

REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, MARCH 19TH, 2024, 7:00 PM
AGENDA

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

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

5. REQUESTS AND PRESENTATIONS
 - A. None
6. CONSENT AGENDA
 - A. Minutes: Council Meeting – March 6, 2024
 - B. Payroll & Expenditures
 - C. Katie O’Leary’s Street Dance June 29, 2024, Liquor License Extension
 - D. Heritage Preservation Commission (HPC) Member Appointment of ShaLee Ebertowski
 - E. Approve Antenna Lease Extension with Viking Amateur Radio Society (VARS)
 - F. Approve Plans & Specifications & Authorize Bids for the 11th Ave NW Rehabilitation Project (City Project No. 2024-02)
 - G. Approve Plans & Specifications & Authorize Bids for the 2024 Sidewalk Improvement Project (City Project No. 2024-04)
 - H. Resolution No. 24-20: Contract with AET for the 8th Ave NE Reconstruction Project (City Project No. 2024-01)
 - I. Resolution No. 24-22: Marketplace Phase 1 Development Program Modification & TIF Plan conform to Comprehensive Plan
 - J. Set Public Hearing for Ordinance 1114- Authorizing Sale of City Property
7. ACTION AGENDA
 - A. Resolution No. 24-19: Contract with Stantec for the 2nd Street NW Reconstruction Project (City Project No. 2025-01)
 - B. Resolution No. 24-21: Report of Bids & Award for the 8th Ave NE Reconstruction Project (City Project No. 2024-01)
 - C. Resolution No. 24-18: Contract for Insulation for the Waseca Airport 4-Unit Hangar Project (City Project No. 2021-19)
 - D. Planning Commission (PC) Recommendation—Comprehensive Plan Update
8. REPORTS
 - A. City Manager’s Report
 - B. Commission Reports
9. ANNOUNCEMENTS
10. ADJOURNMENT

**MINUTES
REGULAR WASECA CITY COUNCIL MEETING
WEDNESDAY, MARCH 6, 2024, 7:00 P.M.**

CALL TO ORDER

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

ROLL CALL

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

Staff Present: Carl Sonnenberg, City Manager
Nate Willey, City Engineer
Jason Forshee, Waseca Fire Department Chief
Jacob Hines, Waseca Fire Department Shift Commander
Julia Hall, City Clerk

MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

3. Councilmember Arndt made the motion to approve the agenda as presented, seconded by Councilmember Schroeder. Motion carried 7-0.

PUBLIC COMMENT

4.
 - A. Taylor Gates, 11089 Circle NW, inquired about an update on his concern about the entrance and exit of his property lot at the corner of North State and 11th Ave. The City Manager told him a letter had gone out to him, explaining that the city had exceeded its ability to help. His concern is with MnDOT, so the recommendation was for Mr. Gates to talk to the property owners to the north and continue his conversations with MnDOT if he chooses.
 - B. Jacqueline Peters, 113 7th Ave NW: had concerns about code enforcement for shoveling along the state street businesses and houses throughout the community, which appear to be abandoned. She was instructed to file a complaint with the city, and the city will follow up. She also mentioned some concerns with the proposed ATV ordinance.
 - C. Robert Eggers and Terry Schaffer, 501 3rd Street N; had concerns with how the process was handled when their property was abated and the handling of their property that was placed in storage.

REQUESTS AND PRESENTATIONS

5.
 - A. Fire Chief Jason Forshee introduced Jacob Hines, the new Shift Commander in the Fire Department.
 - B. Fire Chief Jason Forshee gave an update on the large brush fire from the weekend prior. He thanked all the neighboring departments for their assistance in putting out the fire from the surrounding

communities and as far away as Bemidji. There were just under 1700 acres burned but no structures. There were approximately 200 firefighters who showed up to help, including 29 of the 30 Waseca Volunteer Firefighters. Chief Forshee stated it was a “true team effort.”

CONSENT AGENDA

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

ACTION AGENDA

7. A. Councilmember Christiansen made the motion to adopt Resolution 24-14 adopting the City of Waseca Code Enforcement Program Guide as City Policy. Seconded by Councilmember Arndt. Motion carries 7-0.
- B. Councilmember Schroeder made the motion to move forward looking into the cost associated with the annexation of the Waste Water Treatment Plant(WWTP) and airport properties. Seconded by Councilmember Conrath. Motion carried 7-0.
- C. Councilmember Arndt motioned to adopt Resolution 24-15 setting Electric Utility Rates. Seconded by Councilmember Mansfield. Motion carried 7-0.
- D. Councilmember Mansfield made the motion to adopt Resolution 24-17 to call a public hearing on the establishment and proposed adoption of Tax Increment Financing for District 29. Seconded by Councilmember Arndt. Motion carried 7-0.

REPORTS

8. A. City Manager’s Report:
1.
 - None
- B. Commission Reports:
1. Airport Board: Councilmember Schroeder reported:
- They selected a new member, which was approved early in the Council meeting.
 - Expected to install the card readers this month.
 - New hangar materials have been delivered.
 - They are looking at insulation options for the new hangar.
2. Fire Relief: Councilmember Conrath reported:
- They spoke about a pension increase that will come to the council in the future.
3. Historic Preservation Commission: Councilmember Mansfield reported:
- Got an update on the updates to 102 N. State Street.
 - They selected a new member, ShaLee Ebertowski.
 - They received a CLG grant update.

ANNOUNCEMENTS

9. A. Councilmember Arndt:
- Thank you to the Waseca Fire Department for their work last weekend, to the community, and to the surrounding Fire Departments that stepped up to help.
- B. Councilmember Schroeder:
- Area businesses are doing a challenge to raise food for the Waseca Area Food Shelf.
 - Sunday was an example of how great this community is.
- C. Councilmember Conrath:

- On a positive note, the Sleigh & Cutter Festival every year is a great time. Several different events are always going on, and there are lots of volunteers throughout the community.

D. Councilmember Ebertowski:

- They have a new neighbor, another young couple which is great for Waseca.

ADJOURNMENT

10. There being no further business to be brought before the Council, Councilmember Arndt moved to adjourn the meeting at 8:16 p.m., seconded by Conrath. Motion carried 7-0.

RANDY L. ZIMMERMAN
MAYOR

JULIA HALL
CITY CLERK

Micah Fischer

LIST OF EXPENDITURES

Carl [Signature]

March 19, 2024

=====

City Council	0.00
Streets	32,076.26
Parks	10,898.65
Wastewater	11,779.28
Utility Administration	5,691.73
Utility Offices	8,332.65
Electric	15,528.18
Water	4,057.60
Building and Code Compliance	3,097.94
Police	70,238.95
Administration	0.00
Community Aides	430.92
Fire	10,787.21
Paid On Call Fire Department	7,478.71
PEG	308.55
Election Judges	0.00
Finance	13,673.67
Community Development	2,394.82
Engineering	18,360.05
Recreation	2,584.01
Econ Development	<u>3,246.20</u>

Total Gross Payroll 220,965.38

*Less- Payroll Deductions (75,742.96)

Net Payroll Cost \$ 145,222.42

*These costs are included in Accounts Payable totals below

Accounts Payable

Utility deposit refunds dated:

Includes check #'s

Expenditures dated:

February 29, 2024-March 14, 2024

Includes check #'s 160216-160263

Bank ACH Withdrawals..... 1,055,583.42

GRAND TOTAL EXPENDITURES \$ 1,200,805.84

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
General Fund					
03/14/2024	160234	City of Waseca	TLCF Start Up Cash	101-10300-0000	350.00
Total 101103000000:					350.00
03/06/2024	32405	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 3/3/2024	101-21701-0000	19,417.95 M
Total 101217010000:					19,417.95
03/06/2024	32401	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 3/3/2024	101-21702-0000	9,628.45 M
Total 101217020000:					9,628.45
03/06/2024	32405	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 3/3/2024	101-21703-0000	8,710.24 M
03/06/2024	32405	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 3/3/2024	101-21703-0000	8,710.24 M
Total 101217030000:					17,420.48
03/06/2024	32402	Public Employees Retirement Assn (ACH Rounding		101-21704-0000	.01 M
03/06/2024	32402	Public Employees Retirement Assn (ACH PERA COORD Emplr 1% Pay Period: 3/3/2024		101-21704-0000	1,350.21 M
03/06/2024	32402	Public Employees Retirement Assn (ACH PERA COORDINATED Employee Pay Period: 3/3/2024		101-21704-0000	8,776.11 M
03/06/2024	32402	Public Employees Retirement Assn (ACH PERA POLICE Employee Pay Period: 3/3/2024		101-21704-0000	8,730.81 M
03/06/2024	32402	Public Employees Retirement Assn (ACH PERA COORDINATED Employer Pay Period: 3/3/2024		101-21704-0000	8,776.11 M
03/06/2024	32402	Public Employees Retirement Assn (ACH PERA POLICE Employer Pay Period: 3/3/2024		101-21704-0000	13,096.19 M
Total 101217040000:					40,729.44
03/06/2024	160216	IBEW	IBEW UNION DUES Pay Period: 3/3/2024	101-21707-0000	365.38
03/06/2024	160217	IUOE Local #70	FIRE UNION DUES Pay Period: 3/3/2024	101-21707-0000	108.50
03/06/2024	160217	IUOE Local #70	IUOE UNION DUES Pay Period: 3/3/2024	101-21707-0000	547.50
03/06/2024	160218	Law Enforcement Labor Services	POLICE SGT/LT DUES Pay Period: 3/3/2024	101-21707-0000	141.00
03/06/2024	160218	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 3/3/2024	101-21707-0000	916.50
Total 101217070000:					2,078.88
03/06/2024	160221	MN Life	lmlay Adj	101-21710-0000	16.50
03/06/2024	160221	MN Life	Youngberg COBRA	101-21710-0000	16.50
03/06/2024	160221	MN Life	Grotberg COBRA	101-21710-0000	75.75
03/06/2024	160221	MN Life	LIFE INSURANCE MN Pay Period: 3/3/2024	101-21710-0000	1,064.25
03/06/2024	160221	MN Life	LIFE INSURANCE MN Pay Period: 3/3/2024	101-21710-0000	670.55
Total 101217100000:					1,843.55
03/06/2024	32405	ACH Internal Revenue Service	MEDICARE Pay Period: 3/3/2024	101-21712-0000	3,010.82 M
03/06/2024	32405	ACH Internal Revenue Service	MEDICARE Pay Period: 3/3/2024	101-21712-0000	3,010.82 M
Total 101217120000:					6,021.64
03/06/2024	32406	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 3/3/2024	101-21713-0000	1,775.00 M
03/06/2024	32406	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 3/3/2024	101-21713-0000	3,274.00 M
Total 101217130000:					5,049.00
03/06/2024	32404	Vantagepoint Transfer Agents 457	ICMA - ROTH (AFTER TAX) Pay Period: 3/3/2024	101-21714-0000	350.00 M
03/06/2024	32404	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 3/3/2024	101-21714-0000	485.00 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101217140000:					835.00
03/06/2024	32410	Medsurety	VEBA Contributions Pay Period: 3/3/2024	101-21716-0000	10,000.07 M
03/06/2024	32408	Medsurety	HSA Contribution Pay Period: 3/3/2024	101-21716-0000	2,252.83 M
03/06/2024	32409	Medsurety	HSA Contribution Pay Period: 3/3/2024	101-21716-0000	9,719.87 M
Total 101217160000:					21,972.77
03/06/2024	32403	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 3/3/2024	101-21717-0000	702.81 M
Total 101217170000:					702.81
03/06/2024	160220	Metropolitan Life Insurance Company	Grotberg COBRA	101-21719-0000	28.20
03/06/2024	160220	Metropolitan Life Insurance Company	Gundermann COBRA	101-21719-0000	28.20
03/06/2024	160220	Metropolitan Life Insurance Company	Meyer COBRA	101-21719-0000	57.66
03/06/2024	160220	Metropolitan Life Insurance Company	Schult COBRA	101-21719-0000	57.66
03/06/2024	160220	Metropolitan Life Insurance Company	Conway Adj	101-21719-0000	28.20
03/06/2024	160220	Metropolitan Life Insurance Company	Imlay Adj	101-21719-0000	28.20
03/06/2024	160220	Metropolitan Life Insurance Company	DENTAL EE + CHLDRN Pay Period: 3/3/2024	101-21719-0000	76.60
03/06/2024	160220	Metropolitan Life Insurance Company	DENTAL SINGLE Employee Pay Period: 3/3/2024	101-21719-0000	366.60
03/06/2024	160220	Metropolitan Life Insurance Company	DENTAL FAMILY Employee Pay Period: 3/3/2024	101-21719-0000	884.00
03/06/2024	160220	Metropolitan Life Insurance Company	DENTAL EE + SPOUSE Pay Period: 3/3/2024	101-21719-0000	576.60
Total 101217190000:					2,075.52
03/06/2024	32407	VSP	Grotberg COBRA	101-21722-0000	8.08 M
03/06/2024	32407	VSP	Spies COBRA	101-21722-0000	8.08 M
03/06/2024	32407	VSP	VISION FAMILY Employee Pay Period: 3/3/2024	101-21722-0000	189.09 M
03/06/2024	32407	VSP	VISION SINGLE Employee Pay Period: 3/3/2024	101-21722-0000	96.96 M
03/06/2024	32407	VSP	VISION + ONE Employee Pay Period: 3/3/2024	101-21722-0000	117.20 M
Total 101217220000:					419.41
03/14/2024	160247	Miller, Jeremiah	Refund for overpayment of rental license	101-32190-0000	15.00
Total 101321900000:					15.00
03/14/2024	160228	Budget Exteriors	Permit overpayment reimbursement	101-32210-0000	56.00
Total 101322100000:					56.00
03/14/2024	160228	Budget Exteriors	Permit overpayment reimbursement-State Surcharge	101-32280-0000	2.03
Total 101322800000:					2.03
03/14/2024	20240176	Christiansen, Mark	Technology Reimbursement	101-41110-3200	32.63
Total 101411103200:					32.63
03/14/2024	20240211	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00
Total 101411104455:					1,125.00
03/14/2024	20240206	U.S. Bank - CC	MMUA Legislative Conference St. Paul	101-41320-3300	350.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101413203300:					350.00
03/14/2024	20240210	Waseca Area Chamber of Commerce	Employee Recognition-Schroeder	101-41320-4930	50.00
03/14/2024	20240210	Waseca Area Chamber of Commerce	Employee Recognition-Hanson	101-41320-4930	25.00
03/14/2024	20240210	Waseca Area Chamber of Commerce	Employee Recognition-Schwartz	101-41320-4930	25.00
03/14/2024	20240210	Waseca Area Chamber of Commerce	Employee Recognition-B.Hellevik	101-41320-4930	10.00
Total 101413204930:					110.00
03/14/2024	20240170	A. H. Hermel Company	Pop for Vending Machine	101-41320-4945	109.44
Total 101413204945:					109.44
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-41500-1340	118.94
Total 101415001340:					118.94
03/14/2024	160246	Medsurety	Admin Fees	101-41500-1600	2,718.00
Total 101415001600:					2,718.00
03/14/2024	20240172	Amazon	Label Tape	101-41500-2000	79.14
Total 101415002000:					79.14
03/14/2024	20240206	U.S. Bank - CC	Wellnes activity-heart healthy fruit	101-41500-2200	17.47
Total 101415002200:					17.47
03/14/2024	20240206	U.S. Bank - CC	Membership Renewal	101-41500-4330	170.00
Total 101415004330:					170.00
03/14/2024	20240181	Flaherty & Hood PA	February Labor & Employment Services	101-41600-3000	855.00
03/14/2024	20240189	Kennedy & Kennedy Law Office	February Legal fees	101-41600-3000	1,428.00
03/14/2024	160260	Waseca County Treasurer	Legal Services Contract payment	101-41600-3000	5,370.33
Total 101416003000:					7,653.33
03/14/2024	20240174	Benning, Bill	New Credit Card Terminals	101-41920-2050	990.00
Total 101419202050:					990.00
03/14/2024	160238	ESRI Inc.	Eng Dept ArcGIS License Renewals	101-41920-4950	2,780.00
03/14/2024	160238	ESRI Inc.	Streets Dept ArcGIS Licenses	101-41920-4950	680.81
03/14/2024	20240206	U.S. Bank - CC	Monthly Fee	101-41920-4950	297.86
03/14/2024	20240206	U.S. Bank - CC	Monthly Fee	101-41920-4950	31.09
Total 101419204950:					3,789.76
03/14/2024	160252	Quadient Finance	Sure Seal	101-41940-2000	37.05
Total 101419402000:					37.05
03/14/2024	160232	Cintas Corporation	First Aid Cabinet-City hall	101-41940-2170	74.09

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
03/14/2024	20240187	Innovative Office Supply	general supplies	101-41940-2170	464.10
03/14/2024	20240187	Innovative Office Supply	Breakroom Supplies	101-41940-2170	127.89
03/14/2024	20240187	Innovative Office Supply	Janitorial Supplies	101-41940-2170	128.85
Total 101419402170:					794.93
03/14/2024	160231	Cintas Corp	Floor Mats	101-41940-3100	60.66
03/14/2024	160235	Culligan	RO Lease	101-41940-3100	31.85
03/14/2024	160251	Orkin Pest Control	City Hall Pest Control	101-41940-3100	119.99
03/14/2024	160253	Quadient Leasing	Postage Machine	101-41940-3100	516.00
03/14/2024	20240203	Stoltz Cleaning Services LLC	City Hall Cleaning	101-41940-3100	475.00
03/14/2024	20240203	Stoltz Cleaning Services LLC	City Hall Cleaning	101-41940-3100	475.00
03/14/2024	20240213	Waste Management of Southern MN	Monthly Service	101-41940-3100	257.37
Total 101419403100:					1,935.87
03/14/2024	32414	City of Waseca	February Utilities	101-41940-3800	1,925.25 M
Total 101419403800:					1,925.25
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-41950-1340	14.82
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-41950-1340	27.70
Total 101419501340:					42.52
03/14/2024	20240215	WSB & Associates Inc	Planning Services	101-41950-3000	396.75
Total 101419503000:					396.75
03/14/2024	32413	Verizon Wireless	Monthly Billing	101-41950-3200	20.62 M
Total 101419503200:					20.62
03/14/2024	20240194	Martin-McAllister	Management Coaching	101-41950-3300	350.00
Total 101419503300:					350.00
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-42100-1340	549.22
Total 101421001340:					549.22
03/14/2024	20240206	U.S. Bank - CC	Computer Speakers	101-42100-2050	21.88
Total 101421002050:					21.88
03/14/2024	160258	Waseca County Highway Department	Monthly billing	101-42100-2120	2,125.70
Total 101421002120:					2,125.70
03/14/2024	160232	Cintas Corporation	First Aid supplies - PD	101-42100-2170	51.80
03/14/2024	20240187	Innovative Office Supply	Janitorial supplies - Police	101-42100-2170	154.70
03/14/2024	20240206	U.S. Bank - CC	Clorox wipes	101-42100-2170	16.62
03/14/2024	20240206	U.S. Bank - CC	CBD/THC test pouches	101-42100-2170	99.55
Total 101421002170:					322.67

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
03/14/2024	160237	Emblem Enterprises Inc.	WPD Uniform patches	101-42100-2180	1,191.99
03/14/2024	20240192	Luiken, Greta	Uniform Allowance - Luiken	101-42100-2180	127.00
03/14/2024	20240193	Madden, Kade	Uniform Allowance - Madden	101-42100-2180	18.73
03/14/2024	20240204	Streicher's	Uniform New Hire - Imlay	101-42100-2180	392.99
Total 101421002180:					1,730.71
03/14/2024	20240194	Martin-McAllister	Personnel Evaluation	101-42100-3000	6,000.00
03/14/2024	160251	Orkin Pest Control	Orkin - Police	101-42100-3000	123.99
Total 101421003000:					6,123.99
03/14/2024	160231	Cintas Corp	Mats - PD	101-42100-3100	8.99
03/14/2024	160231	Cintas Corp	Mats - PD	101-42100-3100	8.99
03/14/2024	160235	Culligan	Culligan Police	101-42100-3100	32.95
03/14/2024	20240184	Huber Supply Co Inc	tank rental	101-42100-3100	15.95
03/14/2024	160255	Shred-it USA LLC	Shred it - Police - document purge	101-42100-3100	629.55
03/14/2024	20240213	Waste Management of Southern MN	Monthly Service	101-42100-3100	120.53
Total 101421003100:					816.96
03/14/2024	32413	Verizon Wireless	Monthly Billing	101-42100-3200	1,261.10 M
03/14/2024	32413	Verizon Wireless	Monthly Billing	101-42100-3200	41.24 M
Total 101421003200:					1,302.34
03/14/2024	20240206	U.S. Bank - CC	Swat Sota Conference registration	101-42100-3300	365.00
Total 101421003300:					365.00
03/14/2024	32414	City of Waseca	February Utilities	101-42100-3800	722.69 M
Total 101421003800:					722.69
03/14/2024	160244	Lexipol LLC	PoliceOne Subscription	101-42100-4330	1,223.52
03/14/2024	20240196	Mid-States Organized Crime Info Center	MOCIC dues Police	101-42100-4330	150.00
03/14/2024	160257	Thomson Reuters - West	CLEAR - WPD	101-42100-4330	309.56
Total 101421004330:					1,683.08
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-42200-1340	38.94
Total 101422001340:					38.94
03/14/2024	160226	Bock's Service Inc.	Fuel	101-42200-2120	39.99
03/14/2024	160239	Fire Safety USA Inc.	Fire Cap	101-42200-2120	979.65
03/14/2024	160258	Waseca County Highway Department	Monthly billing	101-42200-2120	247.78
Total 101422002120:					1,267.42
03/14/2024	160223	Alex Air Apparatus Inc	Tool/Wrench	101-42200-2170	113.51
03/14/2024	160232	Cintas Corporation	First Aid Fire Dept.	101-42200-2170	43.42
03/14/2024	20240206	U.S. Bank - CC	Card stock, torch kits ice creepers	101-42200-2170	126.68
03/14/2024	20240212	Waseca Hardware LLC	Parts & Supplies	101-42200-2170	38.82

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422002170:					322.43
03/14/2024	20240183	Hines, Jacob	Uniform Allowance	101-42200-2180	318.40
03/14/2024	20240206	U.S. Bank - CC	Uniforms	101-42200-2180	198.00
03/14/2024	20240206	U.S. Bank - CC	Uniforms	101-42200-2180	167.75
03/14/2024	20240206	U.S. Bank - CC	Uniforms	101-42200-2180	279.57
03/14/2024	20240206	U.S. Bank - CC	Uniforms	101-42200-2180	50.00
Total 101422002180:					1,013.72
03/14/2024	20240197	Napa Auto Parts	Parts	101-42200-2210	274.00
Total 101422002210:					274.00
03/14/2024	20240212	Waseca Hardware LLC	Parts & Supplies	101-42200-2230	44.96
Total 101422002230:					44.96
03/14/2024	160231	Cintas Corp	Mats - FD	101-42200-3100	8.98
03/14/2024	160231	Cintas Corp	Mats - FD	101-42200-3100	8.98
03/14/2024	160245	Mairs Chiropractic Inc	Pre-employment screen firefighter	101-42200-3100	100.00
03/14/2024	20240194	Martin-McAllister	Psych Assessment Jacob Hines	101-42200-3100	625.00
03/14/2024	20240213	Waste Management of Southern MN	Monthly Service	101-42200-3100	120.53
Total 101422003100:					863.49
03/14/2024	160225	Ancom Communications Inc	Earphone	101-42200-3200	150.00
03/14/2024	32413	Verizon Wireless	Monthly Billing	101-42200-3200	46.24 M
03/14/2024	32413	Verizon Wireless	Monthly Billing	101-42200-3200	398.74 M
03/14/2024	32413	Verizon Wireless	Monthly Billing	101-42200-3200	398.74 M
03/14/2024	32413	Verizon Wireless	Monthly Billing	101-42200-3200	398.74 M
03/14/2024	32413	Verizon Wireless	Monthly Billing	101-42200-3200	398.74 M
Total 101422003200:					1,791.20
03/14/2024	160229	Centerpoint Energy	Monthly service	101-42200-3800	129.90
03/14/2024	32414	City of Waseca	February Utilities	101-42200-3800	722.70 M
03/14/2024	32414	City of Waseca	February Utilities	101-42200-3800	53.88 M
Total 101422003800:					906.48
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-42400-1340	26.21
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-42400-1340	7.43
Total 101424001340:					33.64
03/14/2024	160242	International Code Council, In	Microsoft word version of the 2024 IPMC	101-42400-2000	100.00
Total 101424002000:					100.00
03/14/2024	160258	Waseca County Highway Department	Monthly billing	101-42400-2120	64.60
Total 101424002120:					64.60
03/14/2024	20240177	City Building Inspection Services LLC	Building Inspections	101-42400-3000	4,249.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101424003000:					4,249.00
03/14/2024	20240206	U.S. Bank - CC	Storage of items abated from 501 3rd St NE	101-42400-3100	125.00
Total 101424003100:					125.00
03/14/2024	32413	Verizon Wireless	Monthly Billing	101-42400-3200	41.24 M
Total 101424003200:					41.24
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-43000-1340	7.65
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-43000-1340	115.66
Total 101430001340:					123.31
03/14/2024	160258	Waseca County Highway Department	Monthly billing	101-43000-2120	34.45
Total 101430002120:					34.45
03/14/2024	32413	Verizon Wireless	Monthly Billing	101-43000-3200	41.24 M
Total 101430003200:					41.24
03/14/2024	20240206	U.S. Bank - CC	Erosion Control Installer Recertification	101-43000-3300	130.00
Total 101430003300:					130.00
03/14/2024	160256	SME	Level Maintenance	101-43000-4040	245.00
Total 101430004040:					245.00
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-43100-1340	83.16
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-43100-1340	3.60
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-43100-1340	4.41
Total 101431001340:					91.17
03/14/2024	20240206	U.S. Bank - CC	Computer Mouse	101-43100-2000	24.88
Total 101431002000:					24.88
03/14/2024	160258	Waseca County Highway Department	Monthly billing	101-43100-2120	1,874.10
03/14/2024	160258	Waseca County Highway Department	Monthly billing	101-43100-2120	70.39
Total 101431002120:					1,944.49
03/14/2024	160249	MN Department of Labor & Industry	air tank fees	101-43100-2170	20.00
03/14/2024	20240198	Owatonna Shoe Company	Work Boots	101-43100-2170	80.00
03/14/2024	20240198	Owatonna Shoe Company	work boot	101-43100-2170	205.00
03/14/2024	20240198	Owatonna Shoe Company	work boots	101-43100-2170	230.00
03/14/2024	20240201	Smiths Mill Implement Inc.	chain saw chaps	101-43100-2170	164.51
03/14/2024	20240206	U.S. Bank - CC	Accidental Charge on City Card	101-43100-2170	75.00
03/14/2024	20240212	Waseca Hardware LLC	Parts & Supplies	101-43100-2170	134.74

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101431002170:					909.25
03/14/2024	160233	Cintas Corporation	Uniform Service	101-43100-2180	97.71
03/14/2024	160233	Cintas Corporation	Uniform Service	101-43100-2180	109.06
03/14/2024	20240206	U.S. Bank - CC	Sweatshirt	101-43100-2180	92.52
03/14/2024	20240206	U.S. Bank - CC	Refund for a returned sweatshirt	101-43100-2180	80.00-
03/14/2024	20240206	U.S. Bank - CC	Sweatshirts	101-43100-2180	170.00
Total 101431002180:					389.29
03/14/2024	20240213	Waste Management of Southern MN	Monthly Service	101-43100-3100	233.83
Total 101431003100:					233.83
03/14/2024	20240206	U.S. Bank - CC	Wok Zone Safety Class	101-43100-3300	35.00
Total 101431003300:					35.00
03/14/2024	160229	Centerpoint Energy	Monthly service	101-43100-3800	129.90
03/14/2024	32414	City of Waseca	February Utilities	101-43100-3800	53.87 M
03/14/2024	32414	City of Waseca	February Utilities	101-43100-3800	1,006.59 M
Total 101431003800:					1,190.36
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-43125-1340	24.77
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-43125-1340	3.60
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-43125-1340	1.31
Total 101431251340:					29.68
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-43170-1340	5.31
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-43170-1340	.28
Total 101431701340:					5.59
03/14/2024	32414	City of Waseca	February Utilities	101-43170-3800	171.85 M
Total 101431703800:					171.85
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-43220-1340	8.85
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-43220-1340	.47
Total 101432201340:					9.32
03/14/2024	20240186	Independent School District #829	City Contribution Community Ed	101-45100-3100	8,333.33
Total 101451003100:					8,333.33
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-45130-1340	14.21
Total 101451301340:					14.21
03/14/2024	160222	AED Brands	AED Pads	101-45130-2170	248.00
03/14/2024	20240206	U.S. Bank - CC	AED Pads for waterpark	101-45130-2170	124.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101451302170:					372.00
03/14/2024	32414	City of Waseca	February Utilities	101-45130-3800	556.26 M
Total 101451303800:					556.26
03/14/2024	160261	When to Work Inc	Scheduling App For Water Park Staff	101-45130-4330	412.00
Total 101451304330:					412.00
03/14/2024	160241	Hillyard Inc/ Hutchinson	TLCF Restroom Supplies	101-45180-2175	800.00
Total 101451802175:					800.00
03/14/2024	32414	City of Waseca	February Utilities	101-45180-3800	29.16 M
Total 101451803800:					29.16
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	101-45200-1340	115.87
Total 101452001340:					115.87
03/14/2024	160258	Waseca County Highway Department	Monthly billing	101-45200-2120	314.27
Total 101452002120:					314.27
03/14/2024	160232	Cintas Corporation	First aid cabinet supplies	101-45200-2170	52.27
03/14/2024	160241	Hillyard Inc/ Hutchinson	Park Restroom Supplies	101-45200-2170	1,400.31
03/14/2024	160254	Recreation Supply Co. Inc.	Clear Lake Beach Buoys	101-45200-2170	1,323.24
03/14/2024	20240206	U.S. Bank - CC	Watering wicks for hanging baskets	101-45200-2170	51.38
Total 101452002170:					2,827.20
03/14/2024	20240212	Waseca Hardware LLC	Parts & Supplies	101-45200-2230	156.90
Total 101452002230:					156.90
03/14/2024	160250	Olmsted Aggregate	Volleyball Court Sand	101-45200-2280	351.67
03/14/2024	160250	Olmsted Aggregate	Volleyball Court Sand	101-45200-2280	111.15
Total 101452002280:					462.82
03/14/2024	160245	Mairs Chiropractic Inc	Pre-employment screen-Parks	101-45200-3100	100.00
03/14/2024	160259	Waseca County Landfill	Landfill Fees - Brush	101-45200-3100	90.00
03/14/2024	160259	Waseca County Landfill	Landfill Fees - Brush	101-45200-3100	120.00
03/14/2024	160259	Waseca County Landfill	Landfill Fees - Brush	101-45200-3100	120.00
03/14/2024	20240213	Waste Management of Southern MN	Monthly Service	101-45200-3100	36.50
03/14/2024	20240213	Waste Management of Southern MN	February - Parks Waste Management	101-45200-3100	38.19
Total 101452003100:					504.69
03/14/2024	20240206	U.S. Bank - CC	CDL Training Registration-C. Conway	101-45200-3300	895.00
Total 101452003300:					895.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/14/2024	32414	City of Waseca	February Utilities	101-45200-3800	652.63	M
Total 101452003800:					652.63	
03/14/2024	20240212	Waseca Hardware LLC	Parts & Supplies	101-45200-4000	14.99	
Total 101452004000:					14.99	
03/14/2024	160226	Bock's Service Inc.	repair	101-45200-4040	29.50	
Total 101452004040:					29.50	
03/14/2024	160251	Orkin Pest Control	Library-Pest control	101-45500-3100	103.99	
03/14/2024	20240203	Stoltz Cleaning Services LLC	Library Cleaning	101-45500-3100	250.00	
03/14/2024	20240203	Stoltz Cleaning Services LLC	Library Cleanin	101-45500-3100	250.00	
03/14/2024	20240213	Waste Management of Southern MN	Library service	101-45500-3100	93.22	
Total 101455003100:					697.21	
03/14/2024	32414	City of Waseca	February Utilities	101-45500-3800	722.59	M
Total 101455003800:					722.59	
Total General Fund:					201,804.33	
Airport						
03/14/2024	20240170	A. H. Hermel Company	Paper Towels	230-49810-2170	67.79	
Total 230498102170:					67.79	
03/14/2024	20240190	Langer, Brent	Airport Contract Payment	230-49810-3100	3,800.00	
Total 230498103100:					3,800.00	
03/14/2024	32414	City of Waseca	February Utilities	230-49810-3800	113.39	M
03/14/2024	160263	Xcel Energy	Airport Electric credit	230-49810-3800	10.99	
Total 230498103800:					102.40	
03/14/2024	20240173	APX Construction Group LLC	Pay Request #1 - 4-Unit Hangar	230-49810-5200	256,101.78	
Total 230498105200:					256,101.78	
Total Airport:					260,071.97	
Economic Development-General f						
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	261-46700-1340	12.63	
Total 261467001340:					12.63	
03/14/2024	20240181	Flaherty & Hood PA	EDA Loan Documents	261-46700-3000	427.50	
Total 261467003000:					427.50	
03/14/2024	32413	Verizon Wireless	Monthly Billing	261-46700-3200	20.62	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 261467003200:					20.62
03/14/2024	20240206	U.S. Bank - CC	Parking Garage fee-growing in the greenseam	261-46700-3300	13.00
03/14/2024	20240206	U.S. Bank - CC	Registration fee for Pork Congress event	261-46700-3300	10.00
03/14/2024	20240206	U.S. Bank - CC	Site Selectors Workshop Forum Kentucky	261-46700-3300	1,875.00
03/14/2024	20240206	U.S. Bank - CC	Registration Fee for new user AURI Forum	261-46700-3300	100.00
03/14/2024	20240206	U.S. Bank - CC	Parking Garage for Kentucky Forum	261-46700-3300	58.58
Total 261467003300:					2,056.58
Total Economic Development-General f:					2,517.33
Capital Improvement					
03/14/2024	160224	Anchor Industries Inc.	Funbrellas	430-43010-5260	9,010.92
Total 430430105260:					9,010.92
03/14/2024	160227	Bolton & Menk Inc.	8th Ave NE Design Engineering	430-43010-5560	12,626.00
Total 430430105560:					12,626.00
Total Capital Improvement:					21,636.92
Gaiter Lake Land Development					
03/14/2024	20240202	Stantec Consulting Services Inc	Survey for Johnson land purchase	437-46340-3000	500.00
03/14/2024	20240202	Stantec Consulting Services Inc	Eng Services - GLLD Concept Layout & Feasibility Repo	437-46340-3000	6,421.50
03/14/2024	20240202	Stantec Consulting Services Inc	GLLD wetland determination	437-46340-3000	957.16
Total 437463403000:					7,878.66
Total Gaiter Lake Land Development:					7,878.66
NW Commercial Development					
03/14/2024	20240181	Flaherty & Hood PA	MarketPlace Development	445-43200-3000	3,751.95
Total 445432003000:					3,751.95
Total NW Commercial Development:					3,751.95
Water					
03/14/2024	20240207	USA Blue Book	nitrile gloves	601-49401-2170	87.00
Total 601494012170:					87.00
03/14/2024	20240212	Waseca Hardware LLC	Parts & Supplies	601-49401-2230	49.45
Total 601494012230:					49.45
03/14/2024	32414	City of Waseca	February Utilities	601-49401-3800	8,585.42 M
Total 601494013800:					8,585.42
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	601-49430-1340	1.77
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	601-49430-1340	.09
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	601-49430-1340	16.01

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	601-49430-1340	23.57
Total 601494301340:					41.44
03/14/2024	160258	Waseca County Highway Department	Monthly billing	601-49430-2120	112.07
Total 601494302120:					112.07
03/14/2024	20240191	Locators & Supplies Inc.	locate supplies	601-49430-2170	1,051.40
03/14/2024	20240212	Waseca Hardware LLC	Parts & Supplies	601-49430-2170	19.99
Total 601494302170:					1,071.39
03/14/2024	160236	Dakota Supply Group Inc	Main repair sleeve	601-49430-2230	1,061.90
Total 601494302230:					1,061.90
03/14/2024	20240182	Gopher State One-Call Inc	Location calls - February	601-49430-3100	7.20
03/14/2024	20240208	Utility Consultants Inc	Total Coliform sampling	601-49430-3100	214.20
Total 601494303100:					221.40
03/14/2024	32413	Verizon Wireless	Monthly Billing	601-49430-3200	40.01 M
Total 601494303200:					40.01
03/14/2024	160236	Dakota Supply Group Inc	curbstop concrete covers	601-49430-4000	507.02
03/14/2024	160236	Dakota Supply Group Inc	watermain coupling	601-49430-4000	674.68
03/14/2024	20240207	USA Blue Book	watersalesman solenoid	601-49430-4000	556.87
03/14/2024	20240214	Water Conservation Service Inc.	601	601-49430-4000	574.26
Total 601494304000:					2,312.83
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	601-49585-1340	18.05
Total 601495851340:					18.05
03/14/2024	20240174	Benning, Bill	New Credit Card Terminals	601-49585-2000	440.00
Total 601495852000:					440.00
03/14/2024	160253	Quadient Leasing	Folding Machine	601-49585-3100	630.53
Total 601495853100:					630.53
03/14/2024	20240195	MAS Communications Inc.	Answering Service - March	601-49585-3200	56.30
Total 601495853200:					56.30
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	601-49586-1340	3.95
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	601-49586-1340	15.90
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	601-49586-1340	7.65
Total 601495861340:					27.50
03/14/2024	160238	ESRI Inc.	Water Dept ArcGIS License Renewal	601-49586-4950	334.00

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601495864950:					334.00
03/14/2024	20240202	Stantec Consulting Services Inc	Noetzel Water Main Project	601-49593-5300	6,841.50
Total 601495935300:					6,841.50
Total Water:					21,930.79
Sanitary Sewer					
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	602-49470-1340	31.85
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	602-49470-1340	3.60
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	602-49470-1340	1.69
Total 602494701340:					37.14
03/14/2024	20240206	U.S. Bank - CC	Shipping for sewer camera repairs	602-49470-2170	249.92
Total 602494702170:					249.92
03/14/2024	20240182	Gopher State One-Call Inc	Location calls - February	602-49470-3100	7.20
Total 602494703100:					7.20
03/14/2024	32413	Verizon Wireless	Monthly Billing	602-49470-3200	40.01 M
03/14/2024	32413	Verizon Wireless	Monthly Billing	602-49470-3200	120.03 M
03/14/2024	32413	Verizon Wireless	Monthly Billing	602-49470-3200	80.02 M
Total 602494703200:					240.06
03/14/2024	32414	City of Waseca	February Utilities	602-49470-3800	1,293.05 M
Total 602494703800:					1,293.05
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	602-49480-1340	3.54
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	602-49480-1340	.19
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	602-49480-1340	78.15
Total 602494801340:					81.88
03/14/2024	160258	Waseca County Highway Department	Monthly billing	602-49480-2120	80.28
Total 602494802120:					80.28
03/14/2024	160231	Cintas Corp	Floor Mats	602-49480-2170	9.60
03/14/2024	160232	Cintas Corporation	First aid cabinet supplies	602-49480-2170	29.83
03/14/2024	160240	Hawkins Inc	Alum	602-49480-2170	6,039.44
03/14/2024	20240206	U.S. Bank - CC	Lab Supplies	602-49480-2170	101.05
03/14/2024	20240206	U.S. Bank - CC	Lab Supplies	602-49480-2170	26.46
03/14/2024	20240206	U.S. Bank - CC	Lab Supplies	602-49480-2170	25.16
03/14/2024	20240207	USA Blue Book	Lab Supplies	602-49480-2170	618.17
Total 602494802170:					6,849.71
03/14/2024	20240212	Waseca Hardware LLC	Parts & Supplies	602-49480-2180	55.97

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494802180:					55.97
03/14/2024	20240178	Condon Farm Service	Rodent Poison	602-49480-2230	27.80
Total 602494802230:					27.80
03/14/2024	20240208	Utility Consultants Inc	Lab Testing	602-49480-3100	2,862.13
03/14/2024	20240212	Waseca Hardware LLC	Parts & Supplies	602-49480-3100	29.04
03/14/2024	20240213	Waste Management of Southern MN	wwtp garbage	602-49480-3100	458.50
Total 602494803100:					3,349.67
03/14/2024	32413	Verizon Wireless	Monthly Billing	602-49480-3200	41.24 M
Total 602494803200:					41.24
03/14/2024	20240206	U.S. Bank - CC	Meal while at training	602-49480-3300	22.79
03/14/2024	20240206	U.S. Bank - CC	Meal while at training	602-49480-3300	16.28
Total 602494803300:					39.07
03/14/2024	32414	City of Waseca	February Utilities	602-49480-3800	518.30 M
Total 602494803800:					518.30
03/14/2024	20240209	W W Goetsch Associates Inc.	Pistagrit Repair	602-49480-4000	1,125.00
Total 602494804000:					1,125.00
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	602-49585-1340	18.05
Total 602495851340:					18.05
03/14/2024	20240174	Benning, Bill	New Credit Card Terminals	602-49585-2000	440.00
Total 602495852000:					440.00
03/14/2024	160253	Quadient Leasing	Folding Machine	602-49585-3100	630.53
Total 602495853100:					630.53
03/14/2024	20240195	MAS Communications Inc.	Answering Service - March	602-49585-3200	56.29
Total 602495853200:					56.29
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	602-49586-1340	3.95
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	602-49586-1340	15.90
Total 602495861340:					19.85
03/14/2024	20240181	Flaherty & Hood PA	Conagra Land Purchase	602-49586-3000	650.00
Total 602495863000:					650.00
03/14/2024	20240202	Stantec Consulting Services Inc	Conagra Wastewater Expansion	602-49593-5300	7,140.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
03/14/2024	20240202	Stantec Consulting Services Inc	Hospital Sewershed Analysis	602-49593-5300	19,115.50
03/14/2024	20240202	Stantec Consulting Services Inc	Lift Station Evaluation	602-49593-5300	1,056.00
Total 602495935300:					27,312.00
03/14/2024	20240202	Stantec Consulting Services Inc	Nelson Lift Station Evaluation	602-49593-5400	8,083.00
Total 602495935400:					8,083.00
Total Sanitary Sewer:					51,206.01
Electric Utility					
03/14/2024	32412	SMMPA	SMMPA Power	604-49550-3810	406,797.55 M
Total 604495503810:					406,797.55
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	604-49570-1340	3.35
Total 604495701340:					3.35
03/14/2024	32414	City of Waseca	February Utilities	604-49570-3800	78.93 M
Total 604495703800:					78.93
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	604-49571-1340	79.19
Total 604495711340:					79.19
03/14/2024	160258	Waseca County Highway Department	Monthly billing	604-49571-2120	303.87
Total 604495712120:					303.87
03/14/2024	20240206	U.S. Bank - CC	Tool bags for load control install	604-49571-2170	29.31
03/14/2024	20240206	U.S. Bank - CC	Electric Utility Business Lunch	604-49571-2170	60.61
03/14/2024	20240212	Waseca Hardware LLC	Parts & Supplies	604-49571-2170	30.93
Total 604495712170:					120.85
03/14/2024	20240171	Amaril Uniform Co.	Safety Clothing	604-49571-2180	117.41
Total 604495712180:					117.41
03/14/2024	20240182	Gopher State One-Call Inc	Location calls - February	604-49571-3100	7.20
03/14/2024	20240203	Stoltz Cleaning Services LLC	Electric room cleaning	604-49571-3100	20.00
03/14/2024	20240203	Stoltz Cleaning Services LLC	Electric room cleaning	604-49571-3100	20.00
Total 604495713100:					47.20
03/14/2024	32413	Verizon Wireless	Monthly Billing	604-49571-3200	120.03 M
Total 604495713200:					120.03
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	604-49572-1340	7.81
Total 604495721340:					7.81

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	604-49573-1340	14.50
Total 604495731340:					14.50
03/14/2024	20240179	Ditch Witch of Minnesota	Boring Parts	604-49573-2230	40.79
Total 604495732230:					40.79
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	604-49574-1340	4.46
Total 604495741340:					4.46
03/14/2024	32414	City of Waseca	February Utilities	604-49574-3800	254.83 M
03/14/2024	160263	Xcel Energy	monthly service	604-49574-3800	106.90-
03/14/2024	160263	Xcel Energy	Monthly Service	604-49574-3800	556.46
Total 604495743800:					704.39
03/14/2024	32414	City of Waseca	February Utilities	604-49575-3800	607.77 M
Total 604495753800:					607.77
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	604-49584-1340	2.23
Total 604495841340:					2.23
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	604-49585-1340	32.48
Total 604495851340:					32.48
03/14/2024	20240174	Benning, Bill	New Credit Card Terminals	604-49585-2000	440.00
Total 604495852000:					440.00
03/14/2024	160253	Quadient Leasing	Folding Machine	604-49585-3100	630.53
Total 604495853100:					630.53
03/14/2024	20240195	MAS Communications Inc.	Answering Service - March	604-49585-3200	56.30
Total 604495853200:					56.30
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	604-49586-1340	4.28
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	604-49586-1340	16.37
Total 604495861340:					20.65
03/14/2024	160248	MN Department of Commerce	DOC Assessment	604-49586-4330	975.96
03/14/2024	20240206	U.S. Bank - CC	Electrical Contractor License	604-49586-4330	188.00
Total 604495864330:					1,163.96
03/14/2024	160238	ESRI Inc.	Electric Dept ArcGIS License Renewal	604-49586-4950	334.00
Total 604495864950:					334.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
03/14/2024	20240188	JT Services of MN	conversion supplies	604-49593-5300	14,428.11
03/14/2024	20240188	JT Services of MN	LED Streetlight Fixtures	604-49593-5300	16,432.03
03/14/2024	20240206	U.S. Bank - CC	State Inspection fees	604-49593-5300	828.00
03/14/2024	20240206	U.S. Bank - CC	State Inspection fees	604-49593-5300	1,152.00
03/14/2024	20240206	U.S. Bank - CC	State Inspection fees	604-49593-5300	1,044.00
03/14/2024	20240206	U.S. Bank - CC	State Inspection fees	604-49593-5300	612.00
03/14/2024	20240206	U.S. Bank - CC	State Inspection fees	604-49593-5300	1,224.00
Total 604495935300:					35,720.14
03/14/2024	20240175	Border States Electric Supply	LCR supplies	604-49593-5400	77.00
03/14/2024	20240199	Pantheon Computer Systems Inc.	Yukon Server Replacement	604-49593-5400	6,109.72
03/14/2024	20240205	T & R Electric Inc.	Transformer	604-49593-5400	12,960.68
03/14/2024	20240212	Waseca Hardware LLC	Parts & Supplies	604-49593-5400	69.96
Total 604495935400:					19,217.36
Total Electric Utility:					466,665.75
Storm Water Utility					
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	651-43140-1340	3.29
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	651-43140-1340	17.69
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	651-43140-1340	.94
Total 651431401340:					21.92
03/14/2024	32414	City of Waseca	February Utilities	651-43140-3800	335.96 M
Total 651431403800:					335.96
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	651-49585-1340	3.61
Total 651495851340:					3.61
Total Storm Water Utility:					361.49
Central Garage Services					
03/06/2024	160219	Madison National Life Insurance	March 2024 LTD	701-43180-1340	61.23
Total 701431801340:					61.23
03/14/2024	20240206	U.S. Bank - CC	Office supplies & wash soap	701-43180-2000	72.44
03/14/2024	20240206	U.S. Bank - CC	Printer Ink	701-43180-2000	106.00
Total 701431802000:					178.44
03/14/2024	20240184	Huber Supply Co Inc	welding & torch gases	701-43180-2170	104.00
03/14/2024	20240185	IFACS	genral shop supplies	701-43180-2170	51.69
03/14/2024	20240197	Napa Auto Parts	Parts	701-43180-2170	218.25
03/14/2024	20240212	Waseca Hardware LLC	Parts & Supplies	701-43180-2170	8.96
Total 701431802170:					382.90
03/14/2024	20240172	Amazon	water service projest parts	701-43180-2210	81.80
03/14/2024	20240172	Amazon	water service project parts	701-43180-2210	111.27
03/14/2024	20240172	Amazon	bobcat filter inventory	701-43180-2210	47.98

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
03/14/2024	20240172	Amazon	bobcat air filter	701-43180-2210	37.50
03/14/2024	160230	Charles Machine Works	sewer camera drive repair	701-43180-2210	237.98
03/14/2024	160230	Charles Machine Works	sewer camera repair	701-43180-2210	1,174.86
03/14/2024	20240179	Ditch Witch of Minnesota	vac unit filter	701-43180-2210	280.63
03/14/2024	20240197	Napa Auto Parts	Parts	701-43180-2210	740.80
03/14/2024	20240200	Sanco Equipment LLC	Duplicate Payment on invoice PS2031165	701-43180-2210	60.07-
03/14/2024	20240200	Sanco Equipment LLC	Refund for Parts	701-43180-2210	107.31-
03/14/2024	20240200	Sanco Equipment LLC	Parts	701-43180-2210	300.20
03/14/2024	20240201	Smiths Mill Implement Inc.	Parts for Camera Trailer	701-43180-2210	600.73
03/14/2024	160262	Winegar Enterprises LLC	Parts for Brine Sprayer & bobcat milling machine	701-43180-2210	608.42
Total 701431802210:					4,054.79
03/14/2024	20240185	IFACS	shop tools	701-43180-2400	299.48
03/14/2024	20240197	Napa Auto Parts	Parts	701-43180-2400	289.14
Total 701431802400:					588.62
03/14/2024	20240206	U.S. Bank - CC	Monthly Tool Fee	701-43180-3100	161.66
Total 701431803100:					161.66
03/14/2024	160230	Charles Machine Works	sewer camera repair	701-43180-4000	5,594.43
Total 701431804000:					5,594.43
Total Central Garage Services:					11,022.07
Property and Liability Insuran					
03/14/2024	20240180	First National Insurance	Agency Fee	702-49955-3000	800.00
Total 702499553000:					800.00
03/14/2024	160243	League of MN Cities Insurance Trust	Claim #333712	702-49955-3630	781.55
Total 702499553630:					781.55
Total Property and Liability Insuran:					1,581.55
Equipment Replacement Fund					
03/14/2024	20240199	Pantheon Computer Systems Inc.	BDR Server Replacement	705-49910-5400	5,154.60
Total 705499105400:					5,154.60
Total Equipment Replacement Fund:					5,154.60
Grand Totals:					1,055,583.42

Report Criteria:

Report type: GL detail

[Report].Amount = {<>} 0



Request for City Council Action

Title:	Temporary Extension of Licensed Premises Katie O’Leary’s Beef & Brew for an outdoor event		
Meeting Date:	March 19, 2024	Agenda Item Number:	6C
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	Supporting Documents:	<ul style="list-style-type: none"> • Katie O’Leary’s Request Letter • Special Event Permit Application
Originating Department:	Administration	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>			

BACKGROUND: The City has received a request from David “Rusty” Anhorn dba. Katie O’Leary’s Beef & Brew for a Temporary Extension of the Licensed Premises for a 1-day outdoor street dance event outside their premises with the closing of 2nd Avenue NE to 2nd Street NE in Waseca, Friday and Saturday, June 29th, 2024.

No outdoor music will be played after 12:30 a.m. The event is the same as in previous years, with controlled access with wristbands. This event has been held for several years and no problems have been reported. The City has a Certificate of Insurance for liquor liability insurance coverage on file.

RECOMMENDATION: Staff recommends granting Temporary Extension of Licensed Premises to David “Rusty” Anhorn dba. Katie O’Leary’s Beef & Brew, for a one-day outdoor event on June 29, 2024.

KATIE O'LEARY'S
Beef & Brew
117 2ND Avenue NE
Waseca, MN 56093
(507) 835-2000

Date: 2-19-24

ATTN: _____
Waseca City Manager
Waseca City Hall
508 South State Street
Waseca, MN 56093

RE: Temporary Extension of Liquor License for 6-29-24 at Katie O'Leary's

Dear Waseca City Manager:

The purpose of my letter to you is to request permission from the City to grant an extension of Katie O'Leary's liquor license. I am requesting that this approval be for 6-29-24 for the purpose of a street dance. This would include the closing of 2nd Avenue Northeast from State Street to 2nd Street Northeast from 2 p.m. until 2 a.m. Music will be played at the street dance from 8:30 p.m. until 12:30 a.m.

I have appreciated the City's cooperation and assistance in the past for allowing Katie O'Leary's events to take place, and would ask for the same courtesy on 6-29-24. I would ask that this issue be put on the next Council meeting's agenda for approval.

I would once again like to thank the City Council for its continued support.

Very truly yours,



David "Rusty" Anhorn
Owner/Operator of Katie O'Leary's



Date: 2-16-24

508 South State Street ■ Waseca, Minnesota 56093-3097
507-835-9700 ■ FAX 507-835-8871 ■ www.ci.waseca.mn.us

SPECIAL EVENT PERMIT APPLICATION

*If request includes closure of HWY13, MNDot Approval required prior to City approval

Answer all questions (please print). Write N/A (not applicable) where appropriate.


Street Dance
NAME OF EVENT

6-29-24
DATE OF EVENT

Rusty Anhorn
Name of Applicant or Contact Person

Katie O'Heary's
Sponsoring Organization

117 2nd Ave NE
Applicant Address (Street, City, State, Zip)
Waseca, MN 56093
n/a

507-835-2000
Phone number


Fax Number

Email Address J

Type of Event:

- | | | |
|-------------------------------------------|-----------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Run/Walk Pg 2 | <input checked="" type="checkbox"/> Dance Pg 3 | <input type="checkbox"/> Fundraiser Pg 3 |
| <input type="checkbox"/> Parade Pg 2 | <input type="checkbox"/> Planned Demonstration Pg 3 | <input type="checkbox"/> Celebration Pg 3 |
| <input type="checkbox"/> Block Party Pg 3 | <input type="checkbox"/> Ceremony Pg 3 | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Street Fair Pg 3 | <input type="checkbox"/> Concert Pg 3 | |

Location and description of event: 2nd Ave NE
in front of Katie O'Heary's

rev Aug 2016

RUNWALK**PARADE**

(PLEASE INCLUDE A MAP OF THE ROUTE)

- A. Date requested: _____
- B. Hours of operation, from _____ am/pm to _____ am/pm
- C. Set up: beginning date and time: _____
Dismantle: date and time: _____
- D. Anticipated number of participants: _____
Anticipated number of spectators: _____
Anticipated number of parade units, if applicable: _____
Anticipated number of vehicles and types of vehicles: _____
Anticipated number of animals and types, if applicable: _____
Assembly/staging area for parade: _____
Estimated beginning and ending times at assembly/staging areas: _____

City Services and Equipment:

Describe City services and/or equipment requested for the event. (City barricades, cones, signs, and other equipment may be borrowed on an as-available basis.) **Please make arrangements in advance to pick up and return this equipment.**

Use of streets/City property:

NOTE: *No permanent markings of route are allowed on any streets, sidewalks, or trails in the City of Waseca.*

List any street(s) closing, or parking restrictions, requested for the event. Include the date and time of closing and reopening of the street(s). For a run/walk or parade, please include a map of the route.

List any City parks or facilities to be used during the event: _____

LOCK PARTYSTREET DANCE**CONCERT**CELEBRATION**OTHER**

Event Components:

- A. Date requested: 6-29-24
- B. Hours of operation, from 2 am/pm to 2 (am)pm
- C. Set up: beginning date and time: 2pm 6-29-24
Dismantle: date and time: 2am 6-30-24
- D. Anticipated number of participants: _____
Anticipated number of spectators: 500

City Services and Equipment:

Describe City services and/or equipment requested for the event. City barricades, cones, signs, and other equipment may be borrowed on an as-available basis. **Please make arrangements in advance to pick up and return this equipment.**

10 city barricades (2 with road closed signs)
16 picnic tables

Use of streets/City property:

NOTE: No permanent markings of route are allowed on any streets, sidewalks, or trails in the City of Waseca.

List any street(s) closing, or parking restrictions, requested for the event. Include the date and time of closing and reopening of the street(s). For a run/walk or parade, please include a map of the route.

Close 2nd Ave. NE from State Street to 2nd St. NE

List any City parks or facilities to be used during the event: n/a

Food and Beverage:

A. Will food and beverages be served? Yes No *no food* **IF NO, SKIP THIS SECTION**

B. Will you be using a catering service? Yes No

If yes, please specify name of Caterer: _____

C. Will electrical service be needed for food preparation? _____

D. Have you obtained the necessary permit(s) from the Waseca County Department of Environmental Health? Yes No

E. Will alcoholic beverages be served? Yes No
(Please note that a separate license may be required for sale or serving of alcoholic beverages)

If yes, describe what method will be used to ensure that alcoholic beverages will be consumed by only persons 21 years of age or older:

checking ID's and applying wristbands at the entrance.

No one under 21 will be permitted inside.

Describe how, where, when and by whom the alcoholic beverages will be served:

Vendors or Concessionaries: **(IF NONE, SKIP THIS SECTION)**

A. Please list vendors/concessionaires planned for the event: _____

B. Describe how you intend to regulate, monitor and control the type, number and quality of vendors/concessionaries whom you may permit to operate in conjunction with the event:

Entertainment: **(IF NONE, SKIP THIS SECTION)**

Describe entertainment plans, i.e.; music, sound amplification or other noise impact, including the intended hours:

Live band in the street from 8:30p until 12:30a

Security and Safety Procedures:

- A. Will you be requesting Police services? Waseca Police Reserves
- B. Describe your proposed procedures for set-up, operation, internal security and crowd control: Waseca Police Reserves plus additional Katie O'Leary's staff.
- C. If the event is to occur at night, describe how you are going to light the event area in order to increase the safety of participants and spectators coming to and leaving the event: street lights
- D. Describe plans to provide first aid, if needed:
- E. Provide the number and a general description of any vehicles or animals involved in the event (approximately how many and type of animal): n/a

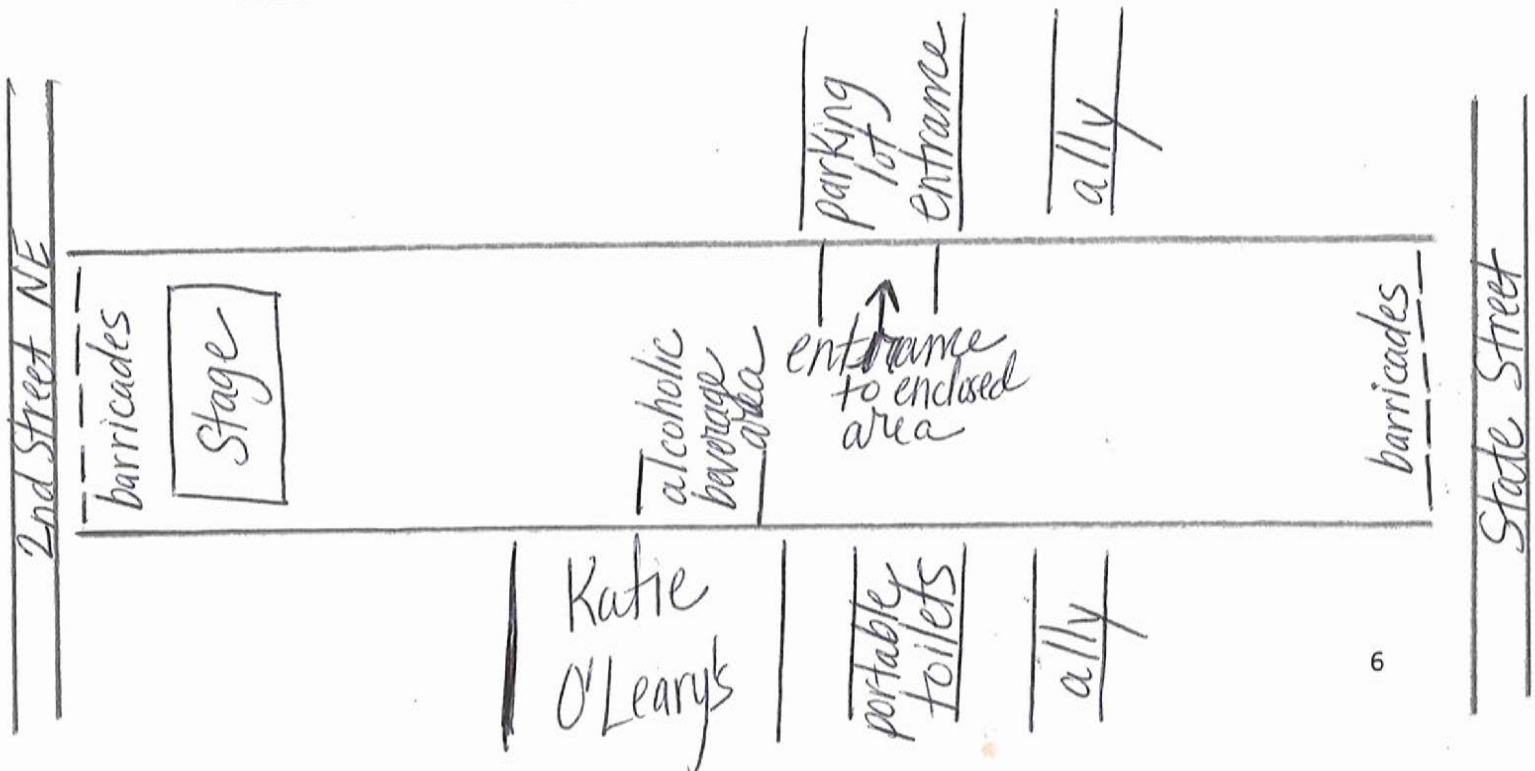
Sanitation Plan:

- A. Describe your plan for clean-up and material preservation. Include number, type and location of trash and recycling containers to be provided. Indicate who will be responsible for clean-up activities during and after the event, include phone number for individuals: Various garbage cans throughout the inclosed area.

Location Map: (ALL EVENTS)

Please attach a map or drawing of your event layout. At minimum, the following items should be included. Please place a check mark or "x" by those included or N/A if not applicable:

- n/a A. If a route is involved, the starting and finish areas should be marked with arrows, and the places where buses, autos, and other motorized vehicles need to be considered and marked.
- n/a B. Size and location of any tents, structures.
- C. Entertainment and/or stage locations.
- D. Alcoholic beverage concession areas.
- E. Non-alcohol concession area.
- n/a F. Food concession area (cooking, serving, consumption areas).
- n/a G. General merchandise and/or concession areas
- H. Portable toilet facilities, indicate number : 3 Location(s): _____
- I. First aid facilities.
- n/a J. Event participant and/or spectator parking areas.
- n/a K. Event organizer's command post.
- n/a L. Fireworks or pyrotechnics site
- n/a M. Vehicle fuel handling site.
- N. Fencing or other barricades, etc. for securing event area
- n/a O. Site of electrical wiring to be installed for the event.
- P. Trash receptacles, indicate number 10.



Insurance:

Applicant must provide proof of insurance coverage for the event. Attach to this application either an insurance policy or a certificate of insurance including the policy number, amount (minimum of \$1,000,000) and the provision that the City of Waseca is included as an additional insured. Please note: insurance requirements depend upon the level of risk of the event.

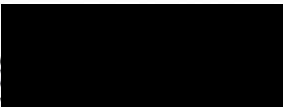
The MINNESOTA DATA PRACTICES ACT requires that we inform you of your rights about the private data we are requesting on this form. Private data is available to you, but not the public. We are requesting this data to determine your eligibility for a license from the City of Waseca. Providing the data may disclose information that could cause your application to be denied. You are not legally required to provide the data; however, refusing to supply the data may cause your license to not be processed. Under MS 2 70.72, the City of Waseca is required to provide the Minnesota Department of Revenue your Minnesota Tax ID Number or Social Security Number if it is given. This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest. The Department of Revenue may supply information to the Internal Revenue Service. In addition, this data can be shared by Waseca City Staff, the State of Minnesota Driver License Section, Waseca County Auditor-Treasurer, and Bureau of Criminal Apprehension. Your signature on this application indicates you understand these rights. Your residence address and telephone number will be considered public data unless you request this information to be private and provide an alternate address and telephone number. Please sign below to indicate you have read this notice:

Signature: 

Date: 2-16-24

I request that my residence address and telephone number be considered private data. My alternative address and telephone number are as follows:

Address: 821 East Elm Ave Waseca

Phone: 

Additional Permits (IF APPLICABLE)

Additional permissions may be required including but not limited to, the following:

A. Building Permit:

Attach to this application a copy of your building permit(s) if you are installing any electrical wiring on a temporary or permanent basis and/or if you are building any temporary or permanent structures such as bleachers, scaffolding, a grandstand, reviewing stands, stages or platforms.

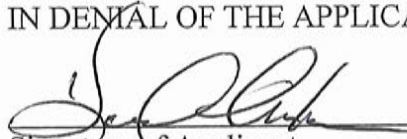
B. Fire Department Permit(s):

Attach to this application any permission required by fire regulations for such things as open flame; fireworks or pyrotechnics; vehicle fuel; cooking facilities; enclosures (and tables within those enclosures); tents, air supported structures, canopies, or any fabric shelters.

C. Other Permits:

Certain other licensing may be required by city, county, and state agencies. It is your responsibility to check with the local authorities to determine what licensing is required before final submission of this application.

ANY FALSIFICATION OF ANSWERS TO THE PRECEDING QUESTIONS WILL RESULT IN DENIAL OF THE APPLICATION.



Signature of Applicant

2.20.24

Date

Attachments Included (if applicable):

- _____ Insurance Certificate
- _____ Fireworks Application
- _____ MnDOT Authorization
- _____ List of Special/Unusual Request(s)
- _____ Park Reservation Form
- _____ Map
- _____ Alcohol Permit
- _____ Other

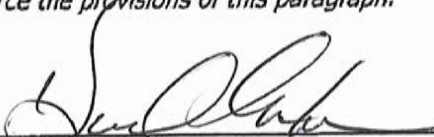


508 South State Street • Waseca, Minnesota 56093-3097
(507) 835-9700 • FAX (507) 835-8871 • www.ci.waseca.mn.us

Parade Sponsors:

The Minnesota Department of Transportation requires you to acknowledge, by signature, the following:

"The special event sponsor agrees to assume the entire responsibility and liability for all damages or injury to all persons, whether employees or otherwise, and to all property, including highway property, arising out of, resulting from or in any manner connected with the operation of the special event. The sponsor agrees to defend and indemnify Mn/DOT, its agents and employees from all such claims including, without limiting the generality of the foregoing, claims for which Mn/DOT may be claimed to be liable and legal fees and disbursements paid or incurred to enforce the provisions of this paragraph."

 _____ 2-16-24
Sponsor Signature Date

****Failure to sign and return this waiver will result in delays and/or denial of your application to Mn/DOT****

Title:	Appoint ShaLee Ebertowski to the Heritage Preservation Commission		
Meeting Date:	March 19, 2024	Agenda Item Number:	6D
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	Supporting Documents:	<ul style="list-style-type: none"> ShaLee Ebertowski Application
Originating Department:	Economic Development	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>			

BACKGROUND:

In November 2023, Ms. Molly Byron resigned from the Heritage Preservation Commission (HPC). Ms. Byron held the seat designated for the Waseca County Historical Society. The Waseca County Historical Society requested that their member, Mr. Dan Forrest, already a member of the HPC, be designated as their representative. With Mr. Forrest moving to represent the Waseca County Historical Society, a vacant seat was declared on the HPC.

At their meeting on March 4, the Heritage Preservation Commission unanimously approved ShaLee Ebertowski’s application.

BUDGET IMPACT: None

RECOMMENDATION: Staff recommends the Waseca City Council appoint ShaLee Ebertowski to the Heritage Preservation Commission.

CITY OF WASECA

Board/Commission/Authority Application Form

Date 1/28/2024

Name ShaLee Ebertowski

Address 501 16th Ave NE Waseca MN 56093

Telephone Number: 

Occupation: Real Estate Agent

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

- | | |
|----------------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Airport Board | <input type="checkbox"/> Economic Development Authority |
| <input type="checkbox"/> Park Board | <input type="checkbox"/> Planning Commission |
| <input checked="" type="checkbox"/> Heritage Preservation Commission | |

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

I am interested in being a part of the Heritage Preservation Commission because I value preserving our towns history. I think it's important to work alongside businesses, promoting growth and improvement, while emphasizing the importance of historical preservation.

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

No I have not.

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

No I do not.

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

I have a bachelor's degree from Minnesota State University Mankato. I currently work as a real estate agent in Waseca and the surrounding areas. I think my education, job experience and love for the Waseca community makes me a good addition to this commission.

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

Title:	Approve Antenna Lease Extension with Viking Amateur Radio Society (VARS)		
Meeting Date:		Agenda Item Number:	6E
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	Supporting Documents:	<ul style="list-style-type: none"> Lease Extension – June 1, 2024 to May 31, 2026
Originating Department:	Administration	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>			

BACKGROUND: On October 5, 1999, the City of Waseca entered into an antenna lease agreement with Viking Amateur Radio Society (VARS) for space on the north water tower for an antenna and additional radio equipment. The original lease was for an initial period of five (5) years. In 2014, VARS signed a lease extension, which allowed for ongoing extensions of two (2) years for each renewal. VARS has indicated that they wish to execute another renewal extension, commencing June 1, 2024, and ending on May 31, 2026.

BUDGET IMPACT: None.

ALTERNATIVES CONSIDERED: None.

RECOMMENDATION: Staff recommends the Waseca City Council approve the lease extension with Viking Amateur Radio Society (VARS).

LEASE EXTENSION

NOW, COMES FORTH, City of Waseca, hereinafter referred to as "Lessor" and Viking Amateur Radio Society (VARS), hereinafter referred to as "Lessee" for the lease of space on the north water tower for one (1) antenna as well as space on north water tower support leg for a repeater consisting of a cabinet containing the repeater and emergency backup power and a cabinet containing the duplexer per mutual agreement.

WHEREAS, the parties previously entered into an original lease dated the fifth day of October 1999, and a lease extension dated the first day of June 2014;

WHEREAS, said original lease was for an initial period of five (5) years and said lease extensions were for an extension period of two (2) years for each renewal; and

WHEREAS, Tenant has held over since the five (5) year period of the initial lease and two (2) year periods of lease extensions and continues to be a Tenant; and


WHEREAS, the parties wish to enter into an agreement for two (2) years commencing June 1, 2024;

NOW, THEREFORE, the parties agree as follows:

This extension of the lease shall commence June 1, 2024, and end on May 31, 2026. The Lessee shall pay to Lessor One Dollar (\$1.00) per year. Lessee shall be responsible for any utilities. Said amount is due on the first day of June each year.

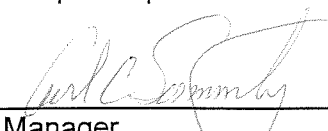
All other terms not in conflict with this agreement contained in the lease signed on October 5, 1999, shall remain in full force and effect.

VIKING AMATEUR RADIO SOCIETY
Lessee

By: 
Lessee

Date: 3-7-2024

CITY OF WASECA
a municipal corporation

By: 
City Manager

Date: 3.11.24

Title:	APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE BIDS FOR THE 11 TH AVENUE NW REHABILITATION PROJECT (CITY PROJECT NO. 2024-02)		
Meeting Date:	March 19, 2024	Agenda Item Number:	6F
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	Supporting Documents:	<ul style="list-style-type: none"> • Project Map
Originating Department:	Engineering	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>			

BACKGROUND: City staff have completed the plans and specifications for the 11th Avenue NW Rehabilitation Project (City Project No. 2024-02). This project will involve the rehabilitation (mill and overlay) of 11th Avenue NW from State Hwy 13 to 10th Street NW (see attached map). The scope of work will also include the replacement of sections of deteriorating or poorly draining curb and gutter, ADA sidewalk ramp upgrades, and utility casting adjustments.

With Council approval, this project will be advertised for bid online (Quest CDN) beginning March 20th with a bid opening date of April 10th. Contract award is anticipated to take place at the April 16th City Council meeting. This project is to be substantially completed within 20 working days with a late start date of July 29th. Final completion (restoration and seeding) is to be 14 calendar days after substantial completion.

BUDGET IMPACT: Total project cost is estimated at \$363,682. A total of \$300,000 in State Aid was budgeted in the 2024 Capital Improvement Plan (CIP) for this project with another \$100,000 estimated in special assessments. City staff completed project design and will also perform project inspection.

On November 8th, the City Council authorized the submittal of a Local Road Improvement Program (LRIP) grant application for this project. LRIP grant award notifications are expected to be sent out late March or early April. If awarded LRIP grant funding, it is anticipated that 100% of the project construction costs will be covered. City Council may then choose to waive the special assessments on this project (General Fund costs would not be recovered if assessments are waived).

RECOMMENDATION: Staff recommends City Council approve the plans and specifications and authorize bids for the 11th Avenue NW Rehabilitation Project (City Project No. 2024-02).

11th Ave NW Rehabilitation Project



Title:	APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE BIDS FOR THE 2024 SIDEWALK IMPROVEMENTS PROJECT (CITY PROJECT NO. 2024-04)		
Meeting Date:	March 19, 2024	Agenda Item Number:	6G
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	Supporting Documents:	
Originating Department:	Engineering	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>			

BACKGROUND: City staff have completed the plans and specifications for the 2024 Sidewalk Improvements Project (City Project No. 2024-04). This project involves ADA sidewalk ramp construction along 5th Street SW (ahead of street enhancement work), brick paver replacement along the east side of State Street between Elm Avenue and the RR tracks, and the replacement of sidewalk and curb and gutter in various locations throughout the City. This project will provide safer and more accessible pedestrian and cyclist pathways.

With Council approval, this project will be advertised for bid online (Quest CDN) beginning March 20th with a bid opening date of April 11th. Contract award is anticipated to take place at the April 16th City Council meeting. The ADA ramp upgrades along 5th Street SW are to be completed by July 12th with the rest of the project to be completed on, or before, August 30th. Final restoration and seeding is to be completed by September 13th.

BUDGET IMPACT: Total project cost is estimated at \$145,187. A total of \$150,000 in Street Capital (\$75,000 for sidewalk improvements and \$75,000 for brick paver replacement) was budgeted in the 2024 Capital Improvement Plan (CIP) for this project. City staff completed project design and will also perform project inspection.

RECOMMENDATION: Staff recommends City Council approve the plans and specifications and authorize bids for the 2024 Sidewalk Improvements Project (City Project No. 2024-04).



CITY OF WASECA

Request for City Council Action

Title:	RESOLUTION NO. 24-20: AUTHORIZE A PROFESSIONAL TESTING SERVICES CONTRACT WITH AMERICAN ENGINEERING TESTING INC. FOR THE 8 TH AVENUE NE (CSAH 13) RECONSTRUCTION PROJECT (CITY PROJECT NO. 2024-01)		
Meeting Date:	March 19, 2024	Agenda Item Number:	6H
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	Supporting Documents:	<ul style="list-style-type: none"> Resolution No. 24-20
Originating Department:	Engineering	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>			

BACKGROUND: On February 23rd, City staff received two (2) proposals for professional testing services for the 8th Avenue NE (CSAH 13) Reconstruction Project (City Project No. 2024-01) from Braun Intertec and American Engineering Testing Inc. (AET). Each proposal was evaluated by City and County staff with AET being selected as the recommended firm to provide these services.

BUDGET IMPACT: The proposal from AET is for an estimated total amount of \$37,878. This amount will be cost shared with Waseca County based on the approved Cooperative Agreement for this project. It is estimated that the City share of this cost will be approximately \$11,000. A total of \$50,000 has been budgeted in 2024 Streets Capital to cover this expense.

RECOMMENDATION: Staff recommends the City Council adopt Resolution No. 24-20 authorizing the City Manager, or designee, to execute a professional testing services contract with American Engineering Testing Inc. for the 8th Avenue NE (CSAH 13) Reconstruction Project (City Project No. 2024-01).

RESOLUTION NO. 24-20

**AUTHORIZING A CONTRACT WITH AMERICAN ENGINEERING TESTING
FOR PROFESSIONAL TESTING SERVICES
FOR THE 8TH AVENUE NE (CSAH 13) RECONSTRUCTION PROJECT
(SAP 172-020-009, CITY PROJECT NO. 2024-01)**

WHEREAS, the City of Waseca and Waseca County, through a joint project, are reconstructing 8th Avenue NE (CSAH 13) between 3rd Street NE and Clear Lake Drive (City Project No. 2024-01); and

WHEREAS, the City desires to hire a consultant to provide professional testing services for this project; and

WHEREAS, the City solicited, received, and evaluated proposals for said professional services; and

WHEREAS, American Engineering Testing was the qualified consultant selected.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Waseca, Minnesota that the City Manager, or designee, is hereby authorized to execute a contract with American Engineering Testing for professional testing services for the 8th Avenue NE (CSAH 13) Reconstruction Project (City Project No. 2024-01).

Adopted this 19th day of March 2024.

RANDY L. ZIMMERMAN
MAYOR

ATTEST:

JULIA HALL
CITY CLERK

Title:	RESOLUTION NO. 24-22: MARKETPLACE PHASE 1 DEVELOPMENT PROGRAM MODIFICATION AND TAX INCREMENT FINANCING (TIF) PLAN CONFORM TO THE CITY’S COMPREHENSIVE PLAN		
Meeting Date:	March 19, 2024	Agenda Item Number:	6I
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	Supporting Documents:	<ul style="list-style-type: none"> • Resolution No. 24-22 • Location Map • Phase 1 Development Plan • Marketplace TIF Plan & Map
Originating Department:	Engineering	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>			

BACKGROUND: The Waseca Real Estate Fund (WREF) limited partnership intends to purchase three City-owned Marketplace Subdivision parcels located south of Wal-Mart for development (see attached location map). The proposed development will be completed in two phases with Phase 1 consisting of construction of a 36-unit apartment building (see attached Phase 1 development plan).

The three existing parcels to be developed are currently zoned B-2 (Community Retail and Service Business District). In order for this development to be in zoning compliance, these parcels will be rezoned to R-4 (Multi-Family District, High Density). A Planned Unit Development (PUD) overlay may also be required. The three existing parcels will eventually be re-platted into two (2) new parcels through the minor subdivision process.

To help finance the project, WREF has applied for Tax Increment Financing (TIF). Attached is the TIF Plan and Map which provides further details on the proposed TIF district for Phase 1. The establishment of the TIF district (No. 1-29) for this development requires a Modification to the Development Program for Development District No. 1, which encompasses the entire City of Waseca.

At their meeting on March 12th, the Planning Commission reviewed the proposed modification to the development program and TIF Plan and determined by a vote of 4-0 that the Phase 1 Marketplace development conforms to the general plan for the development or redevelopment of the City as described in the Comprehensive Plan.

BUDGET IMPACT: None

RECOMMENDATION: Staff recommends City Council adopt Resolution No. 24-22 agreeing that the Development Program Modification and TIF District Plan for Phase 1 of the Marketplace development conform to the City’s Comprehensive Plan.

RESOLUTION NO. 24-22

**RESOLUTION OF THE WASECA CITY COUNCIL FINDING THE
MODIFICATION TO THE DEVELOPMENT PROGRAM FOR
DEVELOPMENT DISTRICT NO. 1 AND THE TAX INCREMENT
FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT
(HOUSING) NO. 1-29 (MARKETPLACE APARTMENT PROJECT)
CONFORM TO THE GENERAL PLAN FOR THE DEVELOPMENT AND
REDEVELOPMENT OF THE CITY**

WHEREAS, the City of Waseca, Minnesota (the “City”) has heretofore prepared a Development Program for Development District No. 1 (the “Development Program”), which Program was approved by the Planning and Zoning Commission pursuant to Minnesota Statutes, Section 469.126; and

WHEREAS, the City proposes to establish Tax Increment Financing (Housing) District No. 1-29 (Marketplace Apartment Project) (the “TIF District”) within Development District No. 1; and

WHEREAS, the City has prepared a Modification to the Development Program (the “Development Program Modification”) and has prepared a Tax Increment Financing Plan (the “TIF Plan”) for the TIF District and has submitted the Development Program Modification and the TIF Plan to the to the City Planning and Zoning Commission pursuant to Minnesota Statutes Section 469.126 and Section 469.175, Subd. 3; and

WHEREAS, the Planning and Zoning Commission has reviewed said Development Program Modification and TIF Plan to determine its conformity to the general plan for the development or redevelopment of the City as described in the comprehensive plan for the City; and

WHEREAS, the Planning and Zoning Commission is in agreement with the Development Program Modification and the TIF Plan; and

WHEREAS, the Planning and Zoning Commission recommends the Development Program Modification and the TIF Plan to the City Council of the City of Waseca for its approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca, Minnesota that the Development Program Modification and the TIF Plan are approved and conform to the general plan for the development or redevelopment of the City as a whole as recommended by the Planning and Zoning Commission.

Adopted by the City Council this 19th day of March 2024.

RANDY L. ZIMMERMAN
MAYOR

ATTEST:

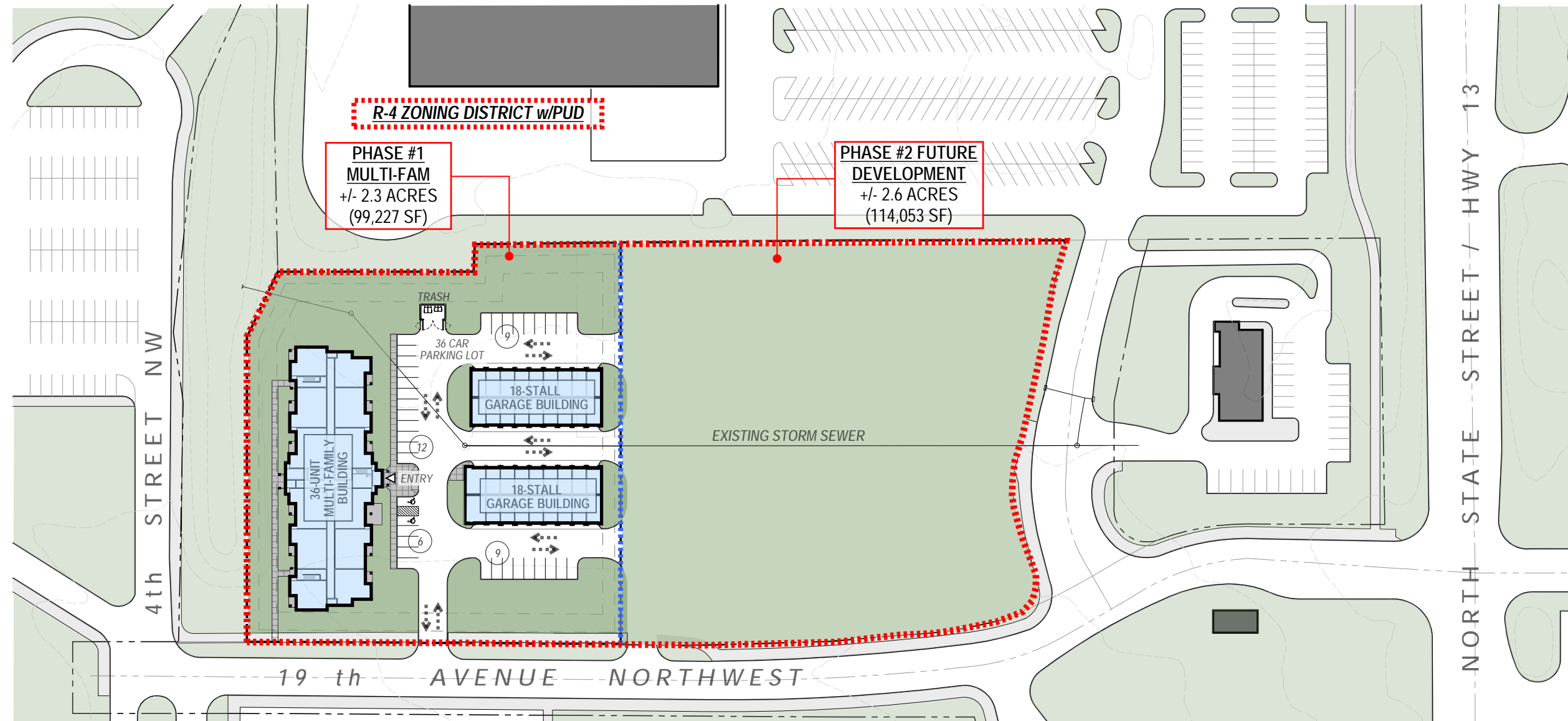
JULIA HALL
CITY CLERK

Marketplace Subdivision Properties & Utilities



OPTION H: 36-UNIT MULTI-FAMILY BUILDINGS + GARAGE STRUCTURES

TOTAL DEVELOPMENT AREA : +/- 4.9 ACRES (213,280 SF)



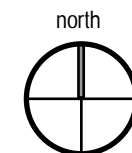
PHASE #1:

- 36 UNIT MULTI-FAMILY APARTMENT BUILDING
- 3 STORIES @ +/- 13,782 GSF EA
- a) 12 - ONE BDROOM UNITS / 24 - TWO BDROOM UNITS
- PARKING
- a) ON GRADE LOT
- + 36 PARKING STALLS
- b) TWO ACCESSORY GARAGE BUILDINGS
- + 1st BUILDING LIMITED TO 300 SF / UNIT (@ 36 UNITS =10,800 GSF MAX)
- A. 18 GARAGE BAYS (+/-5,147 GSF)
- + 2nd BUILDING LIMITED TO 250 SF MAX.
- B. 18 GARAGE BAYS (+/-5,370 GSF) - NEEDS VARIANCE
- c) TOTAL PARKING = 2 STALLS PER UNIT

PHASE #2 FUTURE DEVELOPMENT:

+/- 2.6 ACRES

NILE
 SITE OPTIONS
 WASECA MARKETPLACE
 Waseca, Minnesota
 16 January 2024



CITY OF WASECA, MINNESOTA
MODIFICATION TO DEVELOPMENT PROGRAM AND
MUNICIPAL DEVELOPMENT DISTRICT NO. 1
AND
TAX INCREMENT FINANCING PLAN FOR
TAX INCREMENT FINANCING (HOUSING)
DISTRICT NO. 1-29
(MARKETPLACE APARTMENT PROJECT)

PUBLIC HEARING DATE: APRIL 2, 2024

PLAN APPROVED DATE: _____, 2024

PLAN CERTIFICATION REQUEST DATE: _____, 2024

PLAN CERTIFIED DATE: _____, 2024



Northland Securities, Inc.
150 South Fifth Street, Suite 3300
Minneapolis, MN 55402
(800) 851-2920
Member NASD and SIPC

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ARTICLE I – INTRODUCTION AND DEFINITIONS

SECTION 1.01 INTRODUCTION

The City of Waseca proposes to provide tax increment financing assistance to Waseca Real Estate Fund, LP, for public costs related to the construction of a multifamily housing facility, with an affordable component, in the City. This document contains the plan for achieving the objectives of the Development Program for Municipal Development District No. 1 through the establishment of Tax Increment Financing District No. 1-29.

SECTION 1.02 DEFINITIONS

For the purposes of this document, the terms below have the meanings given in this section, unless the context in which they are used indicates a different meaning:

1. “City” means the City of Waseca, Minnesota.
2. “City Council” means the City Council of the City.
3. “County” means Waseca County, Minnesota.
4. “Developer” means the private party undertaking construction in the TIF District, anticipated to be Waseca Real Estate Fund, LP.
5. “Development District” means Development District No. 1 in the City, established and modified pursuant to and in accordance with the Development District Act.
6. “Development District Act” means Minnesota Statutes, Sections 469.124 through 469.134, as amended and supplemented from time to time.
7. “Development Program” means the Development Program for the Development District, as amended and supplemented from time to time.
8. “Project Area” means the geographic area of the Development District.
9. “Project Costs” means the cost of the development activities that will or are expected to occur within the Project Area or TIF District.
10. “School District” means Waseca Area Public Schools (ISD #829).
11. “State” means the State of Minnesota.
12. “TIF Act” means Minnesota Statutes, Sections 469.174 through 469.1794, as amended, both inclusive.
13. “TIF District” means Tax Increment Financing (Housing) District No. 1-29 (Marketplace Apartments).
14. “TIF Plan” means the tax increment financing plan for the TIF District (this document).

SECTION 1.03 PLAN PREPARATION

The document was prepared by the City and Northland Securities, Inc.

ARTICLE II - DEVELOPMENT PROGRAM

SECTION 2.01 OVERVIEW

The City established the Development District and the related Development Program as a tool to achieve the objectives described in Section 2.02. The Development District was last modified August 2, 2010. The Development District serves as the Project Area for tax increment financing districts established within its boundaries. The Development Program describes the City's objectives for the development of this area and the use of tax increment financing.

Current modifications to the Development Program include amending the Development District's boundaries to coincide with the boundaries of the City of Waseca and to accommodate the establishment of Tax Increment Financing District (Housing) No. 1-29, among other reasons, within the boundaries of the Development District.

This modified Development Program is intended to restate and expand on the original Development Program and all prior amendments hereto, which are incorporated herein by reference. Nothing in this modification is intended to supersede or alter the activities described in the original Development Program.

SECTION 2.02 STATEMENT OF OBJECTIVES

The modifications of the Development District in the City pursuant to the Development District Act are necessary and in the best interests of the City and its residents and are necessary to give the City the ability to meet certain public purpose objectives that would not be obtainable in the foreseeable future without intervention by the City in the normal development process.

The current proposed development is consistent with the established "Statement of Objectives" documented by the original Development Program and prior amendments hereto, which are incorporated herein by reference.

The established "Statement of Objectives" for the Development Program provide the City with the ability to achieve certain public purpose goals not otherwise obtainable in the foreseeable future without City intervention in the normal development process. The public purpose goals include: restore and improve the tax base and tax revenue generating capacity of the Development District; increase employment and housing opportunities; realize comprehensive planning goals; remove blighted conditions; revitalize the property within the Development District to create an attractive, comfortable, convenient, and efficient area for industrial, commercial and related use. The City and Council seek to achieve the following Development District program objectives:

1. Promote and secure the prompt development of certain property in the Development District, which property is not now in productive use or in its highest and best use, in a manner consistent with the City's Comprehensive Plan and with the minimum adverse impact on the environment, and thereby promote and secure the development of other land in the City.
2. Promote and secure additional employment and housing opportunities within the Development District and the City for residents of the City and the surrounding area, thereby improving living standards, reducing unemployment and the loss of skilled and unskilled labor and other human resources in the City.

3. Secure the increase of commercial/industrial property subject to taxation by the City, School, County and other taxing jurisdictions in order to better enable such entities to pay for governmental services and programs required to be provided by them.
4. Provide for the financing and construction of public improvements in the Development District necessary for the orderly and beneficial development of the Development District and adjacent areas of the City.
5. Promote the concentration of commercial, office, and other appropriate development in the Development District so as to maintain the area in a manner compatible with its accessibility and prominence in the City.
6. Encourage local business expansion, improvement, and development, whenever possible.
7. Create a desirable and unique character within the Development District thorough quality land use alternatives and design quality in new and remodeled buildings.
8. Encourage and provide maximum opportunity for private redevelopment of existing areas and structures that are compatible with the Development Program.
9. Encourage redevelopment of substandard buildings, to improve employment opportunities in the Development District and the City, where compatible with other planning and development goals.

SECTION 2.03 BOUNDARIES OF DEVELOPMENT DISTRICT

The modified boundaries of the Development District are depicted in Exhibit V. The modified boundaries of the Development District are coterminous with the boundaries of the City.

SECTION 2.04 DEVELOPMENT ACTIVITIES

The proposed development activities within the Development District are consistent with the goals, objectives, and plans expressed by the Development Program. The current modifications to the Development Program relate to plans by the Developer to construct an affordable housing project.

SECTION 2.05 PAYMENT OF PROJECT COSTS

Project Costs and the plan for their payment will be described in the tax increment financing plans. It is anticipated that the Project Costs of the Development Program will be paid primarily from Tax Increments. The City reserves the right to utilize other available sources of revenue, including but not limited to special assessments and user charges, which the City may apply to pay a portion of the Project Costs.

SECTION 2.06 ENVIRONMENTAL CONTROLS; LAND USE REGULATIONS

All municipal actions, public improvements and private development shall be carried out in a manner consistent with existing environmental controls and all applicable Land Use Regulations.

SECTION 2.07 PARK AND OPEN SPACE TO BE CREATED

Park and open space within the Development District if created will be created in accordance with the City's Comprehensive Plan and zoning and subdivision ordinances.

SECTION 2.08 PROPOSED REUSE OF PROPERTY

The modification to the Development Program does not contemplate that the City will acquire additional property and reconvey the same to another entity. Should the Development Program be further amended to authorize land acquisition, the City Council will require the execution of a binding development agreement with respect thereto and evidence that Tax Increments or other funds will be available to repay the Project Costs associated with the proposed acquisition. It is the intent of the City to negotiate the acquisition of property whenever possible. Appropriate restrictions regarding the reuse and redevelopment of property shall be incorporated into any Development Agreement to which the City is a party.

SECTION 2.09 ADMINISTRATION AND MAINTENANCE OF DEVELOPMENT DISTRICT

Maintenance and operation of the Development District will be the responsibility of the City Administrator who shall serve as administrator of the Development District. Each year the administrator will submit to the Council the maintenance and operation budget for the following year.

The administrator will administer the Development District pursuant to the provisions of Section 469.131 of the Development District Act; provided, however, that such powers may only be exercised at the direction of the City Council. No action taken by the administrator pursuant to the above-mentioned powers shall be effective without authorization by the City Council.

SECTION 2.10 AMENDMENTS

The City reserves the right to alter and amend the Development Program, subject to the provisions of state law regulating such action. The City specifically reserves the right to enlarge or reduce the size of the Development District, the Development Program and the Project Costs of the Development.

ARTICLE III - TAX INCREMENT FINANCING PLAN

SECTION 3.01 STATUTORY AUTHORITY

The TIF District and the TIF Plan are established under the authority of the TIF Act.

SECTION 3.02 PLANNED DEVELOPMENT

3.02.1 Project Description

The Developer proposes to build an approximate 36-unit apartment facility with an affordable component. The development is proposed to be constructed on a currently vacant site near the intersection of 19th Avenue Northwest and 4th Street Northwest within the City.

3.02.2 City Plans and Development Program

In addition to achieving the objectives of the Development Program, the proposed development is consistent with and works to achieve the development objectives of the City. The TIF Plan for the TIF District conforms to the general plan for development or redevelopment of the City as a whole.

The City has adopted land use controls to guide the use of property. The proposed development plans for the project in the TIF District have been reviewed by the Planning Commission and the City Council.

3.02.3 Land Acquisition

The City does not intend to acquire additional property within the TIF District.

3.02.4 Development Activities

As of the date of approval of this TIF Plan, there are no development activities proposed in this TIF Plan that are subject to contracts.

3.02.5 Need for Tax Increment Financing

In various materials the Developer has demonstrated that the proposed use of tax increment financing is needed to offset the high construction costs of high-quality low- to moderate-income housing and associated infrastructure required to support the facility. Without the proposed assistance, these initial up-front costs would make it infeasible for the Developer to be able to charge the rental rates demanded for the area. Thus, it is the City's opinion that the proposed development would not reasonably be expected to occur solely through private investment within the foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan.

A comparative analysis of estimated market values both with and without establishment of the TIF District and the use of tax increments has been performed as described above and is shown in Exhibit I. This analysis indicates that the increase in estimated market value of the proposed development (less the present value of the projected tax increments for the maximum duration permitted by the TIF Plan) exceeds the estimated market value of the site prior to the establishment of the TIF District.

SECTION 3.03 TAX INCREMENT FINANCING DISTRICT

3.03.1 Designation

This TIF District is designated Tax Increment Financing (Housing) District No. 1-29.

3.03.2 Boundaries of TIF District

The proposed boundaries of the TIF District include a portion of PID # 174400010, along with adjacent roads and right-of-way, and are depicted in Exhibit V. PID #174400010 will be replatted and this document will be updated with new parcel information, if necessary. **The new parcel that will be created will be described as follows:**

⟨⟨⟨⟨⟨legal description to be added here, when available⟩⟩⟩⟩⟩.

3.03.3 Type of District

The TIF District is designated as a “housing” district pursuant to Minnesota Statutes Section 469.174, Subd. 11. In the Development Agreement, the developer will commit to:

1. Satisfy the income requirements for a qualified residential rental project as defined in section 142(d) of the Internal Revenue Code. This requirement applies for the duration of the tax increment financing district. The Fiscal Year 2023 Area Median Income for the County is \$88,500. The developer will commit to provide (a) 20% or more of units for occupancy by persons at 50% or less of area median gross income (estimated at \$44,250) or (b) (a) 40% or more of units for occupancy by persons at 60% or less of area median gross income (estimated at \$53,100). These income thresholds may change over the life of the TIF District.
2. No more than 20% of the square footage of buildings that receive assistance from tax increments consist of commercial, retail, or other nonresidential uses. Revenue derived from tax increment from a housing district must be used solely to finance the cost of housing projects as defined in Minnesota Statutes, Section 469.174, subdivision 11. The cost of public improvements directly related to the housing projects and the allocated administrative expenses of the City may be included in the cost of a housing project.
3. Failure to comply with these income limitations is subject to Minnesota Statutes, Section 469.1771.

SECTION 3.04 PLAN FOR USE OF TAX INCREMENT

3.04.1 Estimated Tax Increment

The original net tax capacity of value of the TIF District will be set by the County upon request for certification. For the purposes of this Plan, the estimated original net tax capacity is \$633. This amount is estimated based on the most recent published estimated market value of \$50,600 for Parcel 174400010 (this parcel that is subject to replatting; a slight impact to this estimate is anticipated); with tax capacity value calculated for apartments.

The total tax capacity value of the property after development completion (for taxes payable in 2027) is estimated to be \$82,063. This amount is based on a total estimated market value of \$6,565,000 with property classified as apartments. The estimated difference between the total tax capacity value after development completion (for taxes payable in 2027) and the original net tax capacity value is the captured tax capacity value (\$81,430) for the creation of tax increment.

The total local tax rate for taxes payable in 2024 is 141.45%. The TIF Plan assumes that this rate will be set as the original local tax rate for the TIF District. At the time of the certification of the original net tax capacity for the TIF District, the county auditor shall certify the original local tax rate that applies to the TIF District. The original local tax rate is the sum of all the local tax rates, excluding that portion of the school rate attributable to the general education levy under Minnesota Statutes section 126C.13, that apply to a property in the TIF District. The local

tax rate to be certified is the rate in effect for the same taxes payable year applicable to the tax capacity values certified as the TIF District's original tax capacity. The resulting tax capacity rate is the original local tax rate for the life of the TIF District.

Under these assumptions, the estimated annual tax increment, after deducting the state auditor's fee, is estimated to be \$114,770 after development completion (assumed year 2027). The actual tax increment will vary according to the certified original tax capacity value and original tax rate, the actual property value produced by the proposed development and the changes in property value and State tax policy over the life of the district.

It is the City's intent to retain 100% of the Captured Tax Capacity Value for the duration of the TIF district. Exhibit II contains the projected tax increment over the life of the District.

3.04.2 Project Costs

The City will use tax increment to pay Project Costs. The City anticipates the use of tax increment to pay administrative expenses for the TIF District and to reimburse the Developer on a pay-go basis for a portion of the cost for construction of affordable housing. A development assistance contract with the Developer will define the means for verifying Developer costs eligible for reimbursement and the means of disbursing tax increments collected by the City to the Developer.

The City may also use tax increments to pay financing costs. The interest rate payable on bonds (i.e., tax increment financing note) to be issued will be set pursuant to a development assistance contract with the Developer.

The City reserves the right to use any other legally available revenues to finance or pay for Project Costs associated with the development in the TIF District.

The City reserves the authority to modify the TIF Plan to provide authority to expend tax increment from the TIF District on other housing projects that meet the criteria for establishing a housing TIF district. The statutes governing the use of TIF define a housing district consisting of a project, or a portion of a project, intended for occupancy, in part, by persons or families of low and moderate income (Minnesota Statutes, Section 469.174, Subd. 11). The requirements for the establishment of a housing TIF district are contained in Minnesota Statutes, Section 469.1761. The primary criteria are income related. The criteria are different for owned and rental housing.

The practical application of this authority for the City includes:

- The use of tax increment is not limited by pooling restrictions or the five-year rule.
- The tax increment can be spent on activities outside of the TIF district, but within the Development District No. 1.
- This authority does not extend the maximum statutory duration of the TIF district.
- The tax increment must be used solely to finance the cost of the "housing project" as defined by the TIF Act. The cost of public improvements directly related to the housing project and the allocated administrative expenses of the city may be included in the cost of a housing project.
- No more than 20% of the square footage of buildings that receive TIF assistance may consist of commercial, retail, or other nonresidential uses.

Potential applications of this authority include:

- Individual housing projects avoiding the need for a new TIF district.
- Supplementing the revenues of another housing TIF district.
- Assistance for the renovation of existing housing.

- Acquisition of land for housing.
- Assistance to make public improvements more affordable.

3.04.3 *Estimated Sources and Uses of Funds*

The estimated sources of revenue, along with the estimated Project Costs of the TIF District, are itemized in Figure 3-1 that follows. Such costs are eligible for reimbursement from tax increments, and other listed sources of revenue from the TIF District.

**FIGURE 3-1
ESTIMATED SOURCES AND USES OF FUNDS**

The City reserves the right to administratively adjust the amount of any of the Project Cost items listed in Figure 3-1, so long as the total estimated tax increment project costs amount, not including financing costs, is not increased.

**Figure 3-1
City of Waseca
Tax Increment Financing District No. TIF No. 29
Projected Tax Increment
Marketplace Development**

	Total
Estimated Tax Increment Revenues (from tax increment generated by the district)	
Tax increment revenues distributed from the county	\$3,300,743
Interest and investment earnings	\$10,000
Sales/lease proceeds	\$0
Market value homestead credit	\$0
Total Estimated Tax Increment Revenues	\$3,310,743
Estimated Project/Financing Costs (to be paid or financed with tax increment)	
Project costs	
Land/building acquisition	\$0
Site improvements/preparation costs	
Utilities	\$0
Other public improvements	\$0
Construction of affordable housing	\$1,535,000
Small city authorized costs, if not already included above	\$0
Administrative costs	\$330,074
Estimated Tax Increment Project Costs	\$1,865,074
Estimated financing costs	
Interest expense	\$1,445,669
Total Estimated Project/Financing Costs to be Paid from Tax Increment	\$3,310,743
Estimated Financing	
Total amount of bonds to be issued	\$3,310,743

3.04.4 *Administrative Expense*

The City will retain up to ten percent (10%) of annual tax increment revenues, in addition to required fees paid to the State and County. The City will use these monies to pay for and reimburse the City for costs of administering the TIF district allowed by the TIF Act. Based on current projections, this amount is estimated to be \$330,074. Anticipated administrative expenses of the TIF District include annual audit of the fund for TIF District, preparation of annual reporting, legal publication of annual report, and administration of the development agreement.

3.04.5 County Road Costs

The proposed development will not substantially increase the use of county roads and necessitate the need to use tax increments to pay for county road improvements.

3.04.6 Bonded Indebtedness

The total amount of bonds estimated to be issued is \$3,310,743. The City will not issue any general obligation bonded indebtedness as a result of the TIF Plan.

The City intends to use tax increment financing to reimburse the developer on pay-as-you-go basis for Project Costs.

The City may loan or advance money from its general fund or any other fund it has legal authority to use to finance qualifying TIF expenditures, such as costs of administering the TIF District. An interfund loan or advance is defined in the TIF Act as a bond or a qualifying obligation. Before money is transferred, advanced, or spent, the loan or advance shall be authorized by resolution of the City. For the loan or advance to be repaid with TIF revenues, an interfund loan agreement must be in place before any loans or advances are made. The terms and conditions for repayment of the loan must be in writing and include, at minimum, (i) the principal amount of the loan or advance, (ii) the interest rate to be charged, and (iii) its maximum term. The maximum rate of interest that can be charged is limited to the annual rate charged by the State Courts or by the Department of Revenue, whichever is greater.

3.04.7 Duration of TIF District

The City sets the duration to collect and spend tax increments on eligible purposes for a maximum of 25 years after the date of receipt of the first tax increment or 26 years of tax increment collection. The estimated decertification date is 12/31/2051.

3.04.8 Estimated Impact on Other Taxing Jurisdictions

Exhibit III and IV shows the estimated impact on other taxing jurisdictions if the maximum projected retained captured net tax capacity of the TIF District was hypothetically available to the other taxing jurisdictions. The City believes that there will be no adverse impact on other taxing jurisdictions during the life of the TIF District, since the proposed development would not have occurred without the establishment of the TIF District and the provision of public assistance. A positive impact on other taxing jurisdictions will occur when the TIF District is decertified and the development therein becomes part of the general tax base.

The City anticipates minimal impact of the proposed development on city-provided services. There will be no borrowing costs to the City for the project. A manageable increase in water and sewer usage is expected. It is anticipated that there may be a slight but manageable increase in police and fire protection duties due to the development.

3.04.9 Prior Planned Improvements

There have been no building permits issued in the last 18 months in conjunction with any of the properties within the TIF District. The City will include this statement with the request for certification to the County Auditor. If building permits had been issued during this time period, then the County Auditor would increase the original net tax capacity of the TIF District by the net tax capacity of each improvement for which a building permit was issued.

ARTICLE IV – ADMINISTERING THE TIF DISTRICT

SECTION 4.01 FILING AND CERTIFICATION

The filing and certification of the TIF Plan consists of the following steps:

1. Upon adoption of the TIF Plan, the City shall submit a copy of the TIF Plan to the Minnesota Department of Revenue and the Office of the State Auditor.
2. The City shall request that the County Auditor certify the original net tax capacity and net tax capacity rate of the TIF District. To assist the County Auditor in this process, the City shall submit copies of the TIF Plan, the resolution establishing the TIF District and adopting the TIF Plan, and a listing of any prior planned improvements.
3. The City shall send the County Assessor any assessment agreement establishing the minimum market value of land and improvements in the TIF District, and shall request that the County Assessor review and certify this assessment agreement as reasonable.

SECTION 4.02 MODIFICATIONS OF THE TAX INCREMENT FINANCING PLAN

The City reserves the right to modify the TIF District and the TIF Plan. Under current State Law, the following actions can only be approved after satisfying all the necessary requirements for approval of the original TIF Plan (including notifications and public hearing):

- Reduction or enlargement in the geographic area of the Development District or the TIF District.
- Increase in the amount of bonded indebtedness to be incurred.
- Increase in the amount of capitalized interest.
- Increase in that portion of the captured net tax capacity to be retained by the City.
- Increase in the total estimated Project Costs, not including cost of financing.
- Designation of additional property to be acquired by the City.

Other modifications can be made by resolution of the City Council. In addition, the original approval process does not apply if (1) the only modification is elimination of parcels from the TIF District and (2) the current net tax capacity of the parcels eliminated equals or exceeds the net tax capacity of those parcels in the TIF District's original net tax capacity, or the City agrees that the TIF District's original net tax capacity will be reduced by no more than the current net tax capacity of the parcels eliminated.

The City must notify the County Auditor of any modification that reduces or enlarges the geographic area of the TIF District. The geographic area of the TIF District may be reduced but not enlarged after five years following the date of certification.

SECTION 4.03 4-YEAR KNOCKDOWN RULE

Since the TIF District consists of a single parcel, development of the project as planned prevents any loss of value from the 4-Year Knockdown Rule. This Rule requires that if after four years from certification of the TIF District no demolition, rehabilitation, renovation or site improvement, including a qualified improvement of an adjacent street, has commenced on a parcel located within the TIF District, then that parcel shall be excluded from the TIF District and the original net tax capacity shall be adjusted accordingly. Qualified improvements of a street are limited to construction or opening of a new street, relocation of a street, or substantial reconstruction or rebuilding of an existing street. The City must submit to the County Auditor,

by February 1 of the fifth year, evidence that the required activity has taken place for each parcel in the TIF District.

If a parcel is excluded from the TIF District and the City or owner of the parcel subsequently commences any of the above activities, the City shall certify to the County Auditor that such activity has commenced and the parcel shall once again be included in the TIF District. The County Auditor shall certify the net tax capacity of the parcel, as most recently certified by the Commissioner of Revenue, and add such amount to the original net tax capacity of the TIF District.

SECTION 4.04 POOLING/5-YEAR RULE

At least 80% of tax increments from the TIF District must be expended on activities in the TIF District or to pay bonds, to the extent that the proceeds of the bonds were used to finance activities within said district or to pay, or secure payment of, debt service on credit enhanced bonds, provided that in the case of a housing district, a housing project as defined in Minnesota Statutes, Section 469.174, Sub. 11, is deemed to be an activity in the District, even if the expenditure occurred after five years. Not more than 20% of said tax increments may be expended, through a development fund or otherwise, on activities outside of the TIF District except to pay, or secure payment of, debt service on credit enhanced bonds, provided that in the case of a housing district, a housing project as defined in Minnesota Statutes, Section 469.174, Sub. 11, is deemed to be an activity in the District, even if the expenditure occurred after five years. For purpose of applying this restriction, all administrative expenses must be treated as if they were solely for activities outside of the TIF District.

Beginning with the sixth year after certification of the TIF District, if the tax increments actually received by the City representing the “in-District” percentage exceed the amounts considered “spent” within the TIF District, the excess must be used or set aside to pay or defease bonds or to make payments under contracts. The TIF District must be decertified when the City has received tax increments representing the “in-District” percentage in an amount sufficient to fully pay its in-district obligations (i.e., to defease any bonds and/or fulfill all contractual obligations).

It is anticipated that all tax increments collected in the TIF District will be spent or obligated within this time period. Unless the TIF Plan is modified and additional expenditures are authorized, tax increments will only be used to pay for authorized “In-District” Project Costs included in the TIF Plan.

SECTION 4.05 FINANCIAL REPORTING AND DISCLOSURE REQUIREMENTS

The City will comply with the annual reporting requirements of State Law pursuant to the guidelines of the Office of the State Auditor. Under current law, the City must prepare and submit a report on the TIF district on or before August 1 of each year. The City must also annually publish in a newspaper of general circulation in the City an annual statement for each tax increment financing district.

The reporting and disclosure requirements outlined in this section begin with the year the district was certified, and shall end in the year in which both the district has been decertified and all tax increments have been spent or returned to the county for redistribution. Failure to meet these requirements, as determined by the State Auditors Office, may result in suspension of distribution of tax increment.

SECTION 4.06 BUSINESS SUBSIDY COMPLIANCE

The City is exempt from the business subsidies requirements specified in Minnesota Statutes, Sections 116J.993 to 116J.995 because the intended subsidy for the project specified in this document is anticipated to be 100% for housing assistance.

Exhibit I
City of Waseca
Tax Increment Financing District No. TIF No. 29
Present Value Analysis As Required By Statute
Minnesota Statutes 469.175(3)(2)
Marketplace Development

1 Estimated Future Market Value w/ Tax Increment Financing	8,335,808	¹
2 Payable 2024 Market Value	50,600	
3 Market Value Increase (1-2)	8,285,208	
4 Present Value of Future Tax Increments	1,705,231	³
5 Market Value Increase Less PV of Tax Increments	6,579,977	
6 Estimated Future Market Value w/o Tax Increment Financing	64,891	¹
7 Payable 2024 Market Value	50,600	
8 Market Value Increase (6-7)	14,291	
9 Increase in MV From TIF	6,565,686	²

¹ Assume 1.00% annual appreciation over 26 year life of district.

² Statutory compliance achieved if increase in market value from TIF (Line 9) is greater than or equal to zero.

TAX INCREMENT FINANCING DISTRICT NO. 1-29

Exhibit II
City of Waseca
Tax Increment Financing District No. TIF No. 29 (Housing)
Marketplace Development
Projected Tax Increment Cash Flow

TIF District Year	Taxes Payable Year	Taxable Market Value (TMV) ^{1, 7}	Tax Capacity	Less Base Tax Capacity ⁴	Captured Tax Capacity ³ 75%	Original Tax Rate ²	Captured Tax Increment Financing (TIF)	Less State Fee	Total Annual Available TIF	Present Value of YTD Available TIF ⁵
1	2026	3,250,000	40,625	(633)	39,993	141.45%	56,571	(204)	56,367	52,563
2	2027	6,565,000	82,063	(633)	81,430	141.45%	115,185	(415)	114,770	154,429
3	2028	6,630,650	82,883	(633)	82,251	141.45%	116,346	(419)	115,927	252,364
4	2029	6,696,957	83,712	(633)	83,079	141.45%	117,518	(423)	117,095	346,519
5	2030	6,763,926	84,549	(633)	83,917	141.45%	118,703	(427)	118,276	437,041
6	2031	6,831,565	85,395	(633)	84,762	141.45%	119,898	(432)	119,466	524,068
7	2032	6,899,881	86,249	(633)	85,616	141.45%	121,106	(436)	120,670	607,737
8	2033	6,968,880	87,111	(633)	86,478	141.45%	122,326	(440)	121,886	688,176
9	2034	7,038,569	87,982	(633)	87,350	141.45%	123,559	(445)	123,114	765,511
10	2035	7,108,954	88,862	(633)	88,229	141.45%	124,803	(449)	124,354	839,860
11	2036	7,180,044	89,751	(633)	89,118	141.45%	126,060	(454)	125,606	911,340
12	2037	7,251,844	90,648	(633)	90,016	141.45%	127,330	(458)	126,872	980,061
13	2038	7,324,363	91,555	(633)	90,922	141.45%	128,612	(463)	128,149	1,046,129
14	2039	7,397,606	92,470	(633)	91,838	141.45%	129,907	(468)	129,439	1,109,646
15	2040	7,471,582	93,395	(633)	92,762	141.45%	131,215	(472)	130,743	1,170,712
16	2041	7,546,298	94,329	(633)	93,696	141.45%	132,536	(477)	132,059	1,229,420
17	2042	7,621,761	95,272	(633)	94,640	141.45%	133,870	(482)	133,388	1,285,862
18	2043	7,697,979	96,225	(633)	95,592	141.45%	135,218	(487)	134,731	1,340,126
19	2044	7,774,959	97,187	(633)	96,554	141.45%	136,579	(492)	136,087	1,392,294
20	2045	7,852,708	98,159	(633)	97,526	141.45%	137,954	(497)	137,457	1,442,449
21	2046	7,931,235	99,140	(633)	98,508	141.45%	139,342	(502)	138,840	1,490,667
22	2047	8,010,548	100,132	(633)	99,499	141.45%	140,745	(507)	140,238	1,537,023
23	2048	8,090,653	101,133	(633)	100,501	141.45%	142,161	(512)	141,649	1,581,590
24	2049	8,171,560	102,144	(633)	101,512	141.45%	143,592	(517)	143,075	1,624,437
25	2050	8,253,275	103,166	(633)	102,533	141.45%	145,037	(522)	144,515	1,665,629
26	2051	8,335,808	104,198	(633)	103,565	141.45%	146,496	(527)	145,969	1,705,231
TOTAL =							3,312,669	(11,926)	3,300,743	

Key Assumptions for Cash Flow:

- 1 Taxable market value (TMV) annual growth assumption = 1.00%
- 2 Original Tax Capacity Rate estimated based on Taxes Payable Year 2024.
- 3 Election for captured tax capacity is 100%
- 4 Base Tax Capacity is calculated based on a TMV = \$50,600. PID = 174400010
- 5 Present value (PV) is calculated based on semi-annual payments, stated rate in the schedule above, and based on estimated date of 6/1/2025. Rate of 5.0% is used to calculate PV.
- 6 City to retain 10% of Total Available TIF to cover the costs of administration for the TIF District.
- 7 TMV estimated at \$6,500,000.

Exhibit III
City of Waseca
Tax Increment Financing District No. TIF No. 29
Impact on Other Taxing Jurisdictions
(Taxes Payable 2024)
Marketplace Development

Annual Tax Increment

Estimated Annual Captured Tax Capacity (Full Development)	\$103,565
Payable 2024 Local Tax Rate	141.453%
Estimated Annual Tax Increment	\$146,496

Percent of Tax Base

	Net Tax Capacity (NTC)	Captured Tax Capacity	Percent of Total NTC
City of Waseca	7,644,224	103,565	1.35%
Waseca County	39,232,490	103,565	0.26%
Waseca Public Schools ISD #829	18,602,979	103,565	0.56%

Dollar Impact of Affected Taxing Jurisdictions

	Net Tax Capacity (NTC)	% of Total	Tax Increment Share	Added Local Tax Rate
City of Waseca	71.706%	50.692%	74,262	0.971%
Waseca County	45.454%	32.134%	47,074	0.120%
Waseca Public Schools ISD #829	21.309%	15.064%	22,069	0.119%
Other	2.984%	2.110%	3,090	
Totals	141.453%	100.000%	146,495	

NOTE NO. 1: Assuming that ALL of the captured tax capacity would be available to all taxing jurisdictions even if the City does not create the Tax Increment District, the creation of the District will reduce tax capacities and increase the local tax rate as illustrated in the above tables.

NOTE NO. 2: Assuming that NONE of the captured tax capacity would be available to the taxing jurisdiction if the City did not create the Tax Increment District, then the plan has virtually no initial effect on the tax capacities of the taxing jurisdictions. However, once the District is established, allowable costs paid from the increments, and the District is terminated, all taxing jurisdictions will experience an increase in their tax base.

TAX INCREMENT FINANCING DISTRICT NO. 1-29

**Exhibit IV
City of Waseca
Tax Increment Financing (Housing) District No. TIF No. 29
Marketplace Development
Estimated Tax Increments Over Maximum Life of District**

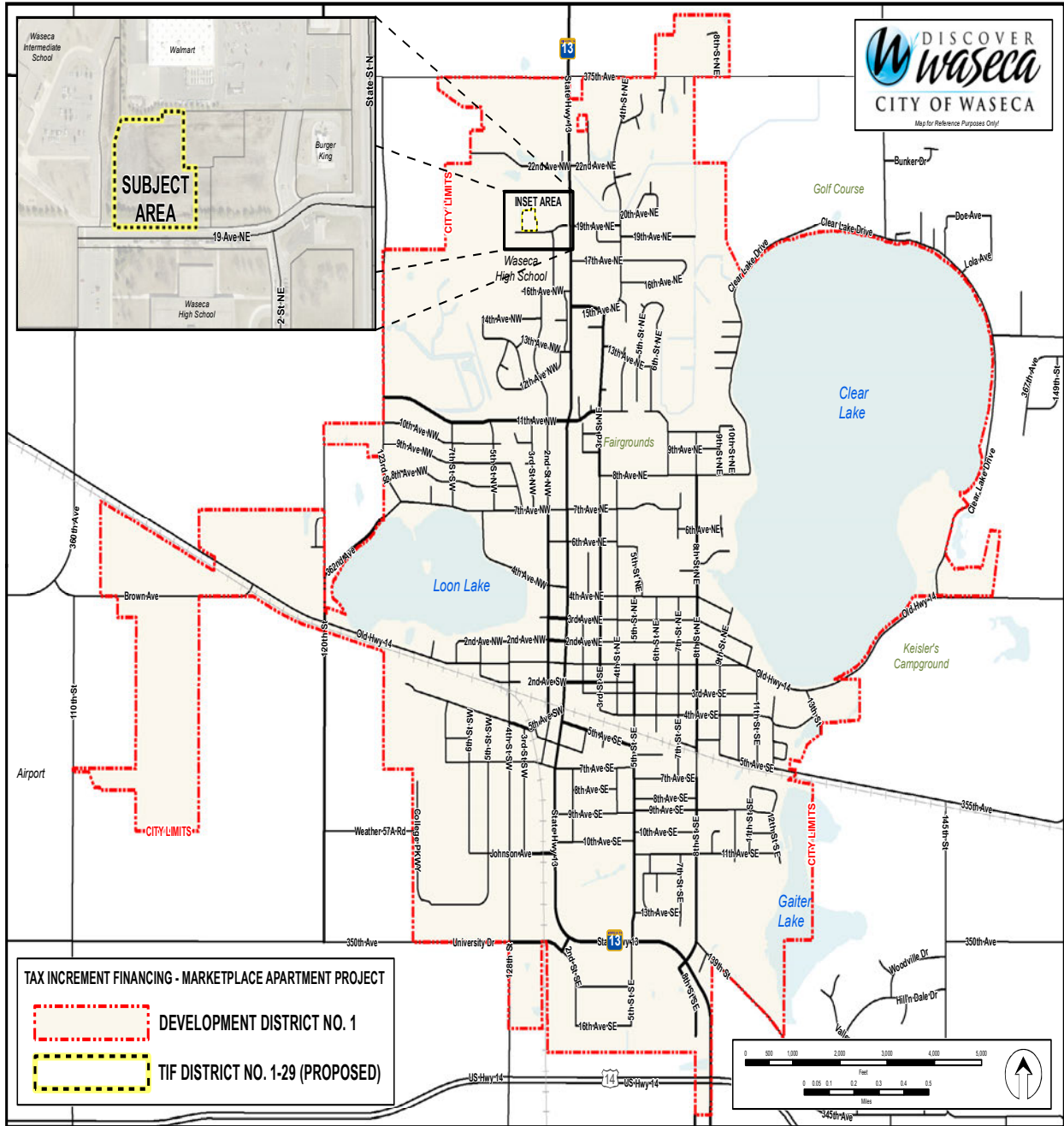
Based on Pay 2024 Tax Rate = 141.453% 71.706% 45.454% 21.309% 2.984%

TIF District	Taxes Payable Year	New			Captured Tax Capacity	Estimated Total Tax Increment	City TIF Related Share	County TIF Related Share	School TIF Related Share	Other TIF Related Share
		Taxable Market Value	New Tax Capacity	Base Tax Capacity						
1	2026	3,250,000	40,625	(633)	39,993	56,571	28,677	18,178	8,522	1,194
2	2027	6,565,000	82,063	(633)	81,430	115,185	58,390	37,013	17,352	2,430
3	2028	6,630,650	82,883	(633)	82,251	116,346	58,979	37,386	17,527	2,454
4	2029	6,696,957	83,712	(633)	83,079	117,518	59,573	37,763	17,703	2,479
5	2030	6,763,926	84,549	(633)	83,917	118,703	60,173	38,143	17,882	2,505
6	2031	6,831,565	85,395	(633)	84,762	119,898	60,779	38,528	18,062	2,529
7	2032	6,899,881	86,249	(633)	85,616	121,106	61,392	38,916	18,244	2,554
8	2033	6,968,880	87,111	(633)	86,478	122,326	62,010	39,308	18,428	2,580
9	2034	7,038,569	87,982	(633)	87,350	123,559	62,635	39,704	18,613	2,607
10	2035	7,108,954	88,862	(633)	88,229	124,803	63,266	40,104	18,801	2,632
11	2036	7,180,044	89,751	(633)	89,118	126,060	63,903	40,508	18,990	2,659
12	2037	7,251,844	90,648	(633)	90,016	127,330	64,547	40,916	19,181	2,686
13	2038	7,324,363	91,555	(633)	90,922	128,612	65,197	41,328	19,375	2,712
14	2039	7,397,606	92,470	(633)	91,838	129,907	65,853	41,744	19,570	2,740
15	2040	7,471,582	93,395	(633)	92,762	131,215	66,516	42,164	19,767	2,768
16	2041	7,546,298	94,329	(633)	93,696	132,536	67,186	42,589	19,966	2,795
17	2042	7,621,761	95,272	(633)	94,640	133,870	67,862	43,017	20,167	2,824
18	2043	7,697,979	96,225	(633)	95,592	135,218	68,545	43,450	20,370	2,853
19	2044	7,774,959	97,187	(633)	96,554	136,579	69,235	43,888	20,575	2,881
20	2045	7,852,708	98,159	(633)	97,526	137,954	69,932	44,330	20,782	2,910
21	2046	7,931,235	99,140	(633)	98,508	139,342	70,636	44,776	20,991	2,939
22	2047	8,010,548	100,132	(633)	99,499	140,745	71,347	45,226	21,202	2,970
23	2048	8,090,653	101,133	(633)	100,501	142,161	72,065	45,682	21,416	2,998
24	2049	8,171,560	102,144	(633)	101,512	143,592	72,790	46,141	21,631	3,030
25	2050	8,253,275	103,166	(633)	102,533	145,037	73,523	46,606	21,849	3,059
26	2051	8,335,808	104,198	(633)	103,565	146,496	74,262	47,074	22,069	3,091
Total						3,312,669	1,679,273	1,064,482	499,035	69,879

Note: The Estimated Total Tax Increment shown above is before deducting the State Auditor's fee, which is payable at a rate of 0.36% of the Total Tax Increment collected. Exhibit II provides Estimated Total Tax Increment after deducting for the State Auditor's fee.

EXHIBIT V

Boundaries of Municipal Development District No. 1 and Tax Increment Financing District No. 1-29



Title:	Set Public Hearing for Ordinance No. 1114 – Authorizing Sale of City Property		
Meeting Date:	March 19, 2024	Agenda Item Number:	6J
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	Supporting Documents:	<ul style="list-style-type: none"> • Ordinance No. 1114
Originating Department:	Finance/HR	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>			

BACKGROUND: The City of Waseca has owned property referred to as Marketplace since 2005. In 2023 the City entered into Exclusive Negotiating Agreements and Early Access Agreements with Waseca Real Estate Fund (WREF) for potential development of this property. In January 2024 the City received a TIF application for a proposed development on Marketplace from WREF.

The Council has also set a public hearing to create the proposed TIF Plan for this development for April 2, 2024.

A resolution was passed in 2017 deeming this property development and surplus property. The approval of this Ordinance is needed for the Council to continue with this development and enter into a Purchase Agreement for this property, which would be brought to the Council through a separate resolution for approval.

RECOMMENDATION: Staff is recommending the Waseca City Council set a public hearing for Ordinance No. 1114 – Authorizing the Sale of City Property for April 2nd, 2024.

ORDINANCE NO. 1114

**AN ORDINANCE OF THE CITY OF WASECA
DECLARING EXCESS PROPERTY AND
AUTHORIZING THE SALE OF SUCH REAL PROPERTY**

WHEREAS the City of Waseca owns the real property legally described in the attached **Exhibit A** and depicted on the attached **Exhibit B** (hereinafter referred to as City Property); and

WHEREAS Waseca Real Estate Fund LP, (hereinafter referred to as WREF) has submitted a proposal to the City for development of the Property; and

WHEREAS the City provided WREF temporary access to the City Property for the purposes of conducting investigations and studies into the feasibility of the proposed development of the City Property; and

WHEREAS the City and WREF have been under an Exclusive Negotiating Agreement for development of the City Property; and

WHEREAS WREF has submitted a Tax Increment Financing Application that outlines the development of 36-unit apartment complex on the City Property; and

WHEREAS the City Council acquired this property for the purpose of its lease or resale for development, elimination of blight and pursuant to tax forfeiture in 2005; and

WHEREAS the City Council designated City Property as development property and surplus to the City's needs by Resolution 17-31; and

WHEREAS WREF desires to purchase City Property, and the Waseca City Council desires to sell City Property to WREF; and

WHEREAS, the City Property is not needed by the City for any public purpose.

NOW, THEREFORE, the City of Waseca does hereby ordain as follows:

Section 1. Authorization of Sale. The Waseca City Council hereby authorizes the sale and conveyance of the City Property, as legally described on the attached Exhibit A and depicted on the attached Exhibit B, to WREF LP by quit claim deed pursuant to the terms and conditions of sale set forth in a Commercial Property Purchase Agreement between the City and WREF to be approved by the City Council by separate resolution.

Section 2. Effective Date. This Ordinance shall take effect and be in force 10 days after its passage.

Adopted this ____ day of _____, 2024.

RANDY L. ZIMMERMAN
MAYOR

ATTEST:

JULIA HALL
CITY CLERK

**EXHIBIT A
ORDINANCE NO. 1114**

Legal Description of City Property

Parcel 1

Lot 1, Block 1 Marketplace Subdivision, City of Waseca, County of Waseca

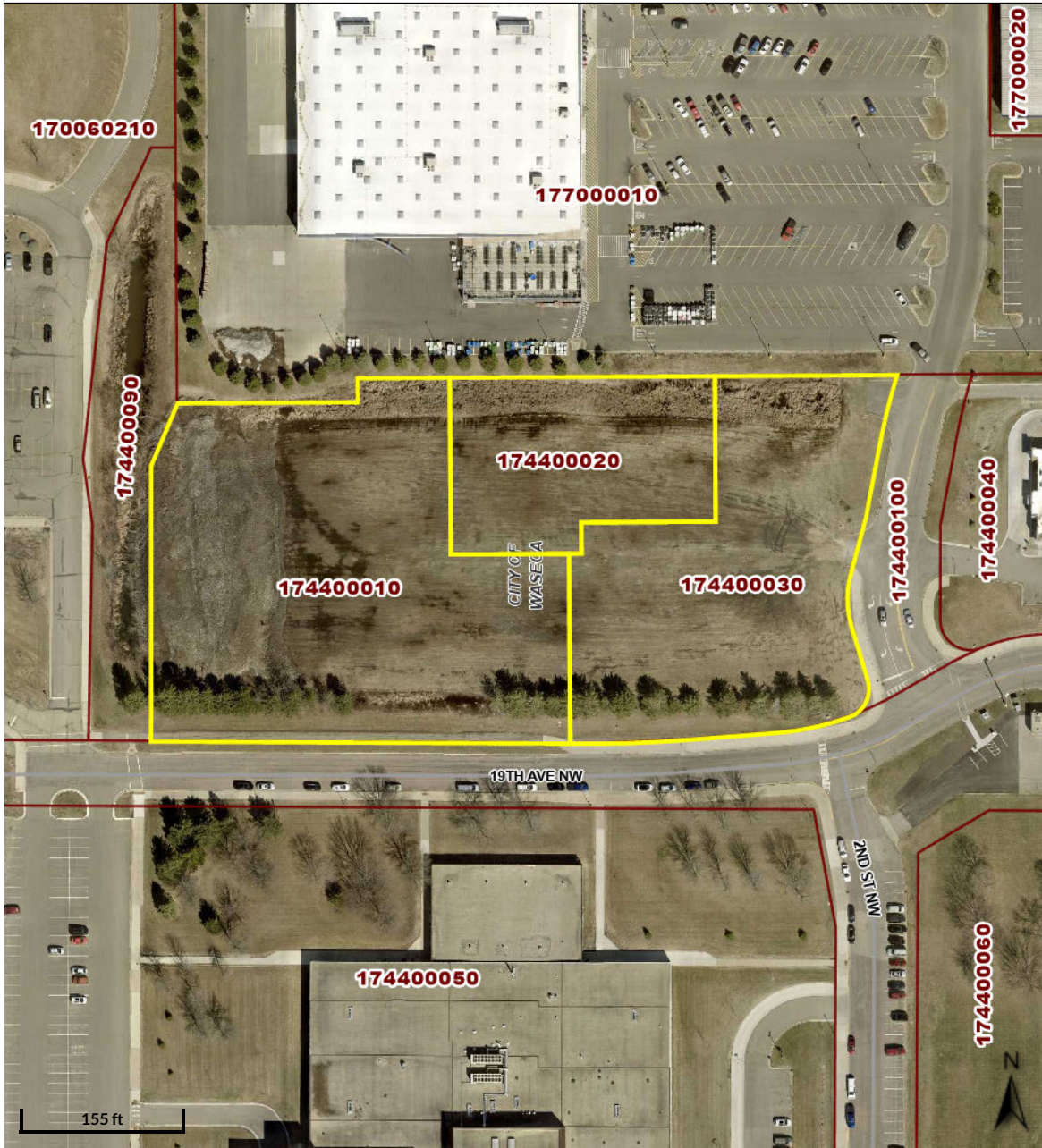
Parcel 2

Lot 2, Block 1 Marketplace Subdivision, City of Waseca, County of Waseca

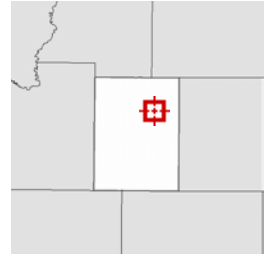
Parcel 3

Lot 3, Block 1 Marketplace Subdivision, City of Waseca, County of Waseca

EXHIBIT B
ORDINANCE NO. 1114
DEPICTION OF CITY PROPERTY (PARCELS 1, 2, AND 3)



Overview



Legend

- Municipality
- Parcels
- U.S. and State Hwy**
- U.S. Hwy
- State Hwy
- County Hwy
- Local Streets**
- County Road
- Township Road
- Municipal State Aid
- City Street
- Private Street
- Ramp
- Lakes
- County Boundary

Date created: 3/13/2024
 Last Data Uploaded: 3/13/2024 3:29:57 PM

Developed by **Schneider**
 GEOSPATIAL

Title:	RESOLUTION NO. 24-21: AUTHORIZE A PROFESSIONAL DESIGN SERVICES CONTRACT WITH STANTEC FOR THE 2 ND STREET NW RECONSTRUCTION PROJECT (CITY PROJECT NO. 2025-01)		
Meeting Date:	March 19, 2024	Agenda Item Number:	7A
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	Supporting Documents:	<ul style="list-style-type: none"> • Resolution No. 24-21 • Project Location Map
Originating Department:	Engineering	Presented By:	City Engineer
Approved By City Manager: <input checked="" type="checkbox"/>			

BACKGROUND: On February 16th, City staff received four (4) proposals for professional design services for the 2nd Street NW Reconstruction Project (City Project No. 2025-01) from Widseth, SEH, Stantec, and Bolton & Menk. Each proposal was evaluated and scored by City staff based on Project Understanding & Approach, Personnel, Previous Experience & References, and Scope of Services & Estimated Not-to-Exceed Cost with Stantec being selected as the recommended firm to provide these services.

BUDGET IMPACT: The proposal from Stantec is for a not-to-exceed amount of \$255,178. This amount is \$194,822 less than the total 2024 Capital Improvement Plan budget of \$450,000 (\$215,000 for Streets/Sidewalk/Trail, \$100,000 for Sanitary Sewer, \$60,000 for Water, and \$75,000 for Storm Sewer).

After project completion, design costs will be divided in proportion to each funding sources' actual percentage of total project cost. Based on the not-to-exceed amount, the estimated breakdown is \$121,918 for Streets/Sidewalk/Trail, \$56,706 for Sanitary Sewer, \$34,024 for Water, and \$42,530 for Storm Sewer.

RECOMMENDATION: Staff recommends the City Council adopt Resolution No. 24-21 authorizing the City Manager, or designee, to execute a professional design services contract with Stantec for the 2nd Street NW Reconstruction Project (City Project No. 2025-01).

RESOLUTION NO. 24-21

**AUTHORIZING A CONTRACT WITH STANTEC FOR PROFESSIONAL DESIGN SERVICES
FOR THE 2ND STREET NW RECONSTRUCTION PROJECT
(SAP 172-104-008, CITY PROJECT NO. 2025-01)**

WHEREAS, the City of Waseca intends to reconstruct 2nd Street NW between Elm Avenue West and 7th Avenue NW (City Project No. 2025-01); and

WHEREAS, the City desires to hire a consultant to provide professional design services for this project; and

WHEREAS, the City solicited, received, evaluated, and scored proposals for said professional services; and

WHEREAS, Stantec was the qualified consultant selected.

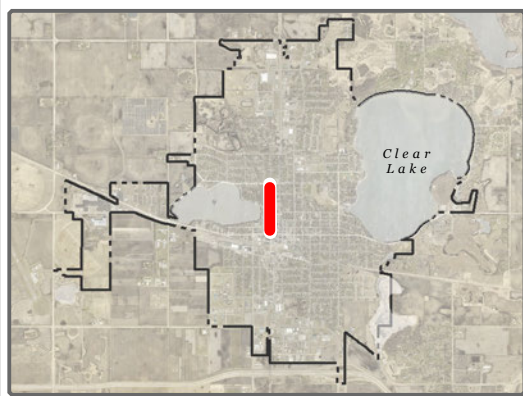
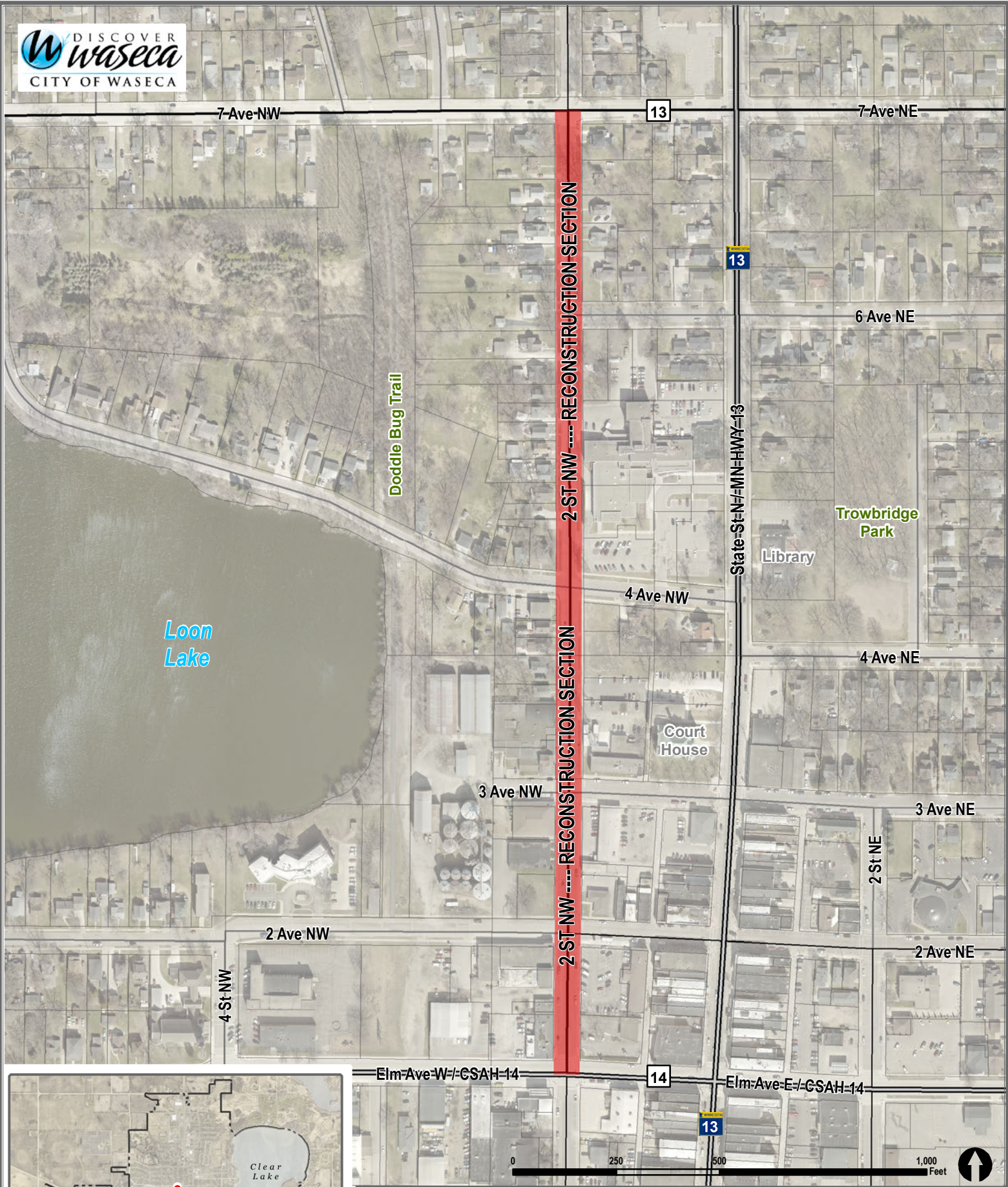
NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Waseca, Minnesota that the City Manager, or designee, is hereby authorized to execute a contract with Stantec for professional services related to the design of the 2nd Street NW Reconstruction Project (City Project No. 2025-01).

Adopted this 19th day of March 2024.

RANDY L. ZIMMERMAN
MAYOR

ATTEST:

JULIA HALL
CITY CLERK



2ND STREET NW RECONSTRUCTION PROJECT

Elm Ave W (CSAH 14) to 7th Ave NW (CSAH 13)

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

Title:	RESOLUTION NO. 24-19: REPORT OF BIDS AND AWARDING THE CONTRACT FOR THE 8 TH AVENUE NE (CSAH 13) RECONSTRUCTION PROJECT (CITY PROJECT NO. 2024-01)		
Meeting Date:	March 19, 2024	Agenda Item Number:	7B
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	Supporting Documents:	<ul style="list-style-type: none"> • Resolution No. 24-19 • Bid Tabulation
Originating Department:	Engineering	Presented By:	City Engineer
Approved By City Manager: <input checked="" type="checkbox"/>			

BACKGROUND: On March 19th, a total of seven (7) bids were received for the 8th Avenue NE (CSAH 13) Reconstruction Project (City Project No. 2024-01) with the lowest responsible bid from Wencil Construction Inc. in the amount of \$4,896,430.

BUDGET IMPACT: The low bid is \$177,631 below the engineer’s estimate of \$5,074,061. Because this is a joint Waseca County/City of Waseca project, construction costs will be split based on a previously approved Cooperative Agreement. Based on that agreement, the total City portion of the low bid amount is estimated at \$2,738,000. An estimate breakdown by funding source is shown below:

8th Avenue NE (CSAH 13) Reconstruction Project Breakdown Estimate of Low Bid Construction Cost	
Funding Source	Estimated Amount
440 Special Assessment Fund	\$223,000
430 Capital Improvement Street Fund	\$18,000
402 State Aid Funds	\$814,000
651 Storm Water Fund	\$247,000
601 Water Fund	\$611,000
602 Sanitary Sewer Fund	\$825,000
Waseca County	\$2,158,430
Total Project Low Bid:	\$4,896,430

A total of \$2,805,000 is included in the 2024 Capital Improvement Plan (CIP) budget for this project (\$1,000,000 in State Aid construction/maintenance funds, \$665,000 in Water Utility capital, \$810,000 in Sanitary Sewer Utility capital, \$35,000 in Storm Sewer Utility capital, \$50,000 in Street capital, and \$245,000 for special assessments. Based on the breakdown estimate above, budget amendments may be required after completion of this project for the storm sewer and sanitary sewer utility funds.

RECOMMENDATION: Staff recommends the City Council adopt Resolution No. 24-19 reporting the bids and authorizing the City Manager, or designee, to award the contract for the 8th Avenue NE (CSAH 13) Reconstruction Project (City Project No. 2024-01) to Wencil Construction Inc. in the amount of \$4,896,430.

RESOLUTION NO. 24-19

**REPORT OF BIDS AND AWARDING THE CONTRACT FOR THE
8TH AVENUE NE (CSAH 13) RECONSTRUCTION PROJECT
(CITY PROJECT NO. 2024-01, SAP NO. 172-020-009, SAP NO. 081-613-011)**

WHEREAS, bids for construction of the 8th Avenue NE (CSAH 13) Reconstruction Project were received and tabulated, and;

WHEREAS, the lowest responsible bid was from Wencil Construction Inc. of Owatonna, Minnesota in the amount of \$4,896,430.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca that the City Manager, or designee, is hereby authorized and directed to enter into a contract with said bidder for construction of the 8th Avenue NE (CSAH 13) Reconstruction Project.

Adopted this 19th day of March 2024.

RANDY L. ZIMMERMAN
MAYOR

ATTEST:

JULIA HALL
CITY CLERK

ITEM NO.	ITEM DESCRIPTIONS	UNITS	ESTIMATED QUANTITIES	ENGINEER'S ESTIMATE		WENCL CONSTRUCTION		HESELTON CONSTRUCTION		A-1 EXCAVATING		DIRT MERCHANT		RYAN CONTRACTING		BCM CONSTRUCTION		GM CONTRACTING	
				UNIT PRICES	ITEM TOTALS	UNIT PRICES	ITEM TOTALS	UNIT PRICES	ITEM TOTALS	UNIT PRICES	ITEM TOTALS	UNIT PRICES	ITEM TOTALS	UNIT PRICES	ITEM TOTALS	UNIT PRICES	ITEM TOTALS	UNIT PRICES	ITEM TOTALS
111	6" CONCRETE WALK	SF	3,482.0	\$12.00	\$41,784.00	\$14.00	\$48,748.00	\$10.40	\$36,212.80	\$9.40	\$32,730.80	\$8.38	\$29,179.16	\$10.00	\$34,820.00	\$26.00	\$90,532.00	\$10.22	\$35,586.04
112	CONCRETE CURB & GUTTER DESIGN B624	LF	6,110.0	\$25.00	\$152,750.00	\$22.00	\$134,420.00	\$24.85	\$151,833.50	\$23.00	\$140,530.00	\$22.78	\$139,185.80	\$23.00	\$140,530.00	\$26.50	\$161,915.00	\$22.78	\$139,185.80
113	CONCRETE CURB & GUTTER DESIGN B624 WITH SILL	LF	364.0	\$30.00	\$10,920.00	\$50.00	\$18,200.00	\$28.45	\$10,355.80	\$27.00	\$9,828.00	\$26.25	\$9,555.00	\$27.00	\$9,828.00	\$54.00	\$19,656.00	\$26.25	\$9,555.00
114	6" CONCRETE DRIVEWAY PAVEMENT	SY	1,394.0	\$80.00	\$111,520.00	\$102.00	\$142,188.00	\$91.00	\$126,854.00	\$71.00	\$98,974.00	\$70.05	\$97,649.70	\$70.00	\$97,580.00	\$103.00	\$143,582.00	\$80.88	\$112,746.72
115	TRUNCATED DOMES	SF	237.0	\$50.00	\$11,850.00	\$50.00	\$11,850.00	\$72.00	\$17,064.00	\$70.00	\$16,590.00	\$69.44	\$16,457.28	\$70.00	\$16,590.00	\$42.00	\$9,954.00	\$69.44	\$16,457.28
116	TRAFFIC CONTROL	LS	1.0	\$20,000.00	\$20,000.00	\$2,500.00	\$2,500.00	\$9,025.00	\$9,025.00	\$23,000.00	\$23,000.00	\$13,700.00	\$13,700.00	\$25,000.00	\$25,000.00	\$10,000.00	\$10,000.00	\$9,000.00	\$9,000.00
117	SAFETY FENCING	LF	1,000.0	\$5.00	\$5,000.00	\$2.00	\$2,000.00	\$1.65	\$1,650.00	\$4.00	\$4,000.00	\$5.00	\$5,000.00	\$3.20	\$3,200.00	\$3.00	\$3,000.00	\$8.00	\$8,000.00
118	SIGN PANELS TYPE C	SF	125.2	\$50.00	\$6,260.00	\$65.00	\$8,138.00	\$52.00	\$6,510.40	\$50.00	\$6,260.00	\$50.00	\$6,260.00	\$50.00	\$6,260.00	\$55.00	\$6,886.00	\$50.00	\$6,260.00
119	INSTALL SIGN	EA	18.0	\$250.00	\$4,500.00	\$400.00	\$7,200.00	\$260.00	\$4,680.00	\$180.00	\$3,240.00	\$250.00	\$4,500.00	\$250.00	\$4,500.00	\$275.00	\$4,950.00	\$250.00	\$4,500.00
120	STABILIZED CONSTRUCTION EXIT	LS	1.0	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00	\$8,915.00	\$8,915.00	\$2,000.00	\$2,000.00	\$10,000.00	\$10,000.00	\$2,500.00	\$2,500.00	\$7,000.00	\$7,000.00	\$4,295.20	\$4,295.20
121	STORM DRAIN INLET PROTECTION	EA	41.0	\$250.00	\$10,250.00	\$200.00	\$8,200.00	\$260.00	\$10,660.00	\$125.00	\$5,125.00	\$150.00	\$6,150.00	\$135.00	\$5,535.00	\$100.00	\$4,100.00	\$125.00	\$5,125.00
122	FLOTATION SILT CURTAIN TYPE STILL WATER	LF	70.0	\$25.00	\$1,750.00	\$15.00	\$1,050.00	\$23.00	\$1,610.00	\$20.00	\$1,400.00	\$15.00	\$1,050.00	\$15.00	\$1,050.00	\$17.00	\$1,190.00	\$22.00	\$1,540.00
123	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	6,200.0	\$3.00	\$18,600.00	\$2.00	\$12,400.00	\$2.85	\$17,670.00	\$2.50	\$15,500.00	\$2.00	\$12,400.00	\$2.00	\$12,400.00	\$2.20	\$13,640.00	\$2.75	\$17,050.00
124	COMMON TOPSOIL BORROW (CV) (P)	CY	2,340.0	\$30.00	\$70,200.00	\$25.00	\$58,500.00	\$32.00	\$74,880.00	\$1.00	\$2,340.00	\$26.45	\$61,893.00	\$36.00	\$84,240.00	\$17.00	\$39,780.00	\$46.36	\$108,482.40
125	TURF ESTABLISHMENT	AC	2.9	\$7,500.00	\$21,750.00	\$10,000.00	\$29,000.00	\$7,500.00	\$21,750.00	\$680.00	\$1,972.00	\$10,164.00	\$29,475.60	\$11,000.00	\$31,900.00	\$11,500.00	\$33,350.00	\$7,250.00	\$21,025.00
126	TEMPORARY SEEDING	AC	2.9	\$7,500.00	\$21,750.00	\$2,000.00	\$5,800.00	\$2,335.00	\$6,771.50	\$340.00	\$986.00	\$2,000.00	\$5,800.00	\$2,000.00	\$5,800.00	\$2,200.00	\$6,380.00	\$2,250.00	\$6,525.00
127	RAPID STABILIZATION METHOD 3	MGAL	6.0	\$750.00	\$4,500.00	\$750.00	\$4,500.00	\$465.00	\$2,790.00	\$100.00	\$600.00	\$750.00	\$4,500.00	\$850.00	\$5,100.00	\$900.00	\$5,400.00	\$450.00	\$2,700.00
128	12" SOLID LINE WHITE - MULTI-COMPONENT GROUND IN (WR)	LF	288.0	\$10.00	\$2,880.00	\$20.00	\$5,760.00	\$16.60	\$4,780.80	\$16.00	\$4,608.00	\$16.00	\$4,608.00	\$23.00	\$6,624.00	\$19.00	\$5,472.00	\$16.00	\$4,608.00
129	6" SOLID LINE WHITE - MULTI-COMPONENT GROUND IN (WR)	LF	5,754.0	\$2.00	\$11,508.00	\$2.00	\$11,508.00	\$2.05	\$11,795.70	\$2.00	\$11,508.00	\$2.00	\$11,508.00	\$2.00	\$11,508.00	\$2.50	\$14,385.00	\$2.00	\$11,508.00
130	4" DOUBLE SOLID LINE YELLOW - MULTI-COMPONENT GROUND IN (WR)	LF	2,860.0	\$3.00	\$8,580.00	\$3.20	\$9,152.00	\$3.35	\$9,581.00	\$3.00	\$8,580.00	\$3.20	\$9,152.00	\$2.50	\$7,150.00	\$3.75	\$10,725.00	\$3.20	\$9,152.00
131	SANITARY LIFT STATION ELECTRICAL MODIFICATIONS	LS	1.0	\$123,844.00	\$123,844.00	\$123,844.00	\$123,844.00	\$123,844.00	\$123,844.00	\$123,844.00	\$123,844.00	\$123,844.00	\$123,844.00	\$123,844.00	\$123,844.00	\$123,844.00	\$123,844.00	\$123,844.00	\$123,844.00
PROJECT TOTALS:					\$5,074,061.00		\$4,896,430.00		\$4,985,541.40		\$5,133,357.23		\$5,135,270.00		\$5,471,449.05		\$5,488,493.00		\$5,985,749.48



CITY OF WASECA

Request for City Council Action

Title:	RESOLUTION NO. 24-18 AUTHORIZING EXECUTION OF A CONTRACT FOR INSULATION FOR THE WASECA AIRPORT 4-UNIT HANGAR PROJECT (CITY PROJECT NO. 2021-19)		
Meeting Date:	March 19, 2024	Agenda Item Number:	7C
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	Supporting Documents:	<ul style="list-style-type: none"> • APX Insulation Contract • Insulation Cost Breakdowns • Insulation Cost Payback Analysis
Originating Department:	Engineering	Presented By:	City Engineer
Approved By City Manager: <input checked="" type="checkbox"/>			

BACKGROUND: Because installing insulation is much more labor-intensive post construction, the Airport Board requested pricing for the insulation of the new 4-unit hangar to be constructed later this year (City Project No. 2021-19). APX Construction Group LLC, the awarded prime contractor on this project, provided costs for two (2) different options, a higher R-value insulation (more expensive Option 1) and one with a lower R-value (less expensive Option 2). Each option also divided the costs for insulating only the roof and only the walls and bi-fold door. Lastly, APX noted that an 8% materials price increase is scheduled to go into effect April 2nd (please see the attached insulation cost breakdowns for further details).

Insulating the hangar was part of the original project bid as Alternate No. 1, but all alternates were rejected due to higher than anticipated building construction cost. APX’s bid cost for insulation was \$69,680. That bid was for R36 roof insulation (slightly less than Option 1) and R30 wall/door insulation (same as Option 1).

To help offset the cost of the insulation over time, staff presented the Airport Board with a breakdown of straight payback (not accounting for inflation) for different cost levels over different time periods (please see the attached insulation cost payback analysis).

At their meeting on February 27th, the Airport Board discussed the insulation and lease rate payback options and voted 3 to 0 recommending Option 2 insulation for both the roof and the walls/door for a total estimated cost of \$34,779.96 with a new hangar space lease rate increase of \$50/unit. With a \$50/month lease rate increase, the insulation cost would be recovered (without accounting for inflation) in approximately 15 years.

Therefore, in order to avoid Federal and State regulations that would increase overall cost, a separate contract has been prepared by APX for the Option 2 insulation (after making some adjustments, APX decreased the total to \$34,000). This additional expense is not included in the airport’s 2024 budget. Therefore, contract execution requires City Council approval and would result in a budget amendment to be presented at a future meeting.

BUDGET IMPACT: The total cost of the proposed hangar insulation is \$34,000. If the insulation is ordered after April 2nd, the total cost would increase by approximately \$2,050. This improvement is not grant eligible and would therefore be 100% paid for out of the airport fund. By the end of 2024, the airport fund is expected to have a balance of approximately \$350,000.

RECOMMENDATION: Staff recommends the Waseca City Council approve Resolution No. 24-18 authorizing the City Manager, or designee, to execute a contract with APX Construction Group LLC for insulation for the Waseca Airport 4-Unit Hangar Project (City Project No. 2021-19).

RESOLUTION NO. 24-18

**AUTHORIZING A CONTRACT WITH APX CONSTRUCTION GROUP LLC FOR INSULATION
FOR THE WASECA MUNICIPAL AIRPORT 4-UNIT HANGAR PROJECT
(CITY PROJECT NO. 2021-19)**

WHEREAS, the City of Waseca desires to insulate the hangar to be constructed at the Waseca Municipal Airport as the Waseca Airport 4-Unit Hangar Project (“Project”); and

WHEREAS, the Waseca Airport Board requested and selected an insulation option from APX Construction Group LLC (“APX”), the awarded contractor for said Project; and

WHEREAS, APX has prepared a contract to provide the materials and labor to install the selected insulation into said hangar.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca that the City Manager, or designee, is hereby authorized to execute a contract with APX Construction Group LLC for the insulation of the hangar to be constructed as the Waseca Municipal Airport 4-Unit Hangar Project (City Project No. 2021-19).

Adopted this 19th day of March 2024.

RANDY L. ZIMMERMAN
MAYOR

ATTEST:

JULIA HALL
CITY CLERK

CONSTRUCTION CONTRACT AGREEMENT

This CONSTRUCTION CONTRACT AGREEMENT (“Contract”) is made this 19th day of March, 2024, (“Effective Date”) by and between the City of Waseca, a municipality in the State of Minnesota (“Owner”) and APX Construction Group, LLC, a Minnesota limited liability company (“Contractor”). In consideration of the mutual covenants set forth herein, the Owner and the Contractor agree as follows:

ARTICLE I: CONTRACT DOCUMENTS

- 1.1 Contract Documents. The “Contract Documents” consist of:
 1. This Contract and all exhibits, addenda, and amendments;
 2. The Waseca Airport 4-Unit Hangar Project Plans and Specifications (“Project”);
 3. The project schedule specified in the Waseca Airport 4-Unit Hangar Project Plans and Specifications and any approved project Change Orders (“Project Schedule”);
 4. Change Requests, if any, approved in writing by the Owner and Contractor.
- 1.2. In the event of any conflict among the provisions of the Contract Documents, this Contract shall control.

ARTICLE II: WORK /CONTRACT PRICE

- 2.1. Project and Work. In accordance with the Contract Documents, the Contractor shall furnish the labor and materials necessary for the roof, walls, and bifold door insulation of the Project located at the Waseca Municipal Airport (ACQ) with an address of 35493 110th Street, Waseca, MN 56093 (“Project Site”). The work of this Contract shall include all supervision, labor, materials, supplies, tools, equipment, machinery, transportation, taxes, and all other items and services necessary for the timely and proper installation of the specified insulation for the Project in accordance with the Contract Documents (“Work”). The Contractor shall also be responsible for coordinating the Work with all other Project subcontractors.
- 2.2. Contract Price. The Owner shall pay the Contractor the sum of the cost of all materials, labor, and other services used on the Project for the Work, whether performed by the Contractor with its own forces or by any supplier, trade contractor, or Subcontractor, plus a Contractor’s fee, in the total fixed not-to-exceed Contract amount of Thirty-Four Thousand Dollars and Zero Cents \$34,000.00 (“Contract Price”), subject to additions and deductions by changes in the Work as provided in Article VII.

ARTICLE III: OWNER’S RESPONSIBILITIES

- 3.1 Owner Furnished Information and Services. As of the date of this Contract, the Owner has provided to the Contractor all available information regarding the requirements for the Project and the physical characteristics of the Project Site, including surveys, site elevations, existing conditions, subsurface and environmental studies, reports, investigations, and encumbrances. The Owner shall promptly provide the Contractor with any additional information received by the Owner and necessary for the completion of the Work. The Contractor shall be entitled to rely on the accuracy of such information furnished by the Owner.
- 3.2 Design Responsibilities. The Owner shall deliver, or cause to be delivered, the Project Plans and Specifications to the Contractor.
- 3.3 Construction Duties. The Owner shall be responsible for the following:
 1. Promptly notify the Contractor of any error, omission, or failure to meet the requirements of the Contract Documents or any fault or defect in the Work, and in no case later than five (5) business days of the date the Owner discovered such error, omission, or failure.
 2. Provide the Contractor with full and complete access to the Project Site.
 3. Cooperate and assist the Contractor, as is reasonably necessary, in procuring all governmental approvals and permits for the Work.

CONSTRUCTION CONTRACT AGREEMENT

ARTICLE IV: CONTRACTOR'S RESPONSIBILITIES

- 4.1 The Contractor shall supervise and direct the Work and shall be solely responsible for coordinating all portions of the Work that is the Contractor's responsibility under this Contract.
- 4.2 The Contractor shall be responsible for maintaining the Project Schedule, subject to causes beyond the Contractor's reasonable control.
- 4.3 The Contractor shall (a) keep the Project Site reasonably free from debris and waste materials resulting from the Work, (b) clean and remove all rubbish and construction equipment, tools, machinery, waste, and surplus materials upon termination of this Contract, and (c) reasonably minimize and confine dust and debris resulting from Work activities.
- 4.4 If the Contractor discovers a known or suspected hazardous material at the Project Site, the Contractor shall be entitled to stop the Work immediately and shall notify the Owner. The Contractor shall not be required to perform any Work relating to, or in the area of, the hazardous material. If the Work is delayed due to discovery of a hazardous material or suspected hazardous material, the Contractor shall be entitled to an equitable adjustment of the Project Schedule. If the Contractor incurs additional costs due to the presence, remediation, or removal of hazardous materials, the Contractor shall be entitled to an equitable adjustment to the Contract Price. Material Safety Data sheets as required by law and pertaining to materials or substances used or consumed in the performance of the Work, whether obtained by the Contractor or its Subcontractors or others, shall be maintained at the Project Site by the Contractor and shall be made available to the Owner and all others at the Project Site upon request. The Contractor shall be responsible for the proper handling of all materials brought onto the Project Site for the completion of the Work.

ARTICLE V: SUBCONTRACTS

- 5.1 Work not performed by the Contractor with its own forces may be performed by subcontractors and material suppliers (each a "Subcontractor" and collectively "Subcontractors").
- 5.2 The Contractor shall not retain any Subcontractor to whom the Owner has a reasonable and timely objection. If the Owner rejects a Subcontractor who is reasonably capable of performing the Work, the Contract Price and Project Schedule shall be adjusted by the difference in cost and time, if any, caused by such change. The Owner may propose Subcontractors to the Contractor; however, the Contractor is not under any obligation to retain such proposed Subcontractors.
- 5.3 The Contractor shall be responsible for the management of the Subcontractors in the performance of the Work.
- 5.4 The Contractor hereby assigns to the Owner all rights, duties, and obligations of all subcontracts, conditioned upon and becoming effective upon the Owner's rightful and valid termination of this Contract as provided in this Contract.
- 5.5 The Contractor agrees to bind every Subcontractor and material supplier to all provisions of this Contract to the extent such provisions apply to the respective work of each Subcontractor and material supplier. Each subcontract agreement shall preserve and protect the rights of the Owner under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies, and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with sub-subcontractors. The Contractor shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound. Subcontractors will similarly make

CONSTRUCTION CONTRACT AGREEMENT

copies of applicable portions of such documents available to their respective proposed sub-subcontractors.

ARTICLE VI: TIME OF PERFORMANCE

- 6.1 Contract Time. The Work shall be completed as provided in the Project Schedule (“Contract Time”), subject to extensions of the Contract Time as set forth in Article VII of this Contract.
- 6.2 Contractor Warranty. The Contractor warrants that all materials and work shall be of good quality, free from faults and defects in workmanship, and in conformance with the Contract Documents for a period of one (1) year from the date of Substantial Completion of the Project. The Contractor shall, at its own expense, correct any defect, loss, expense, or other damages arising from its work and shall defend any claims related to same.
- 6.3 Delays. If the Contractor is delayed at any time in the commencement or progress of Work by any cause beyond the control of the Contractor, the Contractor shall be entitled to an equitable adjustment to the Project Schedule. If the Contractor incurs any additional costs as a result of a delay that is caused by (a) the acts or omissions of the Owner or the Owner’s agents, or (b) changes in the Work or the sequencing of the Work ordered by the Owner, the Contractor shall be entitled to an equitable adjustment to the Project Schedule or Contract Price. The Contractor shall process any requests for equitable adjustments to the Project Schedule or Contract Price through a Change Request under Article VII.

ARTICLE VII: CHANGES

- 7.1 Changes in the Work, the Contract Price, or the Project Schedule may be accomplished by a Change Request.
- 7.2 For the purposes of this Contract, a “Change Request” is a written instrument prepared by the Contractor stating the agreement upon all of the following: (a) change in the Work; (b) the adjustment, if any, to the Contract Price; and (c) the adjustment if any, to the Project Schedule. Change Requests are subject to 5% markup on Subcontractor costs, 10% markup on material costs, and 10% markup on field labor and overhead. All Change Requests are subject to insurance, bonds, and permits as applicable to the Project. The Owner shall give the Contractor authorization to proceed by signing each respective Change Request, and the respective Change Request work shall not proceed until written authorization is granted by the Owner. If applicable, signed Change Requests shall be incorporated into a Project change order for Owner and Contractor signatures.
- 7.3 The Contractor will have authority to order minor changes in the Work not inconsistent with the intent of this Contract. Such changes, if commenced without prior consent from the Owner, shall not be eligible for payment or schedule adjustments through a Change Request.
- 7.5 In any emergency affecting the safety of persons or property, or which could damage the Work, the Contractor shall act, at its discretion, to prevent the threatened damage, injury, or loss, and the Contractor shall be entitled to an equitable adjustment of the Contract Price and/or Project Schedule.

ARTICLE VIII: PAYMENT

- 8.1 Progress Payments. Not less than thirty (30) days after the commencement of the Work, the Contractor shall submit to the Owner an invoice for payment which shall consist of the value of the Work completed through the date specified on the invoice. Within ten (10) business days after receipt of an invoice, the Owner shall provide the Contractor with written notice of acceptance or rejection (including the reasons therefore), which may be made in whole or in part, of the invoice. The invoice is accepted if the Owner does not provide rejection notice to the Contractor within ten (10) business days after submission. Within fifteen (15) business days after acceptance of any invoice, the Owner shall pay to the Contractor the invoice amount due.

CONSTRUCTION CONTRACT AGREEMENT

- 8.4 Late Payments. If the Owner fails to make any payment due to the Contractor as defined in this Article VIII, the Contractor shall send written notification of non-payment. If the Contractor has not received payment forty-five (45) calendar days after the invoice has been accepted by the Owner, the Contractor may, in addition to all other remedies provided for herein, suspend the Work until payment is made or terminate this Contract as provided in Article XII. If the Contractor suspends the Work for non-payment, the Contractor shall be entitled to an equitable adjustment to the Contract Price and/or Project Schedule.
- 8.5 Interest. Interest shall accrue on all payments that exceed the terms of payment as defined in this Article VIII. Interest accrued shall be the Prime Rate in effect at the time as established by the Wall Street Journal, Midwest Edition, plus six percent (6%).

ARTICLE IX: INSURANCE

- 9.1 Contractor's Insurance. Until the Contractor has fully performed all of its obligations under this Contract and the Owner has accepted the Work, the Contractor shall maintain insurance in accordance with the Contract Documents. A Certificate of Insurance shall be provided to the Owner prior to commencement of the Work.

ARTICLE X: INDEMNITY

- 10.1 To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the Owner from and against claims, damages, losses, and expenses (including reasonable attorneys' fees) resulting from the Contractor's performance of the Work, provided that such claim, damage, loss, or expense is: (a) attributable to bodily injury, death, or injury to, or destruction of, tangible property (other than the Work itself); (b) caused by the negligent acts or omissions of the Contractor, a Subcontractor of the Contractor, anyone directly or indirectly employed by them; and (c) not caused by the Owner or any of its other contractors, employees, or agents. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Article X.
- 10.2 In claims against any person or entity indemnified under this Article X by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under this Article X shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by, or for, the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.
- 10.3 No language in the Contract Documents shall be enforceable if it requires the Contractor to indemnify, hold harmless, and/or defend any party beyond what is required in this Article X.

ARTICLE XI: DEFAULT AND REMEDY

- 11.1 Default. In the event of default, the non-defaulting party shall provide the other with written notice of default. If the default is not cured within ten (10) business days of the receipt by the defaulting party of the written notice of default, then in addition to the option of terminating this Contract, the non-defaulting party shall have any and all remedies that may exist at law or in equity except as specifically limited hereunder. The non-defaulting party shall be entitled to recover reasonable attorney's fees incurred on account of the default.
- 11.2 Waiver of Consequential Damages. The Contractor and the Owner waive as against each other claims for consequential damages arising out of, or relating to, this Contract. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination, except as allowed in Section 12.4. The parties agree that this waiver is a vital part of the bargain of this Contract, without which, terms would not have been as favorable to either party.

CONSTRUCTION CONTRACT AGREEMENT

- 11.3 Dispute Resolution. The parties agree to submit disputes under this Contract to binding resolution in arbitration (“Arbitration”). The Arbitration will take place in Mankato, Minnesota. The Arbitration shall be conducted pursuant to the Construction Industry Arbitration Rules of the American Arbitration Association then in effect by a panel of one neutral arbitrator who is independent and disinterested with respect to the parties, this Contract, and the outcome of the Arbitration (“Arbitrator”). If the parties are unable to mutually agree upon an Arbitrator, then they shall solicit the American Arbitration Association (“AAA”) to select a AAA-qualified neutral. The Arbitrator shall decide all issues and shall issue a reasoned decision on, or before, thirty (30) calendar days after the conclusion of the hearing (“Arbitration Award”). The parties shall have the right to seek confirmation, vacation, modification, or correction of any Arbitration Award pursuant to 9 U.S.C. §§ 10–11. Any action brought to confirm, vacate, modify, or correct the Arbitration Award shall be brought in Blue Earth County District Court. The parties consent to the jurisdiction and venue of such court, and agree that judgment shall be entered upon the Arbitration Award made pursuant to the Arbitration. The Arbitration must be commenced within six (6) months after the claim or controversy arises.

ARTICLE XII: TERMINATION OR SUSPENSION OF CONTRACT

- 12.1 The Contractor may terminate this Contract if the Work is stopped for a period of thirty (30) consecutive days for any of the following reasons through no act or fault of Contractor or any person or entity under direct or indirect contract with Contractor: (a) issuance of an order of a court or other public authority having jurisdiction which requires Work to be stopped, (b) an act of government, such as a declaration of national emergency which requires Work to be stopped, or (c) the Owner has failed to perform any of the Owner’s obligations as set forth herein; or (d) the matters contemplated by Section 4.4.
- 12.2 A non-defaulting party may terminate this Contract for cause upon fifteen (15) calendar days written notice to the defaulting party if a default still exists after the notice period provided for in Section 12.1.
- 12.3 If the Contract is terminated as a result of the Contractor’s default, the Contractor must clean up and leave the Project Site as provided in Section 4.3 and the Contractor shall be entitled to final payment for the Work that was completed in accordance with the Contract Documents.
- 12.4 If the Contract is terminated as a result of the Owner’s default, the Contractor shall be entitled to payment for the Work it performed up to the date of termination within ten (10) business days of the Owner’s receipt of the Contractor’s invoice. The Owner shall not have any right of retention or offset on the amount to be paid.

ARTICLE XIII: GENERAL PROVISIONS

- 13.1 Waiver. No consent or waiver, express or implied, by either party to any breach or default by the other party in the performance of any of its obligations under this Contract shall be deemed or construed as a consent or waiver to any other breach or default by such party.
- 13.2 Severability. If any provision of this Contract is declared to be invalid or unenforceable, the remaining portions shall remain in full force and effect, except to the extent the declaration of invalidity defeats the purpose of the Contract, in which case the Contract will terminate.
- 13.3 No Joint Venture. The parties agree that the Contractor is an independent contractor and is not forming a joint venture with the Owner relating to the Project.
- 13.4 Execution of Documents. All parties agree to execute any and all documents necessary to implement the full terms and conditions of this Contract.
- 13.5 Assignment. Neither party may assign their rights under this Contract without the prior written agreement of the non-assignment party. Notwithstanding the foregoing, the Contractor may subcontract as provided herein; and the Owner may assign its rights under this Contract to any

CONSTRUCTION CONTRACT AGREEMENT

- lender of the Owner, and the Contractor agrees to execute any documents reasonably requested by the Owner's lender consenting to such an assignment.
- 13.6 Authority. The parties each acknowledge and agree that they have the requisite power and authority to enter into and perform this Contract.
- 13.7 Modification and Entire Agreement. This Contract is a complete and fully integrated agreement, sets forth the entire agreement of the parties, and may not be modified except by a subsequently executed document signed by the parties as provided herein. No representations or statements, other than those expressly set forth in this Contract, were relied upon by the parties in entering into this Contract.
- 13.8 Construction. This Contract shall be construed under the laws of the State of Minnesota.
- 13.9 Counterparts. This Contract may be executed in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures to this Contract transmitted and received by facsimile or by email in a PDF format will be deemed original signatures.
- 13.10 PRE-LIEN NOTICE. The Contractor hereby provides the following notice to the Owner:
- (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.

CONSTRUCTION CONTRACT AGREEMENT

IN WITNESS WHEREOF, the parties have executed this Contract effective on the day first above written.

OWNER: City of Waseca

By: _____
Nathan Willey, Director of Engineering

Date: _____

(SEAL)

ATTEST:

Julia Hall, City Clerk

CONTRACTOR: APX Construction Group, LLC

By: _____
Brad Vos, Project Manager

Date: _____

(SEAL)

ATTEST:

Sara J. Ruffing

EXHIBIT A



CHANGE ORDER REQUEST FORM

PROJECT NAME Waseca Municipal Airport Hangar - Job # 23060
 PM Brad Vos
 DATE 3/12/2024

DETAIL OF SCENARIO Add PEMB Insulation System - Option 2

SUBCONTRACT AND MATERIAL SUPPLIER COSTS		PHASE CODE!	COST TYPE	SUBTOTAL
1	R19 Roof Insulation (Option 2) - Materials	07 2115	M	\$ 11,646.17
2	R13 Wall and Door Insulation (Option 2) - Materials	07 2115	M	\$ 11,565.63
3	R19 Roof Insulation (Option 2) - Labor	13 3419	S	\$ 3,855.00
4	R13 Wall and Door Insulation (Option 2) - Labor	13 3419	S	\$ 4,158.00
5				\$ -
6				\$ -
7				\$ -
SUBTOTAL OF SUBCONTRACTED COSTS (SUM: LINES 1-7)				\$ 31,224.80
8	CONTRACTOR MARKUP	5%		\$ 1,561.24
TOTAL SUBCONTRACTED COSTS (SUM: LINES 1-8)				\$ 32,786.04

APX COSTS					
LABOR COSTS		QTY	UNIT	RATE	SUBTOTAL
10	SKILLED CARPENTER	0	hour (s)	\$ 85.00	\$ -
11	PROJECT COORDINATOR	2	hour (s)	\$ 95.00	\$ 190.00
12	JOB SUPERINTENDENT	1.5	hour (s)	\$ 105.00	\$ 157.50
13	PROJECT MANAGER	4.2592	hour (s)	\$ 120.00	\$ 511.10
SUBTOTAL OF LABOR COSTS (SUM: LINES 9-13)					\$ 858.60
15	CONTRACTOR MARKUP	10%			\$ 85.86
TOTAL LABOR COSTS (SUM: LINES 9-15)					\$ 944.46

MISC. MATERIAL COSTS		QTY	UNIT	RATE	SUBTOTAL
16		0	ea	\$ -	\$ -
17		0	ea	\$ -	\$ -
18		0	ea	\$ -	\$ -
19		0	ea	\$ -	\$ -
SUBTOTAL OF MATERIALS COSTS (SUM: LINES 16-19)					\$ -
20	CONTRACTOR MARKUP	10%			\$ -
TOTAL MATERIAL COSTS (SUM: LINES 16-20)					\$ -

FIELD OVERHEAD		QTY	UNIT	RATE	SUBTOTAL
21	EQUIPMENT RENTAL	0	day	\$ -	\$ -
22	VEHICLE COST	0	day	\$ -	\$ -
23	TEMPORARY FACILITY RENTAL	0	day	\$ -	\$ -
SUBTOTAL OF FIELD OVERHEAD (SUM: LINES 21-23)					\$ -
24	CONTRACTOR MARKUP	10%			\$ -
TOTAL OF FIELD OVERHEAD (SUM: LINES 21-24)					\$ -

SUMMARY				
TOTAL SUBCONTRACTED COSTS (SUM: LINES 1-8)				\$ 32,786.04
TOTAL LABOR COSTS (SUM: LINES 9-15)				\$ 944.46
TOTAL MATERIAL COSTS (SUM: LINES 16-20)				\$ -
TOTAL OF FIELD OVERHEAD (SUM: LINES 21-24)				\$ -
SUBTOTAL (SUM: LINES 1-24)				\$ 33,730.50
25	BOND (zero out percentage if not bonded project)	0.00%	(of above subtotal)	\$ -
26	INSURANCE	0.84%	(of above subtotal)	\$ 269.50
GRAND TOTAL TO PROJECT (SUM: LINES 1-26)				\$ 34,000.00

OWNER / ARCHITECT (Firm name)

CONTRACTOR (Firm name)

SIGNATURE

SIGNATURE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

DATE

DATE



QUOTE #28320 PRINT

Waseca Hangar-6",R-19 VRR Faced-Roof Only

Quote Prepared By

Mike Erickson
mike@amddistribution.com
(507) 884-0099

Your Sales Person

Mike Erickson
mike@amddistribution.com
(507) 884-0099

You created a new quote. Mike Erickson will be contacting you shortly. If you have any questions before then, please contact us at mbi@amddistribution.com or by phone at 877-470-4AMD (4263).

Quote Summary

Prepared on 2/29/2024.

Builder/Customer

APX Construction Group
Brad Vos
507-381-0859
brad@apxconstructiongroup.com

Job Info

Waseca Hangar-6",R-19 VRR Faced-Roof Only
TBD
Waseca, MN XXXXX

Building: 45' x 222' -Roof Only

Building Dimensions:

45' x 222' x 23' & 24' 10.5" - 0.5/12 (Single Slope)

Roof Insulation

R19-6" Laminated - Faced with WMP-VRR+ (1) 6" Tape
Tab

Quantity

10,200 SF

Accessories

VRR Plus Tape 3" X 50 yds (1552CW)

1

1 1/2" x60 yard double faced tape (514CW)

9

Notes

Freight included in total amount.
Price subject to change per MFG price increase.
Price based on standard purlin and girt spacing.
Additional freight charges may apply.

Total Amount w/o tax

\$10,845.75

It's not just insulation to us, and we prove it to each of our customers every day. Please contact us - you are important to us and we want to work with you - we'll prove it.

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QUOTE #28321 PRINT

Waseca Hangar-4"-R-13 VRR Walls Only

Quote Prepared By

Mike Erickson
mike@amddistribution.com
(507) 884-0099

Your Sales Person

Mike Erickson
mike@amddistribution.com
(507) 884-0099

You created a new quote. Mike Erickson will be contacting you shortly. If you have any questions before then, please contact us at mbi@amddistribution.com or by phone at 877-470-4AMD (4263).

Quote Summary

Prepared on 2/29/2024.

Builder/Customer

APX Construction Group
Brad Vos
507-381-0859
brad@apxconstructiongroup.com

Job Info

Waseca Hangar-4"-R-13 VRR Walls Only
TBD
Waseca, MN XXXXX

Building: 45' x 222' x 23' < 24'-10 " SS

Building Dimensions:

45' x 222' x 23' & 24' 10.5" - 0.5/12 (Single Slope)

Wall Insulation

R13-4" Laminated - Faced with WMP-VRR+ (1) 6" Tape Tab 13,500 SF

Accessories

VRR Plus Tape 3" X 50 yds (1552CW)	1
1 1/2" x60 yard double faced tape (514CW)	9

Notes

Freight included in total amount.
Price subject to change per MFG price increase.
Price based on standard purlin and girt spacing.
Additional freight charges may apply.

Total Amount w/o tax	\$10,770.75
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It's not just insulation to us, and we prove it to each of our customers every day. Please contact us - you are important to us and we want to work with you - we'll prove it.

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EXHIBIT B



STATUS DATE: 3/14/2024

PROJECT LOCATION: 35493 110TH ST, WASECA, MN 56093

MUNICIPAL AIRPORT HANGAR

ID	Task Name	Duration	Start	Finish	Gantt Chart																											
					April 2024	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	Nov																				
1	Waseca Airport Hangar	105 days	Mon 4/1/24	Fri 8/23/24	[Gantt bar spanning from 4/1/24 to 8/23/24]																											
2	PEMB Delivery	1 day	Thu 2/15/24	Thu 2/15/24	[Gantt bar for 2/15/24]																											
3	Project Start	0 days	Mon 4/1/24	Mon 4/1/24	[Gantt bar for 4/1/24]																											
4	mobilization / Erosion Control	1 day	Mon 4/1/24	Mon 4/1/24	[Gantt bar for 4/1/24]																											
5	Excavations / Site grading	6 days	Tue 4/2/24	Tue 4/9/24	[Gantt bar for 4/2-4/9/24]																											
6	Site Utilities	2 days	Wed 4/10/24	Thu 4/11/24	[Gantt bar for 4/10-4/11/24]																											
7	Footings / Poured Walls	12 days	Fri 4/12/24	Mon 4/29/24	[Gantt bar for 4/12-4/29/24]																											
8	Backfill	2 days	Tue 4/30/24	Wed 5/1/24	[Gantt bar for 4/30-5/1/24]																											
11	Primary / Structural Steel	5 days	Thu 5/2/24	Wed 5/8/24	[Gantt bar for 5/2-5/8/24]																											
12	Secondary Framing	5 days	Thu 5/9/24	Wed 5/15/24	[Gantt bar for 5/9-5/15/24]																											
13	Directional bore electrical service	1 day	Mon 5/13/24	Mon 5/13/24	[Gantt bar for 5/13/24]																											
14	Run electrical conduit prior to painting	5 days	Tue 5/14/24	Mon 5/20/24	[Gantt bar for 5/14-5/20/24]																											
15	Painting (structural)	10 days	Tue 5/21/24	Mon 6/3/24	[Gantt bar for 5/21-6/3/24]																											
16	Wall sheeting with insulation (Excludes Bi-fold doors)	7 days	Tue 6/4/24	Wed 6/12/24	[Gantt bar for 6/4-6/12/24]																											
17	Roofing operations with insulation	4 days	Thu 6/13/24	Tue 6/18/24	[Gantt bar for 6/13-6/18/24]																											
18	Underground plumbing rough-in	4 days	Tue 6/18/24	Fri 6/21/24	[Gantt bar for 6/18-6/21/24]																											
19	Finish electrical rough-in (pull wires)	2 days	Wed 6/19/24	Thu 6/20/24	[Gantt bar for 6/19-6/20/24]																											
20	Install temp (or permanent) lights for concrete pour	2 days	Fri 6/21/24	Mon 6/24/24	[Gantt bar for 6/21-6/24/24]																											
21	Concrete floor prep	2 days	Tue 6/25/24	Wed 6/26/24	[Gantt bar for 6/25-6/26/24]																											
22	Concrete floor Pour	1 day	Thu 6/27/24	Thu 6/27/24	[Gantt bar for 6/27/24]																											
23	Exterior Concrete (aprons, sidewalks)	5 days	Fri 6/28/24	Thu 7/4/24	[Gantt bar for 6/28-7/4/24]																											
24	Install exterior service doors/hardware	2 days	Tue 7/2/24	Wed 7/3/24	[Gantt bar for 7/2-7/3/24]																											
25	Frame demising walls	2 days	Thu 7/4/24	Fri 7/5/24	[Gantt bar for 7/4-7/5/24]																											
26	Install Bi-fold doors	4 days	Thu 7/4/24	Tue 7/9/24	[Gantt bar for 7/4-7/9/24]																											
27	Electrical rough-in at demising walls	1 day	Mon 7/8/24	Mon 7/8/24	[Gantt bar for 7/8/24]																											
28	Drywall / Taping operations	7 days	Tue 7/9/24	Wed 7/17/24	[Gantt bar for 7/9-7/17/24]																											
29	Paint Bi-fold door frames, exterior doors, and demising walls	8 days	Mon 7/15/24	Wed 7/24/24	[Gantt bar for 7/15-7/24/24]																											
30	Wall sheeting with insulation at Bi-fold doors	3 days	Mon 7/22/24	Wed 7/24/24	[Gantt bar for 7/22-7/24/24]																											
31	Electrical / Plumbing trim-out	3 days	Wed 7/24/24	Fri 7/26/24	[Gantt bar for 7/24-7/26/24]																											
32	Exterior trims/gutters/downs	5 days	Wed 7/24/24	Tue 7/30/24	[Gantt bar for 7/24-7/30/24]																											
33	Electrical final	1 day	Fri 7/26/24	Fri 7/26/24	[Gantt bar for 7/26/24]																											
34	Plumbing final	1 day	Mon 7/29/24	Mon 7/29/24	[Gantt bar for 7/29/24]																											
35	Caulking	2 days	Tue 7/30/24	Wed 7/31/24	[Gantt bar for 7/30-7/31/24]																											
36	Asphalt (base course)	1 day	Tue 7/30/24	Tue 7/30/24	[Gantt bar for 7/30/24]																											
37	landscaping / seeding / retaining wall	7 days	Wed 7/31/24	Thu 8/8/24	[Gantt bar for 7/31-8/8/24]																											
38	Asphalt paving (wear course)	1 day	Fri 8/9/24	Fri 8/9/24	[Gantt bar for 8/9/24]																											
42	Final Clean	4 days	Mon 8/12/24	Thu 8/15/24	[Gantt bar for 8/12-8/15/24]																											
43	Final building inspection / substantial completion	0 days	Fri 8/16/24	Fri 8/16/24	[Gantt bar for 8/16/24]																											
44	Punchlist	5 days	Mon 8/19/24	Fri 8/23/24	[Gantt bar for 8/19-8/23/24]																											
45	Certificate of Occupancy	0 days	Fri 8/23/24	Fri 8/23/24	[Gantt bar for 8/23/24]																											



INSULATION COST BREAKDOWNS

OPTION 1: Full Cavity Simple Saver System

	Roof Insulation (R41)	Wall & Door Insulation (R30)	All Insulation
Insulation Materials:	\$22,880.53	\$23,019.05	\$45,899.58
APX Material Markup (5%):	\$1,144.03	\$1,150.95	\$2,294.98
Contractor Labor:	\$4,998.00	\$5,292.00	\$10,290.00
APX Labor Markup (5%):	\$249.90	\$264.60	\$514.50
Additional APX Labor:	\$541.75	\$541.75	\$541.75
Other APX Costs:	\$447.21	\$454.03	\$901.24
Totals (before April 2nd):	\$30,261.42	\$30,722.38	\$60,442.05
Totals (after April 2nd):	\$32,212.21	\$32,684.98	\$64,347.32

OPTION 2: Pinched VRR Faced Insulation

	Roof Insulation (6" R13)	Wall & Door Insulation (4" R19)	All Insulation
Insulation Materials:	\$8,907.98	\$15,189.71	\$24,097.68
APX Material Markup (5%):	\$445.40	\$759.49	\$1,204.88
Contractor Labor:	\$3,855.00	\$4,158.00	\$8,013.00
APX Labor Markup (5%):	\$192.75	\$207.90	\$400.65
Additional APX Labor:	\$541.75	\$541.75	\$541.75
Other APX Costs:	\$209.14	\$312.85	\$522.00
Totals (before April 2nd):	\$14,152.02	\$21,169.69	\$34,779.96
Totals (after April 2nd):	\$14,911.51	\$22,464.77	\$36,826.40

**INCREASE TO LEASE RATES TO COVER INSULATION COSTS
(DOES NOT ACCOUNT FOR INFLATION)**

PAYBACK IN YEARS (4 UNITS X 12 MONTHS = 48 PAYMENTS/YEAR)					
COST	10	15	20	25	30
\$15,000	\$31.25	\$20.83	\$15.63	\$12.50	\$10.42
\$20,000	\$41.67	\$27.78	\$20.83	\$16.67	\$13.89
\$25,000	\$52.08	\$34.72	\$26.04	\$20.83	\$17.36
\$30,000	\$62.50	\$41.67	\$31.25	\$25.00	\$20.83
\$35,000	\$72.92	\$48.61	\$36.46	\$29.17	\$24.31
\$40,000	\$83.33	\$55.56	\$41.67	\$33.33	\$27.78
\$45,000	\$93.75	\$62.50	\$46.88	\$37.50	\$31.25
\$50,000	\$104.17	\$69.44	\$52.08	\$41.67	\$34.72
\$55,000	\$114.58	\$76.39	\$57.29	\$45.83	\$38.19
\$60,000	\$125.00	\$83.33	\$62.50	\$50.00	\$41.67
\$65,000	\$135.42	\$90.28	\$67.71	\$54.17	\$45.14



CITY OF WASECA

Request for City Council Action

Title:	Planning Commission (PC) Recommendation--Comprehensive Plan Update		
Meeting Date:	March 19, 2024	Agenda Item Number:	7D
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE	Supporting Documents:	Attached Documentation
Originating Department:	City Manager	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Proposed Action: City Council direction to the City Manager regarding Comp Plan progress based on Mr. Green’s retirement date of April 2nd and Mr. Froke’s (certified planner) hiring date of July 1st. The Planning Commission (PC) has recommended to the City Council to “<i>continue to move forward with the Comp Plan Update Schedule.</i>” 		

BACKGROUND: As you all know, Mr. Bill Green’s retirement date is April 2nd. Mr. Green’s position has been a hybrid job, including code enforcement and planning/zoning coordinator. When Mr. Green was hired almost ten (10) years ago, his position title was Community Enhancement Technician, which was exclusive to enforcement of the zoning code. Initially, he reported to the Community Development Director (Director). When the last Director left city employment, the City Manager saved taxpayer money by merging the technician position with the Director’s position into the current Planning & Zoning Coordinator position in 2016.

Recently, the city has hired Mr. Jon Froke, who is an AICP certified planner, to fill the vacant position. Mr. Froke’s expertise as a certified planner will enhance the planning work brought before the PC and council while still reporting to Mr. Willey. Mr. Froke’s start date with the city is scheduled for July 1st so there will be a three-month gap between staff during one of the busiest times of the year for the city engineer and for code enforcement. Also, while the Economic Development Manager, Ms. Wilson, has assisted Mr. Willey with the Comp Plan update process, her role is supplementary to Mr. Willey’s role. Additionally, with her new Waseca County economic development duties, up to 25% of her time, with salary reimbursement, is to be dedicated to the county. Salary savings will be divided between the city and EDA as a cost reduction for taxpayers and the EDA budget. Obviously, this transition is new and needs time and understanding to develop and succeed.

Mr. Willey’s time will now include code enforcement and basic PC zoning considerations because there is no other staff to assign that basic work. However, neither Mr. Willey nor Ms. Wilson will be assigned as a Comp Plan update reviewer based on the background provided above. Alternatively, staff completion of code enforcement and zoning reviews could be contracted to a consultant; however, that would also require oversight from Mr. Willey and cost taxpayers more money. It has been my intention to save taxpayer money over the next three months. However, this is the council’s money to do with as you choose.

It should be noted that all transitions take time to successfully accomplish, i.e., to get up to speed. Regardless of wants or desires, we are in a transition that should be managed. The Comp Plan is a road map for future development, not for what is currently before the council. Whether we have a consultant and/or staff transition, the comp plan update timeline will need to be adjusted as a practical reality now and when Mr. Froke starts employment.

PLANNING COMMISSION RECOMMENDATION TO THE CITY COUNCIL: The attached memo and other attached documents from the city engineer summarize the position of the PC related to progress on the Comp Plan update. The PC voted 4-0 Tuesday night to continue work on the Comp Plan update. As summary background:

- At the May 16, 2023, City Council meeting, a “*motion was made by Arndt for staff to continue working on the Comprehensive Plan, seconded by Mansfield. Motion carried 7-0.*”
 - Included in the council packet was a “*Proposed Comprehensive Plan Update Schedule.*”
 - Nate’s RCCA memo quote, “*City Council, at their work session on March 21, 2023, directed City staff to prepare a **tentative schedule** for the updating of the City’s Comprehensive Plan.*” (Bold font is mine.)
 - On May 9th, 2023, the PC “*voted 5-0 to recommend approval of the process and proposed schedule...*”
 - The words *proposed* and *tentative* are interchangeable in the correspondence. Mr. Willey has also reinforced *flexibility* in the work plan.
 - The PC did not have a quorum at the January 9th, 2024, meeting, reinforcing *flexibility* in the work plan for all stakeholders.
- However, I do understand the PC’s position of wanting to maintain momentum, therefore, there are alternatives for council consideration.

ALTERNATIVES CONSIDERED BY THE CITY MANAGER:

- To direct the City Manager to work towards the PC recommendation to “*continue to move forward with the Comp Plan Update Schedule.*” The schedule will be revised between the consultant planner and PC.
 - This decision would authorize the City Manager to hire a consultant planner (WSB) to work directly with the PC. The exact schedule will have to remain fluid, yet with some certainty for the PC and council, yet to be determined. City Manager direction would include:
 - Mr. Willey or Ms. Wilson will not be assigned to this interim work.
 - Certified planner contracted work would be authorized solely through the City Manager, not the PC, using salary savings from the temporary unfilled position yet possibly requiring a budget amendment for added unbudgeted costs.
- To direct the City Manager to defer Comp Plan update work until the newly hired certified planner is able to work with Mr. Willey on the Comp Plan. Work would begin again in July to coincide with Mr. Froke’s July 1st planned start date.
 - This option allows our certified planner to provide his expertise to Mr. Willey and the PC.
 - This option saves taxpayer money by not spending 3-months of the vacant position’s salary.
- To direct the City Manager to hire two consultants to complete all code enforcement duties and all zoning reviews while allowing Mr. Willey to focus on the Comprehensive Plan update.
 - Ms. Wilson’s assistance will continue this fall at the City Manager’s discretion.
 - This option may require a council budget amendment in addition to spending the 3-month period vacant salary.
- To table the “Proposed Action” as written in the RCCA allowing for the City Manager’s discretion.

RECOMMENDATION: The City Manager’s recommendation is to save taxpayer budgeted money and to allow the city’s new certified planner to join and evolve the Comp Plan update process with the City Engineer. There is no mandated deadline for the Comp Plan review process. The City Engineer will continue to lead PC meetings with routine PC business.

Carl,

Last night, the Planning Commission was informed that you had decided to postpone work on the Comp Plan update for 3 months because we would be without a Planning & Zoning Coordinator from April 1st to July 1st. Commission member Tom Sexton stated that City Council approved the Comp Plan update schedule and should be the ones to decide if it can be postponed. I explained that I wouldn't have time to work on it over the next few months and Tom replied that Tina could still work on the HPC and Economic Development chapters. I noted that I did not know if Tina had even started working on those chapters and recommended that, given the situation, to accept the directive from the City Manager to postpone the Comp Plan update for 3 months.

Tom did not agree and made a motion, seconded by Jes, to take the decision made by the City Manager to postpone work on the Comp Plan until July 1st back to City Council for a vote, allowing the Planning Commission to continue to move forward with the Comp Plan schedule. Motion carried 4-0.

On May 16, 2023, City Council approved the Comp Plan update process 7-0. Attached is the RCCA and Comp Plan Schedule.

Let me know if you need me to do anything about this.

Thanks,

Nate Willey, P.E.

Director of Engineering

City of Waseca

Office: (507) 835-9716

Cell: (515) 509-1510



**MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, MAY 16, 2023, 7:00 P.M.**

CALL TO ORDER

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

ROLL CALL

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

Staff Present: Carl Sonnenberg, City Manager
Nate Willey, City Engineer
Bill Green, Planning and Zoning Coordinator
Tina Wilson, PCED, Economic Development Manager
Julia Hall, City Clerk

MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

3. Councilmember Arndt made a motion to approve the agenda as presented, seconded by Conrath. Motion carried 7-0.

PUBLIC COMMENT

4. Tom Sexton, 516 9th Street NE; spoke on behalf of the Lakefest clarifying minutes from the May 2nd, 2023, meeting. Lakefest does not receive funds from the City and they are currently still fundraising for their event. The minutes of the last meeting will be amended to reflect that it is the Waseca Lakes Association that receives funds from the City and not Lakefest.

REQUESTS AND PRESENTATIONS

5. Tina Wilson, PCED, Economic Development Manager present on the Waseca Utilities Economic Development program provided through SMMPA.

CONSENT AGENDA

6. Councilmember Conrath made a motion to revise the minutes and present them at the June 6th Council Meeting and approve the payroll and expenditures as presented, seconded by Schroeder. Motion carried 7-0.

ACTION AGENDA

- 7.
- A. Motion made by Mansfield to approve Resolution 23-21, and refund the applicant the \$520 fee, seconded by Arndt Motion carried 7-0.
 - B. Motion made by Arndt for staff to continue working on the Comprehensive Plan, seconded by Mansfield. Motion carried 7-0.
 - C. Public Hearing on the City Stormwater Pollution Prevention Plan (SWPPP) opened at 7:56.
 - 1. Michelle Oswald, 916 3rd Avenue SE' wanted to know:
 - a. How big a factor is yearly leaf pick up a factor in the SWPP.
 - b. Does Gaiter Lake flow into Clear Lake?
 - c. How much does runoff go into Clear Lake?
 Answers were:
 - a. Without the leave calculation the City would not qualify for the program.
 - b. Two (2) large pipes go through Gaiter Lake and the County tiles with an outlet to Clear Lake.
 - c. There will be some impact from Gaiter Lake to Clear Lake with runoff, the big takeaway is to not over fertilize.
 Public Hearing closed at 8:01.

REPORTS

- 8.
- A. City Manager's Report:
 - i. None
 - B. Commission Reports:
 - i. Planning Commission: Councilmember Arndt reported that they had two items that were presented at council, and that no one was appointed to the HPC board.
 - ii. Economic Development Authority: Councilmember Mansfield reported they received a presentation from Cardinal Graphics with the lodging and market analysis and Tina Wilson attended a conference in Greenville, SC. Most items were tabled due to time restraints after the presentation.

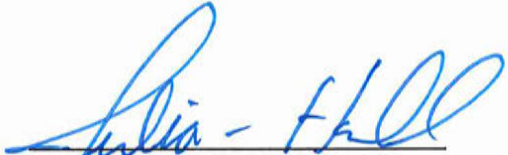
ANNOUNCEMENTS

- 9.
- A. Councilmember Christiansen:
 - i. Community Ed has a lot of programs for the summer but remember they fill up fast.
 - ii. The Prairiefire Plays won't be available due to their staffing issues and will be missed.
 - iii. If park vandalism continues may as well just close the parks.
 - iv. Clean up your yards and take care of your properties.
 - v. The Memorial Day Parade will be May 29th.
 - vi. The trail by Kwik Trip North will be reviewed for water flow.
 - B. Councilmember Ebertowski:
 - i. Don't put grass clippings in the street, it is unsafe for bike (motor and non) riders.
 - ii. Baby Ebertowski is due in November.
 - C. Councilmember Conrath:
 - i. Would like to look into an ordinance for park vandalism
 - D. Councilmember Schroeder:
 - i. May 14-20 is to Honor Law Enforcement.
 - ii. The meeting in January moving the city forward was discussed and would like to put that back in the forefront.
 - E. Mayor Zimmerman:


- i. The fishing opener was a success for him on Clear Lake.
- ii. Would like to hear from the council on what they would like staff to do with Gaiter Lake. It was decided to add information to the June 6th agenda.

ADJOURNMENT

10. There being no further business to be brought before the Council, it was moved by Arndt to adjourn the meeting at 8:37 p.m., seconded by Schroeder. Motion carried 7-0.



JULIA HALL
CITY CLERK



RANDY L. ZIMMERMAN
MAYOR

Title:	COMPREHENSIVE PLAN UPDATE PROCESS REVIEW		
Meeting Date:	May 16, 2023	Agenda Item Number:	7B
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Proposed Comprehensive Plan Process
Originating Department:	Engineering	Presented By:	Economic Development Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion directing staff to proceed with the proposed Comprehensive Plan update process.		
How does this item pertain to Vision 2030 goals?	Supporting high quality community assets.		

BACKGROUND: City Council, at their work session on March 21, 2023, directed City staff to prepare a tentative schedule for the updating of the City’s Comprehensive Plan. The proposed schedule (attached) has been divided into two (2) parts: Part 1 – Comprehensive Plan Review Schedule, and Part 2 – Schedule for Comprehensive Plan & Associated Ordinance Amendment Adoption. Below is a summary explanation of the main components of the proposed schedule and review process:

- Relevant aspects of Vision 2030 are to be incorporated into Chapter 1, Paragraph F – Community Identity and Vision.
- Each Comprehensive Plan chapter’s goals and objectives listed in Chapter 2 of the current Plan are to be presented along with its corresponding chapter. Therefore, Chapter 2 of the current Plan would be removed from the final updated Plan because the goals and objectives will be incorporated into their respective chapters.
- Each chapter will receive two (2) opportunities for community input through the Planning Commission review process. Agenda notices will be published in a local newspaper and on the City website so that interested parties will know which chapters are being reviewed and discussed. Public comments will be received at the beginning of each Planning Commission meeting.
- After each Planning Commission meeting, an update will be given to City Council at their next scheduled meeting. (With Planning Commission meetings held the 2nd Tuesday of every month, the Council update would then be presented at their meeting on the 3rd Tuesday of every month.) The update would be given during the “Requests and Presentations” portion of the Council meeting.

At their meeting on May 9, 2023, the proposed schedule was presented to the Planning Commission for their review. The Commission voted 5-0 to recommend approval of the process and proposed schedule with the following changes (which have been highlighted on the attached proposed schedule):

- Addition of two (2) Planning Commission work sessions on May 23, 2023 and June 27, 2023 to review the current Comprehensive Plan and Vision 2030.
- Clarification that the Planning Commission would have time to review the updated Comprehensive Plan as a whole from September – December of 2024 before final adoption.

BUDGET IMPACT: None

RECOMMENDATION: Staff recommends the City Council make a motion directing staff to proceed with the proposed Comprehensive Plan update process.

TO: WASECA CITY COUNCIL
FROM: CITY MANAGER
RE: GATOR LAKE LAND DEVELOPMENT (GLLD) UPDATE
DATE: MARCH 15, 2024

BACKGROUND

In accordance with City Council Resolution 23-23, the council granted the City Manager the authority to hire “professional services necessary to prepare a proposed development plan for the Waseca City Council’s review,” related to the city owned property referred to as GLLD.

Two public meetings have been held to gauge public input into a residential development planning process. Bearing public input in mind while still complying with the council resolution, the planning process has been moving forward with various updates presented since the public meetings.

UPDATE

I am providing the attached concept plans and preliminary infrastructure costs prepared by Stantec planners and engineers, which have also included city staff input. The attached concept plans are being presented to a prospective developer for their review and conversation with our development review team.

While the attached concept plans are not on the council agenda, the plans are “hot off the presses” for your review and comment back to me at your convenience.

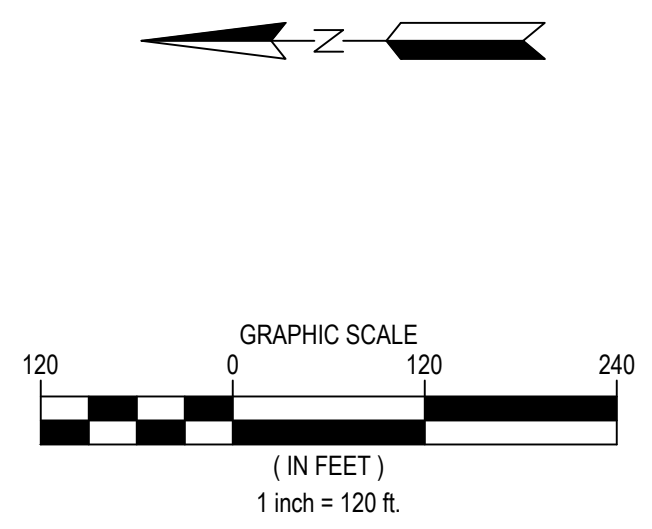
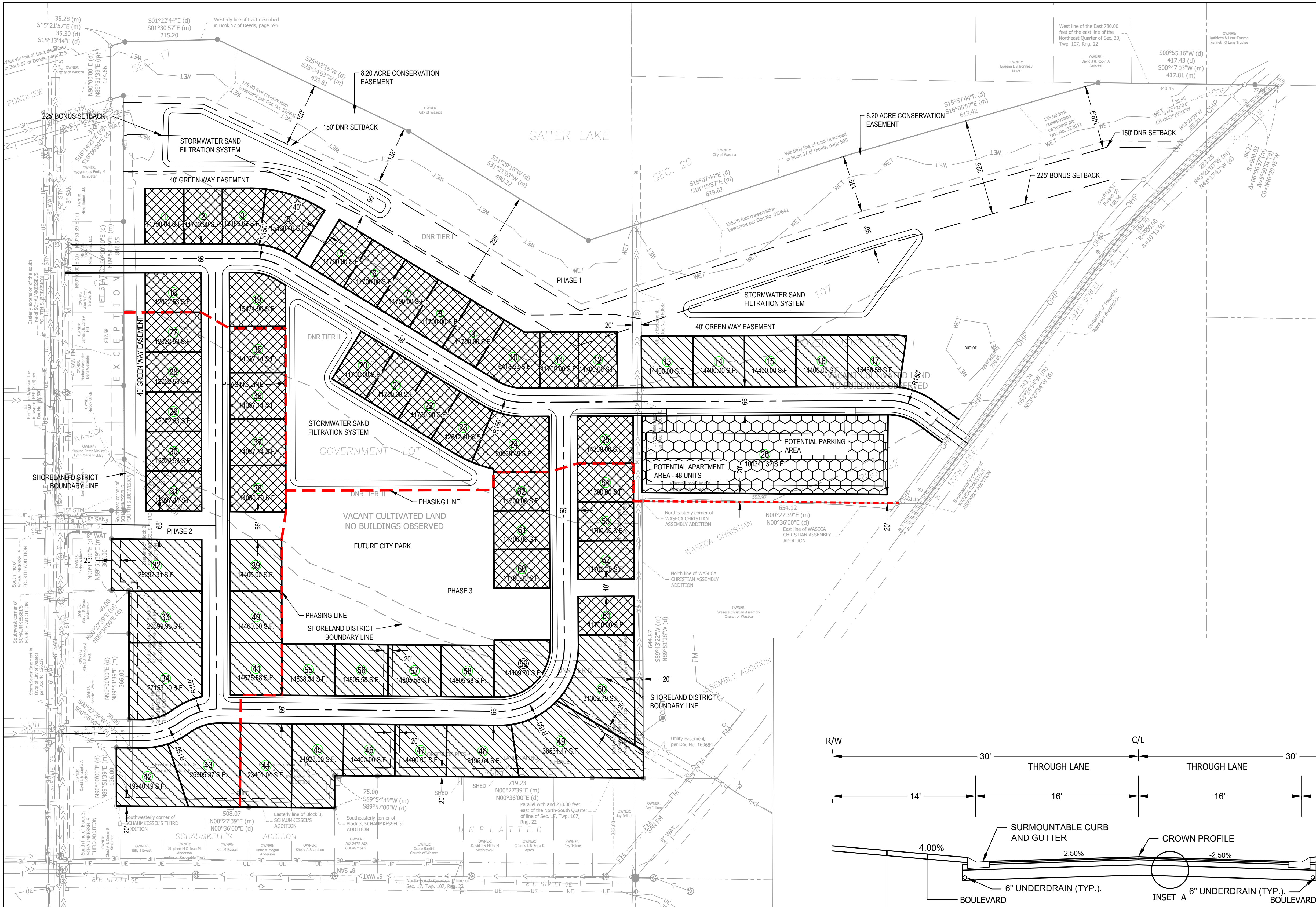
Moving forward, I will schedule a public work session in the Council Chambers after the prospective developer’s review with our development review team.

Please bear in mind that many issues have not yet been considered (all will be considered moving forward), such as:

- Carrying costs and interest costs.
- Park & green space/pathway development.
- Electric infrastructure & streetlights.
- Private utilities.
- Land.
- Inflation of costs or inflation of lot prices; lot pricing is only a preliminary estimate currently.
- City subsidies, if any.

3/12/2024 4:02:05 PM

U:\2020\plans\2\landed_projects\153063467\Gaiter Lake Developments_DESIGN1_CAD\1 SITE CONCEPT AND LOT LAYOUT_153063467.dwg

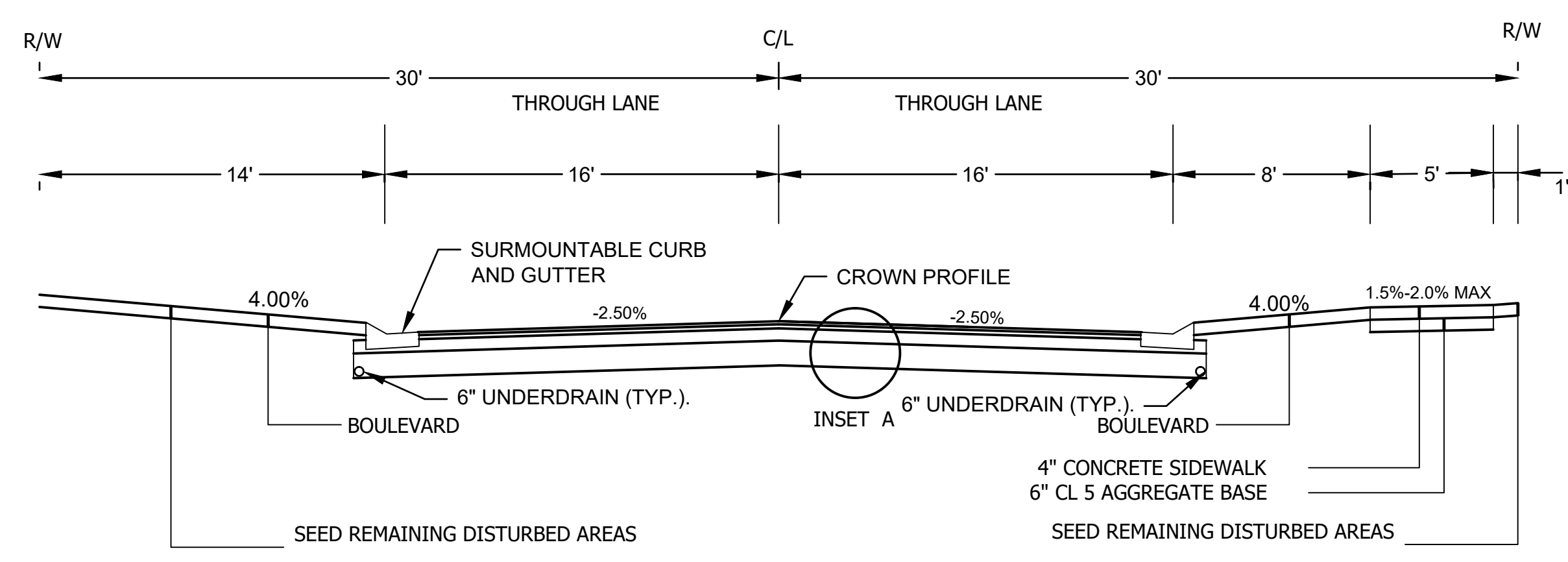


NOTES

1. SIDEWALK TO BE INSTALLED AND PAID FOR BY BUILDER OF HOMES.
2. DRAINTILE WILL HAVE 1 CLEANOUT PER LOT FOR FUTURE SUMP PUMP CONNECTIONS.

LEGEND

- PROPERTY BOUNDARY
- LOT LINE
- EASEMENT LINE
- SETBACK LINE
- RIGHT OF WAY LINE
- CURB AND GUTTER
- ROAD CENTERLINE
- SINGLE FAMILY LOT
- TWIN HOME LOT
- APARTMENT BUILDING LOT



(A) TYPICAL SECTION - 60' ROW
PUBLIC LOCAL STREET

- INSET A**
- 1.5" TYPE SPWEA340C WEAR COURSE PER MN/DOT 2360
 - TACK COAT PER MN/DOT 2357
 - 2.5" TYPE SPWEB330C BASE COURSE PER MN/DOT 2360
 - 8" CLASS 5 AGGREGATE BASE MN/DOT 3138
 - 12" SELECT GRANULAR BORROW PER MN/DOT 3149.2B
 - GEOTEXTILE FABRIC TYPE V (NON-WOVEN)

Stantec

3200 HIGHWAY 52 NORTH
ROCHESTER, MN 55901
PHONE: (507) 282-2100
WWW.STANTEC.COM

CLIENT:

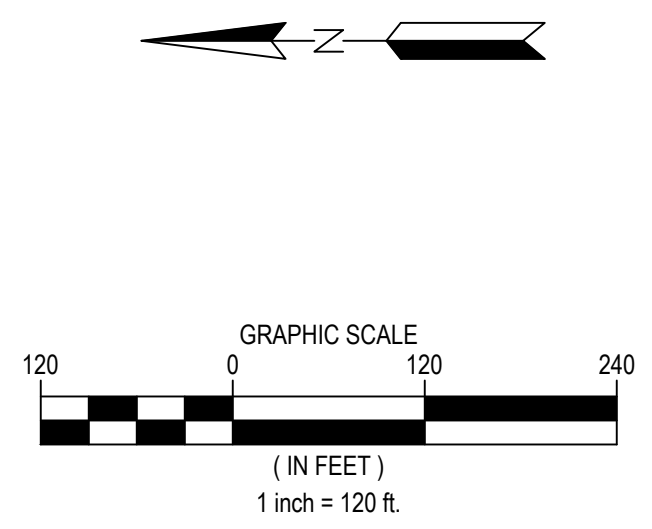
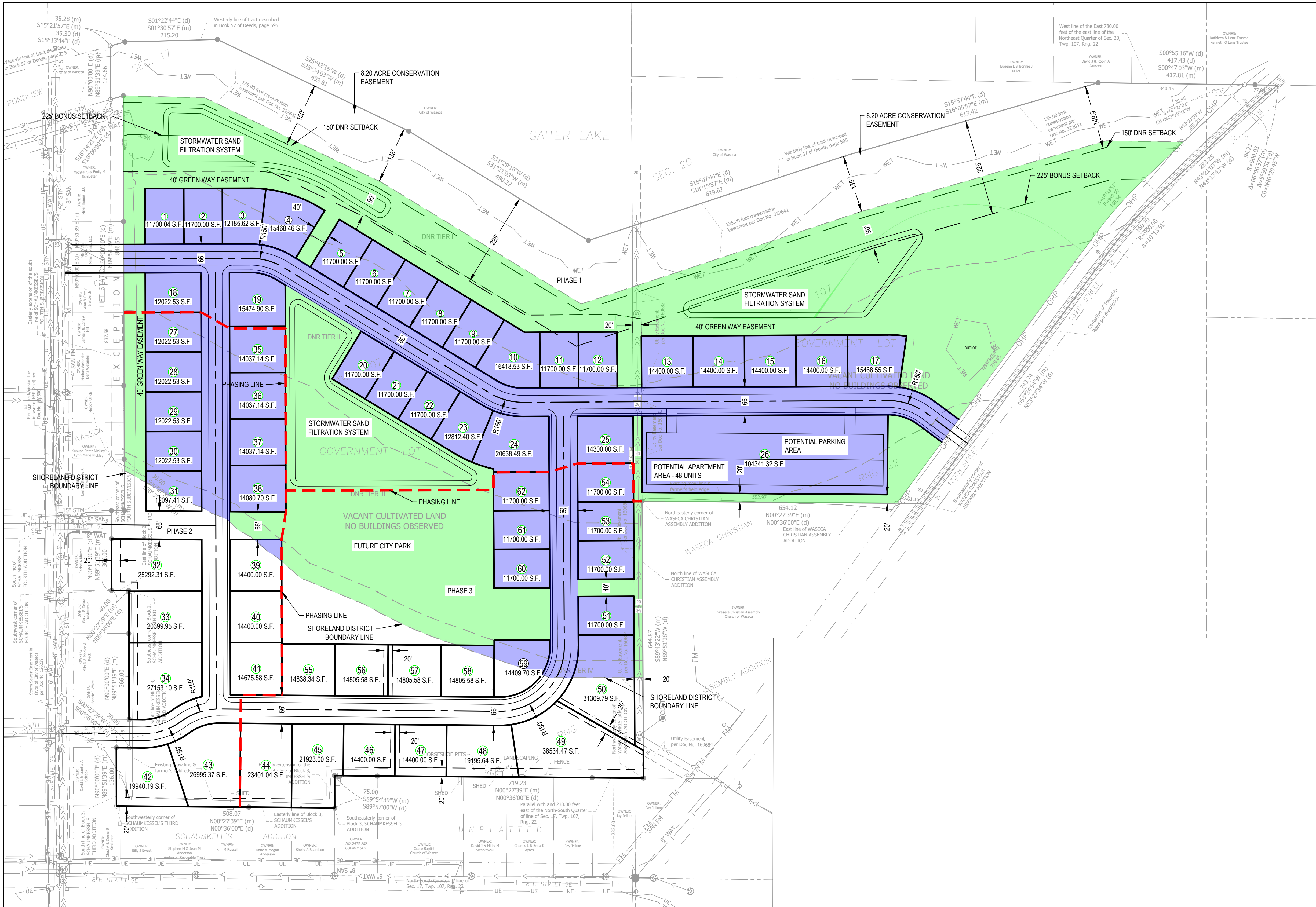
GAITER LAKE RESIDENTIAL DEVELOPMENT

GAITER LAKE, WASECA, MINNESOTA

PROJECT TITLE	ISSUE NO.	DESCRIPTION	DATE
GAITER LAKE RESIDENTIAL DEVELOPMENT			

CERTIFICATION:
I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION, OR REPORT PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PROJECT NO.:	#	
DWN BY:	CHKD BY:	APPD BY:
XXXX	XXX	XXX
ISSUE DATE:	XX/XX/XXXX	
ISSUE NO.:	X	
SHEET TITLE:	SITE CONCEPT	
SHEET NO.:	EX-1	



NOTES

1. SIDEWALK TO BE INSTALLED AND PAID FOR BY BUILDER OF HOMES.
2. DRAIN TILE WILL HAVE 1 CLEANOUT PER LOT FOR FUTURE SUMP PUMP CONNECTIONS.

LEGEND

- PROPERTY BOUNDARY
- LOT LINE
- EASEMENT LINE
- SETBACK LINE
- RIGHT OF WAY LINE
- CURB AND GUTTER
- ROAD CENTERLINE
- OPEN SPACE
- NON-OPEN SPACE

ROUGH PERVIOUS VS IMPERVIOUS
 IMPERVIOUS APARTMENT (85% MAX) = 2.04 AC
 IMPERVIOUS LOT AREA (50% MAX) = 6.32 AC
 IMPERVIOUS ROW = 2.4 AC
 IMPERVIOUS TOTAL = 10.76 AC
 TOTAL: 40.02 AC

ESTIMATED TRAIL = 5820 LF (8' WIDE) = 1.07 AC

WITH TRAIL 30% IMPERVIOUS

TO GET UNDER 25% LOT AREA = 4.49 AC = 35% IMPERVIOUS MAX ON LOTS



3200 HIGHWAY 52 NORTH
 ROCHESTER, MN 55901
 PHONE: (507) 282-2100
 WWW.STANTEC.COM

CLIENT:

GAITER LAKE RESIDENTIAL DEVELOPMENT

GAITER LAKE,
 WASECA, MINNESOTA

PROJECT TITLE: _____
 ISSUE NO.: _____
 DESCRIPTION: _____
 DATE: _____

CERTIFICATION:
 I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION, OR REPORT PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: _____
 PROJECT NO.: _____ #

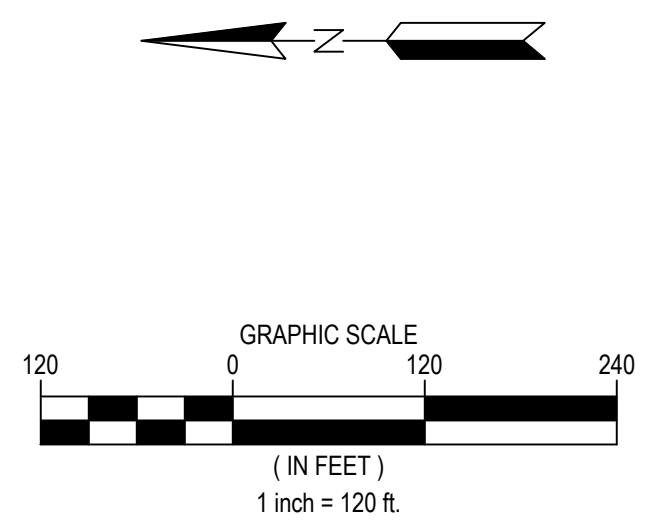
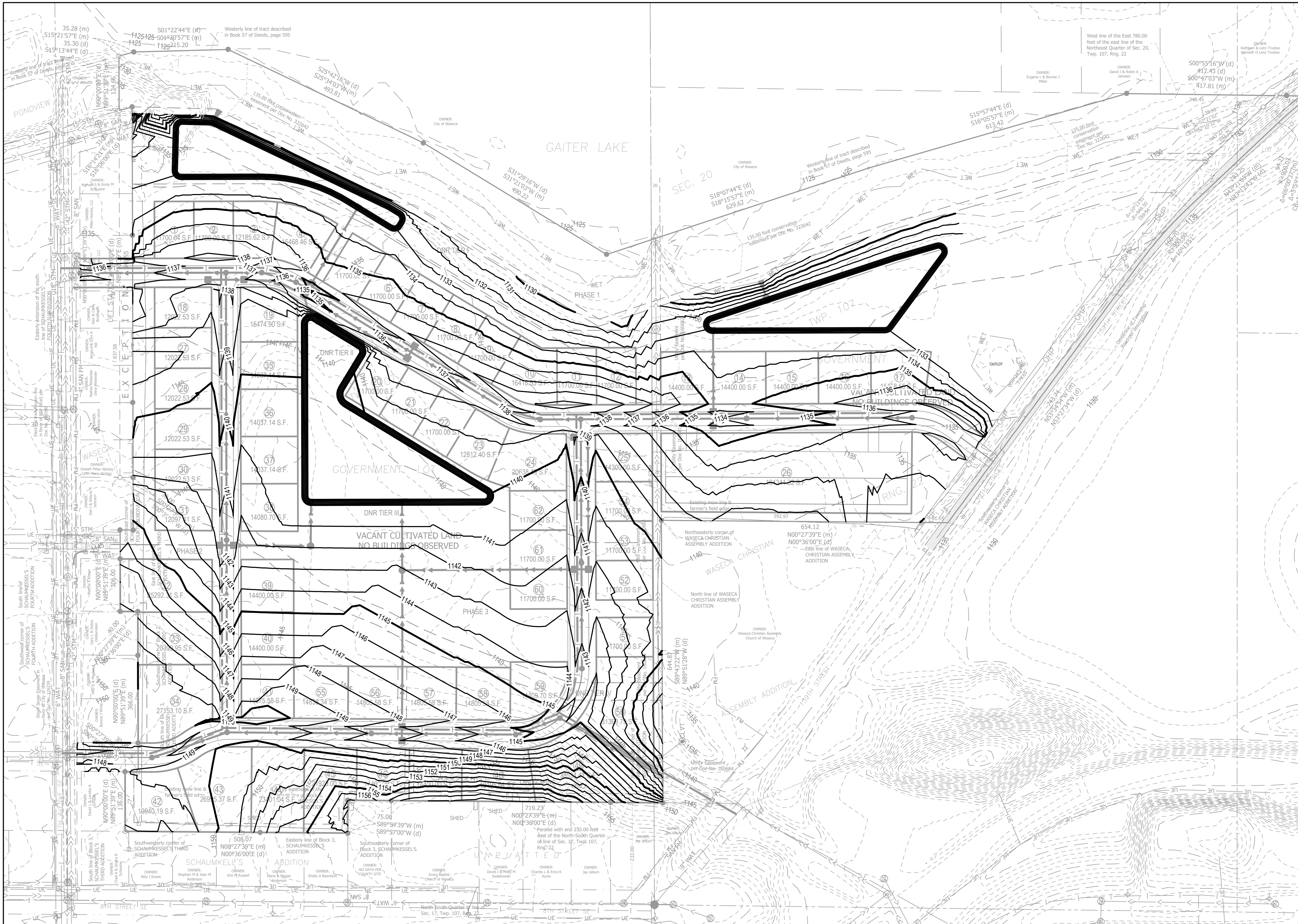
DWN BY: XXX CHKD BY: XXX APPD BY: XXX

ISSUE DATE: XX/XX/XXXX

ISSUE NO.: X

SHEET TITLE:
 SITE CONCEPT

SHEET NO.:
EX-1



NOTES

1. SIDEWALK TO BE INSTALLED AND PAID FOR BY BUILDER OF HOMES.
2. DRAINTILE WILL HAVE 1 CLEANOUT PER LOT FOR FUTURE SUMP PUMP CONNECTIONS.

LEGEND

- PROPERTY BOUNDARY
- LOT LINE
- EASEMENT LINE
- SETBACK LINE
- EXISTING MINOR CONTOUR
- EXISTING MAJOR CONTOUR
- EXISTING STORM SEWER
- EXISTING SANITARY SEWER
- EXISTING FORCEMAIN
- EXISTING WATERMAIN
- EXISTING SANITARY MANHOLE
- EXISTING STORM SEWER MANHOLE
- EXISTING STORM SEWER INLET
- EXISTING FLARED END SECTION
- EXISTING HYDRANT
- EXISTING WATER VALVE
- PROPOSED MINOR CONTOUR
- PROPOSED MAJOR CONTOUR
- GRADING LIMITS

WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
 TWIN CITY AREA: 651-454-0002
 TOLL FREE 1-800-252-1166



3200 HIGHWAY 52 NORTH
 ROCHESTER, MN 55901
 PHONE: (507) 282-2100
 WWW.STANTEC.COM

CLIENT:

**GAITER LAKE RESIDENTIAL
 DEVELOPMENT**
 GAITER LAKE,
 WASECA, MINNESOTA

PROJECT TITLE: _____
 ISSUE NO.: _____

DATE: _____
 DESCRIPTION: _____

CERTIFICATION:
 I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION, OR REPORT PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PROJECT NO.: _____ #

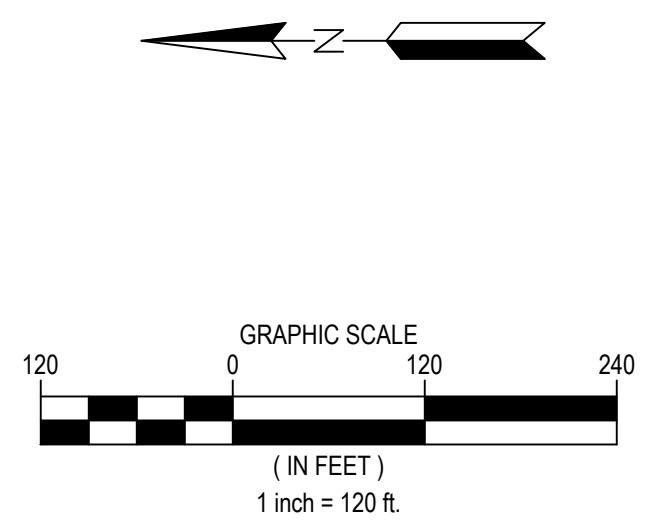
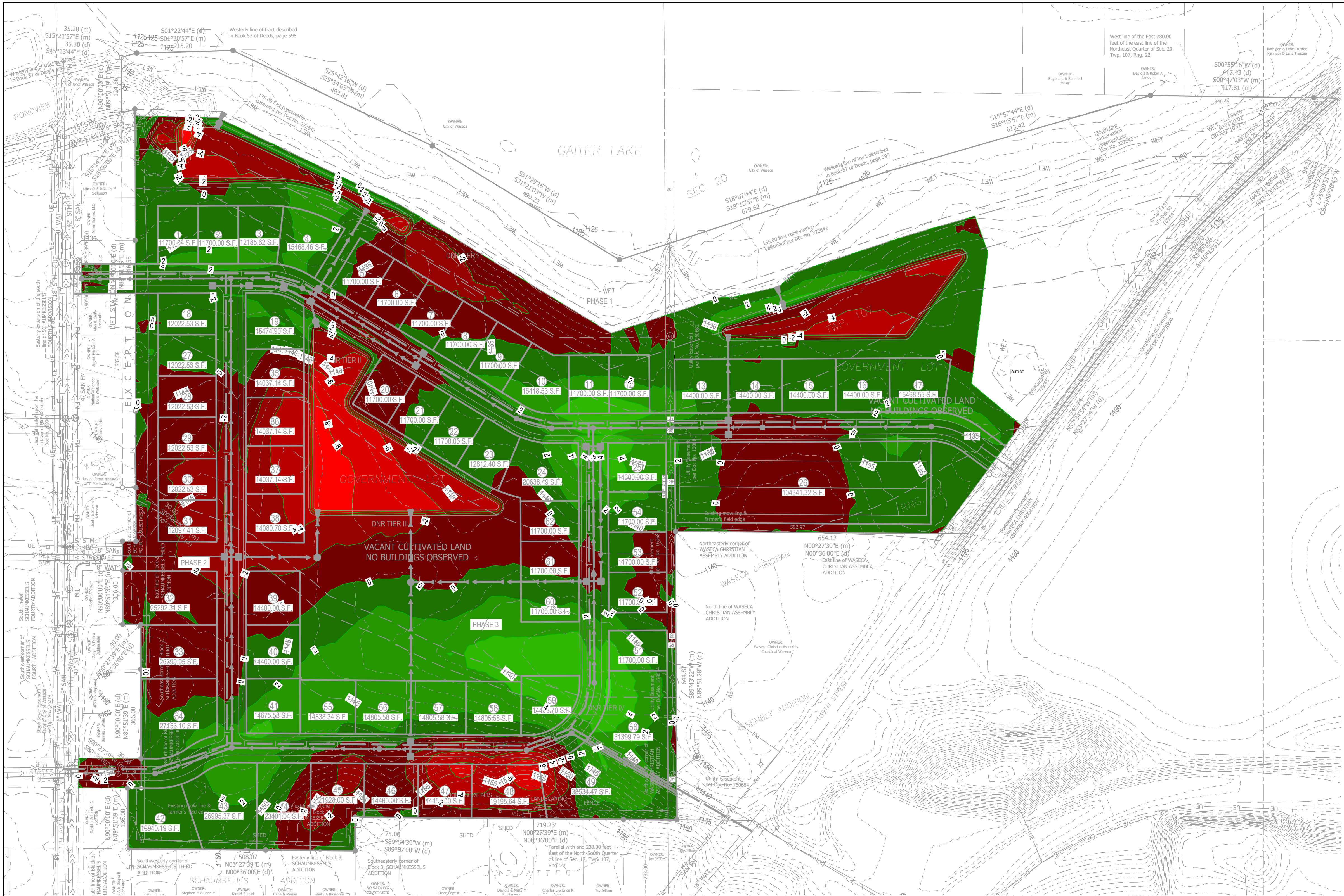
DWN BY: XXX CHKD BY: XXX APPD BY: XXX

ISSUE DATE: XX/XX/XXXX

ISSUE NO.: X

SHEET TITLE:
 ROUGH GRADING CONCEPT

SHEET NO.:
EX-2



NOTES

- EARTHWORK VOLUMES ARE CALCULATED FROM RAW CAD DATA AND DO NOT ACCOUNT FOR HOLD DOWN VOLUMES SUCH AS TOPSOIL STRIPPING, IMPORTED FILL FOR ENGINEERED PADS, OR ROADWAY CONSTRUCTION MATERIALS.

LEGEND

- PROPERTY BOUNDARY
- LOT LINE
- EASEMENT LINE
- SETBACK LINE
- EXISTING MINOR CONTOUR
- EXISTING MAJOR CONTOUR
- EXISTING STORM SEWER
- EXISTING SANITARY SEWER
- EXISTING FORCEMAIN
- EXISTING WATERMAIN
- EXISTING SANITARY MANHOLE
- EXISTING STORM SEWER MANHOLE
- EXISTING STORM SEWER INLET
- EXISTING STORM SEWER INLET
- EXISTING FLARED END SECTION
- EXISTING HYDRANT
- EXISTING WATER VALVE
- PROPOSED MINOR CONTOUR
- PROPOSED MAJOR CONTOUR
- GRADING LIMITS
- PROPOSED CUT DEPTH
- PROPOSED CUT DEPTH
- PROPOSED FILL DEPTH
- PROPOSED FILL DEPTH

EARTHWORK TABLE

	CUT	FILL	NET
RAW CAD VOLUMES	70,360 CY	73,104 CY	2,744 CY

ELEVATIONS TABLE

NUMBER	MIN. ELEV.	MAX. ELEV.	2D AREA	VOLUME	COLOR
1	-10.00	-8.00	16995	344	Red
2	-8.00	-6.00	35529	2663	Red
3	-6.00	-4.00	65924	5673	Red
4	-4.00	-2.00	203032	15075	Red
5	-2.00	0.00	612692	40272	Red
6	0.00	2.00	825570	62995	Green
7	2.00	4.00	388195	20988	Green
8	4.00	6.00	107335	2571	Green
9	6.00	8.00	456	1	Green
10	8.00	10.00	0	0	Green

WARNING:

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THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
 TWIN CITY AREA: 651-454-0002
 TOLL FREE 1-800-252-1166



3200 HIGHWAY 52 NORTH
 ROCHESTER, MN 55901
 PHONE: (507) 282-2100
 WWW.STANTEC.COM

CLIENT:

GAITER LAKE RESIDENTIAL DEVELOPMENT

GAITER LAKE,
 WASECA, MINNESOTA

PROJECT TITLE: _____
 ISSUE NO.: _____
 DATE: _____

DESCRIPTION: _____
 DATE: _____

CERTIFICATION:
 I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PROJECT NO.: _____ #

DWN BY: XXX CHKD BY: XXX APPD BY: XXX
 ISSUE DATE: XX/XX/XXXX

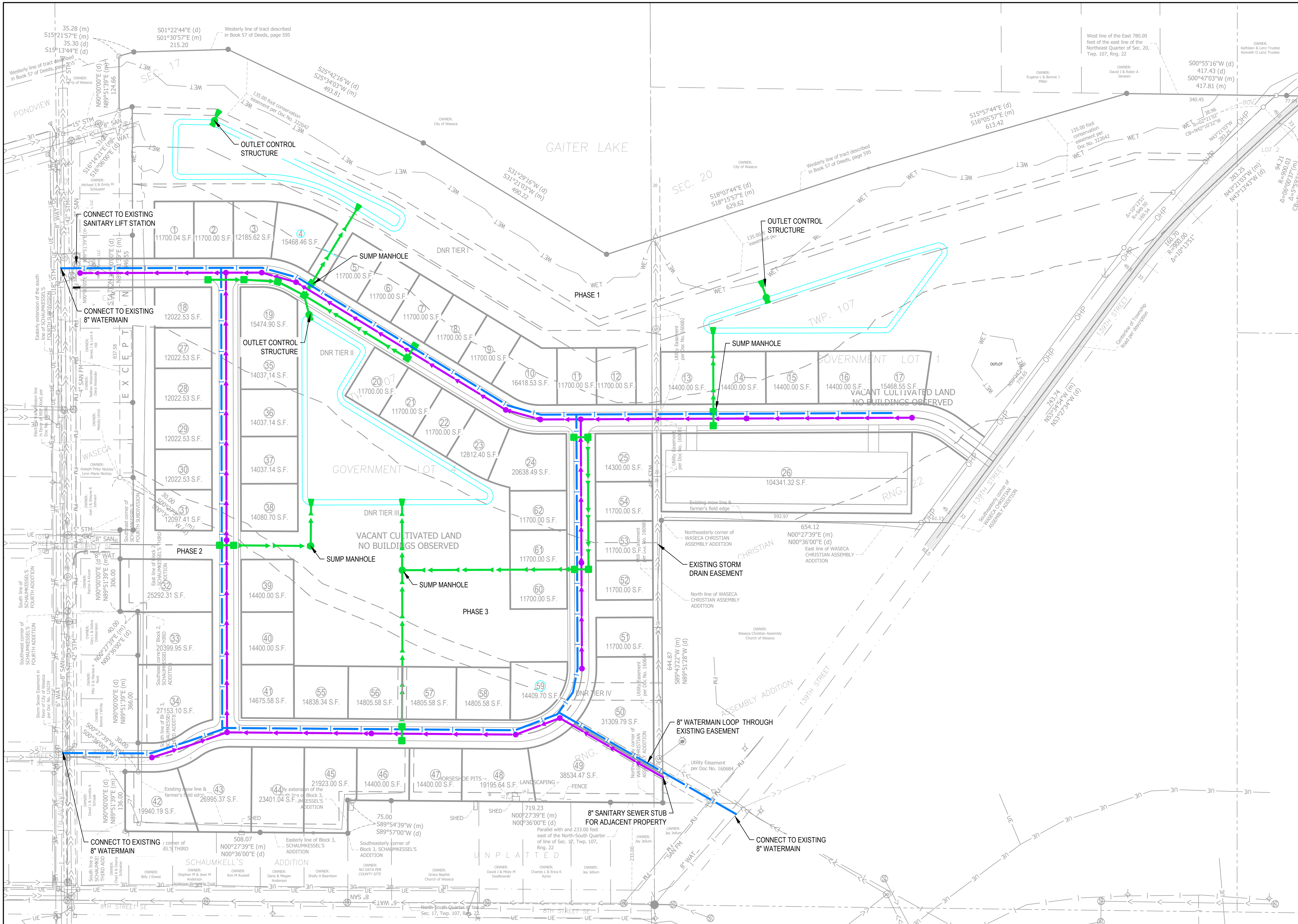
ISSUE NO.: _____ X

SHEET TITLE:
 EARTH WORK BALANCE EXHIBIT

SHEET NO.: _____
EX-3

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NOTES

1. SIDEWALK TO BE INSTALLED AND PAID FOR BY BUILDER OF HOMES.
2. DRAINTILE WILL HAVE 1 CLEANOUT PER LOT FOR FUTURE SUMP PUMP CONNECTIONS.

LEGEND

- PROPERTY BOUNDARY
- LOT LINE
- - - EASEMENT LINE
- - - SETBACK LINE
- - - RIGHT OF WAY LINE
- - - EXISTING EASEMENT LINE
- - - EXISTING MINOR CONTOUR
- - - EXISTING MAJOR CONTOUR
- - - EXISTING STORM SEWER
- - - EXISTING SANITARY SEWER
- - - EXISTING FORCEMAIN
- - - EXISTING WATERMAIN
- EXISTING SANITARY MANHOLE
- EXISTING STORM SEWER MANHOLE
- EXISTING STORM SEWER INLET
- EXISTING STORM SEWER INLET
- EXISTING FLARED END SECTION
- EXISTING HYDRANT
- EXISTING WATER VALVE
- 901 PROPOSED MINOR CONTOUR
- 900 PROPOSED MAJOR CONTOUR
- STORM SEWER
- SANITARY SEWER
- WATERMAIN
- STORM MANHOLE
- STORM CATCH BASIN
- ▲ FLARED END SECTION
- SANITARY MANHOLE

WARNING:

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THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
 TWIN CITY AREA: 651-454-0002
 TOLL FREE 1-800-252-1166



CLIENT:

GAITER LAKE RESIDENTIAL DEVELOPMENT
 GAITER LAKE, WASECA, MINNESOTA

DATE:	DESCRIPTION:	ISSUE NO.:	PROJECT TITLE:

CERTIFICATION:
 I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION, OR REPORT PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

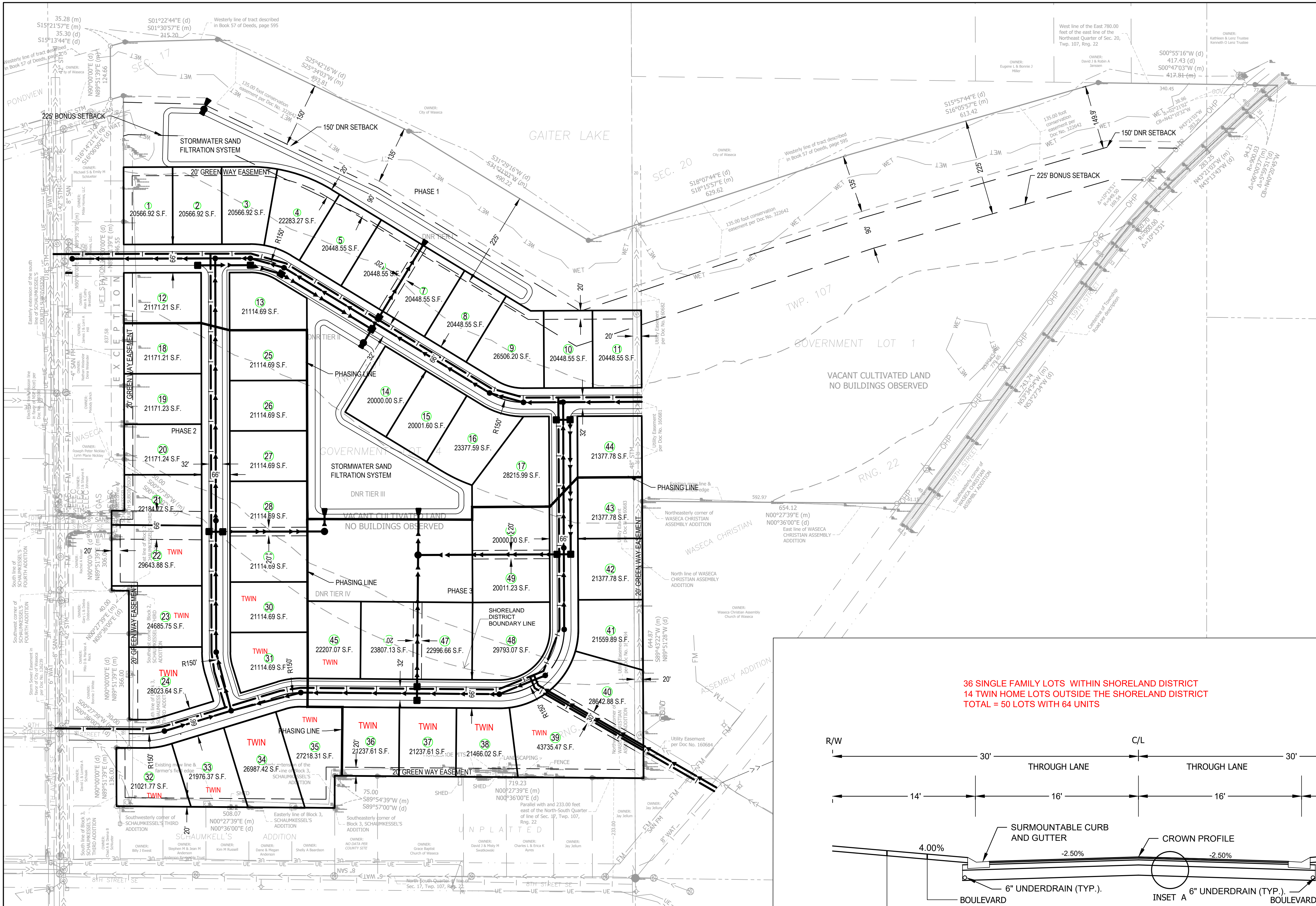
DATE:	DESCRIPTION:	ISSUE NO.:	PROJECT NO.:	#

DWN BY: XXX CHKD BY: XXX APPD BY: XXX
 ISSUE DATE: XX/XX/XXXX
 ISSUE NO.: X
 SHEET TITLE: UTILITY CONCEPT
 SHEET NO.: **EX-4**

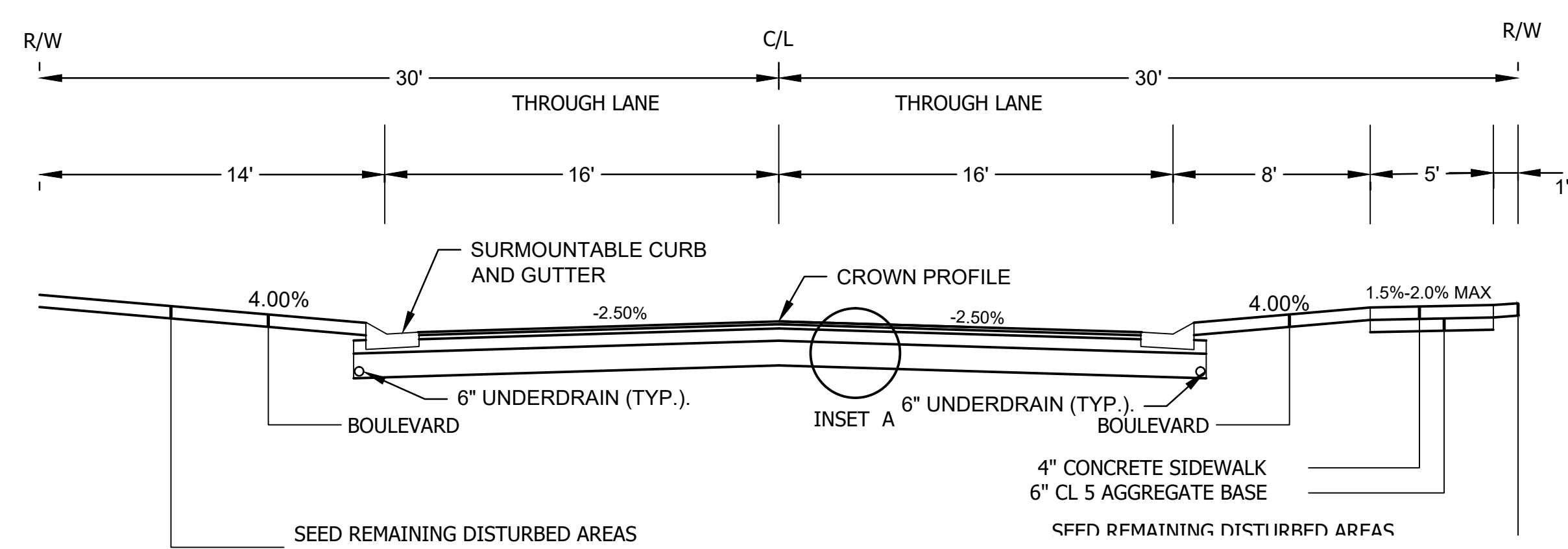
GAITER LAKE SITE INFRASTRUCTURE											
Feasibility Report Cost Estimate											
March 13, 2024 estimate for 2024 construction											
PUD Concept #1 with 134 Units on 62 Lots											
Item		Units	Quantity	Unit Price	Total Capital Cost	PHASE 1		PHASE 2		PHASE 3	
						QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
						2150 ~ Road Length		1613 ~ Road Length		1229 ~ Road Length	
1	Mobilization & Demobilization, 5%	LS	1	\$ 195,000	\$ 195,000	0.43	\$ 83,984.38	0.32	\$ 63,007.81	0.25	\$ 48,007.81
2	Property Acquisition	LS	1	\$ 50,000	\$ 50,000	1.00	\$ 50,000.00	0	\$ -	0	\$ -
3	Remove Concrete Curb	LF	140	\$ 5.0	\$ 700	70	\$ 350.0	70	\$ 350.0		\$ -
4	Sawcut Bituminous Pavement	LF	250	\$ 5.0	\$ 1,250	175	\$ 875.0	75	\$ 375.0		\$ -
5	Remove Bituminous Pavement	SY	200	\$ 8.0	\$ 1,600	180	\$ 1,440.0	20	\$ 160.0		\$ -
6	Wearing Course SPWEA340C	TON	1370	\$ 95.0	\$ 130,150	590	\$ 56,050.0	440	\$ 41,800.0	340	\$ 32,300.0
7	Base Course SPWEB330C	TON	2280	\$ 90.0	\$ 205,200	980	\$ 88,200.0	740	\$ 66,600.0	560	\$ 50,400.0
8	Class 5 Aggregate Base	CY	4370	\$ 38.0	\$ 166,060	1880	\$ 71,440.0	1410	\$ 53,580.0	1080	\$ 41,040.0
9	12" Select Granular Borrow	CY	6550	\$ 28.0	\$ 183,400	2820	\$ 78,960.0	2120	\$ 59,360.0	1610	\$ 45,080.0
10	Surmountable Curb and Gutter	LF	9986	\$ 22.0	\$ 219,692	4300	\$ 94,600.0	3226	\$ 70,972.0	2460	\$ 54,120.0
11	6" Perforated PVC Drain Tile	LF	9990	\$ 18.0	\$ 179,820	4300	\$ 77,400.0	3230	\$ 58,140.0	2460	\$ 44,280.0
12	4" Drain Tile Clean Out (Sump pump connection)	EA	61	\$ 475.0	\$ 28,975	25	\$ 11,875.0	19	\$ 9,025.0	17	\$ 8,075.0
13	Bituminous Tack Coat	GAL	410	\$ 3.0	\$ 1,230	180	\$ 540.0	130	\$ 390.0	100	\$ 300.0
14	Bituminous Preparation (structure adjustment & Sweeping)	LS	1	\$ 12,500.0	\$ 12,500	1	\$ 12,500.0	0	\$ -	0	\$ -
15	Geotextile Fabric Type V (non-woven)	SY	9450	\$ 2.0	\$ 18,900	4070	\$ 8,140.0	3050	\$ 6,100.0	2330	\$ 4,660.0
16	PED Ramps	EA	10	\$ 500.0	\$ 5,000	6	\$ 3,000.0	2	\$ 1,000.0	2	\$ 1,000.0
17	Topsoil Strip, Stockpile and Respread	CY	15000	\$ 4.5	\$ 67,500	6470	\$ 29,115.0	4830	\$ 21,735.0	3700	\$ 16,650.0
18	Common Excavation (CV)	CY	90000	\$ 5.3	\$ 472,500	38770	\$ 203,542.5	29070	\$ 152,617.5	22160	\$ 116,340.0
19	Sanitary Sewer 48" Manhole (8' deep)	EA	18	\$ 5,000.0	\$ 90,000	9	\$ 45,000.0	2	\$ 10,000.0	7	\$ 35,000.0
20	Sanitary Sewer 48" Manhole overdepth (Greater than 8' deep)	EA	5	\$ 450.0	\$ 2,250	5	\$ 2,250.0	0	\$ -	0	\$ -
21	8" Sanitary Sewer Main (0-10' Deep)	LF	3446	\$ 50.0	\$ 172,300	756	\$ 37,800.0	1390	\$ 69,500.0	1300	\$ 65,000.0
22	8" Sanitary Sewer Main (10-15' Deep)	LF	735	\$ 65.0	\$ 47,775	735	\$ 47,775.0	0	\$ -	0	\$ -
23	8" Sanitary Sewer Main (15'-20' Deep)	LF	469	\$ 100.0	\$ 46,900	469	\$ 46,900.0	0	\$ -	0	\$ -
24	Improved Pipe Foundation (6" thick)	LF	4650	\$ 3.0	\$ 13,950	1960	\$ 5,880.0	1390	\$ 4,170.0	1300	\$ 3,900.0
25	8"x4" PVC WYE	EA	86	\$ 350.0	\$ 30,100	30	\$ 10,500.0	31	\$ 10,850.0	25	\$ 8,750.0
26	Connect to Existing Sanitary Sewer Main	EA	1	\$ 2,500.0	\$ 2,500	1	\$ 2,500.0	0	\$ -	0	\$ -
27	4" PVC Sanitary Sewer Pipe (stubbed to edge of ROW)	LF	2838	\$ 28.0	\$ 79,464	990	\$ 27,720.0	1023	\$ 28,644.0	825	\$ 23,100.0
28	Televise Sanitary Sewer	LF	4650	\$ 3.0	\$ 13,950	1960	\$ 5,880.0	1390	\$ 4,170.0	1300	\$ 3,900.0
29	Lift Station Valve Vault Modifications	LS	1	\$ 5,000.0	\$ 5,000	1	\$ 5,000.0	0	\$ -	0	\$ -
30	8" PVC watermain	LF	5343	\$ 55.0	\$ 293,865	1983	\$ 109,065.0	1935	\$ 106,425.0	1425	\$ 78,375.0
31	8" Gate Valve	EA	16	\$ 3,200.0	\$ 51,200	8	\$ 25,600.0	3	\$ 9,600.0	5	\$ 16,000.0
32	Hydrant with 6" GV, Tee and 6" PVC lead	EA	10	\$ 10,200.0	\$ 102,000	4	\$ 40,800.0	3	\$ 30,600.0	3	\$ 30,600.0
33	8" Watermain Tee	EA	15	\$ 1,050.0	\$ 15,750	7	\$ 7,350.0	4	\$ 4,200.0	4	\$ 4,200.0
34	8" Watermain Bend	EA	21	\$ 575.0	\$ 12,075	12	\$ 6,900.0	2	\$ 1,150.0	7	\$ 4,025.0
35	Connect to Existing Watermain	EA	3	\$ 2,000.0	\$ 6,000	2	\$ 4,000.0	0	\$ -	1	\$ 2,000.0
36	1" Copper Water Services (stubbed to edge of ROW)	EA	86	\$ 2,000.0	\$ 172,000	30	\$ 60,000.0	31	\$ 62,000.0	25	\$ 50,000.0
37	Storm Sewer 48" Manhole	EA	25	\$ 4,200.0	\$ 105,000	11	\$ 46,200.0	2	\$ 8,400.0	12	\$ 50,400.0
38	Storm Sewer 48" Manhole With 3' Sump	EA	4	\$ 4,800.0	\$ 19,200	2	\$ 9,600.0	1	\$ 4,800.0	1	\$ 4,800.0
39	Outlet Control Structures	EA	3	\$ 7,200.0	\$ 21,600	3	\$ 21,600.0	0	\$ -	0	\$ -
40	Flared End Structure 24"	EA	9	\$ 2,700.0	\$ 24,300	7	\$ 18,900.0	0	\$ -	2	\$ 5,400.0

41	15" RCP Storm Sewer Pipe	LF	1420	\$ 78.0	\$ 110,760	820	\$ 63,960.0	160	\$ 12,480.0	440	\$ 34,320.0
42	24" RCP Storm Sewer Pipe	LF	1420	\$ 90.0	\$ 127,800	820	\$ 73,800.0	160	\$ 14,400.0	440	\$ 39,600.0
43	Filter Basin Sand Section	CY	10270	\$ 26.0	\$ 267,020	10270	\$ 267,020.0	0	\$ -	0	\$ -
44	Filter Basin Clean Out	EA	60	\$ 475.0	\$ 28,500	60	\$ 28,500.0	0	\$ -	0	\$ -
45	Filter Basin Drain Tile	LF	5550	\$ 18.0	\$ 99,900	5550	\$ 99,900.0	0	\$ -	0	\$ -
46	Traffic Signs	EA	10	\$ 500.0	\$ 5,000	6	\$ 3,000.0	2	\$ 1,000.0	2	\$ 1,000.0
47	Site Restoration (seeding)	AC	49	\$ 1,200.0	\$ 58,800	21.10	\$ 25,325	15.83	\$ 18,999	12.06	\$ 14,476
48	Erosion Control	LS	1	\$ 101,000.0	\$ 101,000	0.43	\$ 43,500	0.32	\$ 32,635	0.25	\$ 24,866
Construction Subtotals (Grading, Street, Water, Sewer)					\$ 4,065,436		\$ 2,064,236		\$ 1,039,235		\$ 961,965
Contingency (15%)					\$ 609,815		\$ 309,635		\$ 155,885		\$ 144,295
Engineering (10%)					\$ 406,544		\$ 206,424		\$ 103,924		\$ 96,196
Total Estimated Project Cost					\$ 5,081,795		\$ 2,580,295		\$ 1,299,044		\$ 1,202,456
Total Cost Per Lot (62)					\$ 81,964		\$ 99,242		\$ 76,414		\$ 63,287
Total Cost per Unit (134)					\$ 37,924		\$ 33,081		\$ 51,962		\$ 38,789
				lot count =	62		26		17		19
				unit count =	134		78		25		31
			Estimated Lot Value	Estimated Revenue	Units	Estimated Revenue	Units	Estimated Revenue	Units	Estimated Revenue	
Single Family Lot Sale Value			36 \$ 65,000.00	\$ 2,340,000	20	\$ 1,300,000	9	\$ 585,000	7	\$ 455,000	
Twin Home (1/2 Lot Sale Value)			50 \$ 40,000.00	\$ 2,000,000	10	\$ 400,000	16	\$ 640,000	24	\$ 960,000	
Apartment Lot (1/48 Sale Value)			48 \$ 7,500.00	\$ 360,000	48	\$ 360,000		\$ -	0	\$ -	
Total Units and Revenue			134	\$ 4,700,000	78	\$ 2,060,000	25	\$ 1,225,000	31	\$ 1,415,000	
Profit / (Loss)				\$ (381,795)		\$ (520,295)		\$ (74,044)		\$ 212,544	
Project Cost Estimate Assumptions:											
No Land costs included											
No carrying or interest costs included											
Cost for 2024 construction - No inflation factor included for increasing construction costs or increasing lot values											
Property owners to install sidewalk except intersection ped ramps											
No street light costs included											
No private utility costs included											
No costs for pathways or park improvements											

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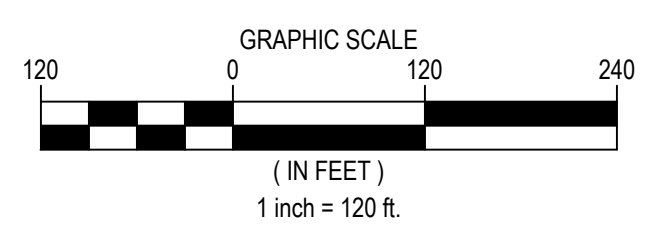
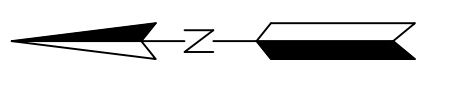


36 SINGLE FAMILY LOTS WITHIN SHORELAND DISTRICT
14 TWIN HOME LOTS OUTSIDE THE SHORELAND DISTRICT
TOTAL = 50 LOTS WITH 64 UNITS



A TYPICAL SECTION - 60' ROW
PUBLIC LOCAL STREET

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CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
TWIN CITY AREA: 651-454-0002
TOLL FREE 1-800-252-1166



NOTES

- 1. SIDEWALK TO BE INSTALLED AND PAID FOR BY BUILDER OF HOMES.
- 2. DRAINTILE WILL HAVE 1 CLEANOUT PER LOT FOR FUTURE SUMP PUMP CONNECTIONS.

LEGEND

- PROPERTY BOUNDARY
- LOT LINE
- EASEMENT LINE
- SETBACK LINE
- RIGHT OF WAY LINE
- CURB AND GUTTER
- ROAD CENTERLINE

Stantec
3200 HIGHWAY 52 NORTH
ROCHESTER, MN 55901
PHONE: (507) 282-2100
WWW.STANTEC.COM

CLIENT:

**GAITER LAKE RESIDENTIAL
DEVELOPMENT**
GAITER LAKE,
WASECA, MINNESOTA

PROJECT TITLE
ISSUE NO.
DESCRIPTION
DATE

CERTIFICATION:
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PROJECT NO.	#	
DWN BY: XXXX	CHKD BY: XXXX	APPD BY: XXXX
ISSUE DATE:		
ISSUE NO.:		X
SHEET TITLE:	SITE CONCEPT	
SHEET NO.:	EX-1	

GAITER LAKE SITE INFRASTRUCTURE					PHASE 1		PHASE 2		PHASE 3		
Feasibility Report Cost Estimate											
March 13 2024 estimate for 2024 construction											
20,000 SF Single Family Unit Concept #2 (50 Lots and 64 Units)					Total Capital Cost	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
Item	Units	Quantity	Unit Price	Cost		<i>1400 ~ Road Length</i>		<i>1613 ~ Road Length</i>		<i>1229 ~ Road Length</i>	
1	Mobilization & Demobilization, ~5%	LS	1	\$ 185,000	\$ 185,000	0.33	\$ 61,056.11	0.38	\$ 70,345.36	0.29	\$ 53,598.54
2	Property Acquisition	LS	1	\$ 50,000	\$ 50,000	1.00	\$ 50,000.00	0	\$ -	0	\$ -
3	Remove Concrete Curb	LF	140	\$ 5.0	\$ 700	70	\$ 350.0	0	\$ -	70	\$ 350.0
4	Sawcut Bituminous Pavement	LF	250	\$ 5.0	\$ 1,250	175	\$ 875.0	0	\$ -	75	\$ 375.0
5	Remove Bituminous Pavement	SY	200	\$ 8.0	\$ 1,600	180	\$ 1,440.0	0	\$ -	20	\$ 160.0
6	Wearing Course SPWEA340C	TON	1170	\$ 95.0	\$ 111,150	390	\$ 37,050.0	440	\$ 41,800.0	340	\$ 32,300.0
7	Base Course SPWEB330C	TON	1940	\$ 90.0	\$ 174,600	640	\$ 57,600.0	740	\$ 66,600.0	560	\$ 50,400.0
8	Class 5 Aggregate Base	CY	3720	\$ 38.0	\$ 141,360	1230	\$ 46,740.0	1410	\$ 53,580.0	1080	\$ 41,040.0
9	12" Select Granular Borrow	CY	5570	\$ 28.0	\$ 155,960	1840	\$ 51,520.0	2120	\$ 59,360.0	1610	\$ 45,080.0
10	Surmountable Curb and Gutter	LF	8486	\$ 22.0	\$ 186,692	2800	\$ 61,600.0	3226	\$ 70,972.0	2460	\$ 54,120.0
11	6" Perforated PVC Drain Tile	LF	8490	\$ 18.0	\$ 152,820	2800	\$ 50,400.0	3230	\$ 58,140.0	2460	\$ 44,280.0
12	4" Drain Tile Clean Out (Sump pump connection)	EA	45	\$ 475.0	\$ 21,375	18	\$ 8,550.0	18	\$ 8,550.0	9	\$ 4,275.0
13	Bituminous Tack Coat	GAL	350	\$ 3.0	\$ 1,050	120	\$ 360.0	130	\$ 390.0	100	\$ 300.0
14	Bituminous Preparation (structure adjustment & Sweeping)	LS	1	\$ 12,500.0	\$ 12,500	1	\$ 12,500.0	0	\$ -	0	\$ -
15	Geotextile Fabric Type V (non-woven)	SY	8030	\$ 2.0	\$ 16,060	2650	\$ 5,300.0	3050	\$ 6,100.0	2330	\$ 4,660.0
16	PED Ramps	EA	10	\$ 500.0	\$ 5,000	6	\$ 3,000.0	2	\$ 1,000.0	2	\$ 1,000.0
17	Topsoil Strip, Stockpile and Respread	CY	13059	\$ 4.5	\$ 58,766	4529	\$ 20,380.5	4830	\$ 21,735.0	3700	\$ 16,650.0
18	Common Excavation (CV)	CY	78369	\$ 5.3	\$ 411,437	27139	\$ 142,479.8	29070	\$ 152,617.5	22160	\$ 116,340.0
19	Sanitary Sewer 48" Manhole (8' deep)	EA	18	\$ 5,000.0	\$ 90,000	9	\$ 45,000.0	2	\$ 10,000.0	7	\$ 35,000.0
20	Sanitary Sewer 48" Manhole overdepth (Greater than 8' deep)	EA	5	\$ 450.0	\$ 2,250	5	\$ 2,250.0	0	\$ -	0	\$ -
21	8" Sanitary Sewer Main (0-10' Deep)	LF	3220	\$ 50.0	\$ 161,000	530	\$ 26,500.0	1390	\$ 69,500.0	1300	\$ 65,000.0
22	8" Sanitary Sewer Main (10-15' Deep)	LF	515	\$ 65.0	\$ 33,475	515	\$ 33,475.0	0	\$ -	0	\$ -
23	8" Sanitary Sewer Main (15'-20' Deep)	LF	328	\$ 100.0	\$ 32,800	328	\$ 32,800.0	0	\$ -	0	\$ -
24	Improved Pipe Foundation (6" thick)	LF	4070	\$ 3.0	\$ 12,210	1380	\$ 4,140.0	1390	\$ 4,170.0	1300	\$ 3,900.0
25	8"x4" PVC WYE	EA	64	\$ 350.0	\$ 22,400	18	\$ 6,300.0	27	\$ 9,450.0	19	\$ 6,650.0
26	Connect to Existing Sanitary Sewer Main	EA	1	\$ 2,500.0	\$ 2,500	1	\$ 2,500.0	0	\$ -	0	\$ -
27	4" PVC Sanitary Sewer Pipe (stubbed to edge of ROW)	LF	2112	\$ 28.0	\$ 59,136	594	\$ 16,632.0	891	\$ 24,948.0	627	\$ 17,556.0
28	Televise Sanitary Sewer	LF	4063	\$ 3.0	\$ 12,189	1373	\$ 4,119.0	1390	\$ 4,170.0	1300	\$ 3,900.0
29	Lift Station Valve Vault Modifications	LS	1	\$ 5,000.0	\$ 5,000	1	\$ 5,000.0	0	\$ -	0	\$ -
30	8" PVC watermain	LF	4748	\$ 55.0	\$ 261,140	1388	\$ 76,340.0	1935	\$ 106,425.0	1425	\$ 78,375.0
31	8" Gate Valve	EA	14	\$ 3,200.0	\$ 44,800	6	\$ 19,200.0	3	\$ 9,600.0	5	\$ 16,000.0
32	Hydrant with 6" GV, Tee and 6" PVC lead	EA	9	\$ 10,200.0	\$ 91,800	3	\$ 30,600.0	3	\$ 30,600.0	3	\$ 30,600.0
33	8" Watermain Tee	EA	13	\$ 1,050.0	\$ 13,650	5	\$ 5,250.0	4	\$ 4,200.0	4	\$ 4,200.0
34	8" Watermain Bend	EA	18	\$ 575.0	\$ 10,350	9	\$ 5,175.0	2	\$ 1,150.0	7	\$ 4,025.0
35	Connect to Existing Watermain	EA	3	\$ 2,000.0	\$ 6,000	2	\$ 4,000.0	0	\$ -	1	\$ 2,000.0
36	1" Copper Water Services (stubbed to edge of ROW)	EA	64	\$ 2,000.0	\$ 128,000	18	\$ 36,000.0	27	\$ 54,000.0	19	\$ 38,000.0
37	Storm Sewer 48" Manhole	EA	24	\$ 4,200.0	\$ 100,800	10	\$ 42,000.0	2	\$ 8,400.0	12	\$ 50,400.0
38	Storm Sewer 48" Manhole With 3' Sump	EA	3	\$ 4,800.0	\$ 14,400	1	\$ 4,800.0	1	\$ 4,800.0	1	\$ 4,800.0
39	Outlet Control Structures	EA	2	\$ 7,200.0	\$ 14,400	2	\$ 14,400.0	0	\$ -	0	\$ -
40	Flared End Structure 24"	EA	6	\$ 2,700.0	\$ 16,200	4	\$ 10,800.0	0	\$ -	2	\$ 5,400.0

41	15" RCP Storm Sewer Pipe	LF	1170	\$ 78.0	\$ 91,260	570	\$ 44,460.0	160	\$ 12,480.0	440	\$ 34,320.0
42	24" RCP Storm Sewer Pipe	LF	1420	\$ 90.0	\$ 127,800	820	\$ 73,800.0	160	\$ 14,400.0	440	\$ 39,600.0
43	Filter Basin Sand Section	CY	7189	\$ 26.0	\$ 186,914	7189	\$ 186,914.0	0	\$ -	0	\$ -
44	Filter Basin Clean Out	EA	42	\$ 475.0	\$ 19,950	42	\$ 19,950.0	0	\$ -	0	\$ -
45	Filter Basin Drain Tile	LF	3885	\$ 18.0	\$ 69,930	3885	\$ 69,930.0	0	\$ -	0	\$ -
46	Traffic Signs	EA	10	\$ 500.0	\$ 5,000	6	\$ 3,000.0	2	\$ 1,000.0	2	\$ 1,000.0
47	Site Restoration (seeding)	AC	39	\$ 1,200.0	\$ 46,500	12.79	\$ 15,347	14.73	\$ 17,681	11.23	\$ 13,472
48	Erosion Control	LS	1	\$ 85,000.0	\$ 85,000	0.33	\$ 28,053	0.38	\$ 32,321	0.29	\$ 24,626
Construction Subtotals (Grading, Street, Water, Sewer)					\$ 3,454,174		\$ 1,479,936		\$ 1,030,485		\$ 943,753
Contingency (15%)					\$ 518,126		\$ 221,990		\$ 154,573		\$ 141,563
Engineering (10%)					\$ 345,417		\$ 147,994		\$ 103,049		\$ 94,375
Total Estimated Project Cost					\$ 4,317,717		\$ 1,849,920		\$ 1,288,106		\$ 1,179,691
Total Cost Per Lot					\$ 86,354		\$ 102,773		\$ 71,561		\$ 84,264
Total Cost per Unit					\$ 67,464		\$ 102,773		\$ 47,708		\$ 62,089
				lot count =	50		18		18		14
				unit count =	64		18		27		19
		Lot No.	Estimated Lot Value	Estimated Revenue		Lot No.	Estimated Revenue	Lot No.	Estimated Revenue	Lot No.	Estimated Revenue
Single Family Lot Sale Value		36	\$ 75,000.00	\$ 2,700,000		18	\$ 1,350,000	9	\$ 675,000	9	\$ 675,000
Twin Home (1/2 Lot Sale Value)		28	\$ 40,000.00	\$ 1,120,000		0	\$ -	18	\$ 720,000	10	\$ 400,000
Note: Added \$10,000 in value per Single Family lot due to increased lot size											
Total Units and Revenue		64		\$ 3,820,000		18	\$ 1,350,000	27	\$ 1,395,000	19	\$ 1,075,000
Profit / (Loss)				\$ (497,717)			\$ (499,920)		\$ 106,894		\$ (104,691)
Project Cost Estimate Assumptions:											
No Land costs included											
No carrying or interest costs included											
Cost for 2024 construction - No inflation factor included for increasing construction costs or increasing lot values											
Property owners to install sidewalk except intersection ped ramps											
No street light costs included											
No private utility costs included											
No costs for pathways or park improvements											

PROPOSED COMPREHENSIVE PLAN UPDATE SCHEDULE

PART 1: Comprehensive Plan Review Schedule

COMPREHENSIVE PLAN UPDATE TASK:	STAFF REVIEW & RECOMMENDATIONS COMPLETED BY:	INITIAL PLANNING COMMISSION REVIEW & PUBLIC INPUT:	STAFF EDITS & PREPARES FINAL VERSION BY:	FINAL PLANNING COMMISSION REVIEW & PUBLIC INPUT:	CITY COUNCIL UPDATE:
Present & Finalize Comp Plan Update Schedule	May 2023				
Planning Commission Work Sessions	May 23, 2023 & June 27, 2023				
Inform Outside Agencies of the Schedule/Plan	June – July 2023				
Community Identity & Vision	July 31, 2023	Aug 2023			
			Aug 31, 2023	Sept 2023	Sept 19, 2023
Chapter 3: Land Use	Aug 31, 2023	Sept 2023			
			Sept 30, 2023	Oct 2023	Oct 17, 2023
Chapter 4: Transportation	Sept 30, 2023	Oct 2023			
			Oct 31, 2023	Nov 2023	Nov 21, 2023
BREAK: DECEMBER 2023					
Chapter 5: Parks, Trails, & Open Space	Dec 31, 2023	Jan 2024			
			Jan 31, 2024	Feb 2024	Feb 20, 2024
Chapter 6: Public Facilities & Services	Jan 31, 2024	Feb 2024			
			Feb 28, 2024	March 2024	March 19, 2024
Chapter 7: Housing	Feb 28, 2023	March 2024			
			March 31, 2024	April 2024	April 16, 2024
Chapter 8: Natural Resources & Environment	March 31, 2024	April 2024			
			April 30, 2024	May 2024	May 21, 2024
Chapter 9: Economic Development	April 30, 2024	May 2024			
			May 31, 2024	June 2024	June 18, 2024
Chapter 10: Heritage Preservation	May 31, 2024	June 2024			
			June 30, 2024	July 2024	July 16, 2024
Chapter 11: Community Facilities	June 30, 2024	July 2024			
			July 31, 2024	Aug 2024	Aug 20, 2024

PROPOSED COMPREHENSIVE PLAN UPDATE SCHEDULE

PART 2: Schedule for Comprehensive Plan & Associated Ordinance Amendment Adoption

GOAL:	TASK:	TIMEFRAME:
Adoption of the Updated Comprehensive Plan	Outside Agency, Consultant, and Planning Commission Review	September – December 2024
	Set Planning Commission Public Hearing Date	January 2025
	Planning Commission Public Hearing	February 2025
	Set City Council Public Hearing Date	
	City Council Public Hearing	March 2025
Review & Adoption of all Ordinance Amendments associated with the adopted Comprehensive Plan	Ordinance Amendment Review by City Staff	April – June 2025
	Ordinance Amendment Legal Review	July – September 2025
	Set Planning Commission Public Hearing Date	September 2025
	Planning Commission Public Hearing	October 2025
	Set City Council Public Hearing Date	
	City Council Public Hearing	November 2025