

REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, JUNE 2, 2020 7 p.m.
AGENDA

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

PUBLIC ACCESS INSTRUCTIONS

Dial: 1-929-436-2866

Meeting I.D. 940 8163 6601

Password: 824265

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

- 5 REQUESTS AND PRESENTATIONS
- 6 CONSENT AGENDA
 - A. Minutes –Regular City Council Meeting & Work Session 5/19/20
 - B. Payroll & Expenditures
 - C. Introduce Ordinance 1081: Annexation & Set Public Hearing – July 7, 2020
- 7 ACTION AGENDA
 - A. Public Hearing - Resolution 20-21: Adding Parcels to Eligible Tax Abatement List
 - B. Resolution 20-24: Approval of Tax Abatement Applications
 - C. Resolution 20-25: Outdoor Dining Areas
 - D. RCCA: Liquor License Pro-Rating Refunds
 - E. Council Meeting Format Discussion
- 8 REPORTS
 - A. City Manager’s Report
 - B. Commission Reports
- 9 ANNOUNCEMENTS
- 10 ADJOURNMENT

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

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

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

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

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

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

Dated: April 2, 2020


Lee Mattson, Waseca City Manager

MINUTES
CITY COUNCIL WORK SESSION
TUESDAY, MAY 19, 2020

The work session began at 6:00 p.m. virtually.

Councilmembers present: Roy Srp Larry Johnson (6:11 p.m.)
Allan Rose Mark Christiansen
Jeremy Conrath Les Tlougan
Daren Arndt

Staff present: Lee Mattson, City Manager
Mike Anderson, Assistant to the City Manager

Governor Executive Orders & Future Council Meetings

The Work Session began at 6:00 P.M.

City Manager Mattson began the work session by asking for discussion regarding Council support of the Executive Orders. Council discussed the recent orders and agreed they support the Governor and will wait for June 1 openings.

The Council discussed future Council meetings and how they wish to proceed. After a lengthy discussion they will remain doing them virtually during the COVID-19 pandemic. They asked staff to brainstorm ideas for budget work sessions in person.

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

R. D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER
OR AVAILABLE REPRESENTATIVE PER
COVID-19 ORDERS

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, May 19, 2020

CALL TO ORDER/ROLL CALL

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

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

Staff Present: Lee Mattson, City Manager
Mike Anderson, Assistant to the City Manager

MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

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

PUBLIC COMMENT

- 4 None

REQUESTS AND PRESENTATIONS

5. None

CONSENT AGENDA

- 6 It was moved by Christiansen seconded by Conrath, to approve the Consent Agenda as presented. Roll call 7-0. The motion carried.

- A. Minutes – Regular City Council Meeting May 5, 2020
- B. Payroll & Expenditures
- C. RCCA: Amending HWY 13 Cost Share Agreement

ACTION AGENDA

- 7 A. Resolution 20-22: Awarding Bids for Project 2020-01

City Manager informed Council that bids were received and the project was awarded to R.A.W. construction in the amount of \$983,405.91. The funding is in the 2020 budget. It was asked if the City has worked with this company before. The City Manager stated that former Engineer

Mark Duchene recommended them. It was moved by Tlougan, seconded by Conrath, to approve Resolution 20-22. Roll call 7-0.

B. Resolution 20-23: Approval of Russell Variance

The requested Variance is to allow a 12x20 addition out the back of the structure. The Planning Commission held a Public Hearing and made recommendation to Council for approval. It was moved by Christiansen, seconded by Rose, to approve Resolution 20-23. Roll call 7-0.

REPORTS

8. A. **City Manager's Report**

- Welcomed the new interns who started this week
- Staff continues to plan for the opening of City Facilities
- Recovery Coordinator search has re-opened
- Staff is following legislative moves for potential funding

B **Commission Reports**

-Park Board – Christiansen

- Parks and Trails are open
- Dog Park discussions are ongoing
- Northeast Trail project has begun
- New plantings are in downtown
- Next meeting is at Southview Park

-Tourism - Conrath

- Tourism assessment has been postponed to 2021
- Pledged \$8,000 towards fireworks

-Planning Commission

- Approved Russell Variance

-EDA

- COVID Grant Discussion
- Discussed purchase of former MnDOT site
- Benya Krause joined the meeting, she seeks funding for Lead for Minnesota Fellow

ANNOUNCEMENTS

Rose – Keep being safe and wear masks.

Christiansen – 3rd Ave NE looks great

ADJOURNMENT

- 10 There being no further business to be brought before the Council, it was moved by Arndt, seconded by Tloughan, to adjourn the meeting at 7:29 p.m.; Roll call, 7-0. Motion carried.

R. D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER
OR AVAILABLE STAFF PER COVID-19 ORDERS

LIST OF EXPENDITURES

June 2, 2020

Lee A. Milton
Micah Fischer

City Council	4,250.00	
Streets	27,661.58	
Parks	14,546.00	
Wastewater	14,398.41	
Utility Administration	4,709.63	
Utility Billing	7,810.70	
Electric	13,824.94	
Water	4,002.19	
Building and Code Compliance	2,614.42	
Police	57,371.94	
Administration	7,447.22	
Community Aides	0.00	
Fire	10,874.71	
Paid On Call Fire Department	700.00	
Election Judges	0.00	
PEG	0.00	
Finance	9,765.33	
Connections	1,908.96	
Community Development	5,259.10	
Engineering	16,262.07	
Recreation	3,427.14	
Econ Development	<u>2,685.97</u>	
Total Gross Payroll	209,520.31	
*Less- Payroll Deductions	<u>(67,932.21)</u>	
Net Payroll Cost		\$ 141,588.10

*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated: May 16, 2020-May 29, 2020 Includes check #'s 155134-155177 Bank ACH Withdrawals.....	<u>833,686.72</u>
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GRAND TOTAL EXPENDITURES \$ 975,274.82

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
General Fund					
05/29/2020	155155	Quadient Finance	Postage	101-15510-0000	1,000.00
Total 101155100000:					1,000.00
05/29/2020	52035	MN Sales and Use Tax Payable	Sales Tax payable	101-20210-0000	.30 M
Total 101202100000:					.30
05/29/2020	52030	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 5/17/2020	101-21701-0000	20,120.46 M
Total 101217010000:					20,120.46
05/29/2020	52023	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 5/17/2020	101-21702-0000	9,096.50 M
Total 101217020000:					9,096.50
05/29/2020	52030	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 5/17/2020	101-21703-0000	8,739.26 M
05/29/2020	52030	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 5/17/2020	101-21703-0000	8,645.29 M
Total 101217030000:					17,384.55
05/29/2020	52025	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 5/17/2020	101-21704-0000	1,344.57 M
05/29/2020	52025	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 5/17/2020	101-21704-0000	8,739.67 M
05/29/2020	52025	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 5/17/2020	101-21704-0000	7,081.16 M
05/29/2020	52025	Public Employees Retirement Assn (ACH	DEF CONTRIBUTION/EMPL Pay Period: 5/17/2020	101-21704-0000	88.05 M
05/29/2020	52025	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 5/17/2020	101-21704-0000	8,739.67 M
05/29/2020	52025	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 5/17/2020	101-21704-0000	10,621.73 M
05/29/2020	52025	Public Employees Retirement Assn (ACH	DEF CONT Employer Pay Period: 5/17/2020	101-21704-0000	88.05 M
Total 101217040000:					36,702.90
05/29/2020	20200418	Greater Mankato Area United Way	UNITED WAY Pay Period: 5/17/2020	101-21708-0000	55.00
Total 101217080000:					55.00
05/29/2020	155154	NCPERS Minnesota - 8266711	LIFE INSURANCE - PERA Pay Period: 5/17/2020	101-21711-0000	208.00
Total 101217110000:					208.00
05/29/2020	52030	ACH Internal Revenue Service	MEDICARE Pay Period: 5/17/2020	101-21712-0000	2,865.79 M
05/29/2020	52030	ACH Internal Revenue Service	MEDICARE Pay Period: 5/17/2020	101-21712-0000	2,865.79 M
Total 101217120000:					5,731.58
05/29/2020	52031	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 5/17/2020	101-21713-0000	1,060.00 M
05/29/2020	52031	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 5/17/2020	101-21713-0000	595.00 M
Total 101217130000:					1,655.00
05/29/2020	52029	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 5/17/2020	101-21714-0000	440.00 M
Total 101217140000:					440.00
05/29/2020	52024	AFLAC	AFLAC AFTER TAX Pay Period: 5/3/2020	101-21715-0000	325.78 M
05/29/2020	52024	AFLAC	AFLAC PRE TAX Pay Period: 5/3/2020	101-21715-0000	643.61 M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
05/29/2020	52024	AFLAC	AFLAC AFTER TAX Pay Period: 5/17/2020	101-21715-0000	325.78	M
05/29/2020	52024	AFLAC	AFLAC PRE TAX Pay Period: 5/17/2020	101-21715-0000	643.61	M
Total 101217150000:					1,938.78	
05/29/2020	52026	Further	Flex/HSA Reimbursements	101-21716-0000	495.54	M
05/29/2020	52032	Further	HSA DEDUCTION Pay Period: 5/17/2020	101-21716-0000	413.34	M
Total 101217160000:					908.88	
05/29/2020	52028	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 5/17/2020	101-21717-0000	1,245.95	M
Total 101217170000:					1,245.95	
05/29/2020	155152	MN Public Employees Insurance Progra	PEIP Single Pay Period: 5/3/2020	101-21720-0000	12,470.56	
05/29/2020	155152	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 5/3/2020	101-21720-0000	1,127.88	
05/29/2020	155152	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 5/3/2020	101-21720-0000	4,511.79	
05/29/2020	155152	MN Public Employees Insurance Progra	PEIP Family Pay Period: 5/3/2020	101-21720-0000	2,994.48	
05/29/2020	155152	MN Public Employees Insurance Progra	PEIP Family Pay Period: 5/3/2020	101-21720-0000	11,978.46	
05/29/2020	155152	MN Public Employees Insurance Progra	PEIP Single Pay Period: 5/17/2020	101-21720-0000	12,470.56	
05/29/2020	155152	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 5/17/2020	101-21720-0000	1,127.88	
05/29/2020	155152	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 5/17/2020	101-21720-0000	4,511.79	
05/29/2020	155152	MN Public Employees Insurance Progra	PEIP Family Pay Period: 5/17/2020	101-21720-0000	2,994.48	
05/29/2020	155152	MN Public Employees Insurance Progra	PEIP Family Pay Period: 5/17/2020	101-21720-0000	11,978.46	
05/29/2020	155152	MN Public Employees Insurance Progra	Cobra Timlin	101-21720-0000	1,663.66	
05/29/2020	155152	MN Public Employees Insurance Progra	Cobra McKAy	101-21720-0000	608.32	
05/29/2020	155152	MN Public Employees Insurance Progra	Anderson Adjustment	101-21720-0000	1,055.34	
05/29/2020	155152	MN Public Employees Insurance Progra	Olsem Adjustment	101-21720-0000	608.32	
Total 101217200000:					70,101.98	
05/29/2020	155147	Homstad, Wanda	Park reservation Cancellation	101-34785-0000	90.00	
05/29/2020	155177	Zimmerman, Tammy	Park Reservation cancellation	101-34785-0000	135.00	
Total 101347850000:					225.00	
05/29/2020	20200417	Discover Waseca Tourism	March Lodging Tax	101-41110-4440	928.05	
05/29/2020	20200417	Discover Waseca Tourism	February Lodging Tax	101-41110-4440	1,732.51	
Total 101411104440:					2,660.56	
05/29/2020	20200417	Discover Waseca Tourism	2020 Funding	101-41110-4455	1,500.00	
05/29/2020	20200417	Discover Waseca Tourism	City contribution - Lakefest	101-41110-4455	1,500.00	
05/29/2020	20200433	Southern MN Initiative Fund	2020 City Funding	101-41110-4455	2,000.00	
05/29/2020	155167	Waseca Area Neighborhood Service Cen	2020 Funding	101-41110-4455	2,850.00	
05/29/2020	20200436	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00	
05/29/2020	155168	Waseca Art Center	first half of funding	101-41110-4455	1,500.00	
05/29/2020	155169	Waseca County Agricultural Society	2020 funding	101-41110-4455	1,000.00	
05/29/2020	155171	Waseca County Historical Society	First half of Funding	101-41110-4455	2,250.00	
05/29/2020	155173	Waseca Lakes Association	City Contribution - Lake Cleanup	101-41110-4455	2,000.00	
Total 101411104455:					15,725.00	
05/29/2020	155157	SMART Transit	First half of funding	101-41110-4730	10,200.00	

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101411104730:					10,200.00
05/29/2020	20200424	Innovative Office Supply	Toner	101-41320-2000	102.04
05/29/2020	20200431	Personalized Printing Inc.	office supplies	101-41320-2000	187.80
Total 101413202000:					289.84
05/29/2020	155156	Shred-it USA LLC	Monthly Service	101-41320-3100	15.74
Total 101413203100:					15.74
05/29/2020	52027	Further	VEBA/HSA Admin Fees	101-41500-1600	288.25 M
Total 101415001600:					288.25
05/29/2020	155172	Waseca County Treasurer	Legal Services - Contract Payment	101-41600-3000	5,370.33
Total 101416003000:					5,370.33
05/29/2020	20200430	Pantheon Computer Systems Inc.	June Service	101-41920-3100	6,483.75
Total 101419203100:					6,483.75
05/29/2020	20200406	A. H. Hermel Company	Coffee and creamer for breakroom	101-41940-2170	91.04
05/29/2020	155155	Quadient Finance	Postage Meter Supplies-Ink	101-41940-2170	139.73
Total 101419402170:					230.77
05/29/2020	20200410	Cady Business Technologies Inc	Monthly Phone Support Plan	101-41940-3100	262.62
05/29/2020	155140	Cintas Corporation	Floor mat service	101-41940-3100	45.05
Total 101419403100:					307.67
05/29/2020	155143	Consolidated Communications	Monthly Billing	101-41940-3200	179.24
05/29/2020	155143	Consolidated Communications	Monthly Billing	101-41940-3200	89.96
Total 101419403200:					269.20
05/29/2020	155138	Centerpoint Energy	Monthly Billing	101-41940-3800	260.94
Total 101419403800:					260.94
05/29/2020	20200432	Restoration Services Inc	Security Glass at City Hall	101-41940-4000	2,010.00
Total 101419404000:					2,010.00
05/29/2020	20200424	Innovative Office Supply	Office Supplies - Police	101-42100-2000	72.40
Total 101421002000:					72.40
05/29/2020	20200420	Harren, Andrew	Uniform Allowance	101-42100-2180	46.99
05/29/2020	20200426	Kaplan, Jacob	uniform allowance	101-42100-2180	46.99
05/29/2020	20200435	Streicher's	Uniform expense	101-42100-2180	159.98

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421002180:					253.96
05/29/2020	20200414	Computer Information Systems inc	CIS license renewal	101-42100-3100	900.00
05/29/2020	155156	Shred-it USA LLC	Monthly Service	101-42100-3100	15.74
Total 101421003100:					915.74
05/29/2020	155143	Consolidated Communications	Monthly Billing	101-42100-3200	179.24
05/29/2020	155143	Consolidated Communications	Monthly Billing	101-42100-3200	282.15
05/29/2020	155143	Consolidated Communications	Monthly Billing	101-42100-3200	27.22
Total 101421003200:					488.61
05/29/2020	155138	Centerpoint Energy	Monthly Billing	101-42100-3800	227.58
Total 101421003800:					227.58
05/29/2020	20200411	Central Fire Protection Inc.	Extinguisher Tags	101-42200-2160	15.00
Total 101422002160:					15.00
05/29/2020	155153	MPeters Enterprises Inc.	Flags	101-42200-2170	80.00
Total 101422002170:					80.00
05/29/2020	155134	Aspen Mills Inc	Class A Uniform - M Kahnke	101-42200-2180	720.25
05/29/2020	155134	Aspen Mills Inc	Class A Uniform - N Gallagher	101-42200-2180	705.60
Total 101422002180:					1,425.85
05/29/2020	155144	Fire Safety USA Inc.	Safety Glasses	101-42200-2190	550.50
Total 101422002190:					550.50
05/29/2020	155143	Consolidated Communications	Monthly Billing	101-42200-3200	27.22
Total 101422003200:					27.22
05/29/2020	155138	Centerpoint Energy	Monthly Billing	101-42200-3800	227.58
05/29/2020	155143	Consolidated Communications	Monthly Billing	101-42200-3800	29.20
Total 101422003800:					256.78
05/29/2020	20200424	Innovative Office Supply	Office supplies	101-42400-2000	37.05
Total 101424002000:					37.05
05/29/2020	20200413	City Building Inspection Services LLC	April Building Inspections	101-42400-3000	5,079.33
Total 101424003000:					5,079.33
05/29/2020	155165	Verizon Wireless	Monthly Verizon Data Bill	101-43000-3200	65.03
Total 101430003200:					65.03

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
05/29/2020	155135	Auto Value Waseca	Parts	101-43100-2170	6.98
05/29/2020	20200408	Bomgaars Supply	Parts & Supplies	101-43100-2170	170.29
05/29/2020	155141	Cintas Corporation	First aid cabinet supplies	101-43100-2170	49.98
05/29/2020	20200422	IFACS	Saw Blades	101-43100-2170	684.00
05/29/2020	20200437	Waseca Sand & Gravel Inc.	concrete	101-43100-2170	354.00
05/29/2020	20200437	Waseca Sand & Gravel Inc.	concrete	101-43100-2170	450.00
05/29/2020	155176	Zacks Inc.	supplies	101-43100-2170	2,972.20
Total 101431002170:					4,687.45
05/29/2020	155142	City of Saint Paul	hot mix	101-43100-2171	846.82
Total 101431002171:					846.82
05/29/2020	20200407	AmeriPride Services Inc	uniform-service	101-43100-2180	203.85
05/29/2020	20200407	AmeriPride Services Inc	uniform-service	101-43100-2180	203.68
Total 101431002180:					407.53
05/29/2020	155143	Consolidated Communications	Monthly Billing	101-43100-3200	29.22
Total 101431003200:					29.22
05/29/2020	155138	Centerpoint Energy	Monthly Billing	101-43100-3800	525.34
Total 101431003800:					525.34
05/29/2020	20200416	Diamond Vogel Paints	paint supplies	101-43170-2170	30.40
05/29/2020	20200416	Diamond Vogel Paints	paint striper parts-street	101-43170-2170	54.95-
Total 101431702170:					24.55-
05/29/2020	20200423	Independent School District #829	City Contribution Comm Ed Rec	101-45100-3100	8,333.33
Total 101451003100:					8,333.33
05/29/2020	155146	Hawkins Inc	Hawkins Chemicals	101-45130-2165	563.10
05/29/2020	20200421	Horizon Commercial Pool Supply	Test Kit	101-45130-2165	224.65
Total 101451302165:					787.75
05/29/2020	20200408	Bomgaars Supply	Parts & Supplies	101-45130-2170	90.43
Total 101451302170:					90.43
05/29/2020	155145	Four Seasons Athletics	2020 Staff Shirts	101-45130-2180	520.00
Total 101451302180:					520.00
05/29/2020	155151	MK Service & Repair	Floor Machine Battery	101-45130-2210	609.29
Total 101451302210:					609.29
05/29/2020	155143	Consolidated Communications	Monthly Billing	101-45130-3200	166.56

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101451303200:					166.56
05/29/2020	155138	Centerpoint Energy	Monthly Billing	101-45130-3800	138.84
Total 101451303800:					138.84
05/29/2020	155174	WSE Massey Engineering & Surveying	TLCF Survey Work	101-45180-3000	2,682.50
Total 101451803000:					2,682.50
05/29/2020	20200419	H & J Fuel Inc	dyed fuel	101-45200-2120	620.77
Total 101452002120:					620.77
05/29/2020	20200408	Bomgaars Supply	Parts & Supplies	101-45200-2170	101.51
05/29/2020	20200408	Bomgaars Supply	Parts & Supplies	101-45200-2170	21.98
Total 101452002170:					123.49
05/29/2020	20200434	Spies, Loy	Uniform Reimbursement-Spies	101-45200-2180	174.93
Total 101452002180:					174.93
05/29/2020	20200408	Bomgaars Supply	Parts & Supplies	101-45200-2210	21.98
Total 101452002210:					21.98
05/29/2020	155149	McClune's Tree Service	Tree Removal at TLCF	101-45200-3100	800.00
Total 101452003100:					800.00
05/29/2020	155143	Consolidated Communications	Monthly Billing	101-45200-3200	25.23
Total 101452003200:					25.23
05/29/2020	155138	Centerpoint Energy	Monthly Billing	101-45200-3800	114.25
05/29/2020	155138	Centerpoint Energy	Monthly Billing	101-45200-3800	23.15
Total 101452003800:					137.40
05/29/2020	20200428	MTI Distributing Inc.	NEP Irrigation Pump	101-45200-4000	910.26
Total 101452004000:					910.26
05/29/2020	155138	Centerpoint Energy	Monthly Billing	101-45500-3800	212.85
05/29/2020	155143	Consolidated Communications	Monthly Billing	101-45500-3800	53.77
Total 101455003800:					266.62
Total General Fund:					243,303.17
Airport					
05/29/2020	155136	Blueglobes Inc.	Airport lights	230-49810-2170	211.18

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 230498102170:					211.18
05/29/2020	155159	Stensrud Aviation	Airport Contract Payment	230-49810-3100	2,300.00
Total 230498103100:					2,300.00
05/29/2020	52034	CenturyLink	Airport Phone and Internet	230-49810-3200	110.30 M
Total 230498103200:					110.30
05/29/2020	155138	Centerpoint Energy	Monthly Billing	230-49810-3800	28.33
Total 230498103800:					28.33
Total Airport:					2,649.81
Safe Haven Grant					
05/29/2020	20200424	Innovative Office Supply	Office Supplies	279-46350-2000	360.66
Total 279463502000:					360.66
Total Safe Haven Grant:					360.66
PEG Channel					
05/29/2020	20200430	Pantheon Computer Systems Inc.	20 ft cable for PEG	290-41920-2170	34.95
Total 290419202170:					34.95
Total PEG Channel:					34.95
Capital Improvement					
05/29/2020	155166	W W Blacktopping Inc.	Street Enhancement	430-43010-3103	18,765.96
Total 430430103103:					18,765.96
05/29/2020	20200425	James Brothers Construction Inc.	Class V gravel	430-43010-5440	504.00
Total 430430105440:					504.00
05/29/2020	20200438	WSB & Associates Inc	3rd St NE Engineering Services	430-43010-5560	1,384.50
Total 430430105560:					1,384.50
Total Capital Improvement:					20,654.46
Water					
05/29/2020	52035	MN Sales and Use Tax Payable	Sales Tax payable	601-20210-0000	1,093.37 M
Total 601202100000:					1,093.37
05/29/2020	52033	MN Public Facilities Authority	2019 PFA DW Repayment	601-22535-0000	225,047.26 M
Total 601225350000:					225,047.26
05/29/2020	155138	Centerpoint Energy	Monthly Billing	601-49401-3800	34.79

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601494013800:					34.79
05/29/2020	20200408	Bomgaars Supply	Parts & Supplies	601-49430-2170	30.97
05/29/2020	155164	USA Blue Book	Water Valve	601-49430-2170	116.21
Total 601494302170:					147.18
05/29/2020	155150	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	311.19
05/29/2020	155150	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	223.00
Total 601494303100:					534.19
05/29/2020	155143	Consolidated Communications	Monthly Billing	601-49585-3200	47.80
05/29/2020	155163	U.S. Postal Service	Postage - June utility bills	601-49585-3200	436.82
Total 601495853200:					484.62
05/29/2020	20200430	Pantheon Computer Systems Inc.	June Service	601-49586-4950	926.25
Total 601495864950:					926.25
05/29/2020	20200415	Core & Main LP	valve box adapter	601-49593-5300	108.62
Total 601495935300:					108.62
05/29/2020	155146	Hawkins Inc	Silicate pumps city wells	601-49593-5400	21,345.00
Total 601495935400:					21,345.00
Total Water:					249,721.28
Sanitary Sewer					
05/29/2020	52033	MN Public Facilities Authority	2019 PFA CW Repayment	602-22535-0000	200,737.98 M
Total 602225350000:					200,737.98
05/29/2020	155143	Consolidated Communications	Monthly Billing	602-49470-3200	461.34
Total 602494703200:					461.34
05/29/2020	155138	Centerpoint Energy	Monthly Billing	602-49470-3800	21.00
05/29/2020	155138	Centerpoint Energy	Monthly Billing	602-49470-3800	98.84
Total 602494703800:					119.84
05/29/2020	20200425	James Brothers Construction Inc.	Sewer service and riser repair 2nd Ave NW	602-49470-4000	4,932.36
05/29/2020	155160	Sun Up Construction Inc.	Alum Pond Cleaning Project	602-49470-4000	1,886.00
05/29/2020	155166	W W Blacktopping Inc.	Hot Mix	602-49470-4000	410.55
Total 602494704000:					7,228.91
05/29/2020	155164	USA Blue Book	lift station sump pump	602-49470-4020	563.14
Total 602494704020:					563.14

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
05/29/2020	20200419	H & J Fuel Inc	Generator Fuel	602-49480-2120	782.71
Total 602494802120:					782.71
05/29/2020	20200408	Bomgaars Supply	Parts & Supplies	602-49480-2170	5.98
05/29/2020	155146	Hawkins Inc	Chlorine Sulfur Dioxide	602-49480-2170	2,400.80
05/29/2020	155164	USA Blue Book	Lab Supplies	602-49480-2170	449.93
Total 602494802170:					2,856.71
05/29/2020	155161	Tech Sales Co.	Sampler Pump Tubing	602-49480-2210	400.00
05/29/2020	155164	USA Blue Book	Blowers	602-49480-2210	839.80
Total 602494802210:					1,239.80
05/29/2020	155140	Cintas Corporation	Floor Mats	602-49480-3100	19.10
05/29/2020	20200429	North Shore Analytical Inc.	Mercury Testing	602-49480-3100	410.00
05/29/2020	155158	Spee-Dee Delivery Service Inc.	Shipping	602-49480-3100	17.00
Total 602494803100:					446.10
05/29/2020	155143	Consolidated Communications	Monthly Billing	602-49480-3200	167.80
Total 602494803200:					167.80
05/29/2020	155138	Centerpoint Energy	Monthly Billing	602-49480-3800	1,437.92
05/29/2020	155175	Xcel Energy	April Service	602-49480-3800	10,462.50
Total 602494803800:					11,900.42
05/29/2020	155143	Consolidated Communications	Monthly Billing	602-49585-3200	47.80
05/29/2020	155163	U.S. Postal Service	Postage - June utility bills	602-49585-3200	436.82
Total 602495853200:					484.62
05/29/2020	20200430	Pantheon Computer Systems Inc.	June Service	602-49586-4950	926.25
Total 602495864950:					926.25
05/29/2020	155162	Thermal Process Systems	Biofilter Media	602-49593-5200	36,776.60
Total 602495935200:					36,776.60
Total Sanitary Sewer:					264,692.22
Electric Utility					
05/29/2020	52035	MN Sales and Use Tax Payable	Sales Tax payable	604-20210-0000	30,147.33 M
Total 604202100000:					30,147.33
05/29/2020	20200408	Bomgaars Supply	Parts & Supplies	604-49571-2170	289.08
Total 604495712170:					289.08
05/29/2020	20200427	M & R Electric Inc.	Electrician	604-49571-2295	64.53
05/29/2020	20200427	M & R Electric Inc.	Electrician	604-49571-2295	119.33

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495712295:					183.86
05/29/2020	155139	Church of the Sacred Heart	Commercial lighting rebate for school	604-49571-2330	1,163.75
05/29/2020	155170	Waseca County Community Services	Commercial Lighting Rebate	604-49571-2330	10,637.00
Total 604495712330:					11,800.75
05/29/2020	20200424	Innovative Office Supply	Ink	604-49585-2000	38.76
Total 604495852000:					38.76
05/29/2020	155143	Consolidated Communications	Monthly Billing	604-49585-3200	89.61
05/29/2020	155143	Consolidated Communications	Monthly Billing	604-49585-3200	32.30
05/29/2020	155163	U.S. Postal Service	Postage - June utility bills	604-49585-3200	436.81
Total 604495853200:					558.72
05/29/2020	155156	Shred-it USA LLC	Monthly Service	604-49586-3100	15.74
Total 604495863100:					15.74
05/29/2020	20200430	Pantheon Computer Systems Inc.	June Service	604-49586-4950	926.25
Total 604495864950:					926.25
05/29/2020	20200409	Border States Electric Supply	conversion supplies	604-49593-5300	718.67
Total 604495935300:					718.67
Total Electric Utility:					44,679.16
Storm Water Utility					
05/29/2020	155166	W W Blacktopping Inc.	Hot Mix-Alum Pond Project	651-43140-4000	2,856.00
05/29/2020	20200437	Waseca Sand & Gravel Inc.	Storm Sewer Repair - Alum Pond Project	651-43140-4000	464.00
05/29/2020	20200437	Waseca Sand & Gravel Inc.	Storm Sewer Repair - Alum Pond Project	651-43140-4000	464.00
Total 651431404000:					3,784.00
Total Storm Water Utility:					3,784.00
Central Garage Services					
05/29/2020	20200408	Bomgaars Supply	Parts & Supplies	701-43180-2170	15.96
05/29/2020	20200416	Diamond Vogel Paints	Paint supplies	701-43180-2170	316.35
05/29/2020	155148	Huber Supply Co Inc	welding gases	701-43180-2170	92.00
05/29/2020	155148	Huber Supply Co Inc	41/2" cutoff discs	701-43180-2170	177.00
Total 701431802170:					601.31
05/29/2020	155135	Auto Value Waseca	Parts	701-43180-2210	280.66
05/29/2020	155137	Bock's Service Inc.	Tires-Mini Grader	701-43180-2210	304.00
05/29/2020	155137	Bock's Service Inc.	Tires-three point mower	701-43180-2210	133.00
05/29/2020	155137	Bock's Service Inc.	Tires-Thin Ice Sign Trailer	701-43180-2210	128.00
05/29/2020	20200412	Christensen Tire Service	New Tires	701-43180-2210	764.08
05/29/2020	20200412	Christensen Tire Service	Tire replacement	701-43180-2210	1,029.32

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 701431802210:					2,639.06
05/29/2020	20200408	Bomgaars Supply	Parts & Supplies	701-43180-2400	57.41
05/29/2020	155176	Zacks Inc.	shop equipment/supplies	701-43180-2400	190.73
Total 701431802400:					248.14
Total Central Garage Services:					3,488.51
Property and Liability Insuran					
05/29/2020	155160	Sun Up Construction Inc.	West Yard Fence Repair	702-49955-3640	318.50
Total 702499553640:					318.50
Total Property and Liability Insuran:					318.50
Grand Totals:					833,686.72

Report Criteria:

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

ORDINANCE NO. 1081

**AN ORDINANCE ANNEXING CERTAIN LANDS FROM
ST MARY TOWNSHIP INTO THE CITY OF WASECA, MINNESOTA
AND ESTABLISHING ZONING THEREOF**

WHEREAS, Conagra Foods Packaged Foods LLC, is the owner of the property, incorporated herein by this reference (the Property); and

WHEREAS, The Property is described in **Exhibit A** and depicted in **Exhibit B** attached hereto and incorporated herein by this reference; and

WHEREAS, the Waseca City Council finds that the Property abuts the limits of the City of Waseca; the Property is owned by Conagra Foods Packaged Foods LLC; and the Property is not included with any other municipality.

NOW, THEREFORE, The City Council of Waseca, Minnesota does hereby determine, find and ordain:

- Section 1. That the Property abuts the City of Waseca
- Section 2. That the Property consists of 120.00 acres.
- Section 3. That the Property is owned by Conagra Foods Packaged Foods LLC and has petitioned for annexation.
- Section 4. The corporate limits of the City of Waseca area extended to include the Property.
- Section 5. Certified copies of this Ordinance shall be filed with Municipal Boundary Adjustments Office, and the Clerk of the St Mary Township Board.
- Section 6. This Ordinance shall be effective: upon passage and legal publication and the filing of the certified copies as described in Section 4; and, upon approval of the Ordinance by the Municipal Boundary Adjustments Office.
- Section 6. Upon annexation the parcel will be zoned I-2 – Moderate Industry District based on Staff Recommendation & Council Adoption of this Ordinance.
- Section 7. The Waseca Zoning Map shall be amended as shown in the attached **EXHIBIT C**.
- Section 8. The City and Township have mutually agreed, pursuant to Minnesota Statutes 414.036, reimbursements from the City to the Town shall occur for the taxes collected on land annexed into the City according to the following conditions:
 - a. All reimbursements will be based on the valuation of the tax capacity of the land as it exists in the town at the time of annexation.
 - b. The reimbursement of said land shall be paid in one lump sum.

Adopted by the City Council of Waseca, Minnesota, this _____, 2020.

R. D. SRP
MAYOR

ATTEST:

DENISE SEBERSON
ADMINISTRATIVE CLERK

Introduced:
Adopted:
Published:
Effective:

Annexation Legal Description

That part of the Northwest Quarter and that part of the North Half of the Southwest Quarter of Section 13, Township 107 North, Range 23 West, Waseca County, Minnesota, described as follows:

Beginning at the northeast corner of the West Half of said Section 13; thence S00°28'07"W (all bearings are referenced to the Waseca County Coordinate System NAD83 1996ADJ HARN) along the east line of said West Half 3595.95 feet; thence N89°39'46"W 1329.76 feet to the west line of the Northeast Quarter of said Southwest Quarter; thence N00°33'23"E along said west line 629.34 feet to the southeast corner of the North 330.00 feet of the Northwest Quarter of said Southwest Quarter; thence N89°39'46"W along the south line of the North 330.00 feet of the Northwest Quarter of said Southwest Quarter 755.50 feet to the northerly corner of Lot 1, Block 1, WASECA WASTEWATER TREATMENT FACILITIES FIRST ADDITION according to the plat thereof on file at the County Recorders office, Waseca County, Minnesota; thence N00°38'39"E along the northerly line of said Lot 1 a distance of 40.00 feet; thence N89°39'40"W along the northerly line of said Lot 1 a distance of 117.50 feet; thence N27°19'17"W along the northerly line of said Lot 1 a distance of 265.32 feet; thence N89°39'40"W along the northerly line of said Lot 1 a distance of 331.38 feet to the west line of said Southwest Quarter; thence N00°38'39"E along said west line 55.00 feet to the northwest corner of said Southwest Quarter; thence S89°39'46"E along the south line of said Northwest Quarter 1328.29 feet to the southwest corner of the East Half of said Northwest Quarter; thence N00°33'05"E along the west line of the East Half of said Northwest Quarter 2308.68 feet to a point distant southerly of the northeast corner of the Northwest Quarter of said Northwest Quarter; thence N89°34'26"W 396.00 feet parallel with the north line of said Northwest Quarter; thence N00°33'05"E 330.00 feet to the north line of said Northwest Quarter; thence S89°34'26"E along said north line 396.00 feet to the northwest corner of the East Half of said Northwest Quarter; thence S89°34'26"E along said north line 1324.49 feet to the northeast corner of the West Half of said Section 13 and the point of beginning.

Said tract contains 120.00 acres more or less and is subject to any easements of record.

EXHIBIT B

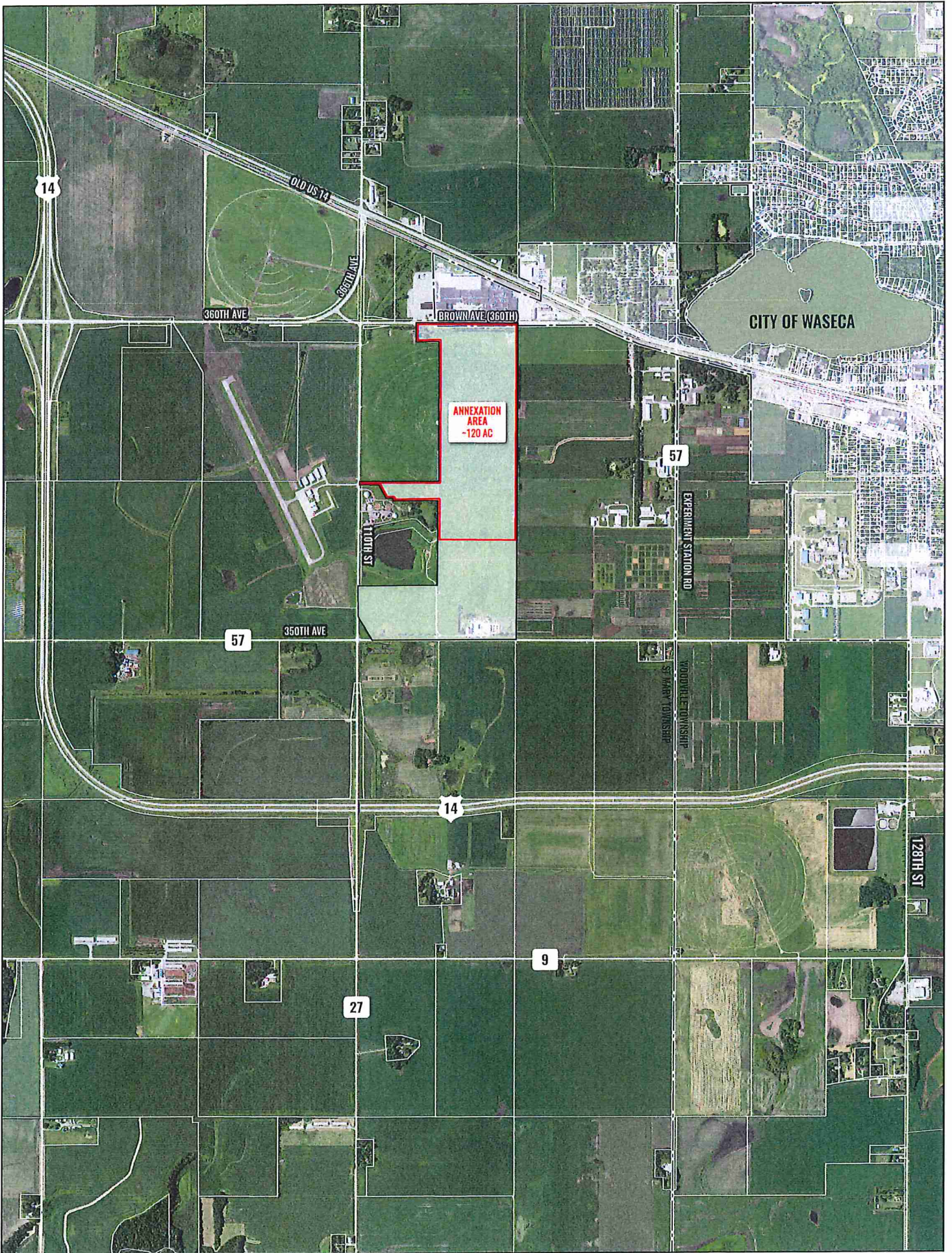
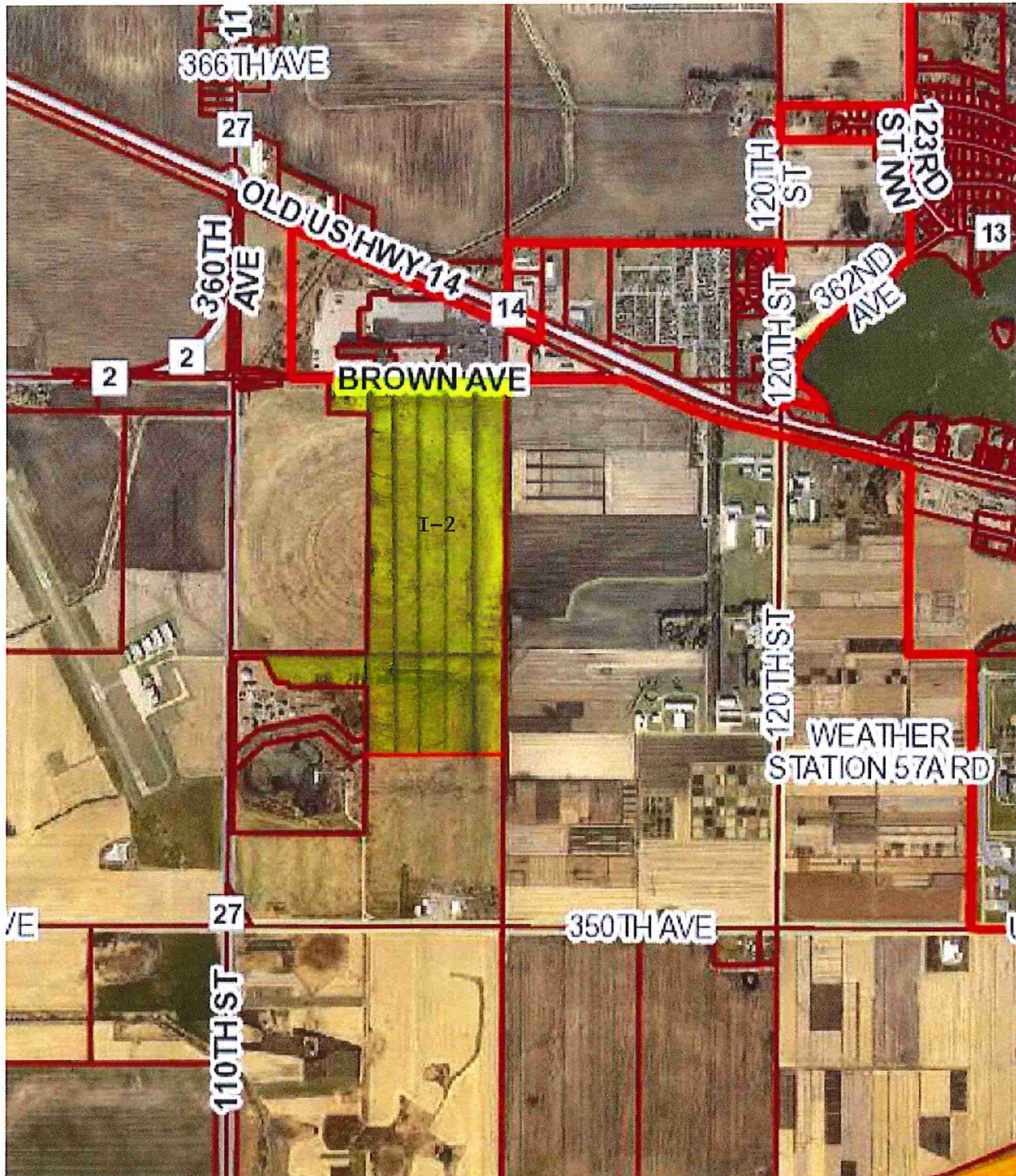


EXHIBIT C



REZONING SITE MAP

Conagra Foods Packaged Foods LLC

Yellow Area to be Zoned I-2

RESOLUTION NO. 20-21

**A RESOLUTION OF CITY OF WASECA, MINNESOTA
ADDING A RESIDENTIAL PARCEL TO THE PROPERTY TAX ABATEMENT PROGRAM**

WHEREAS, the City Council of the City of Waseca (“City Council”) adopted Resolution 19-08 on February 5, 2019, pursuant to which the City Council made certain amendments to its residential tax abatement program (the “Abatement Program”) previously established in Resolution No. 16-56, dated December 20, 2016, to encourage housing development within the City; and

WHEREAS, the parcels of real property eligible for participation in the Abatement Program were listed in Appendix 2 to Resolution 19-08 (the “eligible parcels”), and generally consist of every current vacant, unimproved parcel of property in a residential zoning district in the City of Waseca that are served by municipal infrastructure including central water and sanitary sewer service; and

WHEREAS, the City Council now wishes to add an additional improved residentially-zoned parcel (identified below) to the list of eligible parcels; and

WHEREAS, on June 2 , 2020, the Council held a public hearing on the question of adding the residentially-zoned parcel (identified below) to the list of eligible parcels, with proper notice being duly given and published in advance.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby amends Resolution 19-08 to add parcels #126200100 and 177120010 to the list of eligible parcels thereto as Appendix 2.

Adopted this 2nd day of June, 2020.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO CITY MANAGER
OR ELEGIBLE SIGNEE PER COVID-19

RESOLUTION. NO. 20-24

**A RESOLUTION OF CITY OF WASECA, MINNESOTA
APPROVING A RESIDENTIAL PROPERTY TAX ABATEMENT PROGRAM**

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the City Council approve the Tax Abatement Application substantially in form as presented, submitted by Ed Roesler & Monica Priebe

Adopted this 2nd day of June, 2020.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO CITY MANAGER

WASECA MINNESOTA

Residential Assistance Financing Application – Tax Abatement Program

Property Owner/s:

Name: Monica Priebe Date: 4-29-2020
 Address: [REDACTED] City: Waseca
 State: MN Zip Code: 56093 Status(check one): Married Single Partnership
 Contact Person / Authorized Representative: Monica Priebe Title: owner
 Contact Phone: [REDACTED] Email: [REDACTED]

PROJECT INFORMATION:

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

Please attach a legal description of the property.

Location of Proposed Project: [REDACTED] St NE, Waseca

Parcel #'s: _____

Present ownership of site: Monica Priebe

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

Current Property Taxes: City _____ County _____ Total _____

Market value of project following completion: \$400,000.00

Anticipated project start date: 4-28-2020 Completion Date: 8-30-2020

FINANCIAL INFORMATION:

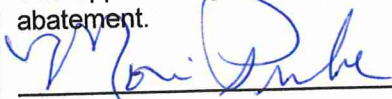
Estimated Project Related Costs:

- 1. Land Acquisition \$ 42,000.00
- 2. Site Development \$ 34,000.00
- 3. Building Cost \$ 324,000.00
- 4. TOTAL PROJECT COST \$ 400,000.00

Abatement Term	
3	<input type="checkbox"/>
6	<input type="checkbox"/>
10	<input type="checkbox"/>

AUTHORIZED SIGNATURE OF PROPERTY OWNER/S

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



4-29-2020

Applicant

Date

Applicant

Date

If abatement request is approved – an abatement agreement is required

When complete – please return to:

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

WASECA MINNESOTA

Residential Assistance Financing Application – Tax Abatement Program

Property Owner/s:

Name: Edward C. Roesler Date: _____
 Address: _____ City: Waseca
 State: Mn Zip Code: 56093 Status(check one): Married Single _____ Partnership _____
 Contact Person / Authorized Representative: Same Title: none
 Contact Phone: _____ Email: _____

PROJECT INFORMATION:

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

Please attach a legal description of the property.

Location of Proposed Project: _____ Waseca

Parcel #'s: R12.620.0100

Present ownership of site: Self

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

Current Property Taxes: City _____ County 80.00 Total 80.00

Market value of project following completion: _____

Anticipated project start date: Started Completion Date: 9/1/20

FINANCIAL INFORMATION:

Estimated Project Related Costs:

1. Land Acquisition	\$ <u>Owned</u>
2. Site Development	\$ <u>15,000.00</u>
3. Building Cost	\$ <u>285,000.00</u>
4. TOTAL PROJECT COST	\$ <u>300,000.00</u>

Abatement Term	
3	_____
6	_____
10	<input checked="" type="checkbox"/>

(10 yrs @ 50%)

AUTHORIZED SIGNATURE OF PROPERTY OWNER/S

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

Edward C. Roesh 4/11/20
Applicant Date

Applicant Date

If abatement request is approved – an abatement agreement is required

When complete – please return to:
City of Waseca
508 South State Street
Waseca, MN 56093
507-835-9700

Title:	Outdoor Dining Areas		
Meeting Date:	June 2, 2020	Agenda Item Number:	7C
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Maps, Indemnification Agreement, COVID Plan Template, Resolution 20-25, Draft MNDOT Resolution, Katie O’Leary Lease
Originating Department:	Administration	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>			
How does this item pertain to Vision 2030 goals?	Preserving Community Assets by assisting local businesses weather the current economic climate.		

BACKGROUND: Governor Walz has recently issued a new Executive Order that allows bars and restaurants to open outdoor operations. City staff proposes to adopt Resolution 20-25 that would temporarily suspend some zoning ordinances and allow food and drink businesses to operate in outdoor spaces, including parking spaces. This resolution would require a permit application that would be administratively approved by staff. Businesses would be required to have a COVID Preparedness plan and will receive a copy of the template included in the packet to assist them in developing their plan.

A number of area businesses have no outdoor space in which to operate. To assist these businesses, the City could allow businesses to use adjacent City-owned parking lots, utilize sidewalk areas, parking lanes on streets, or close city streets. The attached map shows areas that staff, working with the Chamber of Commerce, have identified as likely areas for outdoor dining. Where possible, staff wish to make space available for use by business. Business will be responsible for erecting any barriers or fences areas required to state law.

City staff also suggest that the City assist businesses by allowing the temporary placement of city-owned picnic tables in these designated outdoor dining areas. City staff is working with the Chamber of Commerce to develop a list of needs so that we can try to fairly apportion tables owned by the City. This will reduce the number of tables available at City Parks, but staff feels that supporting business in this effort outweighs the impacts caused by a lack of tables at a park. Businesses who receive temporary use of picnic tables will need to sign an Indemnification Agreement to protect the City from liability that may arise out of the tables use.

This issue continues to evolve very rapidly. In order to keep pace, staff requests that the Council provide a motion granting broad approval for staff to take immediate action to provide business assistance when deemed possible and safe. Staff would be empowered to close roads, sidewalks, parking lots, and limit access to public spaces that may be used by businesses. We do not believe all businesses will be ready to move forward in time for the June 2 Council Meeting but wish to respond expeditiously when these requests do come in.

Finally, it is possible that some businesses may wish to pursue operating within MNDOT right-of-way. MNDOT has recently released a process where applications are submitted to the City, approved by Council resolution, and submitted to the state. If any applications of this nature are received, they will be presented to the Council for consideration. A resolution will need to be approved by the Council for each application and this action cannot be delegated to staff.

BUDGET IMPACT: Staff is not proposing to purchase equipment at this time. Staff time will be devoted to implementing this program that will limit time spent on street or park issues while tables are being set up.

ALTERNATIVES CONSIDERED: Staff considered doing nothing or buying new equipment to assist business. Doing nothing was not considered acceptable and, as no COVID funding has yet been approved for cities, spending large sums of money to purchase tables was not considered prudent.

RECOMMENDATION:

1. Motion to approve Resolution 20-25.
2. Motion to approve Indemnification Agreement.
3. Motion to approve a Lease with Katie O’Leary’s.
4. Motion to authorize staff to close City-owned or controlled roads, parking lanes, sidewalks, and parking lots for use by outdoor restaurants and bars.

RESOLUTON 20-25

A RESOLUTION OF THE CITY OF WASECA SUSPENDING THE APPLICABLE ZONING REGULATIONS RELATING TO OUTDOOR DINING AND CREATING A TEMPORARY ADMINISTRATIVE WAIVER OF EXPANSION OF ON-SALE LIQUOR LICENSE SALES DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

THE CITY COUNCIL OF THE CITY OF WASECA RESOLVES:

The City Council of the City of Waseca resolved:

WHEREAS, on May 20, 2020, the State of Minnesota outlined plans, as mentioned in Executive Order 20-56, for bars and restaurants to open on June 1, 2020 for outdoor service so long as certain conditions, including social distancing are maintained to prevent the spread of COVID-19, to protect the patrons of the establishment; the employees of the establishment and the general public; and

WHEREAS, the City of Waseca wants to support its businesses and it also wants to protect the health of the community; and

WHEREAS, the City of Waseca supports the partial re-opening of bars and restaurants and is committed to working with bars and restaurants to make this work, including being flexible on adding temporary seating and working with the City in regards to parking;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Waseca states that bars and restaurants may apply for temporary exceptions of the City Code to add outdoor seating or reduce the number of required parking spaces, the City Council specifically resolves as follow:

1. *Temporary suspension of applicable zoning regulations relating to outdoor dining and creating temporary administrative waiver of expansion of on-sale liquor license sales during the COVID-19 public health emergency.*

a. **Purpose.** This Resolution provides a temporary suspension of applicable zoning regulations relating to outdoor dining is intended to assist businesses that have been impacted by the temporary business closures relating to COVID-19 pandemic. Minnesota Governor Walz issued Executive Order 20-01 declaring an emergency due to the COVID-19 pandemic, which has been extended by Executive Orders 20-35, 20-53 and 20-56 (collectively, the “Governor’s Orders”). The City Council declared a local emergency due to COVID-19 pandemic on March 23, 2020 by adopting Resolution No. 2020-16. The Governor’s Orders have prohibited sit-down, dine-in service at restaurants, which has threatened the economic health of many hospitality businesses and the vitality of Waseca’s businesses. Executive Order No. 20-56 outlines plans for bars and restaurants to open on June 1, 2020, for outdoor service so long as certain conditions, including social distancing, are maintained to prevent the spread of COVID-19. The City administers zoning within the City and may regulate land use as part of the City’s Zoning Authority. Minn. Stat. §462.355, Subd. 4, provides the City with authority to adopt actions to temporarily regulate activity. Under the current City Zoning Code, parking signage and other standards are imposed based upon characteristics of the use. Reduced occupancy

capacities will result in excess parking supplies under the City Zoning Code. The City wishes to provide dining establishments with added flexibility to establish temporary outside seating in available parking areas, sidewalks or other adjacent open spaces. The City will examine the effects of additional outdoor dining and modified parking supplies as a goal of this Resolution. The temporary expansion of outdoor dining has the potential to create impacts on circulation and traffic, firefighting, alcohol sales and consumption, and various other areas of local regulation.

b. **Temporary outdoor dining permit.** Temporary Outdoor Dining Permits (“TODP”) to be granted allowing expansion of outdoor dining onto sidewalks and/or parking lots. Business owners and licensees holding on-sale liquor licenses shall submit an application to the City Clerk and shall be accompanied with the following:

i. Site Plan showing the premises, including the location of the existing indoor facility, as well as the space proposed to be occupied by the temporary outdoor dining. The temporary outdoor dining area shall be physically enclosed with a temporary fence. The location of the dining area shall not interfere with safe on-site traffic circulation.

ii. Site Plan shall illustrate table and seating areas, pedestrian access ways, staff access ways, wait stations, trash receptacles and other uses of the outdoor spaces. The pedestrian access ways shall be designed to be disability accessible.

iii. Operations plan that describes the means of complying with the State of Minnesota guidelines for social distancing and sanitation as set forth in Section (10), and hours of operation.

iv. Seating capacity, in numbers of patrons that the TODP will serve, not to exceed fifty (50) people.

v. Structures, temporary or otherwise, proposed as a part of the TODP operation.

vi. Barrier placement and materials.

vii. Parking spaces remaining after establishment of the TODP that are typically available for use of the business.

viii. Available disability parking locations, maintaining compliance with disability parking requirements of the State.

ix. Location of building fire connection, and evidence of continued access.

x. Trash handling equipment and process

xi. Authorization from property owner, if different from business owner.

xii. Representation that applicant intends to comply with Governor’s Orders.

c. **Procedure.** The City Manager or Manager’s designee shall review the application against the criteria of this Interim Resolution. If approved, the City shall provide two (2) copies of the written TODP outlining conditions of approval. Said TODP shall be signed by both the City Manager or Manager’s designee and the applicant as an understanding of approval. One (1) copy shall be given to the applicant and one (1) copy shall be kept on record at the City.

d. **Denial.** In the event the application fails to meet the purpose and intent or the performance standards of this Interim Resolution, the City Manager or Manager’s designee

shall provide the applicant a written notice of denial. The applicant may appeal any administrative denial to the City Council or pursue other available remedies through this Code.

e. **Expanded liquor service area.** The City may administratively approve a temporary expansion of liquor license to allow for an expanded liquor service area to on-site liquor licensee with an approved TODP consistent with the limits and terms of this Interim Resolution.

f. **Compliance with all other applicable laws.** Any business in receipt of an approved TODP under this Interim Resolution shall be separately responsible for obtaining any other permits or licenses necessary to legally operate said business as proposed, including liquor licensing, Health Department approvals, or any other approval.

g. **Compliance with Governor's Orders.** Business owners shall comply with the terms of the Governor's Orders, including, but not limited to, the following provisions:

- i. Develop and implement a COVID-19 Preparedness
- ii. Open for outdoor dining or curbside pickup/delivery only.
- iii. Ensure at least 6 feet of distance with maximum on-premises capacity to no more than 50 persons.
- iv. Limit table service to 4 persons, or 6 if part of one family unit.
- v. Require reservations; do not allow walk-in customers.
- vi. Require masks or face shields to be worn by workers and strongly recommend that they be worn by customers
- vii. Establish regular disinfection routine and train workers.

h. **Authority to amend regulations.** The City Council retains the authority to modify or amend the regulations as a matter of course as they pertain to properties in general, or on a case-by-case basis to ensure equitable application of the purposes of this Interim Resolution.

i. **Authority to amend TODP.** The City Council shall have the authority to modify or amend any approved TODP to promote the public health, safety, and welfare, including termination of said TODP.

j. **Authority to terminate TODP.** The City Council shall have the authority to terminate this Interim Resolution at any time and for any purpose, including changes to the State of Minnesota's Emergency Order.

k. **Duration.** This Resolution shall remain in effect until the adoption of the official controls contemplated herein or until further Executive Order from the Governor which will allow bars and restaurants to re-start indoor food and beverage services, whichever occurs first, after which occurrence this Resolution shall lapse, unless properly extended pursuant to State law.

Section 2. Effective Date. This Resolution shall be effective after its passage.

APPROVED by the Waseca City Council this 2nd day of June, 2020.

R.D. Srp, Mayor

ATTEST:

Mike Anderson
Assistant to the City Manager

IDEMNIFICATION AGREEMENT

The City of Waseca a Municipal Corporation and _____ I enter into this agreement whereby the City has agreed to grant a special use to _____ to use city property in the operation of its' business, specifically the use of picnic tables, tables and chairs in conjunction with their business:

WHEREAS, the City of Waseca is a Municipal Corporation organized by Charter and under the statutes of Minnesota; and

WHEREAS S _____ are the owners and operators of _____; and

WHEREAS, _____ wish to operate an outdoors and in conjunction with the operation _____; and

WHEREAS, the City of Waseca wants to facilitate businesses in this time of need; and

WHEREAS, pursuant to that special use _____ will be serving food beverages including alcoholic beverages on the patio; and

WHEREAS, the City of Waseca has required that it be indemnified against any all injuries and/or dram shop actions that may be based on the operation of the patio;

NOW, THEREFORE, in consideration of the granting of a Special Use of City Property _____ do hereby promise and agree as follows:

1. Indemnification. _____ hereby agree to hold harmless and to indemnify the City of Waseca to fullest extent possible under laws, for any violation of Federal, Minnesota or Local law or regulation that occurs as a consequence of the operation of the patio. This specifically includes indemnifying the City of Waseca for any damages caused by the sale of alcohol to any person under the age of twenty-one, whether the identification check was performed by _____, the service staff, or the door staff. _____ will further indemnify the City of Waseca from any dram shop action that may be brought based on his performance of his duties as bartender.

2. Payment of Expenses, Fines, and Legal Costs. _____ agree to indemnify, repay and hold harmless the corporation in regards to any legal fees, fines, penalties that are incurred as the result of any violation of this agreement, specifically any violation of Federal, State, or Local law, ordinance or regulation that occurs during any time when they are using city property. They also agree to indemnify the City of Waseca for any costs associated with defending any dram shop action based on their use of the cities tables and chairs.

3. Insurance. _____ agree to maintain insurance for liability and dram shop actions that will specifically include the operation of the patio. _____ agree to provide the City of Waseca with a copy of the insurance policy. The amount of the policy shall be no less than \$100,000.00.

4. Term of Agreement. This agreement shall be in effect for the entire time that the picnic tables, tables and chairs from the City are being used in the provision of food and/or alcohol.

City of Waseca

By: _____
 It's: Mayor

By: _____
 It's: City Administrator

For City of Waseca Bars, Restaurants, & Other Services: Please read this document, fill out required areas and return it to MikeA@ci.waseca.mn.us or drop it off at City Hall

COVID-19 Preparedness Plan template and instructions for bars, restaurants and other services

Under Gov. Tim Walz's executive orders, identified businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan.

A business's COVID-19 Preparedness Plan shall establish and explain the policies, practices and conditions the business will implement to meet the State of Minnesota Industry Guidance for the business, Centers for Disease Control and Prevention (CDC) guidelines, federal Occupational Safety and Health Administration (OSHA) standards and applicable executive orders related to worker, visitor and customer safety and health while in their workplaces. The plan should have the strong commitment of management and be developed and implemented with the participation of workers. Plans must be provided to workers prior to beginning work and posted at the workplace in a manner that is accessible for workers to review. The Minnesota Department of Labor and Industry (DLI), in consultation with the Minnesota Department of Health (MDH), has the authority to determine whether a plan is adequate.

Your COVID-19 Preparedness Plan must include and describe how your business will implement, at a minimum, the following, in compliance with the industry guidance, CDC guidelines and OSHA standards above:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative protocols for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protections and protocols;
6. drop-off, pick-up and delivery protections and protocols; and
7. communications, training and supervision protocols.

For businesses that engage with customers and clients, the COVID-19 Preparedness Plan must include and describe how your business will implement, at a minimum, the following, in compliance with the industry guidance, CDC guidelines and OSHA standards above:

8. what customers and clients can do to minimize transmission;
9. additional protections and protocols for receiving and exchanging payment;
10. additional protections and protocols for managing occupancy;
11. additional protections and protocols to limit face-to-face interactions; and
12. additional protection and protocols for distancing and barriers.

This document includes a template that may be used by businesses to develop a COVID-19 Preparedness Plan that includes the components listed above. A business' plan should be **developed to fit the business and the risks of transmission that are present in the business' workplace(s). This template should be used with the State of Minnesota Industry Guidance developed by MDH and DLI for businesses required to create a COVID-19 Preparedness Plan. The State of Minnesota Industry Guidance is available at <http://mn.gov/deed/guidance>.**

Businesses are not required to use this template. However, all plans developed by businesses must address the components included in the State of Minnesota Industry Guidance developed for the type of business.

COVID-19 Preparedness Plan for [Company name]

[Company name] is committed to providing a safe and healthy workplace for all our workers **[and customers]**. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers **[and]** management **[customers and clients]**. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **[Company name]** managers and supervisors have our full support in enforcing the provisions of this policy and we encourage our workers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at **[company name]**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by **[Describe how worker concerns have been addressed, how worker suggestions and feedback have been requested, and how such suggestions have been integrated into developing the plan]**. Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative controls for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. drop-off, pick-up and delivery practices and protocols; and
7. communications, training and supervision practices and protocols.

[For businesses that engage with customers and clients, your COVID-19 Preparedness Plan must include and describe how your business will implement the following additional requirements:]

8. what customers and clients can do to minimize transmission;
9. additional protections and protocols for receiving and exchanging payment;
10. additional protections and protocols for managing occupancy;

11. additional protections and protocols to limit face-to-face interactions; and
12. additional protection and protocols for distancing and barriers.

1. Policies and procedures that assist in the identification of sick workers and ensure sick workers stay home

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. **[Describe how you address the requirements included in the State of Minnesota Industry Guidance for your business, including how you will address health screening, how workers will communicate with the business if they are sick or experiencing symptoms while at home, how workers report they are sick or experiencing symptoms while at work and how workers will be isolated in the workplace until they can be sent home.]**

[Company name] has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household. **[Describe your sick leave, Family Medical Leave Act (FMLA) leave and other policies addressing these situations.]** Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. **[Describe policy.]**

[Company name] has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. **[Describe policy.]** In addition, a policy has been implemented to protect the privacy of workers' health status and health information. **[Describe policy.]**

2. Social distancing – maintaining six feet of physical distancing

Social distancing of six feet will be implemented and maintained between workers in the workplace through the following engineering and administrative protocols: **[Describe how you address the requirements included in the State of Minnesota Industry Guidance applicable to your business, including how social distancing will be implemented, maintained and communicated to workers in your workplace].**

Social distancing of six feet will be implemented and maintained between workers and customers or clients in the workplace through the following engineering and administrative protocols: **[Describe protocols]. [If your business engages with customers or clients, your COVID-19 Preparedness Plan must also describe how your business will implement the additional requirements included in the State of Minnesota Industry Guidance applicable to your business, including how social distancing will be maintained and monitored and number of occupants will not exceed the limit on percentage of occupant capacity.]**

3. Worker hygiene and source controls

Worker hygiene and source controls are being implemented at our workplaces at all times. **[Describe how you are addressing the requirements for worker hygiene and source control, including the use of source control]**

face coverings, other protective equipment and hand hygiene included in the State of Minnesota Industry Guidance for your business.]

4. Workplace building and ventilation protocols

Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. **[Describe how you are addressing the building and ventilation protocols included in the State of Minnesota Industry Guidance for your business.]**

5. Workplace cleaning and disinfection protocols

Regular housekeeping practices are being implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas. Workers have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users. **[Describe how you are addressing the workplace cleaning and disinfection protocols included in the State of Minnesota Industry Guidance for your business.]**

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. **[Describe how you are addressing the requirements included in the State of Minnesota Industry Guidance applicable to your business, including cleaning and disinfecting supplies that have been procured, for what purpose they should be used and how they should be used, including if personal protective equipment is required.]**

6. Drop-off, pick-up and delivery practices and protocols

[Describe how you are addressing the drop-off, pick-up and delivery protocols included in the State of Minnesota Industry Guidance for your business.]

7. Communications, training and supervision practices and protocols

This COVID-19 Preparedness Plan was communicated **[explain how]** to all workers **[date]** and necessary training was provided. **[Describe how you are addressing the communications, training and supervision practices and protocols included in the State of Minnesota Industry Guidance for your business.]** Managers and supervisors are to monitor how effective the program has been implemented by **[explain how]**. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by **[Company name]** management and was posted throughout the workplace **[date]**. It will be updated as necessary.

For businesses that engage with customers and clients, your COVID-19 Preparedness Plan must include and describe how your business will implement components seven through 11 (below) in compliance with the State of Minnesota Industry Guidance for your business.

8. What customers and clients can do to minimize transmission of COVID-19

[Describe how you are addressing the requirements included in the State of Minnesota Industry Guidance for your business about what customers and clients can do to minimize transmission of COVID-19.]

9. Additional protections and protocols for receiving and exchanging payment

[Describe how you are addressing the additional protections and protocols for receiving and exchanging payment included in the State of Minnesota Industry Guidance for your business.]

10. Additional protections and protocols for managing occupancy

[Describe how you are addressing the additional protections and protocol for managing occupancy included in the State of Minnesota Industry Guidance for your business.]

11. Additional protections and protocols to limit face-to-face interactions

[Describe how you are addressing the additional protections and protocol to limit face-to-face interactions included in the State of Minnesota Industry Guidance for your business.]

12. Additional protection and protocols for distancing and barriers

[Describe how you are addressing the additional protections and protocol for distancing and barriers included in the State of Minnesota Industry Guidance for your business.]

Certified by:

[Signature]

[Title of management official]

IDEMNIFICATION AGREEMENT

The City of Waseca a Municipal Corporation and Katie O’Leary’s enter into this agreement whereby the City has agreed to grant a special use to Katie O’Leary’s to use a city owned parking lot in the operation of its’ business, specifically that Katie O’Leary’s will be able use the parking lot for the service of food and alcohol as authorized the order of Governor Walz:

WHEREAS, the City of Waseca is a Municipal Corporation organized by Charter and under the statutes of Minnesota; and

WHEREAS _____ are the owners and operators of Katie O’Leary’s; and

WHEREAS, _____ wish to operate an outdoors dining area and in conjunction with the operation Katie O’Leary’s; and

WHEREAS, the City of Waseca wants to facilitate businesses in this time of need; and

WHEREAS, pursuant to that special use Katie O’Leary’s will be serving food beverages including alcoholic beverages in the parking lot area designated by the city; and

WHEREAS, the City of Waseca has required that it be indemnified against any all injuries and/or dram shop actions that may be based on the operation of food and alcohol service in the parking lot of the city;

NOW, THEREFORE, in consideration of the granting of a Special Use of City Property _____ do hereby promise and agree as follows:

1. Indemnification. _____ hereby agree to hold harmless and to indemnify the City of Waseca to fullest extent possible under laws, for any violation of Federal, Minnesota or Local law or regulation that occurs as a consequence of the operation of the patio. This specifically includes indemnifying the City of Waseca for any damages caused by the sale of alcohol to any person under the age of twenty-one, whether the identification check was performed by the service staff, or the door staff or other person under the control of he owners. _____ will

further indemnify the City of Waseca from any dram shop action that may be brought based on his performance of his duties as bartender.

2. Payment of Expenses, Fines, and Legal Costs. _____ agree to indemnify, repay and hold harmless the corporation in regards to any legal fees, fines, penalties that are incurred as the result of any violation of this agreement, specifically any violation of Federal, State, or Local law, ordinance or regulation that occurs during any time when they are using city property. They also agree to indemnify the City of Waseca for any costs associated with defending any dram shop action based on their use of the city parking lot
3. Insurance. _____ agree to maintain insurance for liability and dram shop actions that will specifically include the operation of the patio. _____ agree to provide the City of Waseca with a copy of the insurance policy. The amount of the policy shall be no less than \$100,000.00. The insurance policy shall name the City of Waseca as an additional insured.
4. _____, agree that the area that is to be used to provide seating for the outdoor service of food shall be enclosed in some manner. _____ will submit a plan to prevent underage consumption or the improper removal of alcohol from the premises to the Chief of Police for the City of Waseca, the Chief shall then either approve the plan or make modifications which will need to be implemented prior to the sale of any alcohol in this area.
5. _____, agree to return the parking lot to the City of Waseca in the same condition that it was in at the time that they began its use,
6. Term of Agreement. This agreement shall be in effect for the entire time that the City Parking is being used in the provision of food and/or alcohol.

City of Waseca

By:

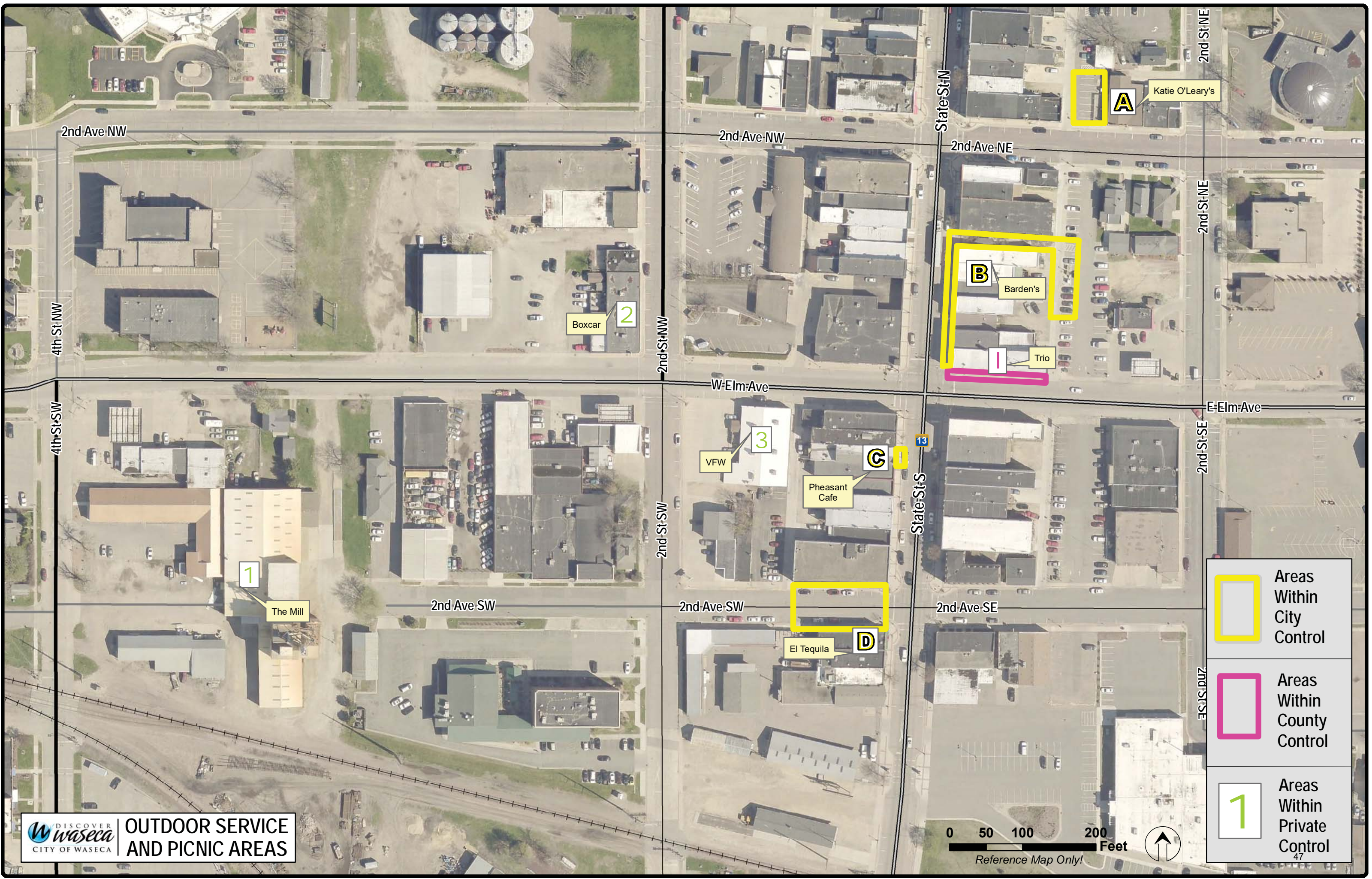
It's:

Mayor

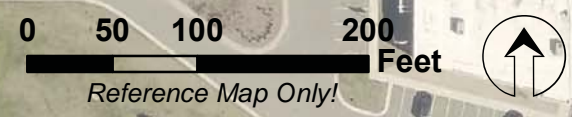
By:

It's:

City Manager

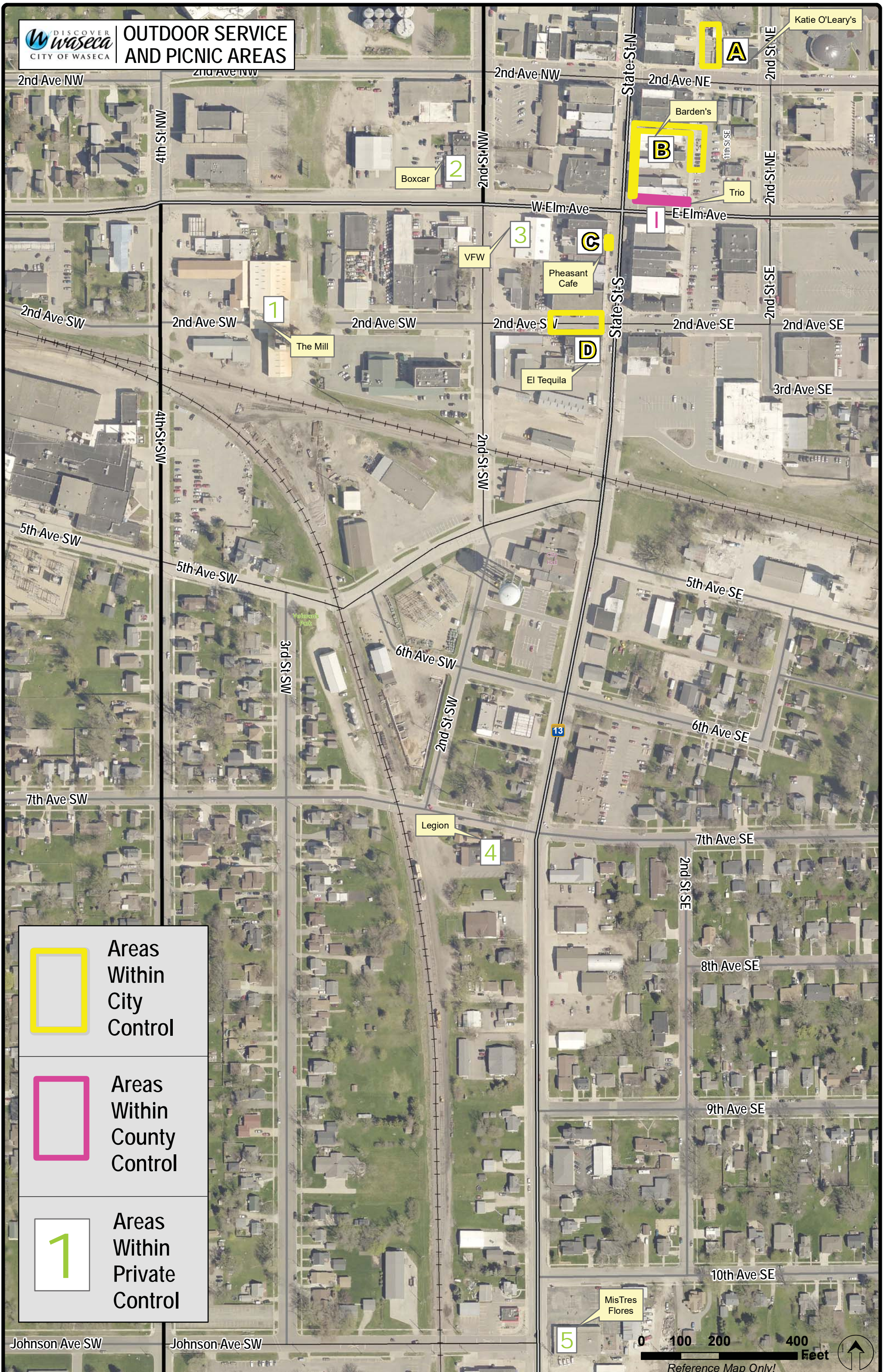


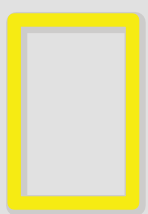
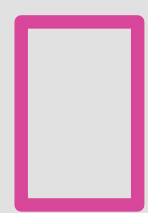

	Areas Within City Control
	Areas Within County Control
	Areas Within Private Control





OUTDOOR SERVICE AND PICNIC AREAS



	Areas Within City Control
	Areas Within County Control
	Areas Within Private Control



Title:	Refund a Proration of Liquor License Fees		
Meeting Date:	June 2, 2020	Agenda Item Number:	7D
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:	Documentation of Refunds
Originating Department:	Finance	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>			
How does this item pertain to Vision 2030 goals?	Preserving Community Assets by assisting local businesses weather the current economic climate.		

BACKGROUND: As stated in Executive Order 20-01 and extended in 20-35, 20-53, and 20-56, restaurants have been prohibited to be open for sit-down, dine-in services. This has created an economic hardship to local hospitality businesses.

Resolution 20-25 will suspend applicable zoning regulations relating to outdoor dining and creating a temporary administrative waiver of expansion of on-sale liquor license sales during the COVID-19 public health emergency on June 1, 2020.

Staff is recommending prorating 2020 Liquor Licenses for on-sale and Sunday fees during the time that hospitality businesses were prohibited to be open for dine-in services. Off Sale fees are not recommended to be prorated as there was still availability for sales per the Governor’s Executive Orders. Staff also recommends to provide this refund in 1 lump sum at the end of the refund period that is considered.

Months to be refunded would be April 2020 and May 2020. Starting June 1, 2020, with the successful approval of Resolution 20-25, sales of on-sale liquor licensees’ will be able to begin again with the approval of the Temporary Outdoor Dining Permit.

BUDGET IMPACT: This would have an impact of \$2,600.42 per month decrease in liquor license revenue.

RECOMMENDATION: Make a motion to refund on-sale liquor license fees based on a prorated amount per month for the months of April and May.

Trade Name	Fees			
	Off Sale	On Sale	Sunday	Monthly pro rate Amt
American Legion Post	\$ -	\$ 450.00	\$ 200.00	\$ 54.17
Barden's Liquor Store	\$ 135.00	\$ 2,105.00	\$ 200.00	\$ 192.08
Boat House Grill & Bar	\$ -	\$ 2,105.00	\$ 200.00	\$ 192.08
Lindner Discount Liquor	\$ 135.00	\$ -	\$ -	\$ -
Box Car Bar	\$ 135.00	\$ 2,105.00	\$ 200.00	\$ 192.08
Cash Wise Liquor	\$ 150.00	\$ -	\$ -	\$ -
The Warehouse	\$ 150.00	\$ 2,480.00	\$ 200.00	\$ 223.33
El Tequila Mexican Grill & Cantina	\$ -	\$ 2,105.00	\$ 200.00	\$ 192.08
Katie O'Leary's Beef & Brew	\$ 135.00	\$ 2,105.00	\$ 200.00	\$ 192.08
Kwik Trip #442	\$ 160.00	\$ -	\$ -	\$ -
Kwik Trip #1034	\$ 160.00	\$ -	\$ -	\$ -
Mis 3 Flores	\$ -	\$ 2,480.00	\$ -	\$ 206.67
Starfire Event Center	\$ -	\$ 2,105.00	\$ 200.00	\$ 192.08
Tasty House of Waseca	\$ -	\$ 295.00	\$ -	\$ 24.58
The Mill	\$ 135.00	\$ 2,480.00	\$ 200.00	\$ 223.33
Trio Coffee, Wine & Ale House	\$ 135.00	\$ 2,105.00	\$ 200.00	\$ 192.08
Sweet Sommers Post	\$ -	\$ 450.00		\$ 37.50
Walmart #1038	\$ 150.00	\$ -	\$ -	\$ -
Ward House Brewery	\$ 500.00	\$ -	\$ -	\$ -
Yellow Mushroom Restaurant	\$ -	\$ 650.00	\$ 200.00	\$ 70.83
Oscars	\$ -	\$ 2,480.00	\$ 200.00	\$ 223.33
El Molino	\$ -	\$ 2,105.00	\$ 200.00	\$ 192.08

\$ 2,600.42 Per Month