

STREET COMMISSION

December 2, 2025 8:30 am

MEETING AGENDA

- 1) Call to Order and Roll Call:
- 2) Public Comments:
- 3) Changes or Additions to Agenda:
- 4) Approval of Minutes:
 - a) Minutes from 11-4-2025
- 5) General Business:
 - a) TH60 Street Vacation request
 - b) Proud Final Plat Review
 - c) Fee Schedule - Review of Fees
 - d) 197th Avenue road maintenance
- 6) Old Business:
- 7) Other Business:
 - a) Next Street Commission meeting is Tuesday, January 6, 2026 at 8:30am.
- 8) Adjourn:

Street Commission

4) a)

Meeting Date: 12/02/2025

ITEM TITLE: Minutes from 11-4-2025

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Review minutes as drafted.

STAFF RECOMMENDATION:

Approved minutes from 11-4-2025

Attachments

Minutes from 11-4-2025

DRAFT

**Street Commissioners:**

Doug Marcotte, Commissioner
Jay Jewson, Commissioner
Jim Mathias, Commissioner
Jeff Sulla, Commissioner & Council Representative

Staff:

Tony Johnson, Public Works Director
Riley Costello, Assistant Public Works Director
Lisa Springer, Office Manager

STREET COMMISSION MINUTES

Present: Jay Jewson, Commissioner; Jim Mathias, Commissioner; Jeff Sulla, Commissioner;
Doug Marcotte, Commissioner

Also Present: Caroline Gregerson, City Administrator
Riley Costello, Assistant Public Works Director
Lisa Springer, Office Manager

1. Call to Order and Roll Call:

The Street Commission meeting was called to order by Jim Mathias at 8:30AM with all members present.

2. Public Comments:

There was no public comment.

3. Changes or Additions to Agenda:

There were no changes or additions to the agenda.

4. Approval of Minutes:

a. Minutes from 10-7-2025

Moved by Commissioner Jay Jewson, seconded by Commissioner Jeff Sulla to approve the minutes as drafted.

AYE: Commissioner Doug Marcotte, Commissioner Jay Jewson, Commissioner Jeff Sulla, Commissioner Jim Mathias

Adopted - Unanimously

5. General Business:

a. Pembroke Avenue banners/light poles change consideration

Moved by Commissioner Jay Jewson, seconded by Commissioner Doug Marcotte to approve and move forward with installing brackets that will be able to relocate the banner arms to the opposite side of the light pole. This will be for the light poles along Pembroke Ave.

AYE: Commissioner Doug Marcotte, Commissioner Jay Jewson, Commissioner Jeff Sulla, Commissioner Jim Mathias

Adopted - Unanimously

b. State Hwy 60 new road designs discussion

Moved by Commissioner Jay Jewson, seconded by Commissioner Jeff Sulla to approve concept option C2 and recommendation to City Council.

AYE: Commissioner Doug Marcotte, Commissioner Jay Jewson, Commissioner Jeff Sulla, Commissioner Jim Mathias

Adopted - Unanimously

c. 2026 Street Commission member appointments

Both Jay Jewson and Jim Mathias would like to continue serving on the Street Commission. Need to advertise for current vacancy as well. Motion to appoint Jay Jewson and Jim Mathias for another 2-year term.

Moved by Commissioner Doug Marcotte, seconded by Commissioner Jeff Sulla

AYE: Commissioner Doug Marcotte, Commissioner Jay Jewson, Commissioner Jeff Sulla, Commissioner Jim Mathias

Adopted - Unanimously

d. Pembroke ADA parking stalls

Moved by Commissioner Jay Jewson, seconded by Commissioner Doug Marcotte to approve and accept the location change from the ADA parking stall by St. Felix Auditorium on Pembroke Ave and relocate to 3rd Street E due to the amount of striping needed around the parking stall.

AYE: Commissioner Doug Marcotte, Commissioner Jay Jewson, Commissioner Jeff Sulla, Commissioner Jim Mathias

Adopted - Unanimously

6. Old Business:

There was no old business to discuss.

7. Other Business:

a. Terms Expiring

This was a duplicate agenda item. A motion was made for this under item 5C.

b. The next Street Commission meeting is scheduled for Tuesday, December 2nd at 8:30am.

8. Adjourn:

Moved by Commissioner Doug Marcotte, seconded by Commissioner Jay Jewson to adjourn the meeting at 9:03AM.

AYE: Commissioner Doug Marcotte, Commissioner Jay Jewson, Commissioner Jeff Sulla, Commissioner Jim Mathias

Adopted - Unanimously

Street Commission

5) a)

Meeting Date: 12/02/2025

ITEM TITLE: TH60 Street Vacation request

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Attachments

TH60 Street Vacation Memo



Real People. Real Solutions.

MEMORANDUM

Date: November 10, 2025
To: Wabasha Street Commission and Utility Commission
From: Kristi Trisko, AICP, PMP
Subject: TH60 Street Vacation

Applicant: City of Wabasha

Location: Old Athletic Field
(4th Grant Boulevard to Hiawatha Drive and
from Bridge Ave. to Alleghany Ave.)

The City of Wabasha would like to vacate all the streets within the Old Athletic Field in preparation for a future plat of the area. *See attached exhibits.*

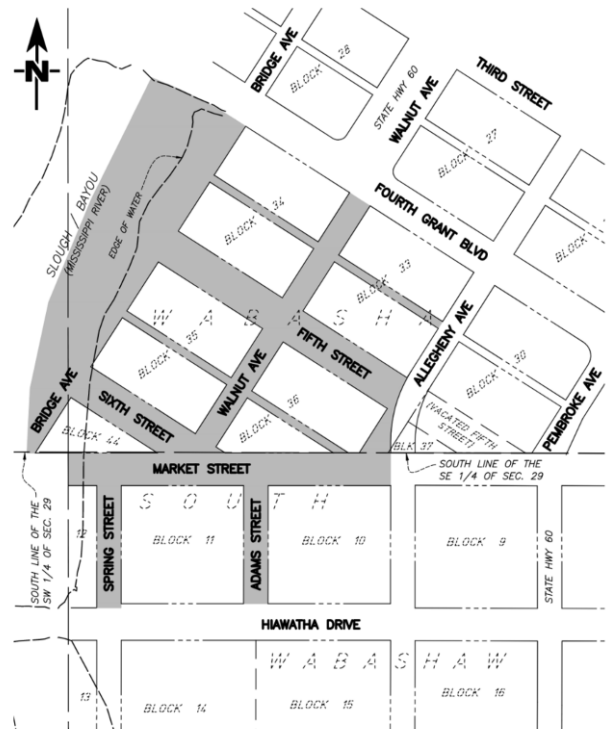


Reasons for the Vacation:

1. Eliminating the undeveloped right of ways within the Athletic Field will clear the properties of roadways that have never been structured; and
2. Will allow for the future, unincumbered plat of the area including the sale for the rerouted MN TH 60 through the site and ownership transfer to MnDOT.

Emergency Departments:

- Wabasha Ambulance - Ryan Marking, No concerns
- Wabasha Police Department – Joe Stark, No concerns
- Wabasha Fire Department – Darren Sheeley – No concerns



Staff Recommendation: Staff recommends that all streets listed in the legal description below be vacated as no streets or public utilities have been constructed in this area since the original plats for Wabasha was recorded in the 1800's and vacating this area will allow for proposed reroute of MN TH60 through this parcel.

Street & Utility Commission Action: Please review the Staff Report and provide your comments during the City Council Meeting held on December 2, 2025.

VACATION - Legal Description:

Those parts of the following described streets delineated and dedicated to the public in the plat of South Wabasha, according to the recorded plat thereof, Wabasha County Minnesota:

Market Street lying west of the northerly extension of the east line of Block 10, said plat of South Wabasha.

AND

Spring Street (AKA Bridge Ave.) between Blocks 11 and 12, said plat of South Wabasha.

AND

Adams Street (AKA Walnut Ave.) between Blocks 10 and 11, said plat of South Wabasha, except the south 10.00 feet thereof.

Together with those parts of the following described streets delineated and dedicated to the public in the plat of Wabasha, according to the recorded plat thereof, Wabasha County Minnesota:

Bridge Avenue lying north of the south line of the Southwest Quarter of Section 29, T. 111 N, R. 10 W, easterly of the slough, and southerly of the line described below:

Beginning at the most northerly corner of Block 34, said plat of Wabasha; thence on a assumed bearing of North 57 degrees 19 minutes 28 seconds West along the extension of the northeasterly line of said Block 34 a distance of 29.95 feet to the center line of Bridge Avenue; thence northwesterly 183.67 feet along a tangential curve concave to the southwest having a radius of 1052.35 feet and a central angle of 10 degrees 00 minutes 00 seconds; thence North 67 degrees 19 minutes 28 seconds, tangent to said curve, a distance of 100.00 feet, and said line there terminating.

AND

Walnut Avenue lying north of the south line of the Southeast Quarter of Section 29, T. 111 N, R. 10 W and southerly of a line drawn from the most northerly corner of Block 33 to the most easterly corner of Block 34 in said plat of Wabasha.

AND

Fifth Street lying southeasterly of Bridge Avenue and northwesterly of Allegheny Avenue.

AND

Sixth Street lying southeasterly of Bridge Avenue and north of the south line of the Southeast Quarter of Section 29, T. 111 N, R. 10 W.

AND

Allegheny Avenue lying north of the south line of the Southeast Quarter of Section 29, T. 111 N, R. 10 W and westerly of the line described below:

Beginning at the most easterly corner of Block 33 in said plat of Wabasha; thence on an assumed bearing of South 32 degrees 25 minutes 05 seconds West along the southeasterly line of said Block 33 a distance of 285.64 feet; thence southerly 184.23 feet along a tangential curve concave to the east having a radius of 326.34 feet and a central angle of 32 degrees 20 minutes 46 seconds; thence South 00 degrees 04 minutes 19 seconds West, tangent to said curve, a distance of 26.67 feet to the south line of the Southeast Quarter of Section 29, T. 111 N, R. 10 W, and said line there terminating.

Together with the alleys delineated and dedicated to the public in Blocks 33, 34, 35, and 36, Wabasha, according to the recorded plat thereof, Wabasha County Minnesota.



SLOUGH / BAYOU
(MISSISSIPPI RIVER)

EDGE OF WATER

BRIDGE AVE

SIXTH STREET

WALNUT AVE

FIFTH STREET

ALLEGHENY AVE

PEMBROKE AVE

BRIDGE AVE

STATE HWY 60

WALNUT AVE

THIRD STREET

FOURTH GRANT BLVD

MARKET STREET

SPRING STREET

ADAMS STREET

HIAWATHA DRIVE

SOUTH LINE OF THE
SE 1/4 OF SEC. 29

STATE HWY 60

SOUTH LINE OF THE
SW 1/4 OF SEC. 29

12

13

BLOCK 11

BLOCK 10

BLOCK 9

BLOCK 14

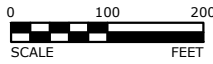
BLOCK 15

BLOCK 16



STREET OR ALLEY TO BE VACATED

DRAWN
LJF
CHECKED
LJF



Stonebrooke

WABASHA AND SOUTH WABASHAW
WABASHA COUNTY, MN
VACATION EXHIBIT
FOR:
THE CITY OF WABASHA

SHEET
1
OF
1

Oct 16, 2025 - 8:30am - S:\PROJECTS\TRANS\City\Wabasha\T-02040\Surveys\CADD_Files\02040EX01.dwg

Street Commission

5) b)

Meeting Date: 12/02/2025

ITEM TITLE: Proud Final Plat Review

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Attachments

Street Commission Memo-Proud Final Plat



Real People. Real Solutions.

MEMORANDUM

Date: November 17, 2025
To: Street Commission / Utility Commission
From: Kristi Trisko, AICP, PMP
Subject: Proud Final Plat

Meeting Date: December 1st (4 pm) and December 2nd (8:30 am)
Applicant: Thomas & Carol Proud
Agent: Johnson & Scofield Inc. Land Surveyors
Request: Proud Final Plat
Details: No public street or utility easements are being proposed for the CIC Proud Plat Subdivision on approximately 0.12 or 5,407 square feet lot located at 234 ½ Main Street West at PIN # R27.00173.00. The Proud Plat is for internal reorganization of the property to divide the parcel into three (3) units.

- Suite #100 includes a basement with 2,067 sq. ft. and 3,910 sq. ft on the main level. These two areas are proposed to be used for future commercial use.
- Suite #200 and Suite #201, located on the 2nd Level are future apartments with 1,105 and 1,898 sq. ft.

The rear yard of this lot is directly adjacent to Big Joe Alley where the owners and renters of the property have used several areas within the Alley as temporary parking stalls. These parking areas are completely within the public right-of-way, which is not part of the CIC Plat.

A Revocable Use Permit is being drafted that will allow the owners and/or renters to continue to temporarily use these areas a parking, but that permit can be revoked by the City at any time. The revocable use permit will be condition to approve the final plat. See the Engineering Note below.

Parking areas within
Big Joe Alley behind
the Proud Building



City Planner's Notes: The proposed lot and plat meet the standards within the TDC (Traditional Downtown Commercial) Zone. With the Revocable Use Permit recorded, I have no concerns with the Proud Final Plat

Engineer's Notes: My only comment would be for the City to consider issuing a revokable permit for private parking within the R/W to make sure that the property owner and any future property owners that the area understand that this area is not private.

Utility Commission: Please review the Proud Plat during your next regularly scheduled meeting and provide any comments or concerns during the City Council meeting to be held on Monday, December 1, 2025.

Street Commission: Please review the Proud Plat during your next regularly scheduled meeting and provide any comments or concerns during the City Council meeting to be held on Tuesday, December 2, 2025.

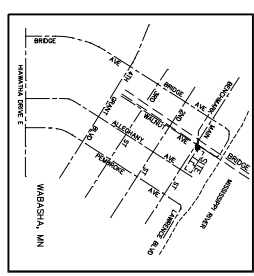
Attachments: Proud Final Plat

This C/C part has been recorded as part of the Description recorded as Document Number _____ filed in the office of the Winnebago County Recorder on the _____ of _____, 2025.
By _____
By _____
By _____

CIC NUMBER 51 PROUD CONDOMINIUM

BLOCK 5 DETAIL

VICINITY MAP



SURVEYOR'S CERTIFICATE
I, David A. Johnson, Winnebago County Surveyor, do hereby certify that the foregoing plat was prepared by me or under my direct supervision and that I am a duly licensed Surveyor in the State of Wisconsin. I am a member of the Wisconsin Society of Professional Surveyors. The plat was prepared by me or under my direct supervision and that I am a duly licensed Surveyor in the State of Wisconsin. I am a member of the Wisconsin Society of Professional Surveyors. The plat was prepared by me or under my direct supervision and that I am a duly licensed Surveyor in the State of Wisconsin. I am a member of the Wisconsin Society of Professional Surveyors.

STATE OF WISCONSIN
COUNTY OF COCONDO
Winnebago License Number 17388
David A. Johnson, Professional Land Surveyor

Winnebago Public Outdoor County, Winnebago
By Commission Expires January 31st, 2025

WABASHA COUNTY, WISCONSIN
Project is Subject to the Winnebago and Winnebago County Ordinance No. 2-78, this COMMON INTEREST COMMUNITY part has been created and approved by a land surveyor not affiliated with the County Surveyor this _____ day of _____, 2025.

By _____ Winnebago County Surveyor

WABASHA COUNTY, WISCONSIN
These plat was prepared by the _____ day of _____, 2025, on the land levels described have been made, there are no delinquent taxes and transfer has been entered this _____ day of _____, 2025.

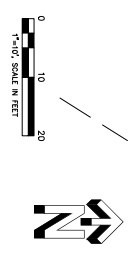
By _____ Winnebago County Auditor/Treasurer
By _____ Deputy

SURVEYOR'S NOTES:

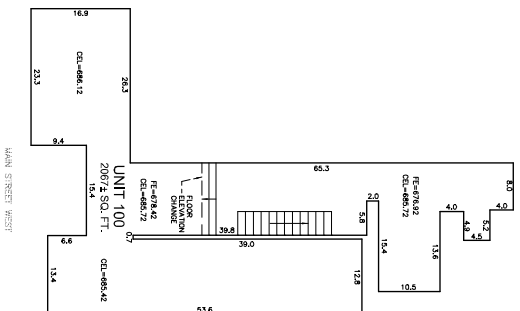
- 1. Bear den, 2018K, which contains this to Bureau and County Surveyor's Office, Winnebago County, Wisconsin, for recording.
- 2. The plat was prepared by me or under my direct supervision and that I am a duly licensed Surveyor in the State of Wisconsin. I am a member of the Wisconsin Society of Professional Surveyors.
- 3. There are many instances where the building contains property which is not shown on the plat. The plat was prepared by me or under my direct supervision and that I am a duly licensed Surveyor in the State of Wisconsin. I am a member of the Wisconsin Society of Professional Surveyors.
- 4. The plat was prepared by me or under my direct supervision and that I am a duly licensed Surveyor in the State of Wisconsin. I am a member of the Wisconsin Society of Professional Surveyors.

BENCHMARK
ELEVATION AT THE SURFACE OF
MAIN ST WEST AND WALSH AVE - ELEVATION = 889.25 FEET.
ELEVATIONS ARE BASED ON WABASH DATUM.

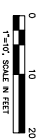
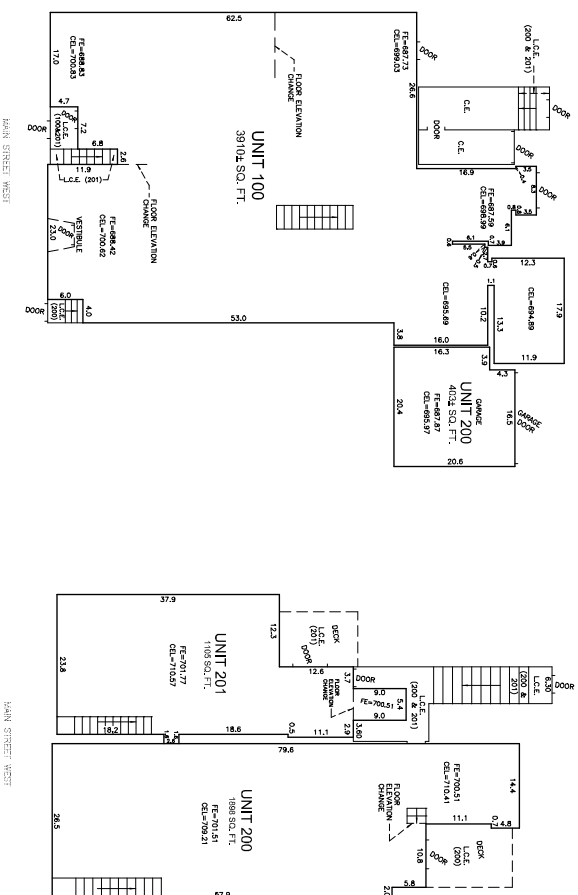
JOHNSON & SCORPION INC.
SURVEYING AND ENGINEERING
1000 Maple Street, Suite 100
Winnebago, WI 54991
Phone: (920) 851-1111
Fax: (920) 851-1112



BASEMENT



2ND LEVEL



BENCHMARK:
TOP NOT FIRE HYDRANT ELEVATION AT NE QUADRANT OF
MAIN ST WEST AND WALNUT AVE - ELEVATION = 689.05 FEET.
ELEVATIONS ARE BASED ON NAVD83 DATUM.

C.E. DENOTES COMMON ELEMENT.
L.C.E. (201) DENOTES UNITED COMMON ELEMENT AND THE UNIT TO WHICH IT IS APPURTENANT.
F.E. DENOTES FLOOR ELEVATION.
C.E. DENOTES CEILING ELEVATION.
DENOTES STAIRS AND DIRECTION UP.

JOHNSON & SCOFIELD INC.
SURVEYING AND ENGINEERING
1203 MAIN STREET, RED WING, MN 55066
(651) 381-1558

Street Commission

5) c)

Meeting Date: 12/02/2025

ITEM TITLE: Fee Schedule - Review of Fees

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Staff is recommending the following changes/additions to the fee schedule for 2026. Street/Alley Vacation Application: \$150.00. Public Works and our engineering firm usually have at least 5 hours involved, plus Street Commission and City Council time.

Street Commission

5) d)

Meeting Date: 12/02/2025

ITEM TITLE: 197th Avenue road maintenance

DEPARTMENT: Public Works

PURPOSE:

Discuss ending our road maintenance to 197th Avenue for access to Gail Wodele, city resident located at 67027 197th Avenue, Wabasha, MN 55981.

ITEM SUMMARY:

For the past 23+ years, Wabasha Public Works has maintained 197th Avenue due to past practices which originally were unknown. The road serves no purpose other than a private driveway for Gail Wodele. This information was just discovered due to a complaint about the neighboring property, and our investigation with the Wabasha County Assessors's office and City Hall. We have no record of a road being platted, nor does Greenfield township have any record of this road. The neighboring property owner wants the road to be a private road, and there IS an existing recorded easement for Mrs. Wodele to access her property using the current road.

STAFF RECOMMENDATION:

Recommend ending our road maintenance to this road due to the above stated factors.

Attachments

map



Legend

-  City Limits
-  Parcels 04/21/2025

Map Name



Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Wabasha is not responsible for any inaccuracies herein contained.

0 263 Feet