

REGULAR WASECA CITY COUNCIL MEETING

TUESDAY, OCTOBER 6, 2020 7 p.m.

AGENDA

**CLOSED SESSION: Pursuant to MN Statute 13D.05, Sub. 3(c)3: to develop or consider offers for the purchase or sale of real property**

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

**PUBLIC ACCESS INSTRUCTIONS**

Dial: 1-929-436-2866

Meeting I.D: 917 2660 1162

Passcode: 223341

Those wishing to speak must state their name and address for the record after they **announce their name and address over the phone or the City Manager reads a Resident Request Form**. Each person will have three (3) minutes to make his/her remarks. Speakers will address all comments to the City Council as a whole and not one individual councilmember. The Council may not take action on an item presented during the Public Comment period, unless the item is already on the agenda for action. When appropriate, the Council may refer inquiries and items brought up during the Public Comment period to the City Manager for follow up

- 6 CONSENT AGENDA
  - A. Minutes – September 15 Regular City Council Meeting & Special Meetings September 22 & 29
  - B. Payroll & Expenditures
  - C. Resolution 20-47: Approval of Tax Abatement Application
  - D. Resolution 20-46: Setting Hearing Date for Assessment Project 2019-01
  - E. Resolution 20-49: Authorizing Chief Vought to Sign Grant Agreement with MN Department of Public Safety
  - F. Approval of Gaiter Lake Development Request for Proposals
  - G. RCCA: Approval of Crack and Seal Coat Project Payment
  - H. Approval of Contract Payment: Raw Construction
  - I. Set Public Hearing Date for Berry Pallets Tax Abatement Request – October 20, 2020
  - J. Approval of COVID 19 Business and NP Grants

- 7 ACTION AGENDA

- A. Public Hearing: Resolution 20-48 Assessment Roll 20-99
  - B. RCCA: Vision 2030 Funding Request

- 8 REPORTS

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

- 9 ANNOUNCEMENTS

**CLOSED SESSION: Pursuant to MN Statute 13D.05, Sub. 3(c)3: to develop or consider offers for the purchase or sale of real property**

- 10 ADJOURNMENT

**Notice of ALL Meetings of the  
Waseca City Council  
By Telephone and Electronic Means**

Pursuant to Minn. Stat. § 13D.021, subd. 1(1) I, Lee Mattson, City Manager of the City of Waseca, Minnesota, determined that in-person meetings of the Waseca City Council are not prudent during the COVID-19 health pandemic/peacetime emergency declared by the Governor's Executive Order No. 20-01 under Minn. Stat., Ch. 12. **As such, the Waseca City Council's meetings during such states of emergency, beginning with the Local Board of Appeal and Equalization meeting scheduled to occur at 7 p.m. on April 6, 2020, and all regular City Council meetings held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month at 7 p.m. will be held by telephone / other electronic means such as video conferencing, any or all member(s) of the Council may potentially attend such meeting by phone or electronic device.** A schedule of the Council's regular meetings is available in the City Clerk's office or on the City Website.

Additionally, I determine the presence of the public at the regular meeting location is not feasible due to the COVID-19 health pandemic/emergency declaration, pursuant to Minn. Stat. § 13D.021, subd. 1(3).

Finally, I determine that the presence of at least one member of the body, chief legal counsel, or chief administrative officer at the regular meeting location is unfeasible due to the COVID-19 health pandemic/emergency declaration, pursuant to Minn. Stat. § 13D.021, subd. 1(4).

Members of the public may monitor the meeting electronically from a remote location by dialing a conference number and entering a conference code; listening to a live audio stream available at a website or obtaining a link by email. Information on accessing each meeting remotely will be provided on the meeting's agenda. The City may require the person making a connection to pay for the documented additional cost that the body incurs as a result of the additional connection.

THIS NOTICE OF REGULAR MEETING BY TELEPHONE OR OTHER ELECTRONIC MEANS IS GIVEN PURSUANT TO MINN. STAT. § 13D.04, subd. 2.

Dated: April 2, 2020

  
Lee Mattson, Waseca City Manager

MINUTES  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, SEPTEMBER 15, 2020

6A

**CALL TO ORDER/ROLL CALL**

- 1 The regular Waseca City Council meeting was called to order by Mayor Roy Srp at 7:00 p.m. The meeting was held virtually, due to COVID-19.

Councilmembers Present: Mayor Roy Srp Larry Johnson  
Daren Arndt Les Tlougan  
Jeremy Conrath Mark Christiansen  
Allan Rose

Councilmembers Absent: None

Staff Present: Tom Kellogg, City Engineer  
Mike Anderson, Assistant to the City Manager  
Carl Sonnenberg, Utilities & PW Director  
Alicia Fischer, Finance Director

Others Present: Shane Zarht, CGMC

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

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

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

- 4 None

**REQUESTS AND PRESENTATIONS**

- 5 Coalition of Greater MN Cities: Shane Zarht presented information on the Coalition and their initiatives for 2020-2021. He spoke about the CARES Act, Bonding Bill, PFAS, and Child Care. He also mentioned how COVID-19 has slowed things down this year.

**CONSENT AGENDA**

- 6 It was moved by Tlougan, seconded by Arndt, to approve the Consent Agenda as presented. Roll call 7-0. The motion carried.
- A. Minutes – August 27 Work Session, September 1 Regular Council Meeting Minutes and September 11 Special Council Meeting Minutes
  - B. Payroll & Expenditures
  - C. Resolution 20-39: Setting Public Hearing Date for October 6, 2020 – Assessment Roll 20-99

- D. Resolution 20-40: Amending Resolution 15-55 to update Legal Description
- E. Approval of COVID-19 Small Business and Non-Profit Grants
- F. Resolution 20-45: Setting Truth n Taxation hearing

### **ACTION AGENDA**

- 7      A.      Public Hearing: Resolution 20-42 Municipal Projects 2017-06 & 2018-01
- Tom Kellogg presented information to the Council regarding Municipal Projects 2017-06 & 2018-01.
- The public hearing opened at 7:41 p.m. and closed at 7:45 p.m. Nobody approached the Council during the hearing.
- Motion was made by Conrath, seconded by Tlougan to approve Resolution 20-42. Roll call 7-0. Motion carried.
- B.      Resolution 20-44: Adopting 2021 Preliminary Levy
- Finance Director Fischer presented budget information to the Council for the 2021 Preliminary Levy. The levy will include a 3% increase from 2020.
- Motion was made by Rose, seconded by Arndt to approve Resolution 20-44. Roll call 7-0. Motion carried.
- C.      Resolution 20-43: Adopting 2021 EDA Preliminary Levy
- Finance Director Fischer informed Council that the 2021 EDA levy will include a \$5,520 increase from the 2020 budget amount.
- Motion was made by Arndt, seconded by Conrath to approve Resolution 20-43. Roll call 7-0. Motion carried.
- D.      Resolution 20-41: Approving 3<sup>rd</sup> Street Bonds
- Bids were due on Friday, September 11 by 12 p.m. First National Bank was awarded the bonds with a low interest rate. The Mayor City Manager and Finance Director met to go through the information and recommend adopting Resolution 20-41.
- It was moved by Tlougan, seconded by Srp to approve Resolution 20-41. Roll call 7-0. Motion carried.
- E.      Setting Special Meeting Date for September 22, 2020
- The City Council will be meeting at 1 p.m. on Tuesday, September 22.
- F.      RCCA: South State Street Water Main Project
- City Manager Mattson informed Council that there has been two water main breaks out on State Street in front of City Hall. It is being recommended to fix another section of 200 feet before winter. The construction cost is estimated between \$150,000 and \$170,000.



Motion was made by Rose, seconded by Srp to give staff the approval to move forward with this project. Roll call 7-0. Motion carried.

### **REPORTS**

- 8      A.      City Manager's Report
- City Engineer Kellogg is retiring on Thursday
  - Nate Willey has accepted the City Engineer Position
  - Joe Palen will be Interim City Engineer
- B.      Commission Reports
- Heritage Preservation Commission
- Discussed Historic Banners
  - State Preservation Conference is Virtual this year
  - Sophia Hoiseth introduced herself
- Airport Board
- Talked Capital Improvements for 2021
  - Received Conagra Farm Field update

### **ANNOUNCEMENTS**

- 9      Conrath – Thanked Tom Kellogg for his service to City of Waseca.
- Tloutan – It is an election year, early voting begins September 18.
- Srp – Read a Thank You card that was received from Jobs Plus.

### **ADJOURNMENT**

- 10      There being no further business to be brought before the Council, it was moved by Arndt, seconded by Conrath, to adjourn the meeting at 8:28 p.m.; Roll call, 7-0. Motion carried.

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R. D. SRP  
MAYOR

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

MINUTES  
SPECIAL CITY COUNCIL MEETING  
TUESDAY, SEPTEMBER 22, 2020

The work session began at 1:00 p.m. virtually.

Councilmembers present:     Roy Srp  
   Mark Christiansen  
   Jeremy Conrath  
   Rose

Staff present:                     Lee Mattson, City Manager  
   Mike Anderson, Assistant to the City Manager  
   Alicia Fischer, Finance Director

**Approval of Business & Non-Profit Grants**

The Work Session began at 1:00 P.M.

Finance Director began the work session by presenting a list of grant requests and the amount awarded per application.

It was moved by Christiansen, seconded by Rose to approve the Business and Non-Profit Grants. Roll call 4-0, motion carried

There being no further discussion it was moved by Rose, seconded by Srp to adjourn the meeting at 1:21 p.m. Roll call 5-0. Motion carried.

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R. D. SRP  
MAYOR

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

MINUTES  
SPECIAL CITY COUNCIL MEETING  
TUESDAY, SEPTEMBER 29, 2020

Councilmembers present: Roy Srp  
Mark Christiansen  
Jeremy Conrath  
Allan Rose  
Les Tlougan

Staff present: Lee Mattson, City Manager  
Mike Anderson, Assistant to the City Manager  
Alicia Fischer, Finance Director

**Approval of Business & Non-Profit Grants**

The special meeting began at 3:30 P.M. A motion was made by Tlougan, seconded by Conrath to approve the agenda as presented. Roll call 5-0. Motion carried

Finance Director began the work session by presenting a list of grant requests and the amount awarded per application.

It was moved by Tlougan, seconded by Srp to approve the Business and Non-Profit Grants. Roll call 5-0, motion carried

**Approval of Guidelines for Volunteer Based Non-Profit Organizations**

City Manager Mattson presented guidelines for the Council's approval. It was moved by Rose, seconded by Conrath to approve the guidelines as presented. Roll call 5-0, motion carried.

There being no further discussion it was moved by Christiansen, seconded by Tlougan to adjourn the meeting at 3:37 p.m. Roll call 5-0. Motion carried.

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R. D. SRP  
MAYOR

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

*Micah Fischer*

6B

LIST OF EXPENDITURES

October 6, 2020

*Lee A. Miller*

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City Council	4,250.00
Streets	28,451.16
Parks	15,096.96
Wastewater	8,356.09
Utility Administration	4,709.63
Utility Billing	7,917.93
Electric	13,309.91
Water	8,077.95
Building and Code Compliance	2,706.52
Police	64,437.25
Administration	7,500.15
Community Aides	891.50
Fire	8,102.75
Paid On Call Fire Department	400.00
Election Judges	0.00
PEG	0.00
Finance	10,112.19
Connections	2,381.55
Community Development	5,338.43
Engineering	22,462.06
Recreation	1,329.20
Econ Development	<u>2,785.36</u>
 Total Gross Payroll	 218,616.59
 *Less- Payroll Deductions	 <u>(71,249.30)</u>

Net Payroll Cost \$ 147,367.29

\*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:  
September 12, 2020-October 2, 2020  
Includes check #'s 155681-155759  
Bank ACH Withdrawals..... 706,996.52

GRAND TOTAL EXPENDITURES \$ 854,363.81

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
<b>General Fund</b>						
10/02/2020	155732	Quadient Finance	Postage	101-15510-0000	1,000.00	
Total 101155100000:					1,000.00	
09/24/2020	92024	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 9/20/2020	101-21701-0000	22,350.42	M
Total 101217010000:					22,350.42	
09/24/2020	92019	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 9/20/2020	101-21702-0000	9,713.28	M
Total 101217020000:					9,713.28	
09/24/2020	92024	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 9/20/2020	101-21703-0000	8,868.13	M
09/24/2020	92024	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 9/20/2020	101-21703-0000	8,709.81	M
Total 101217030000:					17,577.94	
09/24/2020	92021	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 9/20/2020	101-21704-0000	1,301.89	M
09/24/2020	92021	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 9/20/2020	101-21704-0000	8,462.13	M
09/24/2020	92021	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 9/20/2020	101-21704-0000	7,878.16	M
09/24/2020	92021	Public Employees Retirement Assn (ACH	DEF CONTRIBUTION/EMPL Pay Period: 9/20/2020	101-21704-0000	88.05	M
09/24/2020	92021	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 9/20/2020	101-21704-0000	8,462.13	M
09/24/2020	92021	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 9/20/2020	101-21704-0000	11,817.20	M
09/24/2020	92021	Public Employees Retirement Assn (ACH	DEF CONT Employer Pay Period: 9/20/2020	101-21704-0000	88.00	M
Total 101217040000:					38,097.56	
10/02/2020	20200761	Greater Mankato Area United Way	UNITED WAY Pay Period: 9/20/2020	101-21708-0000	45.00	
Total 101217080000:					45.00	
09/24/2020	155689	NCPERS Minnesota - 8266711	LIFE INSURANCE - PERA Pay Period: 9/20/2020	101-21711-0000	192.00	
09/24/2020	155689	NCPERS Minnesota - 8266711	LIFE INSURANCE - PERA Pay Period: 9/6/2020	101-21711-0000	16.00	
Total 101217110000:					208.00	
09/24/2020	92024	ACH Internal Revenue Service	MEDICARE Pay Period: 9/20/2020	101-21712-0000	2,968.29	M
09/24/2020	92024	ACH Internal Revenue Service	MEDICARE Pay Period: 9/20/2020	101-21712-0000	2,968.29	M
Total 101217120000:					5,936.58	
09/24/2020	92025	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 9/20/2020	101-21713-0000	990.00	M
09/24/2020	92025	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 9/20/2020	101-21713-0000	669.00	M
Total 101217130000:					1,659.00	
09/24/2020	92023	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 9/20/2020	101-21714-0000	465.00	M
Total 101217140000:					465.00	
09/24/2020	92020	AFLAC	AFLAC AFTER TAX Pay Period: 9/20/2020	101-21715-0000	325.78	M
09/24/2020	92020	AFLAC	AFLAC AFTER TAX Pay Period: 9/6/2020	101-21715-0000	325.78	M
09/24/2020	92020	AFLAC	AFLAC PRE TAX Pay Period: 9/6/2020	101-21715-0000	643.61	M
09/24/2020	92020	AFLAC	AFLAC PRE TAX Pay Period: 9/20/2020	101-21715-0000	643.61	M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101217150000:					1,938.78	
09/30/2020	92016	Further	Flex/HSA Reimbursement	101-21716-0000	2.04	M
09/30/2020	92018	Further	Flex/HSA Reimbursement	101-21716-0000	64.47	M
09/30/2020	92028	Further	Flex/HSA Reimbursement	101-21716-0000	148.10	M
09/24/2020	92027	Further	HSA Contribution Pay Period: 9/20/2020	101-21716-0000	463.34	M
Total 101217160000:					677.95	
09/24/2020	92022	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 9/20/2020	101-21717-0000	880.47	M
Total 101217170000:					880.47	
09/24/2020	92026	MN Public Employees Insurance Progra	PEIP Family Pay Period: 9/6/2020	101-21720-0000	12,643.93	M
09/24/2020	92026	MN Public Employees Insurance Progra	PEIP Single Pay Period: 9/20/2020	101-21720-0000	12,470.56	M
09/24/2020	92026	MN Public Employees Insurance Progra	PEIP Single Pay Period: 9/6/2020	101-21720-0000	12,470.56	M
09/24/2020	92026	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 9/20/2020	101-21720-0000	1,002.56	M
09/24/2020	92026	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 9/6/2020	101-21720-0000	1,253.20	M
09/24/2020	92026	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 9/20/2020	101-21720-0000	4,010.48	M
09/24/2020	92026	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 9/6/2020	101-21720-0000	5,013.10	M
09/24/2020	92026	MN Public Employees Insurance Progra	PEIP Family Pay Period: 9/6/2020	101-21720-0000	3,160.84	M
09/24/2020	92026	MN Public Employees Insurance Progra	Sept COBRA Timlin	101-21720-0000	1,663.66	M
09/24/2020	92026	MN Public Employees Insurance Progra	PEIP Family Pay Period: 9/20/2020	101-21720-0000	3,160.84	M
09/24/2020	92026	MN Public Employees Insurance Progra	Sept COBRA McKay	101-21720-0000	608.32	M
09/24/2020	92026	MN Public Employees Insurance Progra	PEIP Family Pay Period: 9/20/2020	101-21720-0000	12,643.93	M
09/24/2020	92026	MN Public Employees Insurance Progra	Sept Adjustment - Jes	101-21720-0000	1,663.66-	M
Total 101217200000:					68,438.32	
09/24/2020	92013	VSP	VISION SINGLE Employee Pay Period: 9/20/2020	101-21722-0000	5.46	M
Total 101217220000:					5.46	
10/02/2020	155737	SBA Towers	Refund for overpayment on permit # 2020-00386	101-32210-0000	1.00	
Total 101322100000:					1.00	
10/02/2020	20200757	Discover Waseca Tourism	August Lodging Tax	101-41110-4440	3,051.99	
10/02/2020	20200757	Discover Waseca Tourism	July lodging tax	101-41110-4440	2,012.32	
Total 101411104440:					5,064.31	
10/02/2020	20200748	Bachman's Inc.	DT Tree	101-41110-4450	79.50	
09/22/2020	155682	Grace Lutheran Church	Covid-19 Business Grant Program	101-41110-4450	4,500.00	
10/02/2020	155717	Kamp Automation	Covid-19 Business Grant Program	101-41110-4450	7,500.00	
09/22/2020	155683	Kewatt, Kim	Covid-19 Business Grant Program	101-41110-4450	1,500.00	
09/22/2020	155684	Larson, Stacey	Covid-19 Business grant program	101-41110-4450	1,500.00	
10/02/2020	155721	Makayla Rae Photography	Covid-19 Business Grant program	101-41110-4450	1,500.00	
09/22/2020	155685	Pam's Therapeutic Massage	Covid-19 Business Grant Program	101-41110-4450	1,500.00	
09/22/2020	155686	Vought, Emily	Covid-19 Business grant program	101-41110-4450	1,500.00	
09/16/2020	155681	Waseca Community Arena	Covid-19 Business grant Program	101-41110-4450	1,500.00	
09/22/2020	155687	Waseca County Fair	Covid-19 Business Grant Program	101-41110-4450	1,500.00	
10/02/2020	155754	Waseca County Historical Society	Covid-19 Business Grant Program	101-41110-4450	2,000.00	
10/02/2020	155758	Waseca Family Dentistry	COVID-19 BUSINESS GRANT PROGRAM	101-41110-4450	4,500.00	
09/22/2020	155688	Westphal, Marla	Covid-19 Business Grant Program	101-41110-4450	1,500.00	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101411104450:					30,579.50
10/02/2020	20200785	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00
Total 101411104455:					1,125.00
10/02/2020	20200766	Innovative Office Supply	Calendar	101-41320-2000	28.38
Total 101413202000:					28.38
10/02/2020	155722	Martin-McAllister	Pre-employment evaluation	101-41320-3000	1,100.00
10/02/2020	155759	WSE Massey Engineering & Surveying	survey charges	101-41320-3000	937.50
Total 101413203000:					2,037.50
10/02/2020	155739	Shred-it USA LLC	Shredding service	101-41320-3100	32.06
Total 101413203100:					32.06
10/02/2020	20200747	APG Media of So MN LLC	Board Vacancies	101-41320-3400	58.50
Total 101413203400:					58.50
10/02/2020	20200744	A. H. Hermel Company	Pop for vending machine	101-41320-4945	61.08
10/02/2020	20200744	A. H. Hermel Company	Pop for vending machine	101-41320-4945	61.49
10/02/2020	20200744	A. H. Hermel Company	Pop for vending machine-Credit	101-41320-4945	27.68-
Total 101413204945:					94.89
10/02/2020	20200766	Innovative Office Supply	Calendar	101-41500-2000	10.18
Total 101415002000:					10.18
10/02/2020	20200747	APG Media of So MN LLC	Annual Disclosure	101-41500-3400	195.00
Total 101415003400:					195.00
10/02/2020	20200760	Flaherty & Hood PA	Labor and employment services	101-41600-3000	2,475.00
10/02/2020	155757	Waseca County Treasurer	Legal Services - Contract Payment	101-41600-3000	5,370.33
Total 101416003000:					7,845.33
10/02/2020	20200766	Innovative Office Supply	Keyboard-Schultz	101-41920-2050	34.79
Total 101419202050:					34.79
10/02/2020	20200766	Innovative Office Supply	Office Supplies	101-41940-2000	49.52
10/02/2020	20200766	Innovative Office Supply	Office Supplies	101-41940-2000	26.39
Total 101419402000:					75.91
10/02/2020	20200762	H & J Fuel Inc	dyed fuel	101-41940-2120	1,447.10
Total 101419402120:					1,447.10



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/02/2020	20200744	A. H. Hermel Company	Coffee for break room	101-41940-2170	319.11
10/02/2020	155708	Condon Farm Service	Bolts for Plexiglass	101-41940-2170	1.20
10/02/2020	155734	Red Feather Paper Company	2 ply tissue, roll towels, can liners	101-41940-2170	140.47
10/02/2020	155734	Red Feather Paper Company	cups	101-41940-2170	79.70
10/02/2020	155734	Red Feather Paper Company	2 ply tissue, roll towels, can liners	101-41940-2170	133.30
Total 101419402170:					673.78
10/02/2020	155705	Cintas Corporation	Floor mat service	101-41940-3100	45.05
10/02/2020	20200778	Siemens Industry Inc	City Hall Fire Alarm Testing for 2014	101-41940-3100	938.00
Total 101419403100:					983.05
10/02/2020	155709	Consolidated Communications	Monthly Billing	101-41940-3200	178.67
10/02/2020	155709	Consolidated Communications	Monthly Billing	101-41940-3200	97.07
Total 101419403200:					275.74
10/02/2020	155704	Centerpoint Energy	Monthly Billing	101-41940-3800	70.01
Total 101419403800:					70.01
10/02/2020	155747	Total Glass-Lock Inc.	Repair City Hall door	101-41940-4000	900.00
Total 101419404000:					900.00
10/02/2020	155756	Waseca County Treasurer	NW Nature-2nd half taxes	101-41940-4800	1,854.00
Total 101419404800:					1,854.00
10/02/2020	20200766	Innovative Office Supply	Appointment book	101-41950-2000	10.92
Total 101419502000:					10.92
10/02/2020	20200788	WSB & Associates Inc	Planning Services	101-41950-3000	218.25
Total 101419503000:					218.25
10/02/2020	20200766	Innovative Office Supply	Office Supplies - Police	101-42100-2000	18.82
10/02/2020	20200766	Innovative Office Supply	Office Supplies - Police	101-42100-2000	39.56
Total 101421002000:					58.38
10/02/2020	155734	Red Feather Paper Company	Janitor Supplies	101-42100-2170	65.30
Total 101421002170:					65.30
10/02/2020	20200754	Chrz, Jared	Uniform allowance	101-42100-2180	65.00
10/02/2020	20200780	Streicher's	New Hire Uniform	101-42100-2180	278.00
10/02/2020	20200780	Streicher's	New Hire Uniform	101-42100-2180	1,005.60
Total 101421002180:					1,348.60
10/02/2020	155731	Protection Systems Inc	Fire Alarm Repair	101-42100-2230	72.00
10/02/2020	20200778	Siemens Industry Inc	Fire Alarm Testing	101-42100-2230	200.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421002230:					272.00
10/02/2020	155705	Cintas Corporation	Floor Mats	101-42100-3100	13.79
10/02/2020	155705	Cintas Corporation	Floor Mats	101-42100-3100	13.79
10/02/2020	155729	Orkin Pest Control	Pest control	101-42100-3100	92.70
10/02/2020	155739	Shred-it USA LLC	Shredding service	101-42100-3100	32.06
Total 101421003100:					152.34
10/02/2020	155709	Consolidated Communications	Monthly Billing	101-42100-3200	178.67
10/02/2020	155709	Consolidated Communications	Monthly Billing	101-42100-3200	298.80
10/02/2020	155709	Consolidated Communications	Monthly Billing	101-42100-3200	28.72
Total 101421003200:					506.19
10/02/2020	155725	MN Highway Safety & Research Center	EVO/PIT Training	101-42100-3300	890.00
Total 101421003300:					890.00
10/02/2020	155704	Centerpoint Energy	Monthly Billing	101-42100-3800	54.57
Total 101421003800:					54.57
10/02/2020	155701	Canine Central	3rd Quarter fees	101-42150-3100	3,300.00
Total 101421503100:					3,300.00
10/02/2020	20200766	Innovative Office Supply	Calendar	101-42200-2000	8.76
Total 101422002000:					8.76
10/02/2020	155700	Bock's Service Inc.	fuel	101-42200-2120	12.41
Total 101422002120:					12.41
10/02/2020	155734	Red Feather Paper Company	Toilet paper	101-42200-2170	57.75
Total 101422002170:					57.75
10/02/2020	155731	Protection Systems Inc	Fire Alarm Repair	101-42200-2230	72.00
10/02/2020	20200778	Siemens Industry Inc	Fire Alarm Testing	101-42200-2230	200.00
Total 101422002230:					272.00
10/02/2020	155705	Cintas Corporation	Floor Mats	101-42200-3100	13.80
10/02/2020	155705	Cintas Corporation	Floor Mats	101-42200-3100	13.80
Total 101422003100:					27.60
10/02/2020	155709	Consolidated Communications	Monthly Billing	101-42200-3200	28.72
Total 101422003200:					28.72
10/02/2020	155704	Centerpoint Energy	Monthly Billing	101-42200-3800	54.57
10/02/2020	155709	Consolidated Communications	Monthly Billing	101-42200-3800	31.57

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101422003800:					86.14	
10/02/2020	20200755	City Building Inspection Services LLC	building inpsctions	101-42400-3000	18,531.54	
Total 101424003000:					18,531.54	
10/02/2020	20200771	Lenz Lawn Care & Landscaping Inc.	Mow/Trim Outlet A	101-42400-3100	100.00	
Total 101424003100:					100.00	
09/30/2020	92029	MN State Retirement System	Sick Leave Retirement Contribution-Kellogg	101-43000-1110	3,969.04	M
Total 101430001110:					3,969.04	
10/02/2020	20200766	Innovative Office Supply	Calendar	101-43000-2000	22.74	
Total 101430002000:					22.74	
10/02/2020	155722	Martin-McAllister	Pre-employment evaluation	101-43000-3000	2,200.00	
Total 101430003000:					2,200.00	
10/02/2020	92030	Verizon Wireless	Monthly Verizon Data Bill	101-43000-3200	65.03	M
Total 101430003200:					65.03	
10/02/2020	20200747	APG Media of So MN LLC	Final Assessment hearing	101-43000-3400	107.25	
10/02/2020	20200747	APG Media of So MN LLC	ADA Open House	101-43000-3400	39.00	
10/02/2020	20200747	APG Media of So MN LLC	Size error credit	101-43000-3400	9.75-	
Total 101430003400:					136.50	
10/02/2020	20200766	Innovative Office Supply	Calendar	101-43100-2000	35.92	
Total 101431002000:					35.92	
10/02/2020	20200751	Bomgaars Supply	Parts & Supplies	101-43100-2170	23.99	
10/02/2020	155702	CCP Industries Inc.	bathroom tissue & towels	101-43100-2170	260.71	
10/02/2020	155708	Condon Farm Service	dust control	101-43100-2170	21.20	
10/02/2020	155708	Condon Farm Service	propane	101-43100-2170	14.45	
10/02/2020	155708	Condon Farm Service	Grass seed	101-43100-2170	68.75	
10/02/2020	20200763	Holtmeier Construction Inc.	crushed rock	101-43100-2170	292.78	
10/02/2020	155716	Huber Supply Co Inc	welder liner	101-43100-2170	17.96	
10/02/2020	20200764	IFACS	Saw Blades	101-43100-2170	486.00	
10/02/2020	20200776	Sanco Equipment LLC	Grader Attachment	101-43100-2170	200.00	
10/02/2020	20200776	Sanco Equipment LLC	Grader Attachment	101-43100-2170	200.00	
10/02/2020	20200787	Waseca Sand & Gravel Inc.	expansion material	101-43100-2170	96.00	
Total 101431002170:					1,681.84	
10/02/2020	20200746	AmeriPride Services Inc	uniform-service	101-43100-2180	185.92	
10/02/2020	20200746	AmeriPride Services Inc	uniform-service	101-43100-2180	185.92	
10/02/2020	20200746	AmeriPride Services Inc	uniform-service	101-43100-2180	185.92	

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101431002180:					557.76
10/02/2020	155730	Overhead Door Company of Mankato Inc	door repair	101-43100-2230	183.28
Total 101431002230:					183.28
10/02/2020	20200783	Total Tool Supply Inc.	impact driver	101-43100-2400	80.80
Total 101431002400:					80.80
10/02/2020	155709	Consolidated Communications	Monthly Billing	101-43100-3200	31.58
Total 101431003200:					31.58
10/02/2020	155704	Centerpoint Energy	Monthly Billing	101-43100-3800	115.09
Total 101431003800:					115.09
10/02/2020	155740	Sir Lines-A-Lot	2020 Contractual Striping	101-43170-3100	7,988.96
Total 101431703100:					7,988.96
10/02/2020	20200765	Independent School District #829	City Contribution Comm Ed	101-45100-3100	8,333.33
Total 101451003100:					8,333.33
10/02/2020	20200751	Bomgaars Supply	Parts & Supplies	101-45130-2165	95.37
10/02/2020	155715	Hawkins Inc	Chemicals	101-45130-2165	503.50
10/02/2020	155715	Hawkins Inc	Hawkins Chemicals	101-45130-2165	189.50
10/02/2020	155715	Hawkins Inc	Hawkins Chemicals	101-45130-2165	953.10
Total 101451302165:					1,741.47
10/02/2020	20200751	Bomgaars Supply	Parts & Supplies	101-45130-2190	14.99
Total 101451302190:					14.99
10/02/2020	155703	Cemstone Products Co	Cemstone Products	101-45130-2410	35.88
Total 101451302410:					35.88
10/02/2020	155709	Consolidated Communications	Monthly Billing	101-45130-3200	173.64
Total 101451303200:					173.64
10/02/2020	155724	MN Department of Labor & Industry	Application Fee (Boiler)	101-45130-3300	50.00
Total 101451303300:					50.00
10/02/2020	155704	Centerpoint Energy	Monthly Billing	101-45130-3800	91.59
Total 101451303800:					91.59
10/02/2020	20200768	Javens Mechanical Contracting Co.	Javens	101-45130-4000	387.44
10/02/2020	20200787	Waseca Sand & Gravel Inc.	Waseca Sand and Gravel	101-45130-4000	3,840.00

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101451304000:					4,227.44
10/02/2020	20200774	MTI Distributing Inc.	TLCF mower tire	101-45180-2210	108.58
Total 101451802210:					108.58
10/02/2020	20200766	Innovative Office Supply	Calendar	101-45200-2000	4.38
Total 101452002000:					4.38
10/02/2020	20200748	Bachman's Inc.	Park Trees	101-45200-2170	261.50
10/02/2020	20200751	Bomgaars Supply	Parts & Supplies	101-45200-2170	17.98
10/02/2020	20200751	Bomgaars Supply	Parts & Supplies	101-45200-2170	31.48
10/02/2020	155746	The Tessman Company	Seed	101-45200-2170	45.00
10/02/2020	20200781	Timm's Trucking Inc.	Topsoil	101-45200-2170	455.36
Total 101452002170:					811.32
10/02/2020	155708	Condon Farm Service	Rubber boots	101-45200-2180	19.95
Total 101452002180:					19.95
10/02/2020	20200779	Spies, Loy	Loy - Safety Glasses	101-45200-2190	269.00
Total 101452002190:					269.00
10/02/2020	20200758	Fastenal Company	Locks	101-45200-2230	44.17
10/02/2020	155727	MPeters Enterprises Inc.	Flag	101-45200-2230	26.00
Total 101452002230:					70.17
10/02/2020	20200769	Jobs Plus Inc.	City Parks - August Jobs Plus	101-45200-3100	1,062.04
10/02/2020	155755	Waseca County Landfill	Landfill Fees - Brush	101-45200-3100	160.00
Total 101452003100:					1,222.04
10/02/2020	155709	Consolidated Communications	Monthly Billing	101-45200-3200	25.86
Total 101452003200:					25.86
10/02/2020	155704	Centerpoint Energy	Monthly Billing	101-45200-3800	41.45
10/02/2020	155704	Centerpoint Energy	Monthly Billing	101-45200-3800	18.86
Total 101452003800:					60.31
10/02/2020	20200771	Lenz Lawn Care & Landscaping Inc.	NE Irrigation Install	101-45200-4000	167.50
Total 101452004000:					167.50
10/02/2020	20200748	Bachman's Inc.	Saw Blades	101-45200-4040	46.00
Total 101452004040:					46.00
10/02/2020	155736	Rent 'N' Save Portable Services	August Service	101-45200-4100	517.00
10/02/2020	155736	Rent 'N' Save Portable Services	September Service	101-45200-4100	489.00

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101452004100:					1,006.00
10/02/2020	155704	Centerpoint Energy	Monthly Billing	101-45500-3800	28.88
10/02/2020	155709	Consolidated Communications	Monthly Billing	101-45500-3800	53.60
Total 101455003800:					82.48
Total General Fund:					284,011.73
<b>Airport</b>					
10/02/2020	155744	Stensrud Aviation	Airport contract payment	230-49810-3100	2,300.00
Total 230498103100:					2,300.00
10/02/2020	92034	CenturyLink	Airport Phone and Internet	230-49810-3200	111.52 M
Total 230498103200:					111.52
10/02/2020	155704	Centerpoint Energy	Monthly Billing	230-49810-3800	19.90
10/02/2020	92033	Xcel Energy	August Service	230-49810-3800	198.17 M
10/02/2020	92032	Xcel Energy	August Service	230-49810-3800	419.14 M
Total 230498103800:					637.21
10/02/2020	155756	Waseca County Treasurer	Airport	230-49810-4800	1,347.00
10/02/2020	155756	Waseca County Treasurer	Airport-2nd Half	230-49810-4800	6,154.00
Total 230498104800:					7,501.00
10/02/2020	20200782	Toltz King Duvall Anderson & Assoc Inc.	A/E Services-Culvert Replacement	230-49810-5300	2,500.00
Total 230498105300:					2,500.00
Total Airport:					13,049.73
<b>Safe Haven Grant</b>					
10/02/2020	20200773	Mcintosh, Sue	Disinfectant	279-46350-2000	6.44
Total 279463502000:					6.44
10/02/2020	155711	Event Metal Detectors LLC	Metal Detector - WAF Grant Funds	279-46350-2170	3,570.00
Total 279463502170:					3,570.00
Total Safe Haven Grant:					3,576.44
<b>Capital Improvement</b>					
10/02/2020	155697	Asphalt Surgaces Technologies Corp	2020 Seal Coat Project Final Payment	430-43010-3102	75,125.00
Total 430430103102:					75,125.00
10/02/2020	20200787	Waseca Sand & Gravel Inc.	SouthView Shelter	430-43010-5320	2,367.00
Total 430430105320:					2,367.00

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/02/2020	155713	Finance & Commerce Inc	TH13 Safe Routes to School/Trail Ad	430-43010-5430	338.95
Total 430430105430:					338.95
10/02/2020	155710	Erickson Engineering	NE Trail Engineering Services	430-43010-5440	1,081.68
Total 430430105440:					1,081.68
10/02/2020	155733	RAW Construction LLC	Partial Payment No. 4 2020 Street and Utility Improvem	430-43010-5560	141,291.98
Total 430430105560:					141,291.98
Total Capital Improvement:					220,204.61
<b>Annexation &amp; Growth fund</b>					
10/02/2020	155756	Waseca County Treasurer	SE Property-2nd Half	470-46800-4800	1,568.00
10/02/2020	155756	Waseca County Treasurer	2nd Half Property Taxes	470-46800-4800	700.00
Total 470468004800:					2,268.00
Total Annexation & Growth fund:					2,268.00
<b>Water</b>					
09/30/2020	92017	MN Sales and Use Tax Payable	August Sales tax payable	601-20210-0000	2,082.93 M
Total 601202100000:					2,082.93
10/02/2020	20200752	Border States Electric Supply	General supplies	601-49401-2170	140.30
10/02/2020	155715	Hawkins Inc	BEF Chemical Well 4	601-49401-2170	2,267.50
10/02/2020	155715	Hawkins Inc	City Wells Chemicals	601-49401-2170	10,470.84
Total 601494012170:					12,878.64
10/02/2020	20200751	Bomgaars Supply	Parts & Supplies	601-49401-2230	43.96
Total 601494012230:					43.96
10/02/2020	155704	Centerpoint Energy	Monthly Billing	601-49401-3800	28.88
Total 601494013800:					28.88
09/30/2020	92029	MN State Retirement System	Sick Leave Retirement Contribution-Rugger	601-49430-1110	156.28 M
Total 601494301110:					156.28
10/02/2020	20200751	Bomgaars Supply	Parts & Supplies	601-49430-2170	43.62
Total 601494302170:					43.62
10/02/2020	20200751	Bomgaars Supply	Parts & Supplies	601-49430-2180	69.99
Total 601494302180:					69.99
10/02/2020	20200751	Bomgaars Supply	Parts & Supplies	601-49430-2230	16.40
10/02/2020	20200756	Core & Main LP	Main Repair	601-49430-2230	1,401.48
10/02/2020	20200756	Core & Main LP	Hydrant parts	601-49430-2230	102.37

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/02/2020	155738	Sherwin-Williams Co	Hydrant paint	601-49430-2230	112.38
Total 601494302230:					1,632.63
10/02/2020	20200746	AmeriPride Services Inc	uniform service	601-49430-3100	17.25
10/02/2020	20200746	AmeriPride Services Inc	uniform service	601-49430-3100	17.25
10/02/2020	20200746	AmeriPride Services Inc	uniform service	601-49430-3100	17.25
Total 601494303100:					51.75
10/02/2020	20200766	Innovative Office Supply	Notebook	601-49585-2000	13.62
10/02/2020	20200766	Innovative Office Supply	Calendar	601-49585-2000	10.55
Total 601495852000:					24.17
10/02/2020	155709	Consolidated Communications	Monthly Billing	601-49585-3200	47.65
10/02/2020	155748	U.S. Postal Service	Postage - October utility bills	601-49585-3200	437.96
Total 601495853200:					485.61
10/02/2020	155707	City of Waseca	Summit AR customer accounts	601-49585-4320	6.00
10/02/2020	155745	Summit Account Resolution	Summit AR	601-49585-4320	2.18
Total 601495854320:					8.18
10/02/2020	20200758	Fastenal Company	Bolts	601-49593-5300	116.01
10/02/2020	20200767	James Brothers Construction Inc.	Valve replacement	601-49593-5300	5,846.00
10/02/2020	155733	RAW Construction LLC	Partial Payment No. 4 2020 Street and Utility Improvem	601-49593-5300	15,583.47
Total 601495935300:					21,545.48
10/02/2020	20200749	Baker Tilly Municipal Advisors LLC	GO Revenue 2020A	601-49980-6200	5,000.00
Total 601499806200:					5,000.00
Total Water:					44,052.12
<b>Sanitary Sewer</b>					
10/02/2020	155709	Consolidated Communications	Monthly Billing	602-49470-3200	479.34
Total 602494703200:					479.34
10/02/2020	155704	Centerpoint Energy	Monthly Billing	602-49470-3800	21.70
10/02/2020	155704	Centerpoint Energy	Monthly Billing	602-49470-3800	32.55
Total 602494703800:					54.25
10/02/2020	20200752	Border States Electric Supply	Relays - NW Lift Station	602-49470-4020	57.60
Total 602494704020:					57.60
09/30/2020	92029	MN State Retirement System	Sick Leave Retirement Contribution-Rugger	602-49480-1110	779.53 M
Total 602494801110:					779.53
10/02/2020	155706	City of Waseca	Petty cash reimb	602-49480-2120	38.50

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494802120:					38.50
10/02/2020	20200751	Bomgaars Supply	Parts & Supplies	602-49480-2170	29.94
10/02/2020	155706	City of Waseca	Petty cash reimb	602-49480-2170	61.39
10/02/2020	155715	Hawkins Inc	Hawkins Chemicals	602-49480-2170	388.14
10/02/2020	155715	Hawkins Inc	Aluminum Sulfate	602-49480-2170	5,381.40
10/02/2020	155749	USA Blue Book	Lab Supplies	602-49480-2170	180.01
Total 602494802170:					6,040.88
10/02/2020	20200751	Bomgaars Supply	Parts & Supplies	602-49480-2180	29.89
10/02/2020	155706	City of Waseca	Petty cash reimb	602-49480-2180	24.99
10/02/2020	20200777	Schmidt, Jason	Uniform allowance	602-49480-2180	69.98
Total 602494802180:					124.86
10/02/2020	20200786	Waseca Glass LLC	Desk Partitian	602-49480-2190	319.20
Total 602494802190:					319.20
10/02/2020	20200772	M & R Electric Inc.	Electric parts	602-49480-2210	77.73
Total 602494802210:					77.73
10/02/2020	155743	Stantec Consulting Services Inc	Chlroine Safety Audit	602-49480-3000	1,127.00
Total 602494803000:					1,127.00
10/02/2020	155699	BME Labstore	Lab equipment calibration	602-49480-3100	950.00
10/02/2020	155705	Cintas Corporation	Floor Mats	602-49480-3100	19.10
10/02/2020	20200772	M & R Electric Inc.	Electrician`	602-49480-3100	752.42
10/02/2020	20200772	M & R Electric Inc.	Electrician`	602-49480-3100	170.00
10/02/2020	20200775	North Shore Analytical Inc.	Mercury Permit Testing	602-49480-3100	410.00
10/02/2020	155742	Spee-Dee Delivery Service Inc.	Speedee Shipping	602-49480-3100	16.58
Total 602494803100:					2,318.10
10/02/2020	155709	Consolidated Communications	Monthly Billing	602-49480-3200	173.72
Total 602494803200:					173.72
10/02/2020	155706	City of Waseca	Petty cash reimb	602-49480-3300	25.00
Total 602494803300:					25.00
10/02/2020	155704	Centerpoint Energy	Monthly Billing	602-49480-3800	223.24
10/02/2020	92031	Xcel Energy	August Service	602-49480-3800	10,096.28 M
Total 602494803800:					10,319.52
10/02/2020	20200766	Innovative Office Supply	Calendar	602-49585-2000	19.31
Total 602495852000:					19.31
10/02/2020	155709	Consolidated Communications	Monthly Billing	602-49585-3200	47.65

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/02/2020	155748	U.S. Postal Service	Postage - October utility bills	602-49585-3200	437.97
Total 602495853200:					485.62
10/02/2020	155707	City of Waseca	Summit AR customer accounts	602-49585-4320	11.50
10/02/2020	155745	Summit Account Resolution	Summit AR	602-49585-4320	4.18
Total 602495854320:					15.68
10/02/2020	155733	RAW Construction LLC	Partial Payment No. 4 2020 Street and Utility Improvem	602-49593-5300	4,757.25
Total 602495935300:					4,757.25
10/02/2020	20200768	Javens Mechanical Contracting Co.	MAU Dryside Liftstation	602-49593-5400	24,033.00
Total 602495935400:					24,033.00
10/02/2020	20200749	Baker Tilly Municipal Advisors LLC	GO Revenue 2020A	602-49980-6200	7,500.00
Total 602499806200:					7,500.00
Total Sanitary Sewer:					58,746.09
<b>Electric Utility</b>					
09/30/2020	92017	MN Sales and Use Tax Payable	August Sales tax payable	604-20210-0000	45,953.23 M
Total 604202100000:					45,953.23
10/02/2020	20200751	Bomgaars Supply	Parts & Supplies	604-49571-2170	84.96
10/02/2020	20200752	Border States Electric Supply	General supplies	604-49571-2170	22.70
Total 604495712170:					107.66
10/02/2020	155706	City of Waseca	Petty cash reimb	604-49571-2220	19.25
Total 604495712220:					19.25
10/02/2020	155718	Lake Shore Inn Nursing Home Inc.	Energy Management Program	604-49571-2320	275.00
10/02/2020	155719	Latham Place	Energy Management Program	604-49571-2320	122.50
10/02/2020	155751	Waseca County Community Services	Energy Management Program	604-49571-2320	175.00
10/02/2020	155752	Waseca County Courthouse	Energy Management Program	604-49571-2320	450.00
10/02/2020	155753	Waseca County Highway Department	Energy Management Program	604-49571-2320	100.00
Total 604495712320:					1,122.50
10/02/2020	155726	MN Valley Action Council	Low income audit reimbursement	604-49571-2340	1,653.41
Total 604495712340:					1,653.41
10/02/2020	20200771	Lenz Lawn Care & Landscaping Inc.	Weed Control	604-49571-3100	155.00
Total 604495713100:					155.00
10/02/2020	20200752	Border States Electric Supply	Relay	604-49573-2170	396.36
10/02/2020	20200752	Border States Electric Supply	Relay Return	604-49573-2170	396.36-
10/02/2020	20200752	Border States Electric Supply	ground rod clamps	604-49573-2170	30.00

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495732170:					30.00
09/30/2020	92017	MN Sales and Use Tax Payable	August Sales tax payable	604-49573-2230	69.84 M
Total 604495732230:					69.84
10/02/2020	20200752	Border States Electric Supply	photo eyes	604-49574-2230	135.90
10/02/2020	20200770	JT Services of MN	Street Light Bulbs	604-49574-2230	721.20
Total 604495742230:					857.10
10/02/2020	155706	City of Waseca	Petty cash reimb	604-49585-2000	8.21
10/02/2020	20200766	Innovative Office Supply	Calendar	604-49585-2000	10.55
Total 604495852000:					18.76
10/02/2020	155709	Consolidated Communications	Monthly Billing	604-49585-3200	89.34
10/02/2020	155709	Consolidated Communications	Monthly Billing	604-49585-3200	34.60
10/02/2020	155748	U.S. Postal Service	Postage - October utility bills	604-49585-3200	437.97
Total 604495853200:					561.91
10/02/2020	155707	City of Waseca	Summit AR customer accounts	604-49585-4320	32.50
10/02/2020	155706	City of Waseca	Petty cash reimb	604-49585-4320	2.00
10/02/2020	155745	Summit Account Resolution	Summit AR	604-49585-4320	11.84
Total 604495854320:					46.34
10/02/2020	20200750	Barr Engineering Company	Engineering	604-49586-3000	452.50
Total 604495863000:					452.50
10/02/2020	155739	Shred-it USA LLC	Shredding service	604-49586-3100	32.07
Total 604495863100:					32.07
10/02/2020	155723	MN Department of Commerce	2nd Qtr assessment	604-49586-4330	1,544.98
Total 604495864330:					1,544.98
10/02/2020	20200752	Border States Electric Supply	conversion supplies	604-49593-5300	268.31
Total 604495935300:					268.31
10/02/2020	155741	Solomon Corporation	Transformers	604-49593-5400	12,626.00
Total 604495935400:					12,626.00
Total Electric Utility:					65,518.86
<b>Storm Water Utility</b>					
10/02/2020	155712	Ferguson Enterprises Inc	pipe fittings	651-43140-4000	264.73
10/02/2020	155712	Ferguson Enterprises Inc	pipe fittings	651-43140-4000	108.40
10/02/2020	155712	Ferguson Enterprises Inc	pipe fittings	651-43140-4000	292.47
10/02/2020	155712	Ferguson Enterprises Inc	pipe fittings	651-43140-4000	195.69

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/02/2020	155712	Ferguson Enterprises Inc	pipe fittings	651-43140-4000	170.14
10/02/2020	155712	Ferguson Enterprises Inc	Glue	651-43140-4000	94.16
10/02/2020	155714	Hancock Concrete Products LLC	catch basin	651-43140-4000	931.70
10/02/2020	20200767	James Brothers Construction Inc.	Tile rock	651-43140-4000	804.47
10/02/2020	20200767	James Brothers Construction Inc.	Tile rock	651-43140-4000	1,239.28
10/02/2020	155735	Reliance Electric of Southern MN LLC	Loon Lake Aeration pump repair	651-43140-4000	1,165.03
10/02/2020	155750	W W Blacktopping Inc.	Hot Mix-Sink holes	651-43140-4000	359.04
10/02/2020	155750	W W Blacktopping Inc.	Hot Mix-Sink holes	651-43140-4000	513.06
10/02/2020	155750	W W Blacktopping Inc.	Hot Mix-Sink holes	651-43140-4000	1,122.00
10/02/2020	155750	W W Blacktopping Inc.	Hot Mix-Storm sewer repairs	651-43140-4000	1,327.53
10/02/2020	20200787	Waseca Sand & Gravel Inc.	Storm sewer repair	651-43140-4000	358.00
10/02/2020	20200787	Waseca Sand & Gravel Inc.	Storm sewer repair	651-43140-4000	174.25
10/02/2020	20200787	Waseca Sand & Gravel Inc.	Storm sewer repair	651-43140-4000	320.25
10/02/2020	20200787	Waseca Sand & Gravel Inc.	storm sewer repair	651-43140-4000	139.00
10/02/2020	20200787	Waseca Sand & Gravel Inc.	storm sewer repair	651-43140-4000	269.50
Total 651431404000:					9,848.70
Total Storm Water Utility:					9,848.70
<b>Central Garage Services</b>					
10/02/2020	155698	Auto Value Waseca	Parts	701-43180-2170	10.99
10/02/2020	20200751	Bomgaars Supply	Parts & Supplies	701-43180-2170	1.99
10/02/2020	155716	Huber Supply Co Inc	welding supply wire	701-43180-2170	143.71
Total 701431802170:					156.69
10/02/2020	20200745	ABM Equipment & Supply Inc.	leaf vac gaskets	701-43180-2210	359.01
10/02/2020	155696	American Test Center Inc.	Annual Inspection	701-43180-2210	575.00
10/02/2020	155698	Auto Value Waseca	Parts	701-43180-2210	182.14
10/02/2020	20200753	Christensen Tire Service	Tire repair	701-43180-2210	108.76
10/02/2020	155728	Northland Farm Systems Inc	brush mower repair	701-43180-2210	531.93
10/02/2020	20200776	Sanco Equipment LLC	lock cylinder	701-43180-2210	640.47
10/02/2020	20200784	Trenchers Plus Inc.	ringomatic coupler	701-43180-2210	163.69
Total 701431802210:					2,561.00
10/02/2020	20200751	Bomgaars Supply	Parts & Supplies	701-43180-2400	30.45
10/02/2020	155716	Huber Supply Co Inc	welder liner	701-43180-2400	17.96
Total 701431802400:					48.41
Total Central Garage Services:					2,766.10
<b>Property and Liability Insuran</b>					
10/02/2020	20200759	First National Insurance	October Agency Fee	702-49955-3000	800.00
Total 702499553000:					800.00
10/02/2020	155720	League of MN Cities Insurance Trust	Willart Claim#106143	702-49955-3640	2,154.14
Total 702499553640:					2,154.14
Total Property and Liability Insuran:					2,954.14

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Grand Totals:					<u>706,996.52</u>

## Report Criteria:

Report type: GL detail

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

**RESOLUTION NO. 20-47****A RESOLUTION OF CITY OF WASECA, MINNESOTA  
APPROVING A RESIDENTIAL PROPERTY TAX ABATEMENT PROGRAM**

**WHEREAS**, the City Council of the City of Waseca ("City Council") has approve a Tax Abatement Housing Program to encourage housing development within the City and has asked Waseca County to approve a tax abatement to augment the City program; and

**WHEREAS**, the City of Waseca desires to encourage, promote and facilitate residential development on vacant residential lots located within the City of Waseca ("City"), and has adopted a Residential Tax Abatement, a true and correct copy is on file at the offices of the City Manager, pursuant to which the City intends to offer abatement of City-imposed property taxes on qualifying residential properties in the City for which building permits for single family residential structures are applied for and issued by the City on or before December 31, 2020; and

**WHEREAS**, the parcels of real property for which abatements of City of Waseca-imposed property taxes are conditionally approved herein are identified and legally described in Resolution 17-40, Appendix A (the "eligible parcels"), and generally consist of every current vacant, unimproved parcel of property in a residential zoning district in the City of Waseca that are served by municipal infrastructure including central water and sanitary sewer service; and

**WHEREAS**, the City will use tax abatement for the purposes provided for in the Abatement Law and the City's approved Tax Abatement to match the proposed term of the abatements for each eligible property that satisfies the conditions for abatement established herein ("the qualifying parcels described in Resolution 17-40, Appendix A"); and

**WHEREAS**, the City proposes to use tax abatement for the purposes provided for in the Abatement Law and the Abatement Policy (and hereinafter defined). The proposed term of the abatements for each eligible property that satisfies the conditions for abatement established herein ("the qualifying parcels") will be for a term not to exceed ten years, with the City abating 50 percent of the portion of the City's share of ad valorem property taxes on the qualifying parcel derived from the value of the residential structure for which the City issues a building permit and paid by the property owner. The total abatement amount for any single qualifying parcel is not to exceed \$20,458.85, for a maximum total abatement of all eligible parcels' City-imposed property taxes not to exceed \$2,045.85. The abatements will apply to the City's share of ad valorem property taxes on the qualifying parcels derived from the value of the residential structure for which the City issues a building permit and paid by the record owners of such qualifying parcels (the "abatements"); and

**WHEREAS**, on December 20, 2016, the Council held a public hearing on the question of the abatements, with proper notice being duly given and published in advance; and

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



**NOW, THEREFORE, BE IT RESOLVED** that the City Council approve the Tax Abatement Application substantially in form as presented, submitted by Richard & Deborah Perreault (1001 11<sup>th</sup> St SE) Parcel #17.535.0490.

Adopted this 6th day of October, 2020.

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R.D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO CITY MANAGER

# WASECA MINNESOTA

## Residential Assistance Financing Application – Tax Abatement Program

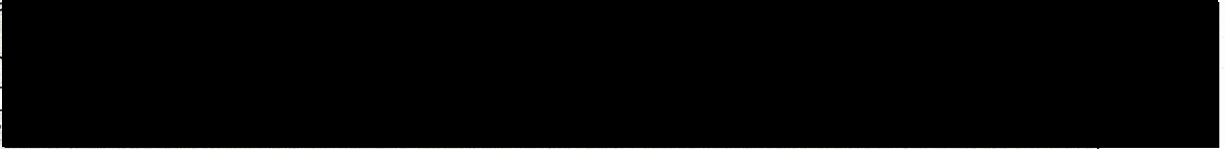
Property Owner/s: RICHARD PERREAULT, TRUSTEE

Name: DEBORAH PERREAULT, TRUSTEE Date: 9-17-2020

Address: 1001-11<sup>th</sup> ST. SE City: WASECA

State: MN Zip Code: 56093 Status (check one): Married ☒ Single ☐ Partnership ☐

Contact Person / Authorized Representative: PAUL MELEMANS, CONTRACTOR CONSTRUCTION

Contact Phone: 

### PROJECT

Please attach a copy of the Building Permit from the City.

Please attach a legal description of the property.

Location of Proposed Project:

POND VIEW LOT 2, BLOCK 7; 1001-11<sup>th</sup> ST SE


Parcel #'s: 17.535.0490

Present ownership of site:

RICHARD PERREAULT, TRUSTEE + DEBORAH PERREAULT, TRUSTEE

Information below needs to be acquired from the County by the City:

Current Property Taxes: City \_\_\_\_\_ County \_\_\_\_\_ Total \_\_\_\_\_

Market value of project following completion: 

Anticipated project start date: OCTOBER/NOV, 2020 Completion Date: MAY-JUNE 2021

### FINANCIAL INFORMATION:

Estimated Project Related Costs:

1. Land Acquisition



2. Site Development

\$ \_\_\_\_\_

3. Building Cost

\$ \_\_\_\_\_

4. TOTAL PROJECT COST

\$ \_\_\_\_\_

#### Abatement Term

3 \_\_\_\_\_

6 \_\_\_\_\_

10 ☒



**AUTHORIZED SIGNATURE OF PROPERTY OWNER/S**

The applicant agrees to provide additional information if requested by the City during the term of the abatement.

*Richard H Perreault, Trustee* *9-17-2020*  
Applicant Date

*Deborah J Perreault, Trustee* *9-17-2020*  
Applicant Date

*If abatement request is approved – an abatement agreement is required*

**When complete – please return to:**

City of Waseca  
508 South State Street  
Waseca, MN 56093  
507-835-9700

<b>Title:</b>	RESOLUTION 20-46 CALLING FOR A HEARING ON PROPOSED ASSESSMENT FOR 3 <sup>RD</sup> STREET NE IMPROVEMENTS, MUNICIPAL PROJECT NO. 2019-01		
<b>Meeting Date:</b>	October 6, 2020	<b>Agenda Item Number:</b>	<b>6D</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 and Project Area Map
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to Adopt Resolution No. 20-46 Calling for a Hearing on the Proposed Assessment for 3 <sup>rd</sup> Street NE Improvements, Municipal Project 2019-01		
<b>How does this item pertain to Vision 2030 goals?</b>	Creating high quality community assets.		

**BACKGROUND:** On March 28, 2018, WSB was directed to prepare a proposed assessment of the cost of the 3<sup>rd</sup> Street NE Improvements, Municipal Project No. 2019-01. WSB and City Staff have inspected the project and indicate work is complete and that the assessment roll is completed.

The project costs are proposed to be partially financed with special assessments to benefiting properties in accordance with State Statute 429 and the City's Special Assessment Policy. State Statute and City Policy calls for the City Council to hold a hearing on the proposed assessment.

A hearing on the assessment is proposed to be held on Tuesday, October 20, 2020 at 7:00 PM.

**BUDGET IMPACT:** The project was included in the 2019 Budget. Funding for this project is per the City's Capital Improvement Funds and the Waseca's Special Assessment Policy.

**RECOMMENDATION:** Staff recommends the Waseca City Council adopt Resolution No. 20-46 Calling for a Hearing on Proposed Assessment for the 3<sup>rd</sup> Street NE Improvement Project, Municipal Project 2019-01.

**RESOLUTION 20-46**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
CALLING FOR HEARING ON PROPOSED ASSESSMENT FOR  
MUNICIPAL PROJECTS 2019-01  
ASSESSMENT ROLL #281  
3<sup>rd</sup> STREET NE IMPROVEMENT PROJECT**

**WHEREAS**, by a resolution passed by the City Council of the City of Waseca on March 28, 2018, WSB was directed to prepare a proposed assessment of the cost of the 3<sup>rd</sup> Street NE Improvement Project, City Project 2019-01;

**AND WHEREAS**, WSB has notified the City Council that such proposed assessment has been completed and is being prepared for public inspection;

**AND WHEREAS**, the City of Waseca's Special Assessment Policy calls for the City Council to hold a public hearing for said assessments;

**AND WHEREAS**, the City of Waseca, in compliance with Chapter 429 of Minnesota Statutes desires to hold a public hearing on the proposed assessment.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Waseca hereby calls for a public hearing on the proposed assessments for the 3<sup>rd</sup> Street NE Improvement Project, Municipal Project 2019-01. The time and date of said public hearing are hereby established on Tuesday, October 20, 2020 at 7:00 p.m. in the City Council Chambers of the City of Waseca.

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

Adopted this 6<sup>th</sup> day of October 2020.

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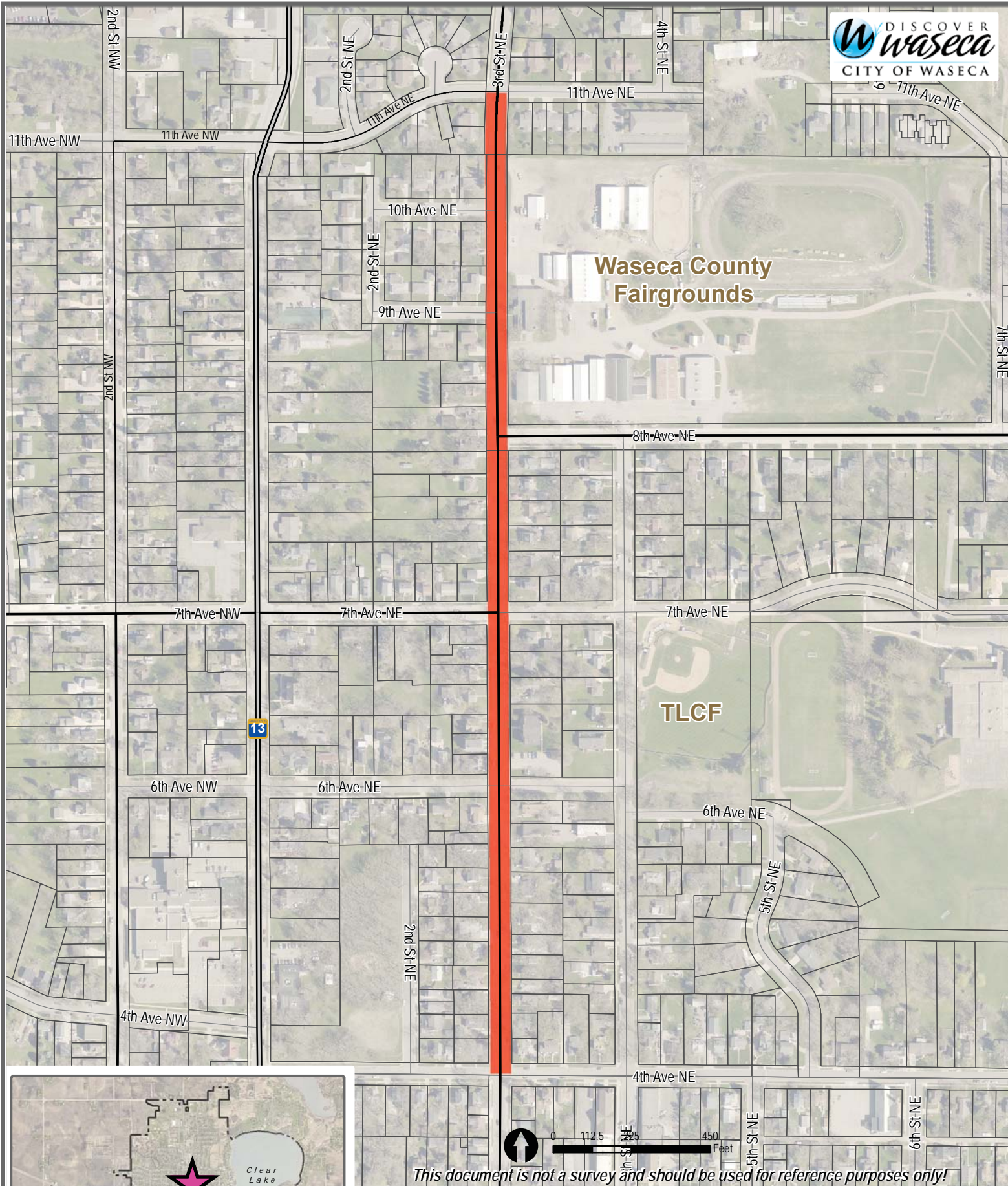
R. D SRP  
MAYOR

ATTEST:

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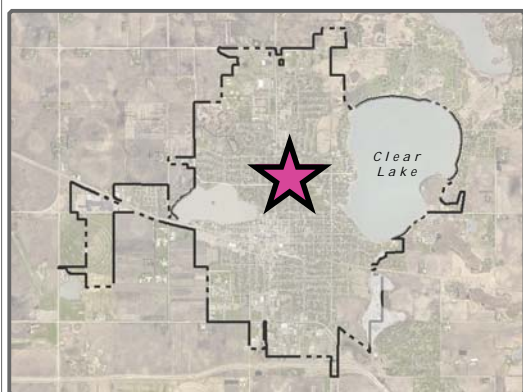
MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER





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

# REFERENCE MAP -- MUNICIPAL PROJECT #2019-01 3RD STREET NE FROM 4TH AVENUE NE TO 11TH AVE NE



## RESOLUTION NO 20-49

## RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN THE CITY OF WASECA, WASECA POLICE DEPARTMENT AND THE MINNESOTA DEPARTMENT OF PUBLIC SAFETY

BE IT RESOLVED that the City of Waseca and the Waseca Police Department enter into a cooperative agreement with the Office of Justice Programs within the Minnesota Department of Public Safety, for grant funds for Toward Zero Death initiative for the period from October 1, 2020 through September 30, 2021.

BE IT FURTHER RESOLVED that the Waseca Police Chief Penny Vought, on behalf of the City of Waseca, is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Waseca Police Department and to be the fiscal agent and administer the grant.

I CERTIFY THAT the above resolution was adopted by the Waseca City Council of Waseca on October 6, 2020.

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R.D. Srp, Mayor

ATTEST:

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Mike Anderson  
Assistant to the City Manager





## REQUEST FOR PROPOSAL

### [Abstract](#)

The City of Waseca is seeking proposals from qualified developers for the development of city-owned land in the South Eastern part of the City

City of Waseca

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II. DEVELOPMENT PARAMETERS.....	5
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IV. PROPOSAL REQUIREMENTS .....	8
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VI. OTHER .....	10

# REQUEST FOR PROPOSALS (RFP) FOR THE REDEVELOPMENT OF Gaiter Lake

## I. INTRODUCTION

The City of Waseca (“the City”) is requesting proposals from qualified developers for the development of city-owned property located in the Southeastern quadrant of the City. This development site is described as follows:



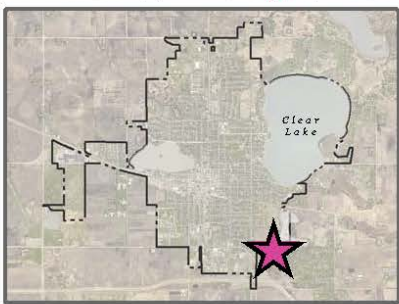
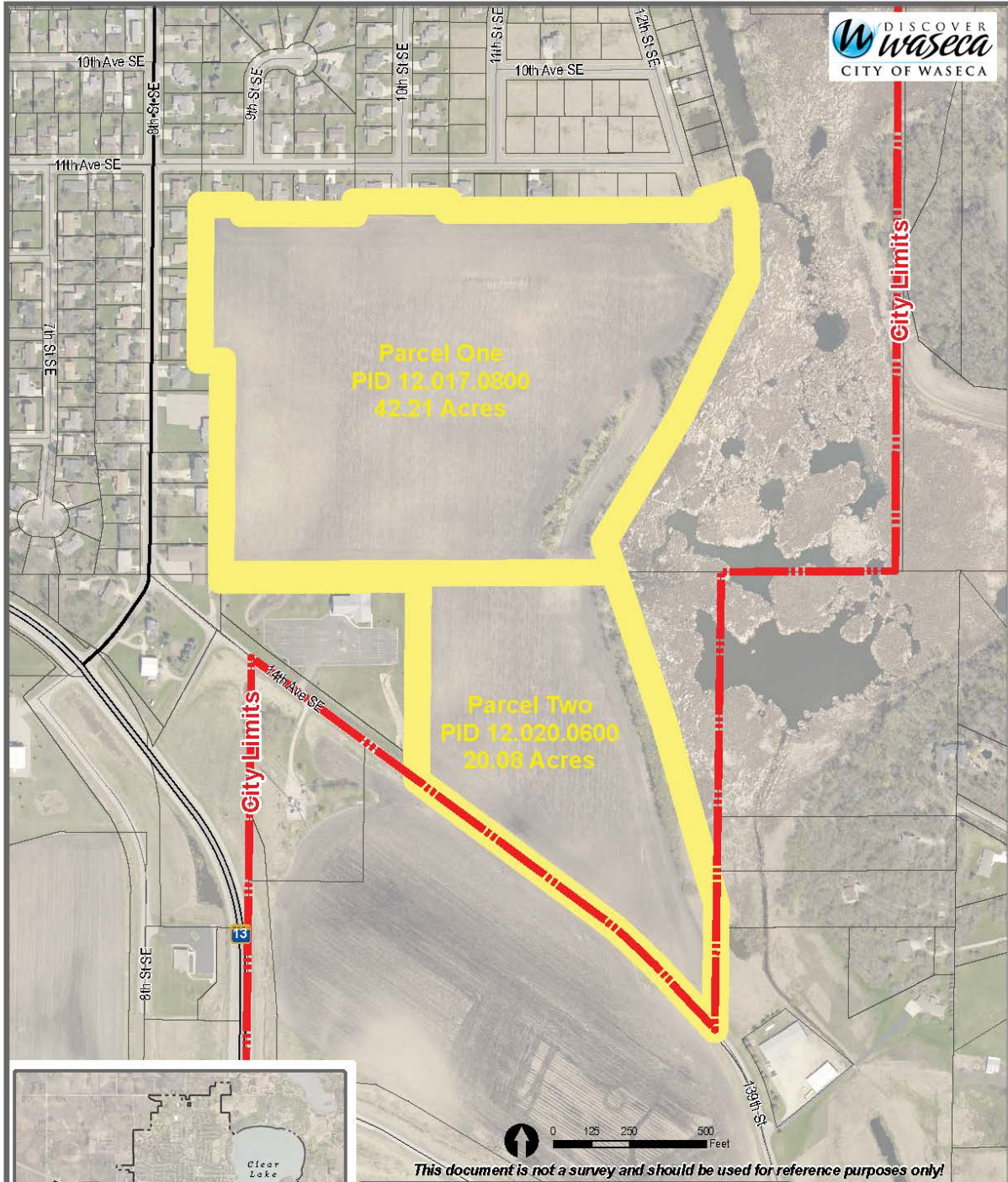
Waseca City Hall

- Vacant – previously leased out as agricultural farm land
- Consists of 62.29 acres of land that is zoned PUD, Planned Unit Development
- Close access to 4-lane Highway 14 that has access to Mankato, Owatonna, and Rochester

The City of Waseca was incorporated in 1868, and is organized under the Home Rule Charter in accordance with applicable Minnesota State Statutes. The Council is composed of six members and the Mayor. The City is divided into three specific areas known as Wards, and two Council members are elected from each Ward. The Mayor is elected by the voters at large. As the policy-making body of the City, the City Council is responsible for the overall operation of the City; however, the City Council does not become involved in the day-to-day administration. The City Manager, Lee Mattson, is responsible for carrying out the Council’s policies and for the administration of all City business.

The City encompasses approximately 6.7 square miles. The City has a population of approximately 9,711 and is the largest City in Waseca County, is the County Seat, and contains nearly half of the County’s population. The City has approximately 40 miles of streets, is home to three significant water bodies: Clear Lake, Loon Lake and Gaiter Lake and has an active Lakes Association.

Recently the City of Waseca was awarded a designation on the National Register of Historic Places with a Commercial Downtown District. This designation brings a new beam of light to the City of Waseca and attracts tourists from all over the Country. This is an added incentive when advertising the quality of life to potential home buyers.



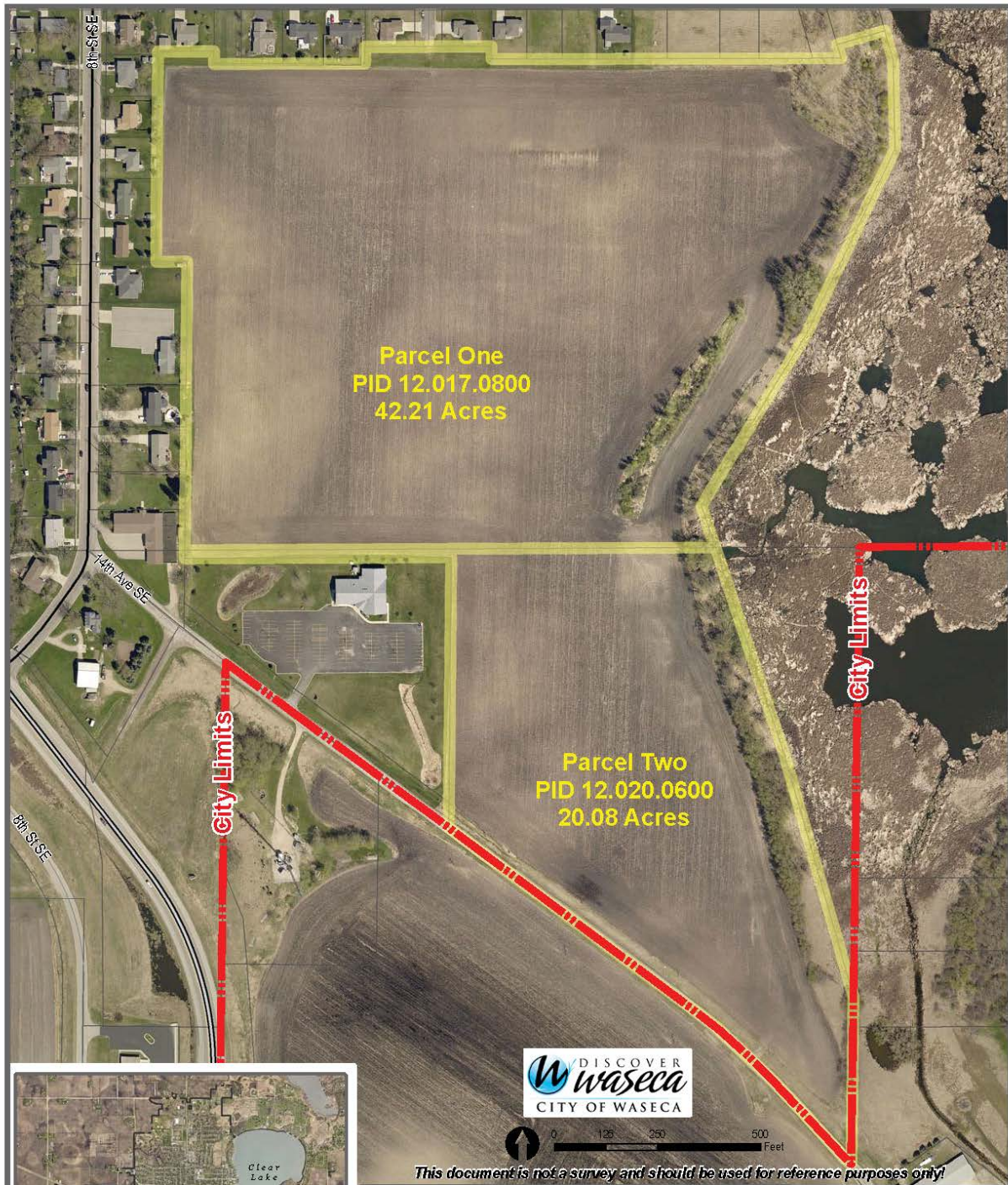
## SITE MAP

Owners: City of Waseca

Parcel One -- PID 12.017.0800 -- 42.21 Acres

Parcel Two -- PID 12.020.0600 -- 20.08 Acres





## SITE MAP

Owners: City of Waseca

Parcel One -- PID 12.017.0800 -- 42.21 Acres

Parcel Two -- PID 12.020.0600 -- 20.08 Acres

## II. DEVELOPMENT PARAMETERS

The development site consists of 42.21 acres of City owned land, and is zoned Planned Unit Development (PUD). The purpose of the PUD is to provide for the development of twin homes, condos, apartments, and open space to accommodate the housing needs of the City of Waseca. The City is also looking at incorporating a 1 acre dog park within the parcel while using on street parking. The City is also open to the idea of “phased implementation” on this area by focusing on the north parcel and then phasing in the second parcel.

This development site is located within the Shoreland Overlay District. Because of this, the DNR requires that no more than 35% of the development shall be Impervious Surface.

Stand-alone, multi-family residential uses are allowed in this development area. The requirements for this development, according to City Code 154.017 are as follows:

- (A) *Purpose.* The major purpose of this district is to allow low-density multi-family dwelling (two to 15 units), including apartments and townhouses in approximate areas of the City.
- (B) *Permitted principal uses.*
  - (1) Refer to Table 4-1.
  - (2) Some permitted uses have requirements that are presented in §§ 154.109 through 154.143, Specific Development Requirements. Refer also to §§ 154.148 through 154.169, General Development Requirements.
  - (3) In the R-3 zoning district, there shall be no more than one 2- or 3-family dwelling per land parcel, not counting accessory dwelling units.
- (C) *Conditional principal uses.*
  - (1) Refer to Table 4-1.
  - (2) Refer to §§ 154.109 through 154.143 for specific requirements that must be met for approval of some Conditional Uses. Refer also to §§ 154.148 through 154.169, General Development Requirements.
  - (3) In the R-3 zoning district, there shall be no more than one 2- or 3-family dwelling per land parcel, not counting accessory dwelling units.
- (D) *Accessory uses.*
  - (1) Refer to Table 4-2.
  - (2) Refer to §§ 154.109 through 154.143 and §§ 154.148 through 154.169 for conditions that must be met for approval of certain accessory uses.
- (E) *Dimensional requirements.*

**Table 4-11: Required Setbacks, R-3 District**

	Front	Side	Corner Side	Rear	Side abutting SF House	From any Water Body
Two- or three-family dwelling	25 <sup>1</sup>	10	20 <sup>2</sup>	25	15	§§ <u>154.047 - 154.063</u> , Shoreland Overlay District; § <u>154.169</u> , Wetlands
Townhouse cluster	25	15	20 <sup>2</sup>	25	20	
Apartment building, up to 16 dwelling units	25	15	20 <sup>2</sup>	25	25	
Apartment building, more than 16 dwelling units	25	15	20 <sup>2</sup>	25	25	
Non-residential buildings	25	15	20 <sup>2</sup>	25	25	
Driveway	Not applicable	5	10	10	10	
Parking <sup>3</sup>	10	5	20 <sup>2</sup>	10	10	
1 If two or more existing houses on the same side of the block have front setbacks other than the standard, the setbacks for the remaining lots on that side of the block may be the average setback of the existing houses. 2 If an adjacent house has a front yard facing the side street, then the corner side setback shall equal the front setback of the adjacent house. 3 For parking other than in the driveway.						

**Table 4-12: Minimum Lot Dimensions, R-3 District**

	Area	Width	Depth
Two- or three-family dwelling (per dwelling unit)	5,000	120	120
Townhouse (per dwelling unit)	4,000	--	--
Apartment building (per dwelling unit)	3,000	--	--
Seniors' housing (per unit)	1,750	--	--
Apartments	3,750		

Townhouses			
------------	--	--	--

**Table 4-13: Maximum Structure Height, R-3 District**

	Feet
Principal Building <sup>1</sup>	40
Fences	4
Front yards	6
Side or rear yards	

- 1 Or 3.5 stories, whichever is less, measured to the mid-point of the roof slope. See §§ 154.201, Rules of Measurement, Building Height.

**Table 4-14: Requirements for Detached Accessory Structures, R-3 District**

	Two-or Three-Family Residential Use	Multiple-Family Residential Use	Permitted Non-Residential Use
Number of structures allowed	2	2	2
Size of first structure maximum	700 sf	300 sf / unit	1,000 sf
Size of second structure, maximum	120 sf	250 sf	250 sf
Lot coverage maximum	10 %	10 %	10 %
Height maximum - garage	20	20	20
Side wall height max - garage *	9	9	9
Height maximum - other	12	12	12
Minimum setbacks	No closer than principal	No closer than principal	No closer than principal
Front	3	3	3
Side	No closer than principal	No closer than principal	No closer than principal
Corner side	3	3	3
Rear	10	10	10
From principal structure			
From alley			



	5	5	5
<p>* See also § <u>154.150(B)(5)</u></p> <p>** No permanent structure (one attached to frost-free footings) shall be located in an easement unless the easement is amended or otherwise allows such structures. A non-permanent structure may be located in an easement but may have to be moved if the easement-holder demands.</p>			

- (F) *Maximum building coverage.* No more than 50% of the parcel shall be occupied by buildings having vertical mass including dwellings, garages, storage buildings, gazebos and greenhouses but not including driveways, parking areas, decks, patios, unscreened courts, not allowed in this district or solar energy equipment, play equipment or dog houses.
- (G) *Driveway width.* The maximum width of a residential driveway at the property line shall be 24 feet.
- (H) *Specific development requirements.* Some conditional uses and some permitted uses have specific requirements that are presented in §§ 154.109 through 154.143, Specific Development Requirements. Refer to Table 4-1 for the uses that have specific requirements.
- (I) *General development requirements.* See §§ 154.148 through 154.169, General Development Requirements.

The City welcomes creative proposals that envision this site as Multi-Family - blending the architectural character of the surrounding area, taking advantage of the lot size and topography, and positively contributing to characteristics of the City.

### III. TIMELINE

*The timeline below is approximate, and subject to change based on the number of submissions, completeness of applications, reviewer questions and other variables.*

RFP Approved by City Council	October 6, 2020
RFP Issued/Published	October 12, 2020
Proposal Due Date:	November 5, 2020
Review of Proposals:	November 6, 2020
Selection of Developer by City Council:	November 17, 2020

*The City Manager at his own discretion can modify the timelines if deemed necessary.*  
*The City Manager reserves the right to request additional materials as deemed necessary.*  
*The City Manager reserves the right to reject any/all of the RFP responses.*

## IV. PROPOSAL REQUIREMENTS

Proposals should demonstrate the capacity of the Developer with housing that supports the vision and character of the City in such a way as to compliment the surrounding Developments, and be built to scale and pedestrian friendly. The Developer should submit one hard copy of the proposal package and one electronic copy in a PDF format to:

Mike Anderson, Assistant to the City Manager  
City of Waseca  
508 South State Street  
Waseca, MN 56093  
[MikeA@ci.waseca.mn.us](mailto:MikeA@ci.waseca.mn.us)

**All responses must be received by 4 PM on October 30, 2020 for consideration.**

Any late responses will not be reviewed.

The following proposal requirements will serve to establish a Developer's overall capacity to complete this project and their vision for the site:

- A. Letter of Interest – to include the following information (at a minimum):
  - 1. Developer's name and mailing address
  - 2. Contact person's name, title, phone number, and email address
  - 3. Explanation of how proposal is the best fit for Waseca
- B. Project Narrative
  - 1. Project Description – how the proposed development supports the surrounding areas and characteristics of Waseca
  - 2. Parking – parking required to meet the project demands & code
  - 3. Development entity – project management plan and role of each development partner in the implementation of the development plan as applicable
- C. Engineered or Architectural Schematic Drawings of the Proposed Project
  - 1. Site Plan
  - 2. Elevations
  - 3. Floor Plans

\*a concept plan is attached as an example of what the City is looking for. The City is open to proposed changes.
- D. Budget
  - 1. Proposed financing sources

2. Project uses including detailed hard and soft costs – including proposed purchase price of the land
  3. Proforma including all anticipated operational and maintenance costs
- E. Proposed Development Timeline (Exhibits)
1. Schedule that identifies the duration of key tasks (i.e., due diligence, conceptual design, design development, permitting, final design, contract award, construction, occupancy, etc.) and includes major milestones
- F. Relevant Development Experience (Exhibits)
1. Resumes or biographies of the proposed development team
  2. Fact sheets for similar projects (images, date, location, concept, funding sources, current vacancy rate, etc.)

## V. SELECTION PROCESS AND CRITERIA

It is the City's intention to enter into an exclusive negotiation period with the selected Developer – with construction starting in the summer of 2021. The exclusive negotiation period will provide the Developer sufficient time to complete due diligence activities necessary to define a scope of work and schedule that will ultimately become part of a formal Development Agreement.

A Developer may be selected based on, but not limited to, the following criteria:

1. Vision for the site
2. Quality of design and proposal
3. Experience completing similar redevelopment/infill projects
4. Capacity to attract and secure financing
5. Readiness and ability to proceed with the project, including timelines
6. Proposed purchase price of subject property

## VI. OTHER

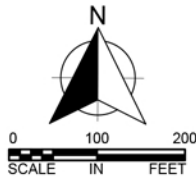
- A. Execution of a Development Agreement does not guarantee or warrant permits, zoning variances, incentives or financial viability.
- B. The Developer, for itself and its employees, contractors and subcontractors, agrees not to discriminate against or segregate any person or group of persons on any unlawful basis in the construction, sale, transfer, use, occupancy, tenure or enjoyment of the property or any improvements erected or to be erected thereon, or any part thereof.

- C. The City shall determine which proposal best meets the selection criteria. The City reserves the right to reject any or all proposals received, to waive any informalities or irregularities in any submitted proposal, and to negotiate scope and proposal prices.
- D. It is the Developer's sole responsibility to read and interpret this RFP and the written instructions contained herein. A respondent may correct errors and omissions discovered before the time set for receipt of proposals by withdrawing the original proposal and resubmitting a new proposal before the date and time set for the receipt of proposals. Errors and omissions may not be corrected after the submission date except when the City decides, in its sole discretion, to allow the correction.
- E. This RFP is submitted subject to errors, omissions, and/or withdrawal without notice by the City at any time.
- F. The Developer is encouraged to confer with the City Staff, Mike Anderson, prior to submitting their response with any questions or inquiries. All proposals, including attachments, supplementary materials, addenda, etc., shall become the property of the City and will not be returned.





GAITER LAKE  
CONCEPT PLAN B  
WASECA, MINNESOTA



wsb  
WSB PROJECT #: 015108-000  
DATE: MARCH 13, 2020



<b>Title:</b>	Final Payment and Change Order No. One for 2020 Crack Seal/Seal Coat Project-Municipal Project No. 2020-03		
<b>Meeting Date:</b>	October 6 <sup>th</sup> , 2020	<b>Agenda Item Number:</b>	<b>6G</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Pay Estimate No. One, Change Order No. One and Area Map
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	City Engineer
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to Approve Final Payment and Change Order No. One for Municipal Project 2020-03.		
<b>How does this item pertain to Vision 2030 goals?</b>	Create High Quality Community Assets		

**BACKGROUND:** The work on the 2020 Crack Seal/Seal Coat Project has been completed and all work has been approved and accepted by staff. The project is ready for final acceptance and final payment. The total cost of the project is \$75,125.00. The original contract amount was \$58,096.59. The crack seal portion of the project accounted for the overrun on the project. The streets crack sealed and seal coated this year were older streets and had significantly more cracks than streets on previous projects.

Change Order No. One adjusts the contract price to account for increased quantities of contract items from the original contract. The contractor must provide an IC134 form prior to release of the final payment.

**BUDGET IMPACT:** The work is a budgeted expense being paid from the CIP Fund 430-43010-3102 and is within the budgeted amount.

**RECOMMENDATION:** Motion to accept the project work, approve Change Order No. One and final payment of \$75,125.00 to Astech Technologies Surface Corporation for Municipal Project 2020-03.

**CONTRACT CONSTRUCTION PAYMENT REQUEST**

DATE: September 28, 2020

TO: Mayor & City Council  
Lee Mattson City Manager

PROJECT NAME: 2020 CRACK SEAL / SEAL COAT PROJECT

CITY PROJECT NOS. : 2020-03

PAYMENT REQUEST : NO. 1 - FINAL PAYMENT

PAYMENT PERIOD : August 17, 2020 to September 18, 2020

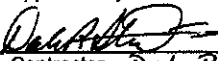
CONTRACTOR: ASPHALT SURFACES TECHNOLOGIES CORP.  
P.O. BOX 1025  
ST. CLOUD, MN 56302**CONTRACT**

Original Contract sum:	\$ 58,096.59
<b>Change Orders</b>	
Change Order No. One 9/28/2020	\$ 17,028.41
Net change by change orders:	\$ 17,028.41
Contract Sum to date:	\$ 75,125.00

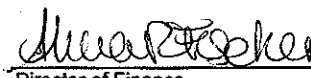
**PAYMENT**

Contract Amount to date:	\$ 75,125.00
Change Orders to date:	\$17,028.41
Total completed to date (earned):	\$ 75,125.00
Retainage: 0%	\$ -
Total earned less retainage:	\$ 75,125.00
Less previous payment requests:	\$ -
Payment due this request:	\$ 75,125.00
% Contract completed to date:	100%
Amount remaining on contract	\$ -
Total Amount Due	\$ 75,125.00

Approved By:

 9/29/2020  
Contractor Dale R Strandberg Date

\_\_\_\_\_  
City Engineer Date

 9/30/2020  
Director of Finance Date

 9-29-2020  
City Manager Date

### CHANGE ORDER

CHANGE ORDER NO. ONE

CITY OF WASECA PROJECT NO. 2019-03

DATE: SEPTEMBER 28, 2020

PROJECT NAME: 2020 CRACK SEAL / SEAL COAT PROJECT

CONTRACTOR: ASPHALT SURFACES TECHNOLOGIES COF  
PO BOX 1025  
ST. CLOUD, MN 56302

THE JUSTIFICATION FOR THIS CHANGE ORDER IS:

Actual contract quantities were more than estimated quantities. The overrun was on the crack filling quantities, the streets on this years project were older than typical streets done in previous years and they contained more and larger cracks.

ITEM	UNIT	QTY.	UNIT PRICE	INCREASE (DECREASE)
Increased Contract Quantities	L.S.	1	\$17,028.41	\$17,028.41
TOTAL CHANGE ORDER NO. ONE				\$17,028.41

ORIGINAL CONTRACT PRICE	\$58,096.59
PREVIOUS CHANGE ORDERS	\$0.00
AMOUNT OF THIS CHANGE ORDER	\$17,028.41
REVISED CONTRACT AMOUNT	\$75,125.00

APPROVED BY:

*Dale R Strandberg* 9/29/2020  
CONTRACTOR *Dale R Strandberg* DATE

*Maria P. Fischer* 9/30/2020  
DIRECTOR OF FINANCE DATE

\_\_\_\_\_  
CITY ENGINEER DATE

\_\_\_\_\_  
CITY MANAGER DATE



**CERTIFICATE OF PAYMENT**

PROJECT: 2020 CRACK SEAL / SEAL COAT PROJECT

CITY PROJECT NO. 2020-03

PAYMENT REQUEST NO. ONE-FINAL PAYMENT

DATE: 28-Sep-20

CONTRACTOR: ASTECH SURFACE TECHNOLOGIES CORP.

PAYMENT PERIOD

FROM: AUGUST 17, 2020

TO: SEPTEMBER 18, 2020

ORIGINAL CONTRACT AMOUNT: \$ 58,096.59

REVISED CONTRACT AMOUNT: \$ 75,125.00

CONTRACT APPROVAL DATE: AUGUST 18, 2020

CONTRACT COMPLETION DATE: OCTOBER 7, 2020

To the City Council of the City of Waseca, the following payment is requested in accordance with the plans, specifications and conditions of the contract.

			PLAN QUANTITIES				THIS PERIOD		TOTAL TO DATE	
NO.	MNDOT NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	UNIT TOTAL	QUANTITY	UNIT TOTAL	QUANTITY	UNIT TOTAL
CITY ROADWAYS										
1	2356.507	BITUMINOUS SEAL COAT	SQ. YD.	36851	\$ 1.10	\$ 40,536.10	36851	\$ 40,536.10	36851	\$ 40,536.10
2	2356.505	BITUMINOUS MATERIAL FOR SEAL COAT (CRS-2)	GAL.	11424	\$ 0.10	\$ 1,142.40	9514	\$ 951.40	9514	\$ 951.40
3	3723.000	BITUMINOUS PAVEMENT CRACK TREATMENT	LB.	4791	\$ 2.99	\$ 14,325.09	10250	\$ 30,647.50	10250	\$ 30,647.50
TOTAL CITY ROADWAYS						\$ 56,003.59		\$ 72,135.00		\$ 72,135.00
PARKING LOTS										
1	3723	BITUMINOUS PAVEMENT CRACK TREATMENT	LB.	700	\$ 2.99	\$ 2,093.00	1000	\$ 2,990.00	1000	\$ 2,990.00
TOTAL PARKING LOTS						\$ 2,093.00		\$ 2,990.00		\$ 2,990.00
TOTAL PROJECT 2020-03						\$ 58,096.59		\$ 75,125.00		\$ 75,125.00

## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: SEPTEMBER 28, 2020

TO: Mayor & City Council  
Lee Mattson-City Manager

PROJECT NAME: 2020 STREET AND UTILITY IMPROVEMENTS

CITY PROJECT NO. : 2020-01

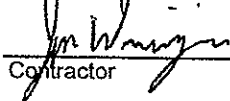
PAYMENT REQUEST : NO. 4

PAYMENT PERIOD : AUGUST 22, 2020 to SEPTEMBER 25, 2020

CONTRACTOR: RAW CONSTRUCTION, LLC

<u>CONTRACT</u>		<u>PAYMENT</u>	
Original Contract sum:	<u>\$ 983,405.91</u>	Contract Sum to date:	<u>\$ 987,380.91</u>
Change Orders		Total earned to date (Includes Change Orders)	<u>\$ 781,683.05</u>
Change Order No. 1 28-Jul-20	<u>\$ 1,600.00</u>	Retainage: 5%	<u>\$ 39,084.15</u>
Change Order No. 2 24-Aug-20	<u>\$ 1,750.00</u>	Total earned less retainage:	<u>\$ 742,598.90</u>
Change Order No. 3 28-Sep-20	<u>\$ 625.00</u>	Less previous payment requests:	<u>\$ 580,966.18</u>
Net change by change orders:	<u>\$ 3,975.00</u>	Payment due this request:	<u>\$ 161,632.72</u>
Contract Sum to date:	<u>\$ 987,380.91</u>	% Contract completed to date:	<u>79%</u>
		Amount remaining on contract:	<u>\$ 205,697.86</u>
		Total Amount Due:	<u>\$ 161,632.72</u>

Approved By:

  
Contractor

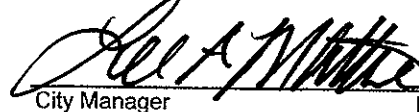
9-28-2020  
Date

  
Director of Finance

9-30-2020  
Date

City Engineer

Date

  
City Manager

9-29-2020  
Date

# CHANGE ORDER

CHANGE ORDER NO. THREE

CITY OF WASECA PROJECT NO. 2020-01

DATE: SEPTEMBER 28, 2020

PROJECT NAME: 2020 STREET AND UTILITY IMPROVEMENTS

CONTRACTOR: R.A.W. CONSTRUCTION, LLC  
17575 ECHO AVE  
FARIBAULT, MN 55021

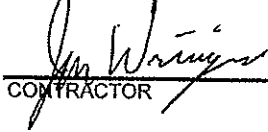
THE JUSTIFICATION FOR THIS CHANGE ORDER IS:

1. There was a conflict between the existing water main and the new storm sewer on 3rd Ave SE that required lowering of the water main. The pipe, fittings and connection to the existing main were paid for using contract items, but there was some exploratory time and time to go to the supplier and pick up fittings.

ITEM	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
EXPLORATORY CREW TIME	HR	0.5	\$700.00	\$350.00
EMPLOYEE AND TRUCK	HR	2.5	\$110.00	\$275.00
TOTAL CHANGE ORDER NO. TWO				\$625.00

ORIGINAL CONTRACT PRICE	\$983,405.91
PREVIOUS CHANGE ORDERS	\$3,350.00
AMOUNT OF THIS CHANGE ORDER	\$625.00
REVISED CONTRACT AMOUNT	\$987,380.91

APPROVED BY:

  
CONTRACTOR

9-29-2020  
DATE

 9-30-2020  
DIRECTOR OF FINANCE DATE

CITY ENGINEER DATE

CITY MANAGER DATE

CERTIFICATE OF PAYMENT

PAGE ONE OF THREE

PROJECT: 2020 STREET AND UTILITY IMPROVEMENTS

PAYMENT PERIOD  
FROM: AUGUST 22, 2020  
TO: SEPTEMBER 25, 2020

CITY PROJECT NO. 2020-01

ORIGINAL CONTRACT AMOUNT: \$ 983,405.91

PAYMENT REQUEST NO. FOUR

REVISED CONTRACT AMOUNT: \$ 987,380.91

DATE: SEPTEMBER 28, 2020

CONTRACT APPROVAL DATE:

CONTRACTOR:  
R.A.W. CONSTRUCTION, LLC  
17575 ECHO AVE  
FARIBAULT, MN 55021

CONTRACT COMPLETION DATE: JUNE 30, 2021

To the City Council of the City of Waseca, The following payment is requested in accordance with the plans, specifications and conditions of the contract.

NO.	AND DOT SPEC NO.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	PLAN AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
2ND AND 3RD AVE SE 2020-01										
1	2021.501	MOBILIZATION	L.S.	1	\$ 15,000.00	\$ 15,000.00	0	\$ -	1	\$ 15,000.00
2	2101.524	CLEARING	TREE	2	\$ 690.00	\$ 1,380.00	0	\$ -	2	\$ 1,380.00
3	2101.524	GRUBBING	TREE	2	\$ 225.00	\$ 450.00	0	\$ -	2	\$ 450.00
4	2104.502	REMOVE EXISTING HYDRANT AND GATE VALVE	EACH	1	\$ 180.00	\$ 180.00	0	\$ -	1	\$ 180.00
5	2104.502	REMOVE EXISTING GATE VALVE AND BOX	EACH	6	\$ 85.00	\$ 510.00	0	\$ -	6	\$ 510.00
6	2104.502	REMOVE EXISTING MANHOLE	EACH	7	\$ 180.00	\$ 1,260.00	0	\$ -	7	\$ 1,260.00
7	2104.502	REMOVE SIGN	EACH	12	\$ 53.00	\$ 636.00	2	\$ 106.00	5	\$ 265.00
8	2104.502	SALVAGE SIGN	EACH	12	\$ 53.00	\$ 636.00	0	\$ -	3	\$ 159.00
9	2104.502	REMOVE EXISTING CATCH BASIN	EACH	10	\$ 150.00	\$ 1,500.00	7	\$ 1,050.00	10	\$ 1,500.00
10	2104.503	REMOVE CONCRETE CURB & GUTTER	LN. FT.	2717	\$ 2.25	\$ 6,113.25	0	\$ -	2717	\$ 6,113.25
11	2104.503	REMOVE WATER MAIN	LN. FT.	1495	\$ 0.50	\$ 747.50	0	\$ -	1495	\$ 747.50
12	2104.503	REMOVE SEWER PIPE (STORM)	LN. FT.	1003	\$ 9.00	\$ 9,027.00	123	\$ 1,107.00	917	\$ 8,283.00
13	2104.503	REMOVE SEWER PIPE (SANITARY)	LN. FT.	753	\$ 1.00	\$ 753.00	-728	\$ (728.00)	742	\$ 742.00
14	2104.503	REMOVE SAN. SEWER SERVICE PIPE	LN. FT.	977	\$ 0.75	\$ 732.75	104	\$ 78.00	976	\$ 732.00
15	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LN. FT.	121	\$ 2.00	\$ 242.00	50	\$ 100.00	90	\$ 180.00
16	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LN. FT.	742	\$ 2.00	\$ 1,484.00	0	\$ -	322.5	\$ 645.00
17	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ. YD.	230	\$ 2.50	\$ 575.00	0	\$ -	180	\$ 450.00
18	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ. YD.	28	\$ 5.00	\$ 140.00	0	\$ -	0	\$ -
19	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ. YD.	5717	\$ 5.00	\$ 28,585.00	0	\$ -	5717	\$ 28,585.00
20	2104.601	SALVAGE AND REINSTALL OUTWALK RAILINGS	L.S.	1	\$ 1,665.00	\$ 1,665.00	0	\$ -	0.25	\$ 416.25
21	2104.518	REMOVE CONCRETE WALK	SQ. FT.	10482	\$ 0.50	\$ 5,241.00	0	\$ -	7400	\$ 3,700.00
22	2105.504	GEOTEXTILE FABRIC TYPE V	SQ. YD.	5096	\$ 0.80	\$ 4,076.80	2395	\$ 1,916.00	5096	\$ 4,076.80
23	2105.507	COMMON EXCAVATION (PLAN QUANTITY)	CU. YD.	2336	\$ 8.00	\$ 18,688.00	1168	\$ 7,008.00	2336	\$ 18,688.00
24	2105.507	SUBGRADE EXCAVATION	CU. YD.	125	\$ 6.00	\$ 750.00	54	\$ 324.00	54	\$ 324.00
25	2105.507	SELECT GRANULAR BORROW (CV)	CU. YD.	1699	\$ 26.00	\$ 44,174.00	1747	\$ 45,422.00	2648	\$ 68,848.00
26	2105.507	STABILIZING AGGREGATE (CV)	CU. YD.	125	\$ 32.00	\$ 4,000.00	6.5	\$ 208.00	41.5	\$ 1,328.00
27	2105.601	CONSTRUCT AND MAINTAIN TEMPORARY ACCESS SIDEWALK	L.S.	1	\$ 110.00	\$ 110.00	0	\$ -	1	\$ 110.00
28	2123.610	STREET SWEEPER WITH PICKUP BROOM	HOURL	40	\$ 130.00	\$ 5,200.00	8	\$ 1,040.00	14	\$ 1,820.00
29	2211.507	AGGREGATE BASE, CLASS 5 (CV)	CU. YD.	849	\$ 26.00	\$ 22,074.00	399	\$ 10,374.00	849	\$ 22,074.00
30	2231.502	BITUMINOUS PATCHING MIXTURE	SQ. YD.	597	\$ 40.00	\$ 23,880.00	0	\$ -	286	\$ 11,440.00
31	2232.504	MILL BITUMINOUS SURFACE (2")	SQ. YD.	154	\$ 25.00	\$ 3,850.00	0	\$ -	0	\$ -
32	2301.602	DRILL & GROUT REINFORCEMENT BAR (EPOXY COATED)	EACH	180	\$ 11.00	\$ 1,980.00	0	\$ -	40	\$ 440.00
33	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL.	320	\$ 2.10	\$ 672.00	0	\$ -	50	\$ 105.00
34	2360.503	BITUMINOUS WEDGE	L.F.	2748	\$ 4.50	\$ 12,366.00	0	\$ -	0	\$ -
35	2360.509	TYPE SP 12.5 NON-WEAR COURSE MIXTURE (C)	TON	585	\$ 87.00	\$ 50,895.00	0	\$ -	331	\$ 28,797.00
36	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (C)	TON	441	\$ 83.25	\$ 36,713.25	0	\$ -	0	\$ -
37	2502.503	6" PVC PERFORATED TILE (SDR 35)	LN. FT.	2805	\$ 14.00	\$ 39,270.00	1305	\$ 18,270.00	2805	\$ 39,270.00
38	2502.503	4" PVC SUMP LINE SCHEDULE (SDR 35)	LN. FT.	382	\$ 14.00	\$ 5,348.00	44	\$ 616.00	242	\$ 3,388.00
39	2502.602	CONNECT EXISTING SUMPS TO TILE LINE	EACH	2	\$ 75.00	\$ 150.00	1	\$ 75.00	2	\$ 150.00
40	2502.602	6" X 4" WYE FOR SUMP SERVICE	EACH	30	\$ 115.00	\$ 3,450.00	11	\$ 1,265.00	29	\$ 3,335.00
41	2502.602	TILE LINE CLEANOUT	EACH	21	\$ 275.00	\$ 5,775.00	7	\$ 1,925.00	16	\$ 4,400.00
42	2502.602	CONNECT TO EXISTING PIPE DRAIN	EACH	2	\$ 175.00	\$ 350.00	0	\$ -	0	\$ -

CERTIFICATE OF PAYMENT

PAGE TWO OF THREE

PROJECT: 2020 STREET AND UTILITY IMPROVEMENTS

PAYMENT PERIOD  
FROM: AUGUST 22, 2020  
TO: SEPTEMBER 25, 2020

CITY PROJECT NO. 2020-01

ORIGINAL CONTRACT AMOUNT: \$ 983,405.91

PAYMENT REQUEST NO. FOUR

REVISED CONTRACT AMOUNT: \$ 987,360.91

CONTRACTOR:  
R.A.W. CONSTRUCTION, LLC  
17675 ECHO AVE  
FARIBAULT, MN 55021

CONTRACT APPROVAL DATE:

CONTRACT COMPLETION DATE: JUNE 30, 2021

To the City Council of the City of Waseca, The following payment is requested in accordance with the plans, specifications and conditions of the contract.

NO.	MnDOT SPEC NO.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	PLAN AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
2ND AND 3RD AVE SE 2020-01										
43	2503.503	4" PVC PIPE SEWER SCHEDULE 40 (SANITARY)	LN. FT.	761	\$ 32.00	\$ 24,352.00	59.5	\$ 1,904.00	523	\$ 16,736.00
44	2503.503	6" PVC PIPE SEWER SCHEDULE 40 (SANITARY)	LN. FT.	216	\$ 33.00	\$ 7,128.00	47	\$ 1,551.00	455.5	\$ 15,031.50
45	2503.503	8" PVC PIPE SEWER SDR 35 (SANITARY)	LN. FT.	1430	\$ 34.00	\$ 48,620.00	0	\$ -	1470	\$ 49,880.00
46	2503.503	15" RCP PIPE SEWER CL V	LN. FT.	186	\$ 52.00	\$ 9,672.00	97	\$ 5,044.00	188	\$ 9,776.00
47	2503.503	18" RCP PIPE SEWER CL III	LN. FT.	952	\$ 53.00	\$ 50,456.00	278	\$ 14,734.00	952	\$ 50,456.00
48	2503.503	18" RCP PIPE SEWER CL IV	LN. FT.	32	\$ 53.00	\$ 1,696.00	32	\$ 1,696.00	32	\$ 1,696.00
49	2503.503	24" RCP PIPE SEWER CL III	LN. FT.	49	\$ 63.00	\$ 3,087.00	0	\$ -	49	\$ 3,087.00
50	2503.601	SANITARY SEWER BYPASS PUMPING	L.S.	1	\$ 800.00	\$ 800.00	0	\$ -	0	\$ -
51	2503.601	STORM SEWER BYPASS PUMPING	L.S.	1	\$ 800.00	\$ 800.00	0	\$ -	0	\$ -
52	2503.602	CONSTRUCT SANITARY MANHOLE (0-8 FT)	EACH	6	\$ 2,275.00	\$ 13,650.00	0	\$ -	6	\$ 13,650.00
53	2503.602	CONNECT TO EXISTING DRAINAGE STRUCTURE	EACH	4	\$ 860.00	\$ 3,440.00	1	\$ 860.00	4	\$ 3,440.00
54	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	4	\$ 575.00	\$ 2,300.00	0	\$ -	6	\$ 3,450.00
55	2503.602	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH	29	\$ 215.00	\$ 6,235.00	4	\$ 860.00	26	\$ 5,590.00
56	2503.602	8"x 4" PVC WYE	EACH	25	\$ 116.00	\$ 2,875.00	0	\$ -	13	\$ 1,495.00
57	2503.602	8"x 6" PVC WYE	EACH	8.0	\$ 152.00	\$ 912.00	0	\$ -	16	\$ 2,432.00
58	2503.603	CONSTRUCT SANITARY MANHOLE OVERDEPTH (>8')	LN. FT.	5.89	\$ 263.00	\$ 1,549.07	0	\$ -	3.14	\$ 825.82
59	2503.603	TELEWISE SANITARY SEWER MAIN	LN. FT.	1430	\$ 1.70	\$ 2,431.00	0	\$ -	0	\$ -
60	2503.603	TELEWISE SANITARY SEWER SERVICE-LATERAL LAUNCH	LN. FT.	1053	\$ 5.50	\$ 5,791.50	0	\$ -	0	\$ -
61	2503.603	TELEWISE SANITARY SEWER SERVICE-CLEANOUT	LN. FT.	587	\$ 13.00	\$ 7,631.00	0	\$ -	0	\$ -
62	2503.603	PLUG FILL AND ABANDON WATERMAIN/PIPE SEWER	LN. FT.	1414	\$ 1.55	\$ 2,191.70	1389	\$ 2,152.95	1389	\$ 2,152.95
63	2504.601	TEMPORARY WATER SERVICE	L.S.	1	\$ 5,000.00	\$ 5,000.00	0.25	\$ 1,250.00	1	\$ 5,000.00
64	2504.602	6" GATE VALVE AND BOX	EACH	11	\$ 1,750.00	\$ 19,250.00	0	\$ -	11	\$ 19,250.00
65	2504.602	8" GATE VALVE AND BOX	EACH	1	\$ 2,225.00	\$ 2,225.00	0	\$ -	2	\$ 4,450.00
66	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	10	\$ 825.00	\$ 8,250.00	2	\$ 1,650.00	10	\$ 8,250.00
67	2504.602	FURNISH & INSTALL ZINC ANODE BAG	EACH	9	\$ 150.00	\$ 1,350.00	1	\$ 150.00	9	\$ 1,350.00
68	2504.602	HYDRANT AND GATE VALVE WITH BOX	EACH	2	\$ 6,550.00	\$ 13,100.00	0	\$ -	2	\$ 13,100.00
69	2504.602	CONNECT SERVICE TO WATER MAIN 1" (INCLUDES CORP.)	EACH	30	\$ 220.00	\$ 6,600.00	8	\$ 1,760.00	29	\$ 6,380.00
70	2504.602	CONNECT SERVICE TO WATER MAIN 1 1/2" (INCLUDES CORP.)	EACH	1	\$ 350.00	\$ 350.00	0	\$ -	1	\$ 350.00
71	2504.602	1" CURB STOP AND STAND PIPE	EACH	30	\$ 275.00	\$ 8,250.00	7	\$ 1,925.00	28	\$ 7,700.00
72	2504.602	1 1/2" CURB STOP AND STAND PIPE	EACH	1	\$ 475.69	\$ 475.69	0	\$ -	1	\$ 475.69
73	2504.602	REPAIR EXISTING SPRINKLER HEAD	EACH	2	\$ 165.00	\$ 330.00	0	\$ -	0	\$ -
74	2504.603	1" TYPE PE PIPE	LN. FT.	1003	\$ 26.00	\$ 26,078.00	259	\$ 6,734.00	1113	\$ 28,938.00
75	2504.603	1 1/2" TYPE PE PIPE	LN. FT.	28	\$ 26.00	\$ 728.00	0	\$ -	15	\$ 390.00
76	2504.603	8" PVC C900 WATER MAIN PIPE	LN. FT.	1547	\$ 35.00	\$ 54,145.00	0	\$ -	1547	\$ 54,145.00
77	2504.603	8" PVC C900 WATER MAIN PIPE	LN. FT.	18	\$ 48.00	\$ 864.00	14	\$ 672.00	27	\$ 1,286.00
78	2504.608	WATER MAIN FITTINGS	LBS.	825	\$ 5.00	\$ 4,125.00	184	\$ 920.00	899	\$ 4,480.00
79	2505.601	UTILITY COORDINATION	L.S.	1	\$ 1,500.00	\$ 1,500.00	0.2	\$ 300.00	0.8	\$ 1,200.00
80	2506.502	DRAINAGE STRUCTURE 2 x 3 CATCH BASIN	EACH	9	\$ 2,000.00	\$ 18,000.00	3	\$ 6,000.00	9	\$ 18,000.00
81	2506.502	CASTING ASSEMBLY MANHOLE (NEENAH R-1733)	EACH	5	\$ 600.00	\$ 3,000.00	0	\$ -	0	\$ -
82	2506.502	CASTING ASSEMBLY CATCH BASIN (NEENAH R-3067V)	EACH	4	\$ 600.00	\$ 2,400.00	0	\$ -	0	\$ -
83	2506.502	ADJUST FRAME AND RING CASTING SANITARY WITH INFL-SHIELD	EACH	1	\$ 400.00	\$ 400.00	0	\$ -	0	\$ -
84	2506.502	ADJUST FRAME AND RING CASTING STORM MH	EACH	8	\$ 400.00	\$ 3,200.00	0	\$ -	0	\$ -

CERTIFICATE OF PAYMENT

PAGE THREE OF THREE

PROJECT: 2020 STREET AND UTILITY IMPROVEMENTS

CITY PROJECT NO. 2020-01

PAYMENT REQUEST NO. FOUR

PAYMENT PERIOD  
FROM: AUGUST 22, 2020  
TO: SEPTEMBER 25, 2020

ORIGINAL CONTRACT AMOUNT: \$ 983,405.91

REVISED CONTRACT AMOUNT: \$ 987,380.91

CONTRACT APPROVAL DATE:

CONTRACT COMPLETION DATE: JUNE 30, 2021

CONTRACTOR:  
R.A.W. CONSTRUCTION, LLC  
17575 ECHO AVE  
FARIBAULT, MN 55021

To the City Council of the City of Waseca, The following payment is requested in accordance with the plans, specifications and conditions of the contract.

NO.	MNDOT SPEC NO.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	PLAN AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
2ND AND 3RD AVE SE 2020-01										
85	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LN. FT.	55.33	\$ 315.00	\$ 17,428.95	19.85	\$ 6,252.75	47.35	\$ 14,915.25
86	2506.602	CONNECT STORM SEWER TO EXISTING STORM SEWER	EACH	4	\$ 715.00	\$ 2,860.00	0	\$ -	3	\$ 2,145.00
87	2506.602	CONNECT TILE LINE TO STORM STRUCTURE	EACH	2	\$ 360.00	\$ 720.00	0	\$ -	0	\$ -
88	2521.518	4" CONCRETE WALK	SQ.FT.	8403	\$ 6.65	\$ 55,879.95	0	\$ -	5950	\$ 39,567.50
89	2521.518	6" CONCRETE WALK	SQ.FT.	1700	\$ 23.00	\$ 39,100.00	0	\$ -	440.6	\$ 10,133.80
90	2521.518	6" CONCRETE WALK (HIGH EARLY)	SQ.FT.	168	\$ 17.50	\$ 2,940.00	0	\$ -	0	\$ -
91	2531.503	CONCRETE CURB & GUTTER, DESIGN B618	LN. FT.	2638	\$ 19.75	\$ 52,109.50	0	\$ -	1374.9	\$ 27,154.28
92	2531.503	CONCRETE CURB & GUTTER, DESIGN B618 (HIGH EARLY)	LN. FT.	60	\$ 34.00	\$ 2,040.00	0	\$ -	0	\$ -
93	2531.503	CONCRETE CURB, DESIGN V6	LN. FT.	35	\$ 23.00	\$ 805.00	0	\$ -	0	\$ -
94	2531.504	5" CONCRETE DRIVEWAY PAVEMENT	SQ.YD.	300	\$ 78.00	\$ 23,400.00	0	\$ -	237.07	\$ 18,491.46
95	2531.504	6" CONCRETE DRIVEWAY PAVEMENT (HIGH EARLY)	SQ.YD.	24	\$ 74.00	\$ 1,776.00	0	\$ -	0	\$ -
96	2531.601	ADA COMPLIANCE SUPERVISOR	L.S.	1	\$ 1,500.00	\$ 1,500.00	0.2	\$ 300.00	0.8	\$ 1,200.00
97	2531.618	TRUNCATED DOMES	SQ.FT.	144	\$ 40.00	\$ 5,760.00	0	\$ -	72	\$ 2,880.00
98	2563.601	TRAFFIC CONTROL	L.S.	1	\$ 10,500.00	\$ 10,500.00	0	\$ 2,100.00	0.8	\$ 8,400.00
99	2573.501	STABILIZED CONSTRUCTION EXIT	L.S.	1	\$ 2,665.00	\$ 2,665.00	0.5	\$ 1,332.50	0.5	\$ 1,332.50
100	2573.501	EROSION CONTROL SUPERVISOR	L.S.	1	\$ 1,500.00	\$ 1,500.00	0.2	\$ 300.00	0.8	\$ 1,200.00
101	2573.502	STORM DRAIN INLET PROTECTION	EACH	30	\$ 235.00	\$ 7,050.00	0	\$ -	15	\$ 3,525.00
102	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LN. FT.	80	\$ 5.00	\$ 400.00	0	\$ -	0	\$ -
103	2575.504	SOD, TYPE LAWN AND BOULEVARD	SQ.YD.	2014	\$ 10.50	\$ 21,147.00	1725	\$ 18,112.50	1725	\$ 18,112.50
TOTAL PROJECT 2020-01						\$ 883,405.91		\$ 169,514.70		\$ 777,708.05

## NOTICE

**NOTICE** is hereby given that the Waseca City Council will hold a public hearing by web based platform on **Tuesday, October 20, 2020 at 7:00 p.m.** in the City Hall Council Chambers, 508 South State Street, Waseca, MN 56093 to consider the following Ordinance:

**Resolution 20-50 – Approving Commercial Tax Abatement**

A complete copy of Resolution 20-50 is available for public inspection in the office of the Assistant to the City Manager, 508 South State Street, Waseca, MN 56093. Information for the virtual, web based meeting can be found on the Website Calendar at [www.ci.waseca.mn.us](http://www.ci.waseca.mn.us) .

Published in the *Waseca County News* on Thursday October 8, 2020.

Mike Anderson  
Assistant to the City Manager

<b>Title:</b>	COVID-19 Small Business & NPO Grant Program		
<b>Meeting Date:</b>	October 6, 2020	<b>Agenda Item Number:</b>	6J
<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>	October 6 Recommendations
<b>Originating Department:</b>	Finance	<b>Presented By:</b>	Finance
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>			
<b>How does this item pertain to Vision 2030 goals?</b>	Preserving Community Assets		

**BACKGROUND:** On July 21, 2020 the City Council approved \$300,000 from the City's portion of the CARES distribution to be allocated to a COVID-19 Small Business and Non-Profit Relief Grant Program with coordination with Waseca County and to be administered by the Waseca Chamber of Commerce to provide one joint program.

Once the Chamber has reviewed the documentation submitted with the application and it has been approved the following is the terms of the funding:

Minimum and maximum funding levels are based on the number of full time equivalent (FTE) employees as of March 1, 2020. Full time for the purposes of this application will be any employee that works at least 32 hours per week. For those working less than 32, divide the number of hours by 32 to calculate FTE (i.e. 24 hours per week/32 = .75 FTE).

- Businesses and non-profits will receive \$1,000 per FTE with a minimum of \$3,000 and maximum of \$15,000. If FTE is not a whole number, funding will round up to the nearest \$1,000 (i.e. FTE of 3.3 will receive \$4,000). Sole proprietors with no employees are eligible to receive \$3,000.
- No origination fee will be charged.

**BUDGET IMPACT:** The money received may have a positive impact to be able to offset unbudgeted expenses the City had due to COVID-19. For the Grant funding there is not budget impact.

**RECOMMENDATION:** To approve the October 6, 2020 COVID-19 Small Business and Non-Profit Grant recommendations.



BUSINESS NAME	DATE SUBMITTED	TYPE OF BUSINESS	NUMBER OF FTE'S	REQUEST AMOUNT	RECOMMENDED AMOUNT	COUNTY PORTION	CITY OF WASECA PORTION	CITY OR TOWNSHIP	RECOMMENDATION SENT
TMP CONTRACTING	8/13/2020	LLC	4	4000	\$4,000.00	<b>\$2,000.00</b>	\$2,000.00	Waseca	NO
WASECA AREA CHAMBER OF COMMERCE	8/15/2020	NON PROFIT	2	3000	\$3,000.00	<b>\$1,500.00</b>	\$1,500.00	Waseca	YES
SOUTHSIDE MARINE	9/28/2020	CORPORATION	3	3000	\$3,000.00	<b>\$1,500.00</b>	\$1,500.00	Waseca	YES
RICK'S APPLIANCE	9/28/2020	SOLE PROPRIETORSHIP	3.5	6000	\$4,000.00	<b>\$2,000.00</b>	\$2,000.00	Waseca	YES
HOUSE OF HOPE	9/29/2020	NON PROFIT	3	13000	\$3,000.00	<b>\$1,500.00</b>	\$1,500.00	Waseca	YES
WASECA DENTAL CARE	9/29/2020	SOLE PROPRIETORSHIP	10.25	11000	\$11,000.00	<b>\$5,500.00</b>	\$5,500.00	Waseca	YES
WASECA HOCKEY ASSOCIATION	9/30/2020	NON PROFIT	1	3000	\$3,000.00	<b>\$1,500.00</b>	\$1,500.00	Waseca	YES
COMPASSIONALTE COUNSELING SERVICES LLC	9/30/2020	LLC	1	5000	\$3,000.00	<b>\$1,500.00</b>	\$1,500.00	Waseca	YES
ADVENTURES BY KARI	9/30/2020	LLC	1	3000	\$3,000.00	<b>\$1,500.00</b>	\$1,500.00	Waseca	YES
SPECKLED HEN	9/30/2020	LLC	1	3000	\$3,000.00	<b>\$1,500.00</b>	\$1,500.00	Waseca	YES
PEARL BUTTON	9/29/2020	LLC	1	3000	\$3,000.00	<b>\$1,500.00</b>	\$1,500.00	Waseca	YES
LUSH CAKES	9/29/2020	LLC	3	5000	\$3,000.00	<b>\$1,500.00</b>	\$1,500.00	Waseca	YES

<b>October 6, 2020 Recommendations</b>	<b>\$23,000.00</b>
<b>September 29, 2020 Recommendations</b>	<b>\$13,500.00</b>
<b>September 22, 2020 Recommendations</b>	<b>\$13,500.00</b>
<b>September 15, 2020 Recommendations</b>	<b>\$1,500.00</b>
<b>September 11, 2020 Recommendations</b>	<b>\$10,000.00</b>
<b>September 1, 2020 Recommendations</b>	<b>\$15,500.00</b>
<b>August 25, 2020 Recommendations</b>	<b>\$30,000.00</b>
<b>August 18, 2020 Recommendations</b>	<b>\$89,500.00</b>
<b>Total to Date</b>	<b>\$196,500.00</b>

<b>Title:</b>	Resolution No. 20-48 – Adopt Miscellaneous Assessment Roll for City Services and Fees		
<b>Meeting Date:</b>	October 6, 2020	<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 20-48 Misc. Assessment Roll #20-99
<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> Adopt Resolution No. 20-48 – Adopt Miscellaneous Assessment Roll for City Services and Fees		
<b>How does this item pertain to Vision 2030 goals?</b>	Good Governance		

**BACKGROUND:**

At the September 15<sup>th</sup> City Council meeting the City Council adopted Resolution 20-39 setting October 6, 2020 as the hearing date for miscellaneous special assessments. These assessments are for unpaid bills issued by the City to various property owners for services and fees. The notice of the hearing was published and parcel specific information along with a copy of the notice was sent to each property owner on roll #20-99 in accordance with requirements of Chapter 429 of State Statute.

A copy of roll #20-99 is presented before you.

**BUDGET IMPACT:**

This will have no impact on the budget since these are amounts previously owed. However should the taxes become delinquent or uncollectible at that point the expected revenue will be unattainable.

**RECOMMENDATION:**

Staff recommends adoption of Resolution No. 20-48, a resolution adopting Special Assessment Roll #20-99 and authorizing transmittal of the roll to the County to be included on the parcel taxes for 2021.

**ROLL NO. 20-99****Miscellaneous Assessments for City Services/Fees**

<b><u>DATE</u></b>	<b><u>PROPERTY OWNER-SERVICE/FEE</u></b>	<b><u>PROPERTY ADDRESS</u></b>	<b><u>PARCEL ID #</u></b>	<b><u>TOTAL</u></b>
3/2/2020 Invoice	Kirsten & Cody Stegeman Snow Removal	629/631 3rd St NE	17.378.0130	\$ 187.50
6/10/2020 Invoice	Roundbank Mow/trim	Woodville Meadows Outlet A	17.710.0230	\$ 575.00
6/10/2020 Invoice	Jeffrey Kunz Mow/Trim	519 3rd Ave NW	17.276.0070	\$ 175.00
6/10/2020 Invoice	John Dockstader Mow/Trim	600 5th St SE	17.101.0210	\$ 175.00
2/4/2020 Invoice	Adan Quintero Etal Snow Removal	201 N State Street	17.100.0860	\$ 95.00
8/17/2020 Invoice	PHH Mortgage Trim shrubs/Trees	410 2nd St NE	17.376.0660	\$ 213.75
2/25/2020 Invoice	Taren Barbknecht Snow Removal	110 2nd Ave NW	17.100.0900	\$ 70.00
<b>TOTAL ROLL #20-99</b>				<b><u><u>\$1,491.25</u></u></b>

**RESOLUTION NO. 20-48**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
ADOPTING MISCELLANEOUS ASSESSMENT ROLL #20-99  
FOR CITY SERVICES AND FEES**

**WHEREAS**, the service/fees listed on the attached Roll #20-99 have been properly provided to the corresponding property in accordance with the Waseca City Charter and applicable State laws:

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

1. Such proposed Assessment Roll #20-99, a copy of which is attached hereto and made a part thereof, is hereby accepted and shall constitute the special assessment against the lands named therein.
2. Prior to November 17, 2020, payments on such assessments can be made with no interest accrual to the Waseca City Finance Department.
3. After November 17, 2020, assessment balances remaining will be certified to the Waseca County Auditor-Treasurer's Office to be placed on property tax statements. The balance of the assessment may be paid after November 17, 2020 to the Waseca County Auditor-Treasurer's Office. These assessment balances will accrue interest at a rate of four percent (4%) per annum. First year interest is calculated for a 12-month period, January 2021 through December 2021. Payments shall be payable in equal annual installments extending over a period of one year.
4. The Finance Department shall forthwith transmit a certified duplicate of this assessment to the Waseca County Auditor-Treasurer to be extended on the property tax lists. Such assessments shall be collected and paid in the same manner as other municipal taxes.

Adopted this 6<sup>th</sup> day of October 2020.

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R.D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISSTANT TO THE CITY MANAGER

<b>Title:</b>	Vision 2030 Requests		
<b>Meeting Date:</b>		<b>Agenda Item Number:</b>	<b>7B</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Request for Vision 2030 Funds  Application for Vision 2030 Funds
<b>Originating Department:</b>	Vibrant, Dynamic Action Committee	<b>Presented By:</b>	Sophia Hoiseth
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	City Manager was involved in process and committee.		
<b>How does this item pertain to Vision 2030 goals?</b>	Advertising Vision 2030 and hoping to get more folks involved is essential to the success of the Vision 2030 goals. Allocating Vision 2030 funds to be used in coming years. More on this in the resolutions.		

**BACKGROUND:** Sophia Hoiseth is the Lead For Minnesota Fellow appointed to take on all things Vision 2030. In collaboration with the Vibrant Dynamic Committee that met for the last few months, the Committee is interested in advertising a culture of care in Waseca to get more people involved with Vision 2030 projects and is interested in using the funds allocated by the city council.

**BUDGET IMPACT:** This request is asking to be pulled from the \$20,000 already allotted to the Vision 2030 Action Committees. It does not go over the \$8,000 limit and leaves plenty of room for other projects to use the funding. Second, the request asks to allocate any remaining funds to be available for more than just the year 2020.

**ALTERNATIVES CONSIDERED:** None.

**RECOMMENDATION:** \$1250 to support Vision 2030 marketing and advertisement and to allocate funds to be used for years to come.

## *Application for Vision 2030 Funds*

One piece of the Vision 2030 Action Plan when attempting to create a more vibrant and dynamic community is to promote social connectivity within the community. Under that piece, the envisioning document mentions “actively seeking community input on major initiatives and programs” as essential to the success of a project.

The upcoming revitalization that will be taking place within the Action Pillar Committees requires new individuals to participate and help complete projects for the betterment of our community.

**The Vibrant, Dynamic Action Committee is requesting \$1250.00 from the Vision 2030 Fund of \$20,000 to receive funding for advertising and outreach to get more of the people of Waseca involved in the future of Vision 2030.**

Using Facebook marketing, lawn signs, and flyers, the Vision 2030 brand will be messaged across the city to unite people around investing in the future of Waseca. Facebook is a thriving platform for Waseca residents, and having an active, positive force promoting the good work being done in Waseca will help make a culture of change. Lawn signs will mimic the political lawn signs that might be dividing the residents of Waseca. Having a lawn sign that folks can put in their yard for free to promote the future of Waseca will help create a sense of unity. Beyond just changing the culture, Waseca Vision 2030 yard signs and Facebook ads will be a marketing strategy to recruit volunteers for action pillar projects and committees.

### **Project Timeline**

<b>Time</b>	<b>Project Implemented</b>
<b>1 week</b>	Create Vision 2030 brand identity with City and BEST partners
<b>1 month</b>	Facebook ads are run to create more name recognition and involvement of Vision 2030 goals and processes.
<b>1 week</b>	Create yard sign design
<b>2 months</b>	Have 100 yards signs distributed around the city

### **Project Expenses**

Facebook Advertisements	\$200
100 Lawn Signs	\$1000
Around \$3 dollars per sign excluding shipping and tax	
Flyers and Other Printed Material	\$50

# WASECA CARES

about each other, our businesses, our town



our future

get involved

[wasecavision2030.com](http://wasecavision2030.com)

