

**WORK SESSION: 6:00 PM – 2023 GENERAL FUND AND LEVY**

**REGULAR WASECA CITY COUNCIL MEETING**

**TUESDAY, SEPTEMBER 20, 2022, 7:00 PM**

**AGENDA**

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

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

5. REQUESTS AND PRESENTATIONS
  - A. Introduce Tina Wilson, Economic Development Manager
6. CONSENT AGENDA
  - A. Minutes: Council Meeting & Work Session – September 6, 2022
  - B. Payroll & Expenditures
  - C. RCCA: Final Payment for the 2022 Crack Seal & Seal Coat Project (City Project No. 2022-03)
  - D. Resolution 22-40: Set Public Hearing Date for Misc. Special Assessments
  - E. Resolution 22-41: Set Date and Continuation Date for TNT Public Meeting
7. ACTION AGENDA
  - A. Resolution 22-43: Accept Assistance to Firefighters Grant
  - B. Resolution 22-32: Driveway Width Variance at 1705 Clear Lake Drive
  - C. Resolution 22-39: Public Hearing for Nuisance at 204 12<sup>th</sup> Ave NW
  - D. Ordinance 1103: Public Hearing for Daycare Conditional Use Text Amendment
  - E. Ordinance 1102: Public Hearing on THC Products Moratorium
  - F. Resolution 22-38: Cost Participation for the Woodville Township Overlay of 14<sup>th</sup> Ave SE/139<sup>th</sup> St/345<sup>th</sup> Ave
  - G. Resolution 22-37: Set Public Hearing Date for Proposed Assessments for the 8<sup>th</sup> Street SE Reconstruction & Rehabilitation Project (City Project No. 2022-01)
  - H. Public Hearing: City Stormwater Pollution Prevention Plan
  - I. RCCA: Set Public Hearing Date for MS4 Permit Related Code Revisions (Ordinance 1104)
  - J. Resolution 22-36: Adopt EDA Preliminary Levy
  - K. Resolution 22-42: Adopt City Preliminary Levy and 2023 Proposed Budget
8. REPORTS
  - A. City Manager's Report
  - B. Commission Reports
9. ANNOUNCEMENTS
10. ADJOURNMENT

MINUTES  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, SEPTEMBER 6, 2022

**CALL TO ORDER/ROLL CALL**

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

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

Staff Present:	Lee Mattson, City Manager
	Carl Sonnenberg, Utilities and Public Works Director
	Alicia Fischer, Finance Director
	Julia Hall, City Clerk

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

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

**APPROVAL OF AGENDA**

3. Motion to approve agenda as submitted was made by Arndt, seconded by Christiansen. Motion carried 6-0.

**PUBLIC COMMENT**

4. None

**REQUESTS AND PRESENTATIONS**

- 5.
- A. Junior Achievement Presentation: Presentation was provided in the agenda packet.
  - B. Proclamation - Constitution Week; Susan Jirele presented on the history and importance of the United States Constitution. She was joined with fellow members of the Daughters of the American Revolution Marilyn Wilkus and Angie Sipes .
    - 1. Mayor Srp read and signed a Proclamation declaring September 17-23, 2022 as "Constitution Week"

**CONSENT AGENDA**

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

**ACTION AGENDA**

7. Motion was made by Christiansen to approve the RCCA for the Johnson Pavilion Change Order, seconded by Mansfield. Motion carried 6-0.

**REPORTS**

8.
  - A. City Manager's Report
    1. Reminder there is a Council Meeting tomorrow September 7, at 5:30 p.m.
    2. The Council work session for September 20th will be further discussions on budget.
  - B. Commission Reports
    1. Airport Board presented by Rose:
      - a. They discussed their meeting and walkthrough in Owatonna with Brent Langer.
      - b. They discussed leasing the old FBO hangar and that they are able to save the old hangar door.
      - c. Continued discussions for cost effective jump zone options.
    2. Fire Relief Board presented by Conrath:
      - a. The meeting was cut short by a fire but they were able to discuss the successes and changes needed for the onion ring stand for the fair next year.
      - b. Overall the onion ring stand was a success again this year and they look forward to the new fryers for next year.

**ANNOUNCEMENTS**

9.
  - A. Council member Christiansen announced:
    1. Wanted to know who is responsible for mowing the ditches at the intersection of Highway 14 and Hwy 13 because the weeds are very overgrown. The City Manager will follow-up with MNDot to discuss the growth.
  - B. Council Member Mansfield announced:
    1. His family welcomed his 1<sup>st</sup> grand child, a healthy boy.
  - C. Council member Rose announced:
    1. Speaking with people at Kiesler's Campground it was nice to hear the positive stories on how Clear Lake has changed and improved and how people are impressed with the harvester that Waseca County is using to improve the lake.
  - D. Council Member Conrath announced:
    1. The Sinister Forest event will no longer be held and will be greatly missed.

- E. Mayor Srp announced:
1. With not running for reelection in November Mayor Srp has been working on his "Beginning of a long good-bye" where for each Council Meeting until the end of December he will be an entity of Waseca to highlight.
    - a. He gave highlights of what Mayo Clinic Health System- Waseca has to offer the city of Waseca on top of the 125 current staff members.
  2. Mayor Srp also emphasized the great feedback he has received on the renovation of Clear Lake Park.
10. CLOSED SESSION PER M.S. 13D.03 Sub. 1(b)- Union Labor Discussion:
1. Mayor Srp read the requirements to close the meeting. A motion to close the meeting was made by Arndt, seconded by Conrath. Motion carried 6-0.
  2. Council went into closed session at 7:34 p.m. and came out at 9:26 p.m.

**ADJOURNMENT**

11. There being no further business to be brought before the Council, it was moved by Mansfield to adjourn the meeting at 9:26 p.m., seconded by Arndt. Motion carried 6-0.

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R. D. SRP  
MAYOR

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JULIA HALL  
CITY CLERK



MINUTES  
WASECA CITY COUNCIL WORK SESSION  
TUESDAY, SEPTEMBER 6, 2022

**CALL TO ORDER**

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

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

Staff Present:	Lee Mattson, City Manager
	Carl Sonnenberg, Utilities and Public Works Director
	Alicia Fischer, Finance Director
	Julia Hall, City Clerk

1. Alicia Fischer, City Finance Director: spoke on the projected 2023 General Fund and Tax Levy. The budget is not finalized and there will be another work session on September 20, 2022 to continue the discussion.

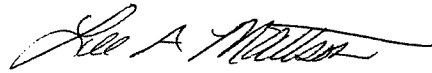
There being no further discussion and no action taken, the work session adjourned at 6:51 p.m.

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R. D. SRP  
MAYOR

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JULIA HALL  
CITY CLERK



## LIST OF EXPENDITURES



September 20, 2022

City Council	0.00
Streets	26,988.13
Parks	16,667.05
Wastewater	9,313.47
Utility Administration	4,972.20
Utility Offices	7,579.92
Electric	12,273.51
Water	9,225.36
Building and Code Compliance	2,920.10
Police	61,473.76
Administration	8,198.08
Community Aides	45.12
Fire	8,826.54
Paid On Call Fire Department	4,704.00
PEG	169.19
Election Judges	0.00
Finance	9,283.58
Connections	3,021.70
Community Development	2,090.05
Engineering	15,977.49
Recreation	3,272.70
Econ Development	<u>5,031.93</u>

Total Gross Payroll	212,033.88
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*Less- Payroll Deductions	<u>(72,356.12)</u>
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Net Payroll Cost	\$ 139,677.76
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\*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:

September 2, 2022-September 15, 2022

Includes check #'s 158425-158483

Bank ACH Withdrawals.....	<u>810,899.67</u>
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GRAND TOTAL EXPENDITURES	<u>\$ 950,577.43</u>
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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
<b>General Fund</b>						
09/07/2022	92205	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 9/4/2022	101-21701-0000	19,276.39	M
Total 101217010000:					19,276.39	
09/07/2022	92201	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 9/4/2022	101-21702-0000	8,813.93	M
Total 101217020000:					8,813.93	
09/07/2022	92205	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 9/4/2022	101-21703-0000	8,326.99	M
09/07/2022	92205	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 9/4/2022	101-21703-0000	8,673.50	M
Total 101217030000:					17,000.49	
09/07/2022	92202	Public Employees Retirement Assn (ACH	PR Adj	101-21704-0000	.07	M
09/07/2022	92202	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 9/4/2022	101-21704-0000	1,332.20	M
09/07/2022	92202	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 9/4/2022	101-21704-0000	8,659.54	M
09/07/2022	92202	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 9/4/2022	101-21704-0000	7,589.49	M
09/07/2022	92202	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 9/4/2022	101-21704-0000	8,659.54	M
09/07/2022	92202	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 9/4/2022	101-21704-0000	11,384.26	M
Total 101217040000:					37,625.10	
09/07/2022	158425	IBEW	IBEW UNION DUES Pay Period: 9/4/2022	101-21707-0000	267.88	
09/07/2022	158426	IUOE Local #70	FIRE UNION DUES Pay Period: 9/4/2022	101-21707-0000	161.00	
09/07/2022	158426	IUOE Local #70	IUOE UNION DUES Pay Period: 9/4/2022	101-21707-0000	464.00	
09/07/2022	158427	Law Enforcement Labor Services	POLICE SGT/LT DUES Pay Period: 9/4/2022	101-21707-0000	195.00	
09/07/2022	158427	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 9/4/2022	101-21707-0000	715.00	
Total 101217070000:					1,802.88	
09/07/2022	158429	MN Life	LIFE INSURANCE MN Pay Period: 9/4/2022	101-21710-0000	748.45	
09/07/2022	158429	MN Life	LIFE INSURANCE MN Pay Period: 9/4/2022	101-21710-0000	1,146.75	
09/07/2022	158429	MN Life	Bruder Sept COBRA	101-21710-0000	24.75	
09/07/2022	158429	MN Life	Dodson Sept COBRA	101-21710-0000	44.10	
09/07/2022	158429	MN Life	Gedicke Sept COBRA	101-21710-0000	23.30	
09/07/2022	158429	MN Life	Schult Sept COBRA	101-21710-0000	50.20	
09/07/2022	158429	MN Life	T. Wilson new hire adj	101-21710-0000	24.75-	
Total 101217100000:					2,012.80	
09/07/2022	92205	ACH Internal Revenue Service	MEDICARE Pay Period: 9/4/2022	101-21712-0000	2,788.01	M
09/07/2022	92205	ACH Internal Revenue Service	MEDICARE Pay Period: 9/4/2022	101-21712-0000	2,869.05	M
Total 101217120000:					5,657.06	
09/07/2022	92207	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 9/4/2022	101-21713-0000	1,315.00	M
09/07/2022	92207	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 9/4/2022	101-21713-0000	844.00	M
Total 101217130000:					2,159.00	
09/07/2022	92204	Vantagepoint Transfer Agents 457	ICMA - ROTH (AFTER TAX) Pay Period: 9/4/2022	101-21714-0000	350.00	M
09/07/2022	92204	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 9/4/2022	101-21714-0000	582.69	M
Total 101217140000:					932.69	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
09/15/2022	92213	Further	Flex Reimbursements	101-21716-0000	296.00	M
09/07/2022	82235	Medsurety	VEBA Contributions Pay Period: 9/4/2022	101-21716-0000	19,727.88	M
09/07/2022	92209	Medsurety	HSA Contribution Pay Period: 9/4/2022	101-21716-0000	605.90	M
09/07/2022	92210	Medsurety	HSA Contribution Pay Period: 9/4/2022	101-21716-0000	6,347.18	M
Total 101217160000:					26,976.96	
09/07/2022	92203	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 9/4/2022	101-21717-0000	972.76	M
Total 101217170000:					972.76	
09/07/2022	92206	Delta Dental	DENTAL EE + CHLDRN Pay Period: 9/4/2022	101-21719-0000	240.81	M
09/07/2022	92206	Delta Dental	Bruder Sept COBRA	101-21719-0000	29.58	M
09/07/2022	92206	Delta Dental	Gedicke Sept COBRA	101-21719-0000	29.58	M
09/07/2022	92206	Delta Dental	DENTAL SINGLE Employee Pay Period: 9/4/2022	101-21719-0000	532.44	M
09/07/2022	92206	Delta Dental	DENTAL FAMILY Employee Pay Period: 9/4/2022	101-21719-0000	1,162.80	M
09/07/2022	92206	Delta Dental	Schult Sept COBRA	101-21719-0000	60.64	M
09/07/2022	92206	Delta Dental	Armendariz Sept COBRA	101-21719-0000	116.28	M
09/07/2022	92206	Delta Dental	DENTAL EE + SPOUSE Pay Period: 9/4/2022	101-21719-0000	424.48	M
09/07/2022	92206	Delta Dental	Rugger Sept COBRA	101-21719-0000	116.28	M
09/07/2022	92206	Delta Dental	T. Wilson-new hire adj	101-21719-0000	29.58-	M
Total 101217190000:					2,683.31	
09/07/2022	92208	VSP	VISION FAMILY Employee Pay Period: 9/4/2022	101-21722-0000	169.52	M
09/07/2022	92208	VSP	Bruder Sept COBRA	101-21722-0000	6.77	M
09/07/2022	92208	VSP	Rugger Sept COBRA	101-21722-0000	12.23	M
09/07/2022	92208	VSP	VISION SINGLE Employee Pay Period: 9/4/2022	101-21722-0000	47.39	M
09/07/2022	92208	VSP	Schult Sept COBRA	101-21722-0000	12.23	M
09/07/2022	92208	VSP	VISION + ONE Employee Pay Period: 9/4/2022	101-21722-0000	97.84	M
09/07/2022	92208	VSP	T. Wilson new hire adj	101-21722-0000	6.77-	M
Total 101217220000:					339.21	
09/15/2022	158442	Buchele, Ryan	Rental License Refund	101-32190-0000	95.00	
Total 101321900000:					95.00	
09/15/2022	20220729	Discover Waseca Tourism	July Lodging Tax	101-41110-4440	3,307.01	
Total 101411104440:					3,307.01	
09/15/2022	158446	Coulombe, Cristie	Final Covid Grant Program Payment	101-41110-4450	618.00	
09/15/2022	155928	Coulombe, Cristie	Final Covid Grant Program Payment	101-41110-4450	618.00-	V
Total 101411104450:					.00	
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	101-41320-1340	50.79	
Total 101413201340:					50.79	
09/15/2022	20220757	U.S. Bank - CC	USB-C 2pk for docking station	101-41320-2000	10.73	
Total 101413202000:					10.73	
09/15/2022	20220747	Martin-McAllister	Management Coaching	101-41320-3000	350.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
09/15/2022	20220757	U.S. Bank - CC	Dr. Laura Directors Lunch	101-41320-3000	95.94
Total 101413203000:					445.94
09/15/2022	158472	Shred-it USA LLC	Monthly Service	101-41320-3100	22.16
Total 101413203100:					22.16
09/15/2022	20220765	Wilson, Tina	Moving Reimbursement	101-41320-3150	4,000.00
Total 101413203150:					4,000.00
09/15/2022	20220757	U.S. Bank - CC	Hotel Reservation Insurance for Clerks Academy	101-41320-3300	15.35
Total 101413203300:					15.35
09/15/2022	20220738	Hall, Julia	Mileage Reimbursement	101-41320-3350	101.87
09/15/2022	20220744	Kohn, Cassandra	Mileage Reimbursement	101-41320-3350	99.88
Total 101413203350:					201.75
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	101-41500-1340	72.75
Total 101415001340:					72.75
09/15/2022	92211	Medsurety	Admin Fees	101-41500-1600	3.00 M
Total 101415001600:					3.00
09/15/2022	20220734	Flaherty & Hood PA	August Legal Services	101-41600-3000	710.00
09/15/2022	20220734	Flaherty & Hood PA	August Labor and Employment Consult	101-41600-3000	480.00
09/15/2022	20220743	Kennedy & Kennedy Law Office	Legal Services	101-41600-3000	1,236.00
Total 101416003000:					2,426.00
09/15/2022	158438	Amazon	computer supplies	101-41920-2050	56.97
09/15/2022	158438	Amazon	computer supplies	101-41920-2050	55.00
Total 101419202050:					111.97
09/15/2022	158481	Waseca County Highway Department	Monthly billing	101-41940-2120	40.98
Total 101419402120:					40.98
09/15/2022	158445	Cintas Corporation	Floor mat service	101-41940-3100	54.58
09/15/2022	20220728	Culligan	RO Lease	101-41940-3100	31.85
09/15/2022	158468	Orkin Pest Control	City Hall Pest Control	101-41940-3100	102.00
09/15/2022	20220754	Stoltz Cleaning Services LLC	City Hall Cleaning	101-41940-3100	367.50
09/15/2022	20220754	Stoltz Cleaning Services LLC	City Hall Cleaning & Quarterly Task	101-41940-3100	669.00
09/15/2022	20220764	Waste Management of Southern MN	August Service	101-41940-3100	222.92
Total 101419403100:					1,447.85
09/15/2022	92214	Consolidated Communications	Monthly Billing	101-41940-3200	229.76 M
09/15/2022	92214	Consolidated Communications	Monthly Billing	101-41940-3200	149.01 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101419403200:					378.77	
09/15/2022	92217	City of Waseca	August Utilities	101-41940-3800	1,444.58	M
Total 101419403800:					1,444.58	
09/15/2022	158465	Mulcahy	Sump pumps	101-41940-4000	6,475.32	
09/15/2022	158465	Mulcahy	Frieght for sump pumps	101-41940-4000	535.65	
09/15/2022	20220761	Waseca Glass LLC	Door Glass	101-41940-4000	442.60	
Total 101419404000:					7,453.57	
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	101-41950-1340	23.37	
Total 101419501340:					23.37	
09/15/2022	158438	Amazon	Cell Phone Accessories	101-41950-2170	29.97	
Total 101419502170:					29.97	
09/15/2022	20220766	WSB & Associates Inc	Planning Services	101-41950-3000	427.25	
Total 101419503000:					427.25	
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	101-42100-1340	470.07	
Total 101421001340:					470.07	
09/15/2022	20220757	U.S. Bank - CC	Printer Paper	101-42100-2000	113.90	
Total 101421002000:					113.90	
09/15/2022	158481	Waseca County Highway Department	Monthly billing	101-42100-2120	4,348.93	
Total 101421002120:					4,348.93	
09/15/2022	20220757	U.S. Bank - CC	Certified Mail Postage	101-42100-2170	7.85	
09/15/2022	20220757	U.S. Bank - CC	Certified Mail Postage	101-42100-2170	7.85	
Total 101421002170:					15.70	
09/15/2022	20220725	Chrz, Jared	Uniform Allowance	101-42100-2180	530.13	
09/15/2022	20220736	Gruenhagen, Elizabeth	Uniform Allowance	101-42100-2180	41.10	
09/15/2022	20220739	Harren, Andrew	Taser Cartridge Case-Uniform Allowance	101-42100-2180	30.54	
09/15/2022	20220755	Streicher's	uniform - Horn	101-42100-2180	54.99	
09/15/2022	20220755	Streicher's	uniform - Horn	101-42100-2180	384.99	
09/15/2022	20220755	Streicher's	Uniform expense -Schroeder	101-42100-2180	59.99	
09/15/2022	20220755	Streicher's	Uniform expense - Gruenhagen	101-42100-2180	178.97	
Total 101421002180:					1,280.71	
09/15/2022	158438	Amazon	gloves	101-42100-2190	63.95	
Total 101421002190:					63.95	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
09/15/2022	158468	Orkin Pest Control	Pest Control	101-42100-3000	101.00
Total 101421003000:					101.00
09/15/2022	158441	Bock's Service Inc.	Tow expense -PD	101-42100-3100	85.00
09/15/2022	158441	Bock's Service Inc.	Tow expense -PD	101-42100-3100	95.00
09/15/2022	158445	Cintas Corporation	Floor Mats	101-42100-3100	8.99
09/15/2022	158445	Cintas Corporation	Floor Mats	101-42100-3100	8.98
09/15/2022	20220728	Culligan	Culligan Police	101-42100-3100	32.95
09/15/2022	158472	Shred-it USA LLC	Monthly Service	101-42100-3100	22.16
09/15/2022	20220754	Stoltz Cleaning Services LLC	Public Safety Restroom Cleaning	101-42100-3100	78.75
09/15/2022	20220754	Stoltz Cleaning Services LLC	Public Safety Restroom Cleaning	101-42100-3100	63.00
09/15/2022	158478	Thomson Reuters - West	Clear expense	101-42100-3100	280.78
09/15/2022	20220764	Waste Management of Southern MN	August Service	101-42100-3100	104.26
Total 101421003100:					779.87
09/15/2022	92214	Consolidated Communications	Monthly Billing	101-42100-3200	229.76 M
09/15/2022	92214	Consolidated Communications	Monthly Billing	101-42100-3200	428.11 M
09/15/2022	92214	Consolidated Communications	Monthly Billing	101-42100-3200	45.13 M
Total 101421003200:					703.00
09/15/2022	92217	City of Waseca	August Utilities	101-42100-3800	771.32 M
Total 101421003800:					771.32
09/15/2022	20220757	U.S. Bank - CC	Rotary Dues	101-42100-4330	160.00
Total 101421004330:					160.00
09/15/2022	20220757	U.S. Bank - CC	Swat Rifle	101-42100-4370	1,779.75
09/15/2022	20220757	U.S. Bank - CC	Radio adaptor for swat	101-42100-4370	306.63
Total 101421004370:					2,086.38
09/15/2022	20220757	U.S. Bank - CC	Doritos that were not delivered for night to unite	101-42100-4640	37.96-
09/15/2022	20220757	U.S. Bank - CC	Reorder and pick up of doritos for night to unite	101-42100-4640	37.96
09/15/2022	20220757	U.S. Bank - CC	Charcoal and Lighter fluid for night to unite	101-42100-4640	17.64
09/15/2022	20220757	U.S. Bank - CC	Hot dogs for night to unite	101-42100-4640	360.00
Total 101421004640:					377.64
09/15/2022	20220723	Canine Central	3rd Qtr Impounds	101-42150-3100	3,300.00
09/15/2022	20220760	Waseca Clarks Grove Vet Clinic LLP	animal control expense	101-42150-3100	144.16
Total 101421503100:					3,444.16
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	101-42200-1340	53.89
Total 101422001340:					53.89
09/15/2022	158481	Waseca County Highway Department	Monthly billing	101-42200-2120	424.85
Total 101422002120:					424.85

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
09/15/2022	20220721	A. H. Hermel Company	Janitorial Supplies	101-42200-2170	156.98
09/15/2022	20220762	Waseca Hardware LLC	Parts & Supplies	101-42200-2170	44.97
Total 101422002170:					201.95
09/15/2022	158445	Cintas Corporation	Floor Mats	101-42200-3100	8.98
09/15/2022	158445	Cintas Corporation	Floor Mats	101-42200-3100	8.99
09/15/2022	20220754	Stoltz Cleaning Services LLC	Public Safety Restroom Cleaning	101-42200-3100	78.75
09/15/2022	20220754	Stoltz Cleaning Services LLC	Public Safety Restroom Cleaning	101-42200-3100	63.00
09/15/2022	20220764	Waste Management of Southern MN	August Service	101-42200-3100	104.26
Total 101422003100:					263.98
09/15/2022	92214	Consolidated Communications	Monthly Billing	101-42200-3200	45.13 M
Total 101422003200:					45.13
09/15/2022	158463	MN State Fire Chiefs Association	Annual Conference Registration	101-42200-3300	340.00
Total 101422003300:					340.00
09/15/2022	158444	Centerpoint Energy	August Service	101-42200-3800	19.00
09/15/2022	92217	City of Waseca	August Utilities	101-42200-3800	771.32 M
09/15/2022	92217	City of Waseca	August Utilities	101-42200-3800	42.65 M
09/15/2022	92214	Consolidated Communications	Monthly Billing	101-42200-3800	48.63 M
Total 101422003800:					881.60
09/15/2022	158440	BDS Laundry Systems	Washer	101-42200-4000	415.00
09/15/2022	158451	Fire Safety USA Inc.	Pump & Tools	101-42200-4000	1,222.50
Total 101422004000:					1,637.50
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	101-42400-1340	23.35
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	101-42400-1340	6.65
Total 101424001340:					30.00
09/15/2022	20220757	U.S. Bank - CC	Case and screen protector for phone	101-42400-2000	68.70
Total 101424002000:					68.70
09/15/2022	20220726	City Building Inspection Services LLC	building inspections	101-42400-3000	14,892.48
Total 101424003000:					14,892.48
09/15/2022	20220745	Lenz Lawn Care & Landscaping Inc.	Mow/Trim Woodville Meadows	101-42400-3100	50.00
09/15/2022	20220745	Lenz Lawn Care & Landscaping Inc.	Mow/Trim 709 4th Ave NE	101-42400-3100	70.00
Total 101424003100:					120.00
09/15/2022	20220751	Personalized Printing Inc.	Inspection Notices	101-42400-3500	128.40
Total 101424003500:					128.40
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	101-43000-1340	6.85



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	101-43000-1340	93.26
Total 101430001340:					100.11
09/15/2022	158438	Amazon	Engineering thumb drives	101-43000-2000	27.88
Total 101430002000:					27.88
09/15/2022	158481	Waseca County Highway Department	Monthly billing	101-43000-2120	54.75
Total 101430002120:					54.75
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	101-43100-1340	92.11
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	101-43100-1340	2.24
Total 101431001340:					94.35
09/15/2022	20220737	H & J Fuel Inc	fuel	101-43100-2120	3,628.36
09/15/2022	158481	Waseca County Highway Department	Monthly billing	101-43100-2120	6,300.42
09/15/2022	158481	Waseca County Highway Department	Monthly billing	101-43100-2120	259.92
Total 101431002120:					10,188.70
09/15/2022	20220722	Batteries Plus Bulbs	AA, AAA small batteries	101-43100-2170	241.92
09/15/2022	20220740	Holtmeier Construction Inc.	crushed rock	101-43100-2170	246.47
09/15/2022	20220762	Waseca Hardware LLC	Parts & Supplies	101-43100-2170	110.12
09/15/2022	20220763	Waseca Sand & Gravel Inc.	Expansion joint	101-43100-2170	32.00
Total 101431002170:					630.51
09/15/2022	158480	W W Blacktopping Inc.	Hot Mix	101-43100-2171	2,804.88
Total 101431002171:					2,804.88
09/15/2022	158439	Aramark Uniform Services	uniform service	101-43100-2180	192.82
09/15/2022	158439	Aramark Uniform Services	uniform service	101-43100-2180	197.04
Total 101431002180:					389.86
09/15/2022	158466	Olsen Chain & Cable Inc	lifting strap, and safety clips for hooks	101-43100-2400	86.15
Total 101431002400:					86.15
09/15/2022	20220764	Waste Management of Southern MN	August Service	101-43100-3100	203.33
Total 101431003100:					203.33
09/15/2022	20220727	Clarke Environmental Mosquito Mgmt Inc	mosquito treatment	101-43100-3101	1,800.00
Total 101431003101:					1,800.00
09/15/2022	92214	Consolidated Communications	Monthly Billing	101-43100-3200	47.75 M
Total 101431003200:					47.75
09/15/2022	158444	Centerpoint Energy	August Service	101-43100-3800	19.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
09/15/2022	92217	City of Waseca	August Utilities	101-43100-3800	42.64	M
09/15/2022	92217	City of Waseca	August Utilities	101-43100-3800	645.39	M
Total 101431003800:					707.03	
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	101-43125-1340	23.88	
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	101-43125-1340	2.24	
Total 101431251340:					26.12	
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	101-43170-1340	5.12	
Total 101431701340:					5.12	
09/15/2022	158473	Sir Lines-A-Lot	2022 Street Striping	101-43170-3100	6,639.12	
Total 101431703100:					6,639.12	
09/15/2022	92217	City of Waseca	August Utilities	101-43170-3800	157.19	M
Total 101431703800:					157.19	
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	101-43220-1340	8.53	
Total 101432201340:					8.53	
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	101-45130-1340	12.19	
Total 101451301340:					12.19	
09/15/2022	20220757	U.S. Bank - CC	Super glue	101-45130-2000	5.24	
Total 101451302000:					5.24	
09/15/2022	20220757	U.S. Bank - CC	Fly traps	101-45130-2170	15.94	
09/15/2022	20220757	U.S. Bank - CC	Ice packs for first aid	101-45130-2170	18.72	
09/15/2022	20220757	U.S. Bank - CC	Wasp Spray	101-45130-2170	4.12	
Total 101451302170:					38.78	
09/15/2022	20220721	A. H. Hermel Company	WP Concession	101-45130-2500	980.71	
09/15/2022	20220757	U.S. Bank - CC	Buns for waterpark	101-45130-2500	7.95	
09/15/2022	20220757	U.S. Bank - CC	Buns for waterpark	101-45130-2500	7.95	
09/15/2022	20220757	U.S. Bank - CC	Buns for waterpark	101-45130-2500	6.36	
Total 101451302500:					1,002.97	
09/15/2022	20220764	Waste Management of Southern MN	WP Trash and Recycling'	101-45130-3100	303.32	
Total 101451303100:					303.32	
09/15/2022	92214	Consolidated Communications	Monthly Billing	101-45130-3200	242.40	M
Total 101451303200:					242.40	
09/15/2022	92217	City of Waseca	August Utilities	101-45130-3800	5,103.83	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101451303800:					5,103.83
09/15/2022	20220764	Waste Management of Southern MN	TLCF Waste Management - August	101-45180-3100	46.36
Total 101451803100:					46.36
09/15/2022	92215	Mediacom	TLCF Communications	101-45180-3200	265.19 M
Total 101451803200:					265.19
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	101-45200-1340	88.81
Total 101452001340:					88.81
09/15/2022	158441	Bock's Service Inc.	Fuel	101-45200-2120	14.10
09/15/2022	158481	Waseca County Highway Department	Monthly billing	101-45200-2120	1,146.37
09/15/2022	158481	Waseca County Highway Department	Monthly billing	101-45200-2120	10.00
Total 101452002120:					1,170.47
09/15/2022	20220728	Culligan	Park Dept Water	101-45200-2170	29.15
09/15/2022	158477	The Tessman Company	Turf Supplies	101-45200-2170	34.50
09/15/2022	20220762	Waseca Hardware LLC	Parts & Supplies	101-45200-2170	6.99
Total 101452002170:					70.64
09/15/2022	20220730	Dushaw, Bradley J	Uniform Allowance	101-45200-2180	193.95
Total 101452002180:					193.95
09/15/2022	158455	John Deere Financial	Tool Box Bracket	101-45200-2230	56.40
09/15/2022	158455	John Deere Financial	Tool Box	101-45200-2230	49.84
09/15/2022	158470	Recreation Supply Co. Inc.	Sportsman Park Beach Buoy	101-45200-2230	562.00
09/15/2022	20220757	U.S. Bank - CC	Cedar Fence Pickett	101-45200-2230	3.84
09/15/2022	20220757	U.S. Bank - CC	Drip edge for Clear Lake Park Storage shed	101-45200-2230	22.98
09/15/2022	20220762	Waseca Hardware LLC	Parts & Supplies	101-45200-2230	428.67
Total 101452002230:					1,123.73
09/15/2022	20220742	Jobs Plus Inc.	City Parks - August Jobs Plus	101-45200-3100	1,512.25
09/15/2022	158479	Vault Health	Drug Screens	101-45200-3100	118.76
09/15/2022	158482	Waseca County Landfill	Landfill Fees - Brush	101-45200-3100	20.00
09/15/2022	20220764	Waste Management of Southern MN	August Service	101-45200-3100	31.74
09/15/2022	20220764	Waste Management of Southern MN	Parks Waste Management - August	101-45200-3100	1,314.80
Total 101452003100:					2,997.55
09/15/2022	92214	Consolidated Communications	Monthly Billing	101-45200-3200	41.63 M
Total 101452003200:					41.63
09/15/2022	92217	City of Waseca	August Utilities	101-45200-3800	604.91 M
Total 101452003800:					604.91

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
09/15/2022	158452	Flagship Recreation LLC	Play equip. replacement Memorial Park	101-45200-4000	615.00
09/15/2022	158469	Premier Polysteel-ADA Enterprises Inc	Dog Park memorial Bench	101-45200-4000	494.00
09/15/2022	158469	Premier Polysteel-ADA Enterprises Inc	Picnic Table replacement - NEP	101-45200-4000	2,472.00
09/15/2022	20220757	U.S. Bank - CC	Memorial Bench Plaque-Kights of Columbus	101-45200-4000	220.00
09/15/2022	20220757	U.S. Bank - CC	Memorial Bench Plaque-Baba'a	101-45200-4000	220.00
Total 101452004000:					4,021.00
09/15/2022	158468	Orkin Pest Control	Library-Pest control	101-45500-3100	80.00
09/15/2022	20220753	ServiceMaster by Ayotte	Library service	101-45500-3100	790.00
09/15/2022	20220764	Waste Management of Southern MN	Library service	101-45500-3100	73.95
Total 101455003100:					943.95
09/15/2022	92217	City of Waseca	August Utilities	101-45500-3800	1,323.79 M
09/15/2022	92214	Consolidated Communications	Monthly Billing	101-45500-3800	68.93 M
Total 101455003800:					1,392.72
09/15/2022	155416	Enviro-Tech Services of Austin LLC	Demo House - 112 6th Ave SW	101-49210-4991	1,110.00- V
09/15/2022	158448	Enviro-Tech Services of Austin LLC	Demo House - 112 6th Ave SW	101-49210-4991	1,110.00
Total 101492104991:					.00
Total General Fund:					225,707.50
<b>Airport</b>					
09/15/2022	20220757	U.S. Bank - CC	Soap for airport terminal bathroom	230-49810-2170	11.94
09/15/2022	20220762	Waseca Hardware LLC	Parts & Supplies	230-49810-2170	41.33
Total 230498102170:					53.27
09/15/2022	20220734	Flaherty & Hood PA	August Legal Services	230-49810-3000	120.00
Total 230498103000:					120.00
09/15/2022	20220764	Waste Management of Southern MN	Airport Waste Management	230-49810-3100	45.84
Total 230498103100:					45.84
09/15/2022	92217	City of Waseca	August Utilities	230-49810-3800	81.00 M
Total 230498103800:					81.00
09/15/2022	158457	KRMS Products LLC	Old FBO hangar door opener repair	230-49810-4000	356.50
Total 230498104000:					356.50
Total Airport:					656.61
<b>Recovery Coordinator Grant</b>					
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	256-46500-1340	28.45
Total 256465001340:					28.45

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total Recovery Coordinator Grant:					28.45
<b>Safe Haven Grant</b>					
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	279-46350-1340	17.22
Total 279463501340:					17.22
09/15/2022	158464	MN Supervised Parenting Time Org	Annual Training	279-46350-3300	65.00
Total 279463503300:					65.00
Total Safe Haven Grant:					82.22
<b>Capital Improvement</b>					
09/15/2022	20220750	Pearson Brothers Inc.	2022 Crack Seal/Seal Coat - Streets	430-43010-3102	3,624.42
Total 430430103102:					3,624.42
09/15/2022	20220757	U.S. Bank - CC	Fishing Pier Retaining Wall Block	430-43010-5435	1,226.60
09/15/2022	20220763	Waseca Sand & Gravel Inc.	CLP Fishing Pier Walkway Concrete	430-43010-5435	841.50
Total 430430105435:					2,068.10
09/15/2022	20220750	Pearson Brothers Inc.	2022 Crack/Fog Seal - Parks	430-43010-5440	7,798.50
Total 430430105440:					7,798.50
09/15/2022	158462	MN Department of Transportation	2022 Sidewalk Project Testing	430-43010-5460	172.78
Total 430430105460:					172.78
09/15/2022	158462	MN Department of Transportation	8th St SE Project Testing	430-43010-5560	369.47
Total 430430105560:					369.47
Total Capital Improvement:					14,033.27
<b>Annexation &amp; Growth fund</b>					
09/15/2022	20220757	U.S. Bank - CC	UCC Filing for Harguth	470-46800-3100	20.00
Total 470468003100:					20.00
Total Annexation & Growth fund:					20.00
<b>Water</b>					
09/15/2022	158454	Hawkins Inc	Conagra Well Chemicals	601-49401-2170	1,664.36
09/15/2022	158454	Hawkins Inc	City Wells Chemicals	601-49401-2170	6,994.29
Total 601494012170:					8,658.65
09/15/2022	20220758	USA Blue Book	Safety Supplies	601-49401-2230	1,154.56
09/15/2022	20220763	Waseca Sand & Gravel Inc.	Concrete	601-49401-2230	216.25
Total 601494012230:					1,370.81
09/15/2022	158459	Mid-America Meter Inc	Well Meter Calibration	601-49401-3100	459.75

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 601494013100:					459.75	
09/15/2022	92217	City of Waseca	August Utilities	601-49401-3800	10,331.89	M
09/15/2022	158483	Xcel Energy	August Service	601-49401-3800	193.98	
Total 601494013800:					10,525.87	
09/07/2022	92205	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 9/4/2022	601-49430-0000	346.51	M
09/07/2022	92205	ACH Internal Revenue Service	MEDICARE Pay Period: 9/4/2022	601-49430-0000	81.04	M
Total 601494300000:					427.55	
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	601-49430-1340	25.04	
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	601-49430-1340	25.19	
Total 601494301340:					50.23	
09/15/2022	158481	Waseca County Highway Department	Monthly billing	601-49430-2120	738.14	
Total 601494302120:					738.14	
09/15/2022	158439	Aramark Uniform Services	uniforms	601-49430-2180	94.46	
09/15/2022	158439	Aramark Uniform Services	uniforms	601-49430-2180	14.05	
Total 601494302180:					108.51	
09/15/2022	158449	FedEx	Shipping	601-49430-3100	12.12	
09/15/2022	20220735	Gopher State One-Call Inc	Location calls - August	601-49430-3100	53.10	
09/15/2022	20220745	Lenz Lawn Care & Landscaping Inc.	Weed Spraying	601-49430-3100	175.00	
09/15/2022	20220745	Lenz Lawn Care & Landscaping Inc.	Weed Spraying	601-49430-3100	115.00	
09/15/2022	20220745	Lenz Lawn Care & Landscaping Inc.	Weed Spraying	601-49430-3100	325.00	
09/15/2022	156126	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	237.08	V
09/15/2022	158458	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	237.08	
09/15/2022	156126	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	223.00	V
09/15/2022	158458	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	223.00	
09/15/2022	156126	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	311.19	V
09/15/2022	158458	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	311.19	
09/15/2022	156126	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	223.00	V
09/15/2022	158458	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	223.00	
09/15/2022	158459	Mid-America Meter Inc	Meter Calibration	601-49430-3100	338.84	
09/15/2022	20220759	Utility Consultants Inc	Coliform Testing	601-49430-3100	189.00	
Total 601494303100:					1,208.06	
09/15/2022	158476	Terrell, Tim	Conference reimbursement- Meals & mileage	601-49430-3300	358.06	
09/15/2022	20220757	U.S. Bank - CC	MN Rural Water training registration	601-49430-3300	150.00	
09/15/2022	20220757	U.S. Bank - CC	Meal while at wastewater annual conference	601-49430-3300	24.27	
09/15/2022	20220757	U.S. Bank - CC	Lodging while at wastewater annual conference	601-49430-3300	676.84	
Total 601494303300:					1,209.17	
09/15/2022	20220745	Lenz Lawn Care & Landscaping Inc.	Water main breaks yard repair	601-49430-4000	2,320.00	
Total 601494304000:					2,320.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
09/15/2022	92214	Consolidated Communications	Monthly Billing	601-49585-3200	61.27	M
09/15/2022	20220748	MAS Communications Inc.	Answering service - September	601-49585-3200	52.98	
Total 601495853200:					114.25	
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	601-49586-1340	4.76	
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	601-49586-1340	2.80	
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	601-49586-1340	13.12	
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	601-49586-1340	6.56	
Total 601495861340:					27.24	
09/15/2022	20220734	Flaherty & Hood PA	August Legal Services	601-49586-3000	840.00	
Total 601495863000:					840.00	
Total Water:					28,058.23	
<b>Sanitary Sewer</b>						
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	602-49470-1340	30.71	
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	602-49470-1340	2.24	
Total 602494701340:					32.95	
09/15/2022	20220735	Gopher State One-Call Inc	Location calls - August	602-49470-3100	53.10	
09/15/2022	20220745	Lenz Lawn Care & Landscaping Inc.	Weed Spraying	602-49470-3100	225.00	
Total 602494703100:					278.10	
09/15/2022	92214	Consolidated Communications	Monthly Billing	602-49470-3200	674.72	M
Total 602494703200:					674.72	
09/15/2022	92217	City of Waseca	August Utilities	602-49470-3800	988.56	M
Total 602494703800:					988.56	
09/15/2022	158450	Ferguson Enterprises Inc	pipe & fittings	602-49470-4000	670.82	
Total 602494704000:					670.82	
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	602-49480-1340	75.11	
Total 602494801340:					75.11	
09/15/2022	158481	Waseca County Highway Department	Monthly billing	602-49480-2120	478.18	
Total 602494802120:					478.18	
09/15/2022	20220757	U.S. Bank - CC	Handsanitizer & mouse traps	602-49480-2170	17.29	
09/15/2022	20220757	U.S. Bank - CC	Ice for WET test and Lab supplies	602-49480-2170	7.64	
09/15/2022	20220757	U.S. Bank - CC	Ice for WET test and Lab supplies	602-49480-2170	3.82	
09/15/2022	20220758	USA Blue Book	Lab Supplies	602-49480-2170	28.60	
09/15/2022	20220758	USA Blue Book	Lab Supplies	602-49480-2170	287.13	
09/15/2022	20220762	Waseca Hardware LLC	Parts & Supplies	602-49480-2170	203.31	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494802170:					547.79
09/15/2022	20220746	M & R Electric Inc.	Building Repairs	602-49480-2210	691.14
09/15/2022	20220752	Sanco Equipment LLC	Tracks for new Skid loader	602-49480-2210	1,133.09
Total 602494802210:					1,824.23
09/15/2022	20220762	Waseca Hardware LLC	Parts & Supplies	602-49480-2230	18.34
Total 602494802230:					18.34
09/15/2022	20220762	Waseca Hardware LLC	Parts & Supplies	602-49480-2400	149.99
Total 602494802400:					149.99
09/15/2022	158474	Stantec Consulting Services Inc	NPDES Permit Review	602-49480-3000	3,582.75
09/15/2022	158474	Stantec Consulting Services Inc	Aeration Blower Project	602-49480-3000	3,243.25
Total 602494803000:					6,826.00
09/15/2022	158445	Cintas Corporation	Floor mat service	602-49480-3100	9.60
09/15/2022	20220732	Environmental Toxicity Control Inc	Permit WET testing	602-49480-3100	1,400.00
09/15/2022	20220759	Utility Consultants Inc	Permit Testing	602-49480-3100	3,005.84
09/15/2022	20220764	Waste Management of Southern MN	wwtp garbage	602-49480-3100	422.61
Total 602494803100:					4,838.05
09/15/2022	92214	Consolidated Communications	Monthly Billing	602-49480-3200	217.38 M
Total 602494803200:					217.38
09/15/2022	20220757	U.S. Bank - CC	Lodging while at wastewater training	602-49480-3300	754.37
09/15/2022	20220757	U.S. Bank - CC	Meal while at wastewater training	602-49480-3300	9.60
Total 602494803300:					763.97
09/15/2022	92217	City of Waseca	August Utilities	602-49480-3800	676.39 M
Total 602494803800:					676.39
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	602-49585-1340	19.15
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	602-49585-1340	19.15
Total 602495851340:					38.30
09/15/2022	92214	Consolidated Communications	Monthly Billing	602-49585-3200	61.27 M
09/15/2022	20220748	MAS Communications Inc.	Answering service - September	602-49585-3200	52.99
Total 602495853200:					114.26
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	602-49586-1340	4.76
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	602-49586-1340	2.80
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	602-49586-1340	13.12



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 602495861340:					20.68	
09/15/2022	158474	Stantec Consulting Services Inc	WWTP Barscreen Project	602-49593-5300	1,814.75	
Total 602495935300:					1,814.75	
Total Sanitary Sewer:					21,048.57	
<b>Electric Utility</b>						
09/15/2022	92216	SMMPA	SMMPA Power	604-49550-3810	492,767.19	M
Total 604495503810:					492,767.19	
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	604-49570-1340	2.48	
Total 604495701340:					2.48	
09/15/2022	20220745	Lenz Lawn Care & Landscaping Inc.	Weed Spraying	604-49570-3100	225.00	
Total 604495703100:					225.00	
09/15/2022	92217	City of Waseca	August Utilities	604-49570-3800	69.93	M
Total 604495703800:					69.93	
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	604-49571-1340	54.76	
Total 604495711340:					54.76	
09/15/2022	158481	Waseca County Highway Department	Monthly billing	604-49571-2120	495.63	
Total 604495712120:					495.63	
09/15/2022	20220762	Waseca Hardware LLC	Parts & Supplies	604-49571-2170	83.65	
Total 604495712170:					83.65	
09/15/2022	158443	Casey's	Commercial Light Rebate	604-49571-2330	4,734.00	
09/15/2022	156431	Casey's	Commercial Light Rebate	604-49571-2330	4,734.00-	V
09/15/2022	158443	Casey's	Cooler Rebate	604-49571-2330	500.00	
09/15/2022	156431	Casey's	Cooler Rebate	604-49571-2330	500.00-	V
Total 604495712330:					.00	
09/15/2022	20220749	Napa Auto Parts	Parts	604-49571-2400	5.78	
Total 604495712400:					5.78	
09/15/2022	20220735	Gopher State One-Call Inc	Location calls - August	604-49571-3100	53.10	
09/15/2022	20220745	Lenz Lawn Care & Landscaping Inc.	Weed Spraying	604-49571-3100	275.00	
09/15/2022	20220745	Lenz Lawn Care & Landscaping Inc.	Weed Spraying	604-49571-3100	75.00	
09/15/2022	158475	Streamline Communications LLC	SCADA	604-49571-3100	771.00	
Total 604495713100:					1,174.10	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	604-49572-1340	5.51
Total 604495721340:					5.51
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	604-49573-1340	9.93
Total 604495731340:					9.93
09/15/2022	20220757	U.S. Bank - CC	Inspection Fees	604-49573-3100	36.00
Total 604495733100:					36.00
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	604-49574-1340	2.79
Total 604495741340:					2.79
09/15/2022	92217	City of Waseca	August Utilities	604-49574-3800	144.30 M
09/15/2022	158483	Xcel Energy	August Service	604-49574-3800	578.12
Total 604495743800:					722.42
09/15/2022	92217	City of Waseca	August Utilities	604-49575-3800	653.44 M
Total 604495753800:					653.44
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	604-49584-1340	2.09
Total 604495841340:					2.09
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	604-49585-1340	19.27
Total 604495851340:					19.27
09/15/2022	92214	Consolidated Communications	Monthly Billing	604-49585-3200	114.87 M
09/15/2022	92214	Consolidated Communications	Monthly Billing	604-49585-3200	51.64 M
09/15/2022	20220748	MAS Communications Inc.	Answering service - September	604-49585-3200	52.99
Total 604495853200:					219.50
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	604-49586-1340	3.85
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	604-49586-1340	5.37
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	604-49586-1340	13.51
Total 604495861340:					22.73
09/15/2022	20220734	Flaherty & Hood PA	August Legal Services	604-49586-3000	1,120.00
Total 604495863000:					1,120.00
09/15/2022	158472	Shred-it USA LLC	Monthly Service	604-49586-3100	22.16
Total 604495863100:					22.16
09/15/2022	158461	MN Department of Commerce	Department of Commerce Assessment	604-49586-4330	1,289.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495864330:					1,289.50
Total Electric Utility:					499,003.86
<b>Storm Water Utility</b>					
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	651-43140-1340	10.24
Total 651431401340:					10.24
09/15/2022	92217	City of Waseca	August Utilities	651-43140-3800	83.67 M
Total 651431403800:					83.67
09/15/2022	158480	W W Blacktopping Inc.	Hot Mix	651-43140-4000	861.12
09/15/2022	20220763	Waseca Sand & Gravel Inc.	Storm sewer repair	651-43140-4000	161.25
09/15/2022	20220763	Waseca Sand & Gravel Inc.	Storm sewer repair	651-43140-4000	220.00
Total 651431404000:					1,242.37
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	651-49585-1340	3.03
Total 651495851340:					3.03
09/15/2022	158453	Greiner Construction	SPIRE Credit Union storm sewer improvements	651-49593-5300	12,266.00
Total 651495935300:					12,266.00
Total Storm Water Utility:					13,605.31
<b>Central Garage Services</b>					
09/07/2022	158428	Madison National Life Insurance Co Inc	September 2022 LTD	701-43180-1340	38.02
Total 701431801340:					38.02
09/15/2022	158481	Waseca County Highway Department	Monthly billing	701-43180-2120	424.66
Total 701431802120:					424.66
09/15/2022	20220741	Huber Supply Co Inc	tank rental	701-43180-2170	13.42
09/15/2022	20220749	Napa Auto Parts	Parts	701-43180-2170	11.13
Total 701431802170:					24.55
09/15/2022	158441	Bock's Service Inc.	tire repair	701-43180-2210	28.00
09/15/2022	20220724	Christensen Tire Service	repair nail hole in tire	701-43180-2210	83.12
09/15/2022	20220724	Christensen Tire Service	replace R/F oil plug that came out of position	701-43180-2210	73.67
09/15/2022	20220724	Christensen Tire Service	replace worn tires	701-43180-2210	788.76
09/15/2022	158447	Demi Ford Lincoln Mercury Inc	Brakes	701-43180-2210	424.68
09/15/2022	158456	John's Service Garage	tire swap on JD mower	701-43180-2210	22.00
09/15/2022	158460	Mills Automotive Group	Brake kit	701-43180-2210	68.02
09/15/2022	20220749	Napa Auto Parts	Parts	701-43180-2210	420.54
09/15/2022	158467	O'Reilly Automotive Inc	Brake Rotor	701-43180-2210	210.32
09/15/2022	158467	O'Reilly Automotive Inc	rotor	701-43180-2210	249.98
09/15/2022	20220752	Sanco Equipment LLC	Part	701-43180-2210	6.60
09/15/2022	158471	Shade Tree Oil & Repair LLC	New tires	701-43180-2210	696.02

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 701431802210:					3,071.71
09/15/2022	20220756	Tool Sales Company	Tools	701-43180-2400	73.00
Total 701431802400:					73.00
09/15/2022	20220757	U.S. Bank - CC	Monthly Diagnostic Tool Fee	701-43180-3000	149.00
Total 701431803000:					149.00
09/15/2022	20220741	Huber Supply Co Inc	yearly lease renewal on all welding/ torch tanks	701-43180-3100	793.42
Total 701431803100:					793.42
Total Central Garage Services:					4,574.36
<b>Property and Liability Insuran</b>					
09/15/2022	20220733	First National Insurance	Agency Fee	702-49955-3000	800.00
Total 702499553000:					800.00
Total Property and Liability Insuran:					800.00
<b>Equipment Replacement Fund</b>					
09/15/2022	20220731	Emergency Automotive Technologies Inc.	New Squad expense	705-49920-5400	90.66
Total 705499205400:					90.66
09/15/2022	20220752	Sanco Equipment LLC	Bucket for mini	705-49950-5400	1,491.00
09/15/2022	20220752	Sanco Equipment LLC	Tracks for new Skid loader	705-49950-5400	1,699.63
Total 705499505400:					3,190.63
Total Equipment Replacement Fund:					3,281.29
Grand Totals:					810,899.67

## Report Criteria:

Report type: GL detail

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



## Request for City Council Action

<b>Title:</b>	FINAL PAYMENT FOR THE 2022 CRACK SEAL & SEAL COAT PROJECT (CITY PROJECT NO. 2022-03)		
<b>Meeting Date:</b>	September 20, 2022	<b>Agenda Item Number:</b>	<b>6C</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Pay Request No. 2 – Final Change Order No. 1
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to Approve Pay Request No. 1 - Final for the 2022 Crack Seal & Seal Coat Project (City Project No. 2022-03).		
<b>How does this item pertain to Vision 2030 goals?</b>	Creating high quality community assets.		

**BACKGROUND:** The work on the 2022 Crack Seal & Seal Coat Project (City Project 2022-03) 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 is \$81,398.39 and the original contract amount was \$84,319.09. The contractor has provided all documentation required prior to release of the final payment.

**BUDGET IMPACT:** This project was budgeted as part of the Streets (\$100,000) and Parks (\$10,000) capital improvement plans. Of the project total, Streets accounted for \$72,488.39 and Park trails was \$8,910.00. City staff completed the project design and inspection.

**RECOMMENDATION:** Staff recommends the Waseca City Council accept the work and approve Pay Request No. 2 - Final for the 2022 Crack Seal & Seal Coat Project (City Project No. 2022-03).

## CONSTRUCTION CONTRACT PAYMENT REQUEST

DATE: SEPTEMBER 20, 2022

TO: Mayor & City Council  
Lee Mattson - City Manager

PROJECT NAME: 2022 CITY SEAL COAT PROJECT

CITY PROJECT NO. 2022-03

PAYMENT REQUEST: NO. 2 - FINAL

PAYMENT PERIOD: JULY 29, 2022 - SEPTEMBER 2, 2022

CONTRACTOR: PEARSON BROTHERS, INC.

### CONTRACT

Original Contract sum:	<u>\$ 84,319.09</u>
<b>Change Orders</b>	
No. 1	
September	
12, 2022	<u>\$ (2,920.70)</u>

Net change by change orders:	<u>\$ (2,920.70)</u>
Contract Sum to date:	<u>\$ 81,398.39</u>

### PAYMENT

Contract Sum to date:	<u>\$ 81,398.39</u>
Total earned to date (Includes Change Orders)	<u>\$ 81,398.39</u>
Retainage: N/A	<u>                    </u>
Total earned less retainage:	<u>\$ 81,398.39</u>
Less previous payment requests:	<u>\$ 69,975.47</u>
Payment due this request:	<u>\$ 11,422.92</u>
% Contract completed to date:	<u>100%</u>
Amount remaining on contract:	<u>\$ -</u>
Total Amount Due:	<u>\$ 11,422.92</u>

Approved By:

Grace E. Pearson 9/14/22  
Contractor Date

Nathan Willey  
City Engineer Date 9-14-22

\_\_\_\_\_  
Director of Finance Date

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

**CERTIFICATE OF PAYMENT****PAGE 1****2022 CITY SEAL COAT PROJECT, CITY OF WASECA**

CITY PROJECT NO. 2022-03

PAYMENT PERIOD: JULY 30-SEPTEMBER 2, 2022

PAYMENT REQUEST NO. 2 - FINAL

ORIGINAL CONTRACT AMOUNT: \$84,319.09

PAYMENT DATE: SEPTEMBER 20, 2022

FINAL CONTRACT AMOUNT: 81,398.39

CONTRACTOR:  
PEARSON BROTHERS, INC.  
11079 LAMONT AVE NE  
HANOVER, MN 55341

CONTRACT APPROVAL DATE: APRIL 20, 2022

CONTRACT COMPLETION DATE: SEPTEMBER 2, 2022

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.

**CITY ROADWAYS**

NO.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	CONTRACT AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
1	BITUMINOUS PAVEMENT CRACK TREATMENT-ROADWAYS	LB	8,606	\$ 2.25	\$ 19,363.50		\$ -	8,806	\$ 19,813.50
2	BITUMINOUS MATERIAL FOR SEAL COAT (CRS-2)	GAL	8,940	\$ 3.31	\$ 29,591.40		\$ -	8,459	\$ 27,999.29
3	BITUMINOUS SEAL COAT	SY	29,799	\$ 0.75	\$ 22,349.25		\$ -	29,799	\$ 22,349.25
SUBTOTAL:							\$ -		\$ 70,162.04

**CITY TRAILS**

NO.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	CONTRACT AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
1	BITUMINOUS PAVEMENT CRACK TREATMENT-TRAILS	LB	1,040	\$ 2.25	\$ 2,340.00		\$ -	520	\$ 1,170.00
2	BITUMINOUS MATERIAL FOR FOG SEAL (CRS-2Pd)	GAL	1,300	\$ 6.45	\$ 8,385.00	1,200	\$ 7,740.00	1,200	\$ 7,740.00
SUBTOTAL:							\$ 7,740.00		\$ 8,910.00

**FIRE DEPARTMENT PARKING LOT**

NO.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	CONTRACT AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
1	BITUMINOUS PAVEMENT CRACK TREATMENT-PARKING LOT	LB	116	\$ 2.25	\$ 261.00		\$ -	116	\$ 261.00
2	BITUMINOUS MATERIAL FOR SEAL COAT (CRS-2)	GAL	349	\$ 3.31	\$ 1,155.19		\$ -	360	\$ 1,191.60
3	BITUMINOUS SEAL COAT	SY	1,165	\$ 0.75	\$ 873.75		\$ -	1,165	\$ 873.75
SUBTOTAL:							\$ -		\$ 2,326.35
PROJECT TOTAL:							\$ 7,740.00		\$ 81,398.39

## CITY OF WASECA CHANGE ORDER FORM

CHANGE ORDER NO. 1

CITY PROJECT #: 2022-03

PROJECT NAME: 2022 CRACK SEAL/SEAL COAT PROJECT

**CONTRACTOR NAME AND ADDRESS:** PEARSON BROTHERS, INC.

11079 LAMONT AVE NE HANOVER, MN 55341

**THIS CHANGE ORDER IS A CHANGE IN THE CONTRACT:**

TIME		PRICE	
ORIGINAL CONTRACT TIME:	N/A	ORIGINAL CONTRACT AMOUNT:	\$ 84,319.09
PREVIOUS CONTRACT TIME CHANGES:	N/A	PREVIOUS CHANGE ORDER TOTAL:	\$ -
CONTRACT TIME OF THIS CHANGE ORDER:	N/A	AMOUNT OF THIS CHANGE ORDER:	\$ (2,920.70)
REVISED CONTRACT TIME:	N/A	REVISED CONTRACT AMOUNT:	\$ 81,398.39

NO.	ITEM	UNIT	QTY.	UNIT PRICE	TOTALS
1	BITUMINOUS PAVEMENT CRACK TREATMENT-ROADWAYS	LB	200	\$ 2.25	\$ 450.00
2	BITUMINOUS MATERIAL FOR SEAL COAT (CRS-2)	GAL	-481	\$ 3.31	\$ (1,592.11)
3	BITUMINOUS SEAL COAT	SY	0	\$ 0.75	\$ -
NO.	ITEM	UNIT	QTY.	UNIT PRICE	TOTALS
1	BITUMINOUS PAVEMENT CRACK TREATMENT-TRAILS	LB	-520	\$ 2.25	\$ (1,170.00)
2	BITUMINOUS MATERIAL FOR FOG SEAL (CRS-2Pd)	GAL	-100	\$ 6.45	\$ (645.00)
NO.	ITEM	UNIT	QTY.	UNIT PRICE	TOTALS
1	BITUMINOUS PAVEMENT CRACK TREATMENT-PARKING LOT	LB	0	\$ 2.25	\$ -
2	BITUMINOUS MATERIAL FOR SEAL COAT (CRS-2)	GAL	11	\$ 3.31	\$ 36.41
3	BITUMINOUS SEAL COAT	SY	0	\$ 0.75	\$ -

**CHANGE ORDER TOTAL:** \$ (2,920.70)**THE JUSTIFICATION FOR THIS CHANGE ORDER IS:**

This Change Order tabulates the cost adjustment between plan quantities and final project quantities.

Nathan Willey

CITY OF WASECA REPRESENTATIVE

Nathan Willey

SIGNATURE

9-14-22

DATE

Jack E. Pearson

CONTRACTOR REPRESENTATIVE

Jack E Pearson

SIGNATURE

9/14/22

DATE



## RESOLUTION NO. 22-40

A RESOLUTION OF THE WASECA CITY COUNCIL  
ON PROPOSED ASSESSMENTS

**WHEREAS**, the City has proposed assessments for the cost of miscellaneous city services and fees as follows:

**Assessment Roll # 22-99** – MISCELLANEOUS ASSESSMENTS - Collection of unpaid services and fees.

**AND, WHEREAS**, the City staff has notified the City Council that the proposed assessments have been completed and filed in the Finance office for public inspection.

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

1. A hearing shall be held on the 18<sup>th</sup> day of October 2022, in the City Hall at 7:00 p.m. to pass upon such proposed assessments and at such time and place all persons owning property affected by such services shall be given an opportunity to be heard with reference to such assessments.
2. The Finance Director is hereby directed to cause notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing and also cause mailed notice to be given to the owner of each parcel described in the assessment roll.
3. The owner of any property so assessed may, at any time prior to the certification of the assessment to the County Auditor, pay the whole amount of the assessment on such property with interest accrued to the date of payment at the rate of four percent (4.0%) to the Finance Director, except that no interest shall be charged if the entire assessment is paid within fourteen (14) days from the adoption of the assessment. A \$25 administrative charge will be added to the amount certified to the County Auditor. The property owner may at any time, thereafter, pay the County Auditor the entire amount of the assessment remaining unpaid with interest accrued.

Adopted this 20<sup>th</sup> day of September 2022.

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R. D. SRP  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK

**ROLL NO. 22-99****Miscellaneous Assessments for City Services/Fees**

<u>DATE</u>	<u>PROPERTY OWNER-SERVICE/FEE</u>	<u>PROPERTY ADDRESS</u>	<u>PARCEL ID #</u>	<u>TOTAL</u>
7/13/2022 Invoice	USDA-Rural Development Mow/trim	421 13th Ave NW	17.479.0160	\$ 195.00
8/25/2021 Invoice	Rory Grundhoffer Fire Call	505 3rd Ave Se	17.276.0520	\$ 525.00
6/14/2020 Invoice	Jeffrey Kunz Mow/Trim	519 3rd Ave NW	17.276.0070	\$ 197.50
9/28/2021 Invoice	John Dockstader Mow/Trim	600 5th St SE	17.101.0210	\$ 872.50
10/15/2021 Invoice	Shawn Farrenkopf Mow/Trim, Remove Debries	204 12th Ave NW	17.479.0670	\$ 3,279.98
10/15/2021 Invoice	Jeffrey Frye Fire Call	705 4th St NE	17.376.0660	\$ 525.00
6/19/2018 Invoice	Maria Salinas Fire Call	812 3rd St NW	17.604.0400	\$ 475.00
<b>TOTAL ROLL #22-99</b>				<b><u><u>\$6,069.98</u></u></b>



## *Request for City Council Action*

<b>Title:</b>	Resolution 22-41 Setting Date and Continuation Date for Truth-in-Taxation		
<b>Meeting Date:</b>	September 20, 2022	<b>Agenda Item Number:</b>	<b>6E</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution 22-41
<b>Originating Department:</b>	Finance	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>			
<b>How does this item pertain to Vision 2030 goals?</b>	Good Government		

**BACKGROUND:** At part of the City's budgeting process, state law requires a public meeting be held on the proposed taxes and budget for the coming year. The City traditionally holds this meeting at the first Regular Meeting in December. The attached resolution would set the hearing date as December 6 with a provision for a continuation of the meeting on December 20.

**BUDGET IMPACT:** The City cannot legally adopt a budget without following this state-mandated process.

**ALTERNATIVES CONSIDERED:** None

**RECOMMENDATION:** Staff recommends Council approve Resolution 22-41.

**RESOLUTION NO. 22-41**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
SETTING DATE AND CONTINUATION DATE FOR  
TRUTH-IN-TAXATION PUBLIC MEETING**

**WHEREAS**, the City is required by State law to select a public meeting date for public discussion of the City's levy and budget and to select a continuation meeting date.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca, Minnesota that the City's Truth-In-Taxation Meeting for the 2023 Budget be set for:

**Tuesday, December 6, 2022 – 7:00 p.m.**

**Tuesday, December 20, 2022 – 7:00 p.m. (Continuation date if needed)**

This resolution shall become effective upon its passage and without publication.

Adopted this 20<sup>th</sup> day of September 2022.

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R. D. SRP  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK

<b>Title:</b>	RESOLUTION NO. 22-43 ACCEPTING FEDERAL FUNDING FROM THE ASSISTANCE TO FIREFIGHTERS GRANT (AFG) PROGRAM		
<b>Meeting Date:</b>	September 20, 2022	<b>Agenda Item Number:</b>	7A
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution 22-43
<b>Originating Department:</b>	Finance	<b>Presented By:</b>	Finance
<b>Approved By City Manager:</b> <input type="checkbox"/>	<b>Proposed Action:</b> Motion to approve Resolution No. 22-43 Accepting Federal Funding from the Assistance to Firefighters grant (AFG) Program		
<b>How does this item pertain to Vision 2030 goals?</b>	Maintain High Quality Community Assets		

**BACKGROUND:** The City of Waseca Fire Department applied and was awarded federal funding under the Assistance to Firefighters Grant Program. The funding requested is to replace an existing 1977 tanker that is currently being used. The total amount of the funds that were awarded is \$278,852.38.

The objective of the AFG program is to provide funding directly to fire departments for the purpose of protecting the health and safety of the public and first responder personnel against fire and fire-related hazards.

The new tanker/tender will be outfitted with a single axle chassis and a 2,500-gallon tank. It will have enclosed drop tank storage with the ability to empty water in rear, passenger side or driver's side. This truck will have an automatic transmission so all our firefighters will be able to drive this unit. This vehicle will also be outfitted with an Automated External Defibrillator (AED).

This new tanker will provide the Waseca Fire Department the ability to continue to serve and respond to a response area of more than 430 square miles.

**BUDGET IMPACT:** The budget impact with accepting this funding will be a local match contribution of 5% of the total project. This is projected to be \$13,943. This funding will be budgeted in the City of Waseca's Capital Equipment Fund.

**ALTERNATIVES CONSIDERED:** If the grant award is not accepted then the Waseca City Council will need to fund the entire \$292,795 to replace the current 1977 tanker.

**RECOMMENDATION:** Staff is recommending that the City Council make a motion to approve Resolution Number 22-43 – Accepting Federal Funding From the Assistance to Firefighters Grant (AFG) Program.

**RESOLUTION NO. 22-43**

**A RESOLUTION OF THE WASECA CITY COUNCIL ACCEPTING FEDERAL FUNDING  
FROM THE ASSISTANCE TO FIREFIGHTERS GRANT (AFG) PROGRAM**

**WHEREAS**, the purpose of the Assistance to Firefighters Grant program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

**WHEREAS**, these grant funds would provide needed funding for the City to assist with the purchasing a new Tanker/Tender for the Waseca Fire Department, replacing the 1977 tanker.

**WHEREAS**, the City of Waseca Fire Department has been awarded federal funding in the amount of \$278,852.38.

**WHEREAS**, the City Council agrees to budget for 5% matching funds for the new Tanker/Tender in the amount of \$13,943.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WASECA** to authorize the City Manger or his designee to accept the federal grant funding from the Assistance to Firefighter Grant program.

Adopted this 20<sup>th</sup> day of September 2022.

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R.D. SRP  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK



<b>Title:</b>	Resolution No. 22-32 Approving a Variance to allow for a driveway approach that exceeds the twenty-four foot maximum width permitted from street to property line.		
<b>Meeting Date:</b>	September 20, 2022	<b>Agenda Item Number:</b>	<b>7B</b>
<b>Action:</b>	<input checked="" 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>	PC Memo Resolution No. 22-32
<b>Originating Department:</b>	Community Development	<b>Presented By:</b>	Bill Green
<b>Approved by City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to adopt Resolution No. 22-32, A Resolution of the Waseca City Council Approving a Variance to allow for a driveway approach that exceeds the twenty-four foot maximum width permitted from street to property line for the property located at 1705 Clear Lake Drive.		
<b>How does this item pertain to Vision 2030 goals?</b>	Supporting this variance promotes Good Governance.		

**BACKGROUND:** Kevin & Ruth Dirks, owners of the property, are requesting a variance to allow for a driveway approach width that exceeds the twenty-four foot maximum width permitted from street to property line.

The Variance is from Section 154.155 Driveways and Private Internal Access Roads (A) Number, Separation and Width (4) which requires a maximum width for any portion of a driveway at the property line to be 24 feet for a residential driveway. The existing width of the U-shape driveway at the property line is approximately 35 feet, with 19 and 24 foot driveway entrances divided by the center area. When completed, the width will not change, it will become one wide driveway vs. the current U-shape driveway.

The Planning Commission held a public hearing on the Variance request on September 13, 2022. The Planning Commission voted 3-0 recommending approval to the City Council.

**BUDGET IMPACT:** None

**POLICY QUESTION:** The City Council has the authority to approve variances.

**ALTERNATIVES CONSIDERED:** None

**RECOMMENDATION:** Motion to adopt Resolution No. 22-32 A Resolution of the Waseca City Council Approving a Variance to allow for a driveway approach that exceeds the twenty-four foot maximum width permitted from street to property line for the property located at 1705 Clear Lake Drive.

# **PLANNING DEPARTMENT**

## **M E M O R A N D U M**

**TO:** Tom Sexton, Chair  
Waseca Planning Commission

**FROM:** Bill Green  
Planning & Zoning Coordinator

**MEETING DATE:** September 13, 2022

**SUBJECT:** Public Hearing - Action No. 22-03 VAR – Variance: Dirks, 1705 Clear Lake Dr

**ATTACHMENTS:** Application  
Site Location Map  
Site Photos

### **APPLICANT**

Applicants are Kevin & Ruth Dirks, owners of the property. A complete application was received August 11, 2022. Final action, which is required within 60 days of the complete application date, must be taken by October 10, 2022.

### **REQUEST**

The applicant is requesting a variance to allow for a driveway approach that exceeds the twenty-four foot maximum width permitted from street to property line.

### **LOCATION**

The property is located at 1705 Clear Lake Drive in Waseca, MN and is described as:

**Lot 2, Block 1, and Outlot B, Bartz & Miller Addition in Government Lot 1, NE1/4, Sec 8, Twp 107 North, Range 22 West and W1/2 SE1/4, Section 5, Twp 107 North, Range 22 West, City of Waseca, Waseca County, MN, according to the Plat thereof on file and or record in the Office of the County Recorder in and for said County and State.**

### **CURRENT LAND USE**

The site consists of one parcel. The property is currently developed as a single family dwelling.

### **PROPOSED LAND USE**

The proposed use of the property will not change. The existing use as a single family dwelling is a permitted use in the R-2 Zoning District.

### **ZONING**

The parcel is currently zoned R-2, Urban Residential District. No change in zoning is required. The adjacent properties in all directions are zoned R-2, Urban Residential. The property is located within the Shoreland Overlay District.



## **ENVIRONMENTAL**

There are no known environmental issues. The Minnesota Department of Natural Resources was contacted regarding the variance. The DNR commented and is not opposed to the variance.

## **CODE OF ORDINANCES**

### **154.155 DRIVEWAYS AND PRIVATE INTERNAL ACCESS ROADS.**

(A) Number, separation and width.

(4) The maximum width for any portion of a driveway at the property line shall be 24 feet for a residential driveway; a commercial, industrial or institutional driveway may be 28 feet if two lanes and 36 feet if three lanes. The City Engineer may allow adjustments to the driveway intersection corner radius if needed to accommodate large trucks.

## **PUBLIC UTILITIES**

The site is currently served by public utilities. No new public utilities are proposed or required for this action.

## **REVIEW**

On August 11, 2022, the City of Waseca received a completed variance application for the property located at 1705 Clear Lake Drive. Kevin & Ruth Dirks, owners of the property, are requesting a variance to allow for a driveway approach width that exceeds the twenty-four foot maximum width permitted from street to property line.

The property currently has a legal non-conforming U-shape driveway with rock area in between the two access points. Current code requires a minimum distance of 50 feet between the inside edges on a U-shape driveway. The existing rock area is approximately 116 square feet. The request is to remove the rock and fill in the area with concrete.

The property is located in the shoreland overlay district of Clear Lake. The proposed area is located in the Right-of-Way, and is currently packed rock which considered impervious surface. Replacing the packed rock with concrete will not increase the impervious surface. The existing impervious surface on the parcel is approximately 131 square feet under the maximum allowed.

The Variance is from Section 154.155 Driveways and Private Internal Access Roads (A) Number, Separation and Width (4) which requires a maximum width for any portion of a driveway at the property line to be 24 feet for a residential driveway. The existing width of the U-shape driveway at the property line is approximately 35 feet, with 19 and 24 foot driveway entrances divided by the center area. When completed, the width will not change, it will become one wide driveway vs. the current U-shape driveway.

Approving of the variance is reasonable due to the existing conditions of the lot which include the irregular size and shape, the current legal nonconforming status, location of the proposed area and traffic safety. The City Engineer supports the variance.

## **PUBLIC COMMENT**

No public comment(s) were received as of September 6, 2022.

## **FINDINGS**

In granting a Variance, the following findings shall be made:

- The Variance is in harmony with the purposes and intent of the ordinance.
- The use and variance are consistent with the comprehensive plan.
- The proposal puts the property to use in a reasonable manner.
- There are unique circumstances to the property not created by the landowner.
- The Variances, if granted, will not alter the essential character of the locality.

## **RECOMMENDATION**

Staff recommends approval of the Variance to allow for a driveway approach that will exceed the maximum width of twenty-four feet from street to property line for the property located at 1705 Clear Lake Drive subject to the following conditions:

1. The property owner shall obtain a Right-of-Way / Obstruction Permit from the City of Waseca prior to any development.
2. All development on the property shall comply with the Waseca Code of Ordinances and State and Local Building codes.
3. All costs associated shall be paid by the property owner.

## **REQUESTED ACTION**

Hold a public hearing on the Variance request and take action on a recommendation to be forwarded to the City Council for consideration at their September 20, 2022 meeting.



**APPLICATION FOR VARIANCE**  
From Provisions of the Zoning Ordinance

**FEES**

Application fee payable to City of Waseca (non-refundable)	
Homestead fee:	\$ 300.00
Other Residential:	\$ 520.00
Public/Semi-Public	\$ 400.00
Commercial/Industrial	\$ 520.00
Mixed Use Overlay District -	
Certificate of Design Compliance	\$ 100.00
Recording Fee payable to Waseca County Recorder	\$ 46.00

Kevin + Ruth Dirks  
Name of Applicant

[REDACTED]  
E-mail Address

1705 Clear Lake Dr  
Address of Owner:

[REDACTED]  
Phone Number

1705 Clear Lake Dr  
Street Address of Property Involved

Lot 2, Block 1; Bartz + Miller Addition  
Legal Description of Property Involved

Driveway  
Present Use

Driveway  
Proposed Use

R-2  
Present Zoning

154.155 - Driveways + Access Roads  
Section of the Zoning Ordinance from which Variance is being requested

154.155(A)(4) Maximum width of 24 feet at property line.

What is the Code requirement from which the Variance is requested?

City ordinance states the maximum width of a driveway from the curb to property line is 24 feet.

State exactly what is intended to be done on or with the property which does not conform to existing regulations

Fill in end of driveway with concrete. Driveway is currently a half circle with a rock area in middle.

Filling in this area would create a driveway width of approximately 38 feet.

Please answer each question in detail to establish why a variance is necessary:

Explain in detail what undue hardship would result, or what exceptional difficulty would result, if a variance is not granted.

This area causes great difficulty in winter months with snow removal. It is also hazardous with potential rocks that are blown out with snow removal. It is also a tripping hazard and hard on our vehicles due to height differences!

What are your alternatives to a variance? Please list and explain up to two alternatives comparing each to your request

Alternative 1: Leave as is.

Alternative 2: Fill area with more rock to even it out. But that would only be a temporary Alternative since it would be packed down again after a year or so.

What special conditions (shape of lot, exceptional topographic or other extraordinary conditions) apply to the structure or land in question that are peculiar to the property involved and do not apply generally to other land or structures in the district in which said land is located?

The half circle driveway isn't common. The size of the driveway is too small for this sort of shape to work beneficially.

What effect would the variance have on traffic; public parking; emergency fire, police, or ambulance access; surrounding property values; public health, safety, and welfare in general; or the interest of the Zoning Ordinance and Comprehensive Plan? It would look better to be filled with concrete vs a rock patch it is now.

Traffic would be interrupted for the day of concrete work.

This would eliminate the tripping hazard on the property.

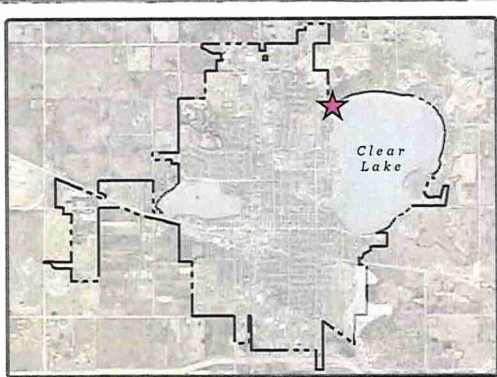
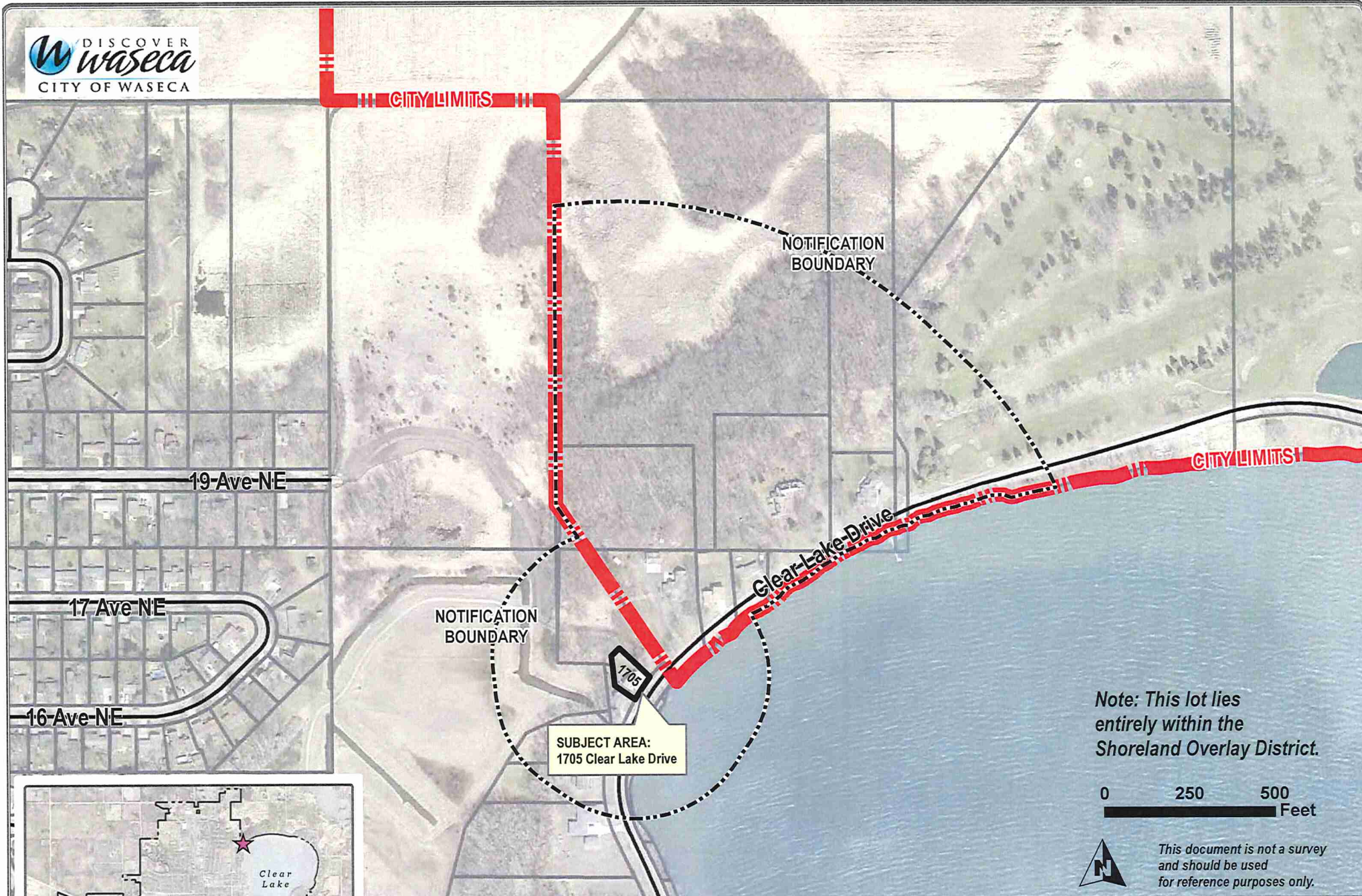
Applications must be accompanied with a map or sketch illustrating the dimensions of the property and the location of existing and propose structures.

Acknowledgement and Signature: The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the City of Waseca to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the ordinance of the City of Waseca and the laws of the State of Minnesota. The undersigned hereby consents that City of Waseca officials, employees, appointed commissioners and consultants hired by the City may enter the property to inspect the layout of structures, proposed placement of planned structures and additions, and the property's site features and dimensions.

Ruth Durks  
Signed

8/9/2022  
Date





**VARIANCE**  
**Kevin & Ruth Dirks - 1705 Clear Lake Drive - Waseca, MN 56093**  
**PIN: R17.147.0020**



**1705 Clear Lake Drive**



**View From Southeast**



**View From Southwest**

**RESOLUTION NO. 22-32**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
GRANTING A VARIANCE TO ALLOW FOR A DRIVEWAY APPROACH  
THAT EXCEEDS THE TWENTY-FOUR FOOT MAXIMUM WIDTH  
PERMITTED FROM STREET TO PROPERTY LINE FOR THE  
PROPERTY LOCATED AT 1705 CLEAR LAKE DRIVE**

**WHEREAS**, application has been made to the City Council of the City of Waseca by Kevin and Ruth Dirks, owners of the property, for approval of a variance from the provisions of Chapter 154 of the Waseca City Code to allow for a driveway approach that exceeds the twenty-four foot maximum width permitted from street to property line. The property is located at 1705 Clear Lake Drive and is described as:

**Lot 2, Block 1, and Outlot B, Bartz & Miller Addition in Government Lot 1, NE1/4, Sec 8, Twp 107 North, Range 22 West and W1/2 SE1/4, Section 5, Twp 107 North, Range 22 West, City of Waseca, Waseca County, MN, according to the Plat thereof on file and or record in the Office of the County Recorder in and for said County and State.**

And,

**WHEREAS**, the Waseca Planning Commission held a public hearing on the request at its September 13, 2022 meeting, and all interested parties were provided an opportunity to comment; and

**WHEREAS**, the City Council of the City of Waseca has considered the advice and recommendation of the Planning Commission, the consistency of the proposed project with the Waseca Zoning Ordinance, and the effect of the proposed use on the health, safety, and welfare of the occupants of the surrounding land, existing and anticipated traffic conditions, and the effect of the proposed use on the City's Comprehensive Plan, and the effect on property values in the surrounding area; and

**WHEREAS**, the City Council of the City of Waseca makes the following findings of fact related to the proposed development and requested variance:

1. The Variance is in harmony with the purposes and intent of the ordinance.
2. The use and Variance are consistent with the Comprehensive Plan.
3. The proposal puts the property to use in a reasonable manner.
4. There are unique circumstances to the property not created by the landowner.
5. The Variance, if granted, will not alter the essential character of the locality.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca that the variance from the provisions of Chapter 154, Section 154.155 Driveways and Private Internal Access Roads. (A) Number, separation and width. (4) The maximum width for any portion of a driveway at the property line shall be 24 feet for a residential driveway; is subject to the following conditions:

1. The property owner shall obtain a Right-of-Way / Obstruction Permit from the City of Waseca prior to any development.
2. All development on the property shall comply with the Waseca Code of Ordinances and State and Local Building codes.
3. All costs associated shall be paid by the property owner.

Adopted this \_\_\_\_ day of September 2022.

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R.D. SRP  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK



<b>Title:</b>	Public Nuisance – 204 12 <sup>th</sup> Ave NW - Public Hearing		
<b>Meeting Date:</b>	September 20, 2022	<b>Agenda Item Number:</b>	<b>7C</b>
<b>Action:</b>	<input checked="" 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>	Photos Resolution 22-39
<b>Originating Department:</b>	Community Development	<b>Presented By:</b>	Bill Green
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to set enforcement and abatement of the property located at 204 12 <sup>th</sup> Ave NW in the City of Waseca.		
<b>How does this item pertain to Vision 2030 goals?</b>	Promotes good Governance.		

**BACKGROUND:**

The City has received complaints regarding nuisance conditions on the property located at 204 12th Ave NW in Waseca. Per procedure, staff has investigated the property and sent correspondence to the property owner. Multiple inspections have been conducted, along with requested nuisance citations from the Waseca Police Department on August 10, 2022. There has been no improvement to bring the property into compliance. The current condition constitutes a public nuisance per City ordinances.

**BUDGET IMPACT:** Incurred costs for abatement will be charged to the property owner.

**POLICY QUESTION:** The City Council has the authority to order summary enforcement and the abatement of the nuisance.

**ALTERNATIVES CONSIDERED:** None.

**RECOMMENDATION:** Host a public hearing on September 20, 2022, to request the City Council to approve action to enact civil remedies against the property owner and the property for the nuisance.

Shawn Farrenkopf  
204 12<sup>th</sup> Ave NW



**RESOLUTION NO. 22-39**

**A RESOLUTION OF THE CITY OF WASECA  
IN REGARD TO THE ABATEMENT OF A  
CONTINUEING NUISANCE AT  
204 12<sup>th</sup> AVENUE, NW WASECA MN 56093**

**WHEREAS**, Shawn Farrenkopf, 204 12<sup>th</sup> Avenue NW, Waseca Minnesota is the owner of the property located at 204 12<sup>th</sup> Avenue NW, Waseca, Minnesota; and

**WHEREAS**, the property has been maintained in a manner that violates Waseca City Code, in regard to the storage of materials and yard maintenance on the property, and

**WHEREAS**, Bill Green the Planning and Zoning Coordinator has sent the required correspondence to the property owner requesting that he bring the property into compliance, including but not limited to inspections of the property on July 14, 2022, August 5<sup>th</sup>, 8<sup>th</sup>, 31, 2022; and

**WHEREAS**, the property owner has been advised that the City will bring a motion to abate the nuisance and have the costs of the abatement assessed against the property; and

**WHEREAS**, the property continues to be maintained in a manner that constitutes a nuisance; and

**WHEREAS**, this matter was set for a public hearing on September 20, 2022 at 7:00p.m. and notice of said hearing was personally served on the property owner.

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

1. That the property continues to have items stored upon it and the property maintenance is in violation of Waseca City Code Sections:
  - a. 91.37 (A)(1) Accumulating unattended or discarded furniture, materials, and debris.
  - b. 91.37(A)(2) The sorting, piling, or keeping of old machinery or other junk or debris.
  - c. 91.21 (B) Grass or weeds in such a place attain a height in excess of six inches.
2. The condition of the property of the property constitutes a continuing nuisance under the laws of the State of Minnesota and the City Code of the City of Waseca such as to be declared a Public Nuisance in need of immediate abatement.

BASED ON SAID FINDINGS THE CITY COUNCIL FOR THE CITY OF WASECA  
ORDERS:

1. The City Manager or his designee shall cause this resolution to be served personally on the owner, Shawn Farrenkopf, of the property at 204 12<sup>th</sup> Avenue, Waseca MN 56093;
2. Shawn Farrenkopf, shall within thirty (30) days remove all items from the property and bring the property into compliance, for the property located at 204 12<sup>th</sup> Avenue, Waseca MN 56093 that are in violation of State Statute or City Code.
3. A motion for summary enforcement of this order will be made to the District Court of Waseca unless corrective action is taken as prescribed above, or unless an Answer is filed as provided under state statute.
4. That the costs that the city incurs for the abatement of this nuisance shall be assessed against the property.

Adopted by the City Council this \_\_\_\_\_ day of September, 2022.

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R. D. SRP  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK



<b>Title:</b>	Ordinance No. 1103: An Ordinance of the Waseca City Council Amending Chapter 154 of the Code of Ordinances.		
<b>Meeting Date:</b>	September 20, 2022	<b>Agenda Item Number:</b>	<b>7D</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	PC Memo Ordinance No. 1103
<b>Originating Department:</b>	Community Development	<b>Presented By:</b>	Bill Green
<b>Approved by City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to adopt Ordinance No. 1103, Amending Chapter 154 of the Waseca City Code of Ordinances		
<b>How does this item pertain to Vision 2030 goals?</b>	Good Governance		

**BACKGROUND:**

The City of Waseca recognizes the demand for accessible day care within city limits. The proposed amendments have been selected and brought forth to provide clarity within the Ordinance and to consider additional location and expansion opportunities for commercial day cares. Ordinances requesting to be amended include allowing Day Care, Commercial, as a conditional use in the R-2, Urban Residential District. The proposed amendment also includes creating additional standards for consideration during the conditional use permit process such as minimum lot size and implementing requirements for screening.

The Planning Commission held a public hearing on the Text Amendment request on September 13, 2022. The Planning Commission voted 3-0 recommending approval of the proposed Ordinances to the City Council.

Due to the length of the Text Amendment changes, a summary will be published in the newspaper, with the complete text available at Waseca City Hall, 508 State St S, Waseca MN.

**BUDGET IMPACT:** None

**POLICY QUESTION:** The City Council has the authority to approve Text Amendments.

**ALTERNATIVES CONSIDERED:** None.

**RECOMMENDATION:** Motion to adopt Ordinance No. 1103; Approving Text Amendments to Chapter 154 of the Waseca City Code of Ordinances.

# PLANNING DEPARTMENT M E M O R A N D U M

**TO:** Tom Sexton, Chair  
Waseca Planning Commission

**FROM:** Bill Green  
Planning and Zoning Coordinator

**MEETING DATE:** September 13, 2022

**SUBJECT:** Public Hearing-Action No. 22-04 – Zoning Text Amendment; Day Care, Commercial

**ATTACHMENTS:** Application and Narrative

## REQUEST

City of Waseca staff requests that the Planning Commission consider the proposed Zoning Ordinance amendments. These amendments have been selected and brought forth to provide clarity within the Ordinance and to consider additional location opportunities for commercial day cares. Ordinances requesting to be amended include allowing Day Care, Commercial as a conditional use in the R-2, Urban Residential District. The proposed amendment also includes creating additional standards for consideration during the conditional use permit process.

## PROPOSED AMENDMENTS

154.014 Principle and Accessory Uses in the Residential Districts.

Table 4-1: Summary of the Principal Permitted and Conditional Land Uses in the Residential Districts

P: Permitted C: Conditional --: Not allowed

Land Uses	Zoning Districts					Specific Development Requirements
	R-1	R-2	R-3	R-4	R-M	
Residential Uses						
Apartment buildings, up to 6 dwelling units	--	C	P	P	--	§§ <a href="#">154.109</a> - <a href="#">154.143</a>
Apartment buildings, up to 16 dwelling units	--	--	P	P		§§ <a href="#">154.109</a> - <a href="#">154.143</a>
Apartment buildings, more than 16 dwelling units	--	--	C	P		§§ <a href="#">154.109</a> - <a href="#">154.143</a>
Detached accessory dwelling units	--	C	C	--	--	§§ <a href="#">154.109</a> - <a href="#">154.143</a>

Manufactured (mobile) home parks	--	C	C	C	P	§§ <a href="#">154.109</a> - <a href="#">154.143</a>
Over-night care facility or group home, state- licensed or non-licensed, serving 6 or fewer persons	P	P	C	C	--	§§ <a href="#">154.109</a> - <a href="#">154.143</a>
Over-night care facility or group home, state- licensed or non-licensed, serving 7 through 16 persons	--	C	C	C	--	§§ <a href="#">154.109</a> - <a href="#">154.143</a>
Seniors' housing	--	C	C	P	--	§§ <a href="#">154.109</a> - <a href="#">154.143</a>
Single-family detached dwellings	P	P	--	--	--	§§ <a href="#">154.109</a> - <a href="#">154.143</a>
Two-family dwellings	--	P	P	--	--	
Townhouses	--	C	P	P	--	§§ <a href="#">154.109</a> - <a href="#">154.143</a>
<i>Commercial Uses</i>						
Bed-and-breakfast homes	C	C	C	C	--	§§ <a href="#">154.109</a> - <a href="#">154.143</a>
Boarding houses	--	C	C	C	--	§§ <a href="#">154.109</a> - <a href="#">154.143</a>
Cemeteries	C	C	C	--	--	
<b>Day care, commercial</b>	--	<u>C</u>	--	--	--	<b>§§ <a href="#">154.109</a> - <a href="#">154.143</a></b>
Golf courses	C	C	--	--	--	
Nursing homes	--	--	C	C	--	
Residential specialty shops	--	C	--	--	--	§§ <a href="#">154.109</a> - <a href="#">154.143</a>
<i>Public and Semi-Public Uses</i>						
Essential services	P	P	P	P	P	
Places of public worship	C	C	C	C	--	
Public parks; park buildings	P	P	P	P	P	
Schools, K-12	C	C	C	C	--	§§ <a href="#">154.109</a> - <a href="#">154.143</a>

#### **§ 154.119 DAY CARE FACILITIES, ~~CHILD~~, COMMERCIAL.**

(A) Children or adults are delivered and removed daily.

(B) The regulations and conditions are met for the Minnesota Department of Public Welfare, Public Welfare Manual 11-31-30 as adopted or amended.

(C) The minimum lot size for a commercial daycare facility shall be 30,000 square feet.

(D) Where a commercial daycare facility immediately abuts any residential use or zoning district, a visual screen, at least six (6) feet in height, shall be constructed along or near the shared property line. Screening materials may include a combination of fences, plants, raised planters, masonry walls or other screening devices that meet the intent of this requirement.



(E) Where such facilities are allowed as a conditional use, the following items should be carefully considered as a part of the conditional use permit process:

- (1) Proximity to other businesses and subsequent impact.
- (2) Parking and circulation.
- (3) Safe outdoor play.
- (4) Hours of operation.
- (5) Adequate lot size.

## **REASONING**

The City of Waseca recognizes the demand for accessible day care within city limits. The R-2, Urban Residential District does not currently allow commercial day care facilities as a permitted or conditional principal use. The R-2, Urban Residential District does permit certain day care uses as an allowable accessory use in certain situations by conditional use permit. Day cares in a religious or school setting and childcare, in-home, drop-in programs are existing permitted accessory uses by conditional use permit. Day care, in-home, State-licensed, serving 14 or fewer children or 12 or fewer adults is a permitted accessory use within the R-2 District currently.

Commercial day care facilities can be appropriate in certain residential areas. This is recommended to be a conditional use so that a proposed day care in the R-2 zoning district can be considered on an individual basis. Considerations on appropriateness of a property would be based on other businesses in the vicinity, parking, ability to provide for safe outdoor play and any other property-specific items. The amendment to allow commercial day care as a conditional use in the R-2 zoning district is proposed to allow for additional potential locations and for appropriate expansions of existing day care services.

The amendments before you also include some additional standards for commercial daycare facilities. The first recommended standard is that the minimum lot size for these facilities be 30,000 square feet. Lot size is a notable factor to consider when determining overall impact that a proposed commercial daycare facility would result have on the surrounding residential area. 30,000 square feet is lot size for similar commercial day care facilities, where it is demonstrated that they have adequate land to operate. An additional standard proposed for commercial daycare facilities is to require screening for any adjacent properties that are residential in use or zoning district. The screening shall be at least six feet in height and comprised of materially to visually separate the two uses. Screening would mitigate any potential negative impacts that the commercial daycare facility might have on its neighbors.

Ordinance 154.119 has also been proposed to be amended to remove the word “child” from the title in order to create consistency with the language within that section allowing for children or adults.

## **PUBLIC COMMENT**

No public comments were received as of September 6, 2022.

## **REQUESTED ACTION**

Hold a public hearing on the proposed Zoning Ordinance amendment and act on a recommendation to be forwarded to the City Council for consideration at their September 20, 2022 meeting.





APPLICATION FOR REZONING  
or ORDINANCE TEXT AMENDMENT

FEES

- ☒ Application fee: \$700.00  
☐ Recording Fee (Rezoning only)  
\$46.00 Payable: Waseca County Recorder

City of Waseca

Name of Applicant (first) (middle) (last)

508 State Street S

Waseca, MN 56093

Address of Applicant

5078359738

Phone Number

BillG@ci.waseca.mn.us

e-mail address

Type of Request: ☐ Rezoning (zoning district boundary amendment) ☒ Ordinance Text Amendment

REZONING (Zoning District Boundary Amendment)

Legal Description of Property

Surveyor Name and Address

Surveyor Phone Number

Surveyor e-mail

Engineer Name and Address

Engineer Phone Number

Engineer e-mail

Required Submittals:

- |  |   |
|--|---|
| <input type="checkbox"/> Legal Description of property to be rezoned   | <input type="checkbox"/> Plat or Survey showing the area to be rezoned                |
| <input type="checkbox"/> Application Fee   | <input type="checkbox"/> Recording Fee  |
| <input type="checkbox"/> Proof of Ownership  | <input type="checkbox"/> Narrative describing the request and reasons for the request |
| <input type="checkbox"/> Site Development Plan to include all site dimensions, existing and proposed improvements, parking lot details, structure and parking setbacks from property lines, existing and proposed utilities, existing and proposed streets, grading and drainage plans, landscape plan, lighting plan, drawings showing exterior building materials and overall building height. |   |

ORDINANCE TEXT AMENDMENT

154.014, Table 4-1 Summary of the Principal Permitted and Conditional Land Uses in the Residential Districts. 154.119 Day Care Facilities, Child, Commercial. (see attached for proposed language)

Ordinance Section/s Proposed for Amendment

Required Submittals:

- |  |  |
|--|--|
| <input type="checkbox"/> Proposed Ordinance Language   | <input type="checkbox"/> Application Fee |
| <input checked="" type="checkbox"/> Narrative describing the request and reasons for the requested ordinance amendment |  |

Acknowledgement and Signature: The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the City of Waseca to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the ordinance of the City of Waseca and the laws of the State of Minnesota. The undersigned hereby consents that City of Waseca officials, employees, appointed commissioners and consultants hired by the City may enter the property to inspect the layout of structures, proposed placement of planned structures and additions, and the property's site features and dimensions. The undersigned agrees to pay all costs associated with the vacation request.

Shea Mott City of Waseca  
Signature and Address

8-3-2022  
Date

\_\_\_\_\_  
Signature and Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Address

\_\_\_\_\_  
Date

### **Narrative Request**

Request to include 'day care, commercial' as a conditional use within the R-2 Zoning District and to create additional standards for consideration during the conditional use permit process.

## ORDINANCE NO. 1103

### AN ORDINANCE AMENDING CHAPTER 154: ZONING

**WHEREAS**, Chapter 154 of the Waseca Code of Ordinances provides zoning provisions;

**NOW, THEREFORE**, the City of Waseca does hereby ordain that the amendments to Chapter 154 of the Waseca Code of Ordinances as shown here-in are hereby approved and modified. The modification only amends the specified codes, the remainder of the Ordinance shall remain as previously adopted.

**SECTION 1.** Chapter 154: ZONING of the Waseca Code of Ordinances is hereby amended as follows, underlined **text** is being added and **strikeout** text is being deleted:

#### **154.014 Principle and Accessory Uses in the Residential Districts.**

Table 4-1: Summary of the Principal Permitted and Conditional Land Uses in the Residential Districts

P: Permitted    C: Conditional    - -: Not allowed

Land Uses	Zoning Districts					Specific Development Requirements
	R-1	R-2	R-3	R-4	R-M	
Residential Uses						
Apartment buildings, up to 6 dwelling units	--	C	P	P	--	§§ <u>154.109</u> - <u>154.143</u>
Apartment buildings, up to 16 dwelling units	--	--	P	P		§§ <u>154.109</u> - <u>154.143</u>
Apartment buildings, more than 16 dwelling units	--	--	C	P		§§ <u>154.109</u> - <u>154.143</u>
Detached accessory dwelling units	--	C	C	--	--	§§ <u>154.109</u> - <u>154.143</u>
Manufactured (mobile) home parks	--	C	C	C	P	§§ <u>154.109</u> - <u>154.143</u>
Over-night care facility or group home, state- licensed or non-licensed, serving 6 or fewer persons	P	P	C	C	--	§§ <u>154.109</u> - <u>154.143</u>
Over-night care facility or group home, state- licensed or non-licensed, serving 7 through 16 persons	--	C	C	C	--	§§ <u>154.109</u> - <u>154.143</u>
Seniors' housing	--	C	C	P	--	§§ <u>154.109</u> - <u>154.143</u>
Single-family detached dwellings	P	P	--	--	--	§§ <u>154.109</u> - <u>154.143</u>

Two-family dwellings	--	P	P	--	--	
Townhouses	--	C	P	P	--	§§ 154.109 - 154.143
<i>Commercial Uses</i>						
Bed-and-breakfast homes	C	C	C	C	--	§§ 154.109 - 154.143
Boarding houses	--	C	C	C	--	§§ 154.109 - 154.143
Cemeteries	C	C	C	--	--	
<u>Day care, commercial</u>	--	<u>C</u>	--	--	--	§§ 154.109 - 154.143
Golf courses	C	C	--	--	--	
Nursing homes	--	--	C	C	--	
Residential specialty shops	--	C	--	--	--	§§ 154.109 - 154.143
<i>Public and Semi-Public Uses</i>						
Essential services	P	P	P	P	P	
Places of public worship	C	C	C	C	--	
Public parks; park buildings	P	P	P	P	P	
Schools, K-12	C	C	C	C	--	§§ 154.109 - 154.143

**§ 154.119 DAY CARE FACILITIES, ~~CHILD~~, COMMERCIAL.**

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~~(C)~~(E) Where such facilities are allowed as a conditional use, the following items should be carefully considered as a part of the conditional use permit process:

- (1) Proximity to other businesses and subsequent impact.
- (2) Parking and circulation.
- (3) Safe outdoor play.
- (4) Hours of operation.
- (5) Adequate lot size.

**SECTION 2.** This Ordinance shall take and be in force 10 days after its passage.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

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R. D. SRP  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK

Introduced: 09.13.2022  
Adopted: 09.20.2022  
Published: 09.28.2022  
Effective: 09.30.2022





## *Request for City Council Action*

<b>Title:</b>	Ordinance 1102: Public Hearing on THC Products Moratorium		
<b>Meeting Date:</b>	September 20, 2022	<b>Agenda Item Number:</b>	<b>7E</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Ordinance 1102 August 16 RCCA
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>			
<b>How does this item pertain to Vision 2030 goals?</b>			

**BACKGROUND:** The Council has set a public hearing to take input on the proposed moratorium on THC products within the City of Waseca. A copy of the August 16 RCCA is attached to provide additional background information.

**BUDGET IMPACT:** Enforcement of a moratorium does have the potential to require the expenditure of funds. For example, the City may need to pay laboratory fees to test products prior to forwarding any issues to the Council Attorney for their review.

**ALTERNATIVES CONSIDERED:** Council direction on setting the hearing was specific and no action other than setting a public hearing was considered.

**RECOMMENDATION:** Council should determine what course of action to employ going forward. City Attorney Chris Kennedy will be in attendance at the meeting to assist the Council in reviewing their options.

## **CITY OF WASECA**

### **ORDINANCE NO. 1102**

#### **AN INTERIM ORDINANCE PROHIBITING THE SALE, TESTING, MANUFACTURING AND DISTRIBUTION OF THC PRODUCTS**

**The City Council of the City of Waseca, Minnesota, ordains:**

#### **Section 1. BACKGROUND**

1. By enacting Session Law Chapter 98, Article 13, the Minnesota Legislature amended Minnesota Statute Section 151.72 and permitted the sale of edible and nonedible cannabinoid products that contain no more than 0.3% of Tetrahydrocannabinol, commonly known as THC ("THC Products").
2. The new law does enact some requirements for labeling, testing and possession, but the law provides no parameters on how cities are to regulate production, compliance checks, sales, or possession of THC Products.
3. The new law does not prohibit local regulation.
4. Pursuant to Minnesota Statute Section 462.355 sub 4, the City is authorized to enact by ordinance a moratorium to consider the regulation, restriction or prohibition of use within the City in order to protect the public health, safety and welfare. Specifically the City is authorized to enact a moratorium ordinance to allow it to undertake a study to determine whether to adopt any regulations or restrictions, including the location and manner of uses, related to the use, sales, testing, manufacturing and distribution of THC products.
5. Pursuant to its general police powers, including but not limited to Minnesota Statute Section 421.221, sub 32, the City may enforce regulations or restrictions on THC Products within the City to protect the public safety, health and welfare, including restrictions and a moratorium on the use, sales, testing, manufacturing, and distribution, during the pendency of a study to determine the needs for police power regulations, including but not limited to the need to license or permit.

#### **Section 2. FINDINGS**

1. The City Council finds that there is a need to study THC Products, uses and businesses related thereto, in order to assess the necessity for and the efficacy of regulation and restrictions relating the possession, sales, testing, manufacturing, and distribution of THC products, including through licensing or zoning ordinances, in order to protect the public health, safety and welfare of its residents.
2. The study will allow the City Council to determine the appropriate changes, if any, that the City Council should make to City ordinances.



3. The City Council, therefore, finds that there is a need to adopt a City-wide moratorium of the sale, testing manufacturing and distribution of TCH Products within the City while staff studies the issue.

### **Section 3. MORATORIUM**

1. No individual, establishment, organization, corporation, or business may sell, test, manufacture, or distribute THC for twelve (12) months from the effective date of this ordinance.
2. The City shall not issue any license or permit related to THC Products for twelve (12) months from the effective date of this ordinance. No license or permit application, of any kind, by any individual, establishment, organization, corporation or business involved in the proposed sale, testing, manufacturing, or distribution of THC Products within the City of Waseca, shall be accepted or considered for twelve (12) months from the effective date of this ordinance.
3. Planning or zoning applications related to TCH Products or applications from individuals, establishments, organizations, corporations or businesses involved in the proposed sale, testing, manufacturing, or distribution of THC Products within the City of Waseca shall not be accepted, or considered for twelve (12) months from the effective date of this ordinance.

### **Section 4. STUDY**

The City Council directs City staff to study the need for local regulation regarding the possession, sale, testing, manufacturing, or distribution of THC Products within the City of Waseca. Staff must also study the need for creating or amending zoning ordinances, licensing ordinances, or other ordinances to protect the citizens of the City of Waseca from any potential negative impacts of THC Products. Upon completion of the study, the City Council, together with such commission as the City Council deems appropriate, or as may be required by law, will consider the advisability of adopting new ordinances or amending its current ordinances.

### **Section 5. ENFORCEMENT**

The City may enforce this Ordinance by mandamus, injunctive relief, or other appropriate city remedy in any court of competent jurisdiction. The City Council hereby authorizes the City Manager, in consultation with the City Attorney and Chief of Police, to initiate any legal actions deemed necessary to secure compliance with this Ordinance.

### **Section 6. TERM**

Unless earlier rescinded by the City Council, the moratorium established under this Ordinance shall remain in effect until twelve (12) months from its effective date, at which point, it will automatically expire.

**Section 7. EFFECTIVE DATE.**

This Ordinance shall be in full force and effect from and after its passage by the City Council.

Passed by the City Council of the City of Waseca this 20<sup>th</sup> day of September, 2022.

ATTEST:

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Lee Mattson, City Manager

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Roy Srp, Mayor

<b>Title:</b>	Ordinance No. 1102 Moratorium on THC Products		
<b>Meeting Date:</b>	August 16, 2022	<b>Agenda Item Number:</b>	<b>7E</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>	Draft of Ordinance No. 1102
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	City Attorney
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>			
<b>How does this item pertain to Vision 2030 goals?</b>			

**BACKGROUND:** As directed by the City Council, staff has been working with the City Attorney to better understand the process of enacting a moratorium on the sale, testing, manufacturing and distribution of THC products in Waseca. The City Attorney has prepared the attached draft of a proposed Ordinance No. 1102 which lays out the City's authority to act, the findings by the City Council justify the need to act, the practical implementation of a moratorium, the actions that the City will take during the moratorium to study the issue to determine recommendations for Council consideration, and authorization for staff to enforce the moratorium. The moratorium would have a term of twelve (12) months which is the longest period that the City has statutory authority to enact a moratorium for. The City may terminate the moratorium at an earlier point in time if the City Council so chooses.

In considering a moratorium, the Council should be aware that this action will not impact the existing sale, manufacturing, or distribution of THC products in the City of Waseca. Under the law, the City does not have the authority to retroactively ban an existing business or industry from operating. Licensing regulations developed during the study period would apply to future business operations. Zoning regulations adopted as a result of the study period might not impact existing businesses as they would be considered a legal non-conforming use similar to what might be referred to as a 'grandfather clause'.

**BUDGET IMPACT:** Enforcement of a moratorium does have the potential to require some expenditure of funds.

**ALTERNATIVES CONSIDERED:** The Council direction in this instance was specific and no action other than a moratorium was considered.

**RECOMMENDATION:** If the Council wishes to proceed, staff recommends that the Council move to introduce the ordinance and set a public hearing for the Regular City Council Meeting of September 20, 2022.

<b>Title:</b>	RESOLUTION 22-38: COST PARTICIPATION FOR THE WOODVILLE TOWNSHIP OVERLAY OF 14 <sup>TH</sup> AVE SE/139 <sup>TH</sup> STREET/345 <sup>TH</sup> AVENUE		
<b>Meeting Date:</b>	September 20, 2022	<b>Agenda Item Number:</b>	<b>7F</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution 22-38 Woodville Resolution Location Map Overlay Quote
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	City Engineer
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Approve Resolution 22-38 authorizing cost participation for the Woodville Township overlay of 14 <sup>th</sup> Ave SE/139 <sup>th</sup> Street/345 <sup>th</sup> Avenue.		
<b>How does this item pertain to Vision 2030 goals?</b>	Creating high quality community assets		

**BACKGROUND:** On July 19, 2022, City Council agreed by a vote of 4-1 to participate in the cost of a planned Woodville Township overlay of 14<sup>th</sup> Ave SE/139<sup>th</sup> Street/345<sup>th</sup> Avenue from 8<sup>th</sup> St SE to 145<sup>th</sup> St (CSAH 5) with the stipulation that the cost would be deducted from a future joint reconstruction project.

On August 2, 2022, Woodville Township approved Resolution 22-04 (attached) accepting the following cost participation stipulations:

- City reimbursement at the rate of \$10.00 per square yard.  
(Based on the attached quote from WW Blacktopping Inc., the total project cost will be \$102,000 and the overlay will cover an area of 9,596 square yards, resulting in a cost per square yard of \$10.63. Because most of the driveway tie-ins are along the Township sections of the roadway, a City reimbursement rate of \$10.00 per square yard was deemed appropriate.)
- If a future joint City/Township reconstruction project occurs within the next 10 years, the cost of this overlay will be deducted from the City's share of that project's cost.

As shown on the attached map, about 400 feet of this roadway is 100% within City Limits and approximately 1,475 additional feet are 50% within City Limits. Upon completion of the overlay, staff will measure the City's portion and calculate the Township reimbursement total. It is estimated that the City reimbursement will be between \$30,000 and \$35,000.

**BUDGET IMPACT:** If approved, this year's savings in the Street Enhancement and Crack Seal/Seal Coat budgets will be utilized to cover this expense.

**RECOMMENDATION:** Staff recommends the City Council approve Resolution 22-38 authorizing cost participation for the Woodville Township overlay of 14<sup>th</sup> Ave SE/139<sup>th</sup> Street/345<sup>th</sup> Avenue.

**RESOLUTION NO. 22-04  
WOODVILLE TOWNSHIP  
WASECA COUNTY, MINNESOTA**

**A RESOLUTION AUTHORIZING THE CITY OF WASECA COST SHARE  
FOR THE OVERLAY OF 14<sup>TH</sup> AVENUE SE/139<sup>TH</sup> STREET/345<sup>TH</sup> AVENUE**

**WHEREAS**, Woodville Township ("Township") intends to contract with WW Blacktopping Inc. to complete bituminous overlay improvements along 14<sup>th</sup> Avenue SE/139<sup>th</sup> Street/345<sup>th</sup> Avenue between 8<sup>th</sup> Street SE and 145<sup>th</sup> Street ("Project"); and

**WHEREAS**, portions of this roadway lie within the limits of the City of Waseca ("City");  
and

**WHEREAS**, the Township has requested that the City of Waseca reimburse the Township for the costs associated with Project improvements that are completed within City limits.

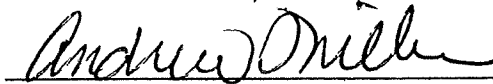
**NOW, THEREFORE, BE IT RESOLVED**, that Woodville Township will accept reimbursement from the City of Waseca for Project improvements completed within City limits at the rate of \$10.00 per square yard with the stipulation that the total Project reimbursement be deducted from the City of Waseca share of a future joint Woodville Township/City of Waseca reconstruction project involving 14<sup>th</sup> Avenue SE/139<sup>th</sup> Street/345<sup>th</sup> Avenue that is completed within the next 10 years.

Adopted as of August 2, 2022.



Bernard Fredrick

Woodville Township Chairman



Andrew Miller

Woodville Township Clerk



# Location Map: 14th Ave SE / 139th St / 345th Ave



Approx. 400 feet within City Limits

Approx. 1,475 feet 50% in City Limits and 50% in Woodville Township

8th St SE

14th Ave SE

State Hwy 13

139th St

345th Ave





**W W BLACKTOPPING, INC.**  
**700 INDUSTRIAL ROAD**  
**MANKATO MN 56001**  
**507-387-1518 OFFICE 507-387-2228 FAX**

Proposal Submitted To:

WOODVILLE TOWNSHIP  
ATTN: RODNEY BORN

Date 6-30-2022  
Phone RODNEY CELL:507-521-0206  
Job Name ASPHALT OVERLAY  
Job Location 139<sup>TH</sup> ST AND 345<sup>TH</sup> AVE.

We hereby submit specifications and estimates for:

**OVERLAY 1.5" ASPHALT ON 139<sup>TH</sup> ST & 345<sup>TH</sup> AVE AS DISCUSSED:** TOTAL APPROX. 9,596 SY W/ DRIVEWAY TIE INS.  
MILL HEADERS ON EXISTING ROADWAY ENDS AND UP TO EXISTING DRIVEWAYS FOR NEW ASPHALT TO FIT = 3' INTO EACH DRIVEWAY AND SIDE STREETS.  
SAWCUT AND REMOVE 5' OF BIT SHOULDER IN ONE SECTION ON SOUTH END OF 139<sup>TH</sup> ST TO LEAVE 3' OF EXISTING BIT TO BE OVERLAYED AS PART OF SHOULDER AND DRIVEWAY.  
INSTALL HOT MIX ASPHALT IN MISC POTHOLES AND BROKEN AREAS ON NORTH SIDE OF 139<sup>TH</sup> ST.  
INSTALL RISER RING ON GATE VALVE TO NEW BIT THICKNESS.  
CLEAN AND PREP ASPHALT FOR NEW ASPHALT OVERLAY. SEE NOTE 2.  
APPLY AN ADHESIVE TACK OIL FOR NEW ASPHALT TO BOND.  
PAVE A 2" ASPHALT WEARING COURSE OVERLAY.  
SHOULDER NEW ASPHALT OVERLAY WITH CLASS 5 APPROX. 2' IN AREAS AS NEEDED.  
STRIPE EXISTING ROADWAY TO MATCH EXISTING LAYOUT AS SHOWN ON GOOGLE EARTH WITH GLASS BEADS.  
**TOTAL = \$102,000.00**

NOTE 1: NOT INCLUDED IN PROJECT: TURF RESTORATION, CONCRETE WORK, PIPE, STRUCTURES, ASPHALT PATCHING, CORRECTION TO GRADE, EXCAVATION, ADDITIONAL AGGREGATES, TESTING, BONDING, CASTINGS, BOLLARDS, PARKING BUMPERS, AND/OR ADA COMPLIANCE.

NOTE 2: ROAD TO BE CLOSED FOR MILLNG, CLEANING, ASPHALT PAVING AND STRIPING.

**NOTICE OF LIEN RIGHTS:**

- A. ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.**
- B. UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**

**OWNER IS RESPONSIBLE FOR ALL PERMITS.**

Notice to all overlay projects: If your driveway or parking lot is cracked and you are asking for an overlay on these areas, please be aware that the existing cracks may in time reappear on the new overlay.

Payment is to be made in full within 10 days of the completion of this work, unless otherwise stated above interest will be charged on all overdue accounts at the legal rate. All material and equipment is guaranteed to be as specified above. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. W W Blacktopping, Inc., shall have the right to sell or assign this contract and monies due thereunder. Purchaser agrees to execute a good and sufficient negotiable note for balance due.

**ACCEPTANCE PROPOSAL:** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. I have read and understand the Notice of Lien Rights. Payment will be made as outlined above.

**ACCEPTED BY:** \_\_\_\_\_ **DATE OF ACCEPTANCE** \_\_\_\_\_  
PLEASE SIGN AND RETURN ONE COPY TO OUR OFFICE. THANK YOU

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **NOTE:** This proposal may be withdrawn by us if not accepted within 20 days.

**RESOLUTION NO. 22-38**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
AUTHORIZING THE CITY COST SHARE FOR THE  
WOODVILLE TOWNSHIP OVERLAY OF 14<sup>TH</sup> AVENUE SE/139<sup>TH</sup> STREET/345<sup>TH</sup> AVENUE**

**WHEREAS**, Woodville Township (“Township”) intends to contract with WW Blacktopping Inc. to complete bituminous overlay improvements along 14<sup>th</sup> Avenue SE/139<sup>th</sup> Street/345<sup>th</sup> Avenue between 8<sup>th</sup> Street SE and 145<sup>th</sup> Street (“Project”); and

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and

**WHEREAS**, the Township has requested that the City reimburse the Township for the costs associated with Project improvements that are completed within City limits.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Waseca authorizes the City Engineer to reimburse Woodville Township for Project improvements completed within City limits at the rate of \$10.00 per square yard with the stipulation that the total Project reimbursement be deducted from the City of Waseca share of a future joint Woodville Township/City of Waseca reconstruction project involving 14<sup>th</sup> Avenue SE/139<sup>th</sup> Street/345<sup>th</sup> Avenue that is completed within the next ten (10) years.

Adopted this 20<sup>th</sup> day of September 2022.

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R.D. SRP  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK



<b>Title:</b>	RESOLUTION 22-37 CALLING FOR A HEARING ON PROPOSED ASSESSMENTS FOR THE 8 <sup>TH</sup> STREET SE RECONSTRUCTION & REHABILITATION PROJECT (CITY PROJECT NO. 2022-01)		
<b>Meeting Date:</b>	September 20, 2022	<b>Agenda Item Number:</b>	<b>7G</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution 22-37 Assessment Roll Project 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 Adopt Resolution No. 22-37 Calling for a Hearing on the Proposed Assessments for the 8 <sup>th</sup> Street SE Reconstruction & Rehabilitation Project (City Project No. 2022-01)		
<b>How does this item pertain to Vision 2030 goals?</b>	Creating high quality community assets.		

**BACKGROUND:** On December 7, 2021, City staff was directed to prepare proposed assessments of the cost of the 8<sup>th</sup> Street SE Reconstruction & Rehabilitation Project (City Project No. 2022-01). City Staff has inspected the project and indicated that the work and assessment roll are completed.

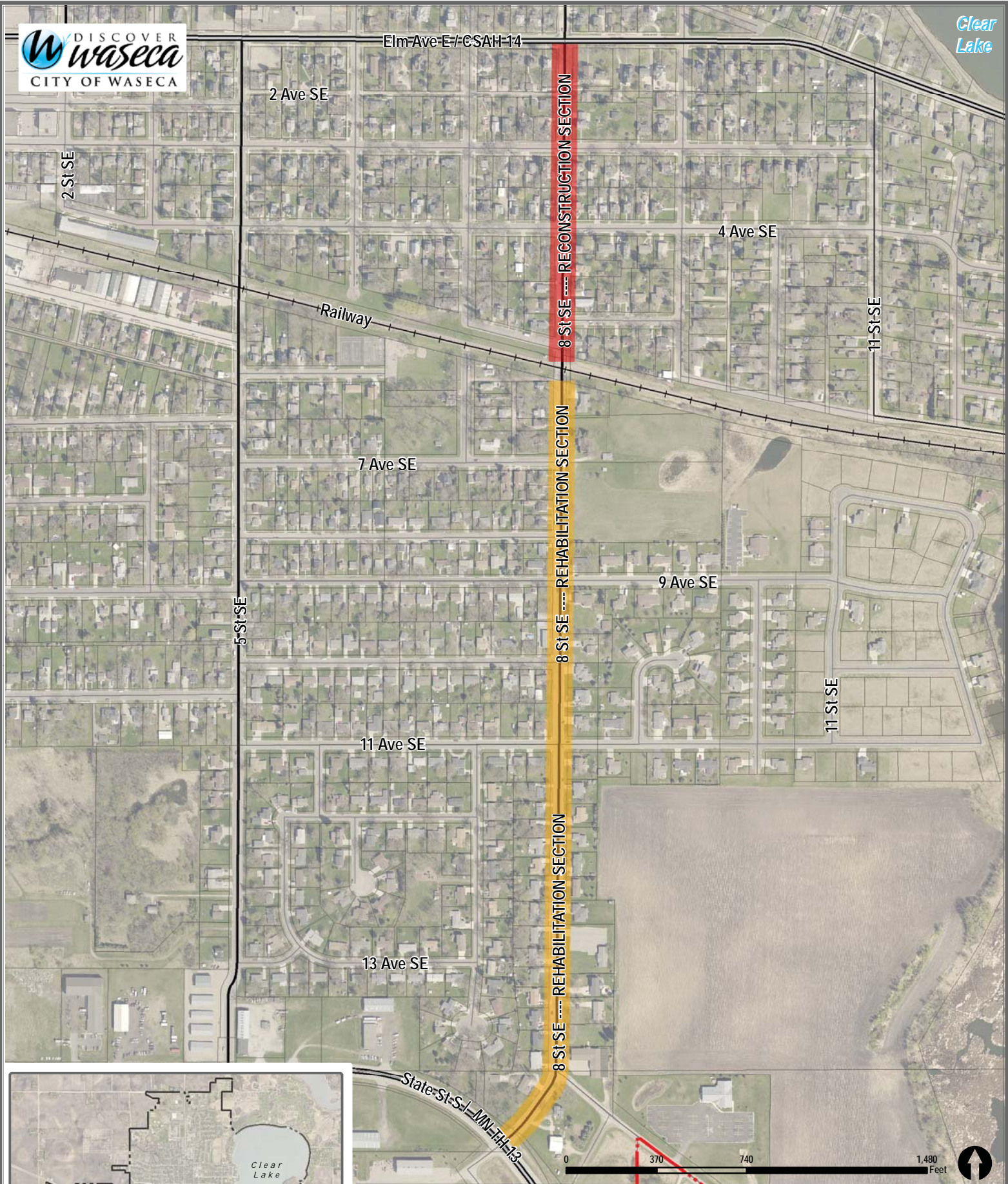
The project costs are proposed to be partially financed with special assessments to benefiting properties in accordance with State Statute 429 and the City's Special Assessment Policy. State Statute and City Policy calls for the City Council to hold a hearing on the proposed assessments.

A hearing on the assessments is proposed to be held on Tuesday, October 18, 2022, at 7:00 PM.

**BUDGET IMPACT:** This project was included in the City's 2022 Capital Improvement Fund budget. Funding for this project consists of a Local Road Improvement Program (LRIP) Grant, Street Capital Improvement Funds, Special Assessments, and Water, Sanitary Sewer, and Storm Sewer Utility Funds.

**RECOMMENDATION:** Staff recommends that the Waseca City Council adopt Resolution No. 22-37 calling for a hearing on the proposed assessments for the 8<sup>th</sup> Street SE Reconstruction & Rehabilitation Project (City Project No. 2022-01).





## 8TH STREET SE RECONSTRUCTION & REHABILITATION Elm Ave E (CSAH 14) to State St S (MN TH 13)

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



CITY OF WASECA PROJECT 2022-01 ASSESSMENT ROLL #283 ASSESSMENT HEARING

8TH STREET SE FROM ELM AVE EAST TO RAILROAD - RECONSTRUCTION												OWNERS OF RECORD (SEPT 2022)	
No.	Name(s)	Parcel ID	Property Description	Property Address	Classification	Front Footage	Side Footage	Credit or Addition	Assessable Footage	Assessment Rate	Total Assessment	Mailing Address	City, State, Zip
1	BLAIN J & JOAN D NELSON	17.276.1910	FIRST ADDITION LOT 5 BLK 16	716 ELM AVE E	RESIDENTIAL	175.00	60.00	60.00	115.00	\$85.04	\$9,779.60	103 SOUTH STATE ST	WASECA, MN 56093
3	BONNIE J LEWER	17.276.1940	FIRST ADDITION N 81 FT OF LOT 6 & N 81 FT OF E 1/2 ... OF LOT 7 BLK 16	200 8TH ST SE	RESIDENTIAL	81.00	0.00	0.00	81.00	\$85.04	\$6,888.24	200 8TH ST SE	WASECA, MN 56093
4	JACK W ARMSTRONG II	17.276.1920	FIRST ADDITION LOT 6 EX N 81 FT & E 1/2 OF LOT 7 EX N 81 FT BLK 16	717 3RD AVE SE	RESIDENTIAL	94.00	96.00	40.00	54.00	\$85.04	\$4,592.16	717 3RD AVE SE	WASECA, MN 56093
5	BAMBI C BENNETT SHUMSKI	17.276.2060	FIRST ADDITION Lot-005 Block-017	716 3RD AVE SE	RESIDENTIAL	132.00	60.00	60.00	72.00	\$85.04	\$6,122.88	716 3RD AVE SE	WASECA, MN 56093
6	BRIAN L HECHT	17.276.2070	FIRST ADDITION Lot-006 Block-017	717 4TH AVE SE	RESIDENTIAL	132.00	60.00	60.00	72.00	\$85.04	\$6,122.88	717 4TH AVE SE	WASECA, MN 56093
7	HOEHN PROPERTIES LLC	17.276.2180	FIRST ADDITION Lot-005 Block-018	716 4TH AVE SE	RESIDENTIAL	187.50	60.00	60.00	127.50	\$85.04	\$10,842.60	316 10TH AVE SE	WASECA, MN 56093
8	KIM L HENSON	17.276.2190	FIRST ADDITION N 66 FT OF LOTS 6 & 7 BLK 18	414 8TH ST SE	RESIDENTIAL	66.00	0.00	0.00	66.00	\$85.04	\$5,612.64	120 LINNELL RD	GRAND MARAIS, MN 55604
9	RONALD L & MARY KANEWISCHER	17.276.2210	FIRST ADDITION S 65 FT OF N 131 FT OF LOTS 6 & 7 BLK 18	418 8TH ST SE	RESIDENTIAL	65.00	0.00	0.00	65.00	\$85.04	\$5,527.60	418 8TH ST SE	WASECA, MN 56093
10	ROBERT W DENO & JESSICA A QUIRAM	17.276.2230	FIRST ADDITION LOTS 6 & 7 EX N 131 FT BLK 18	422 8TH ST SE	RESIDENTIAL	94.00	129.60	40.00	54.00	\$85.04	\$4,592.16	422 8TH ST SE	WASECA, MN 56093
11	JOHN R & EDITA MANSFIELD	17.702.0090	WARDS ADDITION LOTS 1 & 2 EX S 20 FT & W 1/2 OF LOT 3 EX ...BLK 2	804 ELM AVE E	RESIDENTIAL	155.00	165.00	40.00	115.00	\$85.04	\$9,779.60	804 ELM AVE E	WASECA, MN 56093
12	BRUCE HINDT & BOBBIE MEDIN	17.702.0110	WARDS ADDITION S 20 FT OF LOTS 1 & 2 & S 20 FT OF W 1/2 OF 3 BLK 2	123 8TH ST SE	RESIDENTIAL	20.00	0.00	0.00	20.00	\$85.04	\$1,700.80	123 8TH ST SE	WASECA, MN 56093
13	BRUCE HINDT & BOBBIE MEDIN	17.427.0010	LAKEVIEW ADDITION N 50 FT OF LOTS 1 & 2 & N 50 FT OF W 1/2 ... BLK 1	123 8TH ST SE	RESIDENTIAL	50.00	0.00	0.00	50.00	\$85.04	\$4,252.00	123 8TH ST SE	WASECA, MN 56093
14	DONALD F & DONNA L HUBSCHMAN	17.427.0020	LAKEVIEW ADDITION S 150 FT OF LOTS 1, 2, 3 & 4 BLK 1	801 3RD AVE SE	RESIDENTIAL	150.00	264.00	40.00	110.00	\$85.04	\$9,354.40	801 3RD AVE SE	WASECA, MN 56093
15	GRANT D & SARAH M SCHEFFERT	17.427.0270	LAKEVIEW ADDITION Lot-001 Block-003	800 3RD AVE SE	RESIDENTIAL	132.00	66.00	60.00	72.00	\$85.04	\$6,122.88	800 3RD AVE SE	WASECA, MN 56093
16	PAUL M & CAROL J DRESSLER	17.102.0070	AUDITOR'S ADD TO LAKEVIEW ADD Lot-013 Block-003	801 4TH AVE SE	RESIDENTIAL	132.00	66.00	60.00	72.00	\$85.04	\$6,122.88	801 4TH AVE SE	WASECA, MN 56093
17	CASSIE TRENHAILE	17.102.0330	AUDITOR'S ADD TO LAKEVIEW ADD Lot-005 Block-005	403 8TH ST SE	RESIDENTIAL	75.00	100.00	37.50	37.50	\$85.04	\$3,189.00	403 8TH ST SE	WASECA, MN 56093
18	WILLARD F KLINGER	17.102.0340	AUDITOR'S ADD TO LAKEVIEW ADD Lot-006 Block-005	407 8TH ST SE	RESIDENTIAL	95.00	0.00	0.00	95.00	\$85.04	\$8,078.80	407 8TH ST SE	WASECA, MN 56093
19	PAUL C & NANCY L SCHUMACHER	17.102.0350	AUDITOR'S ADD TO LAKEVIEW ADD W 109 FT OF LOT 7 EX S 15 FT BLK 5	413 8TH ST SE	RESIDENTIAL	85.00	0.00	0.00	85.00	\$85.04	\$7,228.40	413 8TH ST SE	WASECA, MN 56093
20	BRIAN D & PAMELA E WOLFE	17.102.0250	AUDITOR'S ADD TO LAKEVIEW ADD W 109 FT OF LOT 1 & W 109 FT ...BLK 5	801 5TH AVE SE	RESIDENTIAL	60.00	109.00	30.00	30.00	\$85.04	\$2,551.20	801 5TH AVE SE	WASECA, MN 56093
21	LUETTA C EBERLINE	17.102.0380	AUDITOR'S ADD TO LAKEVIEW ADD W 69.8 FT OF BLK 6	800 5TH AVE SE	RESIDENTIAL	116.70	69.80	58.35	58.35	\$85.04	\$4,962.08	800 5TH AVE SE	WASECA, MN 56093

TOTAL FRONT FOOTAGE  
TOTAL CREDITS  
TOTAL ASSESSED FOOTAGE

2097.20  
645.85  
1451.35

ASSESSMENT RATES (Per Frontage Foot):

Residential/Duplex/City:	\$85.04
Multiple Dwelling:	\$129.58
Commercial/Industrial/Tax Exempt:	\$145.78

TOTAL ASSESSMENTS (RECONSTRUCTION): \$123,422.80

8TH STREET SE FROM RAILROAD TO STATE HWY 13 - REHABILITATION												OWNERS OF RECORD (SEPT 2022)	
No.	Name(s)	Parcel ID	Property Description	Property Address	Classification	Front Footage	Side Footage	Credit or Addition	Assessable Footage	Assessment Rate	Total Assessment	Mailing Address	City, State, Zip
1	LORI L POMMERENKE TRUSTEE	17.606.0020	SOUTH SIDE ADDITION LOTS 1 2 & 3 BLK 1	608 8TH ST SE	RESIDENTIAL	150.00	0.00	0.00	150.00	\$21.64	\$3,246.00	809 3RD AVE NE	WASECA, MN 56093
2	MELINDA M GRANT	17.606.0030	SOUTH SIDE ADDITION Lot-004 Block-001	612 8TH ST SE	RESIDENTIAL	50.00	0.00	0.00	50.00	\$21.64	\$1,082.00	612 8TH ST SE	WASECA, MN 56093
3	JERIT D & STEPHANIE C NELSON	17.606.0040	SOUTH SIDE ADDITION LOTS 5 & 6 BLK 1	622 8TH ST SE	RESIDENTIAL	100.00	152.00	40.00	60.00	\$21.64	\$1,298.40	622 8TH ST SE	WASECA, MN 56093
4	CHASE VANDENBERG	17.608.0010	S S HANSONS SUBDIVISION ADDITI N 1/2 OF LOTS 1 & 2 BLK 1	700 8TH ST SE	RESIDENTIAL	60.33	108.00	30.16	30.17	\$21.64	\$652.88	700 8TH ST SE	WASECA, MN 56093
5	AMANDA J RYAN	17.608.0020	S S HANSONS SUBDIVISION ADDITI S 1/2 OF LOTS 1 & 2 EX S4FT BLK 1	704 8TH ST SE	RESIDENTIAL	60.33	0.00	0.00	60.33	\$21.64	\$1,305.54	704 8TH ST SE	WASECA, MN 56093
6	TRAVIS & BREANN GERGEN	17.608.0140	S S HANSONS SUBDIVISION ADDITI Lot-004 Block-002	708 8TH ST SE	RESIDENTIAL	60.00	0.00	0.00	60.00	\$21.64	\$1,298.40	708 8TH ST SE	WASECA, MN 56093
7	DARRELL A ULMAN	17.608.0130	S S HANSONS SUBDIVISION ADDITI Lot-003 Block-002	712 8TH ST SE	RESIDENTIAL	60.66	120.00	30.33	30.33	\$21.64	\$656.34	712 8TH ST SE	WASECA, MN 56093
8	KIMBERLY M DUNN	17.608.0120	S S HANSONS SUBDIVISION ADDITI Lot-002 Block-002	800 8TH ST SE	RESIDENTIAL	60.00	120.00	30.00	30.00	\$21.64	\$649.20	800 8TH ST SE	WASECA, MN 56093
9	JOHN E & MARCIA A PRIEBE	17.608.0110	S S HANSONS SUBDIVISION ADDITI Lot-001 Block-002	715 9TH AVE SE	RESIDENTIAL	60.66	120.00	30.33	30.33	\$21.64	\$656.34	800 9TH AVE SE	WASECA, MN 56093
10	KIM J & JUNE L GERDES	17.251.0100	ENOCH ROOTS SUBDIVISION Lot-010	NA	RESIDENTIAL	140.00	60.41	60.00	80.00	\$21.64	\$1,731.20	708 10TH AVE SE	WASECA, MN 56093
11	KIM J & JUNE L GERDES	17.251.0110	ENOCH ROOTS SUBDIVISION Lot-011	904 8TH ST SE	MULTI-FAMILY	140.91	62.69	60.00	80.91	\$32.98	\$2,668.41	708 10TH AVE SE	WASECA, MN 56093
12	DUANE H KRENKE	17.503.0090	O'BRIENS SUBDIV OF LOT 2 BLK 7 Lot-009	716 10TH AVE SE	RESIDENTIAL	136.45	66.00	60.00	76.45	\$21.64	\$1,654.38	716 10TH AVE SE	WASECA, MN 56093
13	LORRAINE CAROL HARTER	17.503.0100	O'BRIENS SUBDIV OF LOT 2 BLK 7 Lot-010	717 11TH AVE SE	RESIDENTIAL	136.46	69.51	60.00	76.46	\$21.64	\$1,654.59	717 11TH AVE SE	WASECA, MN 56093
14	WAYNE G & LORI LARSON	17.607.0390	SOUTH VIEW ADDITION Lot-012 Block-003	708 11TH AVE SE	RESIDENTIAL	120.01	100.00	60.00	60.01	\$21.64	\$1,298.62	708 11TH AVE SE	WASECA, MN 56093
15	CHRISTIAN STEWART	17.607.0400	SOUTH VIEW ADDITION Lot-013 Block-003	1104 8TH ST SE	RESIDENTIAL	77.00	0.00	0.00	77.00	\$21.64	\$1,666.28	1104 8TH ST SE	WASECA, MN 56093



16	DALLAS L & CONSTANCE J JANSSEN	17.607.0410	SOUTH VIEW ADDITION Lot-014 Block-003	1108 8TH ST SE	RESIDENTIAL	77.00	0.00	0.00	77.00	\$21.64	\$1,666.28	1108 8TH ST SE	WASECA, MN 56093
17	SHIRLEY A CONWAY	17.607.0420	SOUTH VIEW ADDITION Lot-015 Block-003	1200 8TH ST SE	RESIDENTIAL	77.00	0.00	0.00	77.00	\$21.64	\$1,666.28	1200 8TH ST SE	WASECA, MN 56093
18	JACOB R HOLM	17.607.0430	SOUTH VIEW ADDITION Lot-016 Block-003	1204 8TH ST SE	RESIDENTIAL	77.00	0.00	0.00	77.00	\$21.64	\$1,666.28	1204 8TH ST SE	WASECA, MN 56093
19	JOSEPH D & GERALDINE M FRITZ	17.607.0440	SOUTH VIEW ADDITION Lot-017 Block-003	1208 8TH ST SE	RESIDENTIAL	76.65	0.00	0.00	76.65	\$21.64	\$1,658.71	1208 8TH ST SE	WASECA, MN 56093
20	BRUCE C & DEBBIE D TAPPE	17.017.1300	Sect-17 Twp-107 Range-022 S110 OF N648 OF E183 FT OF SE1/4 OF SW1/4	1212 8TH ST SE	RESIDENTIAL	110.00	0.00	0.00	110.00	\$21.64	\$2,380.40	1212 8TH ST SE	WASECA, MN 56093
21	JUSTIN A & STACY A BLUHM	17.017.1500	Sect-17 Twp-107 Range-022 S100FT OF N748FT OF E183FT - SE1/4 OF SW1/4	1216 8TH ST SE	RESIDENTIAL	100.00	0.00	0.00	100.00	\$21.64	\$2,164.00	1216 8TH ST SE	WASECA, MN 56093
22	THOMAS C & HELEN A REINSBACH	17.017.1600	Sect-17 Twp-107 Range-022 S75FT OF N823FT OF E183FT - SE1/4 OF SW1/4	1220 8TH ST SE	RESIDENTIAL	90.00	0.00	0.00	90.00	\$21.64	\$1,947.60	1220 8TH ST SE	WASECA, MN 56093
23	NICOLAS R & RACHEL M WOBSCHALL	17.017.1700	Sect-17 Twp-107 Range-022 S90FT OF N913FT OF E183FT -SE1/4 OF SW1/4	1224 8TH ST SE	RESIDENTIAL	75.00	0.00	0.00	75.00	\$21.64	\$1,623.00	1224 8TH ST SE	WASECA, MN 56093
24	KEITH S TRICKEY	17.607.0930	SOUTH VIEW ADDITION Lot-021 Block-005	1300 8TH ST SE	RESIDENTIAL	85.00	0.00	0.00	85.00	\$21.64	\$1,839.40	1300 8TH ST SE	WASECA, MN 56093
25	KEVIN J & VICKIE L LEE	17.607.0940	SOUTH VIEW ADDITION Lot-022 Block-005	1304 8TH ST SE	RESIDENTIAL	85.00	0.00	0.00	85.00	\$21.64	\$1,839.40	1304 8TH ST SE	WASECA, MN 56093
26	CRAIG A & KAREN L BRENDEN	17.607.0950	SOUTH VIEW ADDITION Lot-023 Block-005	1308 8TH ST SE	RESIDENTIAL	90.00	0.00	0.00	90.00	\$21.64	\$1,947.60	1308 8TH ST SE	WASECA, MN 56093
27	MIRANDA AXEN & RYAN SEAMAN	17.607.0960	SOUTH VIEW ADDITION Lot-024 Block-005	1312 8TH ST SE	RESIDENTIAL	85.00	0.00	0.00	85.00	\$21.64	\$1,839.40	1312 8TH ST SE	WASECA, MN 56093
28	DUSTYN FOGAL	17.607.0970	SOUTH VIEW ADDITION Lot-025 Block-005	1316 8TH ST SE	RESIDENTIAL	83.13	0.00	0.00	83.13	\$21.64	\$1,798.93	1316 8TH ST SE	WASECA, MN 56093
29	ARCHIE D & LOIS D JOHNSON TRUSTEES	17.020.1310	Sect-20 Twp-107 Range-022 1.19 AC 1.19 AC BEG AT NE COR ... PLAT #81-43	1400 8TH ST SE	RESIDENTIAL	284.07	0.00	0.00	284.07	\$21.64	\$6,147.27	1400 8TH ST SE	WASECA, MN 56093
30	BERNARD H MATEJCEK	17.017.2285	Sect-17 Twp-107 Range-022 W194FT S OF RR IN GOVT LOT 2	605 8TH ST SE	RESIDENTIAL	132.79	0.00	0.00	132.79	\$21.64	\$2,873.58	605 8TH ST SE	WASECA, MN 56093
31	BERNARD H MATEJCEK	12.017.0200	Sect-17 Twp-107 Range-022 N10 FT OF W194 FT OF NW1/4 OF ... W33 FT ST	NA	RESIDENTIAL	10.00	0.00	10.00	0.00	\$21.64	\$0.00	605 8TH ST SE	WASECA, MN 56093
32	WARREN D & SUSAN M ROUTH	17.017.2286	Sect-17 Twp-107 Range-022 BEG ON N & S 1/4 LINE OF SEC 17 ... EX .53AC	621 8TH ST SE	RESIDENTIAL	189.90	0.00	0.00	189.90	\$21.64	\$4,109.44	621 8TH ST SE	WASECA, MN 56093
33	WARREN D & SUSAN M ROUTH	17.017.2287	Sect-17 Twp-107 Range-022 5.00 AC BEG AT A PT 12.535 ... TO PT OF BEG	NA	RESIDENTIAL	330.00	0.00	0.00	330.00	\$21.64	\$7,141.20	621 8TH ST SE	WASECA, MN 56093
34	AARON L & AMBER M CASTERTON	17.612.0100	SCHAUMKESSEL'S ADDITION Lot-001 Block-001	801 9TH AVE SE	RESIDENTIAL	122.12	125.00	40.00	82.12	\$21.64	\$1,777.08	801 9TH AVE SE	WASECA, MN 56093
35	JAMES JOHN PRIEBE	17.612.0170	SCHAUMKESSEL'S ADDITION LOTS 1 & 2 BLK 2	800 9TH AVE SE	RESIDENTIAL	186.00	150.00	60.00	126.00	\$21.64	\$2,726.64	800 9TH AVE SE	WASECA, MN 56093
36	JINFENG CHEN & QING MEI	17.612.0190	SCHAUMKESSEL'S ADDITION Lot-003 Block-002	911 8TH ST SE	RESIDENTIAL	119.88	0.00	0.00	119.88	\$21.64	\$2,594.20	911 8TH ST SE	WASECA, MN 56093
37	ODEAN V & ANDREA L JOHNSON	17.612.0200	SCHAUMKESSEL'S ADDITION Lot-004 Block-002	1001 8TH ST SE	RESIDENTIAL	100.00	0.00	0.00	100.00	\$21.64	\$2,164.00	1001 8TH ST SE	WASECA, MN 56093
38	JOHN R & CATHRYN A SHIFFLETT	17.612.0210	SCHAUMKESSEL'S ADDITION Lot-005 Block-002	1005 8TH ST SE	RESIDENTIAL	100.00	0.00	0.00	100.00	\$21.64	\$2,164.00	1005 8TH ST SE	WASECA, MN 56093
39	MATTHEW C & JESSICA M KLINGER	17.612.0220	SCHAUMKESSEL'S ADDITION Lot-006 Block-002	1009 8TH ST SE	RESIDENTIAL	100.00	125.00	40.00	60.00	\$21.64	\$1,298.40	1009 8TH ST SE	WASECA, MN 56093
40	CHAD A & DEENA B SCHLUETER	17.612.0230	SCHAUMKESSEL'S ADDITION Lot-001 Block-003	1101 8TH ST SE	RESIDENTIAL	107.96	125.00	40.00	67.96	\$21.64	\$1,470.65	1101 8TH ST SE	WASECA, MN 56093
41	BILLY J EWEST	17.612.0240	SCHAUMKESSEL'S ADDITION Lot-002 Block-003	1105 8TH ST SE	RESIDENTIAL	100.00	0.00	0.00	100.00	\$21.64	\$2,164.00	1105 8TH ST SE	WASECA, MN 56093
42	STEPHEN M & JEAN M ANDERSON	17.612.0250	SCHAUMKESSEL'S ADDITION Lot-003 Block-003	1109 8TH ST SE	RESIDENTIAL	100.00	0.00	0.00	100.00	\$21.64	\$2,164.00	PO BOX 211	WASECA, MN 56093
43	KIM M RUSSELL	17.612.0260	SCHAUMKESSEL'S ADDITION Lot-004 Block-003	1201 8TH ST SE	RESIDENTIAL	100.00	0.00	0.00	100.00	\$21.64	\$2,164.00	1201 8TH ST SE	WASECA, MN 56093
44	DANE & MEGAN ANDERSON	17.612.0270	SCHAUMKESSEL'S ADDITION Lot-005 Block-003	1205 8TH ST SE	RESIDENTIAL	100.00	0.00	0.00	100.00	\$21.64	\$2,164.00	1205 8TH ST SE	WASECA, MN 56093
45	SHELLY A BAARDSON	17.612.0280	SCHAUMKESSEL'S ADDITION Lot-006 Block-003	1209 8TH ST SE	RESIDENTIAL	100.00	0.00	0.00	100.00	\$21.64	\$2,164.00	1209 8TH ST SE	WASECA, MN 56093
46	JAY & ROBIN DULAS	17.017.0820	.53 AC .53AC N 100 FT OF S 700 FT OF W 233 FT OF SW1/4 OF SE1/4	1215 8TH ST SE	RESIDENTIAL	100.00	0.00	0.00	100.00	\$21.64	\$2,164.00	1215 8TH ST SE	WASECA, MN 56093
47	GRACE BAPTIST CHURCH OF WASECA	17.017.1000	Sect-17 Twp-107 Range-022 1.07 AC 1.07 AC N200FT OF ... & PARSONAGE	1221 8TH ST SE	TAX EXEMPT	200.00	0.00	0.00	200.00	\$37.10	\$7,420.00	1221 8TH ST SE	WASECA, MN 56093
48	DAVID J & MISTY M SWATKOWSKI	17.017.2300	Sect-17 Twp-107 Range-022 .535 AC N100FT OF S400FT OF ... OF SE1/4	1301 8TH ST SE	RESIDENTIAL	100.00	0.00	0.00	100.00	\$21.64	\$2,164.00	1301 8TH ST SE	WASECA, MN 56093
49	CHARLES L & ERICA K AYRES	17.017.2410	Sect-17 Twp-107 Range-022 BEG 190FT N OF SW COR OF ... TO PT OF BEG	1305 8TH ST SE	RESIDENTIAL	110.00	0.00	0.00	110.00	\$21.64	\$2,380.40	1305 8TH ST SE	WASECA, MN 56093
50	JAY JELLUM	17.017.2400	Sect-17 Twp-107 Range-022 BEG 100FT N OF SW COR OF SE1/4 ... PT OF BEG	NA	COMMERCIAL	90.00	0.00	0.00	90.00	\$37.10	\$3,339.00	1308 ROSE CT	WASECA, MN 56093
51	JAY JELLUM	17.017.2500	Sect-17 Twp-107 Range-022 S100FT OF W233FT OF SW1/4 OF SE1/4	1317 8TH ST SE	COMMERCIAL	100.00	0.00	0.00	100.00	\$37.10	\$3,710.00	1308 ROSE CT	WASECA, MN 56093
52	DEAN R & BOBBI J PETERSON	17.020.3220	Sect-20 Twp-107 Range-022 .74 AC .74 AC BLDG SITE APPROX ... & #81-45	1401 8TH ST SE	RESIDENTIAL	281.22	206.73	69.44	211.78	\$21.64	\$4,582.92	1401 8TH ST SE	WASECA, MN 56093

TOTAL FRONT FOOTAGE  
TOTAL CREDITS  
TOTAL ASSESSED FOOTAGE

5787.53  
720.26  
5067.27

ASSESSMENT RATES (Per Frontage Foot):

Residential/Duplex/City:	\$21.64
Multiple Dwelling:	\$32.98
Commercial/Industrial/Tax Exempt:	\$37.10

TOTAL ASSESSMENTS (REHABILITATION): \$116,602.64

TOTAL ASSESSMENTS (TOTAL PROJECT): \$240,025.44

**RESOLUTION 22-37**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
CALLING FOR A HEARING ON PROPOSED ASSESSMENTS FOR THE  
8<sup>TH</sup> STREET SE RECONSTRUCTION & REHABILITATION PROJECT (CITY PROJECT NO. 2022-01)  
ASSESSMENT ROLL #283**

**WHEREAS**, by a resolution passed by the City Council of the City of Waseca on December 7, 2021, City staff was directed to prepare proposed assessments of the cost of the 8<sup>th</sup> Street SE Reconstruction & Rehabilitation Project (City Project No. 2022-01); and

**WHEREAS**, the proposed assessments have been completed and are 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 the Minnesota Statutes, desires to hold a public hearing on the proposed assessments.

**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 8<sup>th</sup> Street SE Reconstruction & Rehabilitation Project (City Project No. 2022-01). The time and date of said public hearing is hereby established for Tuesday, October 18, 2022, at 7:00 PM in the City Council Chambers of the City of Waseca.

Adopted this 20<sup>th</sup> day of September 2022.

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R. D. SRP  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK

<b>Title:</b>	PUBLIC HEARING ON THE CITY'S STORMWATER POLLUTION PREVENTION PLAN (SWPPP)		
<b>Meeting Date:</b>	September 20, 2022	<b>Agenda Item Number:</b>	<b>7H</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input checked="" type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Stormwater Presentation
<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> Hold a Public Hearing on the City's Stormwater Pollution Prevention Plan (SWPPP).		
<b>How does this item pertain to Vision 2030 goals?</b>	Creating high quality community assets.		


**BACKGROUND:** As part of the City's MS4 Permit responsibilities, the City is required to provide at least one opportunity for the public to provide input on the adequacy of the City's Stormwater Pollution Prevention Plan (SWPPP) every year.

**BUDGET IMPACT:** None

**RECOMMENDATION:** Hold a public hearing on the City's Stormwater Pollution Prevention Plan (SWPPP).




7H




# 2022 ANNUAL STORMWATER PUBLIC MEETING

CITY OF WASECA ENGINEERING DEPARTMENT




CITY OF WASECA – STORMWATER HOTLINE 507.835.9730

1




## PUBLIC MEETING PURPOSE

- Educate staff and the public of the City's National Pollutant Discharge Elimination System (NPDES) permit requirements
- Receive public comment and input regarding the City's Stormwater Pollution Prevention Plan (SWPPP)
- Raise awareness of the stormwater related issues facing the City




CITY OF WASECA – STORMWATER HOTLINE 507.835.9730

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## NPDES Permit

- Administered by the Minnesota Pollution Control Agency (MPCA)
- Three (3) permit types:
  - Municipal Separate Storm Sewer System (MS4)
  - Construction Stormwater (required for all projects disturbing 1 acre or more)
  - Industrial Stormwater




CITY OF WASECA – STORMWATER HOTLINE 507.835.9730

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## Current City MS4 Permit

- The current 5-year MS4 General Permit was issued November 16, 2020, and permit coverage officially began November 18, 2021
- All new permit requirements must be met within 12 months of full coverage (November 2022)
- This permit will expire November 15, 2025



CITY OF WASECA – STORMWATER HOTLINE 507.835.9730

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## SWPPP = MS4 Permit Application

- 6 Minimum Control Measures (MCM's)
  - Best Management Practices (BMP's)
- Discharges to Impaired Waters
- Alum Treatment Systems




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## MS4 Permit MCM's

- 1: Public Education & Outreach
- 2: Public Participation & Involvement
- 3: Illicit Discharge Detection & Elimination
- 4: Construction Site Stormwater Runoff Control
- 5: Post-Construction Stormwater Management
- 6: Pollution Prevention & Good Housekeeping  
(Municipal Operations)




CITY OF WASECA – STORMWATER HOTLINE 507.835.9730

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### Minimum Control Measure #1: Public Education & Outreach

- At least 2 high priority issues (yard/pet waste, erosion control, etc.)
- Public access to information (Website, newsletter, PEG channel, etc.)
- Target audiences
- Documentation




CITY OF WASECA – STORMWATER HOTLINE 507.835.9730

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### Minimum Control Measure #2: Public Participation & Involvement

- Annual public meeting (opportunity to educate and gather input)
- Public access to SWPPP and all associated materials
- Annual public involvement activity
- Documentation




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### Minimum Control Measure #3: Illicit Discharge Detection & Elimination

- Maintain storm sewer system and priority illicit discharge area maps (GIS)
- City code and penalties for illicit discharges
- Illicit discharge detection, inspections, investigations, response, and elimination
- Staff training
- Documentation




CITY OF WASECA – STORMWATER HOTLINE 507.835.9730

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### Minimum Control Measure #4: Construction Site Stormwater Runoff Control


- City code and penalties for erosion control
- Site plan review and approval process
- Site inspection frequency and procedure (all sites disturbing 1 acre or more)
- Prioritizing of sites
- Staff training
- Documentation



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### Minimum Control Measure #5: Post-Construction Stormwater Management

- City code and penalties for stormwater management
- Inventory of private stormwater BMP's
- Stormwater management plan review and approval process
- Staff training
- Documentation




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### Minimum Control Measure #6: Pollution Prevention & Good Housekeeping

- Inventory of City facilities potentially contributing pollutants
- BMP's implemented to eliminate or reduce pollutants
- Snow and ice management policy
- Determine City treatment pond effectiveness
- Annual inspection of BMP's
- Staff training
- Documentation



CITY OF WASECA – STORMWATER HOTLINE 507.835.9730

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## Discharges to Impaired Waters

- Total Maximum Daily Loads (TMDL's)
  - Maximum amount of a pollutant allowed in a body of water
- Waste Load Allocation (WLA)
  - Maximum amount of a pollutant allowed to be discharged by an entity
- Pollutants currently regulated through the City's MS4 Permit
  - Total Suspended Solids (TSS)
  - Total Phosphorous (TP)



CITY OF WASECA – STORMWATER HOTLINE 507.835.9730

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## Suspended Solids & Phosphorous

- Total Suspended Solids (TSS)
  - Waterborne particles > 2 microns
  - Sand, silt, algae, plankton, bacteria
  - Impacts water clarity and quality
- Total Phosphorous (TP)
  - High levels cause excessive algae growth
  - Impacts water quality and aquatic life



CITY OF WASECA – STORMWATER HOTLINE 507.835.9730

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## Alum Treatment Systems

- Removes phosphorous from storm water before it enters a body of water
- Loon Lake Alum Treatment Pond
  - Currently not operational
  - Does provide some TSS reduction



CITY OF WASECA – STORMWATER HOTLINE 507.835.9730

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## 2022 MS4 Improvements

- 8<sup>th</sup> Street SE Reconstruction & Rehabilitation Project Improvements
- Christ the King Alley Storm Sewer Improvements
- Street Sweeping & Fall Leaf Pick-Up
  - Reduces Total Phosphorous
- Storm Sewer Inspections, Televising, & Cleaning
- Promotion of Lake Clean-Up Events



CITY OF WASECA – STORMWATER HOTLINE 507.835.9730

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## Future MS4 Improvements

- Comply with all MS4 permit requirements
- Provide access to stormwater information and opportunities for public involvement
- 2023 reconstruction of the intersection of 2<sup>nd</sup> Street SW and 2<sup>nd</sup> Avenue SW
- Partner with the Waseca Lakes Association and Waseca County to improve water quality in both Loon Lake and Clear Lake




CITY OF WASECA – STORMWATER HOTLINE 507.835.9730

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## Questions & Comments

- From City Council?
- From the Public?



CITY OF WASECA – STORMWATER HOTLINE 507.835.9730

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<b>Title:</b>	SET THE PUBLIC HEARING DATE FOR MS4 PERMIT RELATED CODE REVISIONS		
<b>Meeting Date:</b>	September 20, 2022	<b>Agenda Item Number:</b>	<b>7I</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>	- Ordinance 1104 - Engineering Design Standards for Stormwater Management (not including appendices)
<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 set the date for a Public Hearing on MS4 Permit related Code Revisions for October 18, 2022.		
<b>How does this item pertain to Vision 2030 goals?</b>	Creating high quality community assets		

**BACKGROUND:** In November of 2020, the Minnesota Pollution Control Agency (MPCA) issued a new National Pollutant Discharge Elimination System (NPDES) General Permit for stormwater discharges from the City's Small Municipal Separate Storm Sewer Systems (MS4). Referred to as the MS4 Permit, coverage under this 5-year permit officially began November of 2021 and the City must establish and begin complying with its requirements within 12 months (November of 2022).

The requirements of the MS4 Permit are primarily related to erosion and pollution control, stormwater runoff and management, and public education/involvement. In order to control some of these measures, the City must update its regulatory mechanism (City Code). In addition to the code revisions, the City's Engineering Design Standards for Stormwater Management was also revised (see attached).

The proposed City Code revisions are located in Chapter 151 (Subdivisions) and Chapter 154 (Zoning). During review of the relevant sections of code, errors were also corrected, and a few standards were updated. All of the proposed code revisions are displayed in Ordinance 1104 (attached).

A brief synopsis of the code changes is provided below:

**151.052 Grading & Drainage Plans:** Revised to provide clarity and update City standards (1-foot contours instead of 2-foot, maximum driveway slope increased from 10% to 12%).

**151.053 Soil Erosion & Sediment Control:** Corrected a code reference error.

**154.153 Bulk Storage of Liquid or Grain:** Added an MS4 Permit required section on salt storage requirements.

**154.156 Erosion Control & Stormwater Management:** Revised for clarity and to comply with MS4 Permit requirements. Stormwater pollution prevention plans and stormwater management plans are to be required when MS4 Permit thresholds are met (1 acre) as opposed to the current code threshold of 500 square feet.

**154.178 Site Plan Review & Approval:** Revised to correct errors, provide clarity, and update City standards (1-foot contours instead of 2-foot).

City Code revisions require a public hearing. Therefore, it is recommended that a public hearing on these code revisions be set for 7:00 PM on Tuesday, October 18, 2022.

**BUDGET IMPACT:** Costs associated with revising the City Code.

**RECOMMENDATION:** Staff recommends the City Council set the date for a public hearing on the proposed MS4 Permit related code revisions for October 18, 2022.

ORDINANCE NO. 1104

AN ORDINANCE AMENDING

CHAPTER 151 – SUBDIVISIONS AND CHAPTER 154 – GENERAL DEVELOPMENT REQUIREMENTS  
OF THE CITY CODE OF THE CITY OF WASECA, MINNESOTA

The City Council of the City of Waseca, Minnesota does hereby ordain (new material is underlined; deleted material is lined out; sections which are not proposed to be amended are omitted; sections which are only proposed to be re-numbered are only set forth below as to their number and title):

Section 1. Waseca Code Section 151.052 is hereby amended as follows:

§ 151.052 GRADING AND DRAINAGE PLANS.

Grading and drainage plans, to the same scale as the preliminary plat map, shall be submitted for each plat, providing the following information to the standards set forth:

(A) Existing and proposed contour lines.

(1) Existing contours shall be shown at vertical intervals of ~~two~~one ~~foot~~feet. Elevations shall be referenced to the ~~national geodetic~~North American ~~v~~Vertical ~~d~~Datum (NAVD 88)(~~NGVD 1929~~).

(2) Contour lines shall be different line weights for existing contour lines versus proposed contour lines.

(3) Contours shall be shown to a minimum of 150 feet into adjacent property or to the centerline of the adjacent street.

(B) Lot and block layout.

(1) Lot dimensions to the nearest hundredth of a foot;

(2) Typical lot detail indicating where lot and house elevations are shown;

(3) Building setback lines;

(4) Front and rear lot corner elevations;

(5) House pad~~s~~ layout~~s~~, showing ~~held down~~finished floor elevations and finished garage floor elevations;

(6) Spot elevations as appropriate to define drainage patterns on the lot; and

(7) Legend with type of house styles and grade difference for garage floor to walkouts or lookouts.

(C) Lot grading and drainage. Lots shall be graded so water drains away from building locations and flows along lot lines within the proposed drainage and utility easements. Any drainage flow from one lot onto an abutting lot must be within a drainage easement.

(D) Street layout.

(1) Typical street section;

(2) Preliminary street grades and drainage;



(3) Centerline street elevations at 100 foot stations with high and low points; and

(4) Cul-de-sac frontages along property curb lines with spot elevations.

(E) Street grade. Centerline street gradients shall be in accordance with § 151.045.

(F) Storm sewer alignment. Storm sewer alignment shall be shown with top and invert elevations. Also, flared ends shall be shown with invert elevations.

(G) Easements. Existing and proposed easements, in accordance with § 151.046.

(H) Grading plan.

(1) The grading plan for all single-family residential subdivisions shall provide for an area with a slope not greater than 10% extending not less than a depth of 20 feet from the rear line of the building pad the entire width of the building pad, except as approved by the City Engineer.

(2) House pad setback from flood elevations: House pads shall be set back 30 feet from 100-year flood elevation for storm sewer ponds and lakes if the lake lot has municipal sewer; and 75 feet from the 100-year flood elevation for lakes if the lake lot is unsewered.

(3) Lowest opening elevation: two feet above the 100-year flood elevation of adjacent storm sewer ponds. If the 100-year flood elevation is not available, the flood ~~Flooding~~ elevations shall be one foot above the ordinary high water level ~~of any standing water if determined~~. If sufficient data on known high water levels is not available, the elevation of the line of permanent aquatic vegetation shall be used as the estimated ordinary high water ~~level standing water elevation~~.

(I) Garage floors. Minimum elevation: 1½ feet above the top-of-curb elevation, as measured from the top-of-curb at the high side of the driveway to the garage floor.

(J) Driveway slopes. Maximum slope: ~~1012~~% from the back of curb ~~top-of-curb~~ to the garage floor, as measured at the centerline of the driveway.

(K) Open areas, including yards and swales.

(1) Minimum slopes, 1%; and (Preferred design is 1.5% or greater.)

(2) Maximum slopes, 3:1, except existing slopes being protected, which are subject to review.

(L) Emergency overflows.

(1) Emergency overflows shall be labeled and shown with spot elevations and drainage arrows. Emergency overflows must be established for catch basins in the street and in rear lots. Areas along rear lot lines which are below the emergency overflow elevation shall be designated as drainage easement on the final plat.

(2) Minimum elevation is 2.0 feet below the lowest opening house elevation.

(3) Storm sewer ponds' slopes, 6:1 maximum grade.

(M) Elevations and boundaries of lakes, wetlands and ponds. Each grading and drainage plan shall show the following:

(1) Ordinary high water level contours of all lakes, streams, wetlands, watercourses, marshes, and surface water features required in M.S. § 505.02 (1), as it may be amended from time to time, obtained from United States Geological Survey quadrangle topographic maps or more accurate sources; provided that any alternate source must include information similar to that provided by said United States Geological Survey quadrangle topographic maps;

(2) Location of 100-year floodplain areas, 100-year flood elevations, and limits of floodway and flood fringe;

(3) Delineated wetland boundaries, completed by a qualified professional according to the most current U.S. Corps of Engineers methodology, and approved by the city's designated official;

(4) Wooded areas;

(5) Rock outcrops;

(6) Power transmission poles and lines; and

(7) Other significant features required to be shown.

(N) Watercourses. No more than 50% of the minimum lot size for the underlying zoning district shall contain a wetland, watercourse or marsh. Setback shall comply with the standards established in Ch. 154, Zoning.

(O) Drainage design.

(1) Drainage arrows at high points and at major grade changes;

(2) Drainage design calculations which show that the proposed improvements shall not change runoff rates onto adjacent public or private property and shall not adversely impact downstream properties; and

(3) Drainage facility design shall be based on a 100-year 24-hour storm event for flood overflow ponds and based on a 10-year one-hour storm event for piping.

(P) Grading and drainage plan preparation. Grading and drainage plan must be signed by a registered engineer.

## **Section 2. Waseca Code Section 151.053 is hereby amended as follows:**

### **§ 151.053 SOIL EROSION AND SEDIMENT CONTROL.**

The standards related to soil erosion and sediment control contained in § 154. ~~156~~153 shall apply to all proposed subdivisions.

## **Section 3. Waseca Code Section 154.153 is hereby amended as follows:**

### **§ 154.153 BULK STORAGE OF SALT, LIQUID OR GRAIN.**

(A) Above ground or below ground storage tanks, bins, elevators and the like shall be regulated ~~in accordance with~~ and comply with all applicable city, state and federal regulations, including the applicable building codes, State Fire Code and regulations of the Minnesota Pollution Control Agency. All necessary federal, state and local permits and approvals shall be obtained and maintained.



(B) The City Council may require above ground liquid in free-state storage tanks having a capacity of 300 gallons or more to be diked and suitably sealed to hold a leakage capacity equal to 115% of tank capacity, and also have State Fire Marshal approval.

(C) Any existing storage tank either above ground or below ground that in the opinion of the Council constitutes a hazard to public safety shall be discontinued.

(D) No sale or bulk storage of fuel or other flammable liquid except those directly related to an automobile service station or a truck stop shall be located within 600 feet of a property zoned or used for housing.

(E) Salt storage at commercial, institutional, and non-NPDES permitted industrial facilities shall be regulated in accordance with the city's current MS4 Permit. Designated salt storage sites must be covered or indoors, located on an impervious surface, and implement practices such as sweeping, diversions, or containment to reduce exposure when transferring material.

**Section 4. Waseca Code Section 154.156 is hereby amended as follows:**

**§ 154.156 EROSION CONTROL AND STORMWATER MANAGEMENT.**

**(A) Purpose.**

(1) During the construction process, soil is highly vulnerable to erosion by wind and water. Eroded soil endangers water resources by reducing water quality and causing the siltation of aquatic habitat for fish and other desirable species. Eroded soil also requires the maintenance of sewers and ditches and the dredging of lakes and ponds.

(2) Consequently, the following regulations have been adopted to safeguard water quality, reduce flooding, reduce soil erosion, protect aquatic habitat, and protect the general safety and welfare of the community.

**(B) General requirements.**

(1) City Engineer approval required before disturbance. No land shall be disturbed until the site plan, stormwater pollution prevention plan, erosion and sediment control and stormwater management plan are approved by the City Engineer and conforms to the standards set forth herein.

(2) Stormwater pollution prevention plan~~Erosion and sedimentation control.~~

(a) ~~Every applicant for a building permit or subdivision approval to disturb 500 square feet of land or 200 square feet for a building. All parties responsible for construction site activities encompassing one acre of land or more, including those less than one acre that are part of a larger common plan of development or sale,~~ must adhere to the soil erosion and sedimentation control standards and specifications ~~in strict conformance to the provisions~~ of this chaptersection, the city's current MS4 Permit, and the city's engineering design standards for stormwater management.

(b) Erosion and sediment control plans shall also be consistent with the NPDES construction general permit, as amended, and the filing or approval requirements of the Waseca Soil and Water Conservation District.

(3) Stormwater management plan.

(a) ~~Every applicant for a building permit or subdivision approval, or a building~~ All parties responsible for a project that either increases creates and reconstructs a combined total of one acre or more of impervious surfaces by greater than one acre or redevelops one acre or greater of impervious surface, must adhere to the stormwater management standards and specifications ~~in strict conformance with the provisions~~ of this chapter, the city's current MS4 Permit, and the city's engineering design standards.

(b) Stormwater management plans shall also be consistent with the NPDES construction general permit, as amended, and the filing or approval requirements of relevant watershed districts, watershed management organizations, soil and water conservation districts or other regulatory bodies.

(c) Unless otherwise exempted by this chapter, the stormwater management plan must indicate whether stormwater will be managed on site or off site and, if on site, the general location and type of practices.

(C) *Master documents.*

(1) The design of all post-construction stormwater BMPs shall meet the requirements outlined in the city's current MS4 Permit, the city's engineering design standards for stormwater management, and the site's corresponding NPDES construction general permits.

(2) The following documents are incorporated into this section by reference:

(a) ~~The~~ Small Municipal Separate Storm Sewer Systems General Permit (MS4 permit) National Pollutant Discharge Elimination System Permit, MN R100001 (NPDES construction general permit) issued to the city by the Minnesota Pollution Control Agency, ~~August 1, 2013, as amended.~~ The current and active version of this NPDES general ~~construction~~ permit, as amended, is incorporated into this chapter by reference.

(b) The city's engineering design standards for stormwater management. The standards shall serve as the official guide for stormwater principles, methods, and practices for proposed development activities. The city's current engineering design standards for stormwater management, as amended, are hereby incorporated into this chapter by reference.

(D) *Maintenance plan and agreement.* Every stormwater management plan must also include a maintenance plan and maintenance agreement that documents all responsibilities for operation and maintenance of all private stormwater treatment practices. The responsible party shall enter into a maintenance agreement with the city that documents all responsibilities for operation and maintenance of all private stormwater treatment practices. Such responsibility shall be documented in a maintenance plan and executed through a maintenance agreement. The maintenance agreement shall be executed and recorded against the parcel. The maintenance agreement and maintenance plan shall be submitted to the city along with the stormwater management plan. The stormwater maintenance agreement shall be in a form approved by the city, shall describe the inspection and maintenance obligations of this section, and shall, at a minimum:

(1) Designate the responsible party, which shall be permanently responsible for maintenance of the structural or nonstructural measures;

(2) Pass responsibility for such maintenance to successors in title;

(3) Grant the city and its representatives the right of entry for the purposes of inspecting all stormwater treatment practices;

(4) Allow the city the right to repair and maintain the facility, if necessary maintenance is not performed after proper and reasonable notice to the responsible party;

(5) Include a maintenance plan that contains, but is not limited to the following:

(a) Identification of all structural stormwater treatment practices.

(b) A schedule for regular inspection, monitoring, and maintenance for each practice. Monitoring shall verify whether the practice is functioning as designed and may include, but is not limited to quality, temperature, and quantity of runoff.

(c) Identification of the Responsible Party for conducting the inspection, monitoring, and maintenance for each practice.

(6) Identify a schedule and format for reporting compliance with the maintenance plan to the city.

(E) *Inspection of stormwater facility.*

(1) Inspection programs shall be established on any reasonable basis, including but not limited to:

(a) Routine inspections;

(b) Random inspections;

(c) Inspections based upon complaints or other notice of possible violations;

(d) Inspection of drainage basins or areas identified as higher than typical sources of sediment or other contaminants or pollutants;

(e) Inspections of businesses or industries of a type associated with higher than usual discharges of contaminants or pollutants or with discharges of a type which are more likely than the typical discharge to cause violations of state or federal water or sediment quality standards or the NPDES permit; and

(f) Joint inspections with other agencies inspecting under environmental or safety laws.

(2) Inspections may include but are not limited to:

(a) Reviewing maintenance and repair records;

(b) Sampling discharges;

(c) Surface water;

(d) Groundwater;

(e) Material or water in drainage control facilities; and

(f) Evaluating the condition of drainage control facilities and other stormwater treatment practices.

(3) When any new stormwater treatment practice is installed on private property, or when any new connection is made between private property and a public drainage control system, sanitary sewer, or combined sewer, the property owner shall grant to the city the right to enter the property at reasonable times and in a reasonable manner for the purpose of inspection. This includes the right to enter a property when the city has a reasonable basis to believe that a violation of this chapter is occurring or



has occurred, and to enter when necessary for abatement of a public nuisance or correction of a violation of this chapter.

(4) The City Engineer or designated representative shall have the right to inspect all stormwater management facilities during construction, ~~during the first year of operation~~, and at any time least once every five years thereafter. ~~The inspection records will be kept on file at the public works department for a period of six years.~~ It shall be the responsibility of the developer or property owner ~~applicant~~ to obtain any necessary easements or other property interests to allow access to the stormwater management facilities for inspection and maintenance purposes.

(F) *Records of installation, inspections, and maintenance activities.* The responsible party shall make records of the installation, inspections, and ~~of~~ all maintenance and repairs of the stormwater management and treatment practices, and shall retain the records for at least three (3) years. These records shall be made available to the city annually, during inspection of the stormwater ~~treatment~~ practices s and at other reasonable times upon request.

(G) *Failure to provide inspection records or maintain practices.* If a responsible party fails or refuses to provide inspection records or meet the requirements of the maintenance agreement, the city, after reasonable notice, may conduct an inspection or correct a violation of the design standards or maintenance needs by performing all necessary work to place the stormwater ~~treatment~~ practices s in proper working condition. In the event that the stormwater ~~treatment~~ practice becomes a danger to public safety or public health, the city shall notify the responsible party in writing. Upon receipt of that notice, the responsible party shall have thirty (30) days to perform maintenance and repair of the facility in an approved manner. After proper notice, the city may specially assess the owner(s) of ~~the~~ stormwater ~~treatment~~ practices s for the costs of conducting an inspection, maintenance and repair work, and any applicable penalties, and ~~the those costs of the work~~ shall be assessed against the property and collected along with ordinary taxes by the county.

(H) *Enforcement.* The City Engineer is authorized to cause the provisions of this chapter to be properly enforced through the proper legal channels.

(1) *Notice of violation.* When the city determines that an activity is not being carried out in accordance with the requirements of this chapter, it shall issue a written notice of violation to the owner of the property. The notice of violation shall contain:

- (a) The name and address of the owner (s) ~~and applicant~~;
- (b) The address when available or a description of the land upon which the violation is occurring;
- (c) A statement specifying the nature of the violation;
- (d) A description of the remedial measures necessary to bring the development activity into compliance with this chapter and a time schedule for the completion of such remedial action;
- (e) A statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed; and
- (f) A statement that the determination of violation may be appealed to the eCity Manager for a final determination by filing a written notice of appeal within 15 days of receiving services the notice of violation.

(2) *Stop work order.* Persons receiving a stop work order will be required to halt all construction activities. This stop work order will be in effect until the city confirms that the land disturbance activity is

in compliance and the violation has been satisfactorily addressed. Failure to address a notice of violation in a timely manner may result in civil, criminal, or monetary penalties in accordance with the enforcement measures authorized in this chapter.

(3) *Civil or criminal penalties.* In addition to or as an alternative to any penalty provided herein or by law, any person who violates the provisions of this chapter shall be guilty of a misdemeanor and subject to prosecution. Such person shall be guilty of a separate offense for each day during which the violation occurs or continues.

(4) *Restoration of lands.* Any violator may be required to restore land to its undisturbed condition. In the event that restoration is not undertaken within a reasonable time after notice, the city may take necessary corrective action, the cost of which may, after notice and opportunity for hearing, be specially assessed against the property and collected along with the ordinary taxes by the county.

**Section 5. Waseca Code Section 154.178 is hereby amended as follows:**

**§ 154.178 SITE PLAN REVIEW AND APPROVAL.**

(A) Purpose and scope. The City Council declares it necessary and appropriate to require site plan approval of certain types of development to preserve and promote attractive, well-planned, stable urban conditions. Site plan approval must be obtained before a building permit is issued or land disturbance activities begin in order to ensure the following:

(1) The plan conforms to the requirements of this chapter in terms of land use, setbacks, number of housing units, land coverage, parking and other relevant regulations;

(2) A proposed project's compatibility with the area environment and with other existing land uses and buildings in the surrounding area;

(3) The quantity, quality, utility, size, and type of a proposed project's required open space and proposed landscaping improvements;

(4) The ability of a proposed project's traffic circulation system to provide for the convenient and safe internal and external movement of vehicles and pedestrians;

(5) The quantity, quality, utility, size, and type of a proposed project's required community facilities;

(6) The location and adequacy of a proposed project's provision for drainage and utilities; and

(7) Security, fire protection, and life or safety issues.

(B) Applicability. The site plan review requirements of this chapter shall apply to all new construction or expansion of commercial, industrial, multiple-family residential (three or more units in a building), public, semi-public or institutional land uses, with these exceptions:

(1) The use exists in a building, and the development of the use does not alter the building footprint, parking, traffic flow on or off-site, grading, drainage or landscaping;

(2) Proposed modifications are strictly related to the interior of the building;

(3) Modifications, additions, or enlargements to a building which do not increase the gross floor area by more than 500 square feet or 10%, whichever is less, and which do not require a variance from the provisions of this chapter; and



(4) Grading or site preparation that results in minor modifications to the existing site, as approved by the City Engineer.

(C) Review authority.

(1) The Community Development and Engineering Departments ~~is~~ are authorized to review and approve, approve with conditions, or deny site plan reviews in accordance with the procedures and standards of this section. At the discretion of the City Engineer ~~Community Development Director~~, other city departments ~~the Development Review Committee~~ may provide advice on site plan reviews. All findings and decisions shall be final, subject to appeal to the City Council.

(2) If a site plan review application involves a variance, the application must also be reviewed by the Planning Commission and approved by the City Council.

(D) Submittal requirements. Site plan reviews are exempt from having to pay an application fee. However, the following items are required unless exempted by the City Engineer ~~Community Development Director~~. All documents shall be drawn to scale by a registered land surveyor, engineer, architect or other qualified professional. Three large-size paper sets, ~~one 11" x 17" paper set~~ and one digital PDF set are required.

(1) General site description.

(a) The boundaries and dimensions shown graphically, along with a legal description of the property.

(b) A vicinity map which shall include the names and locations of any public streets, railroads, and major streams in the vicinity of the site.

(c) The present and proposed topography of the site and adjacent areas within 50 feet by contour lines at ~~an interval~~ s of not more than one foot ~~two feet~~, and by use of directional arrows, the proposed flow of storm water runoff from the site.

(d) Existing natural features of the site such as wetlands, streams, major trees and wooded areas.

(e) Existing public streets or rights-of-way, road or utility easements, or other reservations of land on the site.

(f) Other information necessary for the review of the application as may be requested by the City Engineer ~~Community Development Director~~ such as a traffic impact study.

(2) Site plan, landscaping plan and lighting plan.

(a) The location of existing and proposed structures, with the number of dwelling units and/or non-residential floor area.

(b) All setback lines. When lots are located on a curve, the width of the lot at the building setback line shall be shown.

(c) Proposed street rights-of-way road or utility easements, or other reservations of land on the site.

(d) Street layout and grades with centerline elevations.



- (e) Sidewalk or path location, width and material.
- (f) Proposed curb cuts, aisles, off-street parking and loading spaces and dimensions.
- (g) The location, species and size of plantings. The location, height and material for berms, walls and fences.
- (h) A tree preservation plan.
- (i) The location and method of screening of outdoor trash storage and recycling areas.
- (j) The location and size of all proposed signs.
- (k) The location and height of exterior lights, including a photometric diagram.
- (l) Elevation views of all proposed buildings or structures, with building materials and proposed colors noted.
- (m) A site development staging plan, if applicable.
- (n) If proposing a building addition, a floor plan with the interior dimensions for each floor.

(3) Grading and drainage.

- (a) Proposed grades showing topographic alterations, proposed methods for managing surface water, drainage calculations and a surface water pollution prevention plan.
- (b) Top of curb in front of each lot at corners and the high side of driveways.
- (c) Major (lowest floor) building corners.
- (d) Lot corner elevations, building setback lines, and a building pad layout showing hold-down elevations and finished garage elevations, lot drainage patterns and driveway slopes.
- (e) Storm sewer alignment and features.
- (f) Elevations and boundaries related to lakes, wetlands and ponds including the ordinary high water level.
- (g) Wetland delineation boundaries.
- (h) Other related information as may be required by the City Engineer.

(4) Public and private utilities.

- (a) The location and size of existing and proposed sanitary sewers, water mains, culverts or other underground facilities within and adjacent to the property including data such as grades, invert elevations and locations of catch basins, manholes and hydrants.

- (b) The location, size and purpose of all easements.

(E) Conditions of approval.

(1) These conditions must exist for the approval of a site plan review:

- (a) The site plan conforms to all applicable standards within this chapter;

(b) The site plan conforms to all applicable regulations of this chapter and is consistent with the applicable policies of the land use plan;

(c) The site plan is consistent with any applicable functional or special area plans or development objectives adopted by the City Council; and

(d) The site plan minimizes any adverse effects on property in the immediate vicinity and minimizes congestion of the public streets.

(2) The Community Development and Engineering Departments may impose conditions on any proposed site plan and require such guarantees as it deems necessary for the protection of the public interest and to ensure compliance with the standards and purposes of this chapter, the applicable policies of the land use plan, and any special land use plans adopted by the City Council.

(F) Modifications to an approved site plan.

(1) Requested amendments to a site plan may be approved or denied by the Community Development and Engineering Departments unless they involve one of the following; otherwise, they shall be reviewed as a new site plan. At the discretion of the City Engineer Community Development Director, other city departments ~~the Development Review Committee~~ may be involved in this review.

(a) The density of the development is to be increased by more than 5%;

(b) The gross square footage of non-residential buildings is to be increased by more than 5% or the number of building stories is to be increased;

(c) Approved landscaping or open space is to be substantially modified in the opinion of the Community Development or Engineering Department;

(d) Drainage, streets, or other engineering design changes will materially alter items approved in the Development Plan; and/or

(e) Major changes are proposed that could potentially create an adverse impact on stormwater quality, stormwater quantity management, or other stormwater management ordinance requirements.

(2) If, in the opinion of the Community Development and Engineering Departments, a proposed change will substantially affect the terms of the original approval or would result in significant adverse impacts on the surrounding properties or the city at large, then a re-submittal of a new development plan may be required pursuant to the provisions of this section.

(G) Time limit. Unless a written extension request is submitted and approved by the Community Development and Engineering Departments, an approved site plan shall expire upon either:

(1) A new site plan for the property is submitted to and approved by the Community Development and Engineering Departments; or

(2) A building permit has not been issued within one year from the date of site plan approval.

(H) Inspection and enforcement. Prior to issuance of a certificate of occupancy for any use not exempted above, the Community Development and Engineering Departments shall conduct an inspection to determine compliance with the conditions set forth on the approved site plan for the project. A temporary certificate of occupancy may be issued without completion of all elements on the site plan, provided written assurance is given that all improvements will be completed when feasible.

(I) Relationship to other applications. Except in those instances specified in division (G)(2) of this section, site plan approval is required prior to any land disturbance activities, issuance of a building permit for any proposed construction or issuance of a certificate of occupancy for any proposed use. When a site plan is required in support of a request for conditional use permit or variance approval, such plan shall also be subject to the requirements established within this chapter.

(J) Appeal. The applicant for a site plan review may appeal the decision of the Community Development and Engineering Departments to the City Council.



# **Engineering Design Standards for Stormwater Management**

**September 2022**



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### APPENDICES

- Appendix A: Ordinances 154.156 (Erosion Control & Stormwater Management) & 154.178  
(Site Plan Review & Approval)
- Appendix B: Site Plan & Stormwater Management Plan Review Checklist
- Appendix C: Standard Details
- Appendix D: Stormwater Facilities Maintenance Agreement Template

## Engineering Design Standards

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### 1. OVERVIEW & OBJECTIVES

The City of Waseca's Stormwater Pollution Prevention Plan (SWPPP) identifies the goals and policies that define the City's stormwater management programs, which are implemented via the City's Zoning Ordinance (Chapter 154), these Engineering Design Standards, and the City's MS4 Permit. Waseca's stormwater requirements were written to meet the City's goals of preserving, protecting, and managing its water resources as well as to meet federal, state, and watershed stormwater regulations and the following objectives:

- Minimize increases in stormwater runoff rates in order to maintain the integrity of the City's MS4 system and reduce flooding, siltation, and erosion.
- Minimize increases in pollution caused by stormwater runoff from developments which would otherwise degrade local water quality.
- Minimize the total annual volume of surface water runoff from specific sites during and following development.
- Ensure that stormwater management controls are properly maintained and pose no threat to public safety.
- Implement stormwater management controls to help meet current and future total maximum daily load (TMDL) goals and improve overall water quality.

### 2. DEFINITIONS

For these engineering standards, the following terms are defined below:

*Best Management Practices (BMP's):* Methods and measures, either structural or nonstructural, that have been determined to be the most effective and practical means of preventing or reducing stormwater pollution and runoff to help achieve water quality and rate control goals.

*Channel:* A natural or artificial watercourse with a definite bed and banks that continuously or periodically flow with water.

*Developer/Owner:* The party responsible for the development, construction, operation, and/or maintenance of a project before and after completion including, but not limited to, contractors, subcontractors, and agents or representatives of the developer or owner.

*Impervious Area:* Surfaces that cannot effectively infiltrate rainfall (e.g., building rooftops, pavement, sidewalks, gravel, driveways, swimming pools, etc.).

*Land Disturbance Activity:* Any activity that changes the volume or peak discharge rate of stormwater runoff from the land surface. This may include the grading, digging, cutting, scraping, or excavating of soil, placement of fill materials, paving, construction, substantial removal of vegetation, or any other activity that bares soil or rock or involves the diversion or piping of any natural or fabricated watercourse.

*Stormwater Facilities Maintenance Agreement:* A document recorded against a property, or properties, which provides for the long-term maintenance of privately owned stormwater management and treatment BMP's.

*Minimum Performance Criteria:* The City's minimum levels of stormwater volume, rate, and water quality control required for SWMP approval.

*Municipal Separate Storm Sewer System (MS4):* A conveyance, or system of conveyances, that is owned by a state, city, town, college, or other public entity that discharges to waters of the United States and is designed or used to collect or convey stormwater (including storm drains, pipes, ditches, etc.).

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Off-Site Facility: A stormwater management or treatment BMP located outside of a project's limits as described in the Site Plan and/or NPDES Construction General Permit.

Stormwater Management: The use of structural or non-structural practices designed to reduce stormwater runoff pollutant loads, discharge volumes, and/or peak discharge rates.

Stormwater Management Plan (SWMP): A set of drawings or other documents submitted by a developer/owner as a prerequisite to obtaining stormwater management approval, which contains all of the information and specifications required to effectively manage stormwater.

Stormwater Runoff: Stormwater flow on the surface of the ground, resulting from precipitation.

Water Quality Volume (WQv): The storage needed to capture and treat approximately 90% of the average annual stormwater runoff volume.

Watercourse: A permanent or intermittent stream, pond, or other body of water, either natural or fabricated, which gathers or carries surface water.

Watershed: The total drainage area contributing runoff to a single point.

### 3. PROJECTS REQUIRING A STORMWATER MANAGEMENT PLAN

**Projects that create and reconstruct a combined total of one (1) acre of more of impervious surface will require the submittal of a complete SWMP.**

A complete SWMP is **NOT** required for projects that create and reconstruct a combined total of **LESS THAN** one (1) acre of impervious surface but may still be subject to the requirements of § 154.178 "Site Plan Review and Approval" (Appendix A).

### 4. STORMWATER MANAGEMENT PLAN APPROVAL REQUIREMENTS

The general SWMP review process, from the submittal of conceptual and final plans to the issuance of SWMP approval, is summarized in the following six (6) steps:

1. Determine what stormwater management provisions apply (stormwater management, erosion control, buffers, floodplain management, etc.)
2. Determine what, if any, permits or approvals are required for the project site, and what waivers and/or exemptions are applicable (COE, DNR, MPCA, WCA, etc.)
3. Select stormwater management practices appropriate for the site.
4. Design the selected stormwater management BMP's to meet, or exceed, the minimum performance criteria.
5. Determine if other resource protection requirements are necessary as specified in the City Code.
6. Include provisions for adequate long-term access and maintenance.

No building permit, site plan, subdivision, or land disturbance activity will be approved unless it includes a SWMP detailing how the minimum performance criteria will be met. The plan must indicate how stormwater will be managed, the types of practices, and their locations. The SWMP must be signed by a licensed professional engineer in the State of Minnesota, who will verify that the design of all stormwater management and treatment BMP's follows **Minnesota Stormwater Manual** guidelines and meets the requirements of these engineering standards and those listed on the **Site Plan & Stormwater Management Plan Review Checklist (Appendix B)**. No building permit or subdivision approval shall be issued until a complete SWMP has been submitted, undergone review, and been approved by the City after determining that the plan meets or exceeds the minimum performance criteria.

### 5. STORMWATER MANAGEMENT CONCEPTUAL PLAN (OPTIONAL)

A stormwater management concept plan submittal is optional, but highly encouraged. A concept plan identifies basic site information, locations of proposed development features, and preliminary locations and sizing of stormwater management BMP's. The concept submittal has a greater chance of identifying major obstacles and can facilitate alternative stormwater management arrangements in a timely fashion and at the onset of project planning. If a concept plan is submitted for review, it should include sufficient information (e.g., maps, basic hydrologic and water quality calculations, etc.) to evaluate the environmental characteristics of the project site. This information should show the potential impacts of all proposed development at the site, both present and future, on water resources, and show the effectiveness and acceptability of the measures proposed for managing stormwater generated at the project site. The intent of this conceptual planning process is to determine the appropriate type(s) of stormwater management BMP's and to identify major issues prior to the completion of final plans. The concept plan is an efficient way to evaluate proposed development plans prior to the formal review process. After review of the concept plan, including any modifications deemed necessary by the City, a final SWMP should be submitted for approval.

### 6. SITE PLAN INFORMATION (REQUIRED)

#### A. General Information

In addition to the items listed on the **Site Plan & Stormwater Management Plan Review Checklist (Appendix B)**, project plan sheets containing the following information are required:

- ☐ North arrow, street names, and lot and block numbers for the subject properties or subdivision.
- ☐ Locations of benchmarks based on the City/County benchmark system (all plan elevations are to be NAVD 1988).
- ☐ Legend with all line types, symbols, shading, and cross-hatching denoted.
- ☐ Illustration key showing symbols for all information pertaining to lot and building design, including grades, easements, lots and blocks, setbacks, etc.
- ☐ Plan scale (shown graphically on a bar scale) of 1 inch = 20, 30, 40, or 50 feet. Plans in other scales will not be reviewed.
- ☐ Depict and label the total area of the subject property, total disturbed area, existing impervious area, and post-construction impervious area.
- ☐ The subject property's boundary lines, lot lines, and right-of-way lines.
- ☐ Dimension and label all existing and proposed easements.
- ☐ Landscaping plan including trees, shrubs, and plant species and planting details meeting the requirements of § 154.159.
- ☐ Lighting and photometric plan with materials specifications and details meeting the requirements of § 154.160.
- ☐ Depict and label all man-made features, including existing and proposed buildings, structures, and paved areas.
- ☐ Depict and label all existing and proposed utilities a minimum of 50 feet beyond the limits of the subject parcel (150 foot minimum for subdivisions).
- ☐ Depict and label all existing and proposed natural features including, but not limited to, significant trees and tree lines, wetlands, ponds, lakes, streams, drainage channels, floodplain, etc.
- ☐ Depict and label all existing and proposed setbacks and buffers for wetlands, ponds, lakes, streams, floodplains, etc.
- ☐ Depict and label all adjacent plats, parcels, rights-of-way, and section lines, extending a minimum of 50 feet beyond the subject parcel in all directions (150 foot minimum for subdivisions).



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- ☐ Ordinary high water level contours of all lakes, streams, wetlands, watercourses, marshes, and surface water features required in M.S. § 505.02 (1), as it may be amended from time to time, obtained from United States Geological Survey quadrangle topographic maps or other more accurate sources.
- ☐ Locations of 100-year floodplain areas, 100-year flood elevations, and the limits of the floodway and floodway fringe.
- ☐ Delineated wetland boundaries, completed by a qualified professional according to the most current U.S. Corps of Engineers methodology, and approved by the City Engineer.
- ☐ Wooded areas, rock outcrops, power transmission poles and lines, and any other significant features as requested by the City.
- ☐ Not more than 50% of the development shall contain a wetland, watercourse, or marsh. Setbacks shall comply with the standards established in City Code Chapter 154 "Zoning".
- ☐ A note indicating that adjacent streets will be swept, whenever necessary, to remove all accumulated materials.

### **B. Contour Lines**

- ☐ Existing and proposed contours shall be shown and labeled at 1-foot vertical intervals.
- ☐ Contour lines shall be different line weights for existing contour lines versus proposed contour lines.
- ☐ Contours shall be shown a minimum of 50 feet into adjacent properties (150 foot minimum for subdivisions).

### **C. Property/Lot Layout Information**

- ☐ Property and/or lot dimensions to the nearest hundredth of a foot.
- ☐ Typical property/lot details indicating where building elevations are shown.
- ☐ Building setback lines.
- ☐ Proposed top of curb elevations at property/lot corners and driveways/entrances.
- ☐ Drainage arrows and finished spot elevations at all high and low points.
- ☐ Garage and lowest floor elevations for all existing and proposed buildings.
- ☐ Drainage arrows and finished ground elevations around each existing and proposed building.
- ☐ Front and rear property/lot corner elevations.
- ☐ Building pad layouts showing finished floor and finished garage floor elevations.
- ☐ Spot elevations as appropriate to define project drainage patterns.
- ☐ Legend with building type/styles and grade difference for garage floor to walkouts/lookouts, if applicable.
- ☐ The property/lots shall be graded so that water drains away from buildings and flows along property/lot lines within proposed drainage and utility easements. Any drainage flow from one property/lot onto an abutting property/lot must be within a drainage easement. Drainage easements and outlots for watercourses shall generally encompass the areas determined to be two (2) feet above the corresponding 100-year high water level (HWL).

### **D. Street Layouts**

- ☐ Typical sections.
- ☐ Grades and drainage patterns.
- ☐ Centerline street elevations at 100-foot stations with high and low points.
- ☐ Cul-de-sac frontages with spot elevations.
- ☐ Centerline street gradients shall be in accordance with **§ 151.045**.
- ☐ All existing and proposed easements in accordance with **§ 151.046**.

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### **E. Grading Plans**

- ☐ The **grading plan** for all single-family residential subdivision lots shall provide an area with a slope not greater than 10% extending not less than a depth of 20 feet from the rear line of the building pad the entire width of the building pad, unless otherwise approved by the City Engineer.
- ☐ **House pads** shall be set back at least 30 feet from the 100-year flood elevation for ponds, lakes, and other watercourses if the lot has municipal sewer; and at least 75 feet if the lot is unsewered.
- ☐ **Lowest opening elevations** for any building shall be two (2) feet above the 100-year flood elevation of adjacent watercourses. If the 100-year flood elevation is not available, the flood elevation shall be one (1) foot above the ordinary HWL. If sufficient data on ordinary high-water level is not available, the elevation of the line of permanent aquatic vegetation shall be used as the estimated ordinary high-water level.
- ☐ Minimum **garage floor elevations** shall be 1.5 feet above the top-of-curb elevation, as measured from the top-of-curb at the high side of the driveway to the garage floor.
- ☐ Maximum **driveway slopes** shall be 12% from the back of curb to the garage floor, as measured at the centerline of the driveway.
- ☐ Minimum **open area slopes, including yards and swales**, shall be 1%. (Preferred design is 1.5% or greater.) Slopes shall be no greater than 3:1 (33%), except where existing slopes are being protected, which are subject to review.

### **F. Emergency Overflows**

- ☐ Emergency overflows shall be labeled and shown with spot elevations and drainage arrows.
- ☐ Emergency overflows must be established for street and rear lot catch basins.
- ☐ Minimum elevation shall be two (2) feet below the lowest building opening elevation.
- ☐ Areas along rear property/lot lines which are below the emergency overflow elevation shall be designated as drainage easements.
- ☐ Storm pond slopes shall be a maximum of 6:1 (16.7%) unless otherwise approved by the City Engineer.

### **G. Temporary Erosion Control BMP's**

Show the locations of all structural erosion control measures (with standard detail plates and maintenance information for each), including, but not limited to:

- ☐ Temporary rock entrances and exits for all vehicle access points (show on the plan and provide details).
- ☐ Silt fence or other appropriate perimeter controls should be placed along swales or slopes greater than 50 feet in length (flare the ends up the slopes).
- ☐ Storm sewer inlet filters (indicate type and label on the plan at each location).
- ☐ Temporary sediment basins.
- ☐ Soil stockpile areas (indicate temporary stabilization measures).
- ☐ Erosion control mats, fiber blankets, netting, temporary seed, and/or temporary mulch. All exposed soil areas must be stabilized as soon as possible to limit soil erosion, but in no case later than 14 days after the construction activity in that portion of the site has temporarily or permanently ceased and no later than seven (7) days after construction activity in that portion of the site has temporarily or permanently ceased when discharge points on the project are within 1 mile of a special or impaired water and flow to that special or impaired water.

### **H. Final Stabilization**

Show all seeding and/or turf establishment locations in the plans and specifications, including:

- ☐ Type of seeding (permanent, temporary, dormant).
- ☐ Seed type and application rate.

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- ☐ Fertilizer type and application rate.
- ☐ Mulch type, application rate, and method of anchoring.
- ☐ Specifications for the installation and maintenance of erosion control mats, blankets, or netting.
- ☐ Note requiring seeding/restoration to be completed within 48 hours of final grading.

### **I. Tree Preservation**

Comply with the following in accordance with the requirements of § 151.051:

- ☐ Structures and other amenities shall be placed so that the optimum number of trees shall be preserved.
- ☐ Demonstrate that there are no feasible or prudent alternatives to the removal of trees on the site and that if trees are removed, the tree density will be restored to what existed before development.
- ☐ Utilize a variety of tree species that are hardy under local conditions and compatible with the local landscape. Species presently under a disease epidemic or on the City's prohibited species list are not permitted.
- ☐ Development, including grading and contouring, shall not impact the root zone aeration stability of existing trees and shall provide them with a watering area equal to at least half the crown area.

### **J. Stormwater Pollution Prevention Plan (SWPPP)**

Submittal of a complete SWPPP is required for all construction site activities encompassing greater than or equal to one (1) acre, including those less than one acre that are part of a larger common plan of development or sale. The SWPPP must comply with these engineering standards, the City's MS4 Permit, and the project's corresponding NPDES Construction General Permit.

## **7. DESIGN GUIDANCE & STANDARDS FOR STORMWATER BMP'S**

### **A. General Information**

To meet the City's minimum performance criteria, developers/owners are expected to follow these engineering standards and the design requirements, standards, and acceptable practices described in the current **Minnesota Stormwater Manual**. Any deviations will require a detailed written explanation and City Engineer approval.

### **B. Storm Sewers**

1. Manhole spacing shall not exceed 400 feet.
2. A catch basin or manhole structure shall be installed at all pipe junctions.
3. Storm sewer pipe should match flowline to flowline unless grade constraints prevent this. Hydraulic calculations may be necessary to verify that excessive surcharging will not occur.
4. Stormwater pipes shall be designed utilizing the Rational Method. Channel design shall be by hydrograph method only. All methods are subject to City Engineer approval.
5. Storm sewers shall be designed for a 10-year, 1-hour rainfall event using the Rational Method. State Aid roadway storm sewers shall be designed to MnDOT State Aid requirements.
6. The minimum full flow velocity within the storm sewer should be 3 feet per second (fps). The maximum velocity shall be 10 fps, except when entering a pond, where the maximum velocity shall be limited to 6 fps.
7. Trunk storm sewer should be designed, at a minimum, to carry 100-year, 24-hour rainfall event pond discharge in addition to the 10-year design flow for direct tributary areas.
8. For storms greater than the 10-year event, and in the case of plugged inlets, transient street ponding will occur. For safety reasons, the maximum depth in streets should not exceed 1.5 feet.

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9. To promote efficient hydraulics within manholes, manhole benching shall be provided to 1/2 the diameter of the largest pipe entering or leaving the manhole.
10. Whenever possible, vaned grate catch basin castings (Neenah 3067V or approved equal) shall be used along all streets.
11. The maximum design flow at a catch basin for the 10-year, 1-hour rainfall event shall be three (3) cubic feet per second (cfs) unless high-capacity grates are provided. Catch basins at low points will be evaluated for higher flow with approval of the City Engineer.
12. All structures located in the street are to be a minimum of 4 feet deep (rim to invert) and a minimum of 3 feet deep at other locations.

### **C. Inlet & Outlet Pipes**

1. Whenever possible, stormwater pond inlet pipes shall be extended to the pond normal water level.
2. Outfalls into channels with velocities of 4 fps or greater, and where the angle of the outfall to the channel flow direction is greater than 30 degrees, will require energy dissipation or stilling basins.
3. Outfalls with velocities of 4 fps or less, and that direct flows downstream into a channel at 30 degrees or less will require riprap protection but will not generally require energy dissipaters or stilling basins.
4. At all discharge locations, riprap shall be provided to an adequate depth below the channel grade and to a height above the outfall or channel bottom. Riprap shall be placed over a suitably graded filter material and filter fabric to ensure that soil particles do not migrate through the riprap and reduce its stability. Riprap shall be placed to a thickness of at least 2.5 times the mean rock diameter to ensure that it will not be undermined or rendered ineffective by displacement. If riprap is used as protection for overland drainage routes, grouting may be necessary.
5. Discharge velocity into a pond at the outlet elevation shall be 6 fps or less. Riprap protection is required at all inlet pipes into ponds from the normal water level (NWL) to the pond bottom.
6. Where outlet velocities to ponds exceed 6 fps, the design should be based on the unique site conditions present. Submergence of the outlet or installation of a stilling basin is required when excessive outlet velocities are experienced.

### **D. Channels & Overland Drainage**

1. Overland drainage routes where velocities exceed 4 fps should be reviewed by the City Engineer and approved only when suitable stabilization measures are proposed.
2. Open channels and swales are recommended where flows and small grade differences prohibit economical construction of underground piping. Open channels and swales can provide infiltration and filtration benefits not provided by pipe.
3. The minimum grade in all unpaved areas shall be 1% (2% is preferred).
4. Maximum length for drainage swales shall be 400 feet.
5. Channel side slopes should be a maximum of 4:1 (25%) with lesser slopes preferred.
6. Riprap shall be provided at all junctions between two open channels and where storm sewer pipes discharge into a channel.
7. Open channels should be designed to handle the expected velocity from a 10-year, 24-hour storm event without erosion. Riprap check dams may be necessary.
8. Periodic cleaning of an open channel is required to ensure that design capacity is maintained. Therefore, all channels shall be designed to allow for equipment access.

### **E. Ponds**

Where detention basins are required, the calculations determining the design of the basins must be provided. The size and design considerations will be dependent on the receiving water body's

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water quality category, the imperviousness of the development, and the degree to which on-site infiltration is achieved. Design of detention basins, as described in the project's SWMP, shall incorporate recommendations from the **Minnesota Stormwater Manual**. The following design considerations are required for on-site water quality detention basins based on the receiving water's water quality category. These designs include permanent detention for water quality treatment. Extended detention designs may be substituted if they provide treatment equivalent to the requirements below:

1. A permanent pool (dead storage) volume below the normal outlet shall be greater than, or equal to, the runoff from a 2.5", 24-hour storm over the entire contributing drainage area assuming full development.
2. The permanent pool average depth (basin volume/basin area) shall be greater than 4 feet with a maximum average depth of less than 10 feet.
3. An emergency spillway/outlet adequate to control the 100-year, 24-hour rainfall event.
4. Whenever possible, basin side slopes above the normal water level should be 3:1 (33%) or less. A basin shelf with a minimum width of 10 feet and a maximum slope of 10:1 (10%) below the normal water level is recommended to enhance wildlife habitat, reduce potential safety hazards, and improve access for long-term maintenance.
5. A flood pool (temporary storage) volume above the principal spillway outlet shall be provided so that the peak discharge rates from the 2, 10, and 100-year, 24-hour storm events are not greater than the peak discharge for a similar storm assuming predevelopment watershed conditions.
6. Extended detention of runoff from the more frequent (1 and 5-year, 24-hour) storm events shall be achieved through a principal spillway design which shall include a perforated vertical riser, a small orifice outlet, or a compound weir. The spillway must be constructed of a limited maintenance material. The use of treated or naturally decay resistant timber is not allowed.
7. Effective energy dissipation devices to reduce outlet velocities to 4 fps or less shall consist of riprap, stilling pools, or other measures to prevent erosion at all stormwater outfalls into the basin and at the detention basin outlet.
8. For the purposes of erosion control, vegetation protection, and wildlife habitat enhancement, the 10-year flood level of the basin shall be no more than two (2) feet above the normal level of the basin.
9. All constructed ponds shall be provided maintenance access from an adjacent roadway. The maintenance access shall be provided in the form of an easement no narrower than 20 feet. The maintenance access shall have a longitudinal slope no steeper than 6:1 (16.7%) and minimal cross slope. Maintenance access routes, due to their extra width, may also serve as emergency overflow routes.

### **F. Infiltration/Filtration Practices**

1. The sizing of infiltration/filtration practices shall be in conformance with these engineering standards and the standards and specifications found in the **Minnesota Stormwater Manual**.
2. When designing an infiltration practice for rate and/or water quality control, on-site testing and detailed analysis are strongly encouraged to determine the infiltration rates of the proposed facility. Documented site-specific infiltration or hydraulic conductivity measurements (double-ring infiltrometer) completed by a licensed soil scientist or engineer is recommended. In the absence of detailed analysis, the saturated infiltration rates listed in the Infiltration Rates for Infiltration STPs table found in the **Minnesota Stormwater Manual** shall be used. Soil borings, or installing a piezometer, shall be used to ascertain the level of the local groundwater table and demonstrate that it is at least 3 feet below the bottom of the proposed facility. A soil boring is required to go to a depth of at least 5 feet below the proposed bottom of an infiltration feature. The soils shall be classified using the Unified Soil



## Engineering Design Standards

Classification system. The least permeable soil horizon will dictate the infiltration rate. Infiltration practices shall be designed to infiltrate the required volume within 48 hours.

3. Pretreatment, in the form of ponds, forebays, filter strips, or other approved methods, shall be provided for all infiltration areas. Pretreatment upstream of volume management practices is a key element in the long-term viability of infiltration areas. The level of pretreatment varies depending on the BMP and the drainage area. **Minnesota Stormwater Manual** recommendations shall be utilized to determine the appropriate level of pretreatment on a case-by-case basis.
4. The infiltration practice shall not be used within 50 feet of a municipal, community, or private well, unless specifically allowed by an approved wellhead protection plan.
5. The infiltration practice shall not be used for runoff from fueling, vehicle maintenance, or industrial areas which all contain materials that pose a contamination risk, unless the infiltration practice is designed to allow for spill containment.
6. The infiltration practice shall not be used in Hydrologic Soil Group (HSG) D soils without soil corrections.
7. Vegetation of infiltration/filtration practices shall be as shown in the City's **Standard Details (Appendix C)** or follow **Minnesota Stormwater Manual** guidance. A plan for vegetation management shall be included with the SWMP.
8. If soils are unsuitable for infiltration, then filtration may be used with drain tile in accordance with the City's **Standard Details (Appendix C)** or **Minnesota Stormwater Manual** guidelines.
9. Subgrade soils for infiltration/filtration practices shall be as presented in the City's **Standard Details (Appendix C)** or in the **Minnesota Stormwater Manual**. For the purposes of volume calculations, assume a 40% void ratio for clean washed rock and 20% for construction sand.
10. Rock storage beds shall be constructed using crushed angular granite that has been thoroughly washed to remove all fine particles, which could clog the system.
11. For infiltration benches adjacent to ponds, benches shall have slopes no steeper than 5:1 (20%) over the proposed infiltration zone. A slope of 10:1 (10%) is preferred. The **Minnesota Stormwater Manual** cites concerns with locating infiltration features immediately adjacent to ponds. To address this, benches shall maintain hydraulic separation from the saturated zone of the pond to minimize the loss of infiltration potential over time.

### 8. MINIMUM DESIGN CRITERIA

Stormwater Management Plans must incorporate stormwater management and treatment BMP's that are designed to meet required volume, rate, and water quality criteria.

#### A. Rate Control Requirements

1. Design site appropriate rate control stormwater management and treatment BMP's, and provide calculations showing that post-construction stormwater runoff rates will not exceed existing conditions for the 2, 10, and 100-year 24-hour rainfall events shown below:

Rainfall Event	Rainfall Depth (inches)
2-year, 24-hour	2.89
10-year, 24-hour	4.36
100-year, 24-hour	7.41

2. Detention basins shall be designed with capacity for the 100-year event.
3. The maximum duration for rainfall critical event analysis shall be 24 hours, except in cases where basins are landlocked with no outlet, in which case back-to-back 24-hour events shall also be used. In all cases, a hydrograph method of analysis should be used.

## Engineering Design Standards

4. For all runoff modeling calculations, an SCS Type II 24-hour rainfall distribution with average antecedent moisture conditions should be utilized. For shorter duration critical events, other distributions may be used with approval of the City Engineer.
5. Calculate the time of concentration (TOC) using the NRCS method. For all runoff modeling calculations, the TOC shall not be less than 5 minutes.
6. All stormwater management system analyses and designs shall be based on proposed full development land use patterns.
7. For developments adjacent to a landlocked basin that is not provided an outlet, freeboard should be determined based on the method below which results in the highest freeboard elevation:
  - a) 3 feet above the high-water level (HWL) determined by modeling back-to-back 100-year, 24-hour events.
  - b) 3 feet above the highest known water level.
  - c) 5 feet above the HWL determined by modeling a single 100-year, 24-hour event.
8. When modeling landlocked basins, the starting water surface elevation should be its Ordinary High-Water elevation, which can be determined through hydrologic modeling or, in the case of a DNR regulated basin, from a DNR survey.
9. For basins with a suitable outlet, freeboard shall be two (2) feet above the HWL determined by modeling the 100-year event. Provide emergency overflows a minimum of two (2) feet below the lowest building opening elevation.
10. Adjacent to channels, creeks, ravines, or other watercourses, freeboard shall be two (2) feet above the 100-year event elevation.
11. The recommended minimum outlet diameter is four (4) inches due to plugging susceptibility. This outlet sizing may supersede the rate control requirement for the 2-year event.
12. Outlet structures should be designed with primary and secondary outlets to the storm sewer and a defined emergency overflow outlet.

### **B. Water Quality Requirements**

The required minimum water quality volume (WQv) is equal to one inch (1") times the sum of the created and reconstructed impervious surface areas. Infiltration BMP's are to be used to retain and infiltrate the WQv on-site. Where infiltration practices are prohibited (as described below), other volume reduction BMP's may be approved.

Infiltration systems are prohibited in the following areas:

1. Where discharges from vehicle fueling and maintenance areas are received, regardless of the amount of new and fully reconstructed impervious surface.
2. Where high levels of soil or groundwater contaminants may be mobilized by infiltrating stormwater. To make this determination, the developers/owners must complete a site screening assessment checklist, which is available in the **Minnesota Stormwater Manual**, or conduct their own assessment. The assessment must be submitted with the site plan.
3. Where soil infiltration rates are more than 8.3 inches per hour, unless soils are amended to slow the infiltration rate below 8.3 inches per hour.
4. Where less than three (3) feet of separation exists from the bottom of the infiltration system to the elevation of seasonally saturated soils or the top of bedrock.
5. Where predominately Hydrologic Soil Group D (clay) soils exist.
6. Within 1,000 feet up-gradient or 100 feet down-gradient of active karst features.
7. Where stormwater runoff is received from the following types of NPDES regulated industrial sites: automobile salvage yards; scrap recycling and waste recycling facilities; hazardous waste treatment, storage, or disposal facilities; or air transportation facilities that conduct deicing activities.

## Engineering Design Standards

Where all, or a portion of, the required WQv cannot be cost effectively treated on-site, the developer/owner must identify locations where off-site treatment can be accomplished. All proposed off-site treatment locations must be approved by the City Engineer and be completed no later than 24 months after the start of original project construction.

### **C. Volume Control Requirements**

No additional volume controls are required if the rate control and water quality requirements have been satisfied.

### **D. Floodplain Management**

The City prohibits fill activities within the 100-year floodplain which will cause an increase in the stage of the 100-year or regional flood or cause an increase in flood damages in the affected reach unless compensatory storage or channel improvements are provided. Fill activities within the floodway is prohibited unless it meets FEMA, DNR, USACE, and other regulatory requirements. Applications proposing to alter the floodplain shall contain cut/fill diagrams along with calculations demonstrating that the fill activities or alteration of the floodplain will not result in a reduction in flood storage.

### **E. Wetland Buffers**

Buffers are required adjacent to wetlands in accordance with **§ 154.169**. The buffer requirement applies to new development or redevelopment and may also be required as part of a variance, conditional use permit, or site plan review.

1. The buffer shall be provided adjacent to all wetlands and contain a continuous dense layer of primarily native perennial vegetation, including grasses, forbs, shrubs, and/or trees.
2. Buffer width is based on the size of the wetland and is measured from the delineated wetland boundary outward. Minimum buffer width shall be as follows:

Wetland Size	Buffer Width
0 - 5 acres	10 feet
> 5 acres	20 feet

3. All wetland buffers shall be marked by signs placed at the buffer edge.
4. Buffer signs shall be placed at every lot line or as instructed by the City Engineer. Proposed buffer sign locations shall be shown on a grading or site plan, which shall be submitted to the City Engineer for approval.
5. All land areas containing wetlands and the required wetland buffer shall be dedicated as a conservation easement or platted as an outlot and deeded to the City as part of the project's stormwater management system.

### **F. Shoreland Management**

The City has established shoreland management requirements (**§ 154.047-154.063**). This code establishes setbacks for the placement of structures and impervious areas and includes requirements for shoreland alterations. The City also encourages the following for work occurring within a shoreland zone:

1. Use of natural vegetation or bioengineering techniques for the stabilization of shorelines.
2. Use of materials such as granite or fieldstone for shoreline stabilization projects where hard armoring is necessary.
3. Use of techniques that will minimize project runoff and improve water quality. When possible, use existing natural drainage ways, wetlands, and vegetated soil surfaces to convey, store, filter, and retain stormwater runoff before discharge to public waters. When development density, topographic features, and soil and vegetation conditions are not sufficient to adequately handle stormwater runoff using natural features and vegetation, various types of constructed facilities such as diversions, settling basins, skimming devices,

## Engineering Design Standards

dikes, waterways, and ponds may be used. Preference shall be given to designs using surface drainage, vegetated filter strips, bioretention areas, rainwater gardens, enhanced swales, off-line retention areas, and natural depressions for infiltration rather than buried pipes and human-made materials and facilities.

### **G. Inspection & Maintenance of Stormwater Facilities**

1. No private stormwater facilities will be granted final approval unless a maintenance plan is provided that defines how access will be provided, who will conduct required maintenance, the type of maintenance to be conducted, and maintenance frequency. At a minimum, all private stormwater facilities shall be inspected annually and maintained in a condition consistent with the performance goals for which they were originally designed.
2. Access to all stormwater facilities must be annually inspected and maintained. The developer/owner shall obtain all necessary easements or other property interests to allow access to the facilities for inspection or maintenance.
3. Every SWMP shall include a **Stormwater Facilities Maintenance Agreement (Appendix D)** documenting the developer's/owner's operation and maintenance responsibilities for all private stormwater management and treatment BMP's. This agreement must be prepared in accordance with the requirements of **§ 154.156 (Appendix A)** and is recorded against the parcel prior to final project acceptance.

## **9. SITES REQUIRING A STORMWATER POLLUTION PREVENTION PLAN**

Construction site activities encompassing one (1) acre of land or more, including those less than one (1) acre that are part of a larger common plan of development or sale, are required to submit both a Site Plan and a complete Stormwater Pollution Prevention Plan (SWPPP) for review and approval.

A complete SWPPP is **NOT** required for construction site activities encompassing **LESS THAN** one (1) acre of land but may still be subject to the requirements of **§ 154.178 "Site Plan Review and Approval" (Appendix A)**.

## **10. STORMWATER POLLUTION PREVENTION PLAN APPROVAL REQUIREMENTS**

### **A. General Information**

The erosion prevention and sediment control BMP's depicted on the Site Plan and the SWPPP shall be designed, implemented, inspected, and maintained in accordance with the **Site Plan & Stormwater Management Plan Review Checklist (Appendix B)**, **§ 154.156 of the City Code (Appendix A)**, the standards listed below, **Appendix C**, the City's MS4 Permit, and the project's corresponding NPDES Construction General Permit.

### **B. Erosion Control**

1. The developer/owner must plan for, and implement, appropriate construction phasing, vegetative buffer strips, horizontal slope grading, and other construction practices to minimize erosion. All areas not to be disturbed shall be marked (with flags, stakes, signs, silt fence, etc.) on the project site before any work begins.
2. All exposed soil areas must be stabilized as soon as possible to limit soil erosion, but in no case later than 14 days after construction activity in that portion of the site has temporarily or permanently ceased, and no later than 7 days after construction activity in that portion of the site has temporarily or permanently ceased when discharge points on the project are within one (1) mile of a special or impaired water and flow to that water.
3. Additional BMP's, together with enhanced runoff controls, are required for discharges to special and impaired waters. The BMP's identified for each special or impaired water are

## Engineering Design Standards

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required for those areas of the project draining to a discharge point on the project that is within 1 mile of a special or impaired water and flow to that water.

4. The developer/owner must stabilize the normal wetted perimeter of any temporary or permanent drainage ditch or swale that drains water from any portion of the construction site or diverts water around the site within 200 feet of the property edge, or from the point of discharge into any surface water. Stabilization of the last 200 feet must be completed within 24 hours of connecting to a surface water or property edge.
5. Pipe outlets must have temporary or permanent energy dissipation before connecting to a surface water.
6. Whenever possible, all slopes must be graded in such a fashion so that track marks from heavy equipment are perpendicular to the slope.
7. All areas disturbed during construction must be restored as detailed in these requirements. The type of permanent restoration shall be clearly shown on the plans, including, but not limited to, sod, seed, impervious cover, and structures. A minimum of six (6) inches of topsoil must be installed prior to permanent restoration. Areas where the topsoil has been placed and final graded, or areas that have been disturbed but where other grading or site building construction operations are not actively underway, must be temporarily or permanently restored as set forth in the following requirements:
  - a) Areas with slopes less than 3:1 (33%) must be seeded and mulched within 14 days of the area having not been actively worked.
  - b) Areas with slopes equal to, or greater than, 3:1 (33%) must be seeded, and erosion control blanket placed, within 14 days of the area not having been actively worked.
  - c) All seeded areas must be either mulched and disc anchored, hydro-mulched, or covered by erosion control blanket to reduced erosion and protect the seed. Temporary or permanent mulch must be disc anchored and applied at the uniform rate of 2 tons per acre and have 90% coverage.
  - d) If the disturbed area will be disturbed again within a 6-month period, temporary vegetative cover shall be required consisting of an approved seed mixture and application rate.
  - e) If the disturbed area will not be disturbed again within a 6-month period, permanent vegetative cover shall be required consisting of an approved seed mixture and application rate.
  - f) All areas that will not be maintained as part of the final design shall be permanently restored using an approved seed mixture and application rate.
  - g) Restoration of disturbed wetland areas shall be accomplished using an approved seed mixture and application rate.
8. All erosion control measures must be maintained for the duration of the project until final stabilization has been achieved. If construction operations or natural events damage or interfere with any erosion control measures, they shall be restored to their intended functions.
9. Additional erosion control measures shall be added as necessary to effectively protect natural resources. The temporary and permanent erosion control plans shall be revised as needed based on current site conditions and to comply with all applicable requirements.

### **C. Sediment Control Practices**

1. Sediment control practices must be established on all down-gradient perimeters before any up-gradient land disturbing activities begin. These practices must remain in place until final stabilization has been achieved.
2. If a down-gradient treatment system is overloaded, additional up-gradient sediment control



## Engineering Design Standards

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- practices must be installed to eliminate overloading. The SWPPP must be amended to identify these additional practices.
3. All storm drain inlets must be protected by approved BMP's during construction until all potential discharge sources have been stabilized. These devices must be maintained until final stabilization is achieved. Inlet protection may be removed if a specific safety concern (street flooding/freezing) has been identified.
  4. Temporary stockpiles must have silt fence or other effective sediment controls on the down-gradient side of the stockpile and shall not be placed within 25 feet of any road, wetland, protected water, drainage channel, or storm water inlet. After 14 days, undisturbed stockpiles must be stabilized with mulch, vegetation, tarps, or other approved means.
  5. Vehicle tracking of sediment from the project area shall be minimized with approved BMP's. These shall be installed and maintained at the City approved entrances. Individual properties/lots shall each be required to install and maintain entrances throughout construction until a paved driveway is installed and used.
  6. Sediment that has washed or tracked off the site by motor vehicles or equipment shall be cleaned from paved surfaces throughout the duration of construction.
  7. Silt fence or other approved sediment control devices must be installed in all areas as shown on the SWPPP.
  8. Silt fence or other approved sediment control devices shall be required along the entire curb line, except where approved openings or entrances will be installed or where drainage flows away from the curb. These devices must be maintained until final stabilization is achieved. Ditch checks shall be required in ditch bottoms. Spacing for the check must be as follows: *Height in feet (of the sediment device used) X 100 / Slope Gradient*.
  9. Dust control measures, such as the application of water, must be performed periodically due to weather, construction activity, and/or as directed by the City.
  10. Flows from diversion channels or pipes (temporary or permanent) must be routed to sedimentation basins or appropriate energy dissipaters to prevent the transport of sediment to outflow or lateral conveyors, and to prevent erosion and sediment build-up when runoff flows into the conveyors.
  11. A concrete washout shall be installed on projects that require the use of concrete. All liquid and solid waste generated by concrete washout operations must be contained in a leak-proof container or impermeable liner. A sign must be installed adjacent to each washout facility informing operators to utilize them.
  12. All sediment control measures shall be used and maintained for the duration of the project. If construction operations or natural events damage or interfere with any erosion control measures, they must be restored to serve their intended function.
  13. Additional sediment control measures shall be added as necessary to effectively protect natural resources. The temporary and permanent erosion control plans shall be revised as needed based on current site conditions and to comply with all applicable requirements.
  14. Restrict clearing and grading within 20 feet of an existing wetland boundary as a protective buffer strip of natural vegetation.

### **D. Waterway & Watercourse Protection**

1. A temporary stream crossing must be installed and approved by the City and other regulating agencies if a wet watercourse will be crossed regularly during construction.
2. The watercourse channel shall be stabilized before, during, and within 24 hours of any in-channel work.
3. No in-water work shall be allowed in Public Waters during MnDNR work exclusion dates.

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4. Prior to the placement of any equipment into any waters, all equipment must be free of aquatic plants and non-native animals.
5. All on-site stormwater conveyance channels must be designed according to the criteria outlined in these engineering standards and the **Minnesota Stormwater Manual**. Stabilization adequate to prevent erosion at the outlets of all pipes and paved channels is required.

### **E. Temporary Sediment Basins**

A temporary (or permanent) sediment basin shall be provided when 10 or more acres of disturbed soil drain to a common location prior to the runoff leaving the site or entering surface waters. The developer/owner is also encouraged, but not required, to install temporary sediment basins in areas with steep slopes or highly erodible soils even if the area is less than 10 acres and drains to one common area. The basins shall be designed and constructed according to the following requirements:

1. The basins must provide storage below the outlet pipe for a calculated volume of runoff from a 2-year, 24-hour rainfall event from each acre draining to the basin, but in no case can the storage be less than 1,800 cubic feet.
2. Where no such calculation has been performed, a temporary (or permanent) sediment basin providing 3,600 cubic feet of storage below the outlet pipe per acre draining to the basin shall be provided where attainable until final stabilization of the site.
3. Temporary basin outlets will be designed to prevent short-circuiting and the discharge of floating debris. The basin must be designed with the ability to allow complete basin drawdown (e.g., perforated riser pipe wrapped with filter fabric and covered with crushed gravel, pumps, or other means) for maintenance activities, and provide a stabilized emergency overflow to prevent pond failure. Energy dissipation must be provided for the basin outlet.
4. Temporary (or permanent) basins must be constructed and made operational concurrent with the start of soil disturbance that is up-gradient of the area and contributes runoff to the pond.
5. Where temporary sediment basins are not attainable due to site limitations, equivalent sediment controls such as smaller sediment basins, and/or sediment traps, silt fences, vegetative buffer strips or any appropriate combination of measures are required for all down-slope boundaries of the construction area and for those side-slope boundaries deemed appropriate as dictated by individual site conditions. In determining whether installing a sediment basin is attainable, the developer/owner must consider public safety, site soils, slope, and available on-site area. This determination must be documented in the SWPPP.
6. The developer/owner shall maintain the sedimentation basins and they shall remain functional until acceptable vegetative cover is restored to the site, resulting in a pre-development level rate of erosion. The City will not issue building permits for properties/lots containing sediment basins until they have been removed or relocated based on the progress of project restoration.
7. Basins designed to be used for permanent stormwater management shall be brought back to their original design contours prior to acceptance by the City.

### **F. Dewatering and Basin Draining**

1. If water cannot be discharged into a sedimentation basin before entering a surface water, it must be treated with appropriate BMP's such that the discharge does not adversely affect the receiving water or downstream landowners. The developer/owner must ensure all discharge points are appropriately protected from erosion and scour. The discharges must be dispersed over riprap, sandbags, plastic sheeting, or other acceptable energy dissipation measures.

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- Adequate sediment control measures are required for discharging water that contains suspended soils.
2. All water from dewatering or basin draining must discharge in a manner that does not cause a nuisance, erosion in receiving channels, flow onto down-slope properties, inundation of wetlands, or other significant adverse impacts.

### **G. Inspections and Maintenance**

1. The developer/owner shall be responsible for inspections and maintenance of all BMP's.
2. The developer/owner must routinely inspect the construction project once every 7 days during active construction and within 24-hours of a rainfall event of 0.5 inches or more (over a 24-hour period).
3. All inspections and maintenance conducted during construction must be recorded in writing and be retained with the SWPPP. Records of each inspection and maintenance activity shall include:
  - a) Inspection date and time.
  - b) Name of person(s) conducting the inspection.
  - c) Inspection findings, including recommendations for corrective actions.
  - d) Corrective actions taken (including dates, times, and the party completing the maintenance activities).
  - e) Date and amount of all rainfall events of 0.5 inches or greater (over a 24-hour period).
  - f) Documentation of any changes made to the SWPPP.
4. Inspections of stabilized areas can be reduced to once per month. If work has been suspended due to frozen ground conditions, the required inspections and maintenance must take place as soon as runoff occurs or prior to resuming construction, whichever occurs first.
5. All erosion and sediment control BMP's shall be inspected to ensure integrity and effectiveness. All nonfunctional BMP's shall be repaired, replaced, or supplemented with a functional BMP. The developer/owner shall investigate and comply with all inspection and maintenance requirements.
6. All silt fences must be repaired, replaced, or supplemented when they become nonfunctional, or when the sediment reaches 1/2 the height of the fence. These repairs shall be made within 24 hours of discovery, or as soon as field conditions allow access.
7. Temporary and permanent sedimentation basins must be drained, and the sediment removed, when the depth of sediment collected in the basin reaches 1/2 the total storage volume. Drainage and removal must be completed within 72 hours of discovery, or as soon as field conditions allow access.
8. Surface waters, including drainage ditches and conveyance systems, must be inspected for evidence of erosion sediment. The developer/owner shall remove all sediment deposited in surface waters, including drainage ways, catch basins, and other drainage systems, and restabilize the areas where sediment removal results in exposed soil. Removals and stabilization shall take place within 7 days of discovery unless prevented by legal, regulatory, or physical access constraints. The developer/owner shall use all reasonable efforts to obtain access. If delayed, removals and stabilization shall take place within 7 calendar days of obtaining access. The developer/owner is responsible for contacting all local, regional, state, and federal authorities and receiving any applicable permits prior to conducting any work.
9. Construction site vehicle exit locations shall be inspected for evidence of sediment tracking onto paved surfaces. Tracked sediment shall be removed from all off-site paved surfaces within 24 hours of discovery.
10. The developer/owner is responsible for the operation and maintenance of temporary and permanent water quality management BMP's, as well as all erosion prevention and sediment

## Engineering Design Standards

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control BMP's, for the duration of construction work at the site. The developer/owner is responsible until another party assumes control over all areas of the site that have not been stabilized, or the site has undergone final stabilization and an NOT has been submitted to the MPCA.

11. If sediment escapes the construction site, off-site accumulations of sediment shall be removed in a manner, and at a frequency, sufficient to minimize off-site impacts (e.g., sediment in streets could be washed into storm sewers by the next rain and/or pose a safety hazard to the users of public streets).
12. All infiltration areas shall be inspected to ensure that no sediment from ongoing construction activities is reaching the infiltration area and that these areas are protected from construction equipment compaction.

### **H. Pollution Management Measures/Construction Site Waste Control**

The developer/owner must implement the following pollution prevention management measures on the site:

1. Collected sediment, asphalt and concrete millings, floating debris, paper, plastic, fabric, construction and demolition debris, and all other solid waste must be disposed of properly and comply with MPCA disposal requirements.
2. Hazardous materials such as oil, gasoline, paint, and any other hazardous substances must be properly stored, including secondary containment, to prevent spills, leaks, or other discharges. Restricted access to storage areas shall be provided to prevent vandalism. Storage and disposal of hazardous waste shall comply with MPCA regulations.
3. External washing of trucks and other construction vehicles must be limited to a defined area of the site. Runoff shall be contained, and waste properly disposed of. No engine degreasing is allowed on-site.
4. Discharges of any material other than stormwater is prohibited. Prohibited discharges include, but are not limited to, vehicle and equipment washing, maintenance spills, wash water, and discharges of oil and other hazardous substances.
5. The developer/owner must comply with all other pollution prevention/good housekeeping requirements of the NPDES Construction General Permit.

### **I. Final Stabilization**

The developer/owner must ensure final stabilization of the project that includes the following:

1. All soil disturbing activities at the site have been completed and all soils are stabilized by a uniform perennial vegetative cover with a density of at least 70% of the entire pervious surface area, or other equivalent means necessary to prevent soil failure under erosive conditions.
2. All drainage ditches, constructed to drain water from the site after construction is complete, must be stabilized to preclude erosion.
3. All temporary synthetic and structural erosion prevention and sediment control BMP's (such as silt fence) must be removed as part of final site stabilization.
4. The developer/owner must clean out all sediment from conveyances and temporary sedimentation basins that are to be used as permanent water quality management basins. Sediment must be stabilized to prevent it from washing back into the basin, conveyances, or drainage ways discharging off-site or to surface waters. The clean-out of permanent basins must return the basin to its original design capacity.
5. For residential developments only, final stabilization can be achieved with completion of temporary erosion protections and down-gradient perimeter controls for each individual lot, and the residence having been transferred to the homeowner.

## Engineering Design Standards

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### ***J. Training***

1. The SWPPP must provide a chain of command showing who prepared the SWPPP and who is responsible for the management of the construction site and all inspections.
2. Training shall consist of a course developed by a local, state, or federal agency, professional organization, water management organization, or soil and water conservation district, and must contain information that is related to erosion prevention, sediment control, and/or permanent stormwater management.



<b>Title:</b>	ADOPTING THE CITY AND ECONOMIC DEVELOPMENT AUTHORITY PRELIMINARY TAX LEVY COLLECTIBLE IN 2023 AND 2023 PROPOSED BUDGET		
<b>Meeting Date:</b>	September 20, 2022	<b>Agenda Item Number:</b>	<b>7 J/K</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input checked="" type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution 22-42 Adopting Preliminary Tax Levy & Budget  Resolution 22-36 Adopting Preliminary EDA Levy
<b>Originating Department:</b>	Finance	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input type="checkbox"/>	<b>Proposed Action:</b> 1) Adopt Resolution 22-42: Approving the City Preliminary Tax Levy Collectible in 2023 and Proposed 2023 General Fund Budget 2) Adopt Resolution 22-36: Approving the Preliminary City of Waseca Economic Development Authority Tax Levy Collectible in 2023		
<b>How does this item pertain to Vision 2030 goals?</b>	Good Governance and Expanding and Leverage Economic Development Initiative		

**BACKGROUND:** Following Council direction from the September 6<sup>th</sup> City Council work session, staff is presenting a resolution to set the 2023 preliminary tax levy. The resolution includes the total preliminary levy for the City of \$5,732,593. This option includes a 11.2% increase in the tax levy amount requested. However, staff has calculated that after factoring in new tax capacity from annexation and growth projects the total tax levy increase net the new taxes is estimated to be 4.49% increase.

The City of Waseca Economic Development Authority (EDA) has met and reviewed their preliminary 2023 budget. Based on the projected expenditure and future growth needs in the budget, the EDA requests the 2023 preliminary tax levy in the amount of \$94,125. Under state statute the EDA's maximum allowable levy is 0.01813% of the City's total taxable market value.

The final levy, which is scheduled to be adopted by City Council on December 20, 2022, cannot be higher than the preliminary levy, but it can be lower.

#### **BUDGET IMPACT:**

The Preliminary 2023 General Fund budget includes the following:

- Estimated COLA's and health insurance increases.
  - Negotiations with Union representatives is ongoing. These estimates will be finalized once negotiations are complete
- 2 Full-time Equivalent positions were eliminated

- The Assistant to the City Manager and the Economic Development Coordinator positions were combined into one Economic Development Manager position. This is an estimate of a \$106,310 savings to the general fund
- A Streets Maintenance position was eliminated. With this elimination the Parks department will now share 1 FTE with the Streets department. This is an estimated savings of \$64,413 to the General Fund and a total estimated savings of \$93,352.
- Additional Tax Abatement funding for approved agreements starting in 2023
  - These additional agreements are funded by additional tax capacity from annexation and growth projects. This is an increase of \$152,324
- Increase for additional repair and maintenance in the Park Department including additional replacement of picnic tables, seeding at the dog park.
- Decrease in repair and Maintenance for the Water Park (\$22,600)

**RECOMMENDATION:**

- 1) Adopt Resolution 22-42: Approving the City Preliminary Tax Levy Collectible in 2023 and Proposed 2023 General Fund Budget
- 2) Adopt Resolution 22-36: Approving the Preliminary City of Waseca Economic Development Authority Tax Levy Collectible in 2023

**RESOLUTION NO. 22-42**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
APPROVING THE CITY PRELIMINARY TAX LEVY  
COLLECTIBLE IN 2023 AND PROPOSED 2023 BUDGET**

**WHEREAS**, the City of Waseca, State of Minnesota, requires Property Tax to provide needed and necessary services to the citizens of the City of Waseca; and

**WHEREAS**, State law requires adoption of a proposed 2023 proposed budget and preliminary tax levy by September 30, 2022.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca, Waseca County, Minnesota, that the following sums of money are proposed to be levied for the current year, collectible in 2022 upon the taxable property in said City of Waseca for the following purposes:

**Distributed Based on Tax Capacity**

General Fund	\$ 3,204,029
Tax Abatement	230,134
Capital Funding	<u>1,634,907</u>
General Levy Total	\$ 5,069,070

**Debt Service Levy**

Wastewater Public Facilities	
Authority (PFA) loan	181,298
7 <sup>th</sup> Avenue Bonds	156,025
Public Safety Building Bonds	148,300
Northeast Park	72,625

**Distributed Based on Market Value (Passed Through Referendum)**

Water Park	105,275
Total City Levy	<b><u>\$ 5,732,593</u></b>

**BE IT FURTHER RESOLVED** by the City Council of the City of Waseca, Waseca County, Minnesota, that the 2023 proposed General Fund Budget of \$8,385,974 be approved.

**BE IT FURTHER RESOLVED** that the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Waseca County, Minnesota, as required by law.

Adopted this 20<sup>th</sup> day of September 2022.

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R.D. SRP  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK

**RESOLUTION NO. 22-36**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
APPROVING THE PRELIMINARY CITY OF WASECA  
ECONOMIC DEVELOPMENT AUTHORITY TAX LEVY  
COLLECTIBLE IN 2023**

**WHEREAS**, the City of Waseca Economic Development Authority, State of Minnesota, requires Property Tax to provide needed and necessary services to the citizens of the City of Waseca; and

**WHEREAS**, the Waseca Economic Development Authority (the "Authority") has authority under Minnesota Statutes 469.090 to 469.108 as well as 469.01 to 469.047 and 469.152 to 469.165; and

**WHEREAS**, the Authority continues to conduct development, redevelopment and Housing activities, including the elimination of blighting conditions within the community as specified in Minnesota Statutes as noted above; and

**WHEREAS**, the Authority desires to continue with above-referenced activities and requires funds in excess of the capital of the Authority to conduct such activities; and

**WHEREAS**, Minnesota Statute 469.107 allows the City of Waseca (the "City") to levy a tax on behalf of the Authority, not to exceed 0.018130 percent of the estimated market value of the community.

**WHEREAS**, by the Authority has requested that the City Council for the City of Waseca approve and authorize a levy in the amount of .018130 percent of the estimated market value of the community.

**WHEREAS**, State law requires adoption of a proposed 2023 preliminary Economic Development Authority tax levy by September 30, 2022.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca, Waseca County, Minnesota, that the following sum of money is proposed to be levied for the current year, collectible in 2023 upon the taxable property in said City of Waseca for the following purposes:

**Economic Development Authority Levy**

**\$ 94,124**

**BE IT FURTHER RESOLVED** that the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Waseca County, Minnesota, as required by law.



Adopted this 20<sup>th</sup> day of September, 2022.

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R. D. SRP  
MAYOR

ATTEST:

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JULIA HALL  
CITY CLERK