

REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, APRIL 21, 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

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 4/7/20
  - B. Payroll & Expenditures
  - C. Approval of Tax Abatement Application
  - D. RCCA: Kritzer Building Purchase
  - E. RCCA: The Boathouse Lease Payments
  - F. Approval of Contract Payment: Keys Drilling
- 7 ACTION AGENDA
  - A. Resolution 20-18: Greenforest Conditional Use Permit
- 8 REPORTS
  - A. City Manager's Report
  - B. Commission Reports
    - EDA (Srp, Johnson)
    - DWT (Conrath)
    - Planning Commission (Srp, Arndt)
- 9 ANNOUNCEMENTS
- 10 ADJOURNMENT

**PUBLIC ACCESS INSTRUCTIONS**  
Dial: 1-929-436-2866  
Enter Code/Meeting I.D.: 100-498-521

MINUTES  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, APRIL 7, 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.

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

Councilmembers Absent Allan Rose

Staff Present: Lee Mattson, 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 Council Member Conrath asked that Fire Relief be removed from the Commission Reports under agenda item 8B, since they did not meet there is no report. It was moved by Arndt, seconded by Tlougan, to approve the agenda as amended. Roll call 6-0. Motion carried.

**PUBLIC COMMENT**

- 4 None

**REQUESTS AND PRESENTATIONS**

5. None.

**CONSENT AGENDA**

- 6 It was moved by Tlougan seconded by Conrath to approve the Consent Agenda as presented. It was moved by Arndt, seconded by Conrath to approve the consent agenda. Roll call 6-0. The motion carried.

- A. Minutes – Regular City Council Meeting March 17, 2020
- B. Payroll & Expenditures
- C. Introducing Ordinance 1080: Gaiter Lake Annexation & Set Public Hearing – May 5, 2020
- D. Approval of Tobacco License: 123 Elm Ave East (By the Way)

**ACTION AGENDA**

- 7 A. **Public Hearing: Ordinance 1079** – Amending Chapter 53 of City Code  
Mattson presented information regarding the ordinance. Public Hearing was opened at 7:06 p.m. There was no comment, the Public Hearing closed at 7:07 p.m. It was moved by Conrath, seconded by Arndt to approve the Ordinance. Roll call 6-0, Motion carried.

B. Resolution 20-17: Approving Plans & Specs: Authorizing Advertisement Bids – City Project 2020-01. Tom Kellogg presented the project. It was moved by Tlougan to approve Resolution 2017, seconded by Srp. Roll call 6-0, Motion carried.

### **REPORTS**

**8A City Manager's Report**

- City staff has been working with COVID-19 issues to develop a continuity of operations plan.
- We are expecting Governor Walz to extend the Stay At Home Order. Previously, the City Manager used his authority to close city buildings to comply with the order and asks Council to endorse furthering closure to comply with the Governor's order. Johnson made a motion of Endorsement of Facilities Closure, seconded by Conrath. Roll call, 6-0, Motion carried.
- Design work on NE Trail and Highway 13 is ongoing.
- Thanks to all City Staff, demonstrating patience and forbearance as things continue to evolve.

**8B Commission Reports**

- EDA – Srp, Mattson
  - Upon Srp's request, Mattson briefed on EDA Loan Program. The EDA will be making loans and forgivable loans to the businesses to assist them through the next several months.
- Airport – Rose
  - No report.

### **ANNOUNCEMENTS**

Tlougan – Thanks to all for what they are doing.

Srp – We will get through this together. The Council continues to move forward. Thanks to Waseca for all they are doing.

### **ADJOURNMENT**

- 10 There being no further business to be brought before the Council, it was moved by Arndt, seconded by Conrath, to adjourn the meeting at 7:23 p.m.; Roll call, 6-0. Motion carried 6-0.

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R. D. SRP  
MAYOR

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DENISE SEBERSON  
ADMINISTRATIVE CLERK  
OR AVAILABLE STAFF PER COVID-19 ORDERS

# LIST OF EXPENDITURES

April 21, 2020

*Lee A. Miller*  
*Micah Fischer*

City Council	0.00	
Streets	26,795.20	
Parks	9,882.99	
Wastewater	14,442.78	
Utility Administration	4,709.63	
Utility Billing	7,649.69	
Electric	13,682.00	
Water	3,977.66	
Building and Code Compliance	2,581.42	
Police	56,909.74	
Administration	7,320.16	
Community Aides	0.00	
Fire	7,904.17	
Paid On Call Fire Department	3,989.76	
Election Judges	0.00	
PEG	0.00	
Finance	9,668.30	
Connections	2,020.20	
Community Development	5,181.10	
Engineering	15,930.07	
Recreation	2,050.71	
Econ Development	<u>2,685.97</u>	
Total Gross Payroll	197,381.55	
*Less- Payroll Deductions	<u>(68,220.86)</u>	
Net Payroll Cost		\$ 129,160.69

\*These costs are included in Accounts Payable totals below

## Accounts Payable

Expenditures dated:  
April 3, 2020-April 17, 2020  
Includes check #'s 154924-154991  
Bank ACH Withdrawals..... 814,425.66

GRAND TOTAL EXPENDITURES \$ 943,586.35



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
<b>General Fund</b>						
04/17/2020	42013	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 4/5/2020	101-21701-0000	18,978.68	M
Total 101217010000:					18,978.68	
04/17/2020	42009	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 4/5/2020	101-21702-0000	8,585.82	M
04/17/2020	42009	MN Department of Revenue	Adjustment	101-21702-0000	3.95	M
Total 101217020000:					8,589.77	
04/17/2020	42013	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 4/5/2020	101-21703-0000	8,104.99	M
04/17/2020	42013	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 4/5/2020	101-21703-0000	8,019.56	M
Total 101217030000:					16,124.55	
04/17/2020	42010	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 4/5/2020	101-21704-0000	1,306.83	M
04/17/2020	42010	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 4/5/2020	101-21704-0000	8,494.02	M
04/17/2020	42010	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 4/5/2020	101-21704-0000	7,048.04	M
04/17/2020	42010	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 4/5/2020	101-21704-0000	8,494.02	M
04/17/2020	42010	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 4/5/2020	101-21704-0000	10,572.09	M
Total 101217040000:					35,915.00	
04/17/2020	154960	IBEW	IBEW UNION DUES Pay Period: 4/5/2020	101-21707-0000	319.28	
04/17/2020	154961	IUOE Local #70	FIRE UNION DUES Pay Period: 4/5/2020	101-21707-0000	140.28	
04/17/2020	154961	IUOE Local #70	IUOE UNION DUES Pay Period: 4/5/2020	101-21707-0000	606.36	
04/17/2020	154965	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 4/5/2020	101-21707-0000	682.00	
Total 101217070000:					1,747.92	
04/17/2020	20200316	Greater Mankato Area United Way	UNITED WAY Pay Period: 4/5/2020	101-21708-0000	55.00	
Total 101217080000:					55.00	
04/17/2020	154976	MN Life	April Life Insurance	101-21710-0000	643.90	
Total 101217100000:					643.90	
04/17/2020	42013	ACH Internal Revenue Service	MEDICARE Pay Period: 4/5/2020	101-21712-0000	2,679.69	M
04/17/2020	42013	ACH Internal Revenue Service	MEDICARE Pay Period: 4/5/2020	101-21712-0000	2,679.69	M
Total 101217120000:					5,359.38	
04/17/2020	42015	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 4/5/2020	101-21713-0000	1,060.00	M
04/17/2020	42015	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 4/5/2020	101-21713-0000	445.00	M
Total 101217130000:					1,505.00	
04/17/2020	42012	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 4/5/2020	101-21714-0000	440.00	M
Total 101217140000:					440.00	
04/17/2020	42008	Further	Flex/HSA Reimbursement	101-21716-0000	128.31	M
04/17/2020	42020	Further	Flex/HSA Reimbursement	101-21716-0000	81.70	M
04/17/2020	42016	Further	HSA DEDUCTION Pay Period: 4/5/2020	101-21716-0000	413.34	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101217160000:					623.35	
04/17/2020	42011	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 4/5/2020	101-21717-0000	1,220.57	M
Total 101217170000:					1,220.57	
04/17/2020	42014	Delta Dental	DENTAL EE + SPOUSE Pay Period: 4/5/2020	101-21719-0000	356.70	M
04/17/2020	42014	Delta Dental	DENTAL SINGLE Employee Pay Period: 4/5/2020	101-21719-0000	551.00	M
04/17/2020	42014	Delta Dental	DENTAL FAMILY Employee Pay Period: 4/5/2020	101-21719-0000	1,254.00	M
04/17/2020	42014	Delta Dental	Cobra-McKay	101-21719-0000	59.45	M
Total 101217190000:					2,102.25	
04/17/2020	42017	VSP	VISION FAMILY Employee Pay Period: 4/5/2020	101-21722-0000	105.95	M
04/17/2020	42017	VSP	VISION SINGLE Employee Pay Period: 4/5/2020	101-21722-0000	60.93	M
04/17/2020	42017	VSP	VISION + ONE Employee Pay Period: 4/5/2020	101-21722-0000	97.84	M
Total 101217220000:					264.72	
04/17/2020	154973	MN Department of Labor & Industry	1st qtr permit srucharge to state	101-32280-0000	1,395.34	
Total 101322800000:					1,395.34	
04/17/2020	154962	Kaiser, Sheila	Cancelled Park reservation refund	101-34785-0000	50.00	
Total 101347850000:					50.00	
04/17/2020	20200319	Innovative Office Supply	Office Supplies-Peg/Council	101-41110-2050	27.20	
Total 101411102050:					27.20	
04/17/2020	20200331	Srp, Roy D.	Technology Reimbursement-2020	101-41110-3200	78.65	
Total 101411103200:					78.65	
04/17/2020	154989	Waseca Floral	Downtown Flower Pots	101-41110-4450	1,200.00	
Total 101411104450:					1,200.00	
04/17/2020	154976	MN Life	April Life Insurance	101-41320-1330	35.62	
04/17/2020	154976	MN Life	April Life Insurance	101-41320-1330	4.13	
Total 101413201330:					39.75	
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	101-41320-1340	50.54	M
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	101-41320-1340	9.15	M
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	101-41320-1340	11.93	M
Total 101413201340:					71.62	
04/17/2020	154967	Martin-McAllister	Personnel Evaluations - Recovery Coordinator	101-41320-3000	2,200.00	
Total 101413203000:					2,200.00	
04/17/2020	20200334	U.S. Bank - CC	Lunch with recovery coordinator candidate	101-41320-3300	34.67	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
04/17/2020	20200334	U.S. Bank - CC	Lunch with recovery coordinator candidate	101-41320-3300	36.44
04/17/2020	20200334	U.S. Bank - CC	Lodging while at MCMA Conference	101-41320-3300	258.46
Total 101413203300:					329.57
04/17/2020	20200302	APG Media of So MN LLC	Resolution 20-16 Local Emergency	101-41320-3400	273.00
Total 101413203400:					273.00
04/17/2020	20200334	U.S. Bank - CC	Coffee for Precinct 1A	101-41410-2000	8.58
Total 101414102000:					8.58
04/17/2020	154976	MN Life	April Life Insurance	101-41500-1330	61.88
Total 101415001330:					61.88
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	101-41500-1340	75.98 M
Total 101415001340:					75.98
04/17/2020	20200308	Civic Systems LLC	miTime Training	101-41500-3100	750.00
04/03/2020	153911	DDA Human Services Inc	Consulting for Finance Director Hiring Process	101-41500-3100	12,500.00- V
04/17/2020	20200311	DDA Human Services Inc	Consulting for Finance Director Hiring Process	101-41500-3100	12,500.00
Total 101415003100:					750.00
04/17/2020	20200334	U.S. Bank - CC	Financial Decision Making webinar	101-41500-3300	35.00
Total 101415003300:					35.00
04/17/2020	154975	MN Government Finance Officer Assn	MN GFOA Annual Dues	101-41500-4330	70.00
Total 101415004330:					70.00
04/17/2020	20200313	Flaherty & Hood PA	MarchLegal Services	101-41600-3000	838.75
04/17/2020	20200313	Flaherty & Hood PA	March Labor and Employment consult	101-41600-3000	262.50
04/17/2020	20200322	Kennedy & Kennedy Law Office	March Legal Services	101-41600-3000	624.00
Total 101416003000:					1,725.25
04/17/2020	20200327	Pantheon Computer Systems Inc.	Waterpark Computer	101-41920-2050	749.00
04/17/2020	20200327	Pantheon Computer Systems Inc.	Speakers for Fire	101-41920-2050	39.90
04/17/2020	20200327	Pantheon Computer Systems Inc.	Monitor-Olsem	101-41920-2050	249.00
Total 101419202050:					1,037.90
04/17/2020	20200334	U.S. Bank - CC	Go Daddy website renewal Waseca Vision 2030	101-41920-4950	119.88
04/17/2020	20200334	U.S. Bank - CC	Go Daddy website renewal	101-41920-4950	39.34
04/17/2020	20200334	U.S. Bank - CC	Go Daddy domain renewal Waseca vision 2030	101-41920-4950	155.76
Total 101419204950:					314.98
04/17/2020	20200319	Innovative Office Supply	Office Supplies	101-41940-2000	69.42
04/17/2020	20200319	Innovative Office Supply	Office supplies	101-41940-2000	139.24

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101419402000:					208.66
04/17/2020	20200312	Dodson, Sharon	Face Masks	101-41940-2170	246.00
04/17/2020	20200319	Innovative Office Supply	Breakroom supplies	101-41940-2170	4.84
04/17/2020	154981	Red Feather Paper Company	Liners	101-41940-2170	174.25
04/17/2020	20200334	U.S. Bank - CC	Disinfectant wipes	101-41940-2170	10.57
04/17/2020	20200335	Waseca Hardware LLC	Parts & Supplies	101-41940-2170	68.93
Total 101419402170:					504.59
04/17/2020	20200334	U.S. Bank - CC	Security Mirror	101-41940-2230	38.88
04/17/2020	20200334	U.S. Bank - CC	Door Chimes	101-41940-2230	28.99
04/17/2020	20200334	U.S. Bank - CC	Safety items to break out glass for active shooter	101-41940-2230	184.95
Total 101419402230:					252.82
04/17/2020	154952	Cintas Corporation	Floor mat service	101-41940-3100	45.05
04/17/2020	20200310	Culligan	RO Lease	101-41940-3100	28.95
04/17/2020	20200329	ServiceMaster by Ayotte	City Hall Service	101-41940-3100	1,556.00
04/17/2020	20200336	Waste Management of Southern MN	March Service	101-41940-3100	194.92
Total 101419403100:					1,824.92
04/17/2020	20200335	Waseca Hardware LLC	Parts & Supplies	101-41940-4000	25.99
Total 101419404000:					25.99
04/08/2020	154924	Byron Real Estate Trust	Kritzer Building Purchase	101-41940-5200	80,000.00
Total 101419405200:					80,000.00
04/17/2020	154976	MN Life	April Life Insurance	101-41950-1330	30.19
Total 101419501330:					30.19
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	101-41950-1340	52.91 M
Total 101419501340:					52.91
04/17/2020	20200337	WSB & Associates Inc	February Planning Services	101-41950-3000	460.75
Total 101419503000:					460.75
04/17/2020	154976	MN Life	April Life Insurance	101-42100-1330	330.00
Total 101421001330:					330.00
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	101-42100-1340	491.79 M
Total 101421001340:					491.79
04/17/2020	154987	Waseca County Highway Department	Monthly billing	101-42100-2120	2,215.59
Total 101421002120:					2,215.59

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
04/17/2020	154953	Cintas Corporation	First aid supplies	101-42100-2170	17.43
04/17/2020	154981	Red Feather Paper Company	janitor Supplies	101-42100-2170	166.70
04/17/2020	20200334	U.S. Bank - CC	Soap and towel for squad	101-42100-2170	19.23
04/17/2020	20200334	U.S. Bank - CC	Evidence supplies	101-42100-2170	166.31
04/17/2020	20200334	U.S. Bank - CC	Towels to clean and disinfect squad	101-42100-2170	9.97
Total 101421002170:					379.64
04/17/2020	20200317	Gruenhagen, Elizabeth	Uniform Allowance	101-42100-2180	210.17
04/17/2020	20200332	Streicher's	uniform expense	101-42100-2180	54.99
04/17/2020	20200334	U.S. Bank - CC	Uniform Allowance-Harren	101-42100-2180	44.99
Total 101421002180:					310.15
04/17/2020	20200334	U.S. Bank - CC	Taser batteries	101-42100-2190	136.00
Total 101421002190:					136.00
04/17/2020	20200309	Connors Plumbing & Heating Inc.	plumbing	101-42100-2230	83.00
Total 101421002230:					83.00
04/17/2020	154947	Bock's Service Inc.	Bock's	101-42100-3100	85.00
04/17/2020	154949	Bureau of Crim Apprehension	CJDN Access Fee	101-42100-3100	270.00
04/17/2020	20200310	Culligan	Culligan	101-42100-3100	29.95
04/17/2020	154984	Thomson Reuters - West	Information Charges	101-42100-3100	254.68
04/17/2020	20200336	Waste Management of Southern MN	March Service	101-42100-3100	88.73
Total 101421003100:					728.36
04/17/2020	20200334	U.S. Bank - CC	Forensic DNA Class	101-42100-3300	75.00
04/17/2020	20200334	U.S. Bank - CC	FTO registration fee	101-42100-3300	295.00
04/17/2020	20200334	U.S. Bank - CC	Swat meal	101-42100-3300	15.00
04/17/2020	20200334	U.S. Bank - CC	Swat meal	101-42100-3300	13.00
04/17/2020	20200334	U.S. Bank - CC	Field Training Solutions	101-42100-3300	295.00
Total 101421003300:					693.00
04/17/2020	20200334	U.S. Bank - CC	Replacement battery for Squad 1812 printer	101-42100-4040	54.62
Total 101421004040:					54.62
04/17/2020	20200334	U.S. Bank - CC	Post license renewals-Vought, Markeson	101-42100-4330	180.00
Total 101421004330:					180.00
04/17/2020	154977	MN UI Fund	Unemployment - Crossing Guards	101-42150-1410	84.00
Total 101421501410:					84.00
04/17/2020	154976	MN Life	April Life Insurance	101-42200-1330	49.50
Total 101422001330:					49.50
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	101-42200-1340	63.12 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422001340:					63.12
04/17/2020	154987	Waseca County Highway Department	Monthly billing	101-42200-2120	185.52
Total 101422002120:					185.52
04/17/2020	154953	Cintas Corporation	First aid supplies	101-42200-2170	8.35
04/17/2020	20200325	Napa Auto Parts	Parts	101-42200-2170	111.32
Total 101422002170:					119.67
04/17/2020	20200324	Municipal Emergency Services Inc.	Uniforms	101-42200-2180	398.62
Total 101422002180:					398.62
04/17/2020	20200334	U.S. Bank - CC	Batteries for SCBA, lysol	101-42200-2210	205.65
Total 101422002210:					205.65
04/17/2020	20200309	Connors Plumbing & Heating Inc.	plumbing	101-42200-2230	83.00
Total 101422002230:					83.00
04/17/2020	154974	MN Department of Labor & Industry	Pressure vessel Inspection	101-42200-3100	20.00
04/17/2020	20200336	Waste Management of Southern MN	March Service	101-42200-3100	88.74
Total 101422003100:					108.74
04/17/2020	20200334	U.S. Bank - CC	MN board training and educaion license	101-42200-3310	75.00
Total 101422003310:					75.00
04/17/2020	154951	Centerpoint Energy	Monthly Service	101-42200-3800	71.05
Total 101422003800:					71.05
04/17/2020	154976	MN Life	April Life Insurance	101-42400-1330	5.45
04/17/2020	154976	MN Life	April Life Insurance	101-42400-1330	16.50
Total 101424001330:					21.95
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	101-42400-1340	22.93 M
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	101-42400-1340	6.87 M
Total 101424001340:					29.80
04/17/2020	20200307	City Building Inspection Services LLC	March Building Services	101-42400-3000	6,087.33
Total 101424003000:					6,087.33
04/17/2020	154976	MN Life	April Life Insurance	101-43000-1330	5.61
04/17/2020	154976	MN Life	April Life Insurance	101-43000-1330	74.74
Total 101430001330:					80.35

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	101-43000-1340	7.08	M
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	101-43000-1340	104.27	M
Total 101430001340:					111.35	
04/17/2020	154976	MN Life	April Life Insurance	101-43100-1330	89.10	
04/17/2020	154976	MN Life	April Life Insurance	101-43100-1330	1.65	
Total 101431001330:					90.75	
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	101-43100-1340	105.04	M
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	101-43100-1340	2.09	M
Total 101431001340:					107.13	
04/17/2020	154947	Bock's Service Inc.	Fuel	101-43100-2120	70.10	
04/17/2020	154947	Bock's Service Inc.	Fuel	101-43100-2120	129.37	
04/17/2020	154987	Waseca County Highway Department	Monthly billing	101-43100-2120	2,512.73	
04/17/2020	154987	Waseca County Highway Department	Monthly billing	101-43100-2120	228.57	
Total 101431002120:					2,940.77	
04/17/2020	154948	Builders First Source Inc	plywood	101-43100-2170	28.55	
04/17/2020	154950	CCP Industries Inc.	hand towels & T.P.	101-43100-2170	260.83	
04/17/2020	154959	Huber Supply Co Inc	face shields	101-43100-2170	99.24	
04/17/2020	20200325	Napa Auto Parts	Parts	101-43100-2170	121.56	
04/17/2020	154980	RDO Trust #80-5800	Laser tool	101-43100-2170	1,600.00	
04/17/2020	20200334	U.S. Bank - CC	Respirator Mask	101-43100-2170	135.21	
04/17/2020	20200334	U.S. Bank - CC	Coveralls for Covid-19 protection	101-43100-2170	138.59	
04/17/2020	20200335	Waseca Hardware LLC	Parts & Supplies	101-43100-2170	67.86	
Total 101431002170:					2,451.84	
04/17/2020	20200301	AmeriPride Services Inc	uniform-service	101-43100-2180	192.46	
04/17/2020	20200301	AmeriPride Services Inc	uniform-service	101-43100-2180	192.46	
04/17/2020	20200334	U.S. Bank - CC	High visibility work shirts	101-43100-2180	1,214.55	
Total 101431002180:					1,599.47	
04/17/2020	154957	First Source Solutions	Drug Screen	101-43100-3100	56.38	
04/17/2020	20200336	Waste Management of Southern MN	March Service	101-43100-3100	178.37	
Total 101431003100:					234.75	
04/17/2020	154951	Centerpoint Energy	Monthly Service	101-43100-3800	71.05	
Total 101431003800:					71.05	
04/17/2020	154976	MN Life	April Life Insurance	101-43125-1330	23.10	
04/17/2020	154976	MN Life	April Life Insurance	101-43125-1330	1.65	
Total 101431251330:					24.75	
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	101-43125-1340	27.23	M
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	101-43125-1340	2.09	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101431251340:					29.32
04/17/2020	154976	MN Life	April Life Insurance	101-43170-1330	4.95
Total 101431701330:					4.95
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	101-43170-1340	5.84 M
Total 101431701340:					5.84
04/17/2020	154945	3D Specialties Inc.	Sign posts	101-43170-2170	883.33
Total 101431702170:					883.33
04/17/2020	154976	MN Life	April Life Insurance	101-43220-1330	8.25
Total 101432201330:					8.25
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	101-43220-1340	9.73 M
Total 101432201340:					9.73
04/17/2020	154976	MN Life	April Life Insurance	101-45130-1330	1.04-
Total 101451301330:					1.04-
04/17/2020	154958	Hawkins Inc	Chemicals WWP	101-45130-2165	198.46
Total 101451302165:					198.46
04/17/2020	20200325	Napa Auto Parts	Parts	101-45130-2170	103.92
04/17/2020	20200334	U.S. Bank - CC	Supplies for Waterpark	101-45130-2170	30.00
04/17/2020	20200334	U.S. Bank - CC	Supplies for Waterpark	101-45130-2170	25.98
04/17/2020	20200334	U.S. Bank - CC	Reimbursement of Fraud charges back in Nov	101-45130-2170	17.17-
04/17/2020	20200335	Waseca Hardware LLC	Parts & Supplies	101-45130-2170	16.19
Total 101451302170:					158.92
04/17/2020	20200335	Waseca Hardware LLC	Parts & Supplies	101-45130-2175	110.94
Total 101451302175:					110.94
04/17/2020	20200334	U.S. Bank - CC	Lunch while at food handler's class	101-45130-3300	9.80
04/17/2020	20200334	U.S. Bank - CC	Parking at food handler's class	101-45130-3300	3.00
04/17/2020	20200334	U.S. Bank - CC	Parking at food handler's class	101-45130-3300	3.00
04/17/2020	20200334	U.S. Bank - CC	Hotel for CPO training	101-45130-3300	171.18
04/17/2020	20200334	U.S. Bank - CC	Hotel for CPO training	101-45130-3300	19.99
04/17/2020	20200334	U.S. Bank - CC	Hotel for CPO training	101-45130-3300	171.18-
04/17/2020	20200334	U.S. Bank - CC	Certified pool operator training-Olsem	101-45130-3300	295.00
04/17/2020	20200334	U.S. Bank - CC	Certified pool operator training-Sonnenberg	101-45130-3300	295.00
Total 101451303300:					625.79
04/17/2020	20200318	Horizon Commercial Pool Supply	Water Park Supplies & Sensors	101-45130-4000	824.62
04/17/2020	154971	MK Service & Repair	Floor Scrubber	101-45130-4000	3,750.00



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101451304000:					4,574.62
04/17/2020	20200323	Merit Contracting Inc	TLCF Concession window repairs	101-45180-2230	1,780.59
Total 101451802230:					1,780.59
04/17/2020	154969	Mediacom	TLCF Communications	101-45180-3200	34.81
Total 101451803200:					34.81
04/17/2020	154976	MN Life	April Life Insurance	101-45200-1330	74.25
04/17/2020	154976	MN Life	April Life Insurance	101-45200-1330	.26-
Total 101452001330:					73.99
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	101-45200-1340	87.57 M
Total 101452001340:					87.57
04/17/2020	154987	Waseca County Highway Department	Monthly billing	101-45200-2120	417.31
Total 101452002120:					417.31
04/17/2020	20200310	Culligan	Culligan Water	101-45200-2170	26.25
04/17/2020	20200334	U.S. Bank - CC	Felt for hanging baskets	101-45200-2170	10.44
04/17/2020	154989	Waseca Floral	Plant fertilizer	101-45200-2170	248.75
04/17/2020	20200335	Waseca Hardware LLC	Parts & Supplies	101-45200-2170	27.95
Total 101452002170:					313.39
04/17/2020	154948	Builders First Source Inc	Dock repair lumber	101-45200-2230	304.81
04/17/2020	154948	Builders First Source Inc	Dock Repair Lumber	101-45200-2230	17.58
04/17/2020	154948	Builders First Source Inc	Lumber	101-45200-2230	10.55
04/17/2020	154948	Builders First Source Inc	Dock Repair Lumber	101-45200-2230	65.90
04/17/2020	154948	Builders First Source Inc	Dock Repair Lumber	101-45200-2230	52.72
04/17/2020	154948	Builders First Source Inc	Dock Repair Lumber	101-45200-2230	190.32
04/17/2020	20200325	Napa Auto Parts	Parts	101-45200-2230	28.80
04/17/2020	20200335	Waseca Hardware LLC	Parts & Supplies	101-45200-2230	166.01
Total 101452002230:					836.69
04/17/2020	20200335	Waseca Hardware LLC	Parts & Supplies	101-45200-2400	14.98
Total 101452002400:					14.98
04/17/2020	154988	Waseca County Landfill	Landfill Fees - Brush	101-45200-3100	100.00
04/17/2020	20200336	Waste Management of Southern MN	March Service	101-45200-3100	27.85
04/17/2020	20200336	Waste Management of Southern MN	March Parks - Waste Management	101-45200-3100	31.24
Total 101452003100:					159.09
04/17/2020	20200304	Central Fire Protection Inc.	Fire extinguisher	101-45500-3100	46.25
04/17/2020	20200329	ServiceMaster by Ayotte	Library Service	101-45500-3100	790.00
04/17/2020	20200336	Waste Management of Southern MN	Library service	101-45500-3100	56.73

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101455003100:					892.98
Total General Fund:					218,793.44
<b>Airport</b>					
04/17/2020	20200322	Kennedy & Kennedy Law Office	March Legal Services	230-49810-3000	97.90
Total 230498103000:					97.90
04/17/2020	154991	Xcel Energy	March Service	230-49810-3800	185.49
04/17/2020	154991	Xcel Energy	March Service	230-49810-3800	220.08
Total 230498103800:					405.57
04/17/2020	154972	MN Council of Airports	MCOA Dues	230-49810-4330	150.00
Total 230498104330:					150.00
Total Airport:					653.47
<b>Economic Development-General f</b>					
04/15/2020	154925	American Motel	COVID-19 RLF	261-11520-0000	4,000.00
04/15/2020	154926	Cassie's Classic Cuts	COVID-19 RLF	261-11520-0000	4,000.00
04/15/2020	154927	EL MOLINO	COVID-19 RLF	261-11520-0000	5,000.00
04/15/2020	154928	Four Seasons Athletics	COVID-19 RLF	261-11520-0000	2,000.00
04/15/2020	154929	Healing Hands Wellness Group	COVID-19 RLF	261-11520-0000	2,000.00
04/15/2020	154941	Lush Cakes	COVID-19 RLF	261-11520-0000	2,500.00
04/15/2020	154930	Oscar's	COVID-19 RLF	261-11520-0000	5,000.00
04/15/2020	154931	Pippi Lane Boutique	COVID-19 RLF	261-11520-0000	5,000.00
04/15/2020	154942	Precision Chiropractic and Wellness	COVID-19 RLF	261-11520-0000	5,000.00
04/15/2020	154932	RusJo LLC	COVID-19 RLF	261-11520-0000	5,000.00
04/15/2020	154933	Suburban Furniture Inc.	COVID-19 RLF	261-11520-0000	5,000.00
04/15/2020	154934	Takara's Kids Clubhouse Daycare	COVID-19 RLF	261-11520-0000	5,000.00
04/15/2020	154935	Tas Adventure Inc	COVID-19 RLF	261-11520-0000	5,000.00
04/15/2020	154943	Tesch Service Center Co.	COVID-19 RLF	261-11520-0000	3,000.00
04/15/2020	154936	The Boat House Grill & Bar	COVID-19 RLF	261-11520-0000	5,000.00
04/15/2020	154937	The Mill Bar LLC	COVID-19 RLF	261-11520-0000	5,000.00
04/15/2020	154938	Trio Coffee, Wine & Ale House	COVID-19 RLF	261-11520-0000	5,000.00
04/15/2020	154939	Waseca County Auto Sales	COVID-19 RLF	261-11520-0000	5,000.00
04/15/2020	154944	Waseca Glass LLC	COVID-19 RLF	261-11520-0000	5,000.00
04/15/2020	154940	ZINNIAS	COVID-19 RLF	261-11520-0000	2,000.00
Total 261115200000:					84,500.00
04/17/2020	154976	MN Life	April Life Insurance	261-46700-1330	4.13
Total 261467001330:					4.13
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	261-46700-1340	11.93 M
Total 261467001340:					11.93
04/17/2020	20200313	Flaherty & Hood PA	MarchLegal Services	261-46700-3000	1,232.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 261467003000:					1,232.50
04/17/2020	20200334	U.S. Bank - CC	Lunch with industrial prospect	261-46700-3300	39.44
Total 261467003300:					39.44
Total Economic Development-General f:					85,788.00
<b>Safe Haven Grant</b>					
04/17/2020	154976	MN Life	April Life Insurance	279-46350-1330	16.50
Total 279463501330:					16.50
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	279-46350-1340	16.92 M
Total 279463501340:					16.92
04/17/2020	20200334	U.S. Bank - CC	Activities/crafts for connections	279-46350-2170	191.64
Total 279463502170:					191.64
Total Safe Haven Grant:					225.06
<b>Capital Improvement</b>					
04/17/2020	20200313	Flaherty & Hood PA	MarchLegal Services	430-43010-3000	507.50
Total 430430103000:					507.50
04/17/2020	20200328	Restoration Services Inc	Water Park Floor Project	430-43010-5260	2,261.30
Total 430430105260:					2,261.30
04/17/2020	20200313	Flaherty & Hood PA	MarchLegal Services	430-43010-5430	217.50
Total 430430105430:					217.50
04/17/2020	154988	Waseca County Landfill	NE Trail tree/brush removal	430-43010-5440	200.00
04/17/2020	154988	Waseca County Landfill	NE Trail tree/brush removal	430-43010-5440	200.00
Total 430430105440:					400.00
04/17/2020	20200337	WSB & Associates Inc	3rd St NE Engineering Services	430-43010-5560	202.00
Total 430430105560:					202.00
Total Capital Improvement:					3,588.30
<b>Annexation &amp; Growth fund</b>					
04/17/2020	20200337	WSB & Associates Inc	Gaiter Lake Master Plan	470-46800-3000	2,654.25
Total 470468003000:					2,654.25
Total Annexation & Growth fund:					2,654.25

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Water					
04/17/2020	154978	Neleman, Paul	Wac charges reimbursement	601-37175-0000	1,240.00
Total 601371750000:					1,240.00
04/17/2020	154958	Hawkins Inc	BEF Chemical Well 4	601-49401-2170	1,019.29
04/17/2020	154958	Hawkins Inc	City Wells Chemicals	601-49401-2170	6,334.55
Total 601494012170:					7,353.84
04/17/2020	20200335	Waseca Hardware LLC	Parts & Supplies	601-49401-2230	69.38
Total 601494012230:					69.38
04/17/2020	154991	Xcel Energy	March Service	601-49401-3800	198.16
Total 601494013800:					198.16
04/17/2020	154976	MN Life	April Life Insurance	601-49430-1330	16.50
04/17/2020	154976	MN Life	April Life Insurance	601-49430-1330	20.62
Total 601494301330:					37.12
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	601-49430-1340	26.13 M
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	601-49430-1340	26.51 M
Total 601494301340:					52.64
04/17/2020	154987	Waseca County Highway Department	Monthly billing	601-49430-2120	285.55
Total 601494302120:					285.55
04/17/2020	20200325	Napa Auto Parts	Parts	601-49430-2170	.94
04/17/2020	20200334	U.S. Bank - CC	Cooler for coliform samples	601-49430-2170	14.97
Total 601494302170:					15.91
04/17/2020	20200334	U.S. Bank - CC	Batteris for lights to change out ERTS	601-49430-2215	14.21
Total 601494302215:					14.21
04/17/2020	20200315	Gopher State One-Call Inc	Location calls - March	601-49430-3100	37.35
04/17/2020	20200320	James Brothers Construction Inc.	water service reapiir	601-49430-3100	2,588.45
04/17/2020	154970	Mid-America Meter Inc	Meter Calibration	601-49430-3100	276.85
04/17/2020	20200330	Sportsmans Stop Inc.	Shipping-meter Calibrations	601-49430-3100	10.57
04/17/2020	154986	Utility Consultants Inc	Bacteria testing	601-49430-3100	180.00
Total 601494303100:					3,093.22
04/17/2020	154976	MN Life	April Life Insurance	601-49585-1330	18.25
Total 601495851330:					18.25
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	601-49585-1340	21.47 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601495851340:					21.47
04/17/2020	20200319	Innovative Office Supply	Toner	601-49585-2000	178.60
04/17/2020	20200319	Innovative Office Supply	Office supplies	601-49585-2000	4.39
Total 601495852000:					182.99
04/17/2020	20200326	On Target Inc.	CASS certification of address files	601-49585-3500	42.53
Total 601495853500:					42.53
04/17/2020	154954	City of Waseca	Summit AR	601-49585-4320	12.81
04/17/2020	154983	Summit Account Resolution	Collection Fees	601-49585-4320	59.89
Total 601495854320:					72.70
04/17/2020	154976	MN Life	April Life Insurance	601-49586-1330	3.47
04/17/2020	154976	MN Life	April Life Insurance	601-49586-1330	1.98
04/17/2020	154976	MN Life	April Life Insurance	601-49586-1330	2.72
Total 601495861330:					8.17
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	601-49586-1340	4.30 M
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	601-49586-1340	2.65 M
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	601-49586-1340	13.81 M
Total 601495861340:					20.76
04/17/2020	20200302	APG Media of So MN LLC	Public hearing-Ordinance 1079	601-49586-3400	29.25
Total 601495863400:					29.25
04/17/2020	154963	Keys Well Drilling Company	Well Project Final Payment	601-49593-5300	7,695.39
Total 601495935300:					7,695.39
Total Water:					20,451.54
<b>Sanitary Sewer</b>					
04/17/2020	154978	Neleman, Paul	SAC charge reimbursement	602-37275-0000	1,090.00
Total 602372750000:					1,090.00
04/17/2020	154976	MN Life	April Life Insurance	602-49470-1330	29.70
04/17/2020	154976	MN Life	April Life Insurance	602-49470-1330	1.65
Total 602494701330:					31.35
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	602-49470-1340	35.01 M
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	602-49470-1340	2.09 M
Total 602494701340:					37.10
04/17/2020	20200315	Gopher State One-Call Inc	Location calls - March	602-49470-3100	37.35
04/17/2020	20200334	U.S. Bank - CC	Hotel stay due to sewer back up 116 7th Ave NE	602-49470-3100	113.38

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494703100:					150.73
04/17/2020	20200330	Sportsmans Stop Inc.	ship lift display for repair	602-49470-4020	217.59
04/17/2020	20200330	Sportsmans Stop Inc.	ship lift parts for repair	602-49470-4020	97.54
04/17/2020	20200334	U.S. Bank - CC	Fairground lift station transfer switch display repair	602-49470-4020	1,194.35
Total 602494704020:					1,509.48
04/17/2020	154976	MN Life	April Life Insurance	602-49480-1330	61.88
Total 602494801330:					61.88
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	602-49480-1340	78.40 M
Total 602494801340:					78.40
04/17/2020	154981	Red Feather Paper Company	Janitorial Supplies	602-49480-2170	61.40
04/17/2020	20200334	U.S. Bank - CC	Lab supplies	602-49480-2170	23.58
04/17/2020	20200334	U.S. Bank - CC	Accidental charge on city card	602-49480-2170	104.79
04/17/2020	20200334	U.S. Bank - CC	Accidental charge on city card	602-49480-2170	6.31
04/17/2020	20200334	U.S. Bank - CC	Accidental charge on city card	602-49480-2170	1.98
04/17/2020	20200334	U.S. Bank - CC	Lab supplies	602-49480-2170	44.95
04/17/2020	20200334	U.S. Bank - CC	WWTP break room supplies	602-49480-2170	8.92
04/17/2020	20200334	U.S. Bank - CC	Lab supplies	602-49480-2170	95.50
04/17/2020	154985	USA Blue Book	Lab Supplies	602-49480-2170	542.19
Total 602494802170:					889.62
04/17/2020	154979	North American Safety Inc	safety clothes	602-49480-2180	127.56
04/17/2020	20200334	U.S. Bank - CC	Readers for mask	602-49480-2180	4.00
04/17/2020	20200334	U.S. Bank - CC	Face masks	602-49480-2180	299.99
Total 602494802180:					431.55
04/17/2020	20200321	Javens Mechanical Contracting Co.	MAU, unit heaters	602-49480-2210	137.43
04/17/2020	154985	USA Blue Book	sampler parts	602-49480-2210	145.83
Total 602494802210:					283.26
04/17/2020	154952	Cintas Corporation	Floor Mats	602-49480-3100	19.10
04/17/2020	154953	Cintas Corporation	First Aid supplies	602-49480-3100	45.10
04/17/2020	20200321	Javens Mechanical Contracting Co.	MAU, unit heaters	602-49480-3100	450.00
04/17/2020	154986	Utility Consultants Inc	Permit Testing	602-49480-3100	3,163.44
04/17/2020	20200336	Waste Management of Southern MN	Waste Mgmt	602-49480-3100	306.44
Total 602494803100:					3,984.08
04/17/2020	154976	MN Life	April Life Insurance	602-49585-1330	18.25
Total 602495851330:					18.25
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	602-49585-1340	21.47 M
Total 602495851340:					21.47

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
04/17/2020	20200319	Innovative Office Supply	Office supplies	602-49585-2000	4.39	
Total 602495852000:					4.39	
04/17/2020	20200326	On Target Inc.	CASS certification of address files	602-49585-3500	42.54	
Total 602495853500:					42.54	
04/17/2020	154954	City of Waseca	Summit AR	602-49585-4320	24.55	
04/17/2020	154983	Summit Account Resolution	Collection Fees	602-49585-4320	114.81	
Total 602495854320:					139.36	
04/17/2020	154976	MN Life	April Life Insurance	602-49586-1330	3.47	
04/17/2020	154976	MN Life	April Life Insurance	602-49586-1330	1.98	
04/17/2020	154976	MN Life	April Life Insurance	602-49586-1330	2.72	
Total 602495861330:					8.17	
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	602-49586-1340	4.30	M
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	602-49586-1340	2.65	M
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	602-49586-1340	13.81	M
Total 602495861340:					20.76	
04/17/2020	154957	First Source Solutions	Drug Screen	602-49586-3000	56.38	
04/17/2020	20200313	Flaherty & Hood PA	MarchLegal Services	602-49586-3000	435.00	
04/17/2020	154968	McGrann Shea Carnival Straughn & Lam	Solar Program	602-49586-3000	2,737.50	
Total 602495863000:					3,228.88	
Total Sanitary Sewer:					12,031.27	
<b>Electric Utility</b>						
04/17/2020	42019	SMMPA	SMMPA	604-49550-3810	385,751.55	M
Total 604495503810:					385,751.55	
04/17/2020	154976	MN Life	April Life Insurance	604-49570-1330	2.11	
Total 604495701330:					2.11	
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	604-49570-1340	3.29	M
Total 604495701340:					3.29	
04/17/2020	154976	MN Life	April Life Insurance	604-49571-1330	46.60	
Total 604495711330:					46.60	
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	604-49571-1340	72.61	M
Total 604495711340:					72.61	
04/17/2020	20200330	Sportsmans Stop Inc.	Fuel	604-49571-2120	141.00	
04/17/2020	154987	Waseca County Highway Department	Monthly billing	604-49571-2120	473.72	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495712120:					614.72
04/17/2020	154966	Locators & Supplies Inc.	Locate Supplies	604-49571-2170	251.95
04/17/2020	20200334	U.S. Bank - CC	Shipping Charges	604-49571-2170	26.62
04/17/2020	20200334	U.S. Bank - CC	Accidental charge on city card	604-49571-2170	43.77
04/17/2020	20200335	Waseca Hardware LLC	Parts & Supplies	604-49571-2170	42.09
Total 604495712170:					364.43
04/17/2020	20200300	Amaril Uniform Co.	Work CLOthes Matt R.	604-49571-2180	70.92
Total 604495712180:					70.92
04/17/2020	20200333	Stuart C. Irby Company	hot stick testing	604-49571-2190	380.25
Total 604495712190:					380.25
04/17/2020	154982	Roundbank	Fan motor Rebate	604-49571-2330	50.00
04/17/2020	154990	Waseca Medical Center	Commercial Lighting Rebate	604-49571-2330	8,372.00
Total 604495712330:					8,422.00
04/17/2020	20200315	Gopher State One-Call Inc	Location calls - March	604-49571-3100	37.35
04/17/2020	154988	Waseca County Landfill	Garbage	604-49571-3100	182.60
04/17/2020	154988	Waseca County Landfill	Landfill fees	604-49571-3100	120.00
Total 604495713100:					339.95
04/17/2020	154976	MN Life	April Life Insurance	604-49572-1330	4.69
Total 604495721330:					4.69
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	604-49572-1340	7.30 M
Total 604495721340:					7.30
04/17/2020	154976	MN Life	April Life Insurance	604-49573-1330	8.45
Total 604495731330:					8.45
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	604-49573-1340	13.16 M
Total 604495731340:					13.16
04/17/2020	154955	Condon Farm Service	propane for frost thaw unit	604-49573-2230	19.60
Total 604495732230:					19.60
04/17/2020	154976	MN Life	April Life Insurance	604-49574-1330	2.38
Total 604495741330:					2.38
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	604-49574-1340	3.70 M



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495741340:					3.70
04/17/2020	154991	Xcel Energy	March Service	604-49574-3800	481.20
Total 604495743800:					481.20
04/17/2020	154976	MN Life	April Life Insurance	604-49584-1330	1.76
Total 604495841330:					1.76
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	604-49584-1340	2.78 M
Total 604495841340:					2.78
04/17/2020	154976	MN Life	April Life Insurance	604-49585-1330	18.36
Total 604495851330:					18.36
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	604-49585-1340	21.61 M
Total 604495851340:					21.61
04/17/2020	20200319	Innovative Office Supply	Office supplies	604-49585-2000	4.39
Total 604495852000:					4.39
04/17/2020	20200326	On Target Inc.	CASS certification of address files	604-49585-3500	42.54
Total 604495853500:					42.54
04/17/2020	154954	City of Waseca	Summit AR	604-49585-4320	69.37
04/17/2020	154983	Summit Account Resolution	Collection Fees	604-49585-4320	324.45
Total 604495854320:					393.82
04/17/2020	154976	MN Life	April Life Insurance	604-49586-1330	2.81
04/17/2020	154976	MN Life	April Life Insurance	604-49586-1330	3.80
04/17/2020	154976	MN Life	April Life Insurance	604-49586-1330	2.81
Total 604495861330:					9.42
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	604-49586-1340	3.48 M
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	604-49586-1340	5.09 M
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	604-49586-1340	14.22 M
Total 604495861340:					22.79
04/17/2020	20200303	Barr Engineering Company	Solar Engineering Elegant Creations	604-49586-3000	552.50
04/17/2020	20200313	Flaherty & Hood PA	MarchLegal Services	604-49586-3000	108.75
04/17/2020	154968	McGrann Shea Carnival Straughn & Lam	Attorney - Service Territory	604-49586-3000	1,368.75
Total 604495863000:					2,030.00
Total Electric Utility:					399,156.38

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
<b>Storm Water Utility</b>					
04/17/2020	154976	MN Life	April Life Insurance	651-43140-1330	9.90
Total 651431401330:					9.90
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	651-43140-1340	11.67 M
Total 651431401340:					11.67
04/17/2020	154976	MN Life	April Life Insurance	651-49585-1330	2.89
Total 651495851330:					2.89
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	651-49585-1340	3.40 M
Total 651495851340:					3.40
Total Storm Water Utility:					27.86
<b>Central Garage Services</b>					
04/17/2020	154976	MN Life	April Life Insurance	701-43180-1330	28.05
Total 701431801330:					28.05
04/17/2020	42018	Reliance Standard	Apr LTD Insurance	701-43180-1340	35.47 M
Total 701431801340:					35.47
04/17/2020	154987	Waseca County Highway Department	Monthly billing	701-43180-2120	130.49
Total 701431802120:					130.49
04/17/2020	154974	MN Department of Labor & Industry	shop air comp. insp.	701-43180-2170	10.00
04/17/2020	20200325	Napa Auto Parts	Parts	701-43180-2170	250.68
04/17/2020	20200334	U.S. Bank - CC	Paint for Hoist	701-43180-2170	288.05
04/17/2020	20200334	U.S. Bank - CC	Paint and anti-skid for hoist	701-43180-2170	46.73
Total 701431802170:					595.46
04/17/2020	154946	Arnold's	kubota backhoe inventory	701-43180-2210	263.04
04/17/2020	20200305	Central Hydraulics Inc	HLA wing motor repair	701-43180-2210	1,533.20
04/17/2020	20200306	Christensen Tire Service	squad car tires	701-43180-2210	774.48
04/17/2020	154964	Kris Engineering Inc.	milling machine bits	701-43180-2210	1,546.33
04/17/2020	20200325	Napa Auto Parts	Parts	701-43180-2210	381.02
Total 701431802210:					4,498.07
04/17/2020	20200314	GMS Industrial Supplies Inc.	drill bits	701-43180-2400	39.83
04/17/2020	20200325	Napa Auto Parts	Parts	701-43180-2400	1,034.10
04/17/2020	20200334	U.S. Bank - CC	Spanner wrench for hyd. Cylinders	701-43180-2400	35.12
Total 701431802400:					1,109.05
04/17/2020	20200334	U.S. Bank - CC	Monthly diagnostic program	701-43180-3100	149.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 701431803100:					149.00
Total Central Garage Services:					6,545.59
<b>Equipment Replacement Fund</b>					
04/17/2020	20200327	Pantheon Computer Systems Inc.	City Hall Server	705-49910-5400	7,437.50
Total 705499105400:					7,437.50
04/17/2020	20200327	Pantheon Computer Systems Inc.	Toughbook for new squad	705-49920-5400	3,348.00
Total 705499205400:					3,348.00
04/17/2020	154956	CPS Distributors Inc	truck room ventilation	705-49930-5400	41,225.00
Total 705499305400:					41,225.00
Total Equipment Replacement Fund:					52,010.50
Grand Totals:					801,925.66

## Report Criteria:

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



# WASECA MINNESOTA

## Residential Assistance Financing Application – Tax Abatement Program

### Property Owner/s:

Name: Julie & Jeramie Kelly Date: 4-11-2020  
Address: [REDACTED]  
State: MN Zip Code [REDACTED] Status (check one): Married ☒ Single ☐ Partnership ☐  
Contact Person / Authorized Representative: Julie Kelly Title: [REDACTED]  
Contact Phone: [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:

965 11th St SE Waseca MN 56093

Parcel #'s: 175350400

Present ownership of site:

Julie & Jeramie Kelly

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

Current Property Taxes: City 277.40 County 193.96 Total 618.00

Market value of project following completion: [REDACTED]

Anticipated project start date: 4-6-2020 Completion Date: est. 7-4-20-8-4-20

### FINANCIAL INFORMATION:

Estimated Project Related Costs:

1. Land Acquisition \$ [REDACTED]  
2. Site Development \$ [REDACTED]  
3. Building Cost \$ [REDACTED]  
4. TOTAL PROJECT COST \$ [REDACTED]

includes land

#### Abatement Term

3 ☐

6 ☒

10 ☐



**AUTHORIZED SIGNATURE OF PROPERTY OWNER/S**

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

  
\_\_\_\_\_  
Applicant

4-11-2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Applicant

4-11-2020  
\_\_\_\_\_  
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

<b>Title:</b>	Kritzer Building Purchase		
<b>Meeting Date:</b>	April 21, 2020	<b>Agenda Item Number:</b>	<b>6D</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	
<b>Originating Department:</b>	Public Works	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>			
<b>How does this item pertain to Vision 2030 goals?</b>	Good Government and Maintaining High Quality Community Assets		

**BACKGROUND:** The City has been leasing the Kritzer Building, located just west of the railroad west of City Hall for some time. When the lease was initiated, the intent of the City was to purchase the property. Public works and the utilities are using the facility to store equipment and supplies. The City Council recently approved a minor subdivision of the property that would allow the City to purchase the building location without purchasing the tanks located south of the building. Public Works Director Sonnenberg has negotiated a purchase price of \$80,000 with Mr. Kirtzer and staff asks that the Council approve the purchase of this property. The property will become property of the City and will not be classified as “development property”, meaning that the City intends to keep this property.

**BUDGET IMPACT:** This expense was planned for in 2019 but a delay in completing the necessary paperwork pushed the closing into 2020. Finance Director Fischer has reviewed the sale and endorsed the purchase.

**ALTERNATIVES CONSIDERED:** Mr. Kritzer wishes to sell the building so the best way to obtain its continued availability for the City’s use is by purchase.

**RECOMMENDATION:** Make a motion to approve the purchase of the Kritzer Building.

<b>Title:</b>	Boat House Lease Payment Deferral		
<b>Meeting Date:</b>	April 24, 2020	<b>Agenda Item Number:</b>	<b>6E</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	
<b>Originating Department:</b>	Finance	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>			
<b>How does this item pertain to Vision 2030 goals?</b>	Utilizing Economic Development tools and Preserving Community Assets		

**BACKGROUND:** The City currently leases space to the Boat House Grill and Bar. Two payments a year are made to the City. With the current economic climate, the City has encouraged business owners to consult with landlords or mortgage holders to see if assistance or flexibility will be available in helping the businesses continue operations. As a landlord, it seems reasonable to expect the City to display the same flexibility that we hope to see in other properties in Waseca. The Boat House has not asked for a delay in their lease at this time, but City staff wishes to indicate flexibility on the part of the City. To this end, staff asks that the Council authorize staff to delay lease the next lease payment so a future point in 2020, with staff determining the precise due date. If additional delays are needed, staff will be required to bring the issue before the Council again.

**BUDGET IMPACT:** No impact to the budget and a very minor impact to cash flow. Staff is not proposing to collect less rent at this time, merely to change the timing of when the rent is due. It is possible that future conversations may need to be held concerning waiving lease payments.

**ALTERNATIVES CONSIDERED:** Do nothing, waive payment.

**RECOMMENDATION:** Approve a motion to authorize staff to defer lease payment with no penalty so long as the payments deferred are made in 2020.

## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: April 15, 2020

TO: Mayor & City Council  
Lee Mattson, City Manager

PROJECT NAME: 2019 Well Maintenance Project

CITY PROJECT NO. 2019-09

PAYMENT REQUEST : Final

PAYMENT PERIOD : 2/5/2020-3/31/2020


CONTRACTOR: Keys Well Drilling

PAYMENT AMOUNT: \$7,695.39

Approved By:

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date





Stantec Consulting Services Inc.  
733 Marquette Avenue, Suite 1000  
Minneapolis MN 55402  
Telephone: (612) 712-2000

April 15, 2020

Carl Sonnenberg  
City of Waseca  
508 South State Street  
Waseca, MN 56093

Re: 2019 Well Maintenance Project  
Project No. 193804404  
**Contractor's Request for Payment No. 7**

Dear Carl:

Attached for your approval is Contractor's Request for Payment No. 7 for the 2019 Maintenance Project. The prime Contractor on this project is Keys Well Drilling Company.

This is the final pay request for the project that covers the release of the retainage pay. All project activities have been completed and startup has been successfully completed on all five wells. Required submittals have been received by Keys Well Drilling Company, including the lien waiver and IC-134 document attached to this pay request.

We have reviewed the contractor's payment request and found it to be in order. We recommend release of the retainage for this project. **If the City wishes to approve this, then payment should be made to Keys Well Drilling Company in the amount of \$7,695.39.**

Please execute the payment request documents. Keep one copy for your records, forward two copies to Keys Well Drilling (one for them and one for their bonding company) and return one copy to Stantec. Feel free to contact me if you have any questions.

Regards,  
Stantec Consulting Services, Inc.

A handwritten signature in black ink, appearing to read "Mark Janovec", written over a horizontal line.

Mark Janovec  
Project Manager

Enclosures




Owner: City of Waseca, 508 South State Street, Waseca, MN 56093	Date: 4/6/2020
For Period: 2/5/2020 to 3/31/2020	Request No: 7 (FINAL)
Contractor: Keys Well Drilling Company, 1156 Homer Street, St. Paul, MN 55116	

**CONTRACTOR'S REQUEST FOR PAYMENT**  
2019 WELL MAINTENANCE PROJECT  
STANTEC PROJECT NO. 193804404

**SUMMARY**

1	Original Contract Amount		\$ 329,725.00
2	Change Order - Addition	\$ 0.00	
3	Change Order - Deduction	\$ 0.00	
4	Revised Contract Amount		\$ 329,725.00
5	Value Completed to Date		\$ 249,385.00
6	Material on Hand		\$ 0.00
7	Amount Earned		\$ 249,385.00
8	Less Retainage 0%		\$ 0.00
9	Subtotal		\$ 249,385.00
10	Less Amount Paid Previously		\$ 241,689.61
11	Liquidated damages -		\$ 0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. 7 (FINAL)		\$ 7,695.39

Recommended for Approval by:  
STANTEC



Approved by Contractor:  
KEYS WELL DRILLING COMPANY



Approved by Owner:  
CITY OF WASECA

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Date:

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Specified Contract Completion Date:

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No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
<b>PART 1 - WELL PUMP FACILITY NO. 1 REPAIRS:</b>							
1	REMOVE AND REINSTALL LINE SHAFT TURBINE PUMP AND MOTOR. VIBRATION TESTING (PRE AND POST).	LS	1	\$14,500.00	1.00	1.00	\$14,500.00
2	FURNISH AND INSTALL NEW DISCHARGE HEAD BEARING	LS	1	\$250.00	1.00	1.00	\$250.00
3	FURNISH STAINLESS STEEL PUMP HEAD SHAFT	LS	1	\$750.00	1.00	1.00	\$750.00
4	10" X 10', SCH 40, LINE SHAFT COLUMN PIPE WITH COUPLING	EA	22	\$600.00	20.00	20.00	\$12,000.00
5	10" X 5', SCH 40, LINE SHAFT COLUMN PIPE WITH COUPLING	EA	1	\$450.00	1.00	1.00	\$450.00
6	8" X 10', SCH. 40, SUCTION PIPE	EA	1	\$350.00	0.00	0.00	\$0.00
7	1-11/16" X 10', STAINLESS STEEL LINE SHAFT	EA	22	\$280.00	0.00	0.00	\$0.00
8	1-11/16" X 5', STAINLESS STEEL LINE SHAFT	EA	1	\$200.00	0.00	0.00	\$0.00
9	1-11/16", STAINLESS STEEL, LINE SHAFT COUPLING	EA	1	\$50.00	0.00	0.00	\$0.00
10	BEARING RETAINER W/RUBBER BEARING	EA	1	\$150.00	0.00	0.00	\$0.00
11	REMOVE EXISTING BEARING AND INSTALL NEW RUBBER BEARING	EA	22	\$30.00	22.00	22.00	\$660.00
12	FURNISH STAINLESS STEEL BOWL SHAFT	LS	1	\$600.00	1.00	1.00	\$600.00
13	FURNISH AND INSTALL COMPLETE SET OF BOWL BEARINGS	LS	1	\$1,400.00	1.00	1.00	\$1,400.00
14	MACHINE BOWL AND IMPELLER AND INSTALL BRONZE WEAR RING PER STAGE	EA	5	\$350.00	5.00	5.00	\$1,750.00
15	REASSEMBLE BOWL ASSEMBLY	LS	1	\$540.00	1.00	1.00	\$540.00
16	PAINT DISCHARGE HEAD, MOTOR, COLUMN, BOWL, AND SUCTION PIPE	LS	1	\$500.00	1.00	1.00	\$500.00
17	REMOVE EXISTING WATER LEVEL TUBING. INSTALL NEW WATER LEVEL MONITOR TUBING	LF	220	\$1.00	220.00	220.00	\$220.00
18	SHOP TIME FOR WELL PUMP REPAIRS	HR	25	\$95.00	25.00	25.00	\$2,375.00
19	CONTINGENCY ALLOWANCE FOR MOTOR AND MISCELLANEOUS REPAIRS	LS	1	\$6,000.00	0.825	0.825	\$4,950.40
20	TRANSPORT TO AND ERECT ON THE JOB SITE A WELL RIG WITH ALL NECESSARY EQUIPMENT, TOOLS, CONTAINMENT PITS, AND MATERIALS FOR CLEANING AND SAND REMOVAL PURPOSES. INCLUDING SITE RESTORATION AND SODDING OF ALL DISTURBED AREAS	LS	1	\$5,000.00	0.50	0.50	\$2,500.00
21	AIR LIFT ACCUMULATED SAND FROM THE BOTTOM OF WELL	CY	10	\$500.00	0.00	0.00	\$0.00
22	WIRE BRUSH INTERIOR SURFACE OF WELL CASING	LS	1	\$5,000.00	1.00	1.00	\$5,000.00
23	TELEVISION INSPECTION OF WELL	LS	1	\$1,600.00	1.00	1.00	\$1,600.00
<b>TOTAL PART 1 - WELL PUMP NO. 1 REPAIRS</b>							<b>\$50,045.40</b>
<b>PART 2 - WELL PUMP FACILITY NO. 2 REPAIRS:</b>							
24	REMOVE AND REINSTALL LINE SHAFT TURBINE PUMP AND MOTOR. VIBRATION TEST (PRE AND POST)	LS	1	\$14,500.00	0.00	1.00	\$14,500.00
25	FURNISH AND INSTALL NEW DISCHARGE HEAD BEARING	LS	1	\$250.00	0.00	1.00	\$250.00
26	FURNISH STAINLESS STEEL PUMP HEAD SHAFT	LS	1	\$600.00	0.00	1.00	\$600.00
27	10" X 10', SCH 40, LINE SHAFT COLUMN PIPE WITH COUPLING	EA	22	\$600.00	0.00	20.00	\$12,000.00
28	10" X 5', SCH 40, LINE SHAFT COLUMN PIPE WITH COUPLING	EA	1	\$450.00	0.00	1.00	\$450.00
29	8" X 10', SCH. 40, SUCTION PIPE	EA	1	\$350.00	0.00	0.00	\$0.00
30	1-11/16" X 10', STAINLESS STEEL LINE SHAFT	EA	22	\$280.00	0.00	0.00	\$0.00
31	1-11/16" X 5', STAINLESS STEEL LINE SHAFT	EA	1	\$200.00	0.00	0.00	\$0.00
32	1-11/16", STAINLESS STEEL, LINE SHAFT COUPLING	EA	1	\$50.00	0.00	0.00	\$0.00
33	BEARING RETAINER W/RUBBER BEARING	EA	1	\$125.00	0.00	0.00	\$0.00
34	REMOVE EXISTING BEARING AND INSTALL NEW RUBBER BEARING	EA	22	\$30.00	0.00	22.00	\$660.00
35	FURNISH STAINLESS STEEL BOWL SHAFT	LS	1	\$600.00	0.00	1.00	\$600.00
36	FURNISH AND INSTALL COMPLETE SET OF BOWL BEARINGS	LS	1	\$1,400.00	0.00	1.00	\$1,400.00
37	MACHINE BOWL AND IMPELLER AND INSTALL BRONZE WEAR RING PER STAGE	EA	5	\$350.00	0.00	5.00	\$1,750.00
38	REASSEMBLE BOWL ASSEMBLY	LS	1	\$540.00	0.00	1.00	\$540.00
39	PAINT DISCHARGE HEAD, MOTOR, COLUMN, BOWL, AND SUCTION PIPE	LS	1	\$500.00	0.00	1.00	\$500.00
40	REMOVE EXISTING WATER LEVEL TUBING. INSTALL NEW WATER LEVEL MONITOR TUBING	LF	220	\$1.00	0.00	440.00	\$440.00
41	SHOP TIME FOR WELL PUMP REPAIRS	HR	25	\$95.00	0.00	27.50	\$2,612.50
42	CONTINGENCY ALLOWANCE FOR MOTOR AND MISCELLANEOUS REPAIRS	LS	1	\$6,000.00	0.00	0.850	\$5,100.00

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
43	TRANSPORT TO AND ERECT ON THE JOB SITE A WELL RIG WITH ALL NECESSARY EQUIPMENT, TOOLS, CONTAINMENT PITS, AND MATERIALS FOR CLEANING AND SAND REMOVAL PURPOSES. INCLUDING SITE RESTORATION AND SODDING OF ALL DISTURBED AREAS	LS	1	\$5,000.00	0.00	0.50	\$2,500.00
44	AIR LIFT ACCUMULATED SAND FROM THE BOTTOM OF WELL	CY	10	\$500.00	0.00	0.00	\$0.00
45	WIRE BRUSH INTERIOR SURFACE OF WELL CASING	LS	1	\$5,000.00	0.00	1.00	\$5,000.00
46	TELEVISION INSPECTION OF WELL	LS	1	\$1,600.00	0.00	1.00	\$1,600.00
<b>TOTAL PART 2 - WELL PUMP NO. 2 REPAIRS</b>							<b>\$50,502.50</b>
<b>PART 3 - WELL PUMP FACILITY NO. 3 REPAIRS:</b>							
47	REMOVE AND REINSTALL LINE SHAFT TURBINE PUMP AND MOTOR. VIBRATION TEST (PRE AND POST)	LS	1	\$13,750.00	0	1	\$13,750.00
48	FURNISH AND INSTALL NEW DISCHARGE HEAD BEARING	LS	1	\$250.00	0	1	\$250.00
49	FURNISH STAINLESS STEEL PUMP HEAD SHAFT	LS	1	\$750.00	0	1	\$750.00
50	10" X 10", SCH 40, LINE SHAFT COLUMN PIPE WITH COUPLIN	EA	22	\$600.00	0	20	\$12,000.00
51	10" X 5", SCH 40, LINE SHAFT COLUMN PIPE WITH COUPLING	EA	1	\$450.00	0	2	\$900.00
52	10" X 10", SCH. 40, SUCTION PIPE	EA	1	\$350.00	0	0	\$0.00
53	1-11/16" X 10", STAINLESS STEEL LINE SHAFT	EA	22	\$280.00	0	0	\$0.00
54	1-11/16" X 5", STAINLESS STEEL LINE SHAFT	EA	1	\$200.00	0	0	\$0.00
55	1-11/16", STAINLESS STEEL, LINE SHAFT COUPLING	EA	1	\$50.00	0	0	\$0.00
56	BEARING RETAINER W/RUBBER BEARING	EA	1	\$150.00	0	0	\$0.00
57	REMOVE EXISTING BEARING AND INSTALL NEW RUBBER BEARING	EA	22	\$30.00	0	22	\$660.00
58	FURNISH STAINLESS STEEL BOWL SHAFT	LS	1	\$600.00	0	1	\$600.00
59	FURNISH AND INSTALL COMPLETE SET OF BOWL BEARINGS	LS	1	\$1,200.00	0	1	\$1,200.00
60	MACHINE BOWL AND IMPELLER AND INSTALL BRONZE WEAR RING PER STAGE	EA	5	\$350.00	0	5	\$1,750.00
61	REASSEMBLE BOWL ASSEMBLY	LS	1	\$540.00	0	1	\$540.00
62	PAINT DISCHARGE HEAD, MOTOR, COLUMN, BOWL, AND SUCTION PIPE	LS	1	\$500.00	0	1	\$500.00
63	REMOVE EXISTING WATER LEVEL TUBING. INSTALL NEW WATER LEVEL MONITOR TUBING	LF	220	\$1.00	0	420	\$420.00
64	SHOP TIME FOR WELL PUMP REPAIRS	HR	25	\$95.00	0	34.5	\$3,277.50
65	CONTINGENCY ALLOWANCE FOR MOTOR AND MISCELLANEOUS REPAIRS	LS	1	\$6,000.00	0	0.9	\$5,400.00
66	TRANSPORT TO AND ERECT ON THE JOB SITE A WELL RIG WITH ALL NECESSARY EQUIPMENT, TOOLS, CONTAINMENT PITS, AND MATERIALS FOR CLEANING AND SAND REMOVAL PURPOSES. INCLUDING SITE RESTORATION AND SODDING OF ALL DISTURBED AREAS.	LS	1	\$5,000.00	0	0.5	\$2,500.00
67	AIR LIFT ACCUMULATED SAND FROM THE BOTTOM OF WELL	CY	10	\$500.00	0	0	\$0.00
68	WIRE BRUSH INTERIOR SURFACE OF WELL CASING	LS	1	\$5,000.00	0	1	\$5,000.00
69	TELEVISION INSPECTION OF WELL	LS	1	\$2,000.00	0	1	\$2,000.00
<b>TOTAL PART 3 - WELL PUMP NO. 3 REPAIRS</b>							<b>\$51,497.50</b>
<b>PART 4 - WELL PUMP FACILITY NO. 4 REPAIRS:</b>							
70	REMOVE AND REINSTALL LINE SHAFT TURBINE PUMP AND MOTOR. VIBRATION TEST (PRE AND POST)	LS	1	\$14,500.00	0	1	\$14,500.00
71	FURNISH AND INSTALL NEW DISCHARGE HEAD BEARING	LS	1	\$250.00	0	1	\$250.00
72	FURNISH STAINLESS STEEL PUMP HEAD SHAFT	LS	1	\$750.00	0	1	\$750.00
73	10" X 10", SCH 40, LINE SHAFT COLUMN PIPE WITH COUPLING	EA	22	\$600.00	0	13	\$7,800.00
74	10" X 5", SCH 40, LINE SHAFT COLUMN PIPE WITH COUPLING	EA	1	\$450.00	0	1	\$450.00
75	10" X 10", SCH. 40, SUCTION PIPE	EA	1	\$350.00	0	0	\$0.00
76	1-11/16" X 10", STAINLESS STEEL LINE SHAFT	EA	22	\$280.00	0	0	\$0.00
77	1-11/16" X 5", STAINLESS STEEL LINE SHAFT	EA	1	\$200.00	0	0	\$0.00
78	1-11/16", STAINLESS STEEL, LINE SHAFT COUPLING	EA	1	\$50.00	0	0	\$0.00
79	BEARING RETAINER W/RUBBER BEARING	EA	1	\$150.00	0	0	\$0.00
80	REMOVE EXISTING BEARING AND INSTALL NEW RUBBER BEARING	EA	22	\$30.00	0	20	\$600.00
81	FURNISH STAINLESS STEEL BOWL SHAFT	LS	1	\$600.00	0	0	\$0.00
82	FURNISH AND INSTALL COMPLETE SET OF BOWL BEARINGS	LS	1	\$1,400.00	0	0	\$0.00
83	MACHINE BOWL AND IMPELLER AND INSTALL BRONZE WEAR RING PER STAGE	EA	6	\$350.00	0	0	\$0.00
84	REASSEMBLE BOWL ASSEMBLY	LS	1	\$540.00	0	0	\$0.00

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
85	PAINT DISCHARGE HEAD, MOTOR, COLUMN, BOWL, AND SUCTION PIPE	LS	1	\$500.00	0	0	\$0.00
86	REMOVE EXISTING WATER LEVEL TUBING. INSTALL NEW WATER LEVEL MONITOR TUBING	LF	220	\$1.00	0	200	\$200.00
87	SHOP TIME FOR WELL PUMP REPAIRS	HR	25	\$95.00	0	25	\$2,375.00
88	CONTINGENCY ALLOWANCE FOR MOTOR AND MISCELLANEOUS REPAIRS	LS	1	\$6,000.00	0	0.525	\$3,150.00
89	TRANSPORT TO AND ERECT ON THE JOB SITE A WELL KIG WITH ALL NECESSARY EQUIPMENT, TOOLS, CONTAINMENT PITS, AND MATERIALS FOR CLEANING AND SAND REMOVAL PURPOSES. INCLUDING SITE RESTORATION AND SODDING OF ALL DISTURBED AREAS.	LS	1	\$5,000.00	0	0.5	\$2,500.00
90	AIR LIFT ACCUMULATED SAND FROM THE BOTTOM OF WELL	CY	10	\$500.00	0	0	\$0.00
91	WIRE BRUSH INTERIOR SURFACE OF WELL CASING	LS	1	\$5,000.00	0	1	\$5,000.00
92	TELEVISION INSPECTION OF WELL	LS	1	\$1,600.00	0	1	\$1,600.00
<b>TOTAL PART 4 - WELL PUMP NO. 4 REPAIRS</b>							<b>\$39,175.00</b>
<b>PART 5 - WELL PUMP FACILITY NO. 5 REPAIRS:</b>							
93	REMOVE AND REINSTALL LINE SHAFT TURBINE PUMP AND MOTOR. VIBRATION TEST (PRE AND POST)	LS	1	\$14,500.00	0	1	\$14,500.00
94	FURNISH AND INSTALL NEW DISCHARGE HEAD BEARING	LS	1	\$250.00	0	1	\$250.00
95	FURNISH STAINLESS STEEL PUMP HEAD SHAFT	LS	1	\$750.00	0	1	\$750.00
96	10" X 10", SCH 40, LINE SHAFT COLUMN PIPE WITH COUPLING	EA	23	\$600.00	0	12	\$7,200.00
97	10" X 5", SCH 40, LINE SHAFT COLUMN PIPE WITH COUPLING	EA	1	\$450.00	0	1	\$450.00
98	10" X 10", SCH. 40, SUCTION PIPE	EA	1	\$350.00	0	0	\$0.00
99	1-11/16" X 10", STAINLESS STEEL LINE SHAFT	EA	23	\$280.00	0	0	\$0.00
100	1-11/16" X 5", STAINLESS STEEL LINE SHAFT	EA	1	\$200.00	0	0	\$0.00
101	1-11/16", STAINLESS STEEL, LINE SHAFT COUPLING	EA	1	\$50.00	0	0	\$0.00
102	BEARING RETAINER W/RUBBER BEARING	EA	1	\$150.00	0	0	\$0.00
103	REMOVE EXISTING BEARING AND INSTALL NEW RUBBER BEARING	EA	23	\$30.00	0	23	\$690.00
104	FURNISH STAINLESS STEEL BOWL SHAFT	LS	1	\$600.00	0	1	\$600.00
105	FURNISH AND INSTALL COMPLETE SET OF BOWL BEARINGS	LS	1	\$1,400.00	0	1	\$1,400.00
106	MACHINE BOWL AND IMPELLER AND INSTALL BRONZE WEAR RING PER STAGE	EA	5	\$350.00	0	5	\$1,750.00
107	REASSEMBLE BOWL ASSEMBLY	LS	1	\$540.00	0	1	\$540.00
108	PAINT DISCHARGE HEAD, MOTOR, COLUMN, BOWL, AND SUCTION PIPE	LS	1	\$500.00	0	1	\$500.00
109	REMOVE EXISTING WATER LEVEL TUBING. INSTALL NEW WATER LEVEL MONITOR TUBING	LF	230	\$1.00	0	460	\$460.00
110	SHOP TIME FOR WELL PUMP REPAIRS	HR	25	\$95.00	0	25	\$2,375.00
111	CONTINGENCY ALLOWANCE FOR MOTOR AND MISCELLANEOUS REPAIRS	LS	1	\$6,000.00	0.000	1.133	\$6,800.00
112	TRANSPORT TO AND ERECT ON THE JOB SITE A WELL KIG WITH ALL NECESSARY EQUIPMENT, TOOLS, CONTAINMENT PITS, AND MATERIALS FOR CLEANING AND SAND REMOVAL PURPOSES. INCLUDING SITE RESTORATION AND SODDING OF ALL DISTURBED AREAS.	LS	1	\$5,000.00	0	0.5	\$2,500.00
113	AIR LIFT ACCUMULATED SAND FROM THE BOTTOM OF WELL	CY	10	\$500.00	0	0	\$0.00
114	WIRE BRUSH INTERIOR SURFACE OF WELL CASING	LS	1	\$5,000.00	0	1	\$5,000.00
115	TELEVISION INSPECTION OF WELL	LS	1	\$1,600.00	0	1	\$1,600.00
<b>TOTAL PART 5 - WELL PUMP NO. 5 REPAIRS</b>							<b>\$47,365.00</b>
<b>ADDITIONAL UNIT PRICES WELL NO. 1:</b>							
116	FURNISH A COMPLETE NEW PUMP BOWL AT SPECIFIED CONDITIONS FOR WELL NO. 1	LS	1	\$9,800.00	0	0	\$0.00
117	FURNISH AND INSTALL A NEW 150 HP MOTOR WELL NO. 1.	LS	1	\$14,000.00	0	0	\$0.00
<b>ADDITIONAL UNIT PRICES WELL NO. 2:</b>							
118	FURNISH A COMPLETE NEW PUMP BOWL AT SPECIFIED CONDITIONS FOR WELL NO. 2	LS	1	\$10,850.00	0	0	\$0.00
119	FURNISH AND INSTALL A NEW 125 HP MOTOR WELL NO. 2.	LS	1	\$8,500.00	0	0	\$0.00
<b>ADDITIONAL UNIT PRICES WELL NO. 3:</b>							
120	FURNISH A COMPLETE NEW PUMP BOWL AT SPECIFIED CONDITIONS FOR WELL NO. 3	LS	1	\$10,000.00	0	0	\$0.00
121	FURNISH AND INSTALL A NEW 150 HP MOTOR WELL NO. 3.	LS	1	\$14,000.00	0	0	\$0.00

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
<b>ADDITIONAL UNIT PRICES WELL NO. 4:</b>							
122	FURNISH A COMPLETE NEW PUMP BOWL AT SPECIFIED CONDITIONS FOR WELL NO. 4	LS	1	\$13,300.00	0	0.812	\$10,799.60
123	FURNISH AND INSTALL A NEW 150 HP MOTOR WELL NO. 4.	LS	1	\$14,000.00	0	0	\$0.00
<b>ADDITIONAL UNIT PRICES WELL NO. 5:</b>							
124	FURNISH A COMPLETE NEW PUMP BOWL AT SPECIFIED CONDITIONS FOR WELL NO. 5	LS	1	\$9,800.00	0	0	\$0.00
125	FURNISH AND INSTALL A NEW 200 HP MOTOR WELL NO. 5.	LS	1	\$17,100.00	0	0	\$0.00
<b>PROJECT TOTALS:</b>							
TOTAL PART 1 - WELL PUMP NO. 1 REPAIRS							\$50,045.40
TOTAL PART 2 - WELL PUMP NO. 2 REPAIRS							\$50,502.50
TOTAL PART 3 - WELL PUMP NO. 3 REPAIRS							\$51,497.50
TOTAL PART 4 - WELL PUMP NO. 4 REPAIRS							\$39,175.00
TOTAL PART 5 - WELL PUMP NO. 5 REPAIRS							\$47,365.00
ADDITIONAL UNIT PRICES WELL NO. 1							\$0.00
ADDITIONAL UNIT PRICES WELL NO. 2							\$0.00
ADDITIONAL UNIT PRICES WELL NO. 3							\$0.00
ADDITIONAL UNIT PRICES WELL NO. 4							\$10,799.60
ADDITIONAL UNIT PRICES WELL NO. 5							\$0.00
<b>TOTAL COMPLETED</b>							<b>\$249,385.00</b>

**PROJECT PAYMENT STATUS**

OWNER CITY OF WASECA

STANTEC PROJECT NO. 193804404

CONTRACTOR KEYS WELL DRILLING COMPANY

**CHANGE ORDERS**

No.	Date	Description	Amount
Total Change Orders			

**PAYMENT SUMMARY**

No.	From	To	Payment	Retainage	Completed
1	02/01/2019	03/27/2019	26,315.00	1,385.00	27,700.00
2	03/28/2019	05/31/2019	64,388.25	4,773.86	95,477.10
3	10/01/2019	10/31/2019	31,112.61	1,386.25	123,202.10
4	11/01/2019	11/27/2019	42,099.25	3,602.00	167,517.10
5	11/28/2019	12/31/2019	30,231.27	5,193.12	199,339.60
6	01/01/2020	02/04/2020	47,543.13	7,695.39	249,385.00
7 (FINAL)	02/05/2020	03/31/2020	7,695.39		249,385.00

Total Payment to Date	\$249,385.00	Original Contract	\$329,725.00
Retainage Pay # 7 (FINAL)		Change Orders #	
Total Amount Earned	\$249,385.00	Revised Contract	\$329,725.00

# RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Date:

March 18, 2020

The undersigned hereby acknowledges receipt of the sum of

249,385.00

- 1) ☐ as partial payment for labor, skill and material furnished.
- 2) ☒ as payment for all labor, skill and material furnished or to be furnished except the sum of 7695.39 (retainage or holdback)
- 3) ☐ as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property:

2019 Well Rehabilitation (Waseca, MN)

And for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for all labor, skill or material furnished to said real property (only for the about paid if Box 1 is checked, and except for retainage shown if Box 2 is checked.) The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full unless otherwise stated above.

Note: If this instrument is executed by a corporation, it must be signed by an officer, and if executed by a partnership, it must be signed by a partner.

Keys Well Drilling Company

  
Jeffrey W. Keys, President





## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	2-144-126-496
Submitted Date and Time:	18-Mar-2020 3:02:45 PM
Legal Name:	KEYS WELL DRILLING CO
Federal Employer ID:	41-0832272
User Who Submitted:	cyberdina
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

Affidavit Number:	995434496
Minnesota ID:	8105506
Project Owner:	CITY OF WASECA
Project Number:	2019-09
Project Begin Date:	11-Feb-2019
Project End Date:	28-Feb-2020
Project Location:	2019 WELL REHAB-WASECA
Project Amount:	\$249,385.00
Subcontractors:	No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.

<b>Title:</b>	Resolution No. 20-18 for granting a Conditional Use Permit to Greenforest Recycling Resources, located at 2300 Brown Avenue		
<b>Meeting Date:</b>	April 21, 2020	<b>Agenda Item Number:</b>	<b>7A</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution No. 20-18 PC Memo
<b>Originating Department:</b>	Community Development	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> To adopt Resolution No. 20-18: A Resolution of the Waseca City Council approving a Conditional Use Permit for Greenforest Recycling Resources, located at 2300 Brown Avenue		
<b>How does this item pertain to Vision 2030 goals?</b>	Supporting this Conditional Use Permit promotes good Governance.		

**BACKGROUND:**

Greenforest Recycling Resources, on behalf of MJ Property Holdings LLC, Drummer Investors & Drummers Developers, owners of the property, is requesting a Conditional Use Permit from the City of Waseca Code of Ordinances, Section 154.029, Table 6-1, to allow a Waste Recycling Facility to operate in the I-2 District.

Required on-site parking needs are met. There is an existing screened and fenced area on site where exterior storage, if required, will be located. MN Dot and MN Dot Aeronautics commented on the project regarding truck traffic and proximity to the airport, there were no objections.

The proposed use by a Conditional Use Permit is reasonable as it will promote business quality of the neighborhood.

**BUDGET IMPACT:** Increased tax revenue.

**POLICY QUESTION:** City Council has the authority to approve conditional use permits.

**ALTERNATIVES CONSIDERED:** None.

**ADVISORY BOARD RECOMMENDATION:** The Planning Commission held a public hearing on the request on April 14, 2020. Discussion by Commissioners included stringent overseeing of the business regarding exterior rubbish control. The Planning Commission voted 3-0 to recommend approval of the Conditional Use Permit.

**RECOMMENDATION:** Motion to adopt Resolution No. 20-18: Approving a Conditional Use Permit for Greenforest Recycling Resources, located at 2300 Brown Avenue.

## **RESOLUTION NO. 20-18**

### **A RESOLUTION OF THE WASECA CITY COUNCIL APPROVING A CONDITIONAL USE PERMIT ON PROPERTY ZONED I-2, MODERATE INDUSTRY (2300 Brown Avenue)**

**WHEREAS**, application has been made to the Waseca City Council by Greenforest Recycling Resources, on behalf of MJ Property Holdings LLC, Drummer Investors & Drummers Developers, owners of the property, for approval of a Conditional Use Permit to allow a Waste Recycling Facility to operate on property located at 2300 Brown Avenue, and is described as:

**Lot 1, Block One, Brown Printing Addition, according to the plat thereof  
on file and of record with the Waseca County Recorder**

And,

**WHEREAS**, the Waseca Planning Commission held a public hearing on the request at its April 14, 2020 meeting, and all interested parties were provided an opportunity to comment; and

**WHEREAS**, the City Council of the City of Waseca has considered the advice and recommendation of the Planning Commission, the consistency of the proposed project with the Waseca Zoning Ordinance and the effect of the proposed use on the health, safety, and welfare of the occupants of the surrounding land; and

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

- The use is allowed as a conditional use in the zoning district and conforms to standard zoning regulations;
- The conditional use will conform to the conditions listed in 154.141: Waste Recycling or Waste Transfer Facility for the proposed use;
- The conditional use will not impede the normal and orderly use or development of nearby property, substantially diminish nearby property values or place an undue burden on public facilities or services;
- The conditional use will not be detrimental to the health, safety, morals, or welfare of the public;
- The conditional use will not result in a nuisance by odor, noise, or light;
- The conditional use will not unduly affect natural features.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca that a Conditional Use Permit to allow a Waste Recycling Facility to operate is hereby approved for the purpose as set forth, subject to the following conditions:

1. All activity must occur within an enclosed building.
2. Any required county or state licenses must be maintained.
3. All truck maneuvering must occur off of the public streets.
4. Truck access doors shall not face a public street or a residential use or district.
5. The site must be landscaped and screened in conformance with § 154.159, Landscaping, Screening and Fences.
6. Daily exterior rubbish control shall be required for loose paper, associated materials.

Adopted this 21st day of April 2020.

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R.D. SRP  
MAYOR

ATTEST:

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DENISE SEBERSON  
ADMINISTRATIVE CLERK

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

**TO:** Daren Arndt, Chair  
Waseca Planning Commission

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

**MEETING DATE:** April 14, 2020

**SUBJECT:** Public Hearing-Action No. 20-02 - CUP: Greenforest Recycling  
Resources, 2300 Brown Avenue

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

## **APPLICANT**

The applicant is Greenforest Recycling Resources, on behalf of MJ Property Holdings LLC, Drummer Investors & Drummers Developers, owners of the property. A complete application was received on February 26, 2020. Final action, which is required within 60 days of the complete application date, must be taken by April 26, 2020.

## **REQUEST**

The applicant is requesting a conditional use permit to operate a Waste Recycling Facility.

## **LOCATION**

The property is located at 2300 Brown Avenue and is described as:

**Lot 1, Block One, Brown Printing Addition, according to the plat thereof  
on file and of record with the Waseca County Recorder**

## **LAND USE**

The property is occupied by an approximate 725,000 square foot manufacturing / warehousing facility. The Land Use Plan designates this property as Industrial. Surrounding land uses are agricultural to the north, west, and south, with industrial to the east, and business to the northeast corner.

## **ZONING**

The property is zoned I-2, Moderate Industry District. Waste recycling facilities require a Conditional Use Permit in the I-2 District as stated in Section 154.029, Table 6-1. Adjacent zoning is B-4, Regional Retail & Service Business District to the northeast, with county agricultural land in all other directions.

## **ENVIRONMENTAL**

There are no known environmental issues related to the project.

## **PUBLIC UTILITIES**

The property is fully served with municipal utilities. No new public utilities are proposed or required with the proposed use.

## **PUBLIC COMMENT**

Three public comments were received. Upon discussion of use and conditions, there were no objections to the Conditional Use Permit.

## **REVIEW**

Greenforest Recycling Resources, on behalf of MJ Property Holdings LLC, Drummer Investors & Drummers Developers, owners of the property, is requesting a Conditional Use Permit from the City of Waseca Code of Ordinances, Section 154.029, Table 6-1, to allow a Waste Recycling Facility to operate in the I-2 District.

Required on-site parking needs are met. There is an existing screened and fenced area on site where exterior storage, if required, will be located. MN Dot and MN Dot Aeronautics commented on the project regarding truck traffic and proximity to the airport, there were no objections.

In granting a Conditional Use Permit, the following findings shall be made:

- The use is allowed as a conditional use in the zoning district and conforms to standard zoning regulations;
- The conditional use will conform to the conditions listed in 154.141: Waste Recycling or Waste Transfer Facility for the proposed use;
- The conditional use will not impede the normal and orderly use or development of nearby property, substantially diminish nearby property values or place an undue burden on public facilities or services;
- The conditional use will not be detrimental to the health, safety, morals, or welfare of the public;
- The conditional use will not result in a nuisance by odor, noise, or light;
- The conditional use will not unduly affect natural features.

## **RECOMMENDATION**

City Staff recommends approval of a Conditional Use Permit to allow Waste Recycling Facilities to operate on the property located at 2300 Brown Avenue, subject to the following conditions:

1. All activity must occur within an enclosed building.
2. Any required county or state licenses must be maintained.
3. All truck maneuvering must occur off of the public streets.
4. Truck access doors shall not face a public street or a residential use or district.
5. The site must be landscaped and screened in conformance with § 154.159, Landscaping, Screening and Fences.
6. Daily exterior rubbish control required for loose paper, materials.

## **REQUESTED ACTION**

Hold a public hearing on the Conditional Use Permit request and take action on a recommendation to be forwarded to the City Council for consideration at their April 21, 2020 meeting.



## APPLICATION FOR CONDITIONAL USE PERMIT

## FEES

Application fee payable to City of Waseca	
Homestead fee:	\$300.00
Other Residential:	\$700.00
Public/Semi-Public:	\$400.00
Commercial/Industrial:	\$700.00
Planned Unit Development (PUD):	\$700.00
Extend CUP:	\$100.00
Recording fee:	\$ 46.00
(Payable to Waseca County Recorder)	

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Name of Applicant	E-mail Address
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**Greenforest Recycling Resources**

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Address of Applicant	Phone number
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**1021 Madison Street, Brainerd MN 56401**

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Name of Owner	E-mail Address
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**Jeff Grunenwald**

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Address of Owner	Phone number
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**1021 Madison Street, Brainerd MN 56401**

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Street Address of Property Involved
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**2300 Brown Ave, Waseca**

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Legal Description of Property Involved
--

**Lot1 Block 1 Brown Printing Addition**

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Present Zoning District
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**S**

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Present Use of Property
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**Industrial Recycling**

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Proposed Use of Property
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**Recycling, processing/baling paper and plastic**

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Description of Request
------------------------

**See Attached**

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Effect of the proposed use on the health, safety, and welfare of occupants of surrounding lands
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**None**

Effect on existing and anticipated traffic conditions, including parking facilities on adjacent streets

None

Effect on property values in the surrounding area:

None

Effect on the City's Comprehensive Plan:

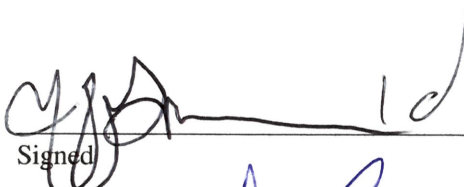
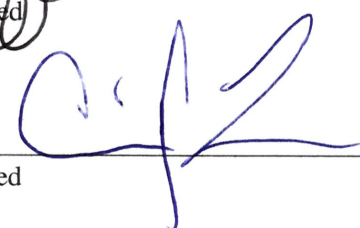
None

### REQUIRED SUBMITTALS

Applications must be accompanied with a site development plan showing existing and proposed improvements and parking with setbacks, grading plan, drainage plan, landscaping and lighting plan, building materials and overall height, proof of ownership or control, and other information as deemed necessary by staff, the Planning Commission, or City Council.

### ACKNOWLEDGEMENT AND SIGNATURE

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

  
 Signed \_\_\_\_\_  
  
 Signed \_\_\_\_\_

2/7/20  
 Date

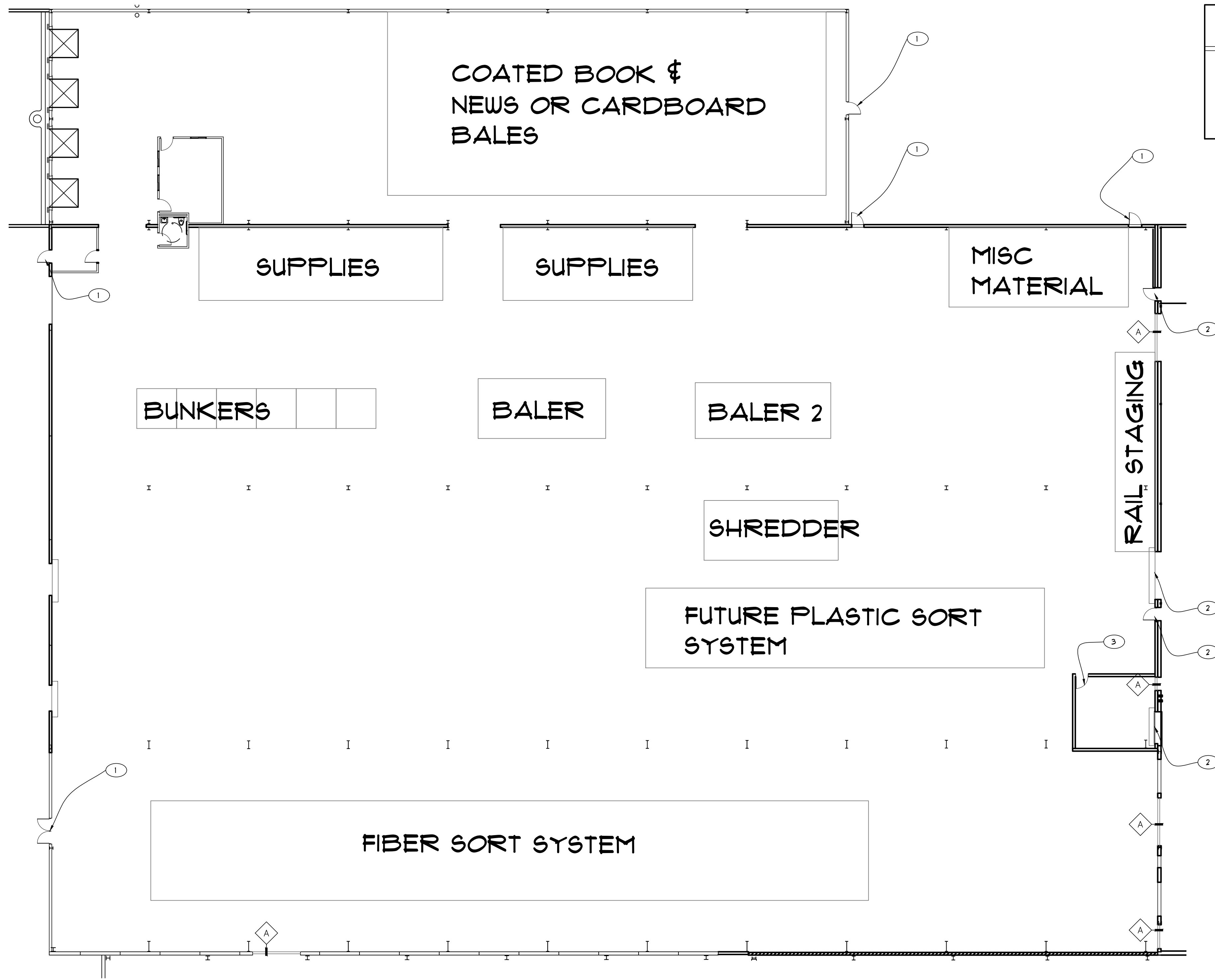
2/7/2020  
 Date



## **Attachment**

### **Description of Request**

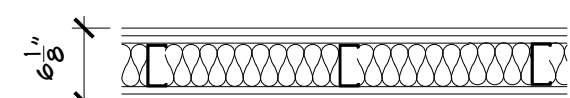
We are a recycling company that collects recycling from printers, distribution centers and manufacturing facilities. We then process the material and sell to end users that make Insulation, egg cartons, ceiling tiles, newspaper, etc.



1 FLOOR PLAN  
0 8' 16'  
SCALE: 1/16"=1'-0"

### WALL TYPES

A (2) LAYERS 5/8" GYPSUM BOARD ON BOTH SIDES OF 3 3/4" STEEL STUDS @ 16" O.C. W/ BATT INSULATION & 3" SLIP TRACK AT TOP - CONSTRUCT TO UNDERSIDE OF STRUCTURE UL W404 CONFIGURATION A



### BUILDING CODE REVIEW

BASED ON 2012 IBC  
BASED ON 2015 MN BUILDING CODE

BUILDING TYPE IB  
FIRE SPRINKLER SYSTEM INSTALLED  
EXISTING BUILDING IS 1 STORY MASONRY & STEEL CONSTRUCTION  
BUILDING IS MULTI-TENANT BUILDING  
MIN. 1 HOUR AREA SEPARATION WALLS PROVIDED BETWEEN TENANTS  
THIS TENANT NON-SEPARATED OCCUPANCY

S-1 OCCUPANCY  
STORAGE OF NON-HAZEROUS RECYCLING MATERIALS  
B OFFICE (ACCESSORY TO S-1)

ALLOWABLE BUILDING AREA CALCULATIONS  
BASE ALLOWABLE SQ. FTG. = 48,000 S.F. (BASED ON S-1 MAIN OCCUPANCY)  
ALLOWABLE 11 STORIES

SPRINKLER INCREASE SINGLE STORY 48,000 X 300% = 144,000 SQ. FT.  
TOTAL ALLOWABLE AREA 48,000 + 144,000 = 192,000 SQ. FT.

TOTAL TENANT AREA = 81,295 SQ. FT.  
OFFICE AREA & RESTROOMS = 5,234 SQ. FT.  
BREAK ROOM = 371 SQ. FT.  
MEETING ROOM = 2,331 SQ. FT.  
WAREHOUSE AREA = 13,341 SQ. FT.

TENANT AREAS:  
OCCUPANT LOAD (BASED ON CODE REQ'D PER SQ. FT.)

OFFICE AREA 5234 S.F. / 100 = 53 OCCUPANTS  
BREAK ROOM 371 S.F. / 15 = 26 OCCUPANTS  
MEETING ROOM 2331 S.F. / 15 = 156 OCCUPANTS  
WAREHOUSE AREA 13341 S.F. / 500 = 141 OCCUPANTS  
TOTAL OCC. LOAD = 382 OCC.

ACTUAL OCCUPANT LOAD 30-40 IN ENTIRE SPACE

EXITS REQUIRED (2) (5) PROVIDED TO EXTERIOR

PERMITTED EXIT TRAVEL DISTANCE OF 250'  
MAX. TRAVEL DISTANCE FROM ANY LOCATION IN SPACE 180'

### PLUMBING FIXTURE COUNT

OCCUPANT LOAD  
S-1 OCC. LOAD (WAREHOUSE) = 382 OCC.

FIXTURES REQ'D BY CODE

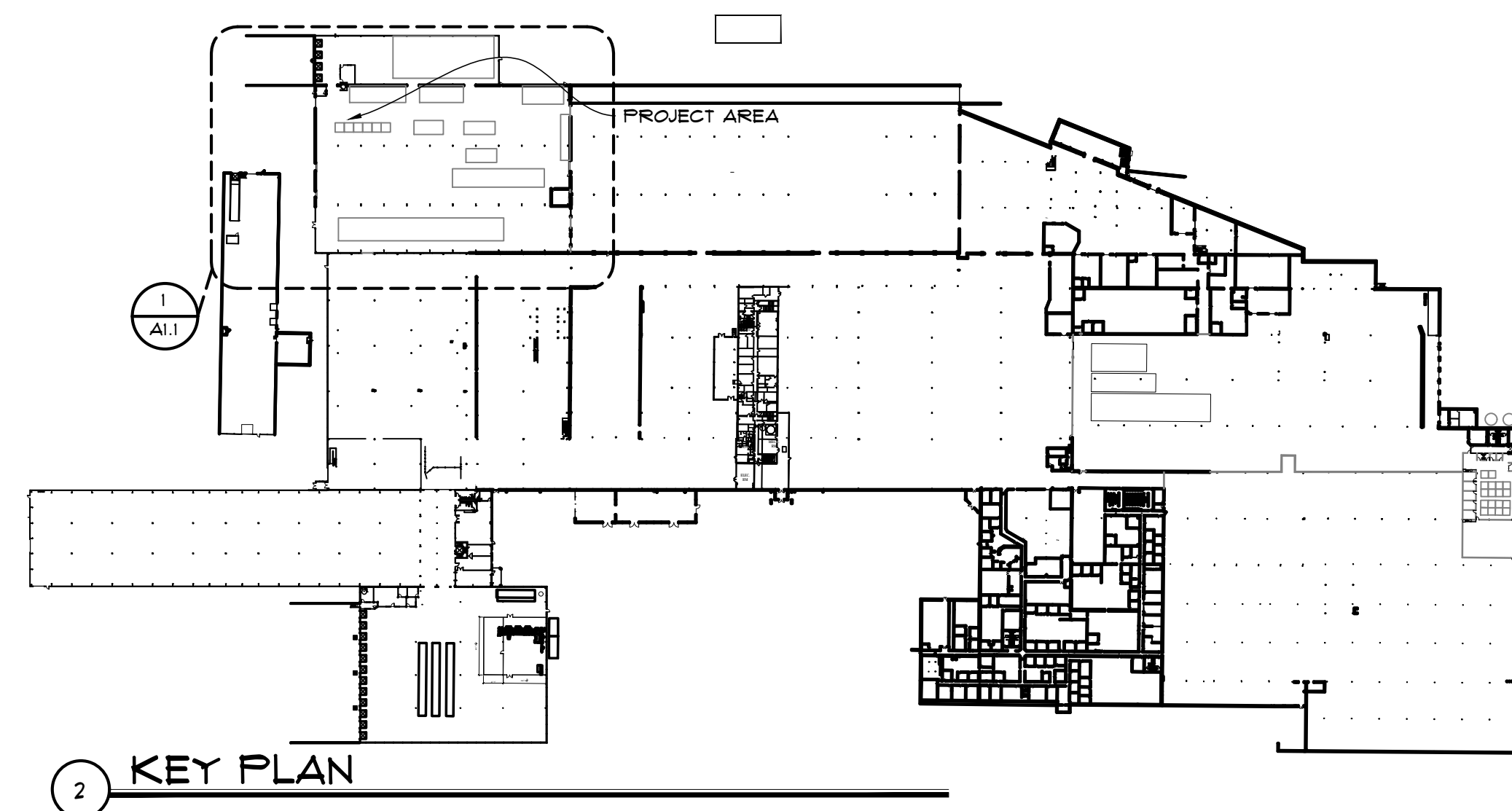
S-1 OCC. REQUIRES 1 TOILET/100 OCC.  
TOILETS REQ'D (4)

S-1 OCC. REQUIRES 1 SINK/100 OCC.  
SINKS REQ'D (4)

S-1 OCC. REQUIRES 1 JAN. SINK  
(1) SINK PROVIDED

TOTAL TOILETS REQUIRED (4) TOTAL TOILETS PROVIDED (1)  
TOTAL SINKS REQUIRED (4) TOTAL SINKS PROVIDED (6)

EXISTING RESTROOMS ARE IN COMPLIANCE W/ OF ADA CODE REQUIREMENTS



2 KEY PLAN



IN PARTNERSHIP WITH:



PROJECT TITLE:

Green Forest Recycling  
Quad Graphics Building Renovation  
WASECA, MN 56093



*Richard D. Storke*

### GENERAL NOTES:

CONTRACTORS TO FOLLOW MANUFACTURER'S INSTRUCTIONS AND INDUSTRY BEST PRACTICES FOR ALL PRODUCT INSTALLATIONS.

MECHANICAL, ELECTRICAL, PLUMBING AND FIRE PROTECTION TO BE SUBMITTED BY SUBCONTRACTORS UNDER SEPARATE CONTRACT.

### PLAN NOTES:

- 1 EGRESS DOOR
- 2 LOCKED DOORS
- 3 RELOCATED DOOR

No.	SUBMISSIONS & REVISIONS	Date

### FLOOR PLANS

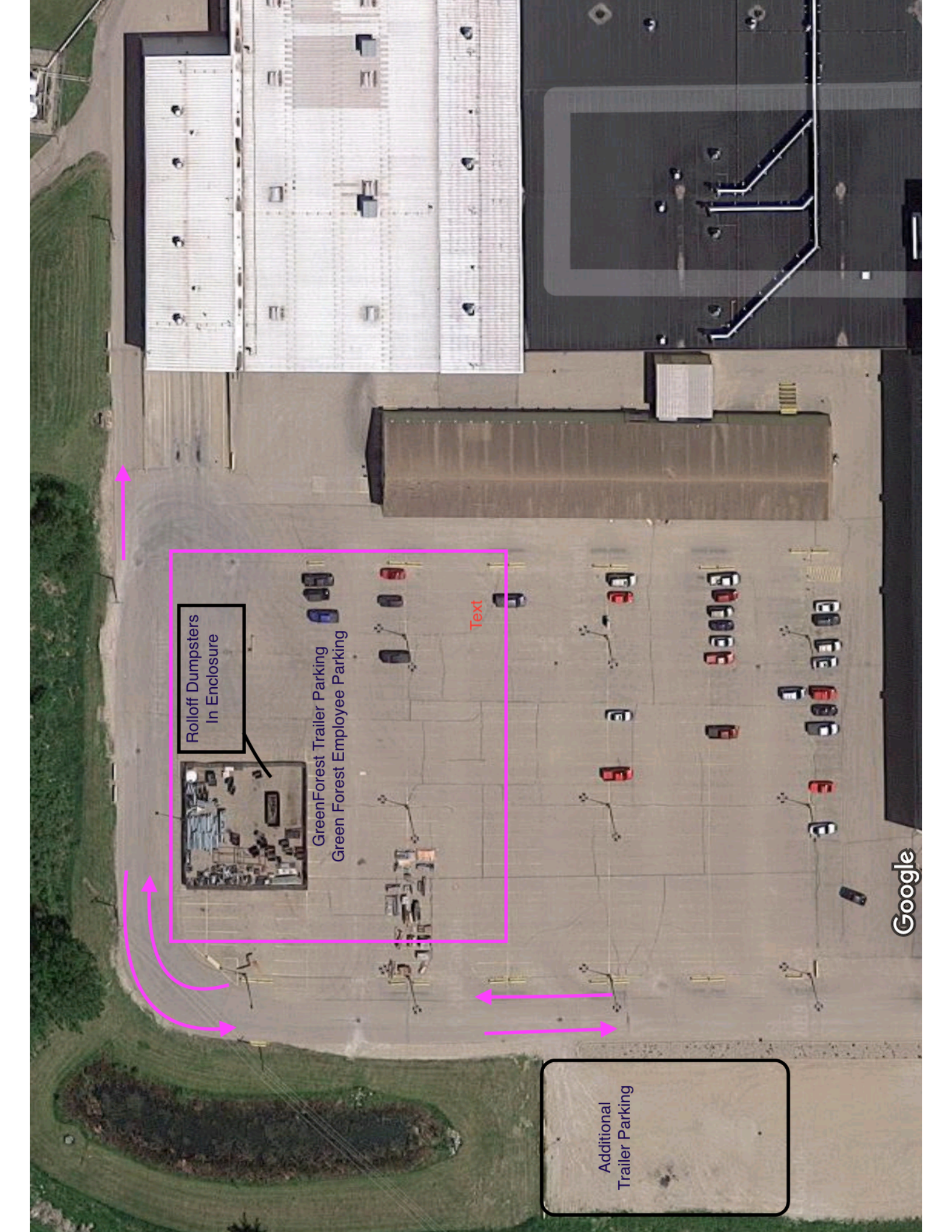
JOB NO.:	19.32.9
DATE:	10-11-19
DRAWN BY:	MB

**Greenforest Recycling Resources LLC**  
**2300 Brown Avenue**



**Screened Storage Area**





Rolloff Dumpsters  
In Enclosure

GreenForest Trailer Parking  
Green Forest Employee Parking

Text

Additional  
Trailer Parking

Google