea Carnival Straughn & Lam	Attorney - Service Territory	604-49586-3000	362.25
Total 604495863000:					362.25
03/02/2023	20230160	MN Municipal Utilities Association	MMUA Dues Qtr 1	604-49586-4330	2,877.25
Total 604495864330:					2,877.25
03/02/2023	20230162	Pantheon Computer Systems Inc.	Maintenance Agreement	604-49586-4950	951.08
03/02/2023	20230162	Pantheon Computer Systems Inc.	Help Desk Agreement	604-49586-4950	310.00
Total 604495864950:					1,261.08
Total Electric Utility:					47,236.38
<b>Storm Water Utility</b>					
03/02/2023	32301	City of Waseca	January Utilities	651-43140-3800	410.94 M
Total 651431403800:					410.94
Total Storm Water Utility:					410.94
<b>Central Garage Services</b>					
03/02/2023	159001	Auto Value Waseca	Parts and supplies	701-43180-2170	74.49
03/02/2023	20230151	Huber Supply Co Inc	tank rental	701-43180-2170	12.12
Total 701431802170:					86.61
03/02/2023	20230140	Amazon	boss plow return springs	701-43180-2210	71.99
03/02/2023	159001	Auto Value Waseca	Parts and supplies	701-43180-2210	1,255.95
03/02/2023	20230145	Central Fire Protection Inc.	Fire Extinguisher #65	701-43180-2210	72.00
03/02/2023	159016	MacQueen Equipment Inc.	poly cutting edge kit (snogo)	701-43180-2210	908.21
03/02/2023	20230163	Pomp's Tire Service Inc	Tires for 2113 and spare set	701-43180-2210	1,246.40
03/02/2023	20230169	Waseca Glass LLC	Running Boards	701-43180-2210	561.60
Total 701431802210:					4,116.15

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
03/02/2023	20230151	Huber Supply Co Inc	portable band saw blades	701-43180-2400	144.98
Total 701431802400:					144.98
Total Central Garage Services:					4,347.74
<b>Equipment Replacement Fund</b>					
03/02/2023	159011	Fire Safety USA Inc.	New Truck equipment	705-49930-5400	890.00
Total 705499305400:					890.00
03/02/2023	159017	Mankato Industrial Coatings LLC	Topper for new Engineering truck	705-49950-5400	2,420.00
Total 705499505400:					2,420.00
Total Equipment Replacement Fund:					3,310.00
Grand Totals:					425,360.19

## Report Criteria:

Report type: GL detail

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



<b>Title:</b>	VACATION OF EASEMENT – SET PUBLIC HEARING DATE OF MARCH 21, 2023.		
<b>Meeting Date:</b>	March 7, 2023	<b>Agenda Item Number:</b>	<b>6C</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	None
<b>Originating Department:</b>	Community Development	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to set a public hearing date for consideration of vacating easements between Lots 2 & 3, Block 2, and Lots 3 & 4, Block 2, Fox Meadows 2nd Addition. The properties are located on 22 <sup>nd</sup> Ave NW in the City of Waseca.		
<b>How does this item pertain to Vision 2030 goals?</b>	Promotes good Governance.		

**BACKGROUND:** The City has received an application for the vacation of drainage and utility easements between Lots 2 & 3, Block 2, and Lots 3 & 4, Block 2, FOX MEADOWS 2<sup>ND</sup> ADDITION.

The easements were created with the plat of FOX MEADOWS 2<sup>ND</sup> ADDITION in 2021. The owners of Lot 2 & Lot 4 intend to split Lot 3, Block 2 to gain additional green space for their single family homes, requiring a vacation of the common easements. There will be no current or future need for those easements. A new easement will be added along the new north/south lot line when Lot 3, Block 2 is split through a Minor Subdivision process.

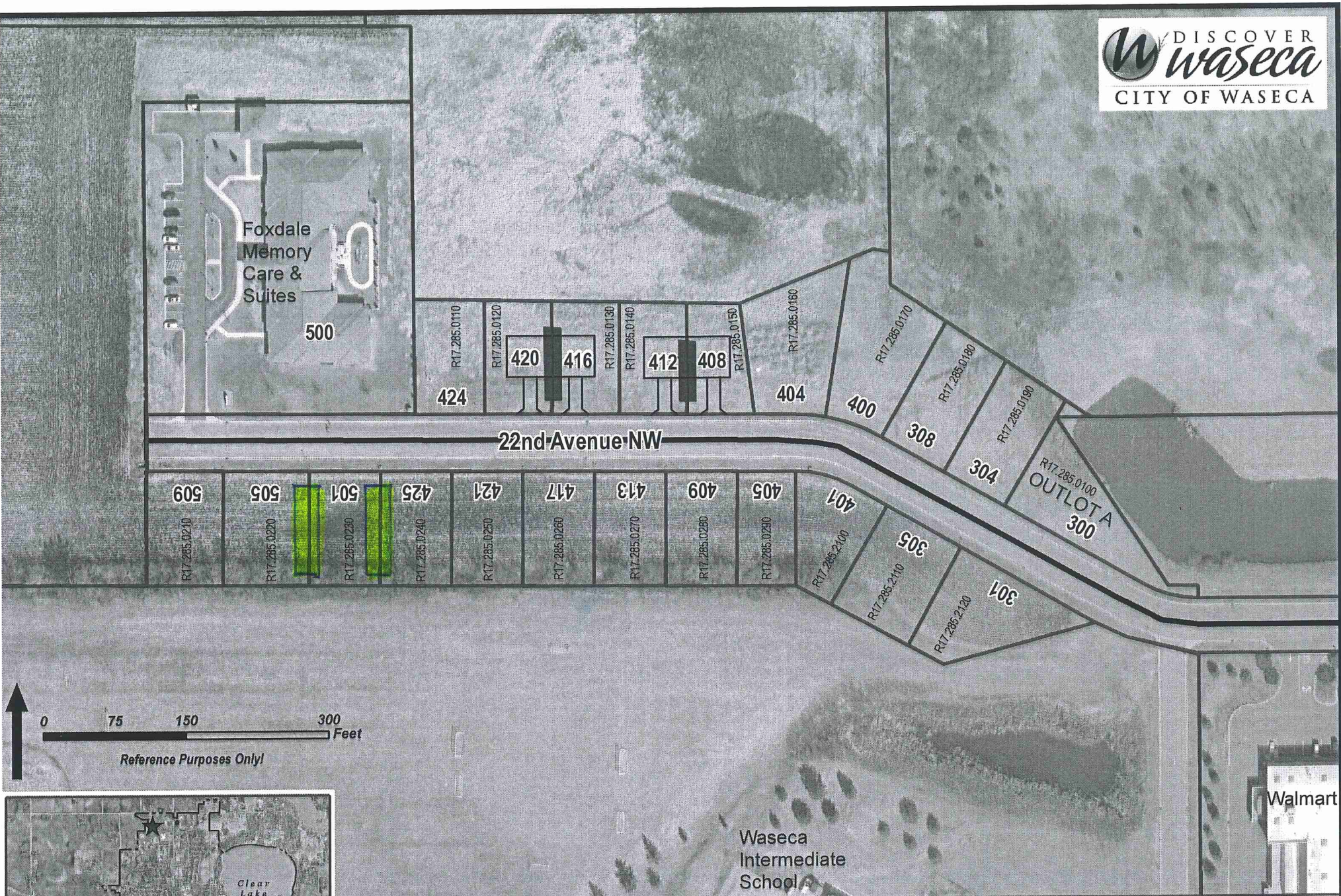
**BUDGET IMPACT:** None.

**POLICY QUESTION:** The City Council has the authority to authorize vacation of easements.

**ALTERNATIVES CONSIDERED:** None.

**RECOMMENDATION:** Set a public hearing for March 21, 2023, for consideration of the vacation of the drainage and utility easements between Lots 2 & 3, Block 2, and Lots 3 & 4, Block 2, FOX MEADOWS 2<sup>ND</sup> ADDITION. The properties are located on 22<sup>nd</sup> Ave NW in the City of Waseca.





# **VACATION OF EASEMENTS: FOX MEADOWS 2ND ADDITION** **LOTS 2 & 3 & LOTS 3 & 4, BLOCK 2**

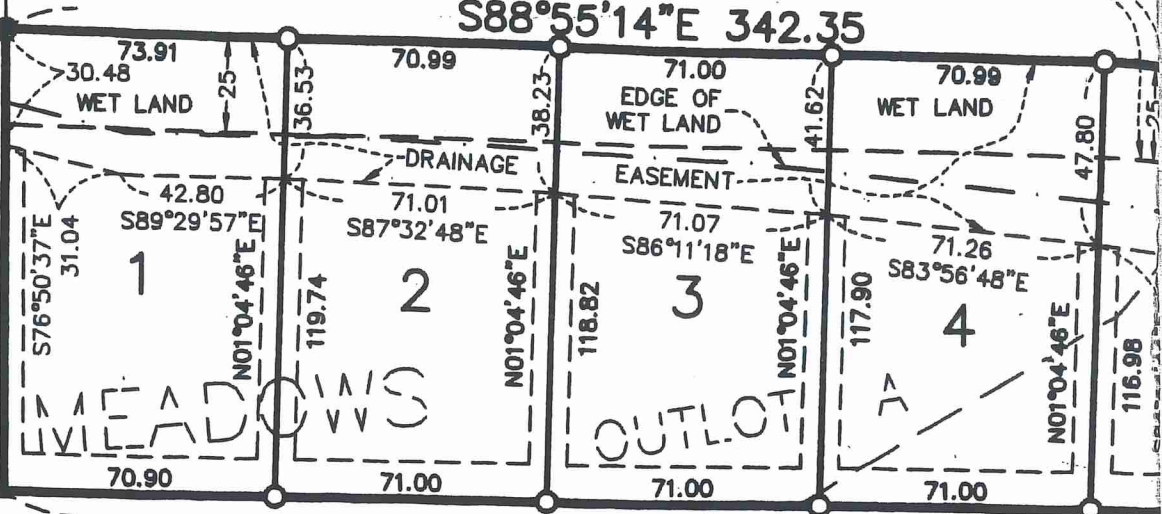


DRAINAGE EASEMENT PER DOC. NO. 288548

S88°55'14"E 342.35

N00°21'04"W  
120.70

FOX



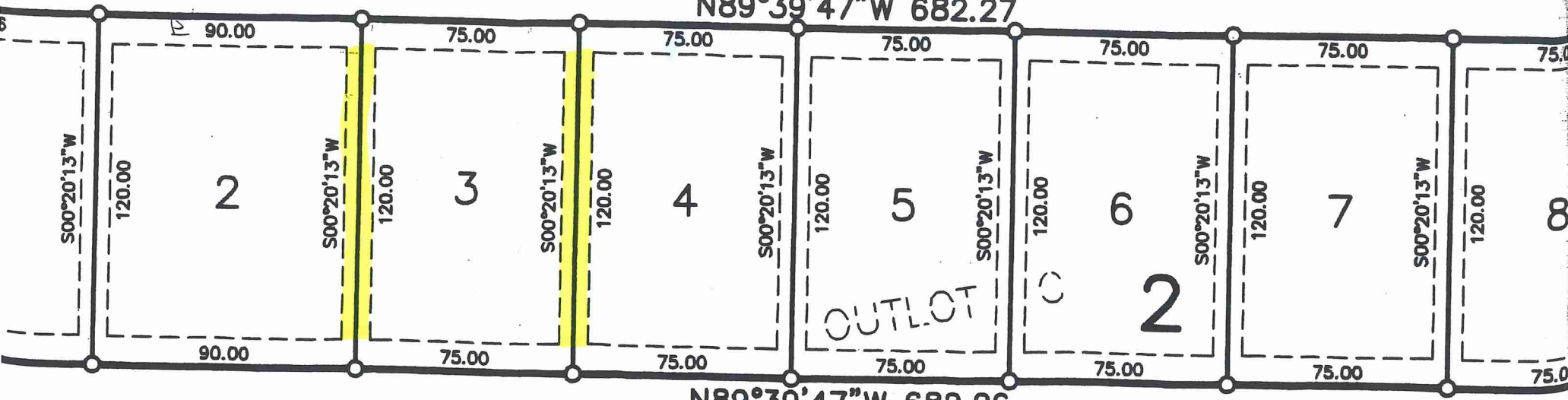
N89°39'47"W 400.36

22ND AVENUE NW

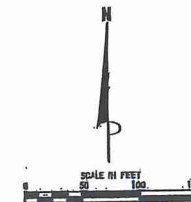
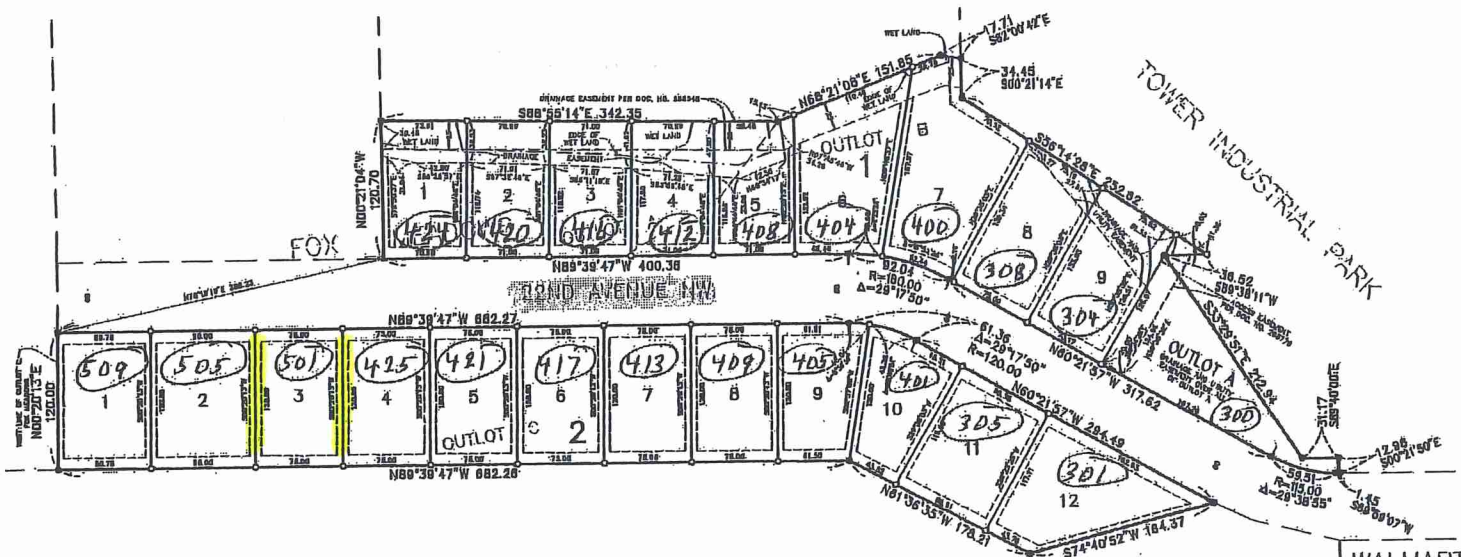
N78°19'19"E 288.23

N89°39'47"W 682.27

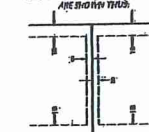
N89°39'47"W 682.26



# FOX MEADOWS 2ND ADDITION



Drainage and utility easements are shown.

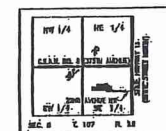


Drainage and utility easements being 5 feet in width, unless otherwise indicated, adjoining the lot lines, and being 10 feet in width, unless otherwise indicated, adjoining the line of way lines and road lot lines, as shown on this plat.

BEARINGS ARE BASED ON THE WEST LINE OF OUTLOT C, FOX MEADOWS, WHICH IS ASSUMED TO HAVE A BEARING OF N 0° 29' 13\"/>

- EVIDENCE FOUND BY FIELD SURVEY MONUMENT WITH CAP MARKED R.L.S. NO. 1234, UNLESS OTHERWISE NOTED
- EVIDENCE SET BY FIELD SURVEY MONUMENT WITH CAP MARKED R.L.S. NO. 4748
- FOUND MAGNETIC NAIL

## VICINITY MAP



NOT TO SCALE

UNLESS ALL PERSONS OF THESE EASEMENTS, THIS WORTH FOR MEADOWS, LLC, a Minnesota limited liability company, owner of the following described property:

Outlot A, Outlot B, and Outlot C, FOX MEADOWS, Waseca County, Minnesota

has agreed the same to be conveyed and added to FOX MEADOWS 2ND ADDITION and does hereby dedicate to the public for public use the drainage and utility easements to be created on this plat:

In witness whereof, FOX MEADOWS, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this \_\_\_\_ day of \_\_\_\_, 20\_\_.

WORTH FOR MEADOWS, LLC

By: \_\_\_\_\_, its \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_, 20\_\_, by \_\_\_\_\_, of \_\_\_\_\_, Minnesota, known to me to be the person whose name is subscribed to the foregoing instrument.

My commission expires \_\_\_\_\_ day of \_\_\_\_, 20\_\_.

My commission expires \_\_\_\_\_ day of \_\_\_\_, 20\_\_.

I, \_\_\_\_\_, County Recorder, do hereby certify that this plat was prepared by me or under my supervision and that I am duly qualified to do so in the State of Minnesota; that this plat is a correct and true copy of the original as kept in the County Recorder's Office; and that I have caused the same to be recorded in the County Recorder's Office, and that I have caused the same to be indexed in the County Recorder's Office.

Dated this \_\_\_\_ day of \_\_\_\_, 20\_\_.

\_\_\_\_\_  
County Recorder

\_\_\_\_\_  
City Recorder

\_\_\_\_\_  
City Recorder

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City Recorder

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City Recorder

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City Recorder

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City Recorder

\_\_\_\_\_  
City Recorder

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_, 20\_\_, by \_\_\_\_\_, of \_\_\_\_\_, Minnesota, known to me to be the person whose name is subscribed to the foregoing instrument.

My commission expires \_\_\_\_\_ day of \_\_\_\_, 20\_\_.

My commission expires \_\_\_\_\_ day of \_\_\_\_, 20\_\_.

I, \_\_\_\_\_, County Recorder, do hereby certify that this plat was prepared by me or under my supervision and that I am duly qualified to do so in the State of Minnesota; that this plat is a correct and true copy of the original as kept in the County Recorder's Office; and that I have caused the same to be recorded in the County Recorder's Office, and that I have caused the same to be indexed in the County Recorder's Office.

Dated this \_\_\_\_ day of \_\_\_\_, 20\_\_.

\_\_\_\_\_  
County Recorder

\_\_\_\_\_  
City Recorder

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City Recorder

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City Recorder

\_\_\_\_\_  
City Recorder

TITLE OPINION

I, \_\_\_\_\_, a licensed attorney, State of Minnesota, do hereby certify that the owner, as indicated herein, represents all ownership interests in the land encompassed by this plat.

By: \_\_\_\_\_, Attorney at Law

COUNTY RECORDER, COUNTY OF WASECA, STATE OF MINNESOTA

I hereby certify that on this \_\_\_\_ day of \_\_\_\_, 20\_\_, this instrument has been filed in the County Recorder's Office and that the same is a true and correct copy of the original as kept in the County Recorder's Office.

Dated this \_\_\_\_ day of \_\_\_\_, 20\_\_.

\_\_\_\_\_  
County Recorder

I, \_\_\_\_\_, County Recorder, do hereby certify that this plat was prepared by me or under my supervision and that I am duly qualified to do so in the State of Minnesota; that this plat is a correct and true copy of the original as kept in the County Recorder's Office; and that I have caused the same to be recorded in the County Recorder's Office, and that I have caused the same to be indexed in the County Recorder's Office.

Dated this \_\_\_\_ day of \_\_\_\_, 20\_\_.

\_\_\_\_\_  
County Recorder

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City Recorder

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City Recorder

\_\_\_\_\_  
City Recorder

JAMES F. HILL, INC.

LAST REVISION MAY 11, 2011

<b>Title:</b>	BREWERY/TAPROOM LICENSE AND OFF-SALE LICENSE ADDRESS CHANGE FOR WARD HOUSE BREWERY		
<b>Meeting Date:</b>	MARCH 7, 2023	<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>	Ward Brewery 2023 Taphouse License Ward Brewery 2023 Off-Sale License
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to approve updated address on 2023 Liquor License as presented, pending Staff receipt of approval from state.		
<b>How does this item pertain to Vision 2030 goals?</b>	Promotes good Governance.		

**BACKGROUND:** For a change of business address applicant is required to submit completed application for each license being updated, a Certificate of Insurance for liability coverage for the new address covering the time remaining of the current license. There is no fee for a change of business address.

Ward House Brewery is relocating from 111 West Elm Avenue Waseca, MN to 308 South State Street, Waseca, MN.

The Police Department has conducted background checks on the license applicants. The results of the records check did not reveal any criminal convictions, arrest data and/or suspicious activity that would be of interest pertaining to the liquor license renewals.

**RECOMMENDATION:** Motion to approve the license address change as presented. Applications, Certificate of Liability Insurance, background check, and 2023 license payment have been received by Staff.



<b>Title:</b>	CONNECTIONS GRANT APPLICATION FOR WASECA PD		
<b>Meeting Date:</b>	MARCH 7, 2023	<b>Agenda Item Number:</b>	<b>6E</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	None.
<b>Originating Department:</b>	Waseca Police Department	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Decision to either move forward or not move forward with an application for continuing funding for Connections from the MN Office of Justice Programs.		
<b>How does this item pertain to Vision 2030 goals?</b>	Consideration for good governance for Waseca		

**BACKGROUND:** In 2012, the City of Waseca received a 36-month, \$400,000 Safe Haven federal grant to establish a visitation and exchange center inside the newly constructed Waseca Public Safety building. This was done and the visitation and exchange center in the Public Safety building is called “Connections.” After the completion of the Safe Haven grant, City staff applied for MN Office of Justice Programs (OJP) grant funding and has continued to receive funding from MN OJP to support and sustain Connections.

We have recently learned that there may be an estimated 8 million dollar shortfall in Violence of Crime Act (VOCA) funding for the next MN OJP grant cycle. The grant cycle runs from October 1 through September 30. The current grant application is being released in February 2023 and will be a competitive grant process and only be for a one year grant cycle.

Connections currently has one full-time employee and 4 part-time employees.

The usage of the services as reported in year-end reports to MN OJP at Connections is as follows:

1. 2017 - 68 children 0-17  
29 adults 18+
2. 2018 - 86 children 0-17  
34 adults 18+
3. 2019 – 62 children 0-19  
44 adults 18+
4. 2020 – 44 children 0-17  
56 adults 18+

5. 2021 – 46 children 0-17  
60 adults 18+
6. 2022 - 22 children – 0-17  
34 adults – 18+
7. 2023 (to date) - 27 children -0-17  
32 adults – 18+

**BUDGET IMPACT:** The exact budget impact is unknown currently. If MN OJP grant funding is reduced or eliminated, the program would need to be subsidized or eliminated.

**POLICY QUESTION:** Without a full grant of about \$125,000 (current budget) the Council would either close the Connections program or subsidize a reduced grant with City tax revenue or look for other financial sources.

**ALTERNATIVES CONSIDERED:** This grant cycle authorizes only existing grantees of this program to apply for this renewed 1-year grant.

**RECOMMENDATION:** Staff recommends Council authorize City staff to apply for the grant.

<b>Title:</b>	RESOLUTION NO. 23-09: REPORT OF BIDS AND AWARDING THE CONTRACT FOR THE 2 <sup>ND</sup> STREET SW AND 2 <sup>ND</sup> AVENUE SW INTERSECTION RECONSTRUCTION PROJECT (CITY PROJECT NO. 2023-01)		
<b>Meeting Date:</b>	March 7, 2023	<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 23-09 Bid Tabulation
<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> Approve Resolution No. 23-09 reporting the bids and awarding the contract for the 2 <sup>nd</sup> Street SW and 2 <sup>nd</sup> Avenue SW Intersection Reconstruction Project (City Project No. 2023-01) to Dirt Merchant Inc.		
<b>How does this item pertain to Vision 2030 goals?</b>	Creating high quality community assets		

**BACKGROUND:** On March 2, 2023, a total of four (4) bids were received for the 2<sup>nd</sup> Street SW and 2<sup>nd</sup> Avenue SW Intersection Reconstruction Project (City Project No. 2023-01) with the lowest responsible bid from Dirt Merchant Inc. in the amount of \$244,702.33.

**BUDGET IMPACT:** The low bid is \$6,745.33 above the estimate of \$237,957. A total of \$250,000 is included in the 2023 Capital Improvement Plan (CIP) budget for this project. Eligible street and storm sewer items will be funded with State Aid (\$185,000) and the water main improvements will be funded by the Water Utility (\$50,000). Street and storm sewer items that are not eligible for State Aid will be funded by the Storm Sewer Utility (\$10,000).

**RECOMMENDATION:** Staff recommends the City Council adopt Resolution No. 23-09 reporting the bids and authorizing the City Manager, or his designee, to award the contract for the 2<sup>nd</sup> Street SW and 2<sup>nd</sup> Avenue SW Intersection Reconstruction Project (City Project No. 2023-01) to Dirt Merchant Inc. in the amount of \$244,702.33.

**RESOLUTION NO. 23-09**

**REPORT OF BIDS AND AWARDING THE CONTRACT FOR THE  
2<sup>ND</sup> STREET SW AND 2<sup>ND</sup> AVENUE SW INTERSECTION RECONSTRUCTION PROJECT  
SAP 172-104-009 (CITY PROJECT NO. 2023-01)**

**WHEREAS**, bids for construction of the 2<sup>nd</sup> Street SW and 2<sup>nd</sup> Avenue SW Intersection Reconstruction Project were received and tabulated, and;

**WHEREAS**, the lowest responsible bid was from Dirt Merchant Inc. of Mankato, Minnesota in the amount of \$244,702.33.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca that the City Manager, or his designee, is hereby authorized and directed to enter into a contract with said bidder for construction of the 2<sup>nd</sup> Street SW and 2<sup>nd</sup> Avenue SW Intersection Reconstruction Project.

Adopted this 7<sup>th</sup> day of March 2023.

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RANDY L. ZIMMERMAN  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK

**BID TABULATION**  
**2nd St NW & 2nd Ave SW Intersection Reconstruction Project**  
**City Project No. 2023-01, SAP No. 172-104-009**

Item No.	MNDOT Spec. No.	Item Description	Units	Estimated Quantities	Engineer's Estimate		Dirt Merchant Inc.		WW Blacktopping Inc.		Heselton Construction LLC		GM Contracting Inc.	
					Unit Prices	Item Totals	Unit Prices	Item Totals	Unit Prices	Item Totals	Unit Prices	Item Totals	Unit Prices	Item Totals
1	2021.501	MOBILIZATION	LS	1	\$10,000.00	\$10,000.00	\$9,886.00	\$9,886.00	\$19,500.00	\$19,500.00	\$15,775.00	\$15,775.00	\$16,954.31	\$16,954.31
2	2104.502	REMOVE DRAINAGE STRUCTRE	EA	10	\$500.00	\$5,000.00	\$250.00	\$2,500.00	\$475.00	\$4,750.00	\$430.00	\$4,300.00	\$365.80	\$3,658.00
3	2104.502	REMOVE GATE VALVE & MANHOLE	EA	3	\$500.00	\$1,500.00	\$400.00	\$1,200.00	\$675.00	\$2,025.00	\$430.00	\$1,290.00	\$765.62	\$2,296.86
4	2104.503	REMOVE CURB AND GUTTER	LF	316	\$5.00	\$1,580.00	\$5.00	\$1,580.00	\$4.30	\$1,358.80	\$3.90	\$1,232.40	\$10.23	\$3,232.68
5	2104.503	REMOVE PIPE (WATER)	LF	217	\$10.00	\$2,170.00	\$8.00	\$1,736.00	\$11.25	\$2,441.25	\$6.00	\$1,302.00	\$9.93	\$2,154.81
6	2104.503	REMOVE SEWER PIPE (STORM)	LF	336	\$10.00	\$3,360.00	\$10.00	\$3,360.00	\$20.50	\$6,888.00	\$13.80	\$4,636.80	\$13.25	\$4,452.00
7	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	169	\$3.00	\$507.00	\$5.00	\$845.00	\$2.85	\$481.65	\$2.25	\$380.25	\$4.29	\$725.01
8	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	1,021	\$5.00	\$5,105.00	\$3.45	\$3,522.45	\$4.35	\$4,441.35	\$5.35	\$5,462.35	\$10.90	\$11,128.90
9	2104.504	REMOVE CONCRETE	SY	186	\$5.00	\$930.00	\$10.00	\$1,860.00	\$11.00	\$2,046.00	\$10.00	\$1,860.00	\$24.77	\$4,607.22
10	2106.507	EXCAVATION - COMMON (P)	CY	575	\$25.00	\$14,375.00	\$18.00	\$10,350.00	\$14.50	\$8,337.50	\$12.75	\$7,331.25	\$14.93	\$8,584.75
11	2106.507	EXCAVATION - SUBGRADE	CY	50	\$25.00	\$1,250.00	\$25.00	\$1,250.00	\$17.50	\$875.00	\$12.75	\$637.50	\$23.71	\$1,185.50
12	2106.507	STABILIZING AGGREGATE (CV)	CY	50	\$35.00	\$1,750.00	\$48.90	\$2,445.00	\$40.00	\$2,000.00	\$61.95	\$3,097.50	\$42.09	\$2,104.50
13	2108.504	GEOTEXTILE FABRIC TYPE 5	SY	1,150	\$2.00	\$2,300.00	\$2.10	\$2,415.00	\$1.85	\$2,127.50	\$1.60	\$1,840.00	\$1.20	\$1,380.00
14	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	370	\$35.00	\$12,950.00	\$42.80	\$15,836.00	\$45.00	\$16,650.00	\$46.50	\$17,205.00	\$37.55	\$13,893.50
15	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	103	\$3.00	\$309.00	\$5.00	\$515.00	\$3.50	\$360.50	\$0.01	\$1.03	\$3.50	\$360.50
16	2360.504	TYPE SP 12.5 NON-WEARING COURSE MIXTURE (3;B) 2" THICK	SY	1,025	\$10.00	\$10,250.00	\$12.34	\$12,648.50	\$11.10	\$11,377.50	\$11.25	\$11,531.25	\$11.10	\$11,377.50
17	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (3;C) 1.5" THICK	SY	2,038	\$8.00	\$16,304.00	\$9.91	\$20,196.58	\$9.10	\$18,545.80	\$9.60	\$19,564.80	\$9.10	\$18,545.80
18	2502.503	6" PVC NON-PERFORATED TILE (SDR 35)	LF	38	\$10.00	\$380.00	\$31.20	\$1,185.60	\$20.00	\$760.00	\$16.40	\$623.20	\$48.89	\$1,857.82
19	2502.503	6" PVC PERFORATED TILE (SDR 35)	LF	264	\$10.00	\$2,640.00	\$21.20	\$5,596.80	\$24.00	\$6,336.00	\$26.65	\$7,035.60	\$42.15	\$11,127.60
20	2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS V	LF	16	\$75.00	\$1,200.00	\$86.50	\$1,384.00	\$81.00	\$1,296.00	\$68.80	\$1,100.80	\$104.65	\$1,674.40
21	2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V	LF	132	\$85.00	\$11,220.00	\$73.85	\$9,748.20	\$82.00	\$10,824.00	\$105.00	\$13,860.00	\$135.30	\$17,859.60
22	2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS V	LF	119	\$95.00	\$11,305.00	\$79.50	\$9,460.50	\$84.00	\$9,996.00	\$128.00	\$15,232.00	\$150.21	\$17,874.99
23	2503.602	CONNECT TO EXISTING STORM SEWER	EA	4	\$500.00	\$2,000.00	\$1,054.00	\$4,216.00	\$600.00	\$2,400.00	\$1,075.00	\$4,300.00	\$2,692.05	\$10,768.20
24	2504.601	TEMPORARY WATER SERVICE	LS	1	\$5,000.00	\$5,000.00	\$1,000.00	\$1,000.00	\$3,200.00	\$3,200.00	\$2,130.00	\$2,130.00	\$1,500.00	\$1,500.00
25	2504.602	1" CORPORATION STOP WITH SADDLE	EA	1	\$1,000.00	\$1,000.00	\$465.00	\$465.00	\$360.00	\$360.00	\$285.00	\$285.00	\$754.03	\$754.03
26	2504.602	1" CURB STOP & BOX	EA	1	\$1,000.00	\$1,000.00	\$548.00	\$548.00	\$540.00	\$540.00	\$365.00	\$365.00	\$837.54	\$837.54
27	2504.602	12" GATE VALVE & BOX	EA	2	\$3,500.00	\$7,000.00	\$5,621.00	\$11,242.00	\$6,030.00	\$12,060.00	\$6,075.00	\$12,150.00	\$5,949.26	\$11,898.52
28	2504.602	8" GATE VALVE & BOX	EA	1	\$3,500.00	\$3,500.00	\$3,487.00	\$3,487.00	\$3,630.00	\$3,630.00	\$2,930.00	\$2,930.00	\$3,815.13	\$3,815.13
29	2504.602	CONNECT TO EXISTING (WATER)	EA	4	\$1,500.00	\$6,000.00	\$768.00	\$3,072.00	\$1,300.00	\$5,200.00	\$1,825.00	\$7,300.00	\$2,962.38	\$11,849.52
30	2504.603	1" HDPE WATER SERVICE PIPE	LF	13	\$30.00	\$390.00	\$58.50	\$760.50	\$56.00	\$728.00	\$160.00	\$2,080.00	\$54.10	\$703.30
31	2504.603	12" PVC WATER MAIN	LF	100	\$85.00	\$8,500.00	\$95.65	\$9,565.00	\$87.00	\$8,700.00	\$150.00	\$15,000.00	\$120.30	\$12,030.00
32	2504.603	8" PVC WATER MAIN	LF	108	\$80.00	\$8,640.00	\$67.40	\$7,279.20	\$62.00	\$6,696.00	\$125.00	\$13,500.00	\$91.63	\$9,896.04
33	2504.603	DUCTILE IRON FITTINGS	LB	385	\$10.00	\$3,850.00	\$16.40	\$6,314.00	\$16.00	\$6,160.00	\$15.50	\$5,967.50	\$12.00	\$4,620.00
34	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	EA	2	\$3,000.00	\$6,000.00	\$5,323.00	\$10,646.00	\$5,220.00	\$10,440.00	\$5,700.00	\$11,400.00	\$7,601.91	\$15,203.82
35	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	EA	1	\$3,500.00	\$3,500.00	\$8,263.00	\$8,263.00	\$8,760.00	\$8,760.00	\$8,850.00	\$8,850.00	\$11,293.96	\$11,293.96
36	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN CATCH BASIN	EA	4	\$2,000.00	\$8,000.00	\$2,373.00	\$9,492.00	\$2,285.00	\$9,140.00	\$2,600.00	\$10,400.00	\$2,664.65	\$10,658.60
37	2506.602	ADJUST FRAME AND RING CASTING	EA	1	\$500.00	\$500.00	\$753.00	\$753.00	\$350.00	\$350.00	\$500.00	\$500.00	\$389.80	\$389.80
38	2506.602	CASTING ASSEMBLY (NEENAH R-1733)	EA	2	\$1,000.00	\$2,000.00	\$677.00	\$1,354.00	\$840.00	\$1,680.00	\$1,360.00	\$2,720.00	\$713.55	\$1,427.10
39	2506.602	CASTING ASSEMBLY (NEENAH R-3067)	EA	5	\$1,000.00	\$5,000.00	\$771.00	\$3,855.00	\$1,040.00	\$5,200.00	\$1,230.00	\$6,150.00	\$1,164.98	\$5,824.90
40	2521.602	DRILL & GROUT REINFORCEMENT BAR (EPOXY COATED)	EA	206	\$12.00	\$2,472.00	\$12.00	\$2,472.00	\$12.10	\$2,492.60	\$12.85	\$2,647.10	\$12.00	\$2,472.00
41	2521.618	4" CONCRETE WALK	SF	530	\$10.00	\$5,300.00	\$8.00	\$4,240.00	\$9.50	\$5,035.00	\$10.00	\$5,300.00	\$8.00	\$4,240.00
42	2521.618	6-8" CONCRETE WALK	SF	959	\$15.00	\$14,385.00	\$10.00	\$9,590.00	\$13.00	\$12,467.00	\$14.30	\$13,713.70	\$12.00	\$11,508.00
43	2521.618	6-8" EXPOSED AGGREGATE CONCRETE WALK	SF	143	\$20.00	\$2,860.00	\$18.00	\$2,574.00	\$27.00	\$3,861.00	\$29.50	\$4,218.50	\$26.00	\$3,718.00
44	2531.603	CONCRETE CURB AND GUTTER DESIGN B618	LF	26	\$35.00	\$910.00	\$37.00	\$962.00	\$37.50	\$975.00	\$42.00	\$1,092.00	\$36.00	\$936.00
45	2531.603	CONCRETE CURB AND GUTTER DESIGN B624	LF	271	\$40.00	\$10,840.00	\$37.00	\$10,027.00	\$37.50	\$10,162.50	\$39.00	\$10,569.00	\$36.00	\$9,756.00
46	2531.603	CONCRETE CURB DESIGN V	LF	39	\$45.00	\$1,755.00	\$35.00	\$1,365.00	\$45.00	\$1,755.00	\$48.00	\$1,872.00	\$44.00	\$1,716.00
47	2531.618	TRUNCATED DOMES	SF	104	\$55.00	\$5,720.00	\$60.00	\$6,240.00	\$52.00	\$5,408.00	\$55.50	\$5,772.00	\$52.00	\$5,408.00
48	2563.601	TRAFFIC CONTROL	LS	1	\$3,200.00	\$3,200.00	\$4,000.00	\$4,000.00	\$3,500.00	\$3,500.00	\$3,210.00	\$3,210.00	\$3,000.00	\$3,000.00
49	2573.501	STORM DRAIN INLET PROTECTION	EA	5	\$250.00	\$1,250.00	\$150.00	\$750.00	\$160.00	\$800.00	\$250.00	\$1,250.00	\$100.00	\$500.00
50	2575.604	SEED AND BLANKET	SY	100	\$10.00	\$1,000.00	\$6.50	\$650.00	\$17.00	\$1,700.00	\$3.25	\$325.00	\$23.55	\$2,355.00

**Project Totals:**

**\$237,957.00**

**\$244,702.33**

**\$266,817.95**

**\$291,295.53**

**\$316,115.71**



<b>Title:</b>	APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE BIDS FOR THE 2023 SIDEWALK IMPROVEMENTS PROJECT (CITY PROJECT NO. 2023-04)		
<b>Meeting Date:</b>	March 7, 2023	<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>	Project Map
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	City Engineer
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Actions:</b> Motion to approve plans and specifications and authorize bids for the 2023 Sidewalk Improvements Project (City Project No. 2023-04).		
<b>How does this item pertain to Vision 2030 goals?</b>	Creating High Quality Community Assets		

**BACKGROUND:** City staff have completed the plans and specifications for the 2023 Sidewalk Improvements Project (City Project No. 2023-04). This project involves ADA sidewalk ramp construction along 6<sup>th</sup> Street SW (ahead of street enhancement work), and the replacement of sidewalk and curb and gutter in various locations throughout the City (see attached map). This project will provide safer and more accessible pedestrian and cyclist pathways.

With Council approval, this project will be advertised for bid online (Quest CDN) beginning March 9<sup>th</sup> with a bid opening date of March 30<sup>th</sup>. Contract award is anticipated to take place at the April 4<sup>th</sup> City Council meeting. The ADA ramp upgrades along 6<sup>th</sup> Street SW are to be completed by June 30<sup>th</sup> with the rest of the project to be completed on, or before, September 15<sup>th</sup>.

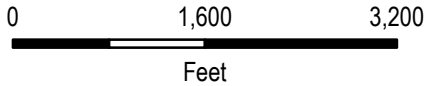
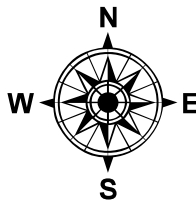
**BUDGET IMPACT:** Total project cost is estimated at \$71,135. A total of \$75,000 in Street Capital was budgeted in the 2023 Capital Improvement Plan (CIP) for this project. City staff will perform project inspection.

**RECOMMENDATION:** Staff recommends City Council approve the plans and specifications and authorize bids for the 2023 Sidewalk Improvements Project (City Project No. 2023-04).

# 2023 SIDEWALK IMPROVEMENTS PROJECT

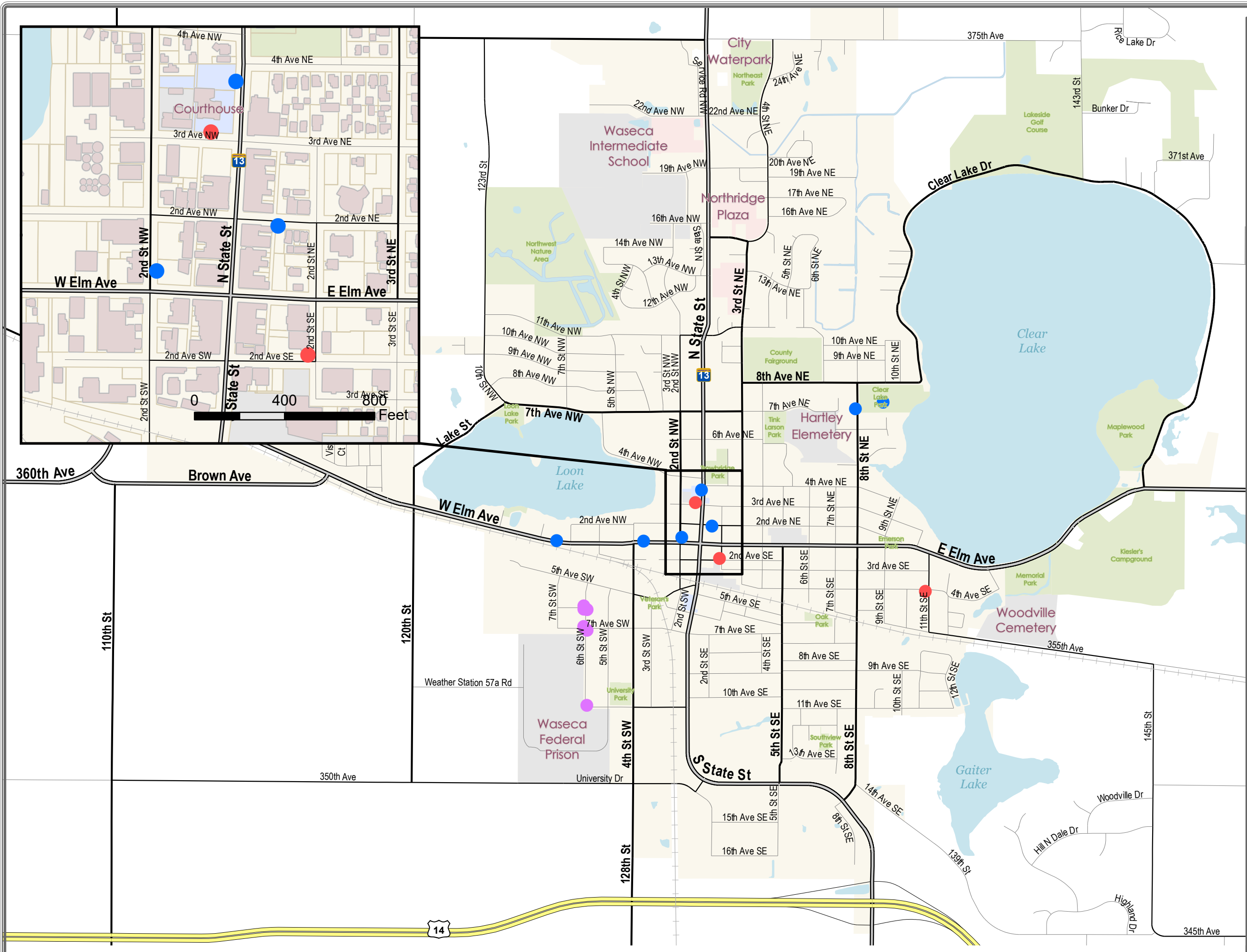
(CITY PROJECT NO. 2023-04)

**Legend**  
**Repair Spots**  
**Completion Date - June 30th, 2023**  
 6th Street Ramps/Sidewalk  
**Completion Date - September 15th, 2023**  
 Curb  
 Sidewalk



1 inch = 1,600 feet

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



<b>Title:</b>	RESOLUTION 23-10: AMENDING THE MASTER FEE SCHEDULE		
<b>Meeting Date:</b>	March 7, 2023	<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 <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution 23-10 Master Fee Schedule
<b>Originating Department:</b>	Finance	<b>Presented By:</b>	Finance Director
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to adopt Resolution 23-10: Amending the Master Fee Schedule		
<b>How does this item pertain to Vision 2030 goals?</b>	Promotes good Governance.		

**BACKGROUND:** The Master Fee Schedule is amended periodically when departments have changes to their corresponding fees. This is a routine review brought to the Council as a best practice and fiscal transparency.

The attached fee schedule includes several minor additions to the Master Fee Schedule and changes to amounts. These changes are suggested based on analysis that was completed reviewing both neighboring and comparable sized cities, as well as actual costs to provide the service. The changes included are as follows:

- Remove Fire Response Charges – Below is a breakdown of what has been billed, paid, and outstanding since starting to bill. The history behind billing the \$500 was that property and vehicle owners would turn it over to insurance to where most insurances pay \$500 for fire related damage. This has not been the case and the amount of time the finance department spends on billing and trying to collect on these billings is more then what is received.

	2018	2019	2020	2021	2022
Billed	13,000	7,000	14,500	13,000	15,000
Paid	3,500	1,500	5,500	2,000	6,500
Outstanding	9,500	5,500	9,000	11,000	8,500
			Total Billed		62,500
			Total Paid		19,000
			Total Outstanding		43,500

- Wetland Delineation Review Fee – this would be a pass-through fee. The engineering department hires this review out to a consultant. Staff would like to pass the actual costs onto the developer/property owner.

- Remove entire park rentals – Currently people are able to rent the entire Clear Lake Park and Northeast Park. Allowing people and organizations to reserve the entire park creates a concern on how enforcement of keeping people out of a public park during such reservation that is not a part of the reservation can be enforced.
- Update Connections Visitation Center to include virtual visits and orientations and to simplify the fee schedule.
- Reduce water park admission prices – For the 2018 season prices were increased to the current prices. During analysis this increase the City did not see the projected revenue increase as what was anticipated. It was also noted that total attendance decreased as well. Staff is recommending decreasing these fees to the prior values to make it more attractive to entice more attendance and utilization at the water park.
- Printing and Copying Fees – It is being suggested to simplify what the City charges for printing and copying.
- Update Utility Billing to Utility Office – this aligns with the structure of the utility departments for the organization
- Add Sewage Dump Fee – this is to charge businesses when they request to dump sewage waste at the City's treatment facility.

**BUDGET IMPACT:** Many of these fees are to simplify the City's fee schedule and/or to pass actual costs incurred for services to the requester. Removing the fire charges will reduce the city's revenue by a budgeted \$10,000 a year, however based on what has actually been received it is a reduction of less than \$4,000.

**RECOMMENDATION:**

- 1) Motion to approve Resolution 23-10: Amending the Master Fee Schedule
- 2) Provide City staff with direction on the outstanding fire billings

**RESOLUTION NO. 23-10**

**A RESOLUTION OF THE CITY OF WASECA, MINNESOTA  
AMENDING THE MASTER FEE SCHEDULE**

**WHEREAS**, the City of Waseca utilizes various fees to partially cover the costs of certain programs, services and enforcement activities; and

**WHEREAS**, the City needs to update the various fees and fee amounts on a regular basis to address changing circumstances and costs for the programs, services and enforcement activities; and

**WHEREAS**, the fee schedule requires a resolution to make any change to dollar amount or fees type; and

**NOW, THEREFORE, BE IT RESOLVED** that the Master Fee Schedule shall be amended to include the addition as outlined in Appendix A.

Dated this 7<sup>th</sup> day of March 2023.

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RANDY L. ZIMMERMAN  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK



**Appendix A  
Master Fee Schedule**

LICENSE TYPE	FEES
<b>LICENSES/PERMITS</b>	
Cigarettes, Tobacco Products, Electronic Delivery Devices	\$ 235.00
Peddler permit	\$ 265.00
Transient Merchant Permit	\$ 265.00
Investigative fee	\$ 30.00
Taxicabs (per cab)	\$ 100.00
Garbage haulers	\$ 295.00
Duplicate License	\$ 10.00
<b>BEER/LIQUOR LICENSES</b>	
Beer On Sale	\$ 295.00
Beer Off Sale (Class A)	\$ 160.00
(Class B)	\$ 175.00
Temporary Beer	\$ 30.00
Bottle Club ( <b>Consumption &amp; Display</b> )	\$ 250.00
Liquor On Sale (Class A) *	\$ 2,105.00
(Class B)	\$ 2,480.00
Liquor Off Sale (Class A) *	\$ 135.00
(Class B)	\$ 150.00
Sunday On Sale	\$ 200.00
Temporary Sunday Liquor	\$ 60.00
Temporary Liquor	\$ 60.00
Clubs 1-200 members (Class A) *	\$ 270.00
(Class B)	\$ 300.00
201-500 members (Class A) *	\$ 450.00
(Class B)	\$ 500.00
501-1000 members (Class A) *	\$ 585.00
(Class B)	\$ 650.00
1001-2000 members (Class A) *	\$ 720.00
(Class B)	\$ 800.00
Wine On Sale	\$ 650.00
Brewery/Tap Room	\$ 500.00
* Applicant must pass two compliance checks and have no other liquor violations to qualify for Class A	
10% discounted fee	
<b>RENTAL HOUSING</b>	
Rental License	\$ 45.00 + \$20/unit
inspection per unit	\$ 30.00
re-inspection fee	\$ 40.00
transfer fee	\$ 20.00
<b>BUILDING PERMITS/INSPECTION FEES</b>	
Building Permits	
Residential	0% of 1997 State Fee Schedule
Roofing (Based on Value)	\$15.00 - \$95.00
Plumbing	\$ 70.00
Mechanical	\$ 70.00
Furnace Replacement	\$ 50.00
Furnace State Surcharge	based on valuation
Plumbing Remodel	\$ 35.00
Mechanical Remodel	\$ 35.00
Water Softener or Water Heater	\$ 50.00

Water Softener or Water Heater Surcharge	based on valuation
Commercial	0% of 1997 State Fee Schedule
Plumbing	based on valuation
Mechanical	based on valuation
Furnace or Air Conditioner	based on valuation
Water Heater or Water Softener	based on valuation
Plumbing Remodel	based on valuation
Mechanical Remodel	based on valuation
Commercial New Construction Mechanical	based on valuation
Commercial New Construction Plumbing	based on valuation
Right-of-way obstruction permits	\$ 20.00
Excavation permits up to 100'	\$ 50.00
Additional charge for every 100 additional lineal feet	\$ 20.00
Mobile Home Park Building Permit plus pre-move inspection fee @ hourly rate	\$ 200.00
Building moving expenses (i.e. police escort, utilities, public works, etc.)	actual costs
Demolition Permit	
Residential	\$ 50.00
Commercial	\$ 75.00
<b>FALSE ALARM RESPONSES (POLICE/FIRE/BOTH)</b>	
1-2 false alarms	\$ -
3-5 false alarms	\$ 60/235/295
6-10 false alarms	\$ 120/295/410
10 or more false alarms	\$ 235/585/820
<b>Fire Responses</b>	
Structure / Vehicle Fire	\$ 500.00
Motor Vehicle Accidents	\$ 500.00
<b>COMMUNITY DEVELOPMENT/PLANNING &amp; ZONING</b>	
Zoning Amendments	
Text	\$ 500.00
Rezone Property	\$ 500.00
Conditional Use Permit	
Homestead	\$ 300.00
Other Residential	\$ 700.00
Public/Semi-Public	\$ 400.00
Commercial/Industrial/Planned Unit Development	\$ 700.00
Extend CUP (without hearing)	\$ 100.00
Variance	
Homestead	\$ 300.00
Other Residential	\$ 520.00
Public/Semi-Public	\$ 400.00
Commercial/Industrial	\$ 520.00
Mixed Use Overlay District - Certificate of Design Compliance	\$ 100.00
Subdivision	
Preliminary Plat	\$ 500.00
	+ \$10/parcel over 10 parcels
Final Plat (no fee if processed with preliminary plat)	\$ 300.00
Plat Re-approval (extension)	\$ 200.00
Administrative Subdivision	\$ 150.00
Vacate Easement/Right-of-Way	\$ 250.00 plus costs
Annexation/Detachment (+State fees)	\$ 200.00 + 5.00/acre
Comprehensive Plan/Land Use Plan Amendment	\$ 500.00
Wetland Delineation Review Fee	actual costs
Zoning Letter	\$ 25.00
Sign Permit	
Up to 100 sf	\$ 20.00

Over 100 sf	\$	30.00
Economic Development Application Fees		
Loan Subordination	\$	50.00
Tax Abatement	\$	500.00
Tax Increment Financing	\$500.00 + % of proceeds	
RBEG Revolving Loan Fund	\$100.00 + orig fee	
IRP Revolving Loan Fund	\$500.00 + orig fee	
Downtown Commercial Rehabilitation Loan Program (this fee is refundable upon closing of the loan)		\$500.00
OTHER FEES/CHARGES		
Special Assessment searches	\$	25.00
Dishonored Check Fee (in accordance with MN Statutes 604.113)	\$	30.00
Administrative Fee		10% of billing
PARK RESERVATION FEES/PAVILION RENTALS/MISC. PARK FEES/COMMUNITY ROOM		
Private Use of picnic tables at Any location - drop off & pick up by City Staff (service only available to City residents for use within City limits)	\$	15.00
Athletic Tournaments		
Adult Softball Team Fee	\$	25.00
Adult Sand Volleyball	\$	15.00
Non-Resident User Fee	\$	115.00
Facility Rental Fee - per team	\$	10.00
For non-team events or tournaments, a \$1.00 per individual entrant fee shall apply.		
All labor & materials for tournaments shall be at cost plus 15% including overtime rate if applicable to be set annually by Park Director.		
Park Gate Key deposit (refunded upon return of the key)	\$	25.00
Memorial Park Concession Stand Expenses	0-8 teams	\$ 40.00
	9-16 teams	\$ 65.00
	17-24 teams	\$ 95.00
	over 24 teams	\$ 140.00
Cancelled park reservations administrative fee	25% of park reservation fee	
JOHNSON PAVILION (CLEAR LAKE PARK)		
4 hours (1/2 Pavilion can be rented for 1/2 fee)	\$	70.00
All Day (1/2 Pavilion can be rented for 1/2 fee)	\$	135.00
NORTHEAST PARK PAVILLION		
4 hours (no half rental)	\$	50.00
All Day (no half rental)	\$	90.00
<del>CLEAR LAKE PARK/NORTHEAST PARK COMMERCIAL FEE-</del>		
<del>Entire Park</del>	<del>\$</del>	<del>560.00</del>
STANDARD SHELTER (ALL OTHER SHELTERS)		
4 hours	\$	30.00
All Day	\$	50.00
COMMUNITY CONFERENCE AND TRAINING ROOM RENTAL		
Damage Deposit	Class A	\$ -
	Class B	\$ 50.00
	Class C	\$ 50.00
	Class D	\$ 50.00
Flat Fee (up to 3 hrs.)	Class A	\$ -
	Class B	\$ 5.00
	Class C	\$ 25.00
	Class D	\$ 50.00
Each Additional Hour	Class A	\$ -
	Class B	\$ 5.00
	Class C	\$ 10.00
	Class D	\$ 20.00

Use of Kitchen	Class A	\$	-
	Class B	\$	25.00
	Class C	\$	25.00
	Class D	\$	25.00
<b>POLICE DEPARTMENT FEES &amp; ADMINISTRATIVE FINES</b>			
Crime Free Multi-Housing criminal background check		\$	15.00
Copies of PD reports - in accordance with MN Statutes Ch. 13			
Copies of CDs and DVDs per disc		\$	25.00
Photos (per sheet)		\$	5.00
Vehicle/Property Towing Expense			Cost
Vehicle/property storage fee (per day)		\$	10.00
Administrative Forfeiture fee		\$	250.00
Police Reserve fee (hourly)	Private Party	\$	20.00
	School function	\$	15.00
Paper Service		\$	40.00
<b>Visitation Center - Connections</b>			
Copies of DVDs per disc		\$	25.00
Private/Professional Entity(ies) (virtual or in-person) fee*		\$	40.00
Orientations (virtual or in-person) (per person)*		\$	10.00
Cancellation / No Show / Late Fee (less than 24 hr. notice)		\$	10.00
<p>* No charge for the use of the center if there is <del>any type of legal document--court order, Harassment Restraining Order(HRO), Order Of Protection(OPP), and/or a Domestic Abuse No-Contact Order(DANCO).</del> <del>that orders the Center to be used by parents who one or both have custodial rights to their child(ren).</del></p>			
<b>VIOLATION OF CITY CODE SECTION/DESCRIPTION</b>			
70.04 (3) Unnecessary Exhibition of Speed		\$	60.00
70.05 Snowmobiles		\$	50.00
70.06 Roller Skates; Skateboards		\$	50.00
70.07 Jake Braking-Loud Muffler		\$	80.00
70.08 Intent, recreational vehicles, etc.		\$	50.00
71.02 General Prohibitions; unauthorized removal		\$	30.00
71.03 Manufactured Home, Mobile Home & Trailer parking		\$	30.00
71.04 Direction to proceed		\$	50.00
71.05 Method of parking		\$	30.00
71.06 Winter Parking, Snow Emergencies		\$	30.00
71.07 Parking regulations		\$	30.00
71.08 Blocking Mailboxes		\$	30.00
91.02 Open burning of leaves		\$	100.00
91.03 Campfires		\$	100.00
91.22 Noise, noisy parties,/electronic sound system/audio equip		\$	75.00
91.35 Public Nuisance Defined		\$	75.00
91.36 Public Nuisances affecting health		\$	75.00
91.37 Public Nuisances affecting peace and safety		\$	75.00
95.15 Dog running at large		\$	50.00
95.16 License Required: Application and Fee		\$	50.00
95.17 Tag Required		\$	50.00
95.21 Habitually barking dog		\$	50.00
95.25 Sanitation		\$	50.00
95.26 Permits Required; Exceptions		\$	50.00
95.27 Keeping of Certain Animals Absolutely Prohibited; Exceptions		\$	50.00
96.03 Public Parks: hours of operation/permitted activities		\$	50.00
96.03 Public Parks: prohibited acts		\$	50.00
96.05 Public Parks: Maplewood Park regulations		\$	50.00
96.07 Public Parks: Loon Lake regulations		\$	50.00

116.03 Application Procedure	\$	50.00
116.06 Conduct on licensed premises/disorderly conduct/disorderly house/alc	\$	50.00
132.01 Curfew	\$	50.00
154.211 Zoning Code (not more than/per offense)	\$	300.00
ANIMAL LICENSE FEE PER YEAR		
Dog & Cat license fees - Spayed/Neutered	\$	5.00
- Not Spayed/Neutered	\$	15.00
Animal Permit fees - 3 or more total dogs & cats	\$	25.00
Chicken Permit fee (up to 5 chickens allowed)	\$	25.00
Dangerous Dog registration	\$	150.00
Dangerous Dog hearing fee	actual costs up to \$1,000.00	
ANIMAL IMPOUND FEES		
1st offense - licensed	\$	15.00
1st offense - unlicensed	\$	20.00
2nd offense - licensed	\$	30.00
2nd offense - unlicensed	\$	45.00
3rd offense or more - licensed	\$	60.00
3rd offense or more - unlicensed	\$	75.00
PEG ACCESS CHANNEL		
Compact Disc (CD) - per disc	\$	25.00
Digital Video Disc (DVD) - per disc	\$	25.00
WATER PARK FEES		
Daily Admission	<del>\$</del>	<del>6.00</del>
Twilight Admission	\$	3.50
Single Seasonal Pass	\$	85.00
Household Seasonal Pass - up to 4 people	\$	170.00
- each additional person	\$	20.00
Punch card - 10 punches - resident	<del>\$</del>	<del>50.00</del>
- 10 punches - non resident	<del>\$</del>	<del>55.00</del>
Companies making bulk purchases, more than ten 10-punch cards)	\$	35.00
Pool Rental - 1st hour (up to 200)	\$	150.00
-each additional hour (up to 200)	\$	100.00
- each additional person (over 200)	\$	3.50
Lap Swim/Water Exercise/Itty Bitty Beach Party Admission	\$	3.50
Lap Swim/Water Exercise/Itty Bitty Beach Party Punch Card	<del>\$</del>	<del>32.00</del>
Birthday party (up to 12)	\$	175.00
- each additional person	\$	15.00
Lifeguard Certification Training		
New Certification	\$	180.00
Recertification	\$	100.00
MAPS-PRINTS/COPIES-PRINTING & COPYING FEES		
Color maps - 8 1/2 x 11	\$	3.00
color maps - 11 x 17	\$	5.00
color maps - 22 x 34 or 24 x 36	\$	10.00
color maps - 34 x 44 or 36 x 48	\$	15.00
Black & White line drawings (plans, cross sections, schematics, etc.)		
8 1/2 x 11	\$	1.00
11 x 17	\$	3.00
22 x 34 or 24 x 36	\$	5.00
34 x 44 or 36 x 48	\$	10.00
Black & White Large Format Copies		
22 x 34	\$	5.00
34 x 34	\$	5.00
Standard (11" x 17" or smaller)		

\$ 5.00

\$ 40.00

\$ 45.00

\$ 27.00

Black & White/Grayscale	\$ 2.00
Color	\$ 5.00
<b>Plotter (larger than 11" x 17")</b>	
Black & White/Grayscale	\$ 5.00
Color	\$ 10.00
<b>UTILITY BILLING OFFICE FEES</b>	
Dishonored Payment Fee (in accordance with MN Statutes 604.113)	\$ 30.00
Disconnect - Reconnect Fee	\$ 50.00
Meter Calibration Test Fee	\$ 20.00
Initial Residential Utility Deposit	\$ 125.00
Maximum Residential Utility Deposit	\$ 500.00
Sewage Dump Fee	\$ 50.00
<b>DISTRIBUTED ENERGY RESOURCE INTERCONNECTION FEES</b>	
Pre-application Report Request	\$ 300.00
Simplified Interconnection Application	\$ 100.00
Fast Track Interconnection Application (Certified Systems)	\$ 100.00 + \$1.00/kW
Fast Track Interconnection Application (Non-Certified Systems)	\$ 100.00 + \$2.00/kW
Interconnection Application Study Process (additional fees may apply)	\$ 1,000.00 + \$2.00/kW
All applications for systems to be located on a Waseca radial feeder will be subject to engineering review prior to rate determination. Additional fees, including but not limited to study fees, engineering review, building permits and metering costs will be based on actual project costs.	TBD
<b>EQUIPMENT BILLABLE RATES</b>	
Equipment may be made available for rental only upon approval of the City Engineer, Director of Utilities, or their representative and at the rates hereby designated. Rentals are made at the convenience of the City and for a minimum of one hour, and when equipment is not locally available. A City employee must operate all equipment when rented as determined by the City. Employee billable rates will be determined by the Finance Director. Other equipment rates may be based on FEMA rates or MnDOT rates and formulas.	