

REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 17 2019, 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 reach the podium. Each person will have three (3) minutes to make his/her remarks. Speakers will address all comments to the City Council as a whole and not one individual councilmember. The Council may not take action on an item presented during the Public Comment period, unless the item is already on the agenda for action. When appropriate, the Council may refer inquiries and items brought up during the Public Comment period to the City Manager for follow up.

- 5 REQUESTS AND PRESENTATIONS

Grant Writing Reports: Angie Grotberg

- 6 CONSENT AGENDA

- A. Minutes –Regular City Council Meeting & Work Session: September 3, 2019
- B. Payroll & Expenditures
- C. **Resolution 19-46:** Setting Date for Truth n Taxation Public Meeting
- D. Approval of Contract Payments: 2019 Side Walk Project & Tink Larson Community Field

- 7 ACTION AGENDA

- A. **Resolution 19-41:** Approving Conditional Use Permit – Head Start (501 Elm Ave E.)
- B. **Resolution 19-42:** Approving Variance – James & Sally Isder (403 Elm Ave E.)
- C. **Discussion:** Waseca Extraterritorial Parcels
- D. **Resolution 19-44 & 19-45:** Adopting 2020 Preliminary Tax Levy & EDA Preliminary Tax Levy

- 8 REPORTS

- A. City Manager's Report
- B. Commission Reports
 - Park Board (Christiansen)
 - EDA (Srp, Johnson)
 - DWT (Conrath)
 - Planning Commission (Arndt, Srp)

9 ANNOUNCEMENTS

10 ADJOURNMENT

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 3, 2019

6A

CALL TO ORDER/ROLL CALL

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

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

Council Members Absent: Allan Rose

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

Others Present: Susan Jirele

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 Christiansen asked to add Park Board to Commission Reports.

It was moved by Arndt, seconded by Conrath, to approve the agenda as amended. Motion carried 6-0.

PUBLIC COMMENT

- 4 None

REQUESTS AND PRESENTATIONS

- 5 Susan Jirele presented Constitution Week to the Council. She read a passage from a book and handed out materials to the Council.

The Mayor read the proclamation and declared Constitution Week for Waseca will be September 17 – 23, 2019.

CONSENT AGENDA

- 6 It was moved by Arndt, seconded by Conrath, to approve the Consent Agenda. The motion carried 6-0, and included the following:

- A. Minutes – Regular City Council Meeting: August 20, 2019 & Work Session August 15, 2019
- B. Payroll & Expenditures
- C. RCCA: Insurance Agent Request for Proposal
- D. Approval of Temporary Liquor License: Halloween Bash
- E. Approval of Project Completion: Airport Runway Culvert
- F. Approval of Contract Payment: 3rd Street Project

ACTION AGENDA

7A Storm Water Pollution Prevention Plan (SWPPP) Annual Presentation and Public Hearing

City Engineer Tom Kellogg presented the annual SWPPP to the City Council. He explained that the City needs to follow certain performance measures in order to abide by the MN Pollution Control Agency criteria.

The Public Hearing opened at 7:25 p.m. Nobody approached the Council. The Public Hearing closed at 7:25 p.m.

There was no action taken by the City Council

7B Continuation: Public Nuisance Abatement Request for 714 3rd Ave NE & Resolution 19-40

Prior to the meeting, it was determined by Planning and Zoning Coordinator Bill Green and City Attorney Mike Kennedy that the property is now in compliance with City Code. City Manager Lee Mattson informed Council that no action is required.

REPORTS

8A City Manager's Report

A response to the Federal EDA's request for more information on the Recovery Coordinator Position Grant has been completed and will be submitted this week.

8B Commission Reports

- Fire Relief Association: Conrath
 - Worked on bylaws.
 - The fryers at the onion ring stand will be refurbished saving a significant amount of money rather than full replacements. This will allow for many more years for fryer operation.

ANNOUNCEMENTS

- 9 Arndt – Sinister Forest will have new props and using the same trail as 2018. Kwik Trip ribbon cutting is at 11am on September 5.

Tloutan – Marching Classic will be on September 21 and feature 14 bands.

Srp – The Veterans Memorial presentation will be on September 28.

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 7:30 p.m.; the motion carried 6-0.

R.D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

MINUTES
CITY COUNCIL WORK SESSION
TUESDAY, SEPTEMBER 3, 2019

The work session began at 6:00 p.m. in the Council Chambers

Councilmembers present:	Roy Srp	Daren Arndt
	Mark Christiansen	Larry Johnson
	Jeremy Conrath	Les Tloughan

Councilmembers absent: Allan Rose

Staff present:	Lee Mattson, City Manager
	Mike Anderson, Assistant to the City Manager
	Carl Sonnenberg, Utilities & Public Works Director
	Tom Kellogg, City Engineer

Others Present:	Tom Lee, Waseca Schools
	Paul DeMorett, Waseca Schools

Community Ed Presentation

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

City Manager Mattson began the work session by welcoming Tom and Paul and giving them the floor.

Paul and Tom presented information regarding Community Education operations and the Recreation programs it offers. The Council discussed the Recreation financials and participation numbers from 2018 with Tom and Paul.

There being no further discussion and no action taken, the work session ended at 6:30 p.m.

R. D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER



LIST OF EXPENDITURES

September 17, 2019


6B

City Council	0.00
Streets	26,129.94
Parks	13,459.40
Wastewater	10,133.27
Utility Administration	4,572.46
Utility Billing	7,426.90
Electric	13,231.63
Water	5,662.08
Building and Code Compliance	2,506.23
Police	59,328.95
Administration	4,440.32
Community Aides	472.50
Fire	8,275.97
Paid On Call Fire Department	6,045.20
Election Judges	0.00
PEG	0.00
Finance	8,350.27
Connections	3,848.52
Community Development	4,856.89
Engineering	15,164.88
Recreation	6,066.73
Econ Development	<u>2,607.74</u>
Total Gross Payroll	202,579.88
*Less- Payroll Deductions	<u>(69,041.54)</u>
Net Payroll Cost	\$ 133,538.34

*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:
 August 30, 2019- September 12, 2019
 Includes check #'s 154090-154138
 Bank ACH Withdrawals..... 747,867.73

GRAND TOTAL EXPENDITURES \$ 881,406.07

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
General Fund						
09/12/2019	91904	NeoFunds	Postage	101-15510-0000	1,000.00	M
Total 101155100000:					1,000.00	
09/12/2019	91910	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 9/8/2019	101-21701-0000	18,544.67	M
Total 101217010000:					18,544.67	
09/12/2019	91906	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 9/8/2019	101-21702-0000	8,869.10	M
Total 101217020000:					8,869.10	
09/12/2019	91910	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 9/8/2019	101-21703-0000	8,234.20	M
09/12/2019	91910	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 9/8/2019	101-21703-0000	8,234.20	M
Total 101217030000:					16,468.40	
09/12/2019	91907	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 9/8/2019	101-21704-0000	1,272.17	M
09/12/2019	91907	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 9/8/2019	101-21704-0000	8,269.07	M
09/12/2019	91907	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 9/8/2019	101-21704-0000	7,012.84	M
09/12/2019	91907	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 9/8/2019	101-21704-0000	8,269.07	M
09/12/2019	91907	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 9/8/2019	101-21704-0000	10,519.23	M
Total 101217040000:					35,342.38	
09/12/2019	154105	IBEW	IBEW UNION DUES Pay Period: 9/8/2019	101-21707-0000	315.28	
09/12/2019	154108	IUOE Local #70	FIRE UNION DUES Pay Period: 9/8/2019	101-21707-0000	128.28	
09/12/2019	154108	IUOE Local #70	IUOE UNION DUES Pay Period: 9/8/2019	101-21707-0000	649.08	
09/12/2019	154112	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 9/8/2019	101-21707-0000	612.00	
Total 101217070000:					1,704.64	
09/12/2019	20190784	Greater Mankato Area United Way	UNITED WAY Pay Period: 9/8/2019	101-21708-0000	15.00	
Total 101217080000:					15.00	
09/12/2019	91910	ACH Internal Revenue Service	MEDICARE Pay Period: 9/8/2019	101-21712-0000	2,750.08	M
09/12/2019	91910	ACH Internal Revenue Service	MEDICARE Pay Period: 9/8/2019	101-21712-0000	2,750.08	M
Total 101217120000:					5,500.16	
09/12/2019	91912	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 9/8/2019	101-21713-0000	910.00	M
09/12/2019	91912	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 9/8/2019	101-21713-0000	495.00	M
Total 101217130000:					1,405.00	
09/12/2019	91909	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 9/8/2019	101-21714-0000	1,215.00	M
Total 101217140000:					1,215.00	
09/12/2019	91902	Further	Flex/HSA Reimbursement	101-21716-0000	164.44	M
09/12/2019	91905	Further	Flex/HSA Reimbursement	101-21716-0000	2,111.49	M
09/12/2019	91913	Further	HSA DEDUCTION Pay Period: 9/8/2019	101-21716-0000	442.84	M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101217160000:					2,718.77	
09/12/2019	91908	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 9/8/2019	101-21717-0000	1,220.57	M
Total 101217170000:					1,220.57	
09/12/2019	91911	Delta Dental	DENTAL EE + SPOUSE Pay Period: 9/8/2019	101-21719-0000	346.20	M
09/12/2019	91911	Delta Dental	DENTAL SINGLE Employee Pay Period: 9/8/2019	101-21719-0000	534.85	M
09/12/2019	91911	Delta Dental	DENTAL FAMILY Employee Pay Period: 9/8/2019	101-21719-0000	1,217.70	M
09/12/2019	91911	Delta Dental	Cobra	101-21719-0000	28.15	M
Total 101217190000:					2,126.90	
09/12/2019	154102	Fidelity Security Life	VISION FAMILY Employee Pay Period: 9/8/2019	101-21722-0000	54.54	
09/12/2019	154102	Fidelity Security Life	VISION SINGLE Employee Pay Period: 9/8/2019	101-21722-0000	41.94	
09/12/2019	154102	Fidelity Security Life	VISION + ONE Employee Pay Period: 9/8/2019	101-21722-0000	36.72	
09/12/2019	154102	Fidelity Security Life	cobra	101-21722-0000	6.99	
Total 101217220000:					140.19	
09/12/2019	154121	Schmidt, Todd A.	Liquor Refund	101-32110-0000	60.00	
Total 101321100000:					60.00	
09/12/2019	154107	Itron Inc	Refund for accidental payment to City	101-36250-0000	1,590.00	
Total 101362500000:					1,590.00	
09/12/2019	20190801	Srp, Roy D.	Technology Reimbursement	101-41110-3200	171.88	
Total 101411103200:					171.88	
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-41320-1310	286.50	M
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-41320-1310	256.59	M
Total 101413201310:					543.09	
09/12/2019	20190787	Innovative Office Supply	Toner	101-41320-2000	135.30	
09/12/2019	20190798	Schult, Ranae	Constitution Frames	101-41320-2000	304.26	
Total 101413202000:					439.56	
09/12/2019	20190804	U.S. Bank - CC	ICMA conference registration-Mattson	101-41320-3300	940.00	
09/12/2019	20190804	U.S. Bank - CC	Airline ticket to ICMA Conferene	101-41320-3300	216.60	
09/12/2019	20190804	U.S. Bank - CC	Travel insurance for plane ticket	101-41320-3300	23.63	
Total 101413203300:					1,180.23	
09/12/2019	20190798	Schult, Ranae	Mileage	101-41320-3350	29.00	
Total 101413203350:					29.00	
09/12/2019	20190772	APG Media of So MN LLC	Newspaper Ads	101-41320-3400	156.00	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101413203400:					156.00
09/12/2019	154096	Cintas Corporation	First aid Cabinet Supplies	101-41320-4940	38.61
09/12/2019	154096	Cintas Corporation	First aid Cabinet Supplies	101-41320-4940	30.38
09/12/2019	154096	Cintas Corporation	First aid Cabinet Supplies	101-41320-4940	27.55
09/12/2019	154123	South Central College	Safety Program	101-41320-4940	1,260.00
Total 101413204940:					1,356.54
09/12/2019	20190804	U.S. Bank - CC	pop for city hall pop machine	101-41320-4945	13.96
Total 101413204945:					13.96
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-41500-1310	1,047.18 M
Total 101415001310:					1,047.18
09/12/2019	20190787	Innovative Office Supply	Office Supplies	101-41500-2000	62.88
Total 101415002000:					62.88
09/12/2019	20190804	U.S. Bank - CC	Cookbooks for weight loss challenge	101-41500-2200	53.83
09/12/2019	20190804	U.S. Bank - CC	Cookbooks for weight loss challenge	101-41500-2200	17.94
09/12/2019	20190804	U.S. Bank - CC	Cookbooks for weight loss challenge	101-41500-2200	269.85
Total 101415002200:					341.62
09/12/2019	20190804	U.S. Bank - CC	Registration for Symposium-Courtney	101-41500-3300	225.00
09/12/2019	20190804	U.S. Bank - CC	Registration for Symposium	101-41500-3300	225.00
Total 101415003300:					450.00
09/12/2019	20190772	APG Media of So MN LLC	Newspaper Ads	101-41500-3400	476.30
Total 101415003400:					476.30
09/12/2019	20190782	Flaherty & Hood PA	August Legal Services	101-41600-3000	398.75
09/12/2019	20190790	Kennedy & Kennedy Law Office	August Legal Services	101-41600-3000	1,236.00
Total 101416003000:					1,634.75
09/12/2019	20190795	Pantheon Computer Systems Inc.	Toughbook - PD Squad	101-41920-2050	3,279.00
09/12/2019	20190795	Pantheon Computer Systems Inc.	New Computer for Engineering	101-41920-2050	1,093.90
09/12/2019	20190795	Pantheon Computer Systems Inc.	Mouse and memory	101-41920-2050	308.97
Total 101419202050:					4,681.87
09/12/2019	20190787	Innovative Office Supply	Office supplies	101-41940-2000	10.04
Total 101419402000:					10.04
09/12/2019	20190804	U.S. Bank - CC	Coffee creamer for breakroom	101-41940-2170	13.24
09/12/2019	20190806	Waseca Hardware LLC	Parts & Supplies	101-41940-2170	12.37

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101419402170:					25.61
09/12/2019	20190806	Waseca Hardware LLC	Parts & Supplies	101-41940-2230	9.18
Total 101419402230:					9.18
09/12/2019	154113	MailFinance	Postage Machine Lease	101-41940-3000	435.00
09/12/2019	154120	Pitney Bowes Inc	Final lease payment	101-41940-3000	706.80
Total 101419403000:					1,141.80
09/12/2019	154095	Cintas Corporation	Floor mat	101-41940-3100	84.24
09/12/2019	20190780	Culligan	RO Lease	101-41940-3100	28.95
09/12/2019	20190799	ServiceMaster of Mankato/Waseca	Janitorial Services	101-41940-3100	1,556.00
09/12/2019	20190807	Waste Management of Southern MN	August Service	101-41940-3100	181.44
Total 101419403100:					1,850.63
09/12/2019	91914	City of Waseca	August Utilities	101-41940-3800	1,641.57 M
Total 101419403800:					1,641.57
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-41950-1310	757.98 M
Total 101419501310:					757.98
09/12/2019	20190809	WSB & Associates Inc	July Planning Services	101-41950-3000	1,152.75
Total 101419503000:					1,152.75
09/12/2019	20190772	APG Media of So MN LLC	Newspaper Ads	101-41950-3400	390.01
09/12/2019	154100	Federal Express Corporation	Postage	101-41950-3400	7.05
Total 101419503400:					397.06
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-42100-1310	6,885.96 M
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-42100-1310	323.60 M
Total 101421001310:					7,209.56
09/12/2019	20190787	Innovative Office Supply	office supplies	101-42100-2000	18.84
09/12/2019	20190787	Innovative Office Supply	Office supplies	101-42100-2000	72.71
Total 101421002000:					91.55
09/12/2019	154136	Waseca County Highway Department	Monthly billing	101-42100-2120	2,171.65
09/12/2019	154136	Waseca County Highway Department	Monthly billing	101-42100-2120	5.00
Total 101421002120:					2,176.65
09/12/2019	20190780	Culligan	Culligan	101-42100-2170	29.95
09/12/2019	20190804	U.S. Bank - CC	Notary Stamp	101-42100-2170	37.58
09/12/2019	20190804	U.S. Bank - CC	3 bundles of small boxes	101-42100-2170	57.67
09/12/2019	20190804	U.S. Bank - CC	Postage for blood kit 2019-5489	101-42100-2170	10.69

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421002170:					135.89
09/12/2019	20190785	Gruenhagen, Elizabeth	Uniform Allowance	101-42100-2180	68.80
09/12/2019	20190802	Streicher's	Uniforms	101-42100-2180	179.99
09/12/2019	20190804	U.S. Bank - CC	Holster and Magazine	101-42100-2180	40.49
09/12/2019	20190804	U.S. Bank - CC	Double magazine holster-Harren	101-42100-2180	88.00
09/12/2019	20190804	U.S. Bank - CC	3-30 gallan barrels	101-42100-2180	290.33
Total 101421002180:					667.61
09/12/2019	154099	Driver and Vehicle Services	DMV expense	101-42100-3000	11.00
09/12/2019	20190804	U.S. Bank - CC	Notary Certificate	101-42100-3000	120.00
Total 101421003000:					131.00
09/12/2019	154091	Bock's Service Inc.	Bock's	101-42100-3100	65.00
09/12/2019	154095	Cintas Corporation	Floor Mats	101-42100-3100	15.28
09/12/2019	154095	Cintas Corporation	Floor Mats	101-42100-3100	15.28
09/12/2019	20190799	ServiceMaster of Mankato/Waseca	Janitorial Services	101-42100-3100	423.81
09/12/2019	154129	Thomson Reuters - West	Information Charges	101-42100-3100	242.55
09/12/2019	20190807	Waste Management of Southern MN	August Service	101-42100-3100	57.54
Total 101421003100:					819.46
09/12/2019	91916	Verizon Wireless	Monthly Billing	101-42100-3200	968.95 M
09/12/2019	91916	Verizon Wireless	Monthly Billing	101-42100-3200	42.80 M
Total 101421003200:					1,011.75
09/12/2019	154125	Storm Training Group	Training-Tomsche	101-42100-3300	799.00
09/12/2019	20190804	U.S. Bank - CC	Meal while at Swat training	101-42100-3300	11.33
09/12/2019	20190804	U.S. Bank - CC	Meal while at Swat training	101-42100-3300	11.33
Total 101421003300:					821.66
09/12/2019	154093	Centerpoint Energy	Monthly Billing	101-42100-3800	47.84
09/12/2019	91914	City of Waseca	August Utilities	101-42100-3800	976.64 M
Total 101421003800:					1,024.48
09/12/2019	154091	Bock's Service Inc.	Tire repair	101-42100-4040	20.00
Total 101421004040:					20.00
09/12/2019	20190804	U.S. Bank - CC	Supplies for night to unite	101-42100-4640	266.28
09/12/2019	20190804	U.S. Bank - CC	Supplies for night to unite	101-42100-4640	17.94
09/12/2019	20190804	U.S. Bank - CC	Supplies for night to unite	101-42100-4640	8.76
Total 101421004640:					292.98
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-42200-1310	1,380.86 M
Total 101422001310:					1,380.86
09/12/2019	154136	Waseca County Highway Department	Monthly billing	101-42200-2120	214.37

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422002120:					214.37
09/12/2019	20190804	U.S. Bank - CC	Cleaning supplies	101-42200-2170	44.25
09/12/2019	20190806	Waseca Hardware LLC	Parts & Supplies	101-42200-2170	8.99
Total 101422002170:					53.24
09/12/2019	20190802	Streicher's	credit for uniforms	101-42200-2180	144.00-
Total 101422002180:					144.00-
09/12/2019	20190804	U.S. Bank - CC	AED Pads	101-42200-2190	120.26
Total 101422002190:					120.26
09/12/2019	154118	Napa Auto Parts	Parts	101-42200-2210	10.91
Total 101422002210:					10.91
09/12/2019	154118	Napa Auto Parts	Parts	101-42200-2220	29.95
Total 101422002220:					29.95
09/12/2019	154095	Cintas Corporation	Floor Mats	101-42200-3100	15.29
09/12/2019	154095	Cintas Corporation	Floor Mats	101-42200-3100	15.29
09/12/2019	20190799	ServiceMaster of Mankato/Waseca	Janitorial Services	101-42200-3100	423.82
09/12/2019	20190807	Waste Management of Southern MN	August Service	101-42200-3100	57.54
Total 101422003100:					511.94
09/12/2019	91916	Verizon Wireless	Monthly Billing	101-42200-3200	47.80 M
Total 101422003200:					47.80
09/12/2019	154117	MN State Fire Chiefs Association	Conference registration	101-42200-3300	440.00
Total 101422003300:					440.00
09/12/2019	154092	Builders First Source Inc	Training - House Burn	101-42200-3310	98.08
09/12/2019	154116	MN Fire Service Certification Board	recertification for numerous firefighters	101-42200-3310	200.00
Total 101422003310:					298.08
09/12/2019	154093	Centerpoint Energy	Monthly Billing	101-42200-3800	15.23
09/12/2019	154093	Centerpoint Energy	Monthly Billing	101-42200-3800	47.83
09/12/2019	91914	City of Waseca	August Utilities	101-42200-3800	976.63 M
09/12/2019	91914	City of Waseca	August Utilities	101-42200-3800	48.11 M
Total 101422003800:					1,087.80
09/12/2019	20190806	Waseca Hardware LLC	Parts & Supplies	101-42200-4040	15.00
Total 101422004040:					15.00
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-42400-1310	513.18 M

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-42400-1310	116.99	M
Total 101424001310:					630.17	
09/12/2019	20190777	City Building Inspection Services LLC	building inpsctions	101-42400-3000	8,328.10	
Total 101424003000:					8,328.10	
09/12/2019	91916	Verizon Wireless	Monthly Billing	101-42400-3200	25.34	M
Total 101424003200:					25.34	
09/12/2019	20190796	Personalized Printing Inc.	Inspection Notices	101-42400-3500	111.60	
Total 101424003500:					111.60	
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-43000-1310	120.53	M
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-43000-1310	1,116.44	M
Total 101430001310:					1,236.97	
09/12/2019	154136	Waseca County Highway Department	Monthly billing	101-43000-2120	84.22	
Total 101430002120:					84.22	
09/12/2019	20190804	U.S. Bank - CC	Spotlight for Truck	101-43000-2170	49.97	
Total 101430002170:					49.97	
09/12/2019	20190804	U.S. Bank - CC	Safety gear	101-43000-2190	23.82	
09/12/2019	20190804	U.S. Bank - CC	Safety gear	101-43000-2190	163.90	
Total 101430002190:					187.72	
09/12/2019	91916	Verizon Wireless	Monthly Billing	101-43000-3200	6.71-	M
09/12/2019	91916	Verizon Wireless	Monthly Billing	101-43000-3200	42.80	M
Total 101430003200:					36.09	
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-43100-1310	1,943.21	M
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-43100-1310	33.91	M
Total 101431001310:					1,977.12	
09/12/2019	154097	Condon Farm Service	propane for paver	101-43100-2120	27.70	
09/12/2019	154136	Waseca County Highway Department	Monthly billing	101-43100-2120	1,955.11	
09/12/2019	154136	Waseca County Highway Department	Monthly billing	101-43100-2120	235.13	
Total 101431002120:					2,217.94	
09/12/2019	154092	Builders First Source Inc	Concrete stakes	101-43100-2170	12.96	
09/12/2019	154092	Builders First Source Inc	lumber	101-43100-2170	79.56	
09/12/2019	154092	Builders First Source Inc	rebar	101-43100-2170	39.95	
09/12/2019	154092	Builders First Source Inc	lumber	101-43100-2170	11.38	
09/12/2019	20190780	Culligan	Culligan Water	101-43100-2170	18.75	
09/12/2019	154101	Ferguson Enterprises Inc	pvc pipe	101-43100-2170	107.74	

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
09/12/2019	154124	Steele County Landfill	disposal	101-43100-2170	26.50
09/12/2019	20190806	Waseca Hardware LLC	Parts & Supplies	101-43100-2170	41.56
Total 101431002170:					338.40
09/12/2019	20190779	Crane Creek Asphalt	hot mix	101-43100-2171	6,156.15
09/12/2019	20190779	Crane Creek Asphalt	hot mix	101-43100-2171	2,482.70
09/12/2019	154133	W W Blacktopping Inc.	Hot Mix	101-43100-2171	1,375.88
Total 101431002171:					10,014.73
09/12/2019	20190771	AmeriPride Services Inc	uniform srvice	101-43100-2180	190.05
Total 101431002180:					190.05
09/12/2019	20190806	Waseca Hardware LLC	Parts & Supplies	101-43100-2400	70.49
Total 101431002400:					70.49
09/12/2019	20190799	ServiceMaster of Mankato/Waseca	janitorial service-Streets	101-43100-3100	286.00
09/12/2019	154123	South Central College	Silica Safety Program	101-43100-3100	1,260.00
09/12/2019	20190807	Waste Management of Southern MN	August Service	101-43100-3100	150.10
09/12/2019	20190807	Waste Management of Southern MN	Waste Mgmt	101-43100-3100	132.91
Total 101431003100:					1,829.01
09/12/2019	154093	Centerpoint Energy	Monthly Billing	101-43100-3800	15.24
09/12/2019	91914	City of Waseca	August Utilities	101-43100-3800	48.11 M
09/12/2019	91914	City of Waseca	August Utilities	101-43100-3800	754.26 M
Total 101431003800:					817.61
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-43125-1310	503.80 M
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-43125-1310	33.91 M
Total 101431251310:					537.71
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-43170-1310	107.96 M
Total 101431701310:					107.96
09/12/2019	154097	Condon Farm Service	Bolts & Nuts	101-43170-2170	28.45
09/12/2019	20190793	M-R Sign Company Inc.	signs	101-43170-2170	855.55
Total 101431702170:					884.00
09/12/2019	154131	Traffic Marking Service Inc.	2019 Contractual Striping	101-43170-3100	6,565.84
Total 101431703100:					6,565.84
09/12/2019	91914	City of Waseca	August Utilities	101-43170-3800	170.41 M
Total 101431703800:					170.41
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-43220-1310	179.93 M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101432201310:					179.93	
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-45130-1310	283.60	M
Total 101451301310:					283.60	
09/12/2019	154136	Waseca County Highway Department	Monthly billing	101-45130-2120	53.90	
Total 101451302120:					53.90	
09/12/2019	20190780	Culligan	Drinking Water	101-45130-2170	54.00	
09/12/2019	20190780	Culligan	Drinking Water	101-45130-2170	41.00	
09/12/2019	20190780	Culligan	Drinking water	101-45130-2170	40.50	
09/12/2019	20190780	Culligan	Drinking Water	101-45130-2170	81.00	
09/12/2019	20190806	Waseca Hardware LLC	Parts & Supplies	101-45130-2170	27.70	
Total 101451302170:					244.20	
09/12/2019	154103	Hillyard Inc/ Hutchinson	Janitorial supplies	101-45130-2175	53.87	
09/12/2019	20190806	Waseca Hardware LLC	Parts & Supplies	101-45130-2175	13.99	
Total 101451302175:					67.86	
09/12/2019	20190791	M & R Electric Inc.	Gas sniffer system check	101-45130-3000	64.00	
09/12/2019	154114	Martin-McAllister	Dr. Judy Pendergrass	101-45130-3000	300.00	
Total 101451303000:					364.00	
09/12/2019	20190807	Waste Management of Southern MN	Garbage service with overage charge	101-45130-3100	252.60	
Total 101451303100:					252.60	
09/12/2019	20190804	U.S. Bank - CC	Parking ramp while at conference	101-45130-3350	33.00	
Total 101451303350:					33.00	
09/12/2019	154109	KOWZ-FM Radio	Advertising for WWP	101-45130-3400	300.00	
Total 101451303400:					300.00	
09/12/2019	154093	Centerpoint Energy	Monthly Billing	101-45130-3800	2,776.82	
09/12/2019	91914	City of Waseca	August Utilities	101-45130-3800	5,544.08	M
Total 101451303800:					8,320.90	
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-45200-1310	1,282.00	M
09/12/2019	91901	Further	VEBA/HSA submittal Sep	101-45200-1310	70.90	M
Total 101452001310:					1,352.90	
09/12/2019	154136	Waseca County Highway Department	Monthly billing	101-45200-2120	686.37	
Total 101452002120:					686.37	
09/12/2019	154097	Condon Farm Service	Fall fertilizer	101-45200-2170	630.00	

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
09/12/2019	20190780	Culligan	Culligan Water	101-45200-2170	56.00
09/12/2019	154098	DH Athletics LLC	Basketball nets	101-45200-2170	84.00
09/12/2019	20190804	U.S. Bank - CC	New Nets	101-45200-2170	10.63
09/12/2019	20190804	U.S. Bank - CC	Double net purchase-will be refunded next month	101-45200-2170	9.90
Total 101452002170:					790.53
09/12/2019	20190805	Vanderhorst, Brett	Uniform Allowance	101-45200-2180	133.04
Total 101452002180:					133.04
09/12/2019	154092	Builders First Source Inc	lumber	101-45200-2230	25.35
Total 101452002230:					25.35
09/12/2019	154118	Napa Auto Parts	Parts	101-45200-2280	115.33
09/12/2019	20190806	Waseca Hardware LLC	Parts & Supplies	101-45200-2280	335.17
Total 101452002280:					450.50
09/12/2019	20190788	Jobs Plus Inc.	August - Jobs Plus	101-45200-3100	1,317.25
09/12/2019	20190807	Waste Management of Southern MN	August - Parks Waste Management	101-45200-3100	1,111.08
Total 101452003100:					2,428.33
09/12/2019	91915	Mediacom	TLCF Communications	101-45200-3200	160.96 M
Total 101452003200:					160.96
09/12/2019	20190804	U.S. Bank - CC	Herbicide recert-Gundermann/Vanderhorst	101-45200-3300	290.00
Total 101452003300:					290.00
09/12/2019	91914	City of Waseca	August Utilities	101-45200-3800	567.67 M
Total 101452003800:					567.67
09/12/2019	154092	Builders First Source Inc	Sakrete for NEP Soccer fence post	101-45200-4000	40.45
Total 101452004000:					40.45
09/12/2019	154137	Waseca Rent N Save	plate compactor rental	101-45200-4100	62.64
Total 101452004100:					62.64
09/12/2019	20190799	ServiceMaster of Mankato/Waseca	Monthly Janitorial	101-45500-3100	790.00
Total 101455003100:					790.00
09/12/2019	154093	Centerpoint Energy	Monthly Billing	101-45500-3800	69.41
09/12/2019	91914	City of Waseca	August Utilities	101-45500-3800	1,144.49 M
Total 101455003800:					1,213.90
Total General Fund:					191,465.14

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Airport					
09/12/2019	154095	Cintas Corporation	Floor mat service	230-49810-3100	3.84
09/12/2019	20190807	Waste Management of Southern MN	Airport Garbage Service	230-49810-3100	32.76
Total 230498103100:					36.60
09/12/2019	154094	CenturyLink	Century Link	230-49810-3200	2.95
Total 230498103200:					2.95
09/12/2019	91914	City of Waseca	August Utilities	230-49810-3800	112.89 M
Total 230498103800:					112.89
09/12/2019	20190776	Christensen Tire Service	Airport tire repair	230-49810-4000	18.72
09/12/2019	20190806	Waseca Hardware LLC	Parts & Supplies	230-49810-4000	1.98
Total 230498104000:					20.70
09/12/2019	154092	Builders First Source Inc	Materials for electric panel mounting	230-49810-5200	100.69
Total 230498105200:					100.69
Total Airport:					273.83
Hisorical Preservation					
09/12/2019	154128	Thomas R. Zahn & Associates LLC	Waseca Depot	255-46500-3100	200.00
Total 255465003100:					200.00
Total Hisorical Preservation:					200.00
Economic Development-General f					
09/12/2019	91901	Further	VEBA/HSA submittal Sep	261-46700-1310	256.59 M
Total 261467001310:					256.59
09/12/2019	20190787	Innovative Office Supply	Office	261-46700-2170	7.60
Total 261467002170:					7.60
09/12/2019	20190782	Flaherty & Hood PA	August Legal Services	261-46700-3000	870.00
09/12/2019	20190790	Kennedy & Kennedy Law Office	August Legal Services	261-46700-3000	60.00
Total 261467003000:					930.00
09/12/2019	154126	Streamline Communications LLC	A/V testing for CEC conference	261-46700-3300	280.00
Total 261467003300:					280.00
Total Economic Development-General f:					1,474.19
Safe Haven Grant					
09/12/2019	91901	Further	VEBA/HSA submittal Sep	279-46350-1310	610.10 M

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 279463501310:					610.10	
09/12/2019	20190804	U.S. Bank - CC	Supplies for Connections	279-46350-2170	104.95	
Total 279463502170:					104.95	
09/12/2019	20190804	U.S. Bank - CC	SVN membership renewal	279-46350-3100	300.00	
Total 279463503100:					300.00	
09/12/2019	91916	Verizon Wireless	Monthly Billing	279-46350-3200	42.80	M
Total 279463503200:					42.80	
Total Safe Haven Grant:					1,057.85	
Capital Improvement						
09/12/2019	154119	Owatonna Heating and Cooling	TLCF Final Payment	430-43010-5340	18,640.00	
Total 430430105340:					18,640.00	
09/12/2019	154122	Sonic Concrete	Final Payment	430-43010-5460	5,820.38	
Total 430430105460:					5,820.38	
09/12/2019	20190772	APG Media of So MN LLC	Newspaper Ads	430-43010-5560	73.60	
09/12/2019	20190782	Flaherty & Hood PA	August Legal Services	430-43010-5560	253.75	
Total 430430105560:					327.35	
Total Capital Improvement:					24,787.73	
Water						
09/12/2019	154090	Automatic Systems Company	SCADA Repair	601-49401-3100	359.40	
09/12/2019	20190800	Sportsmans Stop Inc.	Shipping	601-49401-3100	8.73	
Total 601494013100:					368.13	
09/12/2019	154093	Centerpoint Energy	Monthly Billing	601-49401-3800	27.92	
09/12/2019	91914	City of Waseca	August Utilities	601-49401-3800	8,443.41	M
09/12/2019	154138	Xcel Energy	August Service	601-49401-3800	146.53	
Total 601494013800:					8,617.86	
09/12/2019	91901	Further	VEBA/HSA submittal Sep	601-49430-1310	354.50	M
09/12/2019	91901	Further	VEBA/HSA submittal Sep	601-49430-1310	1,762.18	M
Total 601494301310:					2,116.68	
09/12/2019	20190804	U.S. Bank - CC	West yard shed emergency generator fuel	601-49430-2120	23.00	
09/12/2019	154136	Waseca County Highway Department	Monthly billing	601-49430-2120	414.44	
Total 601494302120:					437.44	
09/12/2019	20190806	Waseca Hardware LLC	Parts & Supplies	601-49430-2230	18.79	

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 601494302230:					18.79	
09/12/2019	20190771	AmeriPride Services Inc	uniform service	601-49430-3100	12.84	
09/12/2019	20190771	AmeriPride Services Inc	uniform service	601-49430-3100	12.84	
09/12/2019	20190783	Gopher State One-Call Inc	Location calls - August	601-49430-3100	70.65	
09/12/2019	154132	Utility Consultants Inc	Coliform Testing	601-49430-3100	180.00	
09/12/2019	20190808	Water Conservation Service Inc.	Water System Leak Audit	601-49430-3100	3,750.00	
Total 601494303100:					4,026.33	
09/12/2019	91916	Verizon Wireless	Monthly Billing	601-49430-3200	40.01	M
Total 601494303200:					40.01	
09/12/2019	91901	Further	VEBA/HSA submittal Sep	601-49585-1310	107.77	M
09/12/2019	91901	Further	VEBA/HSA submittal Sep	601-49585-1310	314.58	M
Total 601495851310:					422.35	
09/12/2019	20190787	Innovative Office Supply	Office supplies	601-49585-2000	4.97	
Total 601495852000:					4.97	
09/12/2019	154113	MailFinance	Folding Machine LEase	601-49585-3100	555.00	
Total 601495853100:					555.00	
09/12/2019	20190792	MAS Communications Inc.	Answering service - August	601-49585-3200	52.13	
Total 601495853200:					52.13	
09/12/2019	20190796	Personalized Printing Inc.	Perforated paper for utility bills	601-49585-3500	160.23	
Total 601495853500:					160.23	
09/12/2019	154127	Summit Account Resolution	Collection Fees	601-49585-4320	19.73	
Total 601495854320:					19.73	
09/12/2019	91901	Further	VEBA/HSA submittal Sep	601-49586-1310	34.38	M
09/12/2019	91901	Further	VEBA/HSA submittal Sep	601-49586-1310	171.06	M
Total 601495861310:					205.44	
Total Water:					17,045.09	
Sanitary Sewer						
09/12/2019	91901	Further	VEBA/HSA submittal Sep	602-49470-1310	647.73	M
09/12/2019	91901	Further	VEBA/HSA submittal Sep	602-49470-1310	33.91	M
Total 602494701310:					681.64	
09/12/2019	20190783	Gopher State One-Call Inc	Location calls - August	602-49470-3100	70.65	

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 602494703100:					70.65	
09/12/2019	91916	Verizon Wireless	Monthly Billing	602-49470-3200	40.01	M
09/12/2019	91916	Verizon Wireless	Monthly Billing	602-49470-3200	40.01	M
Total 602494703200:					80.02	
09/12/2019	154093	Centerpoint Energy	Monthly Billing	602-49470-3800	21.76	
09/12/2019	91914	City of Waseca	August Utilities	602-49470-3800	1,447.15	M
Total 602494703800:					1,468.91	
09/12/2019	20190806	Waseca Hardware LLC	Parts & Supplies	602-49470-4020	9.99	
Total 602494704020:					9.99	
09/12/2019	91901	Further	VEBA/HSA submittal Sep	602-49480-1310	265.88	M
Total 602494801310:					265.88	
09/12/2019	20190804	U.S. Bank - CC	Office Supplies	602-49480-2000	21.42	
Total 602494802000:					21.42	
09/12/2019	154136	Waseca County Highway Department	Monthly billing	602-49480-2120	59.23	
Total 602494802120:					59.23	
09/12/2019	20190778	Continental Research Corporation	TLC Lift station	602-49480-2170	579.18	
09/12/2019	20190804	U.S. Bank - CC	Lab supplies	602-49480-2170	7.52	
09/12/2019	20190804	U.S. Bank - CC	Lab and office supplies	602-49480-2170	37.79	
09/12/2019	20190804	U.S. Bank - CC	Breakroom supplies WWTP	602-49480-2170	9.00	
09/12/2019	20190804	U.S. Bank - CC	Lab supplies	602-49480-2170	19.90	
09/12/2019	20190804	U.S. Bank - CC	Lab supplies	602-49480-2170	6.73	
Total 602494802170:					660.12	
09/12/2019	20190794	Owatonna Shoe Company	Boots W.R. & J.S.	602-49480-2180	369.75	
Total 602494802180:					369.75	
09/12/2019	154092	Builders First Source Inc	Lumber	602-49480-2230	4.14	
Total 602494802230:					4.14	
09/12/2019	154118	Napa Auto Parts	Parts	602-49480-2400	75.99	
09/12/2019	20190804	U.S. Bank - CC	Shop tool	602-49480-2400	41.94	
Total 602494802400:					117.93	
09/12/2019	154090	Automatic Systems Company	SCADA Repairs	602-49480-3100	580.75	
09/12/2019	154095	Cintas Corporation	Floor Mats	602-49480-3100	19.28	
09/12/2019	20190799	ServiceMaster of Mankato/Waseca	janitorial services	602-49480-3100	350.00	
09/12/2019	154132	Utility Consultants Inc	Permit testing	602-49480-3100	1,399.78	
09/12/2019	20190807	Waste Management of Southern MN	Waste Mgmt	602-49480-3100	291.70	

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 602494803100:					2,641.51	
09/12/2019	91916	Verizon Wireless	Monthly Billing	602-49480-3200	42.80	M
Total 602494803200:					42.80	
09/12/2019	20190804	U.S. Bank - CC	Charges while at Training	602-49480-3300	57.00	
09/12/2019	20190804	U.S. Bank - CC	Charges while at Training	602-49480-3300	615.32	
09/12/2019	20190804	U.S. Bank - CC	Lodging while at class-Hellevik	602-49480-3300	321.00	
Total 602494803300:					993.32	
09/12/2019	154093	Centerpoint Energy	Monthly Billing	602-49480-3800	23.49	
09/12/2019	91914	City of Waseca	August Utilities	602-49480-3800	590.78	M
Total 602494803800:					614.27	
09/12/2019	91901	Further	VEBA/HSA submittal Sep	602-49585-1310	107.77	M
09/12/2019	91901	Further	VEBA/HSA submittal Sep	602-49585-1310	314.58	M
Total 602495851310:					422.35	
09/12/2019	20190787	Innovative Office Supply	Office supplies	602-49585-2000	4.97	
Total 602495852000:					4.97	
09/12/2019	154113	MailFinance	Folding Machine LEase	602-49585-3100	555.00	
Total 602495853100:					555.00	
09/12/2019	20190792	MAS Communications Inc.	Answering service - August	602-49585-3200	52.13	
Total 602495853200:					52.13	
09/12/2019	20190796	Personalized Printing Inc.	Perforated paper for utility bills	602-49585-3500	160.23	
Total 602495853500:					160.23	
09/12/2019	154127	Summit Account Resolution	Collection Fees	602-49585-4320	37.81	
Total 602495854320:					37.81	
09/12/2019	91901	Further	VEBA/HSA submittal Sep	602-49586-1310	34.38	M
09/12/2019	91901	Further	VEBA/HSA submittal Sep	602-49586-1310	171.06	M
Total 602495861310:					205.44	
Total Sanitary Sewer:					9,539.51	
Electric Utility						
09/12/2019	91903	SMPMPA	SMPMPA Power	604-49550-3810	478,517.67	M
Total 604495503810:					478,517.67	
09/12/2019	91901	Further	VEBA/HSA submittal Sep	604-49570-1310	60.61	M

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495701310:					60.61
09/12/2019	20190773	Barr Engineering Company	Substation Recloser Project	604-49570-3100	440.00
Total 604495703100:					440.00
09/12/2019	91914	City of Waseca	August Utilities	604-49570-3800	69.03 M
Total 604495703800:					69.03
09/12/2019	91901	Further	VEBA/HSA submittal Sep	604-49571-1310	1,337.19 M
Total 604495711310:					1,337.19
09/12/2019	154136	Waseca County Highway Department	Monthly billing	604-49571-2120	616.11
Total 604495712120:					616.11
09/12/2019	154118	Napa Auto Parts	Parts	604-49571-2170	8.25
09/12/2019	20190806	Waseca Hardware LLC	Parts & Supplies	604-49571-2170	50.25
Total 604495712170:					58.50
09/12/2019	154110	Lake Shore Inn Nursing Home Inc.	Energy Management Program	604-49571-2320	275.00
09/12/2019	154111	Latham Place	Energy Management Program	604-49571-2320	122.50
09/12/2019	154134	Waseca County Courthouse	Energy Management Program	604-49571-2320	450.00
09/12/2019	154135	Waseca County Garage	Energy Management Program	604-49571-2320	100.00
Total 604495712320:					947.50
09/12/2019	20190775	Border States Electric Supply	Tools	604-49571-2400	299.35
09/12/2019	20190804	U.S. Bank - CC	Tools	604-49571-2400	111.84
09/12/2019	20190804	U.S. Bank - CC	Tools	604-49571-2400	212.60
09/12/2019	20190804	U.S. Bank - CC	Tools	604-49571-2400	139.21
09/12/2019	20190804	U.S. Bank - CC	Tools	604-49571-2400	53.66
09/12/2019	20190804	U.S. Bank - CC	Tools	604-49571-2400	309.24
Total 604495712400:					1,125.90
09/12/2019	20190782	Flaherty & Hood PA	August Legal Services	604-49571-3000	435.00
Total 604495713000:					435.00
09/12/2019	20190783	Gopher State One-Call Inc	Location calls - August	604-49571-3100	70.65
09/12/2019	20190800	Sportsmans Stop Inc.	Shipping	604-49571-3100	8.97
Total 604495713100:					79.62
09/12/2019	91916	Verizon Wireless	Monthly Billing	604-49571-3200	80.02 M
Total 604495713200:					80.02
09/12/2019	91901	Further	VEBA/HSA submittal Sep	604-49572-1310	134.48 M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 604495721310:					134.48	
09/12/2019	91901	Further	VEBA/HSA submittal Sep	604-49573-1310	242.44	M
Total 604495731310:					242.44	
09/12/2019	91901	Further	VEBA/HSA submittal Sep	604-49574-1310	68.19	M
Total 604495741310:					68.19	
09/12/2019	20190789	JT Services of MN	Street lights	604-49574-2230	610.01	
Total 604495742230:					610.01	
09/12/2019	154138	Xcel Energy	August Service	604-49574-3800	478.09	
Total 604495743800:					478.09	
09/12/2019	91901	Further	VEBA/HSA submittal Sep	604-49584-1310	51.13	M
Total 604495841310:					51.13	
09/12/2019	91901	Further	VEBA/HSA submittal Sep	604-49585-1310	87.24	M
09/12/2019	91901	Further	VEBA/HSA submittal Sep	604-49585-1310	316.56	M
Total 604495851310:					403.80	
09/12/2019	20190787	Innovative Office Supply	Office supplies	604-49585-2000	4.98	
Total 604495852000:					4.98	
09/12/2019	154113	MailFinance	Folding MACHine Lease	604-49585-3100	555.00	
Total 604495853100:					555.00	
09/12/2019	20190792	MAS Communications Inc.	Answering service - August	604-49585-3200	52.13	
Total 604495853200:					52.13	
09/12/2019	20190796	Personalized Printing Inc.	Perforated paper for utility bills	604-49585-3500	160.24	
Total 604495853500:					160.24	
09/12/2019	154127	Summit Account Resolution	Collection Fees	604-49585-4320	106.87	
Total 604495854320:					106.87	
09/12/2019	91901	Further	VEBA/HSA submittal Sep	604-49586-1310	65.90	M
09/12/2019	91901	Further	VEBA/HSA submittal Sep	604-49586-1310	171.06	M
Total 604495861310:					236.96	
09/12/2019	20190774	Batteries Plus Bulbs	Batteries	604-49586-2000	165.00	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495862000:					165.00
09/12/2019	20190773	Barr Engineering Company	Solar Project Elegant Creations	604-49586-3000	945.00
Total 604495863000:					945.00
09/12/2019	154115	MN Department of Commerce	Department of Commerce Assessment	604-49586-4330	1,337.00
Total 604495864330:					1,337.00
09/12/2019	20190773	Barr Engineering Company	Substation Engineering	604-49593-5300	245.00
09/12/2019	20190775	Border States Electric Supply	Conversion Materials	604-49593-5300	557.00
09/12/2019	20190775	Border States Electric Supply	Conversion Materials	604-49593-5300	272.37
09/12/2019	20190775	Border States Electric Supply	Conversion Materials	604-49593-5300	195.13
09/12/2019	20190775	Border States Electric Supply	Conversion Materials	604-49593-5300	76.78
09/12/2019	20190806	Waseca Hardware LLC	Parts & Supplies	604-49593-5300	110.45
Total 604495935300:					1,456.73
Total Electric Utility:					490,775.20
Storm Water Utility					
09/12/2019	91901	Further	VEBA/HSA submittal Sep	651-43140-1310	215.91 M
Total 651431401310:					215.91
09/12/2019	91914	City of Waseca	August Utilities	651-43140-3800	75.54 M
Total 651431403800:					75.54
09/12/2019	154092	Builders First Source Inc	concrete mix	651-43140-4000	16.18
Total 651431404000:					16.18
09/12/2019	91901	Further	VEBA/HSA submittal Sep	651-49585-1310	49.78 M
Total 651495851310:					49.78
Total Storm Water Utility:					357.41
Central Garage Services					
09/12/2019	91901	Further	VEBA/HSA submittal Sep	701-43180-1310	576.37 M
Total 701431801310:					576.37
09/12/2019	154136	Waseca County Highway Department	Monthly billing	701-43180-2120	182.47
Total 701431802120:					182.47
09/12/2019	154104	Huber Supply Co Inc	tank lease	701-43180-2170	22.19
09/12/2019	20190786	IFACS	shop supplies	701-43180-2170	59.29
09/12/2019	20190786	IFACS	zip ties	701-43180-2170	50.50
09/12/2019	154118	Napa Auto Parts	Parts	701-43180-2170	107.37
09/12/2019	20190806	Waseca Hardware LLC	Parts & Supplies	701-43180-2170	11.70

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 701431802170:					251.05
09/12/2019	154106	Interstate Battery Systems	Batteries	701-43180-2210	243.90
09/12/2019	154118	Napa Auto Parts	Parts	701-43180-2210	609.89
09/12/2019	20190797	Sanco Equipment LLC	Nut & Cap connector	701-43180-2210	54.04
09/12/2019	154130	Towmaster Inc	sander parts	701-43180-2210	7,132.00
09/12/2019	20190804	U.S. Bank - CC	Switch for pump on unit 65	701-43180-2210	39.80
Total 701431802210:					8,079.63
09/12/2019	154118	Napa Auto Parts	Parts	701-43180-2400	148.38
09/12/2019	20190803	Total Tool Supply Inc.	batteries & tools	701-43180-2400	689.90
09/12/2019	20190806	Waseca Hardware LLC	Parts & Supplies	701-43180-2400	14.98
Total 701431802400:					853.26
09/12/2019	20190804	U.S. Bank - CC	Monthly scan tool charge	701-43180-3100	149.00
Total 701431803100:					149.00
Total Central Garage Services:					10,091.78
Property and Liability Insuran					
09/12/2019	20190781	First National Insurance	September Agency Fee	702-49955-3000	800.00
Total 702499553000:					800.00
Total Property and Liability Insuran:					800.00
Grand Totals:					747,867.73

Report Criteria:

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

RESOLUTION NO. 19-46**A RESOLUTION OF THE WASECA CITY COUNCIL
SETTING DATE AND CONTINUATION DATE FOR
TRUTH-IN-TAXATION PUBLIC MEETING**

WHEREAS, the City is required by State law to select a public meeting date for public discussion of the City's levy and budget and to select a continuation meeting date.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca, Minnesota that the City's Truth-In-Taxation Meeting for the 2020 Budget be set for:

Tuesday, December 3, 2019 – 7:00 p.m.

Tuesday, December 17, 2019 – 7:00 p.m. (Continuation date if needed)

This resolution shall become effective upon its passage and without publication.

Adopted this 17th day of September, 2019.

R. D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: September 9, 2019

TO: Mayor & City Council
Lee Mattson-City Manager

PROJECT NAME: 2019 SIDEWALK PROJECT

CITY PROJECT NOS. : 2019-04

PAYMENT REQUEST : NO. TWO-FINAL PAYMENT

PAYMENT PERIOD : August 14, 2019 to September 6, 2019

CONTRACTOR: SONIC CONCRETE, LLC.
702 DUTTON DRIVE
ELLENDALE, MN 56026CONTRACT

Original Contract sum:	\$ 29,189.61
Change Orders No. One 9/9/2019	\$ (229.45)
Net change by change orders:	\$ (229.45)
Contract Sum to date:	\$ 28,960.16

PAYMENT

Contract Amount to date:	\$ 28,960.16
Change Orders to date:	-\$229.45
Total completed to date (earned):	\$ 28,960.16
Retainage: 0%	\$ -
Total earned less retainage:	\$ 28,960.16
Less previous payment requests:	\$ 23,139.78
Payment due this request:	\$ 5,820.38
% Contract completed to date:	100%
Amount remaining on contract	\$ -
Total Amount Due	\$ 5,820.38

Approved By:

Brad Surber 9-9-2019
Contractor Date

Maria Fischer 9/10/2019
Director of Finance Date

Tom Kullberg 9/10/19
City Engineer Date

Lee A. Mattson 9-10-2019
City Manager Date

430-43010-5460-1904

CHANGE ORDER

CHANGE ORDER NO. ONE

CITY OF WASECA PROJECT NO. 2019-04

DATE: SEPTEMBER 9, 2019

PROJECT NAME: 2019 SIDEWALK PROJECT

CONTRACTOR:

SONIC CONCRETE, LLC
702 DUTTON DRIVE
ELLENDALE, MN 56026THE JUSTIFICATION FOR THIS CHANGE ORDER IS:
Contract quantities were less than estimated quantities.

ITEM	UNIT	QTY.	UNIT PRICE	INCREASE (DECREASE)
Decreased Contract Quantities	L.S.	1	-\$229.45	<u>-\$229.45</u>
TOTAL CHANGE ORDER NO. ONE				<u>-\$229.45</u>

ORIGINAL CONTRACT PRICE	\$29,189.61
PREVIOUS CHANGE ORDERS	\$0.00
AMOUNT OF THIS CHANGE ORDER	-\$229.45
REVISED CONTRACT AMOUNT	\$28,960.16

APPROVED BY:

Brend Swartz 9-9-2019
CONTRACTOR DATE

Tom Kelly 9/10/19
CITY ENGINEER DATE

Maria Fischer 9/10/2019
DIRECTOR OF FINANCE DATE

Ken A. Miller 9-10-2019
CITY MANAGER DATE

CERTIFICATE OF PAYMENT

PROJECT: 2019 SIDEWALK PROJECT

CITY PROJECT NO. 2019-04

PAYMENT REQUEST NO. TWO FINAL

DATE: SEPTEMBER 9, 2019

CONTRACTOR:
SONIC CONCRETE, LLC
702 DUTTON DRIVE
ELLENDALE, MN 56026

PAYMENT PERIOD

FROM: AUGUST 14, 2019

TO: SEPTEMBER 6, 2019

ORIGINAL CONTRACT AMOUNT: \$ 29,189.61

REVISED CONTRACT AMOUNT: \$ 28,960.16

CONTRACT APPROVAL DATE: JULY 2, 2019

CONTRACT COMPLETION DATE: OCTOBER 15, 2019

To the City Council of the City of Waseca, The following payment is requested in accordance with the plans, specifications and conditions of the contract.

No.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	PLAN AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
1	Mobilization	L.S.	1	\$ 250.00	\$ 250.00	0	\$ -	1	\$ 250.00
2	Traffic Control	L.S.	1	\$ 250.00	\$ 250.00	0	\$ -	1	\$ 250.00
				TOTAL	\$ 500.00		\$ -		\$ 500.00
2ND AVENUE NE-200 BLOCK-SOUTH SIDE									
1	Remove Concrete Sidewalk	SQ.FT.	618	\$ 1.50	\$ 927.00	0	\$ -	616.4	\$ 924.60
2	Sawing Concrete Sidewalk	LN. FT.	43	\$ 3.00	\$ 129.00	0	\$ -	0	\$ -
3	Drill & Grout Reinforcement Bar	EACH	51	\$ 2.00	\$ 102.00	0	\$ -	48	\$ 96.00
4	8" Concrete Walk	SQ.FT.	109	\$ 7.83	\$ 853.47	0	\$ -	108.1	\$ 846.42
5	4" Concrete Walk	SQ.FT.	509	\$ 6.00	\$ 3,054.00	0	\$ -	508.3	\$ 3,049.80
6	Storm Drain Inlet Protection	EACH	2	\$ 250.00	\$ 500.00	0	\$ -	1	\$ 250.00
7	Sod, Lawn Type Sod	SQ.YD.	64	\$ 36.82	\$ 2,356.48	43	\$ 1,583.26	43	\$ 1,583.26
	TOTAL 2ND AVENUE NE-200 BLOCK-SOUTH SIDE				\$ 7,921.95		\$ 1,583.26		\$ 6,750.08
3RD STREET NE-200 BLOCK-EAST SIDE									
1	Remove Concrete Sidewalk	SQ.FT.	127	\$ 1.50	\$ 190.50	0	\$ -	136.2	\$ 204.30
2	Sawing Concrete Sidewalk	LN. FT.	10	\$ 3.00	\$ 30.00	0	\$ -	11	\$ 33.00
3	Drill & Grout Reinforcement Bar	EACH	6	\$ 2.00	\$ 12.00	0	\$ -	6	\$ 12.00
4	4" Concrete Walk	SQ.FT.	127	\$ 6.00	\$ 762.00	0	\$ -	136.2	\$ 817.20
5	Storm Drain Inlet Protection	EACH	1	\$ 250.00	\$ 250.00	0	\$ -	0	\$ -
6	Sod, Lawn Type Sod	SQ.YD.	16	\$ 36.82	\$ 589.12	11	\$ 405.02	11	\$ 405.02
	TOTAL 3RD ST NE-200 BLOCK-EAST SIDE				\$ 1,633.62		\$ 405.02		\$ 1,471.52
8TH STREET NE-500 BLOCK-EAST SIDE									
1	Remove Concrete Sidewalk	SQ. FT.	380	\$ 1.50	\$ 570.00	0	\$ -	341.2	\$ 511.80
2	Sawing Concrete Sidewalk	LN. FT.	16	\$ 3.00	\$ 48.00	0	\$ -	0	\$ -
3	Drill & Grout Reinforcement Bar	EACH	8	\$ 2.00	\$ 16.00	0	\$ -	8	\$ 16.00
4	4" Concrete Walk	SQ.FT.	380	\$ 6.00	\$ 2,280.00	0	\$ -	341.2	\$ 2,047.20
5	Storm Drain Inlet Protection	EACH	1	\$ 250.00	\$ 250.00	0	\$ -	2	\$ 500.00
6	Sod, Lawn Type Sod	SQ.YD.	44	\$ 36.82	\$ 1,620.08	30	\$ 1,104.60	30	\$ 1,104.60
	TOTAL 8TH STREET NE-500 BLOCK-EAST SIDE				\$ 4,784.08		\$ 1,104.60		\$ 4,179.60

CERTIFICATE OF PAYMENT

PROJECT: 2019 SIDEWALK PROJECT

CITY PROJECT NO. 2019-04

PAYMENT REQUEST NO. TWO FINAL

DATE: SEPTEMBER 9, 2019

CONTRACTOR:
SONIC CONCRETE, LLC
702 DUTTON DRIVE
ELLENDALE, MN 56026

PAYMENT PERIOD
FROM: AUGUST 14, 2019
TO: SEPTEMBER 6, 2019

ORIGINAL CONTRACT AMOUNT: \$ 29,189.61

REVISED CONTRACT AMOUNT: \$ 28,960.16

CONTRACT APPROVAL DATE: JULY 2, 2019

CONTRACT COMPLETION DATE: OCTOBER 15, 2019

To the City Council of the City of Waseca, The following payment is requested in accordance with the plans, specifications and conditions of the contract.

No.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	PLAN AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
3RD STREET SW-800 AND 900 BLOCK-EAST SIDE									
1	Remove Concrete Sidewalk	SQ. FT.	286	\$ 1.50	\$ 399.00	0	\$ -	386.8	\$ 580.20
2	Sawing Concrete Sidewalk	LN. FT.	40	\$ 3.00	\$ 120.00	0	\$ -	0	\$ -
3	Drill & Grout Reinforcement Bar	EACH	20	\$ 2.00	\$ 40.00	0	\$ -	30	\$ 60.00
4	4" Concrete Walk	SQ.FT.	214	\$ 6.00	\$ 1,284.00	0	\$ -	326.9	\$ 1,961.40
5	6" Concrete Walk	SQ.FT.	52	\$ 6.80	\$ 353.60	0	\$ -	59.9	\$ 407.32
6	Storm Drain Inlet Protection	EACH	2	\$ 250.00	\$ 500.00	0	\$ -	1	\$ 250.00
7	Sod, Lawn Type Sod	SQ.YD.	38	\$ 36.82	\$ 1,399.16	25	\$ 920.50	25	\$ 920.50
3RD STREET SW-800 AND 900 BLOCK-EAST SIDE					\$ 4,095.76		\$ 920.50		\$ 4,179.42
2ND AVENUE SE-200 BLOCK-NORTH AND SOUTH SIDE									
1	Remove Concrete Sidewalk	SQ. FT.	1089	\$ 1.50	\$ 1,633.50	0	\$ -	1287	\$ 1,930.50
2	Sawing Concrete Sidewalk	LN. FT.	65	\$ 3.00	\$ 195.00	0	\$ -	319	\$ 957.00
3	Drill & Grout Reinforcement Bar	EACH	68	\$ 2.00	\$ 136.00	0	\$ -	63	\$ 126.00
4	4" Concrete Walk	SQ.FT.	920	\$ 6.00	\$ 5,520.00	0	\$ -	908.4	\$ 5,450.40
5	6" Concrete Walk	SQ.FT.	169	\$ 6.80	\$ 1,149.20	0	\$ -	378.9	\$ 2,576.52
6	Storm Drain Inlet Protection	EACH	2	\$ 250.00	\$ 500.00	0	\$ -	1	\$ 250.00
7	Sod, Lawn Type Sod	SQ.YD.	25	\$ 36.82	\$ 920.50	16	\$ 589.12	16	\$ 589.12
TOTAL 2ND AVENUE SE-200 BLOCK					\$ 10,054.20		\$ 589.12		\$ 11,879.54
TOTAL PROJECT NO. 2019-04					\$ 29,189.61		\$ 4,602.50		\$ 28,960.16

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: September 12, 2019

TO: Mayor & City Council
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field

CITY PROJECT NO. 1623

PAYMENT REQUEST : Final

PAYMENT PERIOD : 31-Aug-19

CONTRACTOR: Owatonna Heating and Cooling

PAYMENT AMOUNT: \$18,640.00

Approved By:

Tom Kullog 9/12/19
Department Head Date

Melissa Fischer 9/12/19
Director of Finance Date

Lee A. Mattson 9-12-19
City Manager Date



AIA®

Document G732™ – 2009

Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER:City of Waseca, Minnesota
508 South State Street
Waseca, MN 56093PROJECT: Tink Larson Field
Waseca, MN 56093

APPLICATION NO: 001

FROMCONTRACTOR: Ovatonna Heating and Cool
408 North Cedar Ave
Ovatonna, MN 55060VIA CONSTRUCTION
MANAGER: Kraus-Anderson Construction CompanPERIOD TO: 03/12/2019
CONTRACT DATE: 06/01/2018
PROJECT NOS: / /**CONTRACT FOR: HYAC**

VIA ARCHITECT: 123

WS 23-A

OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
AIA Document G703™, Continuation Sheet, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM.....\$ 18640.00

2. NET CHANGES IN THE WORK.....\$ 18640.00

3. CONTRACT SUM TO DATE (Line 1 ± 2)\$ 18640.00

4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)\$ 18640.00

5. RETAINAGE:

a. % of Completed Work

(Column D + E on G703)

b. % of Stored Material

(Column F on G703)

Total Retainage (Lines 5a + 5b, or Total in Column I on G703)\$ 0.00

6. TOTAL EARNED LESS RETAINAGE.....\$ 18640.00

(Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....\$ 0.00

(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE.....\$ 18640.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 minus Line 6) \$ 0.00

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 0	\$ 0
Total approved this month, including Construction Change Directives	\$ 0	\$ 0
TOTALS	\$ 0	\$ 0
NET CHANGES IN THE WORK	\$ 0	\$ 0

CONTRACTOR: Wayne Kain
By: Wayne Kain
State of: IL
County of: Steele
Subscribed and sworn to before me this 17th day of April 2019
Notary Public: Nicole Mae Kain
My Commission expires: January 31, 2020

Date: 4/17/19

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:By: Nicole Mae Kain Date: 6-28-19

ARCHITECT: (NOTE: If Multiple Prime Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



CONTINUATION PAGE

Page 2 of 2

PROJECT: 6925 Tink Larson Field
 APPLICATION #: 1 Final
 DATE OF APPLICATION: 03/12/2019
 PERIOD THRU: 03/12/2019
 PROJECT #s:

34

A	B	C	D		E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)	
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD						
1	HVAC work at Tink Larson Field	\$18,640.00	\$0.00	\$18,640.00	\$0.00	\$18,640.00	100%	\$0.00		
TOTALS		\$18,640.00	\$0.00	\$18,640.00	\$0.00	\$18,640.00	100%	\$0.00		

CONTINUATION PAGE

Quantum Software Solutions, Inc. Document

Title:	Resolution No. 19-41 for granting a Conditional Use Permit to Waseca Head Start, located at 501 Elm Ave E.		
Meeting Date:	September 17, 2019	Agenda Item Number:	7A
Action:	<input type="checkbox"/> MOTION <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Resolution No. 19-41 PC Memo, Attachments
Originating Department:	Community Development	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: To adopt Resolution No. 19-41: A Resolution of the Waseca City Council approving a Conditional Use Permit for Waseca Head Start, located at 501 Elm Ave E.		
How does this item pertain to Vision 2030 goals?	Supporting this Conditional Use Permit promotes good Governance.		

BACKGROUND:

Christine Marben, on behalf of Waseca Head Start, for Minnesota Valley Action Council, Inc. lessee of the property is requesting a conditional use permit to allow a Day Care for children to operate as an accessory land use in a former school building located at 501 Elm Avenue East.

The property is zoned R-2, Urban Residential. An accessory land use to operate a day care for children in a religious or school setting requires a Conditional Use Permit in the R-2 district as stated in Section 154.014, Table 4-2.

The proposed use by a Conditional Use Permit is reasonable as it will promote the quality of the neighborhood and encourages the public health, safety and welfare of residents.

BUDGET IMPACT: None.

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 September 10, 2019. The Planning Commission voted 5-0 to recommend approval of the Conditional Use Permit.

RECOMMENDATION: Motion to adopt Resolution No. 19-41: Approving a Conditional Use Permit for Waseca Head Start, located at 501 Elm Ave E.

RESOLUTION NO. 19-41

A RESOLUTION OF THE WASECA CITY COUNCIL APPROVING A CONDITIONAL USE PERMIT ON PROPERTY ZONED R-2, URBAN RESIDENTIAL (501 Elm Ave E)

WHEREAS, application has been made to the Waseca City Council by Christine Marben, on behalf of Waseca Head Start, for Minnesota Valley Action Council, Inc. for approval of a Conditional Use Permit to allow a day care for children to operate as an accessory land use at property located at 501 Elm Ave E, and is described as:

Lots 1, 2, 3, 4 and W ½ of Lot 5, and Lots 7, 8, 9, 10, 11 and 12, all in Block 3 in the First Addition to the Village, now City, of Waseca, Minnesota, according to the plat thereof on file and of record in the office of the County Recorder in and for said County and State.

AND

That part of vacated alley in Block 3 lying and between Lots 1, 2, 3, 4, and the W ½ of Lot 5, and Lots 12, 11, 10, 9 and the W ½ of Lot 8, and being 297 feet in length and 25' in width; and that part of the S ½ of vacated alley adjacent to Lot 7 and E ½ of Lot 8, Block 3, First Addition.

AND

All that part of vacated Sixth Street lying and being between Block 18 in the Original Plat of Waseca and Block 3 in the First Addition to the City of Waseca.

And,

WHEREAS, the Waseca Planning Commission held a public hearing on the request at its September 10, 2019 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:

And,

- 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 154.014, Table 4-1 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 day care to operate as an accessory land use is hereby approved for the purpose as set forth, subject to the following conditions:

1. The property shall meet all local and state code requirements.
2. Off street parking availability must be maintained per City requirements.

Adopted this 17th day of September 2019.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

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: September 10, 2019

SUBJECT: Public Hearing-Action No. 19-09 - CUP: Waseca Head Start

ATTACHMENTS: Application Narrative
Site Location Map
Site Plan
Site Photos

APPLICANT

The applicant is Christine Marben, on behalf of Waseca Head Start, for Minnesota Valley Action Council, Inc. lessee of the property. A complete application was received on August 8, 2019. Final action, which is required within 60 days of the complete application date, must be taken by October 7, 2019.

REQUEST

The applicant is requesting a conditional use permit to allow a Day Care for children to operate in a former school building located at 501 Elm Avenue East.

LOCATION

The property is located at 501 Elm Avenue East and is described as:

**ORIGINAL PLAT E 55 FT OF LOT 2 & LOTS 3, 4, 5, 6, 7 & 8 BLK 18
AND
FIRST ADDITION LOTS 1, 2, 3, 4 & W 1/2 OF
LOTS 5 & W 6 IN OF LOT 7 & 8 TO 12 INC BLK 3**

LAND USE

The property is occupied by a former middle school building with off street parking, and playground areas. The Land Use Plan designates this lot as Medium Density Residential. Surrounding land uses are residential in all directions.

Goals and objectives based on City's Comprehensive Plan are as follows:

1. Goal: a sufficient supply and variety of adequate, safe, and sanitary housing to meet the needs of all residents, regardless of age, gender, ethnicity, income, and physical condition.
Objective: Encourage preservation and rehabilitation of existing housing stock and construction of new housing units to provide the different types of housing opportunities; including but not limited to, residential care and assisted-living.
2. Goal: Provide for a range of housing densities and options to meet the needs of all household types and incomes.

Objective: Encourage housing mixtures of different densities, but avoid abrupt changes between high and low density.
3. Goal: provide adequate opportunity for expansion and new development of Assisted Living and Residential Care facilities within the community.

Objective: Continue to provide funding options to make housing assistance available to qualifying projects that develop Assisted Living and other Residential Care facilities in the community.

ZONING

The property is zoned R-2, Urban Residential. An accessory land use to operate a day care for children in a religious or school setting requires a Conditional Use Permit in the R-2 district as stated in Section 154.014, Table 4-2. Adjacent zoning is R-2 in all 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.

REVIEW

Christine Marben, on behalf of Waseca Head Start, for Minnesota Valley Action Council, Inc. lessee of the property. The applicant is requesting a conditional use permit to allow a Day Care for children to operate as an accessory land use in a former school building located at 501 Elm Avenue East.

Required off-street parking needs are met with thirteen off-street parking spaces, including ADA accessible spaces. On-street parking for the entire property has recently been increased with the removal of outdated no-parking signs along 2nd Ave NE.

The proposed use by a Conditional Use Permit is reasonable as it will promote the quality of the neighborhood and encourages the public health, safety and welfare of residents.

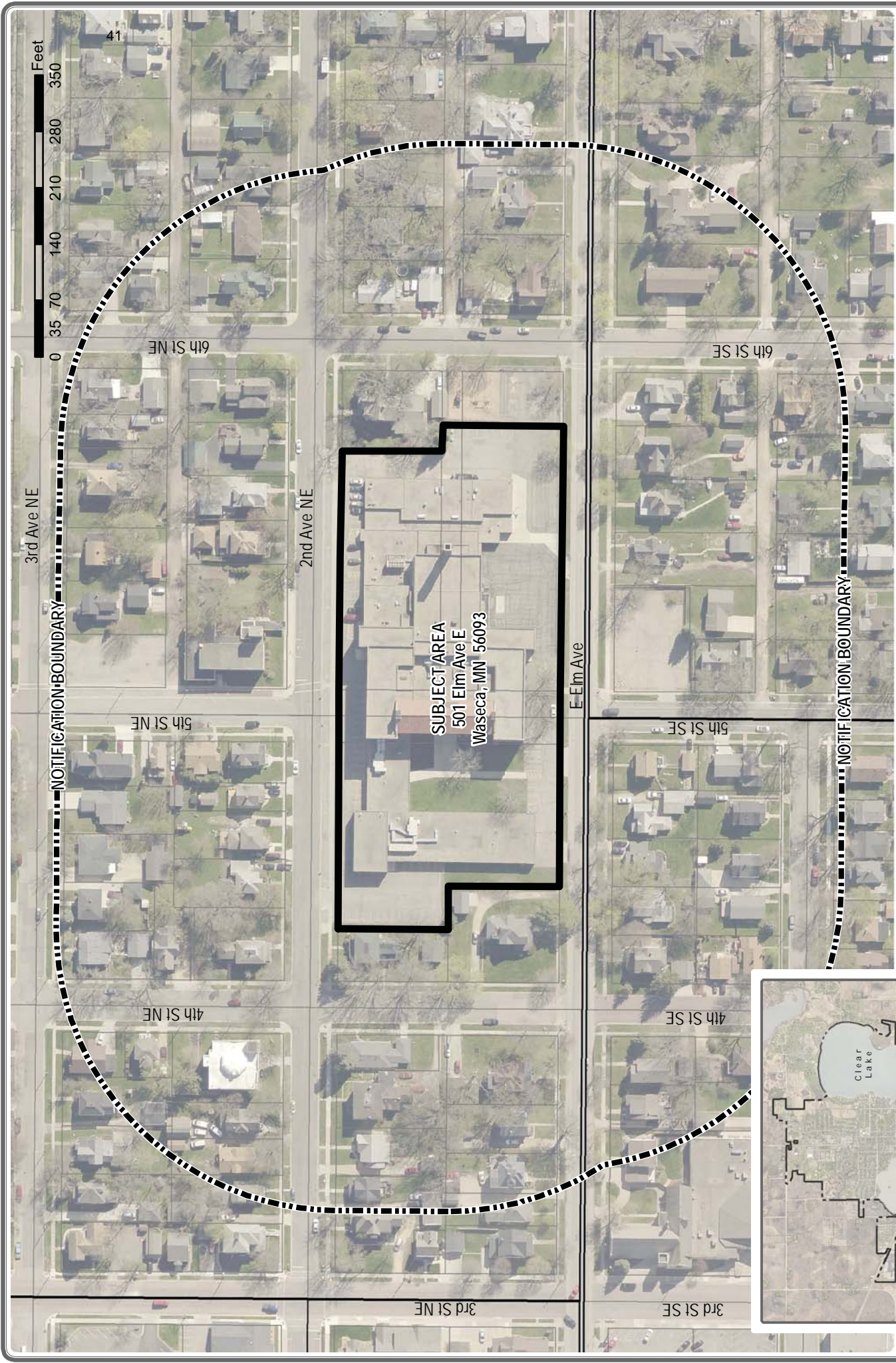
RECOMMENDATION

City Staff recommends approval of a Conditional Use Permit to allow a Day Care for children to operate in a former school building located at 501 Elm Avenue East, subject to the following conditions:

1. The property shall meet all local and state code requirements.
2. Off street parking availability must be maintained per City requirements.

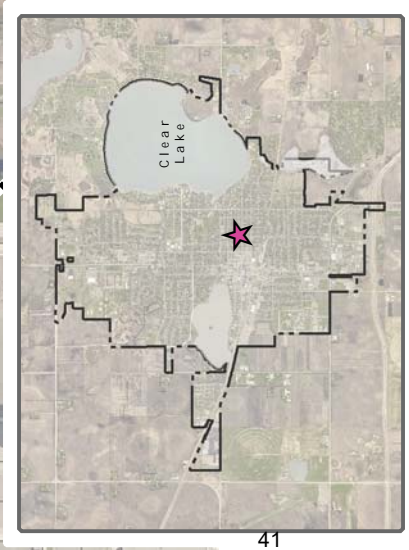
REQUESTED ACTION

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 September 17, 2019 meeting.



- Legend
- Notification Area
 - Subject Parcel
 - Parcels

Waseca Head Start
Conditional Use Permit
501 Elm Ave E - Waseca, MN 56093
PIN R17.100.2910 & R17.276.0280



Title:	Resolution No. 19-42 Approving a Variance to Allow an Attached Garage Addition That Will Encroach Into the Rear Setback, Located at 403 Elm Ave E.		
Meeting Date:	September 17, 2019	Agenda Item Number:	7B
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Resolution No. 19-42 PC Memo/Attachments Exhibit A
Originating Department:	Community Development	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to adopt Resolution No. 19-42, A Resolution of the Waseca City Council Approving a Variance to Allow an Attached Garage Addition That Will Encroach Into the Rear Setback, Located at 403 Elm Ave E.		
How does this item pertain to Vision 2030 goals?	Supporting this Variance promotes good Governance.		

BACKGROUND:

James & Sally Isder, owners of the property, located at 403 Elm Avenue East, are requesting a Variance to allow the addition of an attached garage to the north side of the house that will encroach into the rear setback requirement. Single-family dwellings are permitted uses in the R-2 district.

Section 154.016 Table 4-7 states the minimum rear setback for a single family home is 25 feet. The addition will encroach into the required setback ten feet - six inches, leaving a fourteen foot - six inch rear setback.

The existing house was built in 1903 and was placed in the center area of the parcel. A 20' x 16' detached structure was added at some time and is currently used as a single car garage. The property is located on a corner lot which limits the ability to place the garage to the west due to the required corner side setback. Adjacent properties include the former middle school and its parking lot located to the east and northeast, and a single family home with a detached garage to the north.

The proposed addition will consist of a 30' x 28' garage and a 9'-6" mudroom used to connect the garage to the existing house. By adding the addition to the north, the owners are able to maintain the historic look, aesthetic integrity, and value of this home. The proposed addition design does this.

The Planning Commission held a public hearing on the Variance request on September 10, 2019. The Planning Commission voted 5-0 recommending approval to the City Council.

BUDGET IMPACT: None.

POLICY QUESTION: The City Council has the authority to approve Variances.

ALTERNATIVES CONSIDERED: None.

RECOMMENDATION: Motion to adopt Resolution No. 19-42; Approving a Variance to Allow an Attached Garage Addition to Encroach Into the Rear Setback on the property located at 403 Elm Ave E.

RESOLUTION NO. 19-42

A RESOLUTION OF THE WASECA CITY COUNCIL GRANTING A VARIANCE TO ALLOW AN ATTACHED GARAGE ADDITION THAT WILL ENCROACH INTO THE REAR SETBACK ON PROPERTY ZONED R-2, URBAN RESIDENTIAL DISTRICT (403 Elm Ave E)

WHEREAS, application has been made to the City Council of the City of Waseca by James and Sally Isder, property owners, for approval of a Variance from the provisions of Chapter 154, Section 154.016, Table 4-7, to allow an attached garage addition to encroach into the required rear setback, located at 403 Elm Ave E which is described as:

Lots Nine (9) and Ten (10), Block Eighteen (18), Original Plat of the Village, now City, of Waseca, Minnesota, according to the Plat thereof on file and of record in the Office of the County Recorder (formerly Register of Deeds), Waseca County, Minnesota together with all hereditaments and appurtenances belonging thereto.

WHEREAS, the Waseca Planning Commission held a public hearing on the request at its September 10, 2019 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, existing and anticipated traffic conditions, the effect of the proposed use on the City's Comprehensive Plan, and the effect on property values in the surrounding area; and

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

1. The Variance is in harmony with the purpose and intent of this chapter.
2. The use and Variance is consistent with the Comprehensive Plan.
3. The proposal puts the property to use in a reasonable manner.
4. There are unique circumstances to the property not created by the landowner.
5. The Variance, if granted, will not alter the essential character of the locality.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca that a Variance from the provisions of Chapter 154, Section 154.016, Table 4-7, to allow an attached garage addition to encroach into the required rear setback, be approved subject to the following conditions:

1. The property shall conform to all State and local building and fire codes.
2. The property shall be developed according to the submitted Site and Design Plan to retain the historic character of the principal structure. (Exhibit A)

Adopted by the City Council of the City of Waseca this 17th Day of September, 2019.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

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: September 10, 2019

SUBJECT: Public Hearing - Action No. 19-10 – VAR: Isder

ATTACHMENTS: Application Narrative
Site Location Map
Site Photos
Site Plan & Elevation Design

APPLICANT

The applicant is James & Sally Isder, owners of the property. A complete application was received on August 9, 2019. Final action, which is required within 60 days of the complete application date, must be taken by October 8, 2019.

REQUEST

The applicant is requesting a Variance from provisions of Chapter 154, Waseca Zoning Ordinance to allow the construction of an attached garage that will encroach into the rear setback.

LOCATION

The property is located at 403 Elm Avenue East and is described as:

Lots Nine (9) and Ten (10), Block Eighteen (18), Original Plat of the Village, now City, of Waseca, Minnesota, according to the Plat thereof on file and of record in the Office of the County Recorder (formerly Register of Deeds), Waseca County, Minnesota together with all hereditaments and appurtenances belonging thereto.

LAND USE

The property is occupied by a single-family dwelling and a detached single car garage.

ZONING

The property is zoned R-2, Urban Residential. Single-family dwellings are a permitted use in the R-2 district. Adjacent zoning is R-2 in all 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 variance and project.

⁴⁶**CODE OF ORDINANCES**

A Variance is required for the following code:

- Section 154.016 Table 4-7, required rear setback for a single-family detached dwelling.

REVIEW

James & Sally Isder, owners of the property, located at 403 Elm Avenue East, are requesting a Variance to allow the addition of an attached garage to the north side of the house that will encroach into the rear setback requirement. Single-family dwellings are permitted uses in the R-2 district.

Section 154.016 Table 4-7 states the minimum rear setback for a single family home is 25 feet. The addition will encroach into the required setback ten feet - six inches, leaving a fourteen foot - six inch rear setback.

The existing house was built in 1903 and was placed in the center area of the parcel. A 20' x 16' detached structure was added at some time and is currently used as a single car garage. The property is located on a corner lot which limits the ability to place the garage to the west due to the required corner side setback. Adjacent properties include the former middle school and its parking lot located to the east and northeast, and a single family home with a detached garage to the north.

The proposed addition will consist of a 30' x 28' garage and a 9'-6" mudroom used to connect the garage to the existing house. By adding the addition to the north, the owners are able to maintain the historic look, aesthetic integrity, and value of this home. The proposed addition design does this.

FINDINGS

The request meets the criteria needed for approval of a Variance.

1. The request is in harmony with the purposes and intent of this chapter;
2. The Variance is consistent with the Comprehensive Plan; and
3. The applicant can demonstrate that there are "practical difficulties" in complying with the regulations in question.

RECOMMENDATION

Staff supports the Variance to allow the construction of a garage addition that will encroach into the rear setback on the property located at 403 Elm Avenue East. Staff recommends the following conditions to be set if approval is granted:

1. The property shall conform to all State and local building and fire codes.
2. The property shall be developed according to the submitted site plan.
3. The addition shall be constructed per the submitted design plan to retain the historic character of the principal structure.

REQUESTED ACTION

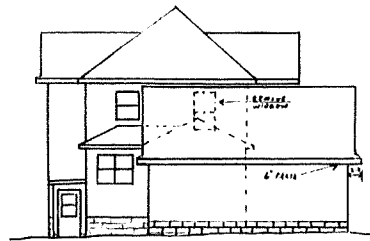
Hold a public hearing on the Variance request and take action on a recommendation to be forwarded to the City Council for consideration at their September 17, 2019 meeting.



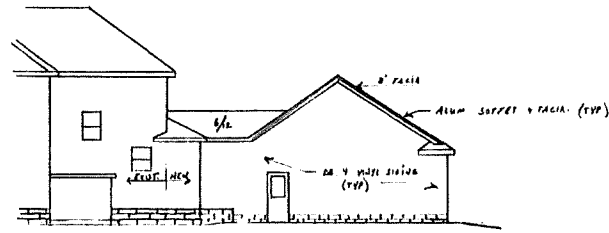
View from SOUTH



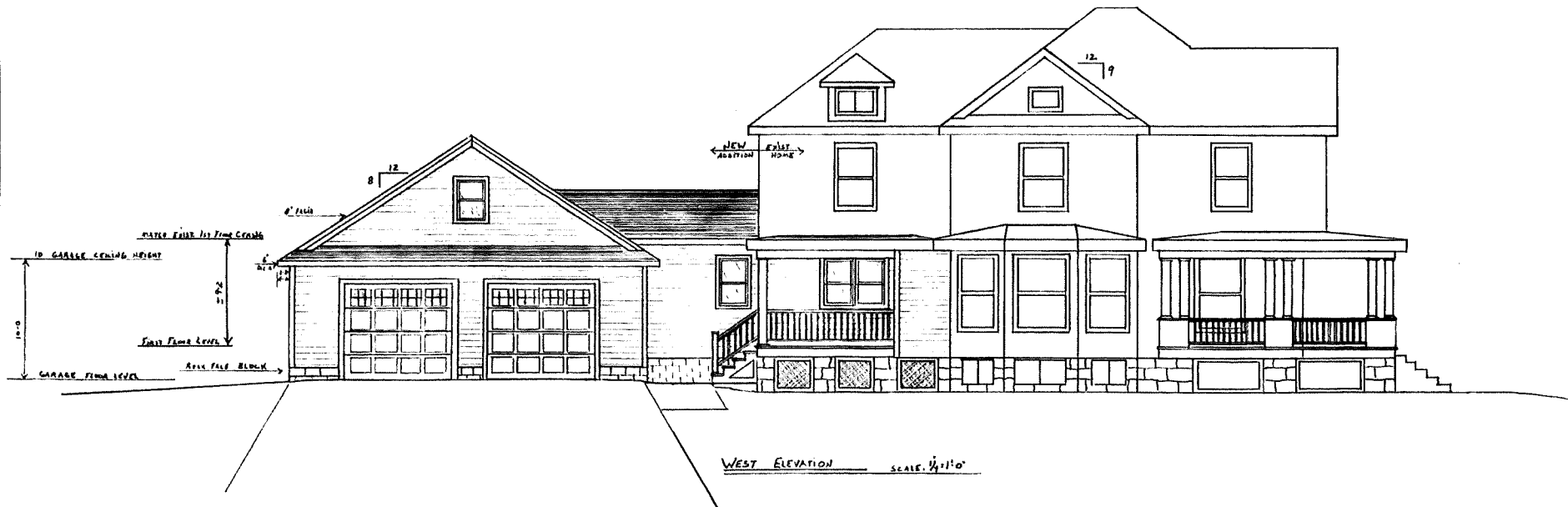
View from NORTHWEST



North Elevation SCALE: 1/4"=1'-0"

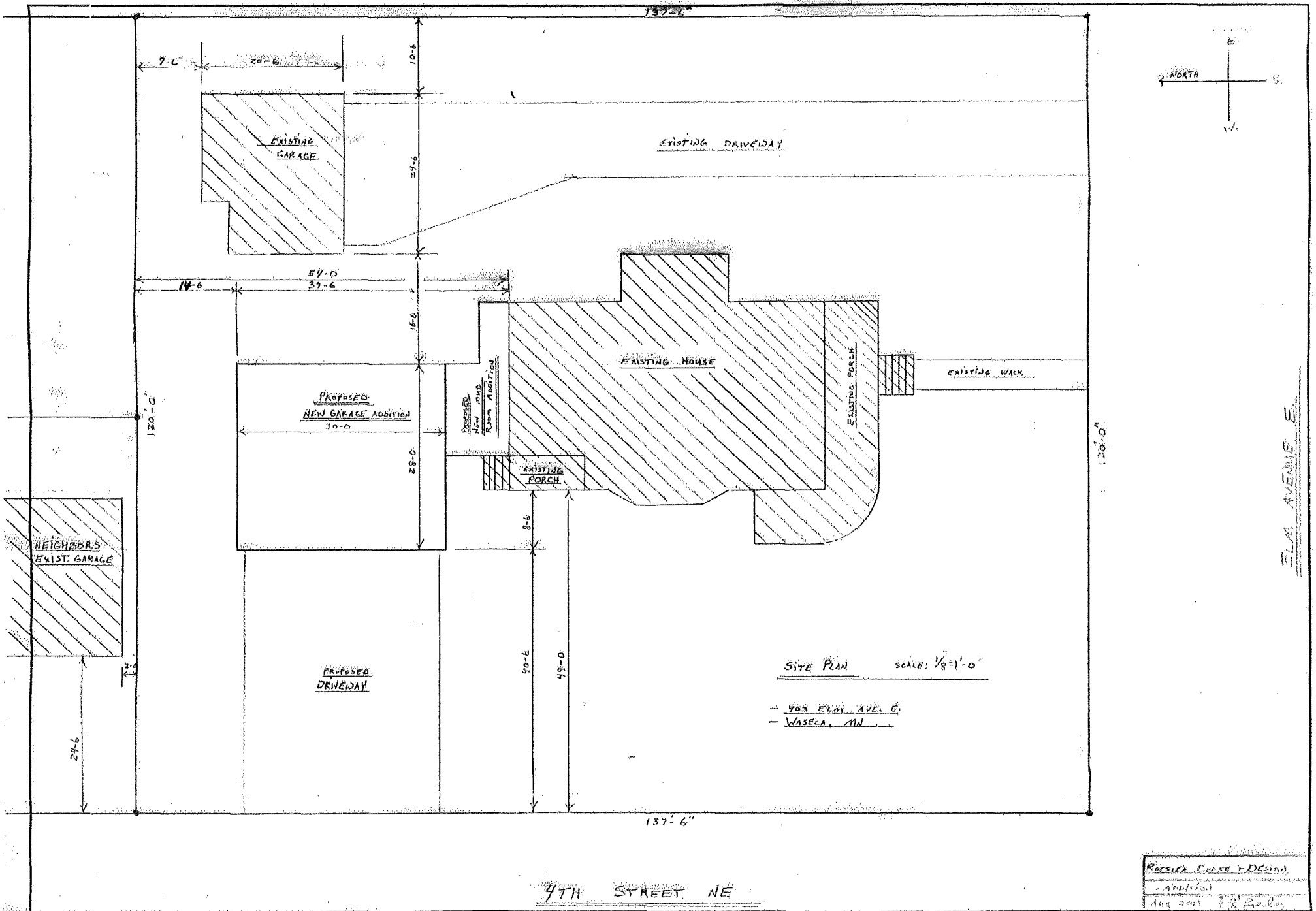


East Elevation SCALE: 1/4"=1'-0"



West Elevation SCALE: 1/4"=1'-0"

Rooster Construction & Design			
DATE: 11/10/19	APPROVED BY:	DESIGN BY:	11/10/19
REVISIONS:	1. Add a small porch	2. Add a small porch	3. Add a small porch
11/10/19	11/10/19	11/10/19	11/10/19



Title:	ADOPTING THE CITY AND ECONOMIC DEVELOPMENT AUTHORITY TAX LEVY COLLETIBLE IN 2020		
Meeting Date:	September 17, 2019	Agenda Item Number:	7D
Action:	<input type="checkbox"/> MOTION <input checked="" type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Resolution 19-44 Adopting Preliminary Tax Levy Resolution 18-45 Adopting Preliminary EDA Levy
Originating Department:	Finance	Presented By:	Finance Director
Approved By City Manager: <input type="checkbox"/>	Proposed Action: 1) Adopt Resolution 19-44: A Resolution of the Waseca City Council Adopting the Preliminary 2020 Tax Levy 2) Motion to adopt Resolution 19-45: A Resolution Adopting the Preliminary 2020 City of Waseca Economic Development Authority Tax Levy		
How does this item pertain to Vision 2030 goals?	Good Governance and Expanding and Leverage Economic Development Initiative		

BACKGROUND: Following Council direction from the most recent September 12th work session staff is presenting a resolution to set the 2020 preliminary tax levy. The resolution includes the total preliminary levy for the City of \$4,974,553. This option includes a 9.5% increase in the tax levy amount requested.

The City of Waseca Economic Development Authority (EDA) has met and reviewed their preliminary 2020 budget. Based on the projected expenditure needs in the budget, the EDA requests the 2020 preliminary tax levy in the amount of \$88,471. Under state statute the EDA's maximum allowable levy is 0.1813% of the City's total taxable market value. Since there was a slight increase in the taxable market value for the City in 2019, and the EDA levy calculation is based on the previous year's taxable market value, the maximum allowable tax levy for the EDA increased by \$6,019 from the 2019 adopted levy.

The final levy, which is scheduled to be adopted by City Council on December 17, 2019, cannot be higher than the preliminary levy, but it can be lower.

BUDGET IMPACT:

The Preliminary 2020 budget includes the following:

- Funding for Capital Improvement for street, storm water, parks, and city facilities improvements.
- Funding for salary adjustments from the Classification and Compensation Study findings. Cost of Living Adjustment (COLA) for employees effective January 1, 2020.
- Funding for projected workers compensation and liability insurance increases.
- Capital Equipment needs
- Minor adjustments for department needs.

RECOMMENDATION:

- 1) Adopt Resolution 19-44: Approving the City Preliminary Tax Levy Collectible in 2020
- 2) Adopt Resolution 18-45 Approving the Preliminary City of Waseca Economic Development Authority Tax Levy Collectible in 2020

RESOLUTION NO. 19-44**A RESOLUTION OF THE WASECA CITY COUNCIL
APPROVING THE CITY PRELIMINARY TAX LEVY
COLLECTIBLE IN 2020**

WHEREAS, the City of Waseca, State of Minnesota, requires Property Tax to provide needed and necessary services to the citizens of the City of Waseca; and

WHEREAS, State law requires adoption of a proposed 2020 preliminary tax levy by September 30, 2019.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca, Waseca County, Minnesota, that the following sums of money are proposed to be levied for the current year, collectible in 2020 upon the taxable property in said City of Waseca for the following purposes:

Distributed Based on Tax Capacity

General Fund & Tax Abatement	\$ 2,827,806
Capital Funding	<u>1,484,807</u>
General Levy Total	\$ 4,312,613

Debt Service Levy

Wastewater Public Facilities	
Authority (PFA) loan	181,215
7 th Avenue Bonds	153,400
Public Safety Building Bonds	151,575
Northeast Park	72,750

Distributed Based on Market Value (Passed Through Referendum)

Water Park	103,000
Total City Levy	<u>\$ 4,974,553</u>

BE IT FURTHER RESOLVED that the Records Secretary is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Waseca County, Minnesota, as required by law.

Adopted this 17th day of September, 2019.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

RESOLUTION NO. 19-45**A RESOLUTION OF THE WASECA CITY COUNCIL
APPROVING THE PRELIMINARY CITY OF WASECA
ECONOMIC DEVELOPMENT AUTHORITY TAX LEVY
COLLECTIBLE IN 2020**

WHEREAS, the City of Waseca Economic Development Authority, State of Minnesota, requires Property Tax to provide needed and necessary services to the citizens of the City of Waseca; and

WHEREAS, State law requires adoption of a proposed 2020 preliminary Economic Development Authority tax levy by September 30, 2019.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca, Waseca County, Minnesota, that the following sum of money is proposed to be levied for the current year, collectible in 2020 upon the taxable property in said City of Waseca for the following purposes:

Economic Development Authority Levy	<u>\$ 88,471</u>
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BE IT FURTHER RESOLVED that the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Waseca County, Minnesota, as required by law.

Adopted this 17th day of September, 2019.

R. D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER