

REGULAR WASECA CITY COUNCIL MEETING
Wednesday, January 2, 2019, 7 p.m.
AGENDA

- 1 CALL TO ORDER/ROLL CALL
OATHS OF OFFICE – NEWLY ELECTED MAYOR AND COUNCILMEMBERS
- 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 after they reach the podium. 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 – December 18 , 2018
 - B. Payroll & Expenditures
 - C. **Resolution 19-01:** Tort Liability Limits
 - D. **Resolution 19-02:** Designation of City Depositories
 - E. **Resolution 19-03:** Approval of Tax Abatement Applications
 - F. **RCCA:** Authorize One Year Extension of Insurance Agent of Record Professional Services for the City of Waseca
- 7 ACTION AGENDA
 - A) **RCCA :** Downtown Flower Basket Decision
 - B) Appoint Mayor Pro Tem
 - C) **RCCA:** Small Cell Facility Collocation Aesthetics Policy
- 8 REPORTS
 - A. City Manager’s Report
- 9 ANNOUNCEMENTS
- 10 ADJOURNMENT

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, December 18, 2018

6A

CALL TO ORDER/ROLL CALL

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

Councilmembers present:

Mayor Roy Srp Mark Christiansen
Les Tlougan Allan Rose
Jeremy Conrath
Daren Arndt
Ann Fitch

Staff present:

Lee Mattson, City Manager
Mike Anderson, Assistant to the City Manager
Shelly Kolling, Finance Director
Carl Sonnenberg, Utilities Director

Others Present:

Tobacco 21 supporters (names listed during Public Hearing portion)

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 Conrath asked for the City Manager to Report on the Fire I.S.O. Rating ahead of item 5A and added a Fire Relief Association Report under 8B. Council Member Arndt added Planning Commission Report under 8B, and the City Manager updated item 6D to set a Public Hearing for Resolution 18-83 for January 15 and pulling the EDA applications from 6G.

It was moved by Arndt, seconded by Tlougan, to approve the agenda as amended. Motion carried 7-0.

PUBLIC COMMENT

- 4 None.

REQUESTS AND PRESENTATIONS

- 5A **Fire Department I.S.O. Rating:**

City Manager Mattson informed the Council that the City I.S.O. rating went from a 4 to a 3. He informed the Council this is a good rating Statewide, as there are no 1's and only a number of 2's in the entire State. This reflects well on the entire City.

- 5B **Adopting 2019 General Fund & Utility Budgets and setting Utility Rates:**
Finance Director Kolling gave a brief background on five (5) resolutions that Council had in front of them that have been discussed at work sessions. She stated that these resolutions were to adopt the 2019 Annual City Budget, Adopting 2019 Levy, and setting the Electric/Water/Sanitary Sewer Rates.

The City Council thanked Kolling and voted for the following resolutions:

Resolution 18-80 –Adopting 2019 Annual Budget, motion made by Conrath, seconded by Fitch, passed 7-0;

Resolution 18-81 – Adopting the 2019 Levy, motion made by Arndt, seconded by Tloughan, passed 7-0;

Resolution 18-84 – Set Electric Utility Rates, motion made by Fitch, seconded by Arndt, passed 7-0;

Resolution 18-85 – Set Water Utility Rates, motion made by Tloughan, seconded by Conrath, passed 7-0;

Resolution 18-86 – Set Sanitary Sewer Rates, motion made by Arndt, seconded by Conrath, passed 7-0;

- 5C **Resolution 18-87:** Adopting the 2019 EDA Levy:
Kolling informed the Council that the EDA Levy will be increased by \$2,365 from 2018 to 2019 if the resolution is passed. She informed Council that Staff recommends the adoption of Resolution 18-87.
Motion was made by Conrath, seconded by Srp to adopt Resolution 18-87. Motion passed 7-0.

- 5D **Resolution 18-79:** I & I Reduction Plan:
Utilities Director Sonnenberg said that the reason to adopt this resolution is to comply with the Schedule of Compliance to reduce clean water that enters the sanitary sewer system. The City is required to submit a plan authorized by the City Council to comply with the schedule of compliance.
Motion was made by Arndt, seconded by Conrath to adopt Resolution 18-79. Motion passed 7-0.

- 5E **Public Hearing: Ordinance 1069 – Tobacco Ordinance**
Mattson said we will be taking public comment on Ordinance 1069. The main change is raising the purchase age of tobacco to 21. The City Attorney has reviewed other amendments and has given his approval.

Public Hearing: Was open at 7:17 p.m. The following spoke in favor of Tobacco 21:

Abby Detmer - 36318 Clear Lake Drive

Alexis Spylander – Clearway MN Organization

Jaila Miller – 14125 Timber Lane

Jeremiah Miller – 14125 Timber Lane

Logan Maze - 124 13th Ave NW

Nathan Killmer – Senior at Waseca High School

Dan Forrest – 42125 State Highway 13

Hailey Detmer – 36318 Clear Lake Drive

Michelle Maze – 124 13th Ave NW

Troy Benson – 14638 Rice Lake Drive

Sara Berry – Director of Public Health

Mary Kraemer – 1011 Karney Ave, Mankato

Mariah Miller – 14528 147th Street

Liz Heimer – American Lung Association

Tina King – 37472 Clear Lake Drive

Andrea Burger – 1021 Orchard Road
Kay King- 37472 Clear Lake Drive
Those who spoke against Tobacco 21:
John Larson – Cash Wise
Tim Heilman – By The Way Grocery of Waseca

Mayor Srp thanked everyone for attending and being appreciative of those who are on either side of the issue. He informed people that he supports a tobacco free generation. He also informed people that he is supporting the 18-20 year olds because they deserve the right to free agency.

Councilmember Fitch asked the American Lung Association if they had any sort of tobacco diversion program. They responded no to her question but are willing to look into such program.

Public Hearing Closed: 8:14 p.m.

Council Member Arndt made a motion to approve Ordinance 1069 including all amendments, seconded by Christiansen. Mayor opened for discussion.

Councilmember Tloutan: Informed Council he would be voting yes for this ordinance. He is doing it for the kids.

Councilmember Conrath: Is in favor of the State or Federal level changing the purchase age to 21. He does not think this is a local issue and will be voting no on this ordinance.

Councilmember Fitch: Informed the public she was never around smoking growing, up but understands the significance of it. She commented that the students need to be educated more on this issue, schools need to take more steps. Finally, she said that this shouldn't be a local issue and feels we are jumping right into this when there are more measures to be taken. She stated she would be voting against this ordinance.

Councilmember Rose: stated that being the 21st City in the state would be huge if this were to pass. He has enough reasons to vote yes to the ordinance.

Councilmember Fitch asked when this ordinance would take place. Councilmember Arndt stated it would take effect 90 days after being published in the local paper.

After considerable discussion, the City Council voted to adopt Ordinance 1069; 4-3 (nay Conrath, Fitch, Srp).

CONSENT AGENDA

- 6 It was moved by Arndt, seconded by Christiansen to approve the Consent Agenda as previously amended. Motion carried 7-0 and included the following:
- A. Minutes – Regular City Council Meeting & Work Session – December 4, 2018
 - B. Payroll & Expenditures
 - C. Resolution 18-82: Approval of Tax Abatement Applications

- D. [Setting Public Hearing: Resolution 18-83 – Adding Parcel 17.703.0020 to Eligible Tax Abatement Lots](#). Public Hearing January 15, 2019
- E. Approval of Kwik Trip 3.2 Liquor License Renewal
- F. Approval of Off Sale Liquor License for Trio, Coffee, Wine, & Ale House
- G. [Accepting Park Board Application](#)
- H. RCCA: Stantec Flow Monitoring
- I. Approval of Contract Payments: Airport Projects & TLCF

ACTION AGENDA

7A. Resolution 18-88: Approving a Preliminary and Final Plat for Kwik Trip Subdivision

City Manager Mattson informed Council that Staff is requesting Council Action for the proposed Kwik Trip subdivision. The Planning Commission is recommending approval. Staff recommends the approval of Resolution 18-88.

It was moved by Christiansen, seconded by Fitch to approve Resolution 18-88. Motion passed 7-0.

REPORTS

8A City Manager's Report

- The PEG channel will be replacing equipment in the near future.
- City sidewalk and snow removal are complaint based. Code enforcement has a procedure in place once the complaint is received.
- Building permit costs will increase beginning in 2019.
- Will be meeting with the County Board in January on the issue of Industrial Recruitment.
- Elm/State intersection has been striped.

8B Commission Reports

- Fire Relief Association: Conrath
 - Recapped the work session with the City Council.
 - Going to have a couple of spots open after the first of the year that will need to be filled.
 - The annual meeting will be on January 14, at 7 p.m. at the Public Safety Building.
- Discover Waseca Tourism: Conrath, Fitch
 - Met at 5pm today.
 - Discussed the outdoor map.
 - Received at \$3,500 grant.
 - Sinister Forest was a huge success.
 - Looking to recruit new members.
- EDA
 - Talked about the Recovery Coordinator Position.
 - Had a special meeting with the County EDA a week ago.
 - Waseca has been chosen for a new conference in 2019.

- Discussed the need for daycare. Over 300 spots are needed.
- Heritage Preservation: Tlougan
 - Had a meeting to discuss and review the downtown nomination.
 - Commission members and Staff continue to work together.
- Planning Commission
 - Approved the preliminary and final plat for Kwik Trip.
 - Commission will be down to TWO members. Please volunteer.

ANNOUNCEMENTS

9 The following miscellaneous announcements were made by Councilmembers:

- Councilmember Arndt:
 - Merry Christmas to everyone.
 - Thanked Councilmembers and everyone for their work on Tobacco 21.
- Councilmember Tlougan:
 - Merry Christmas to everyone.
- Councilmember Fitch:
 - Thanked Staff for another great year.
- Councilmember Conrath:
 - Wished everyone a Happy New Year.
- Councilmember Rose
 - Wished everyone a Merry Christmas and a Happy New Year.
- Councilmember Christiansen
 - Merry Christmas and Happy New Year.
 - Had a tour of the Capital and enjoyed it.
- Mayor Srp
 - Hoping for more snow for Christmas.
 - Likes being part of a Council who is looking out for the people's best interest.

ADJOURNMENT

10 It was moved by Conrath, seconded by Christiansen, to adjourn the meeting at 9:05 p.m.;; motion carried 7-0.

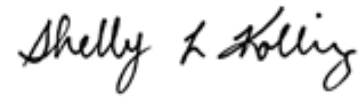
R. D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER



LIST OF EXPENDITURES

January 2, 2019



City Council	4,250.00	
Streets	25,753.52	
Parks	9,518.73	
Wastewater	8,504.90	
Utility Administration	4,291.01	
Utility Billing	7,486.70	
Electric	12,211.64	
Water	5,681.19	
Building and Code Compliance	2,499.91	
Police	59,702.02	
Administration	4,611.00	
Community Aides	850.00	
Fire	8,222.51	
Paid On Call Fire Department	516.45	
Election Judges	0.00	
PEG	0.00	
Finance	10,660.22	
Connections	3,820.90	
Community Development	5,217.18	
Engineering	15,431.19	
Recreation	2,497.82	
Econ Development	<u>2,437.82</u>	
Total Gross Payroll	194,164.71	
*Less- Payroll Deductions	<u>(66,498.37)</u>	
Net Payroll Cost		\$ 127,666.34

*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:
December 15, 2018-December 27, 2018
Includes check #'s 152998-153042
Bank ACH Withdrawals..... 472,553.52

GRAND TOTAL EXPENDITURES \$ 600,219.86

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
General Fund						
12/27/2018	153005	City of Waseca	Investment Purchase CD	101-10400-0000	135,000.00	
Total 101104000000:					135,000.00	
12/27/2018	121822	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 12/16/201	101-21701-0000	19,004.06	M
Total 101217010000:					19,004.06	
12/27/2018	121817	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 12/16/2018	101-21702-0000	8,923.70	M
Total 101217020000:					8,923.70	
12/27/2018	121822	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 12/16/2018	101-21703-0000	7,562.36	M
12/27/2018	121822	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 12/16/2018	101-21703-0000	7,562.36	M
Total 101217030000:					15,124.72	
12/27/2018	121819	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 12/16/2018	101-21704-0000	1,184.75	M
12/27/2018	121819	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 12/16/20	101-21704-0000	7,700.94	M
12/27/2018	121819	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 12/16/2018	101-21704-0000	6,263.56	M
12/27/2018	121819	Public Employees Retirement Assn (ACH	DEF CONTRIBUTION/EMPL Pay Period: 12/16/2018	101-21704-0000	117.40	M
12/27/2018	121819	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 12/16/20	101-21704-0000	7,461.29	M
12/27/2018	121819	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 12/16/2018	101-21704-0000	9,287.10	M
12/27/2018	121819	Public Employees Retirement Assn (ACH	DEF CONT Employer Pay Period: 12/16/2018	101-21704-0000	117.40	M
Total 101217040000:					32,132.44	
12/27/2018	20181067	Greater Mankato Area United Way	UNITED WAY Pay Period: 12/16/2018	101-21708-0000	28.00	
Total 101217080000:					28.00	
12/27/2018	153023	NCPERS Minnesota - 8266711	LIFE INSURANCE - PERA Pay Period: 12/16/2018	101-21711-0000	224.00	
Total 101217110000:					224.00	
12/27/2018	121822	ACH Internal Revenue Service	MEDICARE Pay Period: 12/16/2018	101-21712-0000	2,640.01	M
12/27/2018	121822	ACH Internal Revenue Service	MEDICARE Pay Period: 12/16/2018	101-21712-0000	2,640.01	M
Total 101217120000:					5,280.02	
12/27/2018	121823	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 12/16/2018	101-21713-0000	835.00	M
12/27/2018	121823	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 12/16/2018	101-21713-0000	495.00	M
Total 101217130000:					1,330.00	
12/27/2018	121821	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 12/16/2018	101-21714-0000	640.00	M
Total 101217140000:					640.00	
12/27/2018	121818	AFLAC	AFLAC AFTER TAX Pay Period: 12/2/2018	101-21715-0000	275.34	M
12/27/2018	121818	AFLAC	AFLAC PRE TAX Pay Period: 12/2/2018	101-21715-0000	659.79	M
12/27/2018	121818	AFLAC	AFLAC AFTER TAX Pay Period: 12/16/2018	101-21715-0000	275.34	M
12/27/2018	121818	AFLAC	AFLAC PRE TAX Pay Period: 12/16/2018	101-21715-0000	659.79	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101217150000:					1,870.26
12/27/2018	121814	Further	Flex/HSA Reimbursement	101-21716-0000	62.58 M
12/27/2018	121816	Further	Flex/HSA Reimbursement	101-21716-0000	1,317.00 M
12/27/2018	121824	Further	HSA DEDUCTION Pay Period: 12/16/2018	101-21716-0000	467.92 M
Total 101217160000:					1,847.50
12/27/2018	121820	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 12/16/2018	101-21717-0000	1,194.73 M
Total 101217170000:					1,194.73
12/27/2018	153038	Waseca Art Center	2nd Half City Contribution	101-41110-4455	1,500.00
12/27/2018	153040	Waseca County Historical Society	2nd half city contribution	101-41110-4455	2,250.00
Total 101411104455:					3,750.00
12/27/2018	20181078	Region Nine Development Commission	Grant application Prep	101-41320-3000	375.50
Total 101413203000:					375.50
12/27/2018	153028	Shred-it USA LLC	Monthly Service	101-41320-3100	14.08
Total 101413203100:					14.08
12/27/2018	153004	City of Waseca	Petty cash reimb	101-41320-3200	4.80
Total 101413203200:					4.80
12/27/2018	153027	Sandholm, Gary	Oct - Dec Mileage Reimbursement	101-41320-3350	154.23
Total 101413203350:					154.23
12/27/2018	20181057	APG Media of So MN LLC	Public hearing notice	101-41320-3400	39.00
Total 101413203400:					39.00
12/27/2018	20181068	Innovative Office Supply	Office Supplies	101-41500-2000	2.38
12/27/2018	20181068	Innovative Office Supply	Office supplies	101-41500-2000	8.11
Total 101415002000:					10.49
12/27/2018	153014	Hildi Inc	December Service	101-41500-3000	590.00
Total 101415003000:					590.00
12/27/2018	153004	City of Waseca	Petty cash reimb	101-41500-3200	24.70
Total 101415003200:					24.70
12/21/2018	152998	Sandholm, Gary	Issue PR Check 12/6/18 - Previously issued to fraud acc	101-41500-4310	1,621.46
Total 101415004310:					1,621.46
12/27/2018	153012	Hawk Labeling Systems	Label Maker	101-41940-2000	37.95

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/27/2018	20181068	Innovative Office Supply	Office Supplies	101-41940-2000	1.10
12/27/2018	20181068	Innovative Office Supply	Office supplies	101-41940-2000	6.05
Total 101419402000:					45.10
12/27/2018	20181058	Bomgaars Supply	Parts & Supplies	101-41940-2170	269.95
12/27/2018	153004	City of Waseca	Petty cash reimb	101-41940-2170	30.29
Total 101419402170:					300.24
12/27/2018	153002	Cintas Corporation	Floor Mat	101-41940-3100	48.09
Total 101419403100:					48.09
12/27/2018	153001	Centerpoint Energy	Monthly Billing	101-41940-3800	689.60
Total 101419403800:					689.60
12/27/2018	20181063	Culligan	Softener	101-41940-4000	2,975.55
Total 101419404000:					2,975.55
12/27/2018	20181083	WSB & Associates Inc	November Planning	101-41950-3100	1,426.00
Total 101419503100:					1,426.00
12/27/2018	20181068	Innovative Office Supply	Office supplies	101-42100-2000	43.80
12/27/2018	20181068	Innovative Office Supply	Office supplies	101-42100-2000	130.46
Total 101421002000:					174.26
12/27/2018	153002	Cintas Corporation	floor mats	101-42100-3100	15.28
12/27/2018	153028	Shred-it USA LLC	Monthly Service	101-42100-3100	14.08
Total 101421003100:					29.36
12/27/2018	153036	Verizon Wireless	Monthly Billing	101-42100-3200	930.34
12/27/2018	153036	Verizon Wireless	Monthly Billing	101-42100-3200	50.94
Total 101421003200:					981.28
12/27/2018	20181061	Central Fire Protection Inc.	tags	101-42200-2160	10.00
Total 101422002160:					10.00
12/27/2018	153002	Cintas Corporation	floor mats	101-42200-3100	15.29
12/27/2018	20181077	Precision Chiropractic and Wellness	Pre-Employment Physical	101-42200-3100	73.00
Total 101422003100:					88.29
12/27/2018	153036	Verizon Wireless	Monthly Billing	101-42200-3200	60.94
Total 101422003200:					60.94
12/27/2018	153033	The Free Press	Subscription	101-42200-4330	311.88

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422004330:					311.88
12/27/2018	20181068	Innovative Office Supply	File Cabinet	101-42400-2000	609.07
12/27/2018	20181076	Personalized Printing Inc.	Office supplies	101-42400-2000	165.70
Total 101424002000:					774.77
12/27/2018	20181072	Lenz Lawn Care & Landscaping Inc.	Snow Removal - Sidewalks Railroad	101-42400-3100	65.00
Total 101424003100:					65.00
12/27/2018	153036	Verizon Wireless	Monthly Billing	101-42400-3200	31.46
Total 101424003200:					31.46
12/27/2018	20181068	Innovative Office Supply	Chair mat	101-43000-2000	49.09
Total 101430002000:					49.09
12/27/2018	153004	City of Waseca	Petty cash reimb	101-43000-2170	10.35
12/27/2018	20181065	Frontier Precision Inc.	Stylus for tablet	101-43000-2170	20.00
Total 101430002170:					30.35
12/27/2018	20181060	Cady Business Technologies Inc	Monthly Phone Support Plan	101-43000-3200	262.62
12/27/2018	153036	Verizon Wireless	Monthly Billing	101-43000-3200	50.04
12/27/2018	153036	Verizon Wireless	Monthly Billing	101-43000-3200	50.94
12/27/2018	153036	Verizon Wireless	Monthly Billing	101-43000-3200	50.94
Total 101430003200:					414.54
12/27/2018	20181057	APG Media of So MN LLC	Loon Lake notice	101-43000-3400	387.40
Total 101430003400:					387.40
12/27/2018	20181071	Kritzer Oil Company Inc.	Diesel Dyed	101-43100-2120	289.90
Total 101431002120:					289.90
12/27/2018	20181058	Bomgaars Supply	Parts & Supplies	101-43100-2170	333.50
12/27/2018	20181059	Boss Supply Inc.	2"coupler cap	101-43100-2170	17.47
12/27/2018	153006	Earl F. Andersen Inc.	cones	101-43100-2170	1,407.90
12/27/2018	153018	Locators & Supplies Inc.	rubber gloves	101-43100-2170	143.43
Total 101431002170:					1,902.30
12/27/2018	20181056	AmeriPride Services Inc	uniform-service	101-43100-2180	177.19
12/27/2018	20181058	Bomgaars Supply	Parts & Supplies	101-43100-2180	59.99
Total 101431002180:					237.18
12/27/2018	153001	Centerpoint Energy	Monthly Billing	101-43100-3800	1,035.18
Total 101431003800:					1,035.18

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/27/2018	20181058	Bomgaars Supply	Parts & Supplies	101-43170-2170	44.75
Total 101431702170:					44.75
12/27/2018	153004	City of Waseca	Petty cash reimb	101-45130-3300	4.50
Total 101451303300:					4.50
12/27/2018	20181058	Bomgaars Supply	Parts & Supplies	101-45200-2280	66.70
12/27/2018	153009	Ferguson Enterprises Inc	Restroom Fixture Credit	101-45200-2280	52.50-
12/27/2018	153009	Ferguson Enterprises Inc	Restroom Fixture Credit	101-45200-2280	102.00-
Total 101452002280:					87.80-
12/27/2018	153021	McClune's Tree Service	Tree Removal and Trimming	101-45200-3100	5,950.00
Total 101452003100:					5,950.00
12/27/2018	153001	Centerpoint Energy	Monthly Billing	101-45200-3800	396.06
12/27/2018	153001	Centerpoint Energy	Monthly Billing	101-45200-3800	16.80
Total 101452003800:					412.86
12/27/2018	20181070	Kramer, Jason	Chain saw chain sharpening	101-45200-4040	54.00
Total 101452004040:					54.00
12/27/2018	153029	SMART Transit	2nd Half City Contribution	101-45600-4730	10,200.00
Total 101456004730:					10,200.00
12/27/2018	153003	Cintas Corporation	First aid cabinet supplies	101-49210-4940	34.59
12/27/2018	153003	Cintas Corporation	First aid cabinet supplies	101-49210-4940	27.05
12/27/2018	20181068	Innovative Office Supply	Foot Stool	101-49210-4940	79.94
Total 101492104940:					141.58
12/27/2018	121815	Further	Admin Fees Flex/HSA	101-49244-1600	209.45 M
Total 101492441600:					209.45
Total General Fund:					258,470.79
DCU Waseca LLC TIF					
12/27/2018	153024	Northland Securities Inc	TIF District #28	228-46650-3000	1,460.00
Total 228466503000:					1,460.00
Total DCU Waseca LLC TIF:					1,460.00
Airport					
12/27/2018	121825	CenturyLink	Airport Phone	230-49810-3200	104.20 M
Total 230498103200:					104.20
12/27/2018	20181057	APG Media of So MN LLC	Quote Request	230-49810-3400	219.38

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 230498103400:					219.38
12/27/2018	153001	Centerpoint Energy	Monthly Billing	230-49810-3800	40.00
12/27/2018	153042	Xcel Energy	November Service	230-49810-3800	181.75
Total 230498103800:					221.75
Total Airport:					545.33
Economic Development-General f					
12/27/2018	153027	Sandholm, Gary	Oct - Dec Mileage Reimbursement	261-46700-3300	154.24
Total 261467003300:					154.24
Total Economic Development-General f:					154.24
Police Special Revenue Fund					
12/27/2018	153039	Waseca County Attorney	2018 Forfeiture Expense	278-46350-4340	211.20
Total 278463504340:					211.20
Total Police Special Revenue Fund:					211.20
Safe Haven Grant					
12/27/2018	153036	Verizon Wireless	Monthly Billing	279-46350-3200	50.94
Total 279463503200:					50.94
12/27/2018	153004	City of Waseca	Petty cash reimb	279-46350-3300	65.00
Total 279463503300:					65.00
Total Safe Haven Grant:					115.94
PEG Channel					
12/27/2018	153007	EPA Audio Visual Inc.	Leightronix Primary Video Encoder	290-41920-5400	10,140.00
12/27/2018	153007	EPA Audio Visual Inc.	Leightronix-2Terabyte Digital Harddrive	290-41920-5400	1,800.00
Total 290419205400:					11,940.00
Total PEG Channel:					11,940.00
Capital Improvement					
12/27/2018	153026	Rainbow Treecare	Arborist Tree Service	430-43010-5560	1,700.00
12/27/2018	20181083	WSB & Associates Inc	3rd St NE Reconstruction	430-43010-5560	19,330.00
Total 430430105560:					21,030.00
12/27/2018	153030	Stantec Consulting Services Inc	Facilities Capital Maintenance	430-43010-5770	789.02
Total 430430105770:					789.02
Total Capital Improvement:					21,819.02

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
HWY 14 Reconstruction					
12/27/2018	153030	Stantec Consulting Services Inc	Elm Project Engineering	436-43010-5560	76,447.43
Total 436430105560:					76,447.43
Total HWY 14 Reconstruction:					76,447.43
Annexation & Growth fund					
12/27/2018	153030	Stantec Consulting Services Inc	Engineering Kiesler Slope	470-46800-5300	7,721.00
Total 470468005300:					7,721.00
Total Annexation & Growth fund:					7,721.00
Water					
12/27/2018	121813	MN Sales and Use Tax Payable	Sales tax payable	601-20210-0000	1,190.21 M
Total 601202100000:					1,190.21
12/27/2018	153034	Thrivent Financial	Refund of overbilled charges	601-36210-0000	8.27
Total 601362100000:					8.27
12/27/2018	153034	Thrivent Financial	Refund of overbilled charges	601-37000-3802	56.57
12/27/2018	153034	Thrivent Financial	Refund of overbilled charges	601-37000-3802	7.25
Total 601370003802:					63.82
12/27/2018	153034	Thrivent Financial	Refund of overbilled charges	601-37000-3905	48.78
Total 601370003905:					48.78
12/27/2018	153000	Born Well Drilling Inc.	Plumbing	601-49401-2210	7.55
12/27/2018	153013	Hawkins Inc	Chlorine equipment	601-49401-2210	729.00
Total 601494012210:					736.55
12/27/2018	153013	Hawkins Inc	Chlorine Cylinder Terminator Repair	601-49401-3100	386.48
Total 601494013100:					386.48
12/27/2018	20181056	AmeriPride Services Inc	uniform service	601-49430-2180	10.00
12/27/2018	20181056	AmeriPride Services Inc	uniform service	601-49430-2180	10.00
Total 601494302180:					20.00
12/27/2018	153015	Itron Inc	Water Meter ERTs	601-49430-2215	10,500.00
Total 601494302215:					10,500.00
12/27/2018	20181069	James Brothers Construction Inc.	Sand for main break	601-49430-2230	300.00
Total 601494302230:					300.00
12/27/2018	153004	City of Waseca	Petty cash reimb	601-49430-3100	20.81
12/27/2018	20181082	Water Conservation Service Inc.	Leak Detect Service	601-49430-3100	479.90

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601494303100:					500.71
12/27/2018	153036	Verizon Wireless	Monthly Billing	601-49430-3200	40.01
Total 601494303200:					40.01
12/27/2018	153004	City of Waseca	Petty cash reimb	601-49585-3200	8.14
Total 601495853200:					8.14
12/27/2018	20181068	Innovative Office Supply	Office supplies	601-49586-2000	11.81
Total 601495862000:					11.81
12/27/2018	20181057	APG Media of So MN LLC	Bid Publishing	601-49586-3200	68.25
12/27/2018	153010	Finance & Commerce Inc	Bid Notificaiton	601-49586-3200	93.10
Total 601495863200:					161.35
12/27/2018	153030	Stantec Consulting Services Inc	Well Project	601-49593-5400	8,618.50
Total 601495935400:					8,618.50
Total Water:					22,594.63
Sanitary Sewer					
12/27/2018	153034	Thrivent Financial	Refund of overbilled charges	602-37000-3902	39.37
Total 602370003902:					39.37
12/27/2018	153034	Thrivent Financial	Refund of overbilled charges	602-37000-3905	54.88
Total 602370003905:					54.88
12/27/2018	153036	Verizon Wireless	Monthly Billing	602-49470-3200	40.01
12/27/2018	153036	Verizon Wireless	Monthly Billing	602-49470-3200	40.01
Total 602494703200:					80.02
12/27/2018	153001	Centerpoint Energy	Monthly Billing	602-49470-3800	123.97
Total 602494703800:					123.97
12/27/2018	20181064	ESS Brothers & Sons Inc	castings	602-49470-4000	1,758.00
12/27/2018	153009	Ferguson Enterprises Inc	pipe fittings	602-49470-4000	577.29
Total 602494704000:					2,335.29
12/27/2018	153017	L. E. Ribar Company Inc	pilot burner assem	602-49470-4020	174.37
12/27/2018	20181079	Team Laboratory Chemical Corp	Lift station degreaser	602-49470-4020	1,470.00
Total 602494704020:					1,644.37
12/27/2018	20181068	Innovative Office Supply	Office supplies	602-49480-2000	27.86

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494802000:					27.86
12/27/2018	20181058	Bomgaars Supply	Parts & Supplies	602-49480-2170	6.99
12/27/2018	20181062	Continental Research Corporation	Shop Supplies	602-49480-2170	577.25
12/27/2018	153011	Hach Company	Lab Supplies	602-49480-2170	302.09
12/27/2018	153035	USA Blue Book	Gloves	602-49480-2170	200.11
Total 602494802170:					1,086.44
12/27/2018	20181058	Bomgaars Supply	Parts & Supplies	602-49480-2180	119.99
Total 602494802180:					119.99
12/27/2018	153002	Cintas Corporation	Janitorial Supplies	602-49480-3100	16.88
12/27/2018	20181073	M & R Electric Inc.	Electrician	602-49480-3100	810.35
Total 602494803100:					827.23
12/27/2018	153036	Verizon Wireless	Monthly Billing	602-49480-3200	50.94
Total 602494803200:					50.94
12/27/2018	153001	Centerpoint Energy	Monthly Billing	602-49480-3800	2,719.10
12/27/2018	153042	Xcel Energy	November Utilities	602-49480-3800	10,933.28
Total 602494803800:					13,652.38
12/27/2018	20181074	MN Pollution Control Agency	Permit Application Fee	602-49480-4500	1,240.00
Total 602494804500:					1,240.00
12/27/2018	153004	City of Waseca	Petty cash reimb	602-49585-3200	8.14
Total 602495853200:					8.14
12/27/2018	20181068	Innovative Office Supply	Office supplies	602-49586-2000	11.81
Total 602495862000:					11.81
12/27/2018	153030	Stantec Consulting Services Inc	I&I	602-49593-5300	1,164.75
12/27/2018	153030	Stantec Consulting Services Inc	Birds Eye Foods	602-49593-5300	344.25
12/27/2018	153031	Streamline Communications LLC	Wireless Cable	602-49593-5300	146.00
12/27/2018	153037	Vinco Inc	Wireless Internet WWTP	602-49593-5300	10,900.00
Total 602495935300:					12,555.00
Total Sanitary Sewer:					33,857.69
Electric Utility					
12/27/2018	121813	MN Sales and Use Tax Payable	Sales tax payable	604-20210-0000	27,617.71 M
Total 604202100000:					27,617.71
12/27/2018	153004	City of Waseca	Petty cash reimb	604-49571-2170	39.15
12/27/2018	121813	MN Sales and Use Tax Payable	Sales tax payable	604-49571-2170	2.32 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495712170:					41.47
12/27/2018	153036	Verizon Wireless	Monthly Billing	604-49571-3200	80.02
Total 604495713200:					80.02
12/27/2018	121813	MN Sales and Use Tax Payable	Sales tax payable	604-49573-3100	1.28 M
Total 604495733100:					1.28
12/27/2018	153004	City of Waseca	Petty cash reimb	604-49585-3200	8.14
Total 604495853200:					8.14
12/27/2018	20181068	Innovative Office Supply	Office supplies	604-49586-2000	11.81
Total 604495862000:					11.81
12/27/2018	153030	Stantec Consulting Services Inc	Project Review	604-49586-3000	598.02
Total 604495863000:					598.02
12/27/2018	20181066	Gaerst and Associates INC	Audits	604-49586-3100	1,089.50
12/27/2018	153028	Shred-it USA LLC	Monthly Service	604-49586-3100	14.08
Total 604495863100:					1,103.58
12/27/2018	20181075	Pantheon Computer Systems Inc.	Electric Computer	604-49586-4950	749.00
Total 604495864950:					749.00
12/27/2018	121813	MN Sales and Use Tax Payable	Sales tax payable	604-49593-5300	4.48 M
Total 604495935300:					4.48
Total Electric Utility:					30,215.51
Storm Water Utility					
12/27/2018	153008	Erosion Control Inc	Hydro seed	651-43140-4000	1,225.00
Total 651431404000:					1,225.00
Total Storm Water Utility:					1,225.00
Central Garage Services					
12/27/2018	153022	MK Service & Repair	truck wash	701-43180-2170	140.00
12/27/2018	20181080	Terminal Supply Co	low pro LED & supplies	701-43180-2170	296.11
12/27/2018	153032	Texas Refinery Corp.	tube grease	701-43180-2170	426.50
Total 701431802170:					862.61
12/27/2018	152999	Aspen Equipment Co	wing bracket & bolt	701-43180-2210	635.85
12/27/2018	20181058	Bomgaars Supply	Parts & Supplies	701-43180-2210	89.98
12/27/2018	153016	Kris Engineering Inc.	Carbide	701-43180-2210	1,910.36
12/27/2018	153019	Lube-Tech & Partners LLC	premix universal coolant	701-43180-2210	572.38

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/27/2018	153020	MacQueen Equipment Inc.	sno-go switches	701-43180-2210	294.93
12/27/2018	153025	RadioShack	Solder	701-43180-2210	32.91
12/27/2018	153041	Winegar, Dave	Brushings for nozzle	701-43180-2210	30.00
12/27/2018	153041	Winegar, Dave	Steel Strips	701-43180-2210	16.00
12/27/2018	153041	Winegar, Dave	leaf blower repair	701-43180-2210	165.00
12/27/2018	153041	Winegar, Dave	Skid shoes for box blade	701-43180-2210	180.00
12/27/2018	20181084	Ziegler Inc	bearing	701-43180-2210	105.39
Total 701431802210:					4,032.80
12/27/2018	20181081	Total Tool Supply Inc.	tools	701-43180-2400	863.47
12/27/2018	20181081	Total Tool Supply Inc.	freight charge	701-43180-2400	16.86
Total 701431802400:					880.33
Total Central Garage Services:					5,775.74
Grand Totals:					472,553.52

Report Criteria:

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

RESOLUTION NO. 19-01

**A RESOLUTION OF THE WASECA CITY COUNCIL
TO NOT WAIVE THE STATUTORY MUNICIPAL
TORT LIABILITY LIMIT FOR THE CITY OF
WASECA**

WHEREAS, the League of Minnesota Cities Insurance Trust requires their member cities to formally waive or not waive the statutory tort liability limits to the extent of coverage purchased; and

WHEREAS, this decision must be made by the Mayor and City Council of the City,

NOW, THEREFORE, BE IT RESOLVED that the recitals set forth above are incorporated herein.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Mayor and Council of the City of Waseca that the City DOES NOT WAIVE the monetary limits on municipal tort liability established by Minnesota Statutes 466.04 for the 2019 fiscal year.

Adopted this 2nd day of January, 2019.

R. D. SRP
MAYOR

ATTEST:

ATTEST:

MIKE ANDERSON
ASSISTANT TO CITY MANAGER

RESOLUTION NO. 19-02

**A RESOLUTION OF THE WASECA CITY COUNCIL
DESIGNATING AUTHORIZED SIGNERS FOR THE
OFFICIAL DEPOSITORIES AND
BROKERS/DEALERS FOR THE CITY OF WASECA**

WHEREAS, State Statutes require that City funds be deposited with designated financial institutions; and

WHEREAS, the City has deposited various funds or may deposit funds with these following designated financial institutions:

First National Bank	Waseca, MN
The Round Bank	Waseca, MN
United Prairie Bank	Waseca, MN
Wells Fargo Bank	Waseca, MN
Wells Fargo Brokerage	Minneapolis, MN
UBS Financial Services Inc.	Wayzata, MN

NOW, THEREFORE, BE IT RESOLVED that the recitals set forth above are incorporated herein.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Mayor and Council of the City of Waseca that the City is authorizing the following City officials to act as authorized signers for the City’s financial institutions:

- City Manager, City of Waseca, Lee Mattson
- Director of Utilities, City of Waseca, Carl Sonnenberg
- Accounting Technician, City of Waseca, Alicia Fischer
- Finance Director, City of Waseca, Shelly L. Kolling

Adopted this 2nd day of January, 2019.

R.D. Srp
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

RESOLUTION NO. 19-03**A RESOLUTION OF CITY OF WASECA, MINNESOTA
APPROVING A RESIDENTIAL PROPERTY TAX ABATEMENT PROGRAM**

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the City Council approve the Tax Abatement Application substantially in form as presented, submitted by Frank Wenzel (700 7th Street NE PID#17.415.0010), Charles & Linda Cone (917 10th Ave NE PID#17.1709.0030), and Chad Grunwald & Jessica Royer (2660 8th St NE PID#17.712.0050/0040)

Adopted this 2nd day of January, 2019.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO CITY MANAGER

Title:	Authorize One Year Extension of Insurance Agent of Record Professional Services for the City of Waseca		
Meeting Date:	January 2, 2019	Agenda Item Number:	6F
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:	None
Originating Department:	Finance	Presented By:	Finance Director
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to approve Nesbit Agencies as the City's Insurance Agent on Record for a one year term extension beginning with February 1, 2019 renewal.		

BACKGROUND: At the December 2, 2014 meeting Council approved a Request for Proposal (RFP) for Professional Insurance Agent Services for a three year period beginning February 1, 2015. Following review of the three proposals submitted staff determined which firm would best meet the needs of the City. As approved by Council at the January 20, 2015 meeting Nesbit Agencies was selected. Selection was based on experience with municipal clients that are similar in size, location and operations, demonstrated ability to best meet the City's needs, references and fees.

Following January 31, 2018, the original three year proposal term is complete. The 2015 RFP included the option of extending Professional Insurance Agent Services for an additional two years. Last year the City extended the agreement for one additional year.

The City has received appropriate professional insurance agent services from Nesbit Agencies. Based on the current positive relationship with the agency, staff has requested and received a quote for the 2019 renewal agent fees.

BUDGET IMPACT: If approved, the agent fees would remain the same based on the quote received for 2019 services from Nesbit Agencies. The cost of insurance agent services is split between the applicable funds based on insurance needs

ALTERNATIVES CONSIDERED: Staff considered completing a RFP process for services. Based on current services received and the recent unique insurance requirements of the City this is not the appropriate time for change.

RECOMMENDATION: Staff is recommending Council approve Nesbit Agencies as the City's insurance agent of record for an extended one year agreement beginning with February 1, 2019 renewal.

Title:	Downtown Hanging Flower Baskets		
Meeting Date:	January 2, 2019	Agenda Item Number:	7A
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:	Quote Sheets Proposed Flowers
Originating Department:	Parks & Recreation	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Approval for Provider of downtown flower baskets		
How does this item pertain to Vision 2030 goals?	Strategic Action Pillar 4. To Create a Vibrant Dynamic Community		

BACKGROUND: The downtown hanging flower basket program has been around for approximately 17 years. Bids have been received and are attached. A provider must be selected immediately to ensure that the flower can be ordered in time for summer display. The City received 4 bids for the 45 downtown flower baskets. The lowest bid, when taking shipping costs into account is Drummer’s Garden Center from Mankato.

The proposed flower and color choices for the year’s baskets are attached. Staff suggested color schemes to the vendors, but each vendor is proposing their own color scheme, number of plants, and basket type. These colors were selected to be particularly vibrant and visible, and the flower variety was selected to allow than other options. Vendor specific notes are as follows:

- All providers bid petunias. Donahue’s and Drummer’s also propose to include other plants and colors. JB proposes three colors of petunias. Waseca Floral proposes a single color.
- Drummer’s is proposing a Coco Moss Basket.
- JB’s Greenhouse is proposing a reusable basket that could be used in future years. It is also the only 16” pot with all other pots being 14”.

BUDGET IMPACT: The cost of the flower baskets is estimated to be between \$1675.00 and \$3100.00. The City will still apply for grants in the Spring of 2019 to aid in funding the downtown flower baskets.

STAFF RECOMMENDATION: The City Council should select the basket option they desire to move forward with and authorize staff to proceed with placing an order with the successful vendor.



Greenhouses Inc.

420 10th Street, Faribault MN 55021

507-334-8404 (p) donahue@donahuesclematis.com

To: City of Waseca/Sara McKay

From: Kathy Nass

Date: December 4, 2018

Re: City Hanging Baskets

Thank you for the opportunity to quote for your City Baskets.

Hanging Basket: 14" Fiber XL Round Hanging Basket w/metal hanger

Each 14" basket would be planted with 6 plants consisting of:

2 – Supertunia, Vista Bubble (light pink)

2 – Petchoa/Super Cal, Cherry (hot dark pink)

2 – Petunia, Wave Purple (deep purple/plum)

We have used this combination in the City of Faribault, St. Peter, and Northwood IA baskets. It grows fast, blooms all summer and is very showy.

Cost for baskets that would be ready to be hung up week of May 20th would be \$42.99 each. We can deliver all 45 baskets for **\$75** delivery fee to one location. We would need to coordinate with our shipping department for a date. Pick up would also be available at our growing range in Morristown, MN.

We also quote large 20 lb bag water soluble fertilizer at **\$45** each. Two bags would be needed for the season to keep plants with large blooms and dark green foliage.

We will give watering recommendation and fertilizer instructions upon our selection as your grower.

I'm emailing a photo of the Faribault baskets from 2018 so you can see the color combo. I have also attached a picture of the hanging basket we are quoting. If you have any questions, please contact me by phone 507-334-8404 or email knass@donahuesclematis.com.

J & Bs' Greenhouse

33365 8th Avenue Way, Stanton, MN 55018

(507) 581-6810

December 6, 2018

Sara McKay, MSPE, AFO, CPO
Recreation Coordinator
Water Park Manager
City of Waseca

RE: Downtown Hanging Flower Baskets- Waseca for Summer 2019

TO WHOM IT MAY CONCERN:

My name is Bernadette Emery. My husband and I are the owners of J & Bs' Greenhouse. We have been growing in our house 5 years now. Last year we picked up the town of Cannon Falls Baskets and plan on doing them again next year. If you wish to talk with them about our baskets the contact person is Kyle Paulson with the Chamber 507-263-2289. We also sell wholesale to Knecht's Nurseries and Landscaping, I am a retail manager there.

My contact information is as follows:
Bernadette and Brian Emery
J & Bs' Greenhouse
33365 8th Avenue Way
Stanton, MN 55018
C: 507-581-6810

The proposal is on the attached page.

Thank you for the opportunity to participate in your bid process.

Bernadette Emery
J & Bs' Greenhouse
Email: bernadetteemery57@gmail.com
507-581-6810

J&Bs Continued

Proposal for Waseca Downtown Baskets

16" Pot \$65.50 Each

Pots to be planted with three colors of pink petunias. I grew these last year and they were big and beautiful.

45 Weekender pots planted with 6 petunias each	\$2925.00
Bag of fertilizer (Jack's Petunia Feed) with instructions.	45.00
Delivery & pot pick-up at the end of the season for reuse.	100.00
	<hr/>
	\$3070.00



The pot is very durable and holds a 1 gallon reservoir with two wicks that go up into the soil. They are very durable and I suggest reusing each year. They also have a very sturdy hanger for hanging. They are available in white, black, forest green, sea foam green, terracotta and sand colors. I would clean and repot if we were to get that contract the following year.

We would deliver on May 20th.

If we should get the contract for next year and reuse the pots, the price would be lower as we do not have to buy the pots again.



December 5, 2018

Sara McKay
City of Waseca
508 State St S
Waseca, MN 56093

To: Sara McKay
saram@ci.waseca.mn.us

As owner and manager of Waseca Floral, I am very happy to submit a bid to provide the floral hanging baskets to decorate the downtown area during the Summer of 2019. We are very proud of the service and product we provided during the special Sesquicentennial summer last year.

Waseca Floral has the experience to meet your requests:

Our business on State Street North is one of the oldest in the city and county, originating in 1896. I have operated this floral shop and greenhouse since 1972. Lanae Feser, master floral designer, has been with us since 1980. Waseca Floral has enjoyed a great relationship with the City of Waseca Parks Department for many years, providing the bedding plants for the city parks.

More recently as the City has sought to beautify the downtown areas, we provided the hanging baskets for the last three years. We acknowledge that the success and beauty of this venture goes hand in hand with Waseca Floral providing quality product, and the City Parks Department diligently providing daily watering during the hot summer days in particular.

We look forward to working with the City again to provide the color and beauty of hanging floral baskets. We agree with City decision-makers that such expenses go a long way exhibiting and cultivating community pride.

Sincerely,

Rick Morris, Owner & Manager
wasecafloral@wasecafloral.com
507-835-3790
Cell: 507-835-7305

PROPOSAL TO PROVIDE FLORAL HANGING BASKETS FOR THE CITY OF WASECA 2019

Waseca Floral understand the details and significance of your request:

- The quantity is 45. The fiber basket size is 14-inches diameter.
- There will be 3 to 4 plants in each basket. Our particular petunia choice will fill out the basket to your satisfaction with fewer plants per basket, and will likely require less water.
- The pots will be able to hang on the current bracket system.
- The pots will be planted in time for installation the week of May 20, 2019, and not before that date. The baskets will remain hanging through the month of September.

We recommend **Supertunia Giant Pink Petunias** for the following reasons:

- 1) They will command the greatest notice by contrast in our State Street environment.
- 2) Lighter color values are uplifting, as opposed to the suggested options of burgundy or plum.
- 3) Pink is a spring and summer color; plum and burgundy are fall colors.
- 4) Our recommendation is a very hardy and luscious plant, able to perform through our Minnesota sunny, summer days.

We can, however, be ready to provide whatever plant color is ultimately chosen.

Regarding responsibilities:

Waseca Floral will be sure that the 45 hanging baskets will be available for pick-up or delivery by the week of May 20, 2019. The exact date and time to be determined by the City Parks Department staff.

Daily watering is recommended, executed by City Parks Department staff.

For any consultation or questions during the growing and over the summer may be directed to myself or Lanae Feser during regular business hours--Mon-Fri, 8-6 and Saturdays, 9-5.

FEES: The cost per basket is \$45.00 for plants, baskets, labor, and watering/care until May 20----\$2,025 TOTAL

If requested delivery would be FREE.

Provider	Number of plants per pot	Cost	Delivery	Type of pots suggested
Donahue's Greenhouses Inc.	2-Supertunia, Vista Bubble(light pink) 2-Petchoa/Super Cal, Cherry (hot dark pink) 2-Petunia Wave Purple (deep purple/plum) 2-20 lb. bag water soluble fertilizer	\$42.99 \$40.00	\$75.00	14" Fiber XL Round Hanging w/metal hanger Watering recommendation and fertilizer instructions upon selection Total Cost= \$2089.55
Drummer's Garden Center	2-Sumo Pink Petunias 2-Sumo Purple 2-Artist Rose Supercal	\$35.00	\$100.00 (prefer that pots be picked up)	14" Coco Moss Basket Total Cost= \$1675.00
JB's Greenhouse	6 plants 3 colors of pink petunias Bag of fertilizer with instructions	\$65.50 \$45.00	\$100.00 (includes delivery and pick up)	16" Pot Weekender Variety-durable with 1 gallon reservoir with 2 wicks that go up into the soil Available in variety of colors and pots are reusable Would clean and repot for following year-price would be lower-pots purchased initially Total Cost= \$3092.50
Waseca Floral	Recommends 3 to 4 plants per basket Supertunia Giant Pink Petunias	\$45.00	Free	14" Fiber basket Total Cost= \$2025.00 Watering recommendation and fertilizer instructions upon selection

Title:	APPOINT MAYOR PRO TEM FOR 2019		
Meeting Date:	January 2, 2019	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:	Board/Commission descriptions 2017 assignments
Originating Department:	Administration	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Motion to appoint Mayor Pro Tem		

BACKGROUND: The City Council annually reviews their appointments to various boards and commissions for the coming year. Unless otherwise noted, one councilmember serves on each board or commission.

Staff is requesting the Council only appoint the Mayor Pro Tem at this time, and review the attached list of boards and commissions to consider on which they may wish to serve. Council representatives on each board or commission will be decided at the January 15th meeting.

The 2018 assignments are attached. Councilmembers can be re-appointed to their current assignment or be appointed as a representative on a new board or commission.

As requested by the City Council, staff has also investigated whether or not additional Councilmembers may be appointed to serve on the Planning Commission. The City Attorney has been consulted and has indicated that a Councilmember may be appointed to the Planning Commission to a seat other than the one-year "City Council Representative" seat. If appointed, this person would serve a three year term, regardless of whether or not they continue to serve on the City Council. The City would need to designate which Councilperson was being appointed to which type of Planning Commission seat if multiple Councilpersons were to be appointed.

As discussed at previous meetings, the Mayor would like to see each Councilmember serve on a strategic action team. Please think about which action team you would like to serve on and you can select that team at the January 15 meeting.

RECOMMENDATION: Motion to appoint Mayor Pro Tem for 2019.

Members are appointed by the City Council at a regular meeting of the Council in January of each year. Members may serve up to four (4) terms consecutively. Most groups meet on a monthly basis.

Airport Board – Composed of five (5) members – four (4) general public and one (1) Councilmember, who assist in an advisory capacity regarding the operation, management and improvement of the Municipal Airport. *3 year term.* Meets 1st Tuesday of the month at 12:00 noon.

Charter Commission – Composed of not less than 7 nor more than 15 members. Shall be a qualified voter of the City. Appointed by the Chief Judge of the District Court. Primary function is to review and suggest amendments to the Waseca City Charter. Members may serve only two consecutive terms. The office term is determined by the Chief Judge but is *not for more than 4 years.* Meets monthly on as-needed basis.

Community Ed Advisory Board – A joint council of 12-18 members appointed by the School District and the City. Responsible for recommendations regarding the programming and operation of the Community Education Program. *3 year term.* Meets 3rd Monday of every other month at 7:00 p.m..

Economic Development Authority – Composed of seven (7) members – one (1) HRA member, one (1) Waseca Development Corporation or Chamber of Commerce member, three (3) at-large members, and two (2) Council members. The Authority will focus efforts on economic development in order to retain current businesses and help promote growth of new businesses. *6 year term.* Meets the 2nd Wednesday of every month at 12:00 noon.

Heritage Preservation Commission – Composed of five (5) members – two (2) at-large members, one (1) nominated by Waseca Co. Historical Society, and one (1) nominated by City Planning Commission. A representative of the City Council also sits on this Commission. The Commission will engage in a comprehensive program of historic preservation, promote the historical resources of the City, and designation of heritage preservation sites. *3 year term.* Meets 1st Monday of every month at 5:00 p.m.

Housing & Redevelopment Authority – The Municipal Housing and Redevelopment Authority is composed of five (5) members. Address housing shortages for low and moderate income residents and redevelop blighted areas where private developers would not act without government assistance. *5 year term.*

Human Rights Commission – Composed of five (5) members – four (4) general public and one (1) Councilmember, who advise the City Council regarding civil and human rights problems, issues and policies. The Commission will strive to improve human relations in the City, and develop and recommend programs of formal and informal education for all citizens. *3 year term.* Meets quarterly as needed on the 3rd Monday of the month at 5:30 p.m.

Park Board – Composed of five (5) members – four (4) general public and one (1) Councilmember. The Board will make recommendations to the City Manager and City Council pertaining to, but not limited to, park land acquisition, development, improvement and use. *3 year term.* Meets 1st Tuesday of every month at 11:45 a.m.

Planning Commission – Composed of five (5) members – 4 (4) general public and one (1) City Council representative. This is an advisory commission to the Council concerning comprehensive planning, zoning, platting, changes in streets, and other matters of a general planning nature. *3 year term.* Meets 2nd Tuesday of every month at 7:00 p.m.

2018 Appointments – City Advisory Boards/Other

Airport Board – Councilmember Rose

Charter Commission – Councilmember Rose

EDA – Mayor Srp, Councilmember Fitch

Heritage Preservation Commission – Councilmember Tlougan

Human Rights Commission – Councilmember Fitch

Park Board – Councilmember Christiansen

Planning Commission – Councilmember Arndt

Community Ed Advisory Board – Councilmember Fitch

Discover Waseca Tourism Board – Councilmembers Conrath, Fitch

Fire Relief Association – Councilmember Conrath

Region 9 – Councilmember Arndt

Title:	Small Cell Facility Collocation Aesthetics Policy		
Meeting Date:	January 2, 2019	Agenda Item Number:	7C
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:	
Originating Department:	Utilities	Presented By:	City Administration
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: City Council approval of the Small Cell Facility Collocation Aesthetics Policy—(to be provided under separate cover.)		
How does this item pertain to Vision 2030 goals?	As communication companies plan to expand cell and data coverage, the City will have basic aesthetics standards which these companies will be required to meet. This partnership process will strengthen regional connectivity while improving high quality community assets and compliance of the City’s Right of Way Ordinance.		

BACKGROUND: The Federal Communications Commission (FCC) has issued revised small cell requirements which mandate cities to allow communication companies to collocate small cell facilities, such as antennas and power supplies, on city owned electric utility poles, and to also install poles within city right of ways. The FCC order includes an opportunity for cities to require aesthetics standards by January 14th, 2019. Aesthetics standards may include such items as wire coverings on poles, matching colors of equipment to city poles, and antenna enclosures to minimize unsightly installations.

In order to comply with this FCC unfunded mandate, the attorney firm of Flaherty & Hood has been working in late December to draft basic aesthetic requirements. Such requirements must be approved by the Council no later than January 14, 2019. Flaherty & Hood Senior Attorney Robert Scott is working today to complete the draft policy for Council consideration at the January 2nd City Council meeting. Staff hopes to forward the draft policy to the Council prior to the Council meeting based on Mr. Scott’s timeline.

POLICY QUESTION: If an aesthetics policy is not approved by the Council by January 14th, the City will not be able to require communication companies to meet any aesthetics standards. Separate agreement and construction requirements will be presented to the Council this spring based on a separate FCC deadline.

RECOMMENDATION: City Council approval of the Small Cell Facility Collocation Aesthetics Policy—(to be provided under separate cover.)