

WORK SESSION – 6 P.M. RE: BUDGET
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, JULY 20, 2021 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. 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. 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
N/A

- 6 CONSENT AGENDA

- A. Minutes –Regular City Council Meeting & Work Session, July 6
- B. Payroll & Expenditures
- C. Resolution 21-35: North State Water Main Professional Services
- D. Resolution 21-36: Awarding Crack Seal and Seal Coat Project Bid
- E. Resolution 21-37: Awarding City Sidewalk Project Bid
- F. Resolution 21-38: Approving Joint Powers Agreement between State of MN and WPD
- G. Introducing Ordinance 1093: Annexation of City-Owned Land
- H. Approval of Contract Payment: R.A.W. Construction
- I. Authorization of a Settlement Agreement with WSB & Associates Inc.

- 7 ACTION AGENDA

- A. Resolution 21-29: Perrault Variance Request
- B. Resolution 21-30: Flogstad Variance Request
- C. Resolution 21-31: Berry Pallets Variance Request

- 8 REPORTS

- A. City Manager's Report
- B. Commission Reports
 - Planning Commission
 - Heritage Preservation
 - EDA

- 9 ANNOUNCEMENTS

10. ADJOURNMENT

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, JULY 6, 2021

6A

CALL TO ORDER/ROLL CALL

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

Councilmembers present: Mayor Roy Srp Ted Conrath
John Mansfield Daren Arndt
Jeremy Conrath Mark Christiansen
Allan Rose

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

Others Present: Chris Kennedy, City Attorney

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 Motion was made by Arndt, seconded by Christiansen to approve the agenda as presented.
Motion carried 7-0.

PUBLIC COMMENT

- 4 None

REQUESTS AND PRESENTATIONS

- 5 None

CONSENT AGENDA

- 6 It was moved by Rose, seconded by Christiansen to approve the Consent Agenda as presented.
The motion carried 7-0 and included:

- A. Minutes –Regular City Council Meeting & Work Session June 15, 22
- B. Payroll & Expenditures
- C. Resolution 21-32: 8th St Professional Services
- D. Approval of On/Off Sale Liquor License: The Bar on Main
- E. Accepting 2020 Audit
- F. Resolution 21-33: Approving Off-Site Gambling
- G. Approval of Contract Payments
- H. RCCA: I&I Project Acceptance of Bids and Bid Award

ACTION AGENDA

7A. Public Hearing: Resolution 21-34 - Public Nuisance Abatement Request

Mr. Kennedy presented information and findings regarding 204 12th Ave NW. He informed Council that City Staff have gone through the formal nuisance process, and there has been no progress at the property.

Motion was made by Rose, seconded by J. Conrath to approve Resolution 21-34 and begin the abatement process. Motion carried 7-0.

B. RCCA: Memorial Park Dog Park Fencing

Mr. Mattson informed Council that bids were solicited for the fencing of a dog park. The low bid came in from Sun-Up Construction for a total of \$56,418. Mr. Mattson said that there may be potential for unforeseen circumstances that might alter that amount and is asking for Council approval to complete the project, as necessary. The estimated start date is August 9, 2021.

Motion was made by Christiansen, seconded by Srp to approve the quote from Sun-Up Construction and allow Staff to complete the project, as necessary. Motion carried 7-0.

REPORTS

8 A. City Manager's Report

- Staff investigated a nuisance property that has now been sold and has been mowed
- Shoreline aquatic vegetation removal will take place at Clear Lake at Sportsman & Clear Lake Park
- Pavement projects are continuing and will wrap up soon, hoping HWY 13 opens this week, pool road in the next few weeks
- No Gaiter Lake update this week

B. Commission Reports

Park Board

- Cabins on Maplewood Park have asbestos in the shingles and the cabins will be removed due to safety concerns
- Got awarded a grant to help with Clear Lake Park play equipment
- Concerts in the park have begun at Trowbridge
- Lakefest went well
- Please keep the trails by Clear Lake clean

Fire Relief

- Fish Fry had a great turnout
- Prepping for the County Fair

ANNOUNCEMENTS

- 9 All – Thanked all the donors for the Fireworks and commented how great the display was
Srp – Looking forward to the Fair. Commented how he signed a document with the Wal-Mart covenants back in 2005 after the previous Council approved them. He mentioned he would never sign a document without the approval of the City Council.

ADJOURNMENT

- 10 There being no further business to be brought before the Council, it was moved by Arndt seconded by J. Conrath, to adjourn the meeting at 7:44 p.m.; Motion carried 7-0.

R. D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

MINUTES
CITY COUNCIL WORK SESSION
TUESDAY, JULY 6, 2021

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

Councilmembers present: Roy Srp Allan Rose
 Ted Conrath John Mansfield
 Jeremy Conrath Mark Christiansen
 Daren Arndt

Staff present: Lee Mattson, City Manager
 Mike Anderson, Assistant to the City Manager
 Alicia Fischer, Finance Director

Others Present: Erin Enstad, Abdo Eick & Meyers

2020 Audit

The Work Session began at 6:00 P.M. and included the following:

Erin presented information about the 2020 Audit which included:

- Abdo, Eick, & Meyers Responsibilities for the Audit
- General Fund results
- Other Funds
- Enterprise Funds
- Ratios


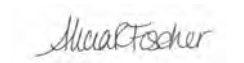
Erin answered some questions for Council and there being no further discussion and no action taken, the work session ended at 6:55 p.m.

R. D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

LIST OF EXPENDITURES

July 20, 2021

City Council	4,250.00
Streets	28,975.28
Parks	16,450.96
Wastewater	9,412.94
Utility Administration	6,050.92
Utility Billing	10,202.18
Electric	14,628.32
Water	9,832.92
Building and Code Compliance	2,881.88
Police	65,391.62
Administration	8,238.30
Community Aides	0.00
Fire	8,301.89
Paid On Call Fire Department	608.09
Election Judges	0.00
Finance	10,193.07
Connections	2,241.16
Community Development	6,493.43
Engineering	17,257.84
Recreation	15,853.37
Econ Development	<u>6,460.55</u>

Total Gross Payroll	243,724.72
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*Less- Payroll Deductions	<u>(75,538.36)</u>
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Net Payroll Cost	\$	168,186.36
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*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:	
July 3, 2021-July 15, 2021	
Includes check #'s 156948-156999	
Bank ACH Withdrawals.....	<u>980,404.69</u>

GRAND TOTAL EXPENDITURES	\$	<u>1,148,591.05</u>
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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
General Fund						
07/14/2021	72113	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 7/11/2021	101-21701-0000	20,907.49	M
Total 101217010000:					20,907.49	
07/14/2021	72109	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 7/11/2021	101-21702-0000	9,945.51	M
Total 101217020000:					9,945.51	
07/14/2021	72113	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 7/11/2021	101-21703-0000	9,607.39	M
07/14/2021	72113	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 7/11/2021	101-21703-0000	10,011.25	M
Total 101217030000:					19,618.64	
07/14/2021	72110	Public Employees Retirement Assn (ACH	Adjustment	101-21704-0000	.02	M
07/14/2021	72110	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 7/11/2021	101-21704-0000	1,465.95	M
07/14/2021	72110	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 7/11/2021	101-21704-0000	9,528.57	M
07/14/2021	72110	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 7/11/2021	101-21704-0000	7,938.06	M
07/14/2021	72110	Public Employees Retirement Assn (ACH	DEF CONTRIBUTION/EMPL Pay Period: 7/11/2021	101-21704-0000	58.70	M
07/14/2021	72110	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 7/11/2021	101-21704-0000	9,528.57	M
07/14/2021	72110	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 7/11/2021	101-21704-0000	11,907.10	M
07/14/2021	72110	Public Employees Retirement Assn (ACH	DEF CONT Employer Pay Period: 7/11/2021	101-21704-0000	58.70	M
Total 101217040000:					40,485.67	
07/14/2021	156950	NCPERS Minnesota - 8266711	LIFE INSURANCE - PERA Pay Period: 7/11/2021	101-21711-0000	192.00	
Total 101217110000:					192.00	
07/14/2021	72113	ACH Internal Revenue Service	MEDICARE Pay Period: 7/11/2021	101-21712-0000	3,171.24	M
07/14/2021	72113	ACH Internal Revenue Service	MEDICARE Pay Period: 7/11/2021	101-21712-0000	3,265.70	M
Total 101217120000:					6,436.94	
07/14/2021	72114	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 7/11/2021	101-21713-0000	1,165.00	M
07/14/2021	72114	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 7/11/2021	101-21713-0000	669.00	M
Total 101217130000:					1,834.00	
07/14/2021	72112	Vantagepoint Transfer Agents 457	ICMA - ROTH (AFTER TAX) Pay Period: 7/11/2021	101-21714-0000	150.00	M
07/14/2021	72112	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 7/11/2021	101-21714-0000	1,842.00	M
Total 101217140000:					1,992.00	
07/15/2021	72105	Further	FSA Reimbursement	101-21716-0000	77.13	M
07/15/2021	72106	Further	FSA Reimbursement	101-21716-0000	102.55	M
07/15/2021	72108	Further	FSA Reimbursement	101-21716-0000	845.45	M
07/14/2021	72115	Further	HSA Contribution Pay Period: 7/11/2021	101-21716-0000	470.18	M
Total 101217160000:					1,495.31	
07/14/2021	72111	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 7/11/2021	101-21717-0000	951.53	M
Total 101217170000:					951.53	
07/14/2021	72116	MN Public Employees Insurance Progra	PEIP Family Pay Period: 6/27/2021	101-21720-0000	16,735.18	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
07/14/2021	72116	MN Public Employees Insurance Progra	Matson July COBRA	101-21720-0000	693.34	M
07/14/2021	72116	MN Public Employees Insurance Progra	Rugger July COBRA	101-21720-0000	693.34	M
07/14/2021	72116	MN Public Employees Insurance Progra	PEIP Single Pay Period: 7/11/2021	101-21720-0000	13,520.13	M
07/14/2021	72116	MN Public Employees Insurance Progra	PEIP Single Pay Period: 6/27/2021	101-21720-0000	13,520.13	M
07/14/2021	72116	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 7/11/2021	101-21720-0000	1,002.26	M
07/14/2021	72116	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 6/27/2021	101-21720-0000	1,002.26	M
07/14/2021	72116	MN Public Employees Insurance Progra	Timlin July COBRA	101-21720-0000	1,901.72	M
07/14/2021	72116	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 7/11/2021	101-21720-0000	4,009.04	M
07/14/2021	72116	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 6/27/2021	101-21720-0000	4,009.04	M
07/14/2021	72116	MN Public Employees Insurance Progra	Bendorf Adj	101-21720-0000	693.34	M
07/14/2021	72116	MN Public Employees Insurance Progra	PEIP Family Pay Period: 7/11/2021	101-21720-0000	4,183.74	M
07/14/2021	72116	MN Public Employees Insurance Progra	PEIP Family Pay Period: 6/27/2021	101-21720-0000	3,993.57	M
07/14/2021	72116	MN Public Employees Insurance Progra	Horn Adj	101-21720-0000	1,901.72	M
07/14/2021	72116	MN Public Employees Insurance Progra	PEIP Family Pay Period: 7/11/2021	101-21720-0000	15,974.49	M
07/14/2021	72116	MN Public Employees Insurance Progra	Kramer Adj	101-21720-0000	693.34-	M
07/14/2021	72116	MN Public Employees Insurance Progra	Ferguson Adj	101-21720-0000	950.86-	M
07/14/2021	72116	MN Public Employees Insurance Progra	Kahnke Adj	101-21720-0000	1,208.38	M
07/14/2021	72116	MN Public Employees Insurance Progra	Murphy Adj	101-21720-0000	738.46-	M
Total 101217200000:					82,659.02	
07/15/2021	156979	MN Department of Labor & Industry	2nd Quarter 2021 Bldg. Permit Surcharge	101-32280-0000	3,131.55	
Total 101322800000:					3,131.55	
07/15/2021	156961	Colony Court	Park Reservation cancellation refund	101-34785-0000	12.50	
Total 101347850000:					12.50	
07/15/2021	20210493	Christiansen, Mark	Technology Remibursement	101-41110-3200	255.00	
07/15/2021	20210521	U.S. Bank - CC	Monthly Subscription	101-41110-3200	16.09	
Total 101411103200:					271.09	
07/15/2021	20210523	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00	
Total 101411104455:					1,125.00	
07/15/2021	156986	Stantec Consulting Services Inc	Engineering	101-41320-3000	1,114.00	
Total 101413203000:					1,114.00	
07/15/2021	20210521	U.S. Bank - CC	Larson MRA Supervisor Fundamental Training	101-41320-3300	1,280.00	
07/15/2021	20210521	U.S. Bank - CC	Larson Registration for MN SHRM Conference	101-41320-3300	400.00	
Total 101413203300:					1,680.00	
07/15/2021	20210486	APG Media of So MN LLC	City Council public hearings-rezoning and nusiance	101-41320-3400	106.98	
Total 101413203400:					106.98	
07/15/2021	20210522	Waseca Area Chamber of Commerce	Employee Recognition	101-41320-4930	35.00	
Total 101413204930:					35.00	
07/15/2021	20210484	A. H. Hermel Company	Pop for vending machine	101-41320-4945	110.57	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101413204945:					110.57
07/15/2021	20210521	U.S. Bank - CC	Health & Wellness Prizes	101-41500-2200	95.03
07/15/2021	20210521	U.S. Bank - CC	Health & Wellness Prizes	101-41500-2200	171.75
07/15/2021	20210521	U.S. Bank - CC	Health & Wellness Prizes	101-41500-2200	144.42
07/15/2021	20210521	U.S. Bank - CC	Potluck Prizes	101-41500-2200	32.99
07/15/2021	20210521	U.S. Bank - CC	Potluck Prizes	101-41500-2200	178.21
07/15/2021	20210521	U.S. Bank - CC	Shipping Refund for Potluck Decorations	101-41500-2200	.39-
07/15/2021	20210521	U.S. Bank - CC	Shipping Refund for Potluck Decorations	101-41500-2200	1.71-
07/15/2021	20210521	U.S. Bank - CC	Shipping Refund for Potluck Prizes	101-41500-2200	5.47-
07/15/2021	20210521	U.S. Bank - CC	Shipping Refund for Potluck Prizes	101-41500-2200	3.85-
07/15/2021	20210521	U.S. Bank - CC	Potluck Prizes	101-41500-2200	124.98
07/15/2021	20210521	U.S. Bank - CC	Health & Wellness Prizes	101-41500-2200	39.30
Total 101415002200:					775.26
07/15/2021	20210485	Abdo Eick & Meyers LLP	2020 Audit Services	101-41500-3000	8,700.00
Total 101415003000:					8,700.00
07/15/2021	156980	MN Government Finance Officers Assoc	MN 2021 GFOA Conference	101-41500-3300	230.00
Total 101415003300:					230.00
07/15/2021	20210500	Flaherty & Hood PA	June Legal Fees	101-41600-3000	906.25
07/15/2021	20210500	Flaherty & Hood PA	June Labor & Employment Consult Services	101-41600-3000	1,085.00
07/15/2021	20210509	Kennedy & Kennedy Law Office	July Legal Fees	101-41600-3000	612.00
07/15/2021	156997	Waseca County Treasurer	Legal Services Contract payment	101-41600-3000	5,370.33
Total 101416003000:					7,973.58
07/15/2021	20210517	Pantheon Computer Systems Inc.	Adapter for West Conference Room	101-41920-2050	49.90
Total 101419202050:					49.90
07/15/2021	20210495	Civic Systems	Semi-annual Support Fees	101-41920-4950	7,177.80
Total 101419204950:					7,177.80
07/15/2021	20210489	Batteries Plus Bulbs	Batteries	101-41940-2000	36.00
07/15/2021	20210505	Innovative Office Supply	Office supplies	101-41940-2000	10.46
Total 101419402000:					46.46
07/15/2021	20210504	Innovative Office Solutions LLC	Breakroom supplies	101-41940-2170	93.55
Total 101419402170:					93.55
07/15/2021	156954	Bizzy Bee Cleaning LLC	RESTROOM CLEANING-CITY HALL	101-41940-3100	475.00
07/15/2021	156959	Cintas Corporation	Floor Mats	101-41940-3100	45.53
07/15/2021	20210497	Culligan	RO Lease	101-41940-3100	28.95
07/15/2021	156983	Orkin Pest Control	City Hall Pest Control	101-41940-3100	95.00
07/15/2021	20210526	Waste Management of Southern MN	June 2021 Service	101-41940-3100	254.92

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101419403100:					899.40
07/15/2021	72117	City of Waseca	June Utilities	101-41940-3800	1,878.02 M
Total 101419403800:					1,878.02
07/15/2021	20210505	Innovative Office Supply	Staples-Schultz	101-41950-2000	3.15
Total 101419502000:					3.15
07/15/2021	20210527	WSB & Associates Inc	General Planning	101-41950-3000	855.25
Total 101419503000:					855.25
07/15/2021	20210486	APG Media of So MN LLC	Planning Commission hearing-Variances	101-41950-3400	136.50
Total 101419503400:					136.50
07/15/2021	20210505	Innovative Office Supply	office supplies-police	101-42100-2000	87.90
Total 101421002000:					87.90
07/15/2021	156996	Waseca County Highway Department	Monthly billing	101-42100-2120	2,059.32
07/15/2021	156996	Waseca County Highway Department	Monthly billing	101-42100-2120	15.00
Total 101421002120:					2,074.32
07/15/2021	20210521	U.S. Bank - CC	Meth & Cocaine Detection Kits	101-42100-2170	264.95
07/15/2021	20210521	U.S. Bank - CC	Red Evidence Tape	101-42100-2170	45.75
07/15/2021	20210521	U.S. Bank - CC	Clorox Wipes	101-42100-2170	9.12
Total 101421002170:					319.82
07/15/2021	156951	Amazon	Uniform expense - Tomsche	101-42100-2180	184.95
07/15/2021	20210519	Streicher's	uniform expense - initial issue	101-42100-2180	957.00
07/15/2021	20210519	Streicher's	uniform expense - initial issue	101-42100-2180	957.00
07/15/2021	20210519	Streicher's	uniform expense - initial issue	101-42100-2180	189.00
07/15/2021	20210519	Streicher's	uniform expense - initial issue	101-42100-2180	189.00
Total 101421002180:					2,476.95
07/15/2021	156954	Bizzy Bee Cleaning LLC	PSB public bathrooms	101-42100-3100	237.50
07/15/2021	20210490	Blue Earth County	Patrol MDT's	101-42100-3100	540.00
07/15/2021	156957	Bureau of Crim Apprehension	CJDN Access Fee	101-42100-3100	270.00
07/15/2021	156959	Cintas Corporation	Floor Mats	101-42100-3100	8.88
07/15/2021	156959	Cintas Corporation	Floor mats	101-42100-3100	8.88
07/15/2021	20210497	Culligan	Culligan Police	101-42100-3100	29.95
07/15/2021	156989	Thomson Reuters - West	Clear expense	101-42100-3100	267.41
07/15/2021	20210526	Waste Management of Southern MN	June 2021 Service	101-42100-3100	88.73
Total 101421003100:					1,451.35
07/15/2021	156992	Verizon Wireless	Monthly Billing	101-42100-3200	942.73
07/15/2021	156992	Verizon Wireless	Monthly Billing	101-42100-3200	41.51

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421003200:					984.24
07/15/2021	20210521	U.S. Bank - CC	Harren SWAT Training Meal	101-42100-3300	11.11
07/15/2021	20210521	U.S. Bank - CC	DMT-G Online Recertification Training	101-42100-3300	75.00
07/15/2021	20210521	U.S. Bank - CC	Grotberg MOCIC Conference Registration	101-42100-3300	275.00
Total 101421003300:					361.11
07/15/2021	20210518	Personalized Printing Inc.	Printing expense PD	101-42100-3500	432.80
Total 101421003500:					432.80
07/15/2021	72117	City of Waseca	June Utilities	101-42100-3800	924.03 M
Total 101421003800:					924.03
07/15/2021	156955	Bock's Service Inc.	tire repair - police	101-42100-4040	24.00
Total 101421004040:					24.00
07/15/2021	20210521	U.S. Bank - CC	DARE Ice Cream Treats	101-42100-4600	77.94
07/15/2021	20210521	U.S. Bank - CC	DARE Ice Cream Treats - TEAM	101-42100-4600	7.68
Total 101421004600:					85.62
07/15/2021	156976	LeSueur/Waseca Community Health Boa	Nite to Unite expense	101-42100-4640	55.00
Total 101421004640:					55.00
07/15/2021	156955	Bock's Service Inc.	Fuel	101-42200-2120	15.00
07/15/2021	156996	Waseca County Highway Department	Monthly billing	101-42200-2120	227.63
Total 101422002120:					242.63
07/15/2021	20210521	U.S. Bank - CC	FD Power Fan & Wind Machine	101-42200-2170	48.19
07/15/2021	20210524	Waseca Hardware LLC	Parts & Supplies	101-42200-2170	7.98
Total 101422002170:					56.17
07/15/2021	156954	Bizzy Bee Cleaning LLC	PSB public bathrooms	101-42200-3100	237.50
07/15/2021	156959	Cintas Corporation	Floor Mats	101-42200-3100	8.87
07/15/2021	156959	Cintas Corporation	Floor mats	101-42200-3100	8.87
07/15/2021	156965	Express Pressure Washers Inc	Power Washer Annual maintance	101-42200-3100	249.00
07/15/2021	20210526	Waste Management of Southern MN	June 2021 Service	101-42200-3100	88.74
Total 101422003100:					592.98
07/15/2021	156992	Verizon Wireless	Monthly Billing	101-42200-3200	46.51
Total 101422003200:					46.51
07/15/2021	156958	Centerpoint Energy	June Service	101-42200-3800	.45
07/15/2021	72117	City of Waseca	June Utilities	101-42200-3800	924.03 M
07/15/2021	72117	City of Waseca	June Utilities	101-42200-3800	36.46 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422003800:					960.94
07/15/2021	20210521	U.S. Bank - CC	Weather Tap Yearly Subscription	101-42200-4330	89.95
Total 101422004330:					89.95
07/15/2021	20210494	City Building Inspection Services LLC	Building inspections	101-42400-3000	12,609.44
Total 101424003000:					12,609.44
07/15/2021	156992	Verizon Wireless	Monthly Billing	101-42400-3200	24.39
Total 101424003200:					24.39
07/15/2021	156996	Waseca County Highway Department	Monthly billing	101-43000-2120	86.69
Total 101430002120:					86.69
07/15/2021	20210521	U.S. Bank - CC	Dozen Pink Roll Flagging	101-43000-2170	51.23
07/15/2021	20210524	Waseca Hardware LLC	Parts & Supplies	101-43000-2170	34.99
Total 101430002170:					86.22
07/15/2021	156992	Verizon Wireless	Monthly Billing	101-43000-3200	41.51
Total 101430003200:					41.51
07/14/2021	72113	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 7/11/2021	101-43100-1030	51.34 M
07/14/2021	72113	ACH Internal Revenue Service	MEDICARE Pay Period: 7/11/2021	101-43100-1030	12.01 M
Total 101431001030:					63.35
07/15/2021	156996	Waseca County Highway Department	Monthly billing	101-43100-2120	1,926.35
07/15/2021	156996	Waseca County Highway Department	Monthly billing	101-43100-2120	103.74
Total 101431002120:					2,030.09
07/15/2021	156966	Ferguson Enterprises Inc	PVC piping & elbows	101-43100-2170	1,660.66
07/15/2021	20210524	Waseca Hardware LLC	Parts & Supplies	101-43100-2170	61.46
07/15/2021	156998	Waterville Foods & Ice Inc.	Ice	101-43100-2170	83.36
Total 101431002170:					1,805.48
07/15/2021	156993	W W Blacktopping Inc.	Hot Mix	101-43100-2171	779.63
07/15/2021	156993	W W Blacktopping Inc.	Hot Mix	101-43100-2171	205.11
Total 101431002171:					984.74
07/15/2021	156952	Aramark Uniform Services	uniform-service	101-43100-2180	181.42
07/15/2021	156952	Aramark Uniform Services	uniform service	101-43100-2180	181.42
Total 101431002180:					362.84
07/15/2021	156955	Bock's Service Inc.	tow expense	101-43100-3100	75.00
07/15/2021	156955	Bock's Service Inc.	tow expense	101-43100-3100	100.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
07/15/2021	20210526	Waste Management of Southern MN	June 2021 Service	101-43100-3100	178.37
Total 101431003100:					353.37
07/15/2021	20210496	Clarke Environmental Mosquito Mgmt Inc	payment per contract	101-43100-3101	8,300.00
Total 101431003101:					8,300.00
07/15/2021	156958	Centerpoint Energy	June Service	101-43100-3800	.45
07/15/2021	72117	City of Waseca	June Utilities	101-43100-3800	36.47 M
07/15/2021	72117	City of Waseca	June Utilities	101-43100-3800	725.31 M
Total 101431003800:					762.23
07/15/2021	20210498	Diamond Vogel Paints	traffic paint	101-43170-2170	65.18
Total 101431702170:					65.18
07/15/2021	72117	City of Waseca	June Utilities	101-43170-3800	186.40 M
Total 101431703800:					186.40
07/15/2021	20210503	Independent School District #829	City Contribution Comm Ed	101-45100-3100	8,333.33
Total 101451003100:					8,333.33
07/15/2021	20210521	U.S. Bank - CC	WP Scissors, Chalk, and PEVA Liner	101-45130-2000	22.64
07/15/2021	20210521	U.S. Bank - CC	Office Supplies	101-45130-2000	12.53
07/15/2021	20210521	U.S. Bank - CC	Office Supplies	101-45130-2000	7.09
07/15/2021	20210521	U.S. Bank - CC	WP Printer Ink	101-45130-2000	84.78
Total 101451302000:					127.04
07/15/2021	156996	Waseca County Highway Department	Monthly billing	101-45130-2120	7.31
Total 101451302120:					7.31
07/15/2021	156968	Hawkins Inc	WP Chemicals	101-45130-2165	2,618.50
07/15/2021	20210502	Horizon Commercial Pool Supply	WP chemicals	101-45130-2165	911.65
07/15/2021	20210524	Waseca Hardware LLC	Parts & Supplies	101-45130-2165	89.91
Total 101451302165:					3,620.06
07/15/2021	20210514	Napa Auto Parts	Parts	101-45130-2170	39.07
07/15/2021	20210521	U.S. Bank - CC	WP Scrub Brushes, Cable Ties, Whiteboard Equipment,	101-45130-2170	88.69
07/15/2021	20210521	U.S. Bank - CC	WP Shower Curtains & Hooks, Vacuum, and Utility Box	101-45130-2170	73.13
07/15/2021	20210521	U.S. Bank - CC	WP Swim Diapers	101-45130-2170	26.97
07/15/2021	20210521	U.S. Bank - CC	Ziplock Bags	101-45130-2170	12.72
07/15/2021	20210521	U.S. Bank - CC	WP Staff Sunscreen	101-45130-2170	42.30
07/15/2021	20210521	U.S. Bank - CC	Command Strips	101-45130-2170	15.76
07/15/2021	20210524	Waseca Hardware LLC	Parts & Supplies	101-45130-2170	44.96
Total 101451302170:					343.60
07/15/2021	20210484	A. H. Hermel Company	WP Janitorial Supplies	101-45130-2175	615.24
07/15/2021	20210521	U.S. Bank - CC	WP Buckets & Plunger	101-45130-2175	11.10

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101451302175:					626.34
07/15/2021	20210521	U.S. Bank - CC	WP Acid Cabinets	101-45130-2190	2,232.75
Total 101451302190:					2,232.75
07/15/2021	20210491	Border States Electric Supply	Motor Starter	101-45130-2210	113.45
07/15/2021	20210502	Horizon Commercial Pool Supply	Pool Pole and Net	101-45130-2210	189.40
07/15/2021	20210514	Napa Auto Parts	Parts	101-45130-2210	2.18
07/15/2021	20210521	U.S. Bank - CC	WP Boiler Filters	101-45130-2210	28.60
07/15/2021	20210521	U.S. Bank - CC	WP Boiler Parts	101-45130-2210	201.98
07/15/2021	20210521	U.S. Bank - CC	WP Boiler Parts	101-45130-2210	541.98
07/15/2021	20210521	U.S. Bank - CC	WP Barrel Cart	101-45130-2210	391.74
Total 101451302210:					1,469.33
07/15/2021	20210484	A. H. Hermel Company	WP Concession	101-45130-2500	900.44
07/15/2021	20210484	A. H. Hermel Company	WP Concession	101-45130-2500	824.30
07/15/2021	20210484	A. H. Hermel Company	WP Concession	101-45130-2500	1,840.59
07/15/2021	156975	Lau's Meat Market	WP hotdogs	101-45130-2500	62.90
07/15/2021	156975	Lau's Meat Market	hot dogs for Concessions	101-45130-2500	62.90
07/15/2021	20210521	U.S. Bank - CC	WP Birthday Cake	101-45130-2500	30.05
07/15/2021	20210521	U.S. Bank - CC	WP Birthday Cake	101-45130-2500	30.05
07/15/2021	20210521	U.S. Bank - CC	WP Concession Buns	101-45130-2500	5.94
07/15/2021	20210521	U.S. Bank - CC	WP Concession Buns	101-45130-2500	8.34
07/15/2021	20210521	U.S. Bank - CC	WP Birthday Cake	101-45130-2500	30.05
07/15/2021	20210521	U.S. Bank - CC	WP Concession Buns	101-45130-2500	6.95
07/15/2021	20210521	U.S. Bank - CC	WP Concession Buns	101-45130-2500	8.34
07/15/2021	20210521	U.S. Bank - CC	WP Concession Buns	101-45130-2500	5.56
07/15/2021	20210521	U.S. Bank - CC	WP Concession Hot Dogs	101-45130-2500	33.95
07/15/2021	20210521	U.S. Bank - CC	WP Concession Buns	101-45130-2500	5.56
07/15/2021	20210521	U.S. Bank - CC	TLCF Concession Buns	101-45130-2500	4.95
Total 101451302500:					3,860.87
07/15/2021	20210526	Waste Management of Southern MN	WP Garbage	101-45130-3100	172.11
Total 101451303100:					172.11
07/15/2021	72117	City of Waseca	June Utilities	101-45130-3800	5,121.75 M
Total 101451303800:					5,121.75
07/15/2021	20210502	Horizon Commercial Pool Supply	Pool Rope	101-45130-4000	462.50
07/15/2021	20210502	Horizon Commercial Pool Supply	Sanfilter Gasket	101-45130-4000	267.94
07/15/2021	20210502	Horizon Commercial Pool Supply	Sandfilter Manholes	101-45130-4000	159.18
07/15/2021	156988	Streamline Communications LLC	New Cameras	101-45130-4000	5,270.00
07/15/2021	20210524	Waseca Hardware LLC	Parts & Supplies	101-45130-4000	76.96
Total 101451304000:					6,236.58
07/15/2021	20210484	A. H. Hermel Company	WP Concession	101-45180-2500	423.74
07/15/2021	20210521	U.S. Bank - CC	TLCF Concession Buns	101-45180-2500	5.56

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101451802500:					429.30
07/15/2021	20210526	Waste Management of Southern MN	TLCF - June Waste Management Service	101-45180-3100	38.21
Total 101451803100:					38.21
07/15/2021	156978	Mediacom	TLCF Internet	101-45180-3200	182.24
Total 101451803200:					182.24
07/15/2021	20210521	U.S. Bank - CC	Office & Staff Supplies	101-45200-2000	66.40
Total 101452002000:					66.40
07/15/2021	156996	Waseca County Highway Department	Monthly billing	101-45200-2120	682.66
Total 101452002120:					682.66
07/15/2021	20210497	Culligan	Drinking water	101-45200-2170	41.25
07/15/2021	20210497	Culligan	Parks Dept Water	101-45200-2170	24.00
Total 101452002170:					65.25
07/15/2021	20210524	Waseca Hardware LLC	Parts & Supplies	101-45200-2210	47.90
Total 101452002210:					47.90
07/15/2021	20210521	U.S. Bank - CC	Lumber for Portable Picnic Table Repairs	101-45200-2230	623.52
07/15/2021	20210524	Waseca Hardware LLC	Parts & Supplies	101-45200-2230	129.65
Total 101452002230:					753.17
07/15/2021	156967	First Source Solutions	Drug Screen	101-45200-3100	112.76
07/15/2021	20210508	Jobs Plus Inc.	City Parks - June Jobs Plus	101-45200-3100	1,563.78
07/15/2021	20210526	Waste Management of Southern MN	June 2021 Service	101-45200-3100	27.85
07/15/2021	20210526	Waste Management of Southern MN	Parks - June Waste Management Service	101-45200-3100	1,343.43
Total 101452003100:					3,047.82
07/15/2021	20210521	U.S. Bank - CC	Dushaw MRA Supervisor Fundamental Training	101-45200-3300	1,280.00
Total 101452003300:					1,280.00
07/15/2021	72117	City of Waseca	June Utilities	101-45200-3800	533.43 M
Total 101452003800:					533.43
07/15/2021	156953	Asbestrol Inc.	MWP Cabins Asbestos Shingle Removal	101-45200-4000	2,730.00
07/15/2021	156973	Lakescapes	Shoreline Clear Lake Spraying	101-45200-4000	1,200.00
07/15/2021	20210521	U.S. Bank - CC	NE Park Restroom Partition Parts- Vandalism	101-45200-4000	171.80
07/15/2021	20210521	U.S. Bank - CC	NE Park Restroom Hardware Repair- Vandalism	101-45200-4000	102.46
Total 101452004000:					4,204.26
07/15/2021	156955	Bock's Service Inc.	Tire Repair - Bobcat	101-45200-4040	10.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
07/15/2021	20210510	Kramer, Jason	Chainsaw chain sharpening	101-45200-4040	22.00
Total 101452004040:					32.00
07/15/2021	156985	ServiceMaster by Ayotte	Janitorial Services	101-45500-3100	790.00
07/15/2021	156985	ServiceMaster by Ayotte	library janitorial	101-45500-3100	345.00
07/15/2021	20210526	Waste Management of Southern MN	Library service	101-45500-3100	56.73
Total 101455003100:					1,191.73
07/15/2021	72117	City of Waseca	June Utilities	101-45500-3800	1,066.87 M
Total 101455003800:					1,066.87
Total General Fund:					307,724.23
Airport					
07/15/2021	156962	Condon Farm Service	Supplies for Airport	230-49810-2170	33.95
07/15/2021	20210524	Waseca Hardware LLC	Parts & Supplies	230-49810-2170	3.87
Total 230498102170:					37.82
07/15/2021	20210513	M-R Sign Company Inc.	Sign for Airport Mezzanine	230-49810-2230	59.27
Total 230498102230:					59.27
07/15/2021	156987	Stensrud Aviation	Airport Contract Payment	230-49810-3100	2,300.00
07/15/2021	20210526	Waste Management of Southern MN	Airport Garbage Service	230-49810-3100	37.15
Total 230498103100:					2,337.15
07/15/2021	72117	City of Waseca	June Utilities	230-49810-3800	139.80 M
07/15/2021	156999	Xcel Energy	June Service	230-49810-3800	234.81
07/15/2021	156999	Xcel Energy	June Service	230-49810-3800	343.32
Total 230498103800:					717.93
Total Airport:					3,152.17
Recovery Coordinator Grant					
07/15/2021	156956	Brand Acceleration Inc	EDA Website	256-46500-3000	13,550.00
07/15/2021	20210500	Flaherty & Hood PA	June Legal Fees	256-46500-3000	750.00
Total 256465003000:					14,300.00
Total Recovery Coordinator Grant:					14,300.00
Economic Development-General f					
07/15/2021	20210500	Flaherty & Hood PA	June Legal Fees	261-46700-3000	75.00
Total 261467003000:					75.00
Total Economic Development-General f:					75.00
Safe Haven Grant					
07/15/2021	156992	Verizon Wireless	Monthly Billing	279-46350-3200	41.51

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 279463503200:					41.51
Total Safe Haven Grant:					41.51
Capital Improvement					
07/15/2021	20210525	Waseca Sand & Gravel Inc.	Ashland Memorial Project - Concrete	430-43010-5320	430.00
Total 430430105320:					430.00
07/15/2021	20210521	U.S. Bank - CC	Ashland Memorial Lumber	430-43010-5389	355.92
Total 430430105389:					355.92
07/15/2021	156986	Stantec Consulting Services Inc	Safe Routes to School Engineering Services	430-43010-5430	29,977.29
Total 430430105430:					29,977.29
07/15/2021	20210521	U.S. Bank - CC	Training for Bruder	430-43010-5560	400.00
07/15/2021	20210521	U.S. Bank - CC	Training for Bruder	430-43010-5560	9.96
Total 430430105560:					409.96
Total Capital Improvement:					31,173.17
Water					
07/15/2021	72117	City of Waseca	June Utilities	601-49401-3800	7,874.75 M
07/15/2021	156999	Xcel Energy	June Service	601-49401-3800	177.48
Total 601494013800:					8,052.23
07/14/2021	72113	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 7/11/2021	601-49430-0000	352.52 M
07/14/2021	72113	ACH Internal Revenue Service	MEDICARE Pay Period: 7/11/2021	601-49430-0000	82.45 M
Total 601494300000:					434.97
07/15/2021	156996	Waseca County Highway Department	Monthly billing	601-49430-2120	605.29
Total 601494302120:					605.29
07/15/2021	156990	USA Blue Book	Lab Supplies	601-49430-2170	87.62
07/15/2021	20210524	Waseca Hardware LLC	Parts & Supplies	601-49430-2170	93.88
Total 601494302170:					181.50
07/15/2021	156952	Aramark Uniform Services	Uniform services	601-49430-2180	17.25
Total 601494302180:					17.25
07/15/2021	156952	Aramark Uniform Services	uniform services	601-49430-3100	17.25
07/15/2021	20210501	Gopher State One-Call Inc	Location calls - June	601-49430-3100	46.80
07/15/2021	20210521	U.S. Bank - CC	Quarterly Fluoride Samples Postage	601-49430-3100	4.80
Total 601494303100:					68.85
07/15/2021	20210512	MAS Communications Inc.	Answering service - July	601-49585-3200	64.51

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601495853200:					64.51
07/15/2021	20210516	On Target Inc.	Quarterly Cass Address Certification	601-49585-3500	42.93
Total 601495853500:					42.93
07/15/2021	156960	City of Waseca	Summit AR	601-49585-4320	15.81
Total 601495854320:					15.81
07/15/2021	20210505	Innovative Office Supply	Toner-Water	601-49586-2000	125.42
Total 601495862000:					125.42
07/15/2021	20210486	APG Media of So MN LLC	Water Quality Report	601-49586-3200	95.20
Total 601495863200:					95.20
07/15/2021	20210495	Civic Systems	Semi-annual Support Fees	601-49586-4950	1,025.40
Total 601495864950:					1,025.40
07/15/2021	156986	Stantec Consulting Services Inc	Brown Ave water main design & inspection	601-49593-5300	18,964.70
07/15/2021	156986	Stantec Consulting Services Inc	State Street Water Main - Phase 2 design	601-49593-5300	598.77
07/15/2021	20210525	Waseca Sand & Gravel Inc.	South State Water Main Phase II	601-49593-5300	394.00
Total 601495935300:					19,957.47
Total Water:					30,686.83
Sanitary Sewer					
07/15/2021	20210501	Gopher State One-Call Inc	Location calls - June	602-49470-3100	46.80
Total 602494703100:					46.80
07/15/2021	156992	Verizon Wireless	Monthly Billing	602-49470-3200	120.11
07/15/2021	156992	Verizon Wireless	Monthly Billing	602-49470-3200	40.01
Total 602494703200:					160.12
07/15/2021	72117	City of Waseca	June Utilities	602-49470-3800	1,319.44 M
Total 602494703800:					1,319.44
07/15/2021	20210521	U.S. Bank - CC	Ink for Lab Printer #4630	602-49480-2000	53.45
Total 602494802000:					53.45
07/15/2021	156996	Waseca County Highway Department	Monthly billing	602-49480-2120	246.45
07/15/2021	156996	Waseca County Highway Department	Monthly billing	602-49480-2120	5.00
Total 602494802120:					251.45
07/15/2021	20210487	Applied Specialties Inc	Polymer	602-49480-2170	4,558.40
07/15/2021	20210521	U.S. Bank - CC	Lab Cleaning Supplies, Mineral Oil, and Surge Strip	602-49480-2170	63.71

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
07/15/2021	20210521	U.S. Bank - CC	Sonnenberg Business Lunch with Operators	602-49480-2170	36.16
07/15/2021	20210524	Waseca Hardware LLC	Parts & Supplies	602-49480-2170	6.99
Total 602494802170:					4,665.26
07/15/2021	156982	North American Safety Inc	Safety Clothes	602-49480-2180	184.69
Total 602494802180:					184.69
07/15/2021	156964	DeZURIK Inc	Valve Parts	602-49480-2210	192.00
Total 602494802210:					192.00
07/15/2021	156959	Cintas Corporation	Cintas	602-49480-3100	19.10
07/12/2021	156949	Fireline Sprinkler LLC	Annual Fire Sprinkler Inspection	602-49480-3100	480.00
07/12/2021	20210454	Fireline Sprinkler LLC	Annual Fire Sprinkler Inspection	602-49480-3100	480.00- V
07/15/2021	20210507	Javens Mechanical Contracting Co.	RPZ Testing	602-49480-3100	501.82
07/15/2021	20210511	M & R Electric Inc.	Electrician	602-49480-3100	238.40
07/15/2021	20210515	Nardini Fire Equipment Co. Inc.	Fire Suppression Inspection	602-49480-3100	324.00
07/15/2021	156991	Utility Consultants Inc	Permit testing	602-49480-3100	2,267.70
07/15/2021	20210526	Waste Management of Southern MN	Waste Mgmt	602-49480-3100	319.94
Total 602494803100:					3,670.96
07/15/2021	156992	Verizon Wireless	Monthly Billing	602-49480-3200	41.51
Total 602494803200:					41.51
07/15/2021	72117	City of Waseca	June Utilities	602-49480-3800	882.26 M
Total 602494803800:					882.26
07/15/2021	20210512	MAS Communications Inc.	Answering service - July	602-49585-3200	64.51
Total 602495853200:					64.51
07/15/2021	20210516	On Target Inc.	Quarterly Cass Address Certification	602-49585-3500	42.92
Total 602495853500:					42.92
07/15/2021	156960	City of Waseca	Summit AR	602-49585-4320	30.31
Total 602495854320:					30.31
07/15/2021	156967	First Source Solutions	Drug Screen	602-49586-3000	56.38
Total 602495863000:					56.38
07/15/2021	20210495	Civic Systems	Semi-annual Support Fees	602-49586-4950	1,025.40
Total 602495864950:					1,025.40
07/15/2021	20210486	APG Media of So MN LLC	Advertisement for bids-sanitary sewer improvements	602-49593-5300	97.50
07/15/2021	156984	RAW Construction LLC	Street and Utility improvement payment	602-49593-5300	11,021.62
07/15/2021	156986	Stantec Consulting Services Inc	Engineering	602-49593-5300	2,082.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 602495935300:					13,201.12	
Total Sanitary Sewer:					25,888.58	
Electric Utility						
07/15/2021	72107	SMMPA	SMMPA Power	604-49550-3810	547,985.73	M
Total 604495503810:					547,985.73	
07/15/2021	72117	City of Waseca	June Utilities	604-49570-3800	77.36	M
Total 604495703800:					77.36	
07/15/2021	156996	Waseca County Highway Department	Monthly billing	604-49571-2120	451.36	
Total 604495712120:					451.36	
07/15/2021	20210521	U.S. Bank - CC	Sunscreen	604-49571-2170	42.74	
07/15/2021	20210521	U.S. Bank - CC	Car Charging station deposit on phone app	604-49571-2170	10.00	
07/15/2021	20210524	Waseca Hardware LLC	Parts & Supplies	604-49571-2170	173.85	
Total 604495712170:					226.59	
07/15/2021	20210488	Bartz, Tom	Work Boots Tom	604-49571-2180	149.99	
Total 604495712180:					149.99	
07/15/2021	20210488	Bartz, Tom	ANSI Safety Glasses	604-49571-2190	200.00	
Total 604495712190:					200.00	
07/15/2021	20210491	Border States Electric Supply	Meters	604-49571-2215	1,111.21	
Total 604495712215:					1,111.21	
07/15/2021	156972	Lake Shore Inn Nursing Home Inc.	Energy Management Program	604-49571-2320	290.00	
07/15/2021	156974	Latham Place	Energy Management Program	604-49571-2320	120.00	
07/15/2021	156994	Waseca County Community Services	Energy Management Program	604-49571-2320	145.00	
07/15/2021	156995	Waseca County Courthouse	Energy Management Program	604-49571-2320	345.00	
07/15/2021	156996	Waseca County Highway Department	Energy Management Program	604-49571-2320	125.00	
Total 604495712320:					1,025.00	
07/15/2021	156981	MN Valley Action Council	Low income energy audit reimbursement	604-49571-2340	414.00	
Total 604495712340:					414.00	
07/09/2021	156948	Accurate Calibration Services	Meter Test Board Calibration	604-49571-3100	1,200.00	
07/09/2021	20210437	Accurate Calibration Services	Meter Test Board Calibration	604-49571-3100	1,200.00-	V
07/15/2021	20210492	Central Fire Protection Inc.	Fire Extinguisher Maintenance	604-49571-3100	38.50	
07/15/2021	20210501	Gopher State One-Call Inc	Location calls - June	604-49571-3100	46.80	
07/15/2021	156984	RAW Construction LLC	Street Repair	604-49571-3100	950.00	
Total 604495713100:					1,035.30	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
07/15/2021	156992	Verizon Wireless	Monthly Billing	604-49571-3200	80.06
Total 604495713200:					80.06
07/15/2021	20210491	Border States Electric Supply	wire	604-49574-2230	1,555.38
Total 604495742230:					1,555.38
07/15/2021	72117	City of Waseca	June Utilities	604-49574-3800	126.28 M
07/15/2021	156999	Xcel Energy	June Service	604-49574-3800	490.52
Total 604495743800:					616.80
07/15/2021	20210512	MAS Communications Inc.	Answering service - July	604-49585-3200	64.52
Total 604495853200:					64.52
07/15/2021	20210516	On Target Inc.	Quarterly Cass Address Certification	604-49585-3500	42.92
Total 604495853500:					42.92
07/15/2021	156960	City of Waseca	Summit AR	604-49585-4320	85.66
Total 604495854320:					85.66
07/15/2021	20210489	Batteries Plus Bulbs	Batteries	604-49586-2000	72.80
07/15/2021	20210489	Batteries Plus Bulbs	Batteries	604-49586-2000	69.20
Total 604495862000:					142.00
07/15/2021	156963	Dave Berg Consulting LLC	Engineer	604-49586-3000	500.00
07/15/2021	156977	McGrann Shea Carnival Straughn & Lam	Attorney	604-49586-3000	1,480.00
Total 604495863000:					1,980.00
07/15/2021	20210495	Civic Systems	Semi-annual Support Fees	604-49586-4950	1,025.40
Total 604495864950:					1,025.40
07/15/2021	20210491	Border States Electric Supply	conversion supplies	604-49593-5300	853.21
Total 604495935300:					853.21
Total Electric Utility:					559,122.49
Storm Water Utility					
07/15/2021	20210525	Waseca Sand & Gravel Inc.	Concrete for First National Bank repair	651-43140-2170	1,514.25
Total 651431402170:					1,514.25
07/15/2021	156971	Jones Haugh & Smith Inc	Survey - City owned north Gaiter Lake property	651-43140-3000	1,312.80
Total 651431403000:					1,312.80
07/15/2021	72117	City of Waseca	June Utilities	651-43140-3800	72.52 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 651431403800:					72.52
07/15/2021	20210506	James Brothers Construction Inc.	PVC fittings	651-43140-4000	96.18
07/15/2021	20210506	James Brothers Construction Inc.	Tile rock	651-43140-4000	1,342.58
07/15/2021	156993	W W Blacktopping Inc.	Hot Mix-Storm sewer repairs	651-43140-4000	1,481.35
07/15/2021	20210525	Waseca Sand & Gravel Inc.	Storm sewer repair	651-43140-4000	366.00
Total 651431404000:					3,286.11
Total Storm Water Utility:					6,185.68
Central Garage Services					
07/15/2021	156996	Waseca County Highway Department	Monthly billing	701-43180-2120	98.65
Total 701431802120:					98.65
07/15/2021	156969	Huber Supply Co Inc	welding gases	701-43180-2170	12.28
07/15/2021	20210514	Napa Auto Parts	Parts	701-43180-2170	41.44
07/15/2021	20210520	Terminal Supply Co	shop supplies	701-43180-2170	222.30
Total 701431802170:					276.02
07/15/2021	156970	Interstate Battery Systems	core credit	701-43180-2210	5.00-
07/15/2021	156970	Interstate Battery Systems	inventory	701-43180-2210	104.95
07/15/2021	20210514	Napa Auto Parts	Parts	701-43180-2210	197.11
07/15/2021	20210521	U.S. Bank - CC	Roller Chain for Camera Trailer	701-43180-2210	53.77
07/15/2021	156990	USA Blue Book	water hose couplers	701-43180-2210	408.09
07/15/2021	20210524	Waseca Hardware LLC	Parts & Supplies	701-43180-2210	22.44
Total 701431802210:					781.36
07/09/2021	156817	C & D Oil Services of Waseca LLC	Oil Filter Disposal	701-43180-3100	50.00- V
07/15/2021	20210521	U.S. Bank - CC	Monthly Diagnostic Program Fee	701-43180-3100	149.00
Total 701431803100:					99.00
Total Central Garage Services:					1,255.03
Property and Liability Insuran					
07/15/2021	20210499	First National Insurance	Agency Fee	702-49955-3000	800.00
Total 702499553000:					800.00
Total Property and Liability Insuran:					800.00
Grand Totals:					980,404.69

Report Criteria:

Report type: GL detail

[Report].Amount = {<>} 0

Title:	RESOLUTION 21-35 AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH STANTEC FOR DESIGN AND CONSTRUCTION SERVICES AND WITH AMERICAN ENGINEERING TESTING INC. FOR CONSTRUCTION TESTING SERVICES FOR THE NORTH STATE STREET WATER MAIN IMPROVEMENTS PROJECT (CITY PROJECT NO. 2022-06)		
Meeting Date:	July 20, 2021	Agenda Item Number:	6C
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. 21-35 Stantec Proposal
Originating Department:	Engineering	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to Approve Resolution No. 21-35 (City Project No. 2022-06)		
How does this item pertain to Vision 2030 goals?	Creating high quality community assets.		

BACKGROUND: The existing water main along North State Street (Hwy 13) between 11th Avenue and 19th Avenue has deteriorated and is experiencing a relatively high number of breaks over the past few years. This section of water main has also been identified through modeling and analysis as a priority for upsizing to improve overall water system operations. Replacement of the deteriorated water main with new 16" pipe will provide better fire protection and flow from Well No. 5, and limit costly repairs and shut-downs due to water main breaks.

In order to prepare for a 2022 project, Stantec has submitted a proposal to provide design and construction services through their Master Services Agreement with the City.

As part of Stantec's proposal, they will coordinate all construction testing with American Engineering Testing Inc. (AET). However, their proposal does not include the testing company costs. Therefore, the City will enter into a separate contract with AET. By contracting directly with AET, the City will avoid paying additional consultant mark-up fees.

BUDGET IMPACT: The Stantec proposal is for an hourly, not-to-exceed amount of \$199,793. Of that amount, it is estimated that 50% will be for the design phase with the remaining 50% for the construction services phase. AET construction testing services is estimated to cost \$20,000, for a grand total of \$219,793. These contracts will be funded through the City's Water Utility Fund.

RECOMMENDATION: Staff recommends the City Council adopt Resolution No. 21-35 authorizing the City Manager to execute a contract with Stantec for design and construction services and with AET for construction testing services for the North State Street Water Main Improvements Project (City Project No. 2022-06).

RESOLUTION NO. 21-35

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH STANTEC FOR PROFESSIONAL DESIGN AND CONSTRUCTION SERVICES AND WITH AMERICAN ENGINEERING TESTING INC. FOR CONSTRUCTION TESTING SERVICES FOR THE NORTH STATE STREET WATER MAIN IMPROVEMENTS PROJECT (NO. 2022-06)

WHEREAS, the existing water main along North State Street between 11th Avenue and 19th Avenue has deteriorated and is in need of replacement; and,

WHEREAS, replacement of the existing water main with larger 16" pipe would improve overall water system operation and fire protection; and,

WHEREAS, the City intends to make these improvements through the North State Street Water Main Improvements Project; and,

WHEREAS, the City desires to hire a consultant to provide professional design and construction services for this project; and,

WHEREAS, Stantec is qualified to provide said professional services in accordance with the terms and conditions of their Master Services Agreement with the City; and,

WHEREAS, American Engineering Testing Inc. will be selected to provide construction testing services through a separate City contract.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Waseca, Minnesota that the City Manager for the City of Waseca is hereby authorized to execute a contract with Stantec for professional services and to execute a contract with American Engineering Testing Inc. for construction testing services, all of which are related to the design and construction of the North State Street Water Main Improvements Project.

Adopted this 20th day of July 2021.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER



Stantec Consulting Services Inc.
6188 Rome Circle NW
Rochester MN 55901
Tel: (507) 282-2100
Fax: (507) 282-3100

July 6, 2021
Carl Sonnenberg – Waseca Utilities Director
Nathan Willey – Waseca City Engineer
City of Waseca
508 S. State Street
Waseca, MN 56093

Reference: **North State Street Trunk Watermain Improvements (11th to 19th Avenue N.)
Design, Construction Document Preparation, Bidding Assistance &
Construction Services**

Dear Carl and Nate,

The City of Waseca is planning to upgrade watermain along North State Street between 11th Avenue N and Well No. 5 at 19th Avenue N. The improvement of the North State Street watermain has been identified as a priority based on past water system modeling and analysis and would improve overall system operation and fire protection. The existing 6-inch diameter watermain in this corridor has been subject to numerous breaks over the years, is badly deteriorated and in need of replacement. The proposed 16-inch watermain replacement will both eliminate the high frequency of watermain breaks and provide greatly improved conveyance capacity. Horizontal directional drilling construction methods will be considered for both watermain and water service connection construction to minimize impacts to Trunk Highway 13 and connecting City streets, driveways, pathways, and sidewalks as well as facilitate more streamlined construction within a segment of North State Street (TH 13) that is highly congested with vehicular traffic and underground utilities.

The City has asked Stantec to design and prepare construction and bidding documents as well as provide construction services for the North State Street watermain improvements work mentioned above. Construction plans will need to be MnDOT reviewed and approved and are to include pavement repair typical sections, MnDOT standard plans and detail plates for ADA compliance, construction and traffic control notes, proposed utility schedules, SWPPP narrative, erosion control and turf establishment, existing conditions/removals, MnDOT and city right-of-way mapping, watermain plan/profile design, street repair including ADA compliant pedestrian ramp/sidewalk design, storm sewer adjustment design and standard utility construction details. A Project Manual and construction cost estimate detailing all pay items included in construction plans will be prepared in separate documents. Construction for this project is anticipated to take place from May 2022 through September 2022. During the project construction phase, Stantec will provide construction services including construction administration, construction observation and documentation, and utility and surface repair construction staking. A detailed breakdown of each of these services is included in the work plan attached to this proposal.



July 6, 2021
Page 2 of 3

Reference: **North State Street Trunk Watermain Improvements (11th to 19th Avenue N.)**

Engineering Services

We have discussed this project with you and have consulted with various members of our municipal design services team to develop a detailed work plan for this project. Enclosed is our Project Work Plan which includes a detailed project scope, proposed work tasks and estimated hours, associated project assumptions and estimated reimbursable expenses for your information. The project work plan breaks the project work tasks down into four elements as follows:

1. Project Management, Utility Coordination & Permitting
2. Preliminary Survey Mapping and Soil Borings Coordination
3. Design, Bidding Document Preparation & Bidding Services
4. Construction Services and Record Plan

Compensation and Schedule

The enclosed Project Work Plan includes our estimated work hours and associated fees for each work task, including project reimbursable expenses. We propose to complete the work detailed in our scope of services on an hourly rate basis not to exceed \$195,373 plus reimbursable expenses estimated at \$4,420 for a total estimated fee of \$199,793 and in accordance with the terms and conditions of our Master Services Agreement with the City of Waseca. Upon acceptance of this proposal and notification to proceed from the City of Waseca, we will initiate work on the proposed tasks as described in the Work Plan. We will advance the project work based upon the City's desire to be able to bid the project in ~February 2022 with construction commencing in the spring of 2022. Should you have any questions or concerns, please feel free to contact me at (507) 529-6036.

Regards,
STANTEC CONSULTING SERVICES INC.

Joseph C. Palen, PE
Principal
Phone: (507) 529-6036
Joseph.palen@stantec.com



July 6, 2021
Page 3 of 3

Reference: **North State Street Trunk Watermain Improvements (11th to 19th Avenue N.)**

By signing this proposal, the City of Waseca authorizes Stantec Consulting Services Inc. to proceed with the services herein described and the Client acknowledges that this work shall be completed in accordance with the Master Service Agreement effective February 24, 2012.

Per: City of Waseca

Lee Mattson
Title: Waseca City Manager

Signature

Carl Sonnenberg
Title: Waseca Utilities Director

Signature



North State Street Trunk Watermain Improvements (11th to 19th Avenue N.)
Work Plan for Engineering Design, Bidding Document Preparation and Construction Services
Summary of Total Estimated Hours and Fees

Major Tasks	Project Manager	Design Engineer	Design Engineer	Senior Technician	1-Person Survey Crew	2-Person Survey Crew	Clerical	Total Hours	Cost
Team Members	Joe Palen, PE	Mackenze Grunig	Tom Moen	Ken Hames	Pat Walker	Pat Walker + Rodman	Alexis Jorgenson		
Task 1: Project Management, Utility Coordination & Permitting	60	38	2				4	104	\$17,954.00
Task 2: Survey, Mapping and Soil Borings Coordination	10	44	24	8	78			164	\$24,918.00
Task 3: Design, Bidding Document Preparation & Bidding Services	103	99	189	2			19	412	\$61,042.00
Task 4: Construction Services and Record Plan	32	29	110	331		71	8	581	\$91,459.00
Labor Hours Subtotal (Hourly - Not to Exceed)	205	210	325	341	78	71	31	1261	\$195,373.00
Average Hourly Rates 2021 and 2022	\$199	\$143	\$130	\$149	\$158	\$235	\$80		
Reimbursable Expenses									
Mileage (7,000 miles at \$0.56/mile) - (Assumes half construction services mileage billed to 8th Street SE Reconstruction project)									\$3,920.00
Printing and Copies (10 construction plans and project manuals)									\$500.00
Total Reimbursable Expenses									\$4,420.00
Proposed Total Labor and Reimbursable Expenses Fee (Not to Exceed)									\$199,793.00



**North State Street Trunk Watermain Improvements (11th to 19th Avenue N.)
Work Plan for Engineering Design, Bidding Document Preparation and Construction Services**

Tasks	Project Manager	Design Engineer	Design Engineer	Senior Technician	1 Person Survey Crew	2 Person Survey Crew	Clerical	Total Hours
Assumptions:								
~ Project includes the construction of a 16" trunk watermain along the east side of North State Street from 11th Avenue N to 19th Avenue N. Trunk watermain improvements and associated water service crossings will predominantly be installed using horizontally directional drilling techniques.								
~ No Easement Acquisition, Wetland Delineation or Public Engagement efforts will be required as part of the design process. These supplemental services can be provided at Waseca's request and will be on an hourly basis.								
~ Labor for design and deliverable quality control review hours have been incorporated into the individual task items.								
~ Project Management task is intended for the Design phase of the project (~8 months). Construction Administration and Management tasks are accounted for separately in construction services tasks.								
Task 1: Project Management, Utility Coordination & Permitting								
1.1 - General Project Management: Manage and administer day-to-day issues related to project including project set up, safe work practices, invoicing, staff and resource management.	10						2	12
1.2 - Project Management Team Meetings: Prepare for and attend project kickoff meeting and up to two (2) project coordination meetings with Waseca staff. Prepare meeting agendas, discussion exhibits and meeting notes with action times and summary of design decisions as needed.	20	6						26
1.3 - Plan, schedule and coordinate project work tasks with design team and City staff.	12							12
1.4 - Conduct Private Utility Impact Analysis: Evaluate private utility impacts associated with proposed watermain improvements. Contact private utilities that would have significant impacts to their infrastructure and document relocation concerns and issues.	2	8	2					12
1.5 - Send construction plans, project schedule and invitation to Utility Coordination Meeting attendees. Conduct a utility design coordination meeting with all utility owners within the project corridor. Discuss proposed watermain improvement impacts to existing utilities and related private utility improvement and relocations plans and schedules. A second utility coordination meeting will be conducted in conjunction with the project preconstruction meeting.	4	16						20
1.6 - Permit Applications: Prepare and submit permit applications on behalf of the City of Waseca to - MDH Watermain Plan Review, MnDOT utility work in TH 13 right-of-way, and assist contractor in applying for NPDES Stormwater Construction permit. Preparation of a Stormwater Pollution Prevention Plan (SWPPP) is included in Task 4. City to pay all permit / application fees directly.	4	8					2	14
1.7 - Provide City staff with weekly project status updates via email or phone call as needed. Discuss design and construction document issues, project schedule, budget and other project related items.	8							8
Task 1 - Total:	60	38	2				4	104
Task 2: Survey, Mapping and Soil Borings Coordination								
Assumptions:								
~Stantec to request utility locates for, survey and map the entire TH 13 right-of-way from 200' south of 11th Avenue N to 200' north of 19th Avenue N.								
~Stantec will identify locations for soil borings and geoprobes after watermain alignment has been selected and potential sources of contaminated material have been identified. Stantec will assist the City in soliciting quotes for the soil boring, geoprobes, soils testing and preparation of geotechnical report. No Phase 1 or Phase 2 EAS is included in this work plan. The City of Waseca will contract and pay for all geotechnical work directly with the selected geotechnical consultant.								
2.1 - Establish survey vertical and horizontal control throughout project area. Locate adjacent existing property corners to confirm location of State Street right-of-way.		2			10			12
2.2 - Coordinate location of private utilities within project area using Gopher State One Call. (Assume multiple calls / meetings will be required).		12						12
2.3 - Conduct topographic survey as needed to complete project design. Assume watermain replacement will require survey of 3600 LF corridor.	2			8	60			70
2.4 - Download topographic survey points, generate automated survey line work, 3 dimensional surface (DTM), and generate topographic mapping. Supplement mapping linework using 2020 aerial photo provided by Waseca. Also incorporate previous Stantec design information, City record drawings, sewer service pipe locations from City televising reports into Stantec CAD database.		16	24		2			42



**North State Street Trunk Watermain Improvements (11th to 19th Avenue N.)
Work Plan for Engineering Design, Bidding Document Preparation and Construction Services**

Tasks	Project Manager	Design Engineer	Design Engineer	Senior Technician	1 Person Survey Crew	2 Person Survey Crew	Clerical	Total Hours
2.5 - Review potential sources of contamination using MPCA - What's in my Neighborhood tool and City staff experience with excavations in the area. Layout soil boring and geoprobe location and depth based upon preliminary design 16" watermain alignment and develop figure for geotechnical investigation. Review and confirm soil boring recommendations with the City. Prepare solicitation for quotes for approximately 8-15 soil borings / geoprobes and associated soil testing, coordinate work with selected Geotechnical Consultant. City of Waseca to pay Geotechnical Consultant directly for soil borings, testing and geotechnical report.	4	12						16
2.6 - Stake soil borings / geoprobes and coordinate boring work with Geotechnical consultant. Review geotechnical report upon completion, incorporate geotechnical information into construction drawings and make recommendation to City for payment of geotechnical work.	4	2			6			12
Task 2 - Total:	10	44	24	8	78			164
Task 3: Design, Bidding Document Preparation & Bidding Services								
Assumptions: ~ No formal detour route will need to be designed or included in the project. Traffic Control and Lane closures will employ standard layouts from the Minnesota Temporary Traffic Control Field Manual. ~ The watermain improvements will predominantly be designed and constructed using horizontal directional drilling techniques that minimize the need to reconstruct existing roadways, pathways and turn lanes. ~ Contaminated or hazardous material excavations will be minimized by the use of Horizontal directional drilling. ~ No sanitary sewer or storm sewer reconstruction will be required as part of the project. ~ No easement acquisition services will be required from Stantec. ~ Construction plan set formatting will be similar to what was prepared for the Brown Avenue and Well No. 3 trunk watermain project. ~ All work to be completed in AutoCAD Civil 3D format.								
3.1 - Review water system hydraulic model to confirm modeling completed in 2014 and that the proposed 16-inch watermain along State Street North is appropriately sized and configured based upon Waseca's current water system and anticipated future water system improvements. Summarize modeling results and proposed watermain improvements within a technical memorandum.	18						1	19
3.2 - Prepare final construction plans for 16" diameter watermain to replace the existing watermain along North State Street between 11th and 19th Avenue. Watermain construction shall utilize horizontal directional drilling techniques where feasible. Proposed watermain improvements design and construction plans will include review of existing and proposed valves and hydrant configurations, reconnection to existing water services along State Street including using horizontal directional drilling techniques for approximately 5 water services east of TH 13 and 5 water services west of TH 13; abandonment of the existing watermain under 13th Avenue between 12th Avenue NW and North State Street; connection to the planned 14th Avenue NW watermain improvements to be constructed in the fall of 2021; replacement of the existing watermain crossing under TH 13 (in casing) at 14th Avenue NW; abandonment of existing watermain within State Street North corridor; configuration of temporary water service facilities; the reconstruction of all existing surface and drainage features disturbed by construction. The Construction Plan content shall include the following:								
~ Title Sheet	1		4					5
~ Legend Sheet			1					1
~ Pavement Repair Typical Sections Sheet	2	2	8					12
~ Standard Utility Detail Plate Sheets and MnDOT Standard Plans for Pedestrian Ramp replacements.	2	2	12					16
~ General construction notes and project access, phasing, traffic control and construction staging related to Utility Installation.	2	8						10
~ Proposed Utility schedules for Water Main, Services, Adjustments and Removals.		4	16					20
~ Storm Water Pollution Prevention Plans / Narrative.		2	4					6
~ Erosion & Sediment Control / Turf Establishment Plans (1200' per sheet - Double viewport).		4	12					16
~ Existing Conditions, right-of-way mapping with MnDOT Stationing and Removals (600' per sheet)	2	8	24					34
~ Water Main Plan and Profile Sheets - Includes existing conditions and proposed watermain reconstruction: Proposed utility improvement shown in split plan view, proposed utilities illustrated on profiles view and include the following:	10	12	40					62



**North State Street Trunk Watermain Improvements (11th to 19th Avenue N.)
Work Plan for Engineering Design, Bidding Document Preparation and Construction Services**

Tasks	Project Manager	Design Engineer	Design Engineer	Senior Technician	1 Person Survey Crew	2 Person Survey Crew	Clerical	Total Hours
~Existing sanitary sewer, storm sewer and water main in plan / profile.								
~Sanitary sewer and water main services in plan view.								
~Illustrate MnDOT storm sewer in profile to avoid vertical conflicts.								
~Pipe size, length, type, construction method, casing and gradient for all proposed watermain and water service improvements.								
~Temporary water service requirements.								
~ Surface restoration and repairs including the following: sidewalk, pathways, driveway access, trunk highway pavement, City street pavement, culverts and minor storm sewer adjustments resulting from watermain trenching operations. We assume up to (4) four pedestrian ramps will need to be redesigned and replaced per MnDOT ADA standards and that MnDOT Staff will review and comment on pedestrian ramp design.	4	8	40					52
~ Signage, Pavement Markings (1200' per sheet - Double viewport)	2		4					6
3.3 - Quantity calculation and cost estimates for 70% & 95% construction plan submittal to City for review.	8	16						24
3.4 - Submit Preliminary Watermain Reconstruction Plans to MnDOT for review and comment at 70% & 100% complete. Correspondence with City and MnDOT, address MnDOT comments and modify construction plans as required.	8	16	24					48
3.5 - Develop Project Manual including ad for bid, construction contracts, bidding requirements, Form of Proposal, construction specifications, etc.	32	4					4	40
3.6 - QA/QC review and revisions.	8	10						18
3.7 - Assist the City of Waseca throughout the bidding process: Facilitate advertisement of bids for project construction in Local Paper and on Quest CDN for electronic bid submittal and opening. Prepare addenda as needed for corrections, clarifications, or additions during the bidding process. Assist the City in securing electronic bid submittals, analyze bids and prepare a bid tabulation, and prepare a letter to the City summarizing the bids and recommending bid award.	4	2		2			8	16
3.8 - Produce ten (10) bound copies of the Construction plans and Contract documents. Send Contract documents to contractor and City for execution.		1					6	7
Task 3 - Total:	103	99	189	2			19	412
Task 4: Construction Services and Record Plan								
Assumptions applied to all tasks:								
~ Construction Services anticipated to occur from May 15, 2022 to Sept 2, 2022 (approximately 15 weeks). We assume there will be approximately 2 weeks where little work will be done due to rain, contractor scheduling, etc. In total, we estimate 13 weeks of active construction.								
~ We assume the North State Street Watermain work will occur concurrently with the planned 8th Street SE utility and street improvements. This work plan assumes that Stantec will be providing construction services on both projects that will result in some efficiencies that will reduce construction services costs for both projects.								
~A Testing Consultant (same as the 8th Street SE project) contracted directly by the City of Waseca will provide materials and density testing and bituminous / concrete plant monitoring as required by City and MnDOT permit. Stantec will coordinate testing work with City's Testing Consultant and will also sample aggregates and deliver to Testing Consultant for testing. Stantec will also provide field concrete testing (air, slump and cylinder casting) to reduce testing costs for the City. The estimated Testing Consultant materials testing costs have NOT been included in this proposal.								
~ Construction staking will be completed with total station or GPS survey equipment. Restaking will be minimal. Significant restaking efforts required due to contractor error or carelessness will be paid for by the Contractor. Stantec will not be responsible to replace property pins impacted by construction.								
~ Stantec Staff travel time from Rochester or Minneapolis office is included in labor estimate and fee. In addition, this estimate of construction administration, observation and construction staking is subject to amendment and is dependent upon assumptions made regarding the projects duration, contractor work hours, weather conditions and coordination with City Staff.								
Construction Administration Tasks								
4.1 - Prepare for and attend preconstruction meeting in April 2022. Prepare meeting minutes.	4	4		4				12



**North State Street Trunk Watermain Improvements (11th to 19th Avenue N.)
Work Plan for Engineering Design, Bidding Document Preparation and Construction Services**

Tasks	Project Manager	Design Engineer	Design Engineer	Senior Technician	1 Person Survey Crew	2 Person Survey Crew	Clerical	Total Hours
4.2 - Communications and coordination with property and business owners impacted by construction. Construction coordination and communication efforts with business owners will be completed as directed by City Staff and may include a public open house event, one-on-one meetings or periodic mailed / emailed project updates.	8	8		12				28
4.3 - Construction Administration: Interpretation of the construction plans and specifications and project construction coordination and oversight. Construction Administration services including the following work tasks:	16	16		64			8	104
~Attend construction coordination meetings with City Staff and Contractor as needed.								
~ Monthly pay vouchers. City to process payment.								
~ Construction contract Change Orders. City to approve and encumber funds as needed.								
~ Review and comment on Contractor proposed construction phasing, staging and access configuration for local traffic.								
~ Review and comment on Contractor monthly construction scheduling submittals.								
~ Weekly review of Contractor construction traffic Control signage.								
~Assemble required project documentation for all construction materials.								
~Stantec Construction Team to obtain material samples (for City of Waseca funded items) and deliver to testing consultant or City / MnDOT for testing per City and MnDOT Permit requirements. Stantec Construction Team shall also coordinate field testing (trench density) for watermain installation.								
~Conduct a final inspection of the project for conformance with contract documents and review the final payment request from the contractor.								
~ Final Pay Voucher. City to process payment.								
~ Traffic Control checklists								
~ Quantity measurements/diagrams								
~ Item Record Accounts for each pay item								
4.4 - Review and comment on shop drawings. Coordinate modifications with contractor.		1		4				5
4.5 - Prepare letter recommending City final acceptance of constructed improvements. Obtain record information from field representatives.	2			2				4
Construction Observation								
4.6 - Provide part time observation of all project infrastructure improvements including public utility and drainage improvements, roadway reconstruction / rehabilitation and sidewalk and pedestrian improvements. Observation Services also to include the following:			80	245				325
~ Observe and record Contractor daily construction activities. Review construction materials, techniques and methods for conformance to the construction drawings and specifications.								
~ Observe and record Contractor testing of City utilities and review post-construction televising reports.								
Construction Staking								
4.7 - Perform all construction staking of removals, utility improvements, curb and gutter, sidewalk, pedestrian ramps, and bituminous repairs. Anticipated staking summarized as follows:			6			63		69
~ Staking at 50' intervals plus manholes, valves and hydrants.								
~ Curb stakes at 25 foot intervals.								
~ Sidewalk pathway stakes at 25 foot intervals, signage, driveway, etc. Control stake for pedestrian ramp replacements								
~ Provide cut sheets for all staking activities.								
Record Plans								
4.8 - Prepare Record Plans - Record drawings will be prepared with survey grade information collected after installations are completed. Surveyed items include installed valve boxes, hydrants, and curb stops. These record drawings will be prepared in a CAD Civil 3D format compatible with the format of the original plan design and delivered to the City within 90 days of construction completion. Provide a digital CAD file of the as-built record drawings using the Waseca County Coordinate System.	2		24			8		34
Task 4 - Total	32	29	110	331		71	8	581

Title:	RESOLUTION NO. 21-36: REPORT OF BIDS AND AWARDING THE CONTRACT FOR THE 2021 CRACK SEAL AND SEAL COAT PROJECT (CITY PROJECT NO. 2021-03)		
Meeting Date:	July 20, 2021	Agenda Item Number:	6D
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. 21-36 Bid Tabulation
Originating Department:	Engineering	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Approve Resolution No. 21-36 awarding the contract for the 2021 Crack Seal and Seal Coat Project to Pearson Brothers Inc.		
How does this item pertain to Vision 2030 goals?	Creating high quality community assets		

BACKGROUND: On July 8, 2021, a total of three (3) bids were received for the 2021 Crack Seal and Seal Coat Project with the lowest responsible bid from Pearson Brothers Inc. in the amount of \$92,614.25. Included in this project is crack and fog sealing of Clear Lake and NE Park trails and crack sealing of a portion of the taxiway at the Waseca Municipal Airport.

BUDGET IMPACT: The low bid is \$35,320.50 below the engineer's estimate of \$127,934.75. Of the \$92,614.25 bid total, \$72,344.25 is for Streets, \$18,804.00 is for Parks and Trails, and \$1,466.00 is for the Airport. In 2021, \$100,000 was budgeted for this project for Streets and \$25,000 was budgeted for Parks and Trails. The Airport has available rental income to cover their costs. City staff completed the design and will also be performing any necessary inspections on this project.

RECOMMENDATION: Staff recommends the City Council adopt Resolution No. 21-36 reporting the bids and authorizing the City Manager, or his designee, to award the contract for the 2021 Crack Seal and Seal Coat Project (City Project No. 2021-03) to Pearson Brothers Inc. in the amount of \$92,614.25.

RESOLUTION NO. 21-36

**REPORT OF BIDS AND AWARDING THE CONTRACT
FOR THE 2021 CRACK SEAL AND SEAL COAT PROJECT
(CITY PROJECT NO. 2021-03)**

WHEREAS, bids for the 2021 Crack Seal and Seal Coat Project were received and tabulated; and,

WHEREAS, the lowest responsible bid was from Pearson Brothers Inc. of Hanover, Minnesota in the amount of \$92,614.25.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca that the City Manager, or his designee, is hereby authorized and directed to enter into a contract with said bidder for completion of the 2021 Crack Seal and Seal Coat Project.

Adopted this 20th day of July 2021.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

2021 Crack Seal and Seal Coat Project Bid Tabulation

City of Waseca, MN

Bids Received: 10:00 AM, July 8, 2021

No.	Code	Item Description	Units	Quantity	Engineer's Estimate		Pearson Brothers, Inc.		Asphalt Surface Technologies Corp.		Allied Blacktop Co.	
					Unit Price	Totals	Unit Price	Totals	Unit Price	Totals	Unit Price	Totals
1	2331.608	BITUMINOUS PAVEMENT CRACK TREATMENT - ROADWAYS	LB.	9,526	\$3.50	\$33,341.00	\$1.90	\$18,099.40	\$1.94	\$18,480.44	\$2.65	\$25,243.90
2	2356.505	BITUMINOUS MATERIAL FOR SEAL COAT (CRS-2)	GAL.	12,282	\$1.00	\$12,282.00	\$2.25	\$27,634.50	\$1.50	\$18,423.00	\$1.59	\$19,528.38
3	2356.506	BITUMINOUS SEAL COAT	SQ. YD.	40,939	\$1.25	\$51,173.75	\$0.65	\$26,610.35	\$1.00	\$40,939.00	\$1.77	\$72,462.03
4	2331.608	BITUMINOUS PAVEMENT CRACK TREATMENT - TRAILS	LB.	3,134	\$4.00	\$12,536.00	\$2.00	\$6,268.00	\$1.94	\$6,079.96	\$2.65	\$8,305.10
5	2355.502	BITUMINOUS MATERIAL FOR FOG SEAL (CRS-2Pd)	GAL.	3,134	\$5.00	\$15,670.00	\$4.00	\$12,536.00	\$3.00	\$9,402.00	\$5.00	\$15,670.00
6	2331.608	BITUMINOUS PAVEMENT CRACK TREATMENT - AIRPORT	LB.	733	\$4.00	\$2,932.00	\$2.00	\$1,466.00	\$1.94	\$1,422.02	\$2.65	\$1,942.45
Base Bid Totals:						\$127,934.75		\$92,614.25		\$94,746.42		\$143,151.86

Title:	RESOLUTION NO. 21-37: REPORT OF BIDS AND AWARDING THE CONTRACT FOR THE 2021 CITY SIDEWALK PROJECT (CITY PROJECT NO. 2021-04)		
Meeting Date:	July 20, 2021	Agenda Item Number:	6E
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. 21-37 Bid Tabulation
Originating Department:	Engineering	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Approve Resolution No. 21-37 awarding the contract for the 2021 City Sidewalk Project to Nielsen Concrete LLC.		
How does this item pertain to Vision 2030 goals?	Creating high quality community assets		

BACKGROUND: On July 15, 2021, one (1) bid was received for the 2021 City Sidewalk Project from Nielsen Concrete LLC in the amount of \$57,926.60. This project primarily involves the replacement of defective and deteriorating sidewalk at various locations throughout the City, but also includes some small quantities of curb and gutter and driveway replacement.

The City Sidewalk Project is typically bid with excess quantities in case favorable bid prices are received. However, this year the quantities have been reduced as shown on the attached bid tab in order to stay within budget. Nielsen Concrete has agreed to the quantity reductions; therefore, this project can be awarded at the revised contract amount of \$39,994.60.

BUDGET IMPACT: The original bid is \$1,375.40 below the original engineer's estimate of \$59,302.00. Project quantities have been reduced to arrive at a new contract total of \$39,994.60 that is within the City's budget. This project is part of the current capital improvement plan and \$40,000 has been budgeted with capital improvement funds. City staff completed the design and will also be performing all inspections on this project.

RECOMMENDATION: Staff recommends the City Council adopt Resolution No. 21-37 reporting the bids and authorizing the City Manager, or his designee, to award the contract for the 2021 City Sidewalk Project (City Project No. 2021-04) to Nielsen Concrete LLC in the amount of \$39,994.60.

RESOLUTION NO. 21-37

**REPORT OF BIDS AND AWARDING THE CONTRACT
FOR THE 2021 CITY SIDEWALK PROJECT
(CITY PROJECT NO. 2021-04)**

WHEREAS, bids for the 2021 City Sidewalk Project were received and tabulated;
and,

WHEREAS, the lowest responsible bid was from Nielsen Concrete LLC of
Kasota, Minnesota in the amount of \$57,926.60; and,

WHEREAS, Nielsen Concrete LLC is willing to accept a reduced contract award
amount of \$39,994.60.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of
Waseca that the City Manager, or his designee, is hereby authorized and directed to
enter into a contract with said bidder for completion of the 2021 City Sidewalk Project.

Adopted this 20th day of July 2021.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

2021 City Sidewalk Project Bid Tabulation
City of Waseca, MN
Bids Received: 10:00 AM, July 15, 2021

No.	Code	Item Description	Units	Original Bid	Revised	Engineer's Estimate			Nielsen Concrete		
				Quantities	Quantities	Unit Price	Bid Totals	Revised Totals	Unit Price	Bid Totals	Revised Totals
1	2021.501	MOBILIZATION	L.S.	1	1	\$2,500.00	\$2,500.00	\$2,500.00	\$3,500.00	\$3,500.00	\$3,500.00
2	2104.503	REMOVE CURB & GUTTER	L.F.	19.4	19	\$8.00	\$155.20	\$155.20	\$10.00	\$194.00	\$194.00
3	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ. YD.	59.4	59	\$12.00	\$712.80	\$712.80	\$9.00	\$534.60	\$534.60
4	2104.505	REMOVE CONCRETE SIDEWALK	SQ.FT.	2,358	1,975	\$3.00	\$7,074.00	\$5,925.00	\$2.00	\$4,716.00	\$3,950.00
5	2104.505	REMOVE STREET BRICK SIDEWALK	SQ.FT.	688	0	\$5.00	\$3,440.00	\$0.00	\$2.00	\$1,376.00	\$0.00
6	2104.513	SAWING CONCRETE SIDEWALK-DRIVEWAY-CURB	L.F.	131	131	\$6.00	\$786.00	\$786.00	\$5.00	\$655.00	\$655.00
7	2301.602	DRILL & GROUT REINFORCEMENT BAR (EPOXY COATED)	EACH	93	93	\$15.00	\$1,395.00	\$1,395.00	\$10.00	\$930.00	\$930.00
8	2521.501	4" CONCRETE WALK	SQ.FT.	2,204	1,275	\$8.00	\$17,632.00	\$10,200.00	\$8.00	\$17,632.00	\$10,200.00
9	2521.501	6" CONCRETE WALK	SQ.FT.	1,297	700	\$9.00	\$11,673.00	\$6,300.00	\$14.00	\$18,158.00	\$9,800.00
10	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L.F.	19.4	19.4	\$30.00	\$582.00	\$582.00	\$35.00	\$679.00	\$679.00
11	2531.503	CONCRETE CURB & GUTTER DESIGN V6	L.F.	30	30	\$35.00	\$1,050.00	\$1,050.00	\$35.00	\$1,050.00	\$1,050.00
12	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ.YD.	59.4	59.4	\$80.00	\$4,752.00	\$4,752.00	\$80.00	\$4,752.00	\$4,752.00
13	2563.601	TRAFFIC CONTROL	L.S.	1	1	\$1,500.00	\$1,500.00	\$1,500.00	\$500.00	\$500.00	\$500.00
14	2572.602	CHIP ROOTS	EACH	2	2	\$150.00	\$300.00	\$300.00	\$375.00	\$750.00	\$750.00
15	2573.502	STORM DRAIN INLET PROTECTION	L.S.	1	1	\$750.00	\$750.00	\$750.00	\$500.00	\$500.00	\$500.00
16	2575.505	SOD, TYPE LAWN SOD	SQ.YD.	200	200	\$25.00	\$5,000.00	\$5,000.00	\$10.00	\$2,000.00	\$2,000.00
Base Bid Totals:							\$59,302.00	\$41,908.00		\$57,926.60	\$39,994.60



Request for City Council Action

Title	Master Joint Powers Agreements with the State of MN, Department of Public Safety, MN BCA, and the City of Waseca		
Meeting Date:	July 20, 2021	Agenda Item Number:	6F
Agenda Section:	<input type="checkbox"/> PUBLIC HEARINGS <input checked="" type="checkbox"/> ROUTINE BUSINESS <input type="checkbox"/> UNFINISHED BUSINESS <input type="checkbox"/> NEW BUSINESS	Action:	<input type="checkbox"/> MOTION <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION
Originating Department: Waseca Police Department		Supporting Documents: 1. Email from DPS 2. Resolution 3. JPA documents	
Prepared By:	Chief Vought	Presented By:	Consent Agenda
Reviewed By:	City Manager	Approved By:	City Manager
Proposed Action:	Motion to approve the Resolution authorizing the City of Waseca to enter into a Joint Powers Agreement with the State of MN, Department of Public Safety, MN BCA, and the City of Waseca to use systems and tools available in the State's criminal justice data communication systems. This also includes the Court Data Subscriber Amendment to the CJDN Subscriber Agreement.		

BACKGROUND: In 2011, the Waseca City Council adopted Resolution NO. 11-25 and entered into a five-year agreement with the State of Minnesota, Department of Public Safety, and the Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City was eligible to use. Additionally, in 2016, the Waseca City Council adopted Resolution NO 16-19 to renew the same Joint Powers Agreement for another five years. The Waseca Police Department continues to have access to the following BCA systems and tools: CCH (Computerized Criminal History) system, CJDN (Criminal Justice Data Communication Network) system, CHRMS (Criminal History Record Maintenance System), CIBRS (Comprehensive Incident Based Reporting System), ISS (Integrated Search System), and MRAP (Minnesota Repository of Arrest Photos) system, and POR (Predatory Offender Registry) system. This agreement is now up for renewal in 2021. Per MN State Statute, §471.59, Subd. 1, the Joint Powers Agreement must be approved by the City Council. Additionally, this Resolution includes the Court Data Services Subscriber Amendment to the CFDN Subscriber Agreement. This Amendment is also up for renewal. This Amendment will allow for access to/or submission of Court records and makes Courts a party to the JPA. The Court Amendment document is strictly for agencies that use eCharging (which the Waseca Police Department does). This Court Amendment, per State Statute, must also be approved by the City Council.

Attorney Christopher Kennedy has reviewed the documents and stated that he does not have an issue with the City Council passing the resolution authorizing the agreements. The agreements are standard and, in practice, the agreements are extending the current ones from 2016.

BUDGET IMPACT: None

RECOMMENDATION: It is recommended that the Resolution concerning a Joint Powers Agreement with the State of Minnesota, Department of Public Safety and the City of Waseca on behalf of the Waseca Police Department as well as the Court Data Services Subscriber Amendment to the CJDN Subscriber Agreement be adopted.

City of Waseca

RESOLUTION NO. 21-38

**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS
AGREEMENTS WITH THE CITY OF WASECA ON BEHALF OF ITS CITY
ATTORNEY AND POLICE DEPARTMENT**

WHEREAS, the City of Waseca on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Waseca, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Waseca on behalf of its Prosecuting Attorney and Police Department, are hereby approved. Copies of the two Joint Powers Agreements are attached to this Resolution and made a part of it.
2. That Chief Penny Vought, or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State. To assist the Authorized Representative with the administration of the agreement, Captain Kris Markeson is appointed as the Authorized Representative's designee.
3. That Roy Srp, the Mayor for the City of Waseca and Lee Mattson, the City Manager of Waseca are authorized to sign the State of Minnesota Joint Powers Agreement and are also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

Passed and Adopted by the Council on this 20th day of July 2021.

CITY OF WASECA

By: Mayor R.D. Srp

ATTEST: _____

By: Mike Anderson

Assistant to the City Manager

From: [Penny Vought](#)
To: [Mike Anderson](#)
Subject: FW: JPA and Court Services Amendment Renewal-Waseca Police Department
Date: Tuesday, July 6, 2021 10:12:26 AM
Attachments: [Draft RESOLUTION.docx](#)
[Waseca PD Master JPA.docx](#)
[Waseca PD Court Amendment.doc](#)

In in the past, I have included this email.

Penny

From: Roatch, Karen (DPS) <karen.a.roatch@state.mn.us>
Sent: Tuesday, June 29, 2021 1:31 PM
To: Penny Vought <PennyV@ci.waseca.mn.us>
Cc: MN_DPS_BCA MNJIS Administrative-Support <bca.mnjis.administrative-support@state.mn.us>
Subject: JPA and Court Services Amendment Renewal-Waseca Police Department

Dear Chief Vought,

Your current Master Joint Powers Agreement (JPA) is expiring soon. This will require executing a new JPA. Also, your current Court Amendment expires with the current JPA, so a new Court Amendment will need to be executed as well.

Attached please find the JPA and Court Amendment documents.

By law (Minn. Stat. §412.201), the JPA and Court Amendment must be approved by your city council. A sample resolution for your use is also attached.

Here's what we need from you:

- The city council's resolution approving the JPA.
- The JPA with appropriate signatures.
- The Court Amendment with appropriate signatures.
- For statutory cities, the mayor and city clerk must sign the attached agreement (Minn. Stat. §412.201).

Please return all documents via scan/email. If you have any questions, please contact me at 651-793-2734 or karen.a.roatch@state.mn.us

Thank you.

Title:	Introducing Ordinance No. 1093: Annexing property owned by the City of Waseca into City limits.		
Meeting Date:	July 20, 2020	Agenda Item Number:	6G
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Ordinance No. 1093
Originating Department:	Administration	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: City Council to review Ordinance No. 1093: Annexing City owned property into City limits and be prepared for discussion at a future Council meeting.		
How does this item pertain to Vision 2030 goals?	High Quality Community Assets		

BACKGROUND: The City of Waseca owns 2.08 Acres of land in the Southeast part of town that currently is not within City Limits. The territory to be annexed lies within Woodville Township in the Waseca County. The property abuts the limits of the City of Waseca, and it is not included with any other municipality. The property is vacant and upon annexation, it will automatically be zoned R-1, Suburban Residential District.

The MN Statute 414.033. Subdivision 2, Clause 1 indicates that the City can annex the property by ordinance since the City of Waseca owns the property. As a result, no public hearing will be held for this process.

BUDGET IMPACT: None

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

ALTERNATIVES CONSIDERED: None.

RECOMMENDATION: Staff is recommending the City Council to review Ordinance No. 1093: Annexing City owned property into City limits and be prepared for discussion at a future Council meeting.

ORDINANCE NO. 1093

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

WHEREAS, the City of Waseca, is the owner of the property, incorporated herein by this reference (the Property); and

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

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

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

- Section 1. That the Property abuts the City of Waseca and consists of 2.08 acres.
- Section 2. That the Property is owned by the City of Waseca.
- Section 3. The corporate limits of the City of Waseca area extended to include the Property.
- Section 4. Certified copies of this Ordinance shall be filed with Municipal Boundary Adjustments Office, and the Clerk of the Woodville Township Board.
- Section 5. This Ordinance shall be effective: upon passage and legal publication and the filing of the certified copies and, upon approval of the Ordinance by the Municipal Boundary Adjustments Office.
- Section 6. By the City of Waseca ordinance, upon annexation this parcel will automatically be zoned R-1, Suburban Residential District.
- Section 7. The Waseca Zoning Map shall be amended as shown in the attached EXHIBIT C.

Adopted by the City Council of Waseca, Minnesota, this ____ day of ____ 2021.

R. D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

Introduced:
Adopted:
Published:
Effective:

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: JULY 14, 2021

TO: Mayor & City Council
Lee Mattson-City Manager

PROJECT NAME: 2020 STREET AND UTILITY IMPROVEMENTS

CITY PROJECT NO. : 2020-01

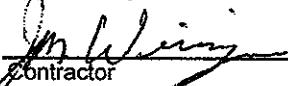
PAYMENT REQUEST : NO. 7

PAYMENT PERIOD : NOVEMBER 21, 2020 to JUNE 25, 2021

CONTRACTOR: RAW CONSTRUCTION, LLC

<u>CONTRACT</u>		<u>PAYMENT</u>	
Original Contract sum:	<u>\$ 983,405.91</u>	Contract Sum to date:	<u>\$ 995,923.41</u>
Change Orders		Total earned to date (Includes Change Orders)	<u>\$ 966,706.00</u>
Change Order No. 1 28-Jul-20	<u>\$ 1,600.00</u>	Retainage: 5%	<u>\$ 48,335.30</u>
Change Order No. 2 24-Aug-20	<u>\$ 1,750.00</u>	Total earned less retainage:	<u>\$ 918,370.70</u>
Change Order No. 3 28-Sep-20	<u>\$ 625.00</u>	Less previous payment requests:	<u>\$ 907,349.08</u>
Change Order No. 4 23-Nov-20	<u>\$ 8,542.50</u>	Payment due this request:	<u>\$ 11,021.62</u>
Net change by change orders:	<u>\$ 12,517.50</u>	% Contract completed to date:	<u>97%</u>
Contract Sum to date:	<u>\$ 995,923.41</u>	Amount remaining on contract:	<u>\$ 29,217.41</u>
		Total Amount Due:	<u>\$ 11,021.62</u>

Approved By:

 7-15-21
Contractor Date

Nathan Willey 7-15-21
City Engineer Date

 7/15/21
Director of Finance Date

City Manager Date

CERTIFICATE OF PAYMENT

PAGE ONE OF THREE

PROJECT: 2020 STREET AND UTILITY IMPROVEMENTS

PAYMENT PERIOD
FROM: NOVEMBER 21, 2020
TO: JUNE 25, 2021

CITY PROJECT NO. 2020-01

ORIGINAL CONTRACT AMOUNT: \$ 983,405.91

PAYMENT REQUEST NO. SEVEN

REVISED CONTRACT AMOUNT: \$ 995,923.41

DATE: JULY 14, 2021

CONTRACT APPROVAL DATE: MAY 20, 2020

CONTRACTOR:
R.A.W. CONSTRUCTION, LLC
17575 ECHO AVE
FARIBAULT, MN 55021

CONTRACT COMPLETION DATE: JUNE 30, 2021

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

NO.	MNDOT SPEC NO.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	PLAN AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
2ND AND 3RD AVE SE 2020-01										
1	2021.501	MOBILIZATION	L.S.	1	\$ 15,000.00	\$ 15,000.00	0	\$ -	1	\$ 15,000.00
2	2101.524	CLEARING	TREE	2	\$ 690.00	\$ 1,380.00	0	\$ -	2	\$ 1,380.00
3	2101.524	GRUBBING	TREE	2	\$ 225.00	\$ 450.00	0	\$ -	2	\$ 450.00
4	2104.502	REMOVE EXISTING HYDRANT AND GATE VALVE	EACH	1	\$ 180.00	\$ 180.00	0	\$ -	1	\$ 180.00
5	2104.502	REMOVE EXISTING GATE VALVE AND BOX	EACH	8	\$ 62.50	\$ 510.00	0	\$ -	8	\$ 510.00
6	2104.502	REMOVE EXISTING MANHOLE	EACH	7	\$ 180.00	\$ 1,260.00	0	\$ -	7	\$ 1,260.00
7	2104.502	REMOVE SIGN	EACH	12	\$ 53.00	\$ 636.00	0	\$ -	5	\$ 265.00
8	2104.502	SALVAGE SIGN	EACH	12	\$ 53.00	\$ 636.00	0	\$ -	5	\$ 265.00
9	2104.502	REMOVE EXISTING CATCH BASIN	EACH	10	\$ 150.00	\$ 1,500.00	0	\$ -	10	\$ 1,500.00
10	2104.503	REMOVE CONCRETE CURB & GUTTER	LN. FT.	2717	\$ 2.25	\$ 6,113.25	0	\$ -	2717	\$ 6,113.25
11	2104.503	REMOVE WATER MAIN	LN. FT.	1495	\$ 0.50	\$ 747.50	0	\$ -	1495	\$ 747.50
12	2104.503	REMOVE SEWER PIPE (STORM)	LN. FT.	1003	\$ 9.00	\$ 9,027.00	0	\$ -	917	\$ 8,253.00
13	2104.503	REMOVE SEWER PIPE (SANITARY)	LN. FT.	753	\$ 1.00	\$ 753.00	0	\$ -	742	\$ 742.00
14	2104.503	REMOVE SAN. SEWER SERVICE PIPE	LN. FT.	977	\$ 0.75	\$ 732.75	0	\$ -	978	\$ 732.00
15	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LN. FT.	121	\$ 2.00	\$ 242.00	0	\$ -	80	\$ 160.00
16	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LN. FT.	742	\$ 2.00	\$ 1,484.00	0	\$ -	645	\$ 1,290.00
17	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ. YD.	230	\$ 2.50	\$ 575.00	0	\$ -	550	\$ 1,375.00
18	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ. YD.	28	\$ 5.00	\$ 140.00	0	\$ -	24	\$ 120.00
19	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ. YD.	5717	\$ 5.00	\$ 28,585.00	0	\$ -	5717	\$ 28,585.00
20	2104.601	SALVAGE AND REINSTALL OUTWALK RAILINGS	L.S.	1	\$ 1,665.00	\$ 1,665.00	0	\$ -	1	\$ 1,665.00
21	2104.518	REMOVE CONCRETE WALK	SQ. FT.	10482	\$ 0.50	\$ 5,241.00	0	\$ -	10210	\$ 5,105.00
22	2105.504	GEOTEXTILE FABRIC TYPE V	SQ. YD.	5098	\$ 0.80	\$ 4,078.40	0	\$ -	5096	\$ 4,076.80
23	2105.507	COMMON EXCAVATION (PLAN QUANTITY)	CU. YD.	2336	\$ 6.00	\$ 14,016.00	0	\$ -	2336	\$ 14,016.00
24	2105.507	SUBGRADE EXCAVATION	CU. YD.	125	\$ 6.00	\$ 750.00	0	\$ -	65	\$ 390.00
25	2105.507	SELECT GRANULAR BORROW (CV)	CU. YD.	1699	\$ 26.00	\$ 44,174.00	0	\$ -	1747	\$ 45,472.00
26	2105.507	STABILIZING AGGREGATE (CV)	CU. YD.	125	\$ 32.00	\$ 4,000.00	0	\$ -	53.5	\$ 1,712.00
27	2105.601	CONSTRUCT AND MAINTAIN TEMPORARY ACCESS SIDEWALK	L.S.	1	\$ 110.00	\$ 110.00	0	\$ -	1	\$ 110.00
28	2123.610	STREET SWEEPER WITH PICKUP BROOM	HOUR	40	\$ 130.00	\$ 5,200.00	0	\$ -	22	\$ 2,860.00
29	2211.587	AGGREGATE BASE, CLASS 5 (CV)	CU. YD.	849	\$ 26.00	\$ 22,172.00	0	\$ -	849	\$ 22,172.00
30	2231.502	BITUMINOUS PATCHING MIXTURE	SQ. YD.	697	\$ 40.00	\$ 27,880.00	0	\$ -	1009	\$ 40,360.00
31	2232.504	MILL BITUMINOUS SURFACE (2")	SQ. YD.	154	\$ 25.00	\$ 3,850.00	0	\$ -	40.87	\$ 1,016.75
32	2301.602	DRILL & GROUT REINFORCEMENT BAR (EPOXY COATED)	EACH	180	\$ 11.00	\$ 1,980.00	0	\$ -	73	\$ 803.00
33	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL.	320	\$ 2.19	\$ 673.00	0	\$ -	275	\$ 577.50
34	2360.503	BITUMINOUS WEDGE	LF	2748	\$ 4.50	\$ 12,366.00	0	\$ -	2673	\$ 12,028.50
35	2360.509	TYPE SP 12.5 NON-WEAR COURSE MIXTURE (C)	TON	585	\$ 87.00	\$ 50,895.00	0	\$ -	632.21	\$ 55,052.27
36	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (C)	TON	441	\$ 83.25	\$ 36,713.25	0	\$ -	0	\$ -
37	2502.503	6" PVC PERFORATED TILE (SDR 35)	LN. FT.	2605	\$ 14.00	\$ 36,470.00	0	\$ -	2605	\$ 36,470.00
38	2502.503	4" PVC SUMP LINE SCHEDULE (SDR 35)	LN. FT.	352	\$ 14.00	\$ 5,348.00	0	\$ -	319	\$ 4,466.00
39	2502.602	CONNECT EXISTING SUMPS TO TILE LINE	EACH	2	\$ 75.00	\$ 150.00	0	\$ -	2	\$ 150.00
40	2502.602	6" X 4" WYE FOR SUMP SERVICE	EACH	30	\$ 115.00	\$ 3,450.00	0	\$ -	29	\$ 3,335.00
41	2502.602	TILE LINE CLEANOUT	EACH	21	\$ 273.00	\$ 5,773.00	0	\$ -	21	\$ 5,773.00
42	2502.602	CONNECT TO EXISTING PIPE DRAIN	EACH	2	\$ 175.00	\$ 350.00	0	\$ -	0	\$ -

CERTIFICATE OF PAYMENT

PAGE TWO OF THREE

PROJECT: 2020 STREET AND UTILITY IMPROVEMENTS

PAYMENT PERIOD
FROM: NOVEMBER 21, 2020
TO: JUNE 25, 2021

CITY PROJECT NO. 2020-01

ORIGINAL CONTRACT AMOUNT: \$ 987,405.91

PAYMENT REQUEST NO. SEVEN

REVISED CONTRACT AMOUNT: \$ 995,923.41

DATE: JULY 14, 2021

CONTRACT APPROVAL DATE: MAY 20, 2020

CONTRACTOR:
R.A.W. CONSTRUCTION, LLC
17575 ECHO AVE
FARIBAULT, MN 55021

CONTRACT COMPLETION DATE: JUNE 30, 2021

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.	MNDOT SPEC NO.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	PLAN AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
2ND AND 3RD AVE SE 2020-01										
43	2503.503	4" PVC PIPE SEWER SCHEDULE 40 (SANITARY)	LN. FT.	761	\$ 32.00	\$ 24,352.00	0	\$ -	523	\$ 16,736.00
44	2503.503	6" PVC PIPE SEWER SCHEDULE 40 (SANITARY)	LN. FT.	216	\$ 33.00	\$ 7,128.00	0	\$ -	455.5	\$ 15,031.50
45	2503.503	8" PVC PIPE SEWER SDR 35 (SANITARY)	LN. FT.	1470	\$ 34.00	\$ 49,920.00	0	\$ -	1470	\$ 49,980.00
46	2503.503	15" RCP PIPE SEWER CL V	LN. FT.	188	\$ 52.00	\$ 9,672.00	0	\$ -	188	\$ 8,776.00
47	2503.503	18" RCP PIPE SEWER CL III	LN. FT.	952	\$ 53.00	\$ 50,456.00	0	\$ -	902	\$ 50,456.00
48	2503.503	18" RCP PIPE SEWER CL IV	LN. FT.	32	\$ 53.00	\$ 1,696.00	0	\$ -	32	\$ 1,696.00
49	2503.503	24" RCP PIPE SEWER CL III	LN. FT.	49	\$ 63.00	\$ 3,087.00	0	\$ -	49	\$ 3,087.00
50	2503.601	SANITARY SEWER BYPASS PUMPING	L.S.	1	\$ 800.00	\$ 800.00	0	\$ -	0	\$ -
51	2503.601	STORM SEWER BYPASS PUMPING	L.S.	1	\$ 800.00	\$ 800.00	0	\$ -	0	\$ -
52	2503.602	CONSTRUCT SANITARY MANHOLE (0-8 FT)	EACH	6	\$ 2,275.00	\$ 13,650.00	0	\$ -	6	\$ 13,650.00
53	2503.602	CONNECT TO EXISTING DRAINAGE STRUCTURE	EACH	4	\$ 860.00	\$ 3,440.00	0	\$ -	4	\$ 3,440.00
54	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	4	\$ 975.00	\$ 3,900.00	0	\$ -	6	\$ 3,450.00
55	2503.602	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH	29	\$ 215.00	\$ 6,235.00	0	\$ -	26	\$ 5,590.00
56	2503.602	6" x 4" PVC WYE	EACH	25	\$ 115.00	\$ 2,875.00	0	\$ -	13	\$ 1,495.00
57	2503.602	8" x 6" PVC WYE	EACH	8.0	\$ 152.00	\$ 912.00	0	\$ -	16	\$ 2,432.00
58	2503.603	CONSTRUCT SANITARY MANHOLE OVERDEPTH (1-8)	LN. FT.	5.89	\$ 283.00	\$ 1,649.07	0	\$ -	5.14	\$ 1,351.82
59	2503.603	TELEWISE SANITARY SEWER MAIN	LN. FT.	1430	\$ 1.70	\$ 2,431.00	1486.3	\$ 2,529.71	1486.3	\$ 2,526.71
60	2503.603	TELEWISE SANITARY SEWER SERVICE-LATERAL LAUNCH	LN. FT.	1053	\$ 5.50	\$ 5,791.50	1650	\$ 9,075.00	1650	\$ 9,075.00
61	2503.603	TELEWISE SANITARY SEWER SERVICE-CLEANOUT	LN. FT.	567	\$ 13.00	\$ 7,371.00	0	\$ -	0	\$ -
62	2503.603	PLUG FILL AND ABANDON WATERMAIN/PIPE SEWER	LN. FT.	1414	\$ 1.55	\$ 2,191.70	0	\$ -	1389	\$ 2,152.95
63	2504.601	TEMPORARY WATER SERVICE	L.S.	1	\$ 5,000.00	\$ 5,000.00	0	\$ -	1	\$ 5,000.00
64	2504.602	6" GATE VALVE AND BOX	EACH	11	\$ 1,750.00	\$ 19,250.00	0	\$ -	11	\$ 19,250.00
65	2504.602	6" GATE VALVE AND BOX	EACH	1	\$ 2,225.00	\$ 2,225.00	0	\$ -	2	\$ 4,450.00
66	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	10	\$ 825.00	\$ 8,250.00	0	\$ -	10	\$ 8,250.00
67	2504.602	FURNISH & INSTALL ZINC ANODE BAG	EACH	9	\$ 150.00	\$ 1,350.00	0	\$ -	9	\$ 1,350.00
68	2504.602	HYDRANT AND GATE VALVE WITH BOX	EACH	2	\$ 6,550.00	\$ 13,100.00	0	\$ -	2	\$ 13,100.00
69	2504.602	CONNECT SERVICE TO WATER MAIN 1" (INCLUDES CORP.)	EACH	30	\$ 220.00	\$ 6,600.00	0	\$ -	29	\$ 6,380.00
70	2504.602	CONNECT SERVICE TO WATER MAIN 1 1/2" (INCLUDES CORP.)	EACH	1	\$ 350.00	\$ 350.00	0	\$ -	1	\$ 350.00
71	2504.602	1" CURB STOP AND STAND PIPE	EACH	30	\$ 275.00	\$ 8,250.00	0	\$ -	28	\$ 7,700.00
72	2504.602	1 1/2" CURB STOP AND STAND PIPE	EACH	1	\$ 475.69	\$ 475.69	0	\$ -	1	\$ 475.69
73	2504.602	REPAIR EXISTING SPRINKLER HEAD	EACH	2	\$ 163.00	\$ 330.00	0	\$ -	0	\$ -
74	2504.603	1" TYPE PE PIPE	LN. FT.	1003	\$ 28.00	\$ 28,078.00	0	\$ -	1113	\$ 28,938.00
75	2504.603	1 1/2" TYPE PE PIPE	LN. FT.	28	\$ 26.00	\$ 728.00	0	\$ -	15	\$ 390.00
76	2504.603	6" PVC C900 WATER MAIN PIPE	LN. FT.	1547	\$ 35.00	\$ 54,145.00	6	\$ -	1547	\$ 54,145.00
77	2504.603	6" PVC C900 WATER MAIN PIPE	LN. FT.	18	\$ 48.00	\$ 864.00	0	\$ -	27	\$ 1,296.00
78	2504.606	WATER MAIN FITTINGS	LBS.	825	\$ 5.00	\$ 4,125.00	0	\$ -	898	\$ 4,490.00
79	2505.601	UTILITY COORDINATION	L.S.	1	\$ 1,500.00	\$ 1,500.00	0	\$ -	1	\$ 1,500.00
80	2506.502	DRAINAGE STRUCTURE 2 x 3 CATCH BASIN	EACH	9	\$ 2,000.00	\$ 18,000.00	0	\$ -	9	\$ 18,000.00
81	2506.502	CASTING ASSEMBLY MANHOLE (NEENAH R-1733)	EACH	5	\$ 600.00	\$ 3,000.00	0	\$ -	3	\$ 1,800.00
82	2506.502	CASTING ASSEMBLY CATCH BASIN (NEENAH R-3067V)	EACH	4	\$ 600.00	\$ 2,400.00	0	\$ -	4	\$ 2,400.00
83	2506.502	ADJUST FRAME AND RING CASTING SANITARY WITH INFI-SHIELD	EACH	1	\$ 400.00	\$ 400.00	0	\$ -	1	\$ 400.00
84	2506.502	ADJUST FRAME AND RING CASTING STORM MH	EACH	8	\$ 400.00	\$ 3,200.00	0	\$ -	8	\$ 3,200.00

CERTIFICATE OF PAYMENT

PAGE THREE OF THREE

PROJECT: 2020 STREET AND UTILITY IMPROVEMENTS

PAYMENT PERIOD
FROM: NOVEMBER 21, 2020
TO: JUNE 25, 2021

CITY PROJECT NO. 2020-01

ORIGINAL CONTRACT AMOUNT: \$ 983,405.91

PAYMENT REQUEST NO. SEVEN

REVISED CONTRACT AMOUNT: \$ 995,923.41

DATE: JULY 14, 2021

CONTRACT APPROVAL DATE: MAY 20, 2020

CONTRACTOR:
R.A.W. CONSTRUCTION, LLC
1757 S ECHO AVE
FARIBAULT, MN 55021

CONTRACT COMPLETION DATE: JUNE 30, 2021

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.	MNDOT SPEC NO.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	PLAN AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
2ND AND 3RD AVE SE 2020-01										
85	2508.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LN. FT.	55.33	\$ 315.00	\$ 17,428.95	0	\$ -	54.35	\$ 17,120.25
86	2508.602	CONNECT STORM SEWER TO EXISTING STORM SEWER	EACH	4	\$ 715.00	\$ 2,860.00	0	\$ -	3	\$ 2,145.00
87	2508.602	CONNECT TILE LINE TO STORM STRUCTURE	EACH	2	\$ 360.00	\$ 720.00	0	\$ -	0	\$ -
88	2521.518	4" CONCRETE WALK	SQ.FT.	8403	\$ 6.65	\$ 55,679.95	0	\$ -	9168.13	\$ 60,869.06
89	2521.518	6" CONCRETE WALK	SQ.FT.	1700	\$ 23.00	\$ 39,100.00	0	\$ -	1042.35	\$ 23,974.05
90	2521.518	8" CONCRETE WALK (HIGH EARLY)	SQ.FT.	168	\$ 17.50	\$ 2,940.00	0	\$ -	0	\$ -
91	2531.503	CONCRETE CURB & GUTTER, DESIGN B618	LN. FT.	2638	\$ 19.75	\$ 52,100.50	0	\$ -	2610	\$ 51,497.50
92	2531.503	CONCRETE CURB & GUTTER, DESIGN B618 (HIGH EARLY)	LN. FT.	60	\$ 34.00	\$ 2,040.00	0	\$ -	0	\$ -
93	2531.503	CONCRETE CURB, DESIGN V6	LN. FT.	35	\$ 23.00	\$ 805.00	0	\$ -	0	\$ -
94	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ.YD.	300	\$ 78.00	\$ 23,400.00	0	\$ -	600.05	\$ 46,803.90
95	2531.504	6" CONCRETE DRIVEWAY PAVEMENT (HIGH EARLY)	SQ.YD.	24	\$ 74.00	\$ 1,776.00	0	\$ -	0	\$ -
96	2531.601	ADA COMPLIANCE SUPERVISOR	L.S.	1	\$ 1,500.00	\$ 1,500.00	0	\$ -	1	\$ 1,500.00
97	2531.618	TRUNCATED DOMES	SQ.FT.	144	\$ 40.00	\$ 5,760.00	0	\$ -	152	\$ 6,080.00
98	2563.601	TRAFFIC CONTROL	L.S.	1	\$ 10,500.00	\$ 10,500.00	0	\$ -	1	\$ 10,500.00
99	2573.501	STABILIZED CONSTRUCTION EXIT	L.S.	1	\$ 2,685.00	\$ 2,685.00	0	\$ -	1	\$ 2,685.00
100	2573.501	EROSION CONTROL SUPERVISOR	L.S.	1	\$ 1,500.00	\$ 1,500.00	0	\$ -	1	\$ 1,500.00
101	2573.502	STORM DRAIN INLET PROTECTION	EACH	30	\$ 235.00	\$ 7,050.00	0	\$ -	19	\$ 4,465.00
102	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LN. FT.	80	\$ 5.00	\$ 400.00	0	\$ -	0	\$ -
103	2575.504	SOD, TYPE LAWN AND BOULEVARD	SQ.YD.	2014	\$ 10.50	\$ 21,147.00	0	\$ -	1725	\$ 18,112.50
TOTAL PROJECT 2020-01						\$ 983,405.91		\$ 11,601.71		\$ 954,188.50

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: JULY 14, 2021

TO: Mayor & City Council
Lee Mattson-City Manager

PROJECT NAME: 2020 STREET AND UTILITY IMPROVEMENTS

CITY PROJECT NO. : 2020-01

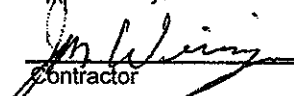
PAYMENT REQUEST : NO. 7


PAYMENT PERIOD : NOVEMBER 21, 2020 to JUNE 25, 2021

CONTRACTOR: RAW CONSTRUCTION, LLC

<u>CONTRACT</u>		<u>PAYMENT</u>	
Original Contract sum:	<u>\$ 983,405.91</u>	Contract Sum to date:	<u>\$ 995,923.41</u>
Change Orders		Total earned to date (Includes Change Orders)	<u>\$ 966,706.00</u>
Change Order No. 1 28-Jul-20	<u>\$ 1,600.00</u>	Retainage: 5%	<u>\$ 48,335.30</u>
Change Order No. 2 24-Aug-20	<u>\$ 1,750.00</u>	Total earned less retainage:	<u>\$ 918,370.70</u>
Change Order No. 3 28-Sep-20	<u>\$ 625.00</u>	Less previous payment requests:	<u>\$ 907,349.08</u>
Change Order No. 4 23-Nov-20	<u>\$ 8,542.50</u>	Payment due this request:	<u>\$ 11,021.62</u>
Net change by change orders:	<u>\$ 12,517.50</u>	% Contract completed to date:	<u>97%</u>
Contract Sum to date:	<u>\$ 995,923.41</u>	Amount remaining on contract:	<u>\$ 29,217.41</u>
		Total Amount Due:	<u>\$ 11,021.62</u>

Approved By:

 7-15-21
Contractor Date

 7-15-21
City Engineer Date

 7/15/21
Director of Finance Date

City Manager Date

CERTIFICATE OF PAYMENT

PAGE ONE OF THREE

PROJECT: 2020 STREET AND UTILITY IMPROVEMENTS

PAYMENT PERIOD
FROM: NOVEMBER 21, 2020
TO: JUNE 25, 2021

CITY PROJECT NO. 2020-01

ORIGINAL CONTRACT AMOUNT: \$ 983,405.91

PAYMENT REQUEST NO. SEVEN

REVISED CONTRACT AMOUNT: \$ 995,923.41

DATE: JULY 14, 2021

CONTRACT APPROVAL DATE: MAY 20, 2020

CONTRACTOR:
R.A.W. CONSTRUCTION, LLC
1757 S ECHO AVE
FARIBAULT, MN 55021

CONTRACT COMPLETION DATE: JUNE 30, 2021

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

NO.	M&DOT SPEC NO.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	PLAN AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
2ND AND 3RD AVE SE 2020-01										
1	2021.501	MOBILIZATION	L.S.	1	\$ 15,000.00	\$ 15,000.00	0	\$ -	1	\$ 15,000.00
2	2101.524	CLEARING	TREE	2	\$ 690.00	\$ 1,380.00	0	\$ -	2	\$ 1,380.00
3	2101.524	GRUBBING	TREE	2	\$ 225.00	\$ 450.00	0	\$ -	2	\$ 450.00
4	2104.502	REMOVE EXISTING HYDRANT AND GATE VALVE	EACH	1	\$ 180.00	\$ 180.00	0	\$ -	1	\$ 180.00
5	2104.502	REMOVE EXISTING GATE VALVE AND BOX	EACH	8	\$ 62.50	\$ 510.00	0	\$ -	8	\$ 510.00
6	2104.502	REMOVE EXISTING MANHOLE	EACH	7	\$ 180.00	\$ 1,260.00	0	\$ -	7	\$ 1,260.00
7	2104.502	REMOVE SIGN	EACH	12	\$ 53.00	\$ 636.00	0	\$ -	5	\$ 265.00
8	2104.502	SALVAGE SIGN	EACH	12	\$ 53.00	\$ 636.00	0	\$ -	5	\$ 265.00
9	2104.502	REMOVE EXISTING CATCH BASIN	EACH	10	\$ 150.00	\$ 1,500.00	0	\$ -	10	\$ 1,500.00
10	2104.503	REMOVE CONCRETE CURB & GUTTER	LN. FT.	2717	\$ 2.25	\$ 6,113.25	0	\$ -	2717	\$ 6,113.25
11	2104.503	REMOVE WATER MAIN	LN. FT.	1495	\$ 0.50	\$ 747.50	0	\$ -	1495	\$ 747.50
12	2104.503	REMOVE SEWER PIPE (STORM)	LN. FT.	1003	\$ 9.00	\$ 9,027.00	0	\$ -	917	\$ 8,253.00
13	2104.503	REMOVE SEWER PIPE (SANITARY)	LN. FT.	753	\$ 1.00	\$ 753.00	0	\$ -	742	\$ 742.00
14	2104.503	REMOVE SAN. SEWER SERVICE PIPE	LN. FT.	977	\$ 0.75	\$ 732.75	0	\$ -	978	\$ 732.00
15	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LN. FT.	121	\$ 2.00	\$ 242.00	0	\$ -	80	\$ 160.00
16	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LN. FT.	742	\$ 2.00	\$ 1,484.00	0	\$ -	645	\$ 1,290.00
17	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ. YD.	230	\$ 2.50	\$ 575.00	0	\$ -	550	\$ 1,375.00
18	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ. YD.	28	\$ 5.00	\$ 140.00	0	\$ -	24	\$ 120.00
19	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ. YD.	5717	\$ 5.00	\$ 28,585.00	0	\$ -	5717	\$ 28,585.00
20	2104.601	SALVAGE AND REINSTALL OUTWALK RAILINGS	L.S.	1	\$ 1,665.00	\$ 1,665.00	0	\$ -	1	\$ 1,665.00
21	2104.518	REMOVE CONCRETE WALK	SQ. FT.	10482	\$ 0.50	\$ 5,241.00	0	\$ -	10210	\$ 5,105.00
22	2105.504	GEOTEXTILE FABRIC TYPE V	SQ. YD.	5098	\$ 0.80	\$ 4,078.40	0	\$ -	5096	\$ 4,076.80
23	2105.507	COMMON EXCAVATION (PLAN QUANTITY)	CU. YD.	2336	\$ 6.00	\$ 14,016.00	0	\$ -	2336	\$ 14,016.00
24	2105.507	SUBGRADE EXCAVATION	CU. YD.	125	\$ 6.00	\$ 750.00	0	\$ -	65	\$ 390.00
25	2105.507	SELECT GRANULAR BORROW (CV)	CU. YD.	1699	\$ 26.00	\$ 44,174.00	0	\$ -	1747	\$ 45,422.00
26	2105.507	STABILIZING AGGREGATE (CV)	CU. YD.	125	\$ 32.00	\$ 4,000.00	0	\$ -	53.5	\$ 1,712.00
27	2105.601	CONSTRUCT AND MAINTAIN TEMPORARY ACCESS SIDEWALK	L.S.	1	\$ 110.00	\$ 110.00	0	\$ -	1	\$ 110.00
28	2123.610	STREET SWEEPER WITH PICKUP BROOM	HOUR	40	\$ 130.00	\$ 5,200.00	0	\$ -	22	\$ 2,860.00
29	2211.587	AGGREGATE BASE, CLASS 5 (CV)	CU. YD.	849	\$ 26.00	\$ 22,172.00	0	\$ -	849	\$ 22,172.00
30	2231.502	BITUMINOUS PATCHING MIXTURE	SQ. YD.	697	\$ 40.00	\$ 27,880.00	0	\$ -	1009	\$ 40,360.00
31	2232.504	MILL BITUMINOUS SURFACE (2")	SQ. YD.	154	\$ 25.00	\$ 3,850.00	0	\$ -	40.87	\$ 1,016.75
32	2301.602	DRILL & GROUT REINFORCEMENT BAR (EPOXY COATED)	EACH	180	\$ 11.00	\$ 1,980.00	0	\$ -	73	\$ 803.00
33	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL.	320	\$ 2.19	\$ 673.00	0	\$ -	275	\$ 577.50
34	2360.503	BITUMINOUS WEDGE	LF	2748	\$ 4.50	\$ 12,366.00	0	\$ -	2673	\$ 12,028.50
35	2360.509	TYPE SP 12.5 NON-WEAR COURSE MIXTURE (C)	TON	585	\$ 87.00	\$ 50,895.00	0	\$ -	632.21	\$ 55,052.27
36	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (C)	TON	441	\$ 83.25	\$ 36,713.25	0	\$ -	0	\$ -
37	2502.503	6" PVC PERFORATED TILE (SDR 35)	LN. FT.	2605	\$ 14.00	\$ 36,470.00	0	\$ -	2605	\$ 36,470.00
38	2502.503	4" PVC SUMP LINE SCHEDULE (SDR 35)	LN. FT.	352	\$ 14.00	\$ 4,928.00	0	\$ -	319	\$ 4,466.00
39	2502.602	CONNECT EXISTING SUMPS TO TILE LINE	EACH	2	\$ 75.00	\$ 150.00	0	\$ -	2	\$ 150.00
40	2502.602	6" X 4" WYE FOR SUMP SERVICE	EACH	30	\$ 115.00	\$ 3,450.00	0	\$ -	29	\$ 3,335.00
41	2502.602	TILE LINE CLEANOUT	EACH	21	\$ 273.00	\$ 5,733.00	0	\$ -	21	\$ 5,733.00
42	2502.602	CONNECT TO EXISTING PIPE DRAIN	EACH	2	\$ 175.00	\$ 350.00	0	\$ -	0	\$ -

CERTIFICATE OF PAYMENT

PAGE TWO OF THREE

PROJECT: 2020 STREET AND UTILITY IMPROVEMENTS

PAYMENT PERIOD
FROM: NOVEMBER 21, 2020
TO: JUNE 25, 2021

CITY PROJECT NO. 2020-01

ORIGINAL CONTRACT AMOUNT: \$ 987,405.91

PAYMENT REQUEST NO. SEVEN

REVISED CONTRACT AMOUNT: \$ 995,923.41

DATE: JULY 14, 2021

CONTRACT APPROVAL DATE: MAY 20, 2020

CONTRACTOR:
R.A.W. CONSTRUCTION, LLC
17575 ECHO AVE
FARIBAULT, MN 55021

CONTRACT COMPLETION DATE: JUNE 30, 2021

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.	MNDOT SPEC NO.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	PLAN AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
2ND AND 3RD AVE SE 2020-01										
43	2503.503	4" PVC PIPE SEWER SCHEDULE 40 (SANITARY)	LN. FT.	761	\$ 32.00	\$ 24,352.00	0	\$ -	523	\$ 16,736.00
44	2503.503	6" PVC PIPE SEWER SCHEDULE 40 (SANITARY)	LN. FT.	216	\$ 33.00	\$ 7,128.00	0	\$ -	455.5	\$ 15,031.50
45	2503.503	8" PVC PIPE SEWER SDR 35 (SANITARY)	LN. FT.	1470	\$ 34.00	\$ 49,920.00	0	\$ -	1470	\$ 49,980.00
46	2503.503	15" RCP PIPE SEWER CL V	LN. FT.	188	\$ 52.00	\$ 9,672.00	0	\$ -	188	\$ 8,776.00
47	2503.503	18" RCP PIPE SEWER CL III	LN. FT.	952	\$ 53.00	\$ 50,456.00	0	\$ -	902	\$ 50,456.00
48	2503.503	18" RCP PIPE SEWER CL IV	LN. FT.	32	\$ 53.00	\$ 1,696.00	0	\$ -	32	\$ 1,696.00
49	2503.503	24" RCP PIPE SEWER CL III	LN. FT.	49	\$ 63.00	\$ 3,087.00	0	\$ -	49	\$ 3,087.00
50	2503.601	SANITARY SEWER BYPASS PUMPING	L.S.	1	\$ 800.00	\$ 800.00	0	\$ -	0	\$ -
51	2503.601	STORM SEWER BYPASS PUMPING	L.S.	1	\$ 800.00	\$ 800.00	0	\$ -	0	\$ -
52	2503.602	CONSTRUCT SANITARY MANHOLE (0-8 FT)	EACH	6	\$ 2,275.00	\$ 13,650.00	0	\$ -	6	\$ 13,650.00
53	2503.602	CONNECT TO EXISTING DRAINAGE STRUCTURE	EACH	4	\$ 860.00	\$ 3,440.00	0	\$ -	4	\$ 3,440.00
54	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	4	\$ 975.00	\$ 3,900.00	0	\$ -	6	\$ 3,450.00
55	2503.602	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH	29	\$ 215.00	\$ 6,235.00	0	\$ -	26	\$ 5,590.00
56	2503.602	6" x 4" PVC WYE	EACH	25	\$ 115.00	\$ 2,875.00	0	\$ -	13	\$ 1,495.00
57	2503.602	8" x 6" PVC WYE	EACH	8.0	\$ 152.00	\$ 912.00	0	\$ -	16	\$ 2,432.00
58	2503.603	CONSTRUCT SANITARY MANHOLE OVERDEPTH (1-8)	LN. FT.	5.89	\$ 283.00	\$ 1,649.07	0	\$ -	5.14	\$ 1,351.82
59	2503.603	TELEWISE SANITARY SEWER MAIN	LN. FT.	1430	\$ 1.70	\$ 2,431.00	1486.3	\$ 2,529.71	1486.3	\$ 2,526.71
60	2503.603	TELEWISE SANITARY SEWER SERVICE-LATERAL LAUNCH	LN. FT.	1053	\$ 5.50	\$ 5,791.50	1650	\$ 9,075.00	1650	\$ 9,075.00
61	2503.603	TELEWISE SANITARY SEWER SERVICE-CLEANOUT	LN. FT.	567	\$ 13.00	\$ 7,371.00	0	\$ -	0	\$ -
62	2503.603	PLUG FILL AND ABANDON WATERMAIN/PIPE SEWER	LN. FT.	1414	\$ 1.55	\$ 2,191.70	0	\$ -	1389	\$ 2,152.95
63	2504.601	TEMPORARY WATER SERVICE	L.S.	1	\$ 5,000.00	\$ 5,000.00	0	\$ -	1	\$ 5,000.00
64	2504.602	6" GATE VALVE AND BOX	EACH	11	\$ 1,750.00	\$ 19,250.00	0	\$ -	11	\$ 19,250.00
65	2504.602	6" GATE VALVE AND BOX	EACH	1	\$ 2,225.00	\$ 2,225.00	0	\$ -	2	\$ 4,450.00
66	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	10	\$ 825.00	\$ 8,250.00	0	\$ -	10	\$ 8,250.00
67	2504.602	FURNISH & INSTALL ZINC ANODE BAG	EACH	9	\$ 150.00	\$ 1,350.00	0	\$ -	9	\$ 1,350.00
68	2504.602	HYDRANT AND GATE VALVE WITH BOX	EACH	2	\$ 6,550.00	\$ 13,100.00	0	\$ -	2	\$ 13,100.00
69	2504.602	CONNECT SERVICE TO WATER MAIN 1" (INCLUDES CORP.)	EACH	30	\$ 220.00	\$ 6,600.00	0	\$ -	29	\$ 6,380.00
70	2504.602	CONNECT SERVICE TO WATER MAIN 1 1/2" (INCLUDES CORP.)	EACH	1	\$ 350.00	\$ 350.00	0	\$ -	1	\$ 350.00
71	2504.602	1" CURB STOP AND STAND PIPE	EACH	30	\$ 275.00	\$ 8,250.00	0	\$ -	28	\$ 7,700.00
72	2504.602	1 1/2" CURB STOP AND STAND PIPE	EACH	1	\$ 475.69	\$ 475.69	0	\$ -	1	\$ 475.69
73	2504.602	REPAIR EXISTING SPRINKLER HEAD	EACH	2	\$ 163.00	\$ 330.00	0	\$ -	0	\$ -
74	2504.603	1" TYPE PE PIPE	LN. FT.	1003	\$ 28.00	\$ 28,078.00	0	\$ -	1113	\$ 28,938.00
75	2504.603	1 1/2" TYPE PE PIPE	LN. FT.	28	\$ 26.00	\$ 728.00	0	\$ -	15	\$ 390.00
76	2504.603	6" PVC C900 WATER MAIN PIPE	LN. FT.	1547	\$ 35.00	\$ 54,145.00	6	\$ -	1547	\$ 54,145.00
77	2504.603	6" PVC C900 WATER MAIN PIPE	LN. FT.	18	\$ 48.00	\$ 864.00	0	\$ -	27	\$ 1,296.00
78	2504.606	WATER MAIN FITTINGS	LBS.	825	\$ 5.00	\$ 4,125.00	0	\$ -	898	\$ 4,490.00
79	2505.601	UTILITY COORDINATION	L.S.	1	\$ 1,500.00	\$ 1,500.00	0	\$ -	1	\$ 1,500.00
80	2506.502	DRAINAGE STRUCTURE 2 x 3 CATCH BASIN	EACH	9	\$ 2,000.00	\$ 18,000.00	0	\$ -	9	\$ 18,000.00
81	2506.502	CASTING ASSEMBLY MANHOLE (NEENAH R-1733)	EACH	5	\$ 600.00	\$ 3,000.00	0	\$ -	3	\$ 1,800.00
82	2506.502	CASTING ASSEMBLY CATCH BASIN (NEENAH R-3067V)	EACH	4	\$ 600.00	\$ 2,400.00	0	\$ -	4	\$ 2,400.00
83	2506.502	ADJUST FRAME AND RING CASTING SANITARY WITH INFI-SHIELD	EACH	1	\$ 400.00	\$ 400.00	0	\$ -	1	\$ 400.00
84	2506.502	ADJUST FRAME AND RING CASTING STORM MH	EACH	8	\$ 400.00	\$ 3,200.00	0	\$ -	8	\$ 3,200.00

CERTIFICATE OF PAYMENT

PAGE THREE OF THREE

PROJECT: 2020 STREET AND UTILITY IMPROVEMENTS

PAYMENT PERIOD
FROM: NOVEMBER 21, 2020
TO: JUNE 25, 2021

CITY PROJECT NO. 2020-01

ORIGINAL CONTRACT AMOUNT: \$ 983,405.91

PAYMENT REQUEST NO. SEVEN

REVISED CONTRACT AMOUNT: \$ 995,923.41

DATE: JULY 14, 2021

CONTRACT APPROVAL DATE: MAY 20, 2020

CONTRACTOR:
R.A.W. CONSTRUCTION, LLC
1757 S ECHO AVE
FARIBAULT, MN 55021

CONTRACT COMPLETION DATE: JUNE 30, 2021

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.	MNDOT SPEC NO.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	PLAN AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
2ND AND 3RD AVE SE 2020-01										
85	2508.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LN. FT.	55.33	\$ 315.00	\$ 17,428.95	0	\$ -	54.35	\$ 17,120.25
86	2508.602	CONNECT STORM SEWER TO EXISTING STORM SEWER	EACH	4	\$ 715.00	\$ 2,860.00	0	\$ -	3	\$ 2,145.00
87	2508.602	CONNECT TILE LINE TO STORM STRUCTURE	EACH	2	\$ 360.00	\$ 720.00	0	\$ -	0	\$ -
88	2521.518	4" CONCRETE WALK	SQ.FT.	8403	\$ 6.65	\$ 55,679.95	0	\$ -	9168.13	\$ 60,868.06
89	2521.518	6" CONCRETE WALK	SQ.FT.	1700	\$ 23.00	\$ 39,100.00	0	\$ -	1042.35	\$ 23,974.05
90	2521.518	8" CONCRETE WALK (HIGH EARLY)	SQ.FT.	168	\$ 17.50	\$ 2,940.00	0	\$ -	0	\$ -
91	2531.503	CONCRETE CURB & GUTTER, DESIGN B618	LN. FT.	2638	\$ 19.75	\$ 52,100.50	0	\$ -	2610	\$ 51,497.50
92	2531.503	CONCRETE CURB & GUTTER, DESIGN B618 (HIGH EARLY)	LN. FT.	60	\$ 34.00	\$ 2,040.00	0	\$ -	0	\$ -
93	2531.503	CONCRETE CURB, DESIGN V6	LN. FT.	35	\$ 23.00	\$ 805.00	0	\$ -	0	\$ -
94	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ.YD.	300	\$ 78.00	\$ 23,400.00	0	\$ -	600.05	\$ 46,803.90
95	2531.504	6" CONCRETE DRIVEWAY PAVEMENT (HIGH EARLY)	SQ.YD.	24	\$ 74.00	\$ 1,776.00	0	\$ -	0	\$ -
96	2531.601	ADA COMPLIANCE SUPERVISOR	L.S.	1	\$ 1,500.00	\$ 1,500.00	0	\$ -	1	\$ 1,500.00
97	2531.618	TRUNCATED DOMES	SQ.FT.	144	\$ 40.00	\$ 5,760.00	0	\$ -	152	\$ 6,080.00
98	2563.601	TRAFFIC CONTROL	L.S.	1	\$ 10,500.00	\$ 10,500.00	0	\$ -	1	\$ 10,500.00
99	2573.501	STABILIZED CONSTRUCTION EXIT	L.S.	1	\$ 2,685.00	\$ 2,685.00	0	\$ -	1	\$ 2,685.00
100	2573.501	EROSION CONTROL SUPERVISOR	L.S.	1	\$ 1,500.00	\$ 1,500.00	0	\$ -	1	\$ 1,500.00
101	2573.502	STORM DRAIN INLET PROTECTION	EACH	30	\$ 235.00	\$ 7,050.00	0	\$ -	19	\$ 4,465.00
102	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LN. FT.	80	\$ 5.00	\$ 400.00	0	\$ -	0	\$ -
103	2575.504	SOD, TYPE LAWN AND BOULEVARD	SQ.YD.	2014	\$ 10.50	\$ 21,147.00	0	\$ -	1725	\$ 18,112.50
TOTAL PROJECT 2020-01						\$ 983,405.91		\$ 11,601.71		\$ 954,188.50

Title:	APPROVAL OF A SETTLEMENT AGREEMENT AND MUTUAL RELEASE OF CLAIMS WITH WSB & ASSOCIATES INC		
Meeting Date:	July 20, 2021	Agenda Item Number:	6I
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Settlement Agreement when available
Originating Department:	City Manager	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion authorizing the Mayor and City Manager to execute the Settlement Agreement with WSB.		
How does this item pertain to Vision 2030 goals?	Creating high quality community assets.		

BACKGROUND: WSB & Associates have agreed to the terms of a Settlement Agreement and Mutual Release of Claims resulting from disputes regarding their professional engineering services contract with the City for the now completed 3rd Street NE Improvement Project. This issue was previously submitted to the City Council via a confidential memorandum from the City Attorney. The final details of the are being worked out and a copy of the proposed settlement, along with a confidential memorandum from the City Attorney, will be provided to the City Council as soon as they are available. A copy of the settlement will also be added to the publicly posted Council Packet when it becomes available.

BUDGET IMPACT: No additional City costs are associated with the execution of this settlement agreement. The 3rd Street NE Project did come in under budget overall.

RECOMMENDATION: Staff recommends the City Council approve the Settlement Agreement and Mutual Release of Claims and authorize the Mayor and City Manager to execute the document.

SETTLEMENT AGREEMENT AND MUTUAL RELEASE

This Settlement Agreement and Mutual Release ("Agreement") is made and entered into this 15th day of July, 2021, by and between the City of Waseca (the "City") and WSB & Associates, Inc. ("WSB") (collectively "the Parties").

RECITALS

A. The City retained WSB to design Contract Documents and provide construction administrations for the City of Waseca 3rd Street NE Improvement Project to rehabilitate the 3rd Street NE utilities and roadway within the City of Waseca (the "Project") pursuant to a certain Professional Services Contract dated February 1, 2018, which contract applies to WSB's services in relation to the Project pursuant to a letter agreement for professional engineering services for the project between WSB and the City dated March 23, 2018.

B. During Construction, issues were encountered with the Project including but not limited to the location and height of hydrants, the location of the Century Link Utilities, the location of a buried manhole, the use of 7th Avenue during Construction, and the height of the invert in a concrete vault.

C. WSB has made a claim against the City for additional compensation relating to issues encountered during Construction.

D. The City has made a claim against WSB for indemnification for certain excess construction costs incurred by the City relating to issues encountered during construction.

E. WSB and the City have denied any liability to each other.

F. The Parties hereto, without admitting any fault or liability, wish to amicably settle and resolve all known issues between the parties in order to avoid costly and time-consuming legal proceedings.

AGREEMENTS

NOW, THEREFORE, in consideration of the mutual covenants and promises herein and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, and based on the Recitals set forth above, which form a part of this Agreement, the Parties agree as follows:

1. **Consideration.** The City and WSB agree to both mutually “walk away” from the claims each may have and to release the claims each may have against each other in accordance with the mutual release below. Other than the approximately \$9,000 already paid by WSB to the City to address a Hydrant issue neither party shall pay any additional money to the other in connection with the promises and covenants made herein.
2. **Mutual Release.** The City and WSB, and their respective predecessors, successors, parents, partners, subsidiaries, affiliates, stockholders, members, directors, council members, officers, employees, agents, consultants, subcontractors, attorneys, sureties, insurers, heirs and assigns (collectively "Related Entities"), shall mutually and unconditionally release and forever discharge any claims, counterclaims, cross-claims, third-party claims, pass-through claims, demands, rights, damages, losses, setoffs, causes of action and suits of any kind or nature, having accrued and as now existing, whether asserted or unasserted by the Parties for any and all injuries or damage to property, failure of payment, indemnification or otherwise including any consequences thereof, related to the Project (hereinafter "Released Claims").
3. **No Admission.** The Parties recognize and agree that this Settlement Agreement and Mutual Release is a compromise of doubtful and disputed claims and that this Agreement is not to be construed as an admission of liability on the part of either Party. Except as specifically provided herein, this Agreement shall not constitute a waiver of any rights available to any of the Parties.

4. **Non-Disparagement.** The Parties acknowledge and agree that they shall make no disparaging or derogatory statements, comments, and/or remarks about any other party, including but not limited to any statements about the nature, competency, or adequacy of the work of WSB.
5. **Claims Against Third Parties.** The Parties further agree that if any of them bring any claim or action within the scope of the mutual release contained in Paragraph 2 above against any third person who is not a party to this Agreement, the party bringing any such claim or action shall indemnify, defend (including attorneys' fees and related defense costs), and hold harmless the other Parties and their respective Related Entities from any claims asserted directly or indirectly by such third person.
6. **Legal Advice.** The Parties hereto warrant that:
- a. They have read this Agreement and understand its contents;
 - b. They have the sole right and exclusive authority to execute this Agreement;
 - c. They have not sold, assigned, conveyed or otherwise disposed of any claims which are the subject of this Agreement; and
 - d. They have received independent legal advice from their respective attorneys with respect to the advisability of entering into this Agreement such that the usual rule of construing provisions of such an agreement against the drafter is not in effect.
7. **Integrated Agreement.** This Agreement constitutes the entire agreement between and among the Parties hereto. All the terms and provisions of this Agreement are contractual and are not merely recitals. This Agreement is binding upon, and shall inure to the benefit of, the Parties and their respective heirs, successors and assigns. If any of this Agreement's provisions are held to be invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate any of the other provisions of this Agreement, it being intended that the provisions of this Agreement are severable.

8. **Counterparts.** This Agreement may be executed in counterparts, which shall be effective when every party has signed a counterpart. A photocopy, or a facsimile copy, or a photocopy of a facsimile copy of the signature of any party to this Agreement shall be valid, binding and enforceable against such party as an original thereof.

9. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Minnesota, without regard to its conflict of law principles. In the event that a party hereto commences legal proceedings to enforce its rights under this Agreement, the party that prevails in such legal proceeding shall be entitled to recover its reasonable attorneys' fees from the non-prevailing party.

10. **Data Practices.** The parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 *et. seq.*

11. **Authorized Signatories.** The Parties warrant that the persons signing this Agreement are authorized signatories for the persons or entities represented, and indemnify and hold each other harmless against any assertion of lack of such authority.

[SIGNATURE PAGES FOLLOW]

City of Waseca

Dated _____, 2021 By: _____
Roy Srp, Its Mayor

ATTEST:

By: _____
Lee Mattson, Its City Manager

WSB & Associates, Inc.

Dated: _____ By: _____
Its _____

Title:	Resolution No. 21-29 Approving a Variance to construct an attached deck which is closer than the required 20-foot rear property line setback for the property located at 1001 11th St SE.		
Meeting Date:	July 20, 2021	Agenda Item Number:	7A
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:	PC Memo Resolution No. 21-29 EXHIBIT A
Originating Department:	Community Development	Presented By:	Felix Danso Asante
Approved by City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to adopt Resolution No. 21-29, A Resolution of the Waseca City Council Approving a Variance to construct an attached deck which is closer than the required 20-foot rear property line setback for the property located at 1001 11th St SE.		
How does this item pertain to Vision 2030 goals?	Supporting this variance promotes Good Governance.		

BACKGROUND: Richard Perreault, the owner of the property is requesting for a variance to construct a 192 square foot attached deck on the east side of his property which will encroach into the rear setback. The construction of this attached deck requires a variance process because it will not meet the minimum setback from the rear property line. City Code states that decks are exempted from the rear yard setback requirements except that a deck may not be located closer than 20 feet from the rear property line. The applicant proposes a 16-foot setback from the attached deck to the rear property line. The deck will encroach four (4) feet into the required setback. A variance is required to reduce this setback for the project.

The Variances are from Section 154.016 Table 4-7 and 154.199 (B) to allow for the construction of an attached deck which is closer than the required 20 feet from the rear property line setback.

The Planning Commission held a public hearing on the Variance request on July 13, 2021. The Planning Commission voted 3-0 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. 21-29 A Resolution of the Waseca City Council Approving a Variance to construct an attached deck which is closer than the required 20-foot rear property line setback for the property located at 1001 11th St SE.

PLANNING DEPARTMENT

M E M O R A N D U M

TO: Daren Arndt, Chair
Waseca Planning Commission

FROM: Felix Danso Asante
Community Development Intern

MEETING DATE: July 13, 2021

SUBJECT: Public Hearing-Action No. 21-12 – VAR – Richard Perreault – 1001 11th St SE

ATTACHMENTS: Application Narrative
Site Location Map
Site Photos
Site Plan

APPLICANT

The applicant is Richard Perreault, owner of the property. A complete application was received June 10, 2021. Final action, which is required within 60 days of the complete application date, must be taken by August 9, 2021.

REQUEST

The applicant is requesting approval of a variance to construct an attached deck which is closer than the required 20-foot rear property line setback. The proposed deck will be 16 feet from the rear (east) property line.

LOCATION

The property is located at 1001 11th St SE in Waseca, MN and is described as:

**Lot Two (2), Block Seven, (7) Pondview of Waseca, Waseca County, Minnesota,
according to the plat thereof on file and of record in the Office of the County Reorder in and
for said Waseca County, Minnesota.**

CURRENT LAND USE

The property consists of one parcel. The property is currently developed with a single-family dwelling.

PROPOSED LAND USE

Single family home with an attached deck. Single family dwellings are a permitted use in the R-2 District.

ZONING

The property is currently zoned R-2, Urban Residential District. Adjacent zoning is R-2 in all directions.

ENVIRONMENTAL

The property is located within the Shoreland Overlay District of Gaiter Lake. There are no environmental concerns at this time.

CODE OF ORDINANCES

Section 154.016 Table 4-7, Required Setbacks, R-2 District:

	<i>Front</i>	<i>Side</i>	<i>Corner Side</i>	<i>Rear</i>	<i>Side abutting SF House</i>	<i>From Alley</i>
Single-family detached dwelling	25 ¹	7	20 ²	25	Not applicable	25
Two- or three-family dwelling	25 ¹	10	20 ²	25	15	25
Townhouse cluster	25	15	20 ²	25	20	25
Apartment building, up to 6 dwelling units	25	15	20 ²	25	25	25
Driveway	Not applicable	5	10	10	10	--
Parking ³	10	5	20 ²	10	10	5

Section 154.199 (B), Encroachment Allowed into Required Setback Areas:

(B) Decks are also exempted from the rear yard setback requirements except that a deck may not be located closer than 20 feet from the rear property line.

PUBLIC UTILITIES

The site is currently served by public utilities. No new public utilities are proposed or required for this action.

REVIEW

The City of Waseca received a complete application for a Variance for the property located at 1001 11TH St SE from Richard Perreault, owner of the property. The requested Variance area is located to the east of the house. The property owner wishes to construct a 12-foot x 16-foot deck. The owner of the property is requesting for a variance to construct a 192 square foot attached deck on the east side of his property which will encroach into the rear setback.

The construction of this attached deck requires a variance process because it will not meet the minimum setback from the rear property line. City Code states that decks are exempted from the rear yard setback requirements except that a deck may not be located closer than 20 feet from the rear property line. The applicant proposes a 16-foot setback from the attached deck to the rear property line. The deck will encroach four (4) feet into the required setback. A variance is required to reduce this setback for the project.

The lot does not meet the current code for the minimum square feet size for a parcel located in the Shoreland Overlay District (Section 154.053: Table 8-2). This corner lot is considerably smaller than would be allowed by current code, limiting the ability for a usable sized deck.

The Variances are from Section 154.016 Table 4-7 and 154.199 (B) to allow for the construction of an attached deck which is closer than the required 20 feet from the rear property line setback.

DNR COMMENTS

The DNR was informed about the variance request and has no concerns with the proposed rear yard setback variance for the new deck.

PUBLIC COMMENTS

As of July 13, 2021, there were no public comments regarding the Variance.

FINDINGS

In granting a Variance, the following findings shall be made:

- The Variance is in harmony with the purposes and intent of the ordinance.
- The use and variance are consistent with the comprehensive plan.
- The proposal puts the property to use in a reasonable manner.
- There are unique circumstances to the property not created by the landowner.
- The Variances, if granted, will not alter the essential character of the locality.

RECOMMENDATION

Staff recommends approval of the Variance to allow for the construction of the accessory structure (deck) closer than 20 feet from the rear property line and to allow for the reduction in the rear setback of the principal structure, for the property located at 1001 11th St SE subject to the following conditions:

1. The property shall be developed according to the approved site plan, which shall be attached as Exhibit A to the approving resolution.
2. The property owner shall verify property line locations prior to any development.
3. All development on the property shall comply with the Waseca Code of Ordinances and State and Local Building codes.
4. All costs associated shall be paid by the property owner.

REQUESTED ACTION

Hold a public hearing on the Variance and take action on a recommendation to be forwarded to the City Council for consideration at their July 20, 2021 meeting.



APPLICATION FOR VARIANCE
From Provisions of the Zoning Ordinance

FEES

Application fee payable to City of Waseca (<i>non-refundable</i>)	
Homestead fee:	\$ 300.00
Other Residential:	\$ 520.00
Public/Semi-Public	\$ 450.00
Commercial/Industrial	\$ 520.00
Mixed Use Overlay District –	
Certificate of Design Compliance	\$ 100.00
Recording Fee payable to Waseca County Recorder	\$ 46.00

RICHARD PERREAULT

Richardperreault547@gmail.com

Name of Applicant

E-mail Address

1001 11th ST SE

507 390 3926

Address of Owner:

Phone Number

1001 11th ST SE

Street Address of Property Involved

PARCEL ID 175350490

See Attached

Legal Description of Property Involved

RESIDENTIAL

RESIDENTIAL WITH A BACK DECK

Present Use

Proposed Use

R-2

154.016; Table 4-7 and

Present Zoning

Section of the Zoning Ordinance from which Variance is being requested

254.199 (B)

20 foot house rear setback to property line. House currently is 28 feet from the line. Leaving 8 feet for a deck.

What is the Code requirement from which the Variance is requested?

Would like a variance allowing an extension of the deck toward the property line from 8 feet to 12 feet, thus leaving a distance from the property line to the deck of 16 feet. The deck would be 12 perpendicular to the house (going east) and 16 feet going horizontal to the house (going North-South).

State exactly what is intended to be done on or with the property which does not conform to existing regulations

Please answer each question in detail to establish why a variance is necessary:

Explain in detail what undue hardship would result, or what exceptional difficulty would result, if a variance is not granted.

Unusable deck under the current ordinance. Not enough space for furniture.

What are your alternatives to a variance? Please list and explain up to two alternatives comparing each to your request

Alternative 1: Build an unusable deck.

Alternative 2: No deck

What special conditions (shape of lot, exceptional topographic or other extraordinary conditions) apply to the structure or land in question that are peculiar to the property involved and do not apply generally to other land or structures in the district in which said land is located?

NONE

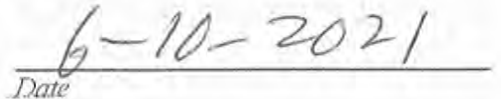
What effect would the variance have on traffic; public parking; emergency fire, police, or ambulance access; surrounding property values; public health, safety, and welfare in general; or the interest of the Zoning Ordinance and Comprehensive Plan?

NONE

Applications must be accompanied with a map or sketch illustrating the dimensions of the property and the location of existing and propose structures.

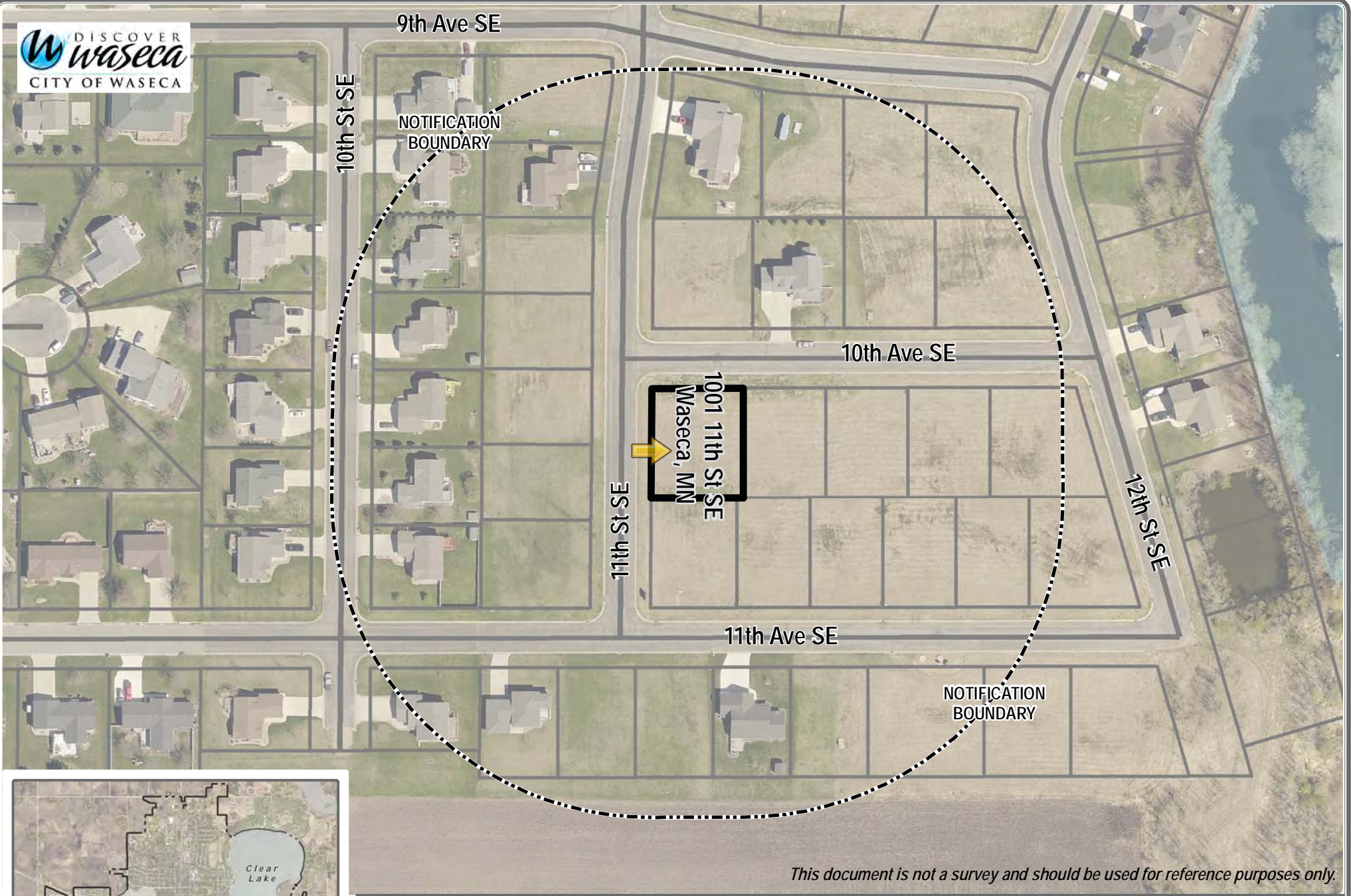
Acknowledgement and Signature: *The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the City of Waseca to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the ordinance 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 the layout of structures, proposed placement of planned structures and additions, and the property's site features and dimensions.*


Signed

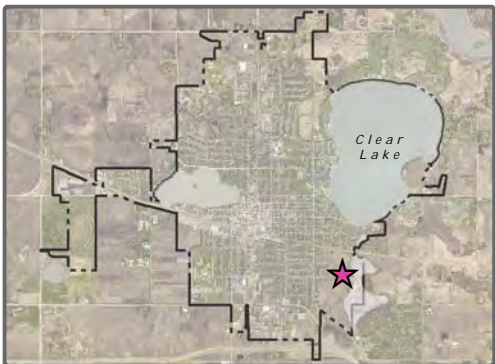

Date

Legal Description – 1001 11th St SW

Lot Two (2), Block Seven, (7) Pondview of Waseca, Waseca County, Minnesota,
according to the plat thereof on file and of record in the Office of the County Reorder in and
for said Waseca County, Minnesota.



This document is not a survey and should be used for reference purposes only.

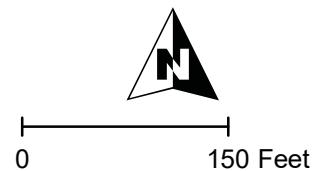


VARIANCE

Richard & Deborah Perreault - 1001 11th St SE - Waseca, MN 56093

PIN: R17.535.0490

This lot is located within the Shoreland Overlay District.





View from Northeast



View from Southeast

PROPERTY LINE

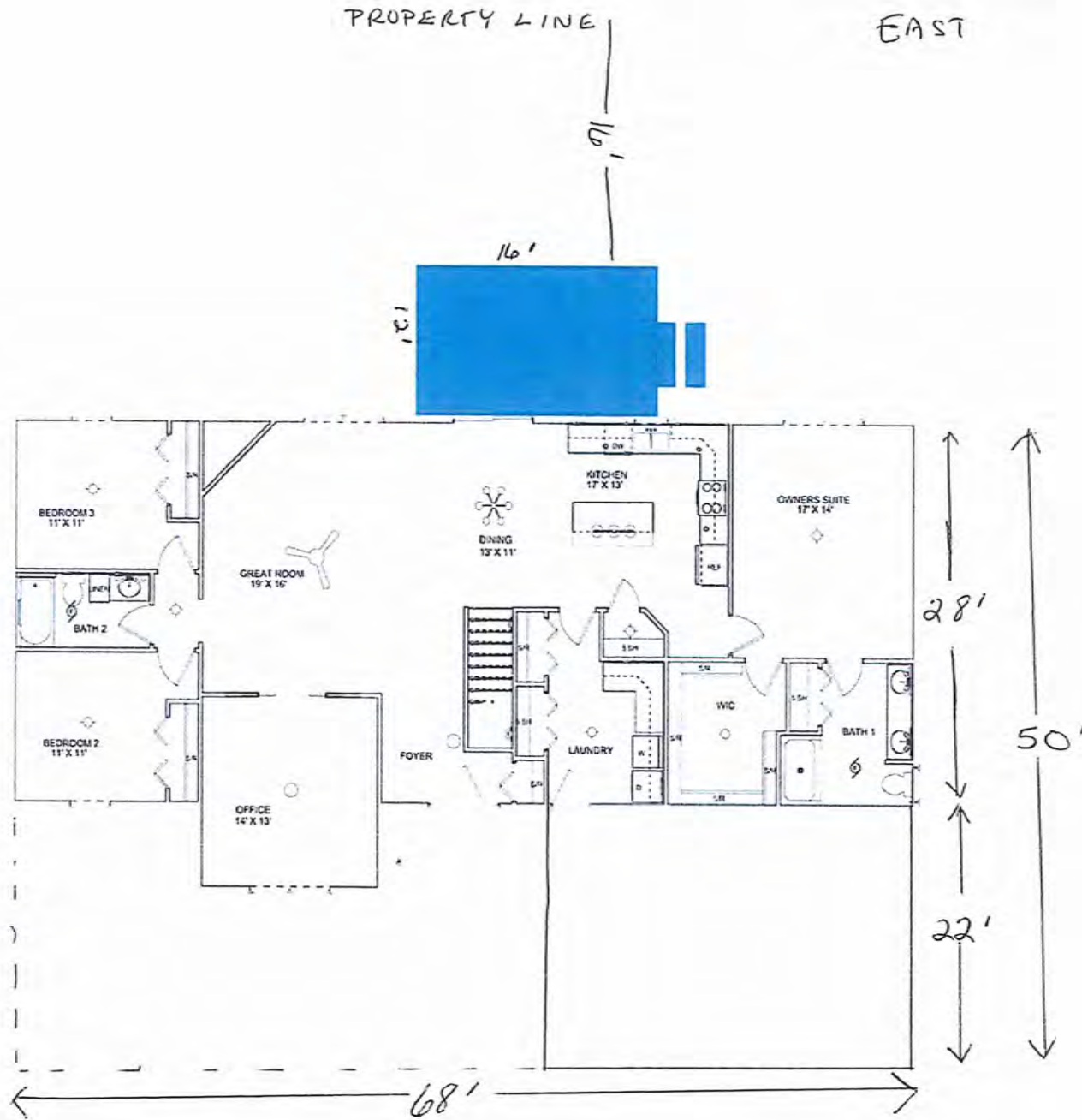
EAST

NORTH



SOUTH

WEST



RESOLUTION NO. 21-29

A RESOLUTION OF THE WASECA CITY COUNCIL GRANTING A VARIANCE TO DECREASE THE SIZE OF THE REAR SETBACK TO CONSTRUCT AN ATTACHED DECK LOCATED AT 1001 11TH ST SE.

WHEREAS, application has been made to the City Council of the City of Waseca by Richard Perreault, owner of the property, for approval of variances from the provisions of Chapter 154 of the Waseca City Code to allow for the construction of an attached deck which is closer than the required 20-foot rear property line setback. The property is located at 1001 11th St SE and is described as:

**Lot Two (2), Block Seven, (7) Pondview of Waseca, Waseca County, Minnesota,
according to the plat thereof on file and of record in the Office of the County Reorder in and
for said Waseca County, Minnesota.**

And,

WHEREAS, the Waseca Planning Commission held a public hearing on the request at its July 13, 2021 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, and 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 purposes and intent of the ordinance.
2. The use and Variance are 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 the variance from the provisions of Chapter 154, Section 154.016 Table 4-7 and 154.199 (B): Decks are also exempted from the rear yard setback requirements except that a deck may not be located closer than 20 feet from the rear property line, is subject to the following conditions:

1. The property shall be developed according to the approved site plan, which shall be attached as **EXHIBIT A** to the approving resolution.
2. The property owner shall verify property line locations prior to any development.
3. All development on the property shall comply with the Waseca Code of Ordinances and State and Local Building codes.
4. All costs associated shall be paid by the property owner.

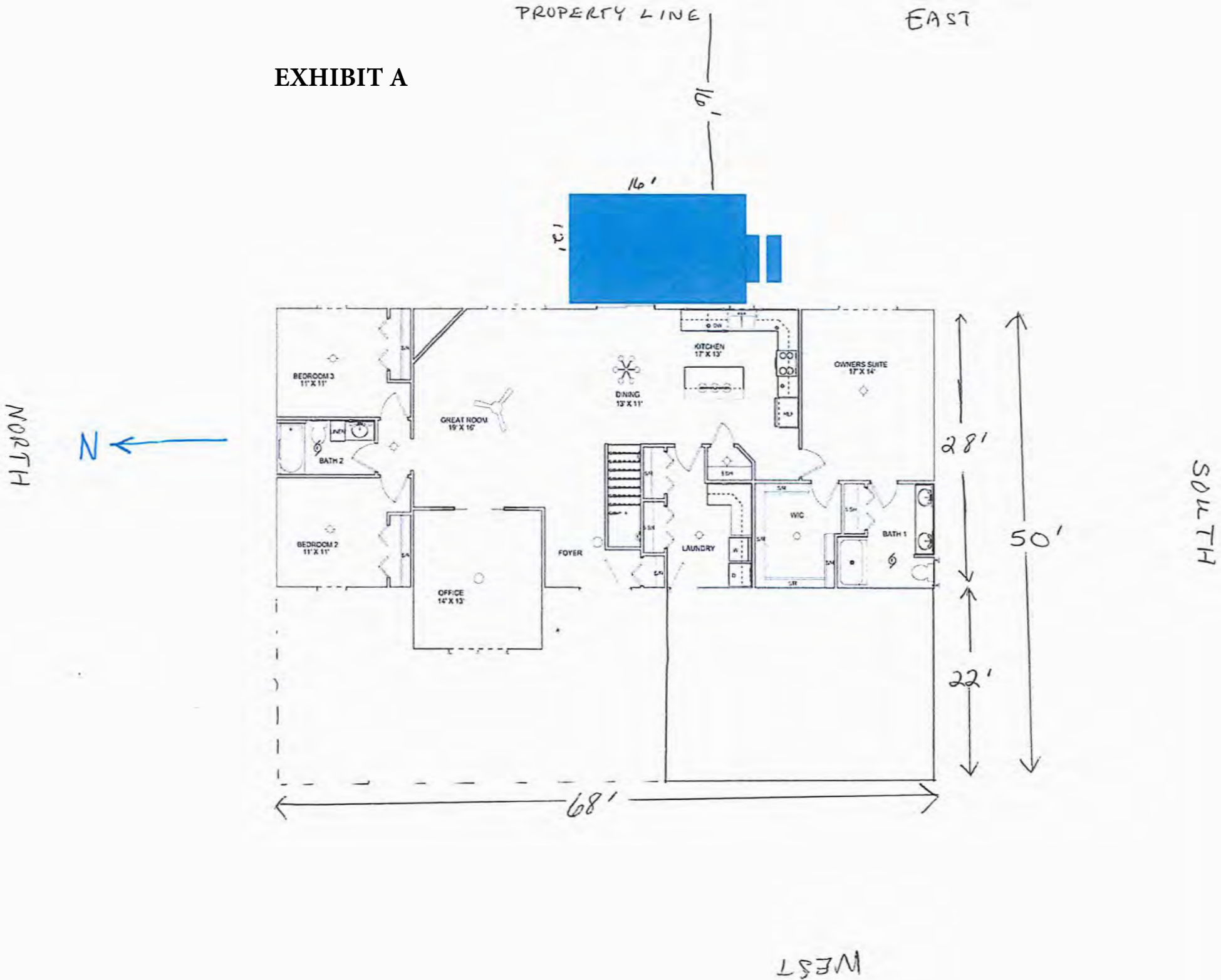
Adopted this ____ day of July 2021.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

EXHIBIT A



Title:	Resolution No. 21-30 Approving a Variance to allow for a parking encroachment within the required 10-foot side yard setback for the property located at 1604 4 th St NE.		
Meeting Date:	July 20, 2021	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:	PC Memo Resolution No. 21-30 EXHIBIT A
Originating Department:	Community Development	Presented By:	Bill Green
Approved by City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to adopt Resolution No. 21-30, A Resolution of the Waseca City Council Approving a Variance to allow for a parking encroachment within the required 10-foot side yard setback for the property located at 1604 4th St NE.		
How does this item pertain to Vision 2030 goals?	Supporting this variance promotes Good Governance.		

BACKGROUND: Katherine M. Flogstad, owner of the property, is requesting to add a driveway addition for parking to the north of the existing driveway and principal structure. The Waseca City Code requires a 10-foot minimum setback from interior side property lines for parking for properties zoned B-3, Neighborhood Transition Business District. The applicant has indicated that the principal structure (house) is setback 11 feet from the north property line. With the requirement of a 10-foot minimum setback for parking, the construction of a cement parking surface requires a variance process to encroach into the required interior side yard setback. The applicant proposes a 3-foot setback from the north property line to accommodate for an 8-foot driveway parking addition. The applicant proposes to surface the parking area with concrete material, which complies with ordinance requirements.

The Variance is from Section 154.025 Table 5-7 to allow for the construction of a driveway addition for parking that encroaches into the required 10-foot interior side yard setback. Approving of the variance is reasonable due to the existing conditions of the lot and limited parking opportunities.

The Planning Commission held a public hearing on the Variance request on July 13, 2021. There was discussion about the impact on neighboring property. The Planning Commission voted 3-0 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. 21-30 A Resolution of the Waseca City Council Approving a Variance to allow for a parking encroachment within the required 10-foot side yard setback for the property located at 1604 4th St NE.

PLANNING DEPARTMENT

M E M O R A N D U M

TO: Daren Arndt, Chair
Waseca Planning Commission

FROM: Bill Green
Planning & Zoning Coordinator

MEETING DATE: July 13, 2021

SUBJECT: Public Hearing - Action No. 21-13 VAR – Variance: Flogstad, 1604 4th Street NE

ATTACHMENTS: Application
Site Location Map
Site Plan
Site Photos
Public Comments

APPLICANT

Katherine M. Flogstad, owner of the property. A complete application was received June 11, 2021. Final action, which is required within 60 days of the complete application date, must be taken by August 10, 2021.

REQUEST

The applicant is requesting a variance to allow for a parking encroachment within the required 10-foot side yard setback.

LOCATION

The property is located at 1604 4th Street NE in Waseca, MN and is described as:

The North Sixty and Zero Hundredths (60.00) feet of Lot One (1), Block Six (6), North Ridge, Waseca, Minnesota, according to the Plat thereof on file and of record in the office of the County Recorder in and for Waseca County, Minnesota

CURRENT LAND USE

The site consists of one parcel. The property is currently developed as a two-family dwelling in connection with the parcel to the south (1600 4th Street NE).

PROPOSED LAND USE

The proposed use of the property will not change. The existing use of a two-family dwelling is considered to be a legal nonconforming residential use within the B-3 Zoning District.

ZONING

The parcel is currently zoned B-3, Neighborhood Transition Business District. No change in zoning is requested. The properties to the east are zoned R-1, Suburban Residential, the properties to the north and south are zoned B-3, Neighborhood Transition Business District and the property to the west is zoned B-2, Community Retail and Service Business District.

ENVIRONMENTAL

There are no known environmental issues.

CODE OF ORDINANCES

Section 154.025 Table 5-7, Required Setbacks, B-3 District:

	<i>Front</i>	<i>Interior Side</i>	<i>Corner Side</i>	<i>Rear</i>	<i>From R District</i>	<i>From Wetland, Lake or Storm Pond</i>
Principal building	20	15	20	15	30	§§ 154.047 - 154.063, Shoreland Overlay District; § 154.169, Wetlands
Accessory structure ¹	30	5	15	5	25	
Parking ²	10	10	15	10	20	
Driveway	--	5	15	10	20	
1 No permanent structure (one attached to frost-free footings) shall be located in an easement unless the easement is amended or otherwise allows such structures. A non-permanent structure may be located in an easement but may have to be moved if the easement-holder demands.						
2 No parking is allowed in the front yard (between the principal building and the street).						

PUBLIC UTILITIES

The site is currently served by public utilities. No new public utilities are proposed or required for this action.

REVIEW

On June 11, 2021, the City of Waseca received a complete variance application for the property located at 1604 4th Street NE.

Katherine M. Flogstad, owner of the property, is requesting to add a driveway addition for parking to the north of the existing driveway and principal structure. The Waseca City Code requires a 10-foot minimum setback from interior side property lines for parking for properties zoned B-3, Neighborhood Transition Business District. The applicant has located the property pins which indicate that the principal structure (house) is setback 11 feet from the north property line. With the requirement of a 10-foot minimum setback for parking, the construction of a cement parking surface requires a variance process to encroach into the required interior side yard setback. The applicant proposes a 3-foot setback from the north property line to accommodate for an 8-foot winged driveway parking addition. City Code states that off-street parking areas shall be paved with concrete, plant-mixed asphalt or paving blocks having the same or greater durability as concrete or plant-mixed asphalt. The applicant proposes to surface the parking area with concrete material, which complies with ordinance requirements.

The Engineering Department has reviewed the proposed parking area and has recommended that the new parking pad be sloped to drain stormwater runoff to the west, not directing any additional runoff onto the neighboring property to the north. Additionally, the gutter downspout(s) on the north side of the principal structure must be directed to the west, either depositing water directly onto the owner's driveway, or it may run into an underground tile line with a pop-up placed at the west property line, directing water to the street.

The Variance is from Section 154.025 Table 5-7 to allow for the construction of a driveway addition for parking that encroaches into the required 10-foot interior side yard setback. Approving of the variance is reasonable due to the existing conditions of the lot and limited parking opportunities.

PUBLIC COMMENT

One public comment(s) were received as of July 8, 2021. Upon discussion of use and conditions, there is one comment opposed to the variance.

FINDINGS

In granting a Variance, the following findings shall be made:

- The Variance is in harmony with the purposes and intent of the ordinance.
- The use and variance are consistent with the comprehensive plan.
- The proposal puts the property to use in a reasonable manner.
- There are unique circumstances to the property not created by the landowner.
- The Variances, if granted, will not alter the essential character of the locality.

RECOMMENDATION

Staff recommends approval of the Variance to allow for a parking encroachment within the required 10-foot side yard setback, for the property located at 1604 4th Street NE subject to the following conditions:

1. The property shall be developed according to the approved site plan, which shall be attached as **Exhibit A** to the approving resolution.
2. The property owner shall verify property line locations prior to any development.
3. The proposed parking area shall not cause additional stormwater runoff on to the neighboring properties greater than it is currently.
4. The gutter downspout(s) on the north side of the principal structure must be directed to the west, either depositing water directly onto the owner's driveway, or it may run into an underground tile line with a pop-up placed at the west property line, directing water to the street.
5. All development on the property shall comply with the Waseca Code of Ordinances and State and Local Building codes.
6. All costs associated shall be paid by the property owner.

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 July 20, 2021 meeting.



APPLICATION FOR VARIANCE
From Provisions of the Zoning Ordinance

FEES

Application fee payable to City of Waseca (non-refundable)

Homestead fee:	\$ 300.00
Other Residential:	\$ 520.00
Public/Semi-Public	\$ 400.00
Commercial/Industrial	\$ 520.00
Mixed Use Overlay District -	
Certificate of Design Compliance	\$ 100.00

Recording Fee payable to Waseca County Recorder \$ 46.00

Katherine M. Flogstad

Name of Applicant

Kmflogstad@gmail.com

E-mail Address

1604 4th St NE, Waseca, MN 56093

Address of Owner:

507-835-3061

Phone Number

1604 4th St NE, Waseca, MN 56093

Street Address of Property Involved

Lot 1, Block 6, Waseca, MN 56093

Legal Description of Property Involved

Homestead

Present Use

Homestead

Proposed Use

B-3

Present Zoning

Section of the Zoning Ordinance from which Variance is being requested

What is the Code requirement from which the Variance is requested?

State exactly what is intended to be done on or with the property which does not conform to existing regulations

The pouring of a cement wing, to add width to the existing driveway. It would not conform to side setbacks to existing regulations.

Please answer each question in detail to establish why a variance is necessary:

Explain in detail what undue hardship would result, or what exceptional difficulty would result, if a variance is not granted.

Being unstable on my legs and feet, due to health reasons, I require level ground to walk on. Our current wing is very unstable for me and unsafe. The permanent pouring would supply the level of stability I require. There is also "No Parking" on our side of the street. It would also move our trash can from in front of the house to the North side.

What are your alternatives to a variance? Please list and explain up to two alternatives comparing each to your request

Alternative 1:

Alternative 2:

What special conditions (shape of lot, exceptional topographic or other extraordinary conditions) apply to the structure or land in question that are peculiar to the property involved and do not apply generally to other land or structures in the district in which said land is located?

N/A

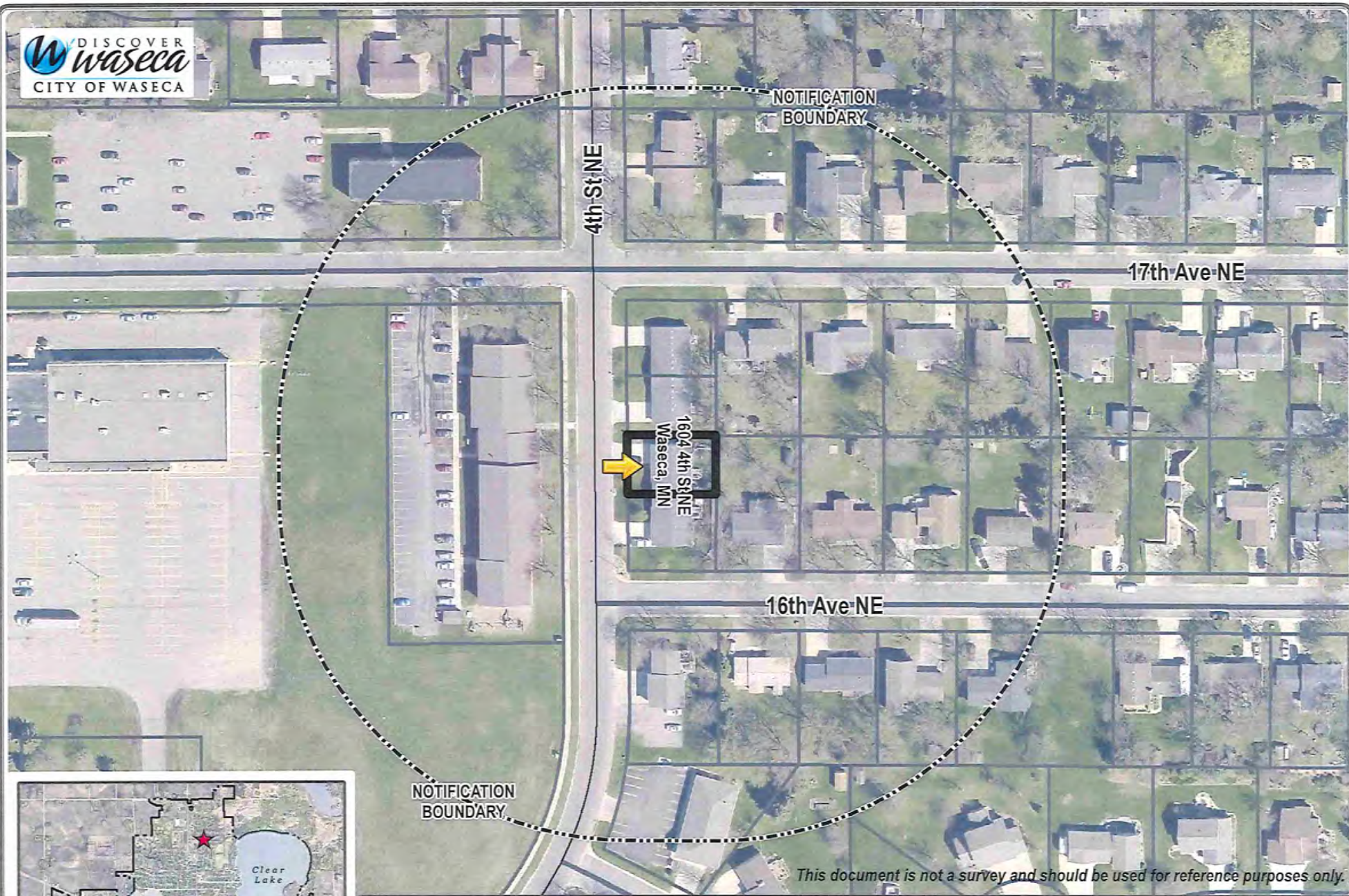
What effect would the variance have on traffic; public parking; emergency fire, police, or ambulance access; surrounding property values; public health, safety, and welfare in general; or the interest of the Zoning Ordinance and Comprehensive Plan? This being an emergency ambulance access, (two doors south of our house) this would take vehicles off the street for parking. It also provides appeal to the side of the house. This would coincide with the look the neighbor has at 1600 4th St NE (our adjoining twin home neighbor)

Applications must be accompanied with a map or sketch illustrating the dimensions of the property and the location of existing and propose structures.

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 the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the ordinance 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 the layout of structures, proposed placement of planned structures and additions, and the property's site features and dimensions.

Katherine M. Floogstad
Signed

June 11, 2021
Date



NOTIFICATION
BOUNDARY

NOTIFICATION
BOUNDARY

4th St NE

17th Ave NE

16th Ave NE

1604 4th St NE
Waseca, MN

This document is not a survey and should be used for reference purposes only.



VARIANCE

Jerry & Katherine Flogstad - 1604 4th St NE - Waseca, MN 56093

PIN: R17.483.0690





View from West



View from West

RESOLUTION NO. 21-30

A RESOLUTION OF THE WASECA CITY COUNCIL GRANTING A VARIANCE TO ALLOW FOR A PARKING ENCROACHMENT WITHIN THE REQUIRED SIDE YARD SETBACK FOR THE PROPERTY LOCATED AT 1604 4TH ST NE.

WHEREAS, application has been made to the City Council of the City of Waseca by Katherine M. Flogstad, owner of the property, for approval of variances from the provisions of Chapter 154 of the Waseca City Code to allow for a parking encroachment within the required 10-foot side yard setback. The property is located at 1604 4th St NE and is described as:

The North Sixty and Zero Hundredths (60.00) feet of Lot One (1), Block Six (6), North Ridge, Waseca, Minnesota, according to the Plat thereof on file and of record in the office of the County Recorder in and for Waseca County, Minnesota

And,

WHEREAS, the Waseca Planning Commission held a public hearing on the request at its July 13, 2021 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, and 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 purposes and intent of the ordinance.
2. The use and Variance are 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 the variance from the provisions of Chapter 154, Section 154.025 Table 5-7: Requires a 10-foot minimum setback from interior side property lines for parking for properties zoned B-3, Neighborhood Transition Business District, is subject to the following conditions:

1. The property shall be developed according to the approved site plan, which shall be attached as **Exhibit A** to the approving resolution.
2. The property owner shall verify property line locations prior to any development.
3. The proposed parking area shall not cause additional stormwater runoff on to the neighboring properties greater than it is currently.

4. The contractor, before any work has commenced, shall submit a plan to the City Engineer for review depicting the measures to be put in place to direct water runoff from the proposed parking pad to the west and into the street.
5. The gutter downspout(s) on the north side of the principal structure must be directed to the west, either depositing water directly onto the owner's driveway, or into an underground tile line with a pop-up placed at the west property line, directing water to the street.
6. All development on the property shall comply with the Waseca Code of Ordinances and State and Local Building codes.
7. All costs associated shall be paid by the property owner.

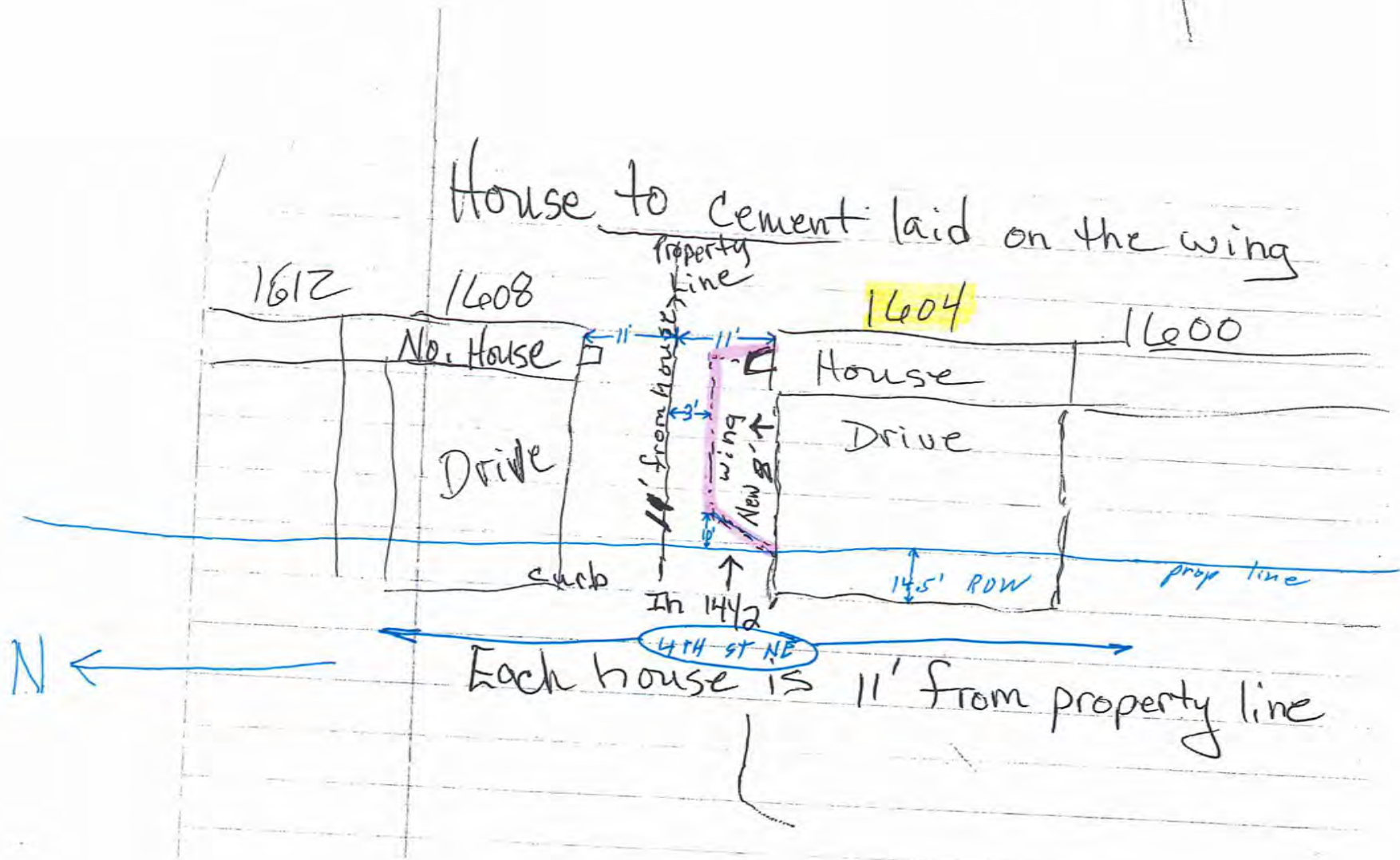
Adopted this ____ day of July 2021.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

EXHIBIT A



Title:	Resolution No. 21-31 Approving a Variance to eliminate the requirement of landscaping for a building addition and screening of loading area for the property located at 1501 4th Street SW.		
Meeting Date:	July 20, 2021	Agenda Item Number:	7C
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	PC Memo Resolution No. 21-31
Originating Department:	Community Development	Presented By:	Bill Green
Approved by City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to adopt Resolution No. 21-31, A Resolution of the Waseca City Council Approving a Variance to eliminate the requirement of landscaping for a building addition and screening of loading area for the property located at 1501 4th Street SW.		
How does this item pertain to Vision 2030 goals?	Good Governance.		

BACKGROUND: Berry Family LLC, owner of the property, is requesting a variance to eliminate landscaping and screening requirements on the property for a building addition. The existing building is not screened from the west property line, but landscaping was implemented to the south to accommodate the requirements.

Ordinance 154.159, Table 15-2 indicates requirements for overstory trees required along public streets. The General Industrial District (I-2) requires 2 trees minimum per 100 linear feet of public street edge. These trees are to be planted between the property line and the building. Based on the street frontage requirements, Berry Pallets is required to plant four (4) trees to meet this requirement. In addition, ordinance 154.159 (K) (2) (A) states that loading, and truck service areas are to be screened from view from the public street. The approved methods of screening include fences, walls, gates, berms, approved plants, or some combination of those elements. Through previous discussions between the applicant and staff, a concession was made to allow shrubs to be planted at a 4:1 ratio instead of the required trees and shrubs for both the landscaping requirements, as well as to be used in lieu of the required screening for the loading dock area. The applicant has requested to eliminate all trees and/or shrubs which would meet landscaping and screening requirements.

The Planning Commission held a public hearing on the Variance request on July 13, 2021. The Planning Commission voted 3-0 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. 21-31 A Resolution of the Waseca City Council Approving a Variance to eliminate the requirement of landscaping for a building addition and screening of loading area for the property located at 1501 4th Street SW.

PLANNING DEPARTMENT

M E M O R A N D U M

TO: Daren Arndt, Chair
Waseca Planning Commission

FROM: Bill Green
Planning & Zoning Coordinator

MEETING DATE: July 13, 2021

SUBJECT: Public Hearing - Action No. 21-11 VAR – Variance: Berry Family, 1501 4th Street SW

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

APPLICANT

Berry Family LLC, owner of the property. A complete application was received June 8, 2021. Final action, which is required within 60 days of the complete application date, must be taken by August 7, 2021.

REQUEST

The applicant is requesting a variance to eliminate the requirement for landscaping and screening of a building addition and loading area. The original building was permitted in December 2012 and the building addition received a building permit in November 2020. The building addition is currently under construction, and they are requesting the removal of landscape and screening requirements along the west property line parallel to 128th Street (4th Street SW).

LOCATION

The property is located at 1501 4th Street SW in Waseca, MN and is described as:

**Lot 5, Lot 6, Lot 7, and Lot 8, Block 1, South Industrial Park, City of Waseca, Waseca County,
Minnesota**

LAND USE

The property is 6.90 acres in size and consists of an existing 39,820 square foot building used for Berry Pallets. The applicant has proposed a 38,850 square foot building addition on the site. The proposed use of the property will not change. Manufacturing, non-hazardous materials, products or emissions is a permitted use within the I-2, Moderate Industry District.

ZONING

The parcel is currently zoned I-2, Moderate Industry District. No change in zoning is requested. The properties to the north and east are zoned I-2, Moderate Industry District, the properties to the south and west are outside of the Municipality city limits.

ENVIRONMENTAL

There are no known environmental issues.

CODE OF ORDINANCES

Section 154.159 Table 15-2, Minimum Number of Overstory or Ornamental Trees Required

<i>Type of Land Use</i>	<i>Minimum Number of Trees Required per 100 Linear Feet of Public Street Edge</i>
Multiple-family residential development	3.0
Commercial development	3.0
Business park (I-1 District)	3.0
General industrial (I-2 District)	2.0

Section 154.159, (K) *Screening of storage, loading or trash collection areas.*

(1) *Intent and applicability.* In addition to the other planting requirements in this sub-section, screening shall be required in all districts to shield the view to certain site elements from either off-site or on-site locations.

(2) *Items to be screened.*

(a) The following areas shall be screened from view from the public street or from nearby housing:

1. Trash and recycling areas;
2. Loading and truck service areas; and
3. Outdoor storage areas.

(b) It is not the intention of this code to require visual screening of these items in the I-2, General Industrial District, from views between industrial sites.

PUBLIC UTILITIES

The site is currently served by public utilities. No new public utilities are proposed or required for this action.

REVIEW

Berry Family LLC, owner of the property, is requesting a variance to eliminate landscaping and screening requirements on the property. The applicant was issued a building permit in November 2020 for a 38,850 square foot building addition on the site where a 39,820 square foot building used for Berry Pallets currently exists and was permitted in 2012. The proposed use will continue to be Berry Pallets, which is currently permitted within the I-2, Moderate Industry District. The building addition is currently under construction and the outside structure has been completed. The existing building is not screened from the west property line, but landscaping was implemented to the south to accommodate for this. The proposed building materials of the proposed building addition will match the existing building materials and architectural details.

Ordinance 154.159, Table 15-2 indicates requirements for overstory trees required along public streets. The General Industrial District (I-2) requires 2 minimum trees per 100 linear feet of public street edge. These trees are to be planted between the front property line and the building setback line. Based on the street frontage requirements, **Berry Pallets would be required to plant four (4) trees to meet this requirement.** In addition, ordinance 154.159 (K) (2) (A) states that loading, and truck service areas are to be screened from view from the public street or nearby housing. The approved methods of screening include fences, walls, gates, berms, approved plants or some combination of those elements. Through previous discussions between the applicant and staff, a concession was made to allow shrubs to be planted at a 4:1 ratio instead of the required trees and shrubs for both the landscaping requirements, as well as to be used in lieu of the required wing wall for the loading dock area. The applicant has requested to have neither trees nor shrubs to meet landscaping and screening requirements along the west property line.

In addition to the applicant narrative, the applicant has submitted letters and statements from various parties including their insurance company and pest control services that have been included in this packet. The letters describe concerns from the various parties.

PUBLIC COMMENT

As of July 13, 2021 no public comments were received.

FINDINGS

In granting a Variance, the following findings shall be made:

- The Variance is in harmony with the purposes and intent of the ordinance.
- The use and variance is consistent with the comprehensive plan.
- The proposal puts the property to use in a reasonable manner.
- There are unique circumstances to the property not created by the landowner.
- The Variances, if granted, will not alter the essential character of the locality.

Based on the findings in this staff report and submitted plans, staff recommends conditional approval of the variance request because practical difficulties have not been demonstrated under the strict interpretation of the Ordinance for the removal of landscape and screening requirements. Staff notes that practical difficulty can be demonstrated for the screening locations along the west property line due to the proximity of the adjacent 20-foot easement and building placement but recognizes that there are alternative areas on the site where planting materials at a 1:1 ratio would be an adequate allowance to

alleviate the applicants concerns of the required planting locations. Staff is recommending that **four (4) trees and eight (8) shrubs** be planted on the site that meet minimum size requirements by ordinance in lieu of landscaping along the west property line adjacent to the building addition and loading area.

RECOMMENDATION

Staff recommends conditional approval of the Variance requests for the property located at 1501 4th Street SW with the following conditions:

1. Landscape material, as required by 154.159 Table 15-2 and 154.159, (K) (2) (a), shall be planted in alternative locations on the property at a 1:1 ratio.
2. The applicant shall submit a planting plan and the property shall be developed according to an approved planting plan.
3. Required plantings shall be maintained in a healthy condition in perpetuity. Dead or diseased plants shall be replaced.
4. The property owner shall verify property line locations prior to any planting.
5. All development on the property shall comply with the Waseca Code of Ordinances and State and Local Building codes.
6. All costs associated shall be paid by the property owner.

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 July 20, 2021 meeting.



APPLICATION FOR VARIANCE
From Provisions of the Zoning Ordinance

FEES

Application fee payable to City of Waseca (<i>non-refundable</i>)	
Homestead fee:	\$ 300.00
Other Residential:	\$ 520.00
Public/Semi-Public	\$ 400.00
Commercial/Industrial	\$ 520.00
Mixed Use Overlay District –	
Certificate of Design Compliance	\$ 100.00
Recording Fee payable to Waseca County Recorder	\$ 46.00

Berry Family, LLC
Name of Applicant

general@berrypallets.com
E-mail Address

1501 4th Street SW Waseca, MN 56093
Address of Owner:

507 - 835 - 5056
Phone Number

1501 4th Street SW Waseca, MN 56093
Street Address of Property Involved

Legal Description of Property Involved

Industrial see Attached
Present Use

Industrial
Proposed Use

Industrial I-2
Present Zoning

154.159; Table 15-2 - Buffer Area
154.159;(K)(2)(a) - screening
Section of the Zoning Ordinance from which Variance is being requested

What is the Code requirement from which the Variance is requested?

see attached

State exactly what is intended to be done on or with the property which does not conform to existing regulations

See attached paper

JUN 08 2021

Please answer each question in detail to establish why a variance is necessary:

Explain in detail what undue hardship would result, or what exceptional difficulty would result, if a variance is not granted.

see attached paper

What are your alternatives to a variance? Please list and explain up to two alternatives comparing each to your request

Alternative 1:

see attached paper

Alternative 2:

What special conditions (shape of lot, exceptional topographic or other extraordinary conditions) apply to the structure or land in question that are peculiar to the property involved and do not apply generally to other land or structures in the district in which said land is located?

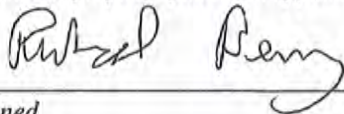
see attached paper

What effect would the variance have on traffic; public parking; emergency fire, police, or ambulance access; surrounding property values; public health, safety, and welfare in general; or the interest of the Zoning Ordinance and Comprehensive Plan?

see attached paper

Applications must be accompanied with a map or sketch illustrating the dimensions of the property and the location of existing and propose structures.

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 the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the ordinance 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 the layout of structures, proposed placement of planned structures and additions, and the property's site features and dimensions.



Signed

6-8-21

Date

What is the Code requirement from which the Variance is requested?

We are unsure what the exact code is, we are just told that per code we have to plant trees and bushes/shrubs next to our new expansion.

State exactly what is intended to be done on or with the property which does not conform to existing regulations

We have spent money above and beyond what we needed to just to make our building look appealing to the eye. We will keep it as grass like we have on the rest of the building.

Please answer each question in detail to establish why a variance is necessary:

Explain in detail what undue hardship would result, or what exceptional difficulty would result, if a variance is not granted.

Attached to this application you will find several letters or statements from some of our customers, insurance company and pest control services explaining why it is not a good idea and they are against placing these items next to our building. The letter describe concerns ranging from pest control to damaging of the foundation of the actual structure.

If this code is enforced, you could possibly put 60+ jobs at risk. Our business serves mostly the food manufacturing industry. We have taken several steps to ensure our business follows as many Good Manufacturing Practices for the food industry as possible. This helps us maintain our current customers and helps us get more customers in the food industry. If we are forced to place the trees and shrubs next to our facility, it could lead to an infestation in our plant. This could lead to pests getting into our outbound material and possibly that customer finding a new supplier as a result. Many of our customers came as word of mouth and if the rumor goes out that we send pallets with pests on them, no one will want to do business with us and find a new supplier. If this happens, we cannot sustain our workforce and would end up reducing staff because of a code we had to follow. When we decided to expand our facility we made the decision based on our current sales and possible new business. This could be detrimental to the longevity of our business and could end up having us close our doors because we can no longer serve our territory with pallets or lumber. This would affect the tax base on more than one level because there are such few jobs in this town as is, more people could end up moving away to find employment closer to where they live.

This also makes us less appealable to insurance companies as they see it as a liability rather than a benefit. Per our insurance company's letter, it is not advised to plant these trees next to the building. The trees cannot be moved away from the building as it will be too close to the power lines running next to the building.

Having tall trees next to our docks on the northwest side of the building will create a giant snow fence during the winter times. This will result in unnecessary extra expenses to pay people or a company to remove or move snow more frequently from our site. This will also lead to a larger carbon footprint than what the trees are removing from the air as it takes a diesel power piece of equipment to move the extra snow around more frequently. Another safety concern is that trailers will be parked in the docks during snow storms and with the tall trees, it fills in under the trailers. The driver then has to shovel out the snow so they can pull the trailer out. This hazard could lead to the driver having multiple possible accidents such as back injuries. There is no way to clean the snow out under a trailer other than by a shovel.

JUN 08 2021

What are your alternatives to a variance? Please list and explain up to two alternatives comparing each to your request

Alternative 1:

We spent upwards of \$40,000 extra on our expansion to put decorative block style on the outside of our building. We could have just went with a plain cinder block color and made it look unappealing.

Alternative 2:

None

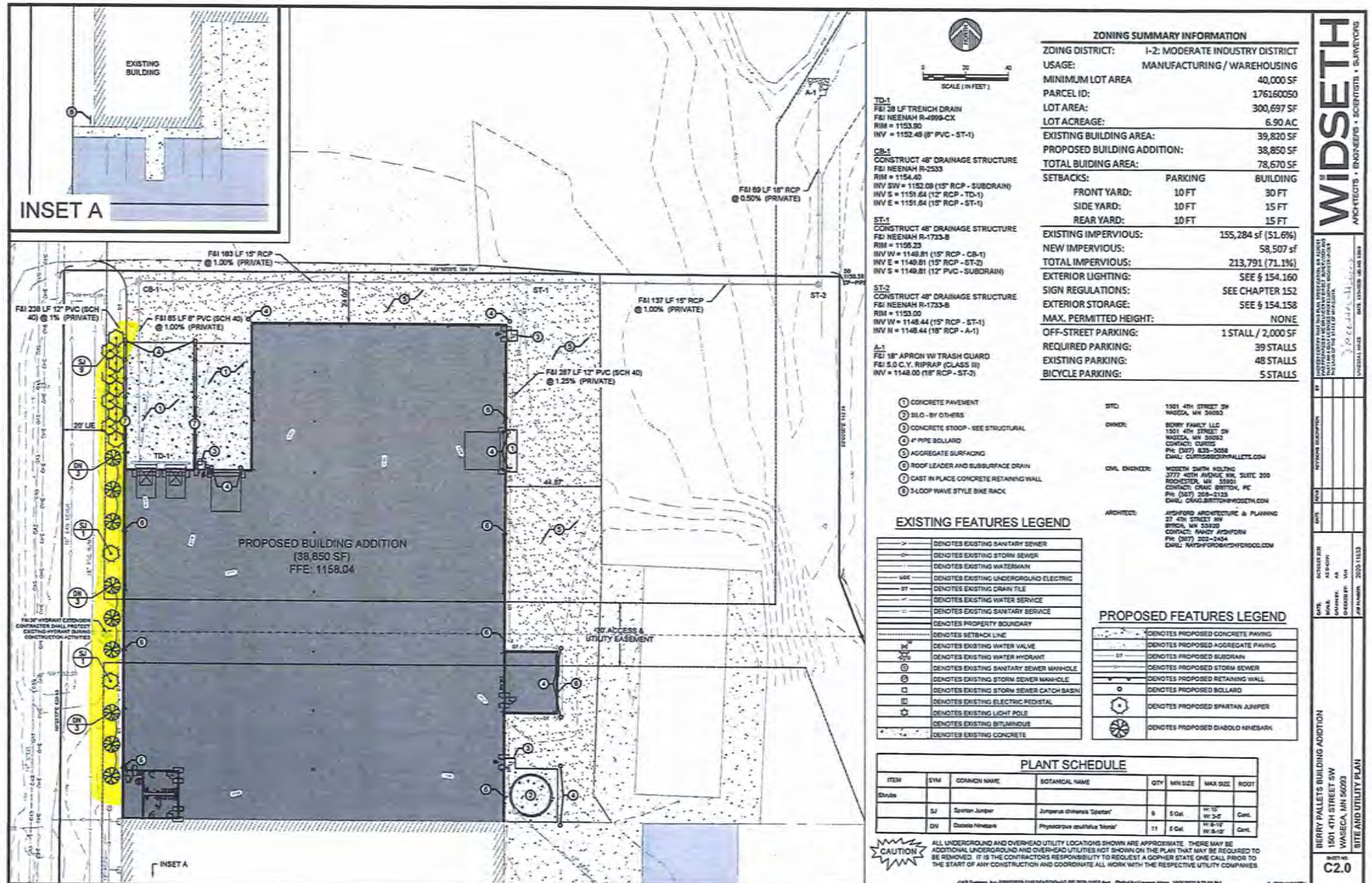
What special conditions (shape of lot, exceptional topographic or other extraordinary conditions) apply to the structure or land in question that are peculiar to the property involved and do not apply generally to other land or structures in the district in which said land is located?

The location that the items are to be placed are right next to a county road and next to power lines. They are in an easement for Xcel and could be removed at any time without notice. If we are going to be forced to do this, I would highly criticize the ruling because if you take a ride through Waseca's industrial park. Many of the buildings are not maintained and look unappealing. We don't understand how we build a new facility, put extra money into making it look good, yet we have to shield it from public view because it may look bad? This is a horrible double standard that is not fair to companies that are still operating in Waseca.

What effect would the variance have on traffic; public parking; emergency fire, police, or ambulance access; surrounding property values; public health, safety, and welfare in general; or the interest of the Zoning Ordinance and Comprehensive Plan?

A huge issue is the line of sight of vehicles turning in to and out of our north driveway. Having this essential wall right next to a 55/40 MPH road could lead to someone getting into an accident because they did not see them coming. Having trees or scrubs next to our facility is also a fire hazard as they could catch on fire and it could spread to the facility. There isn't fire suppression on the outside of the building, so it could spread quickly as result.

Remove what is highlighted in yellow





2121 East Capitol Drive
P.O. Box 539, Appleton
WI 54912-0539
1.800.348.1741
integrityinsurance.com

To Whom It May Concern,

We as a property insurance carrier for the building located at 1501 4th St SW, Waseca, MN 56093 do not advise planting any type of plant or tree that could one day grow into the side or potentially fall on the building. This can cause serious damage to both personnel and structural integrity of the building. We would advise against the planting of any plants or trees that could cause such damage.

Adam Dingmann
Loss Control Consultant
920-968-8363
Adingmann@imico.com

Perimeter Good Manufacturing Practices and Pest Control

Date: June 1, 2021

Care should be taken on old and new building perimeters to prevent any rodent or insects from entering the building and contaminating pallets and/or product. Best industry practices are to not plant bushes, scrubs, or trees next to any building. Besides attracting insects and rodents, any vegetation taller than normal grass provides places for unwanted pests to live and build nests without being seen.

Flowering and fruiting plants should be avoided as should creeping plants such as arborvitae. If plants are used in landscaping, they should be vase-shaped and provide easy access beneath them for cleaning, maintenance, and pest inspection. Mulch beds should be avoided at all costs at any facility type as they are highly conducive to pest threats such as rodents, termites, and ants. Gravel or concrete is the best perimeter type for most food grade facilities and facilities that supply food grade materials/ingredients. Gravel perimeters should be 36 inches wide with quarter inch gravel that can be compacted. This is a Safe Quality Food (SQF) audit requirement. This deters rodents and other burrowing pests from establishing next to exterior walls.

Mike Hanisch

Mike Hanisch
Director of Quality/Operations
mhanisch@milkspecialties.com

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General

From: Charlie Quast <CQuast@plunketts.net>
Sent: Wednesday, June 2, 2021 5:32 PM
To: General
Subject: Vegetation growth around outside of the building

Richard, it was good to hear from you the other day. In answer to your question about trees and shrubs, we would highly recommend having no vegetation close to the building. This will help with control of rodents, birds, squirrels and insects, etc. We do recommend a barrier of rock. This is true with all GMP practices and food grade facilities follow these guidelines.

Let me know if you have any other questions.

Thanks,

CHARLIE QUAST

Technician

507.455.3909

Plunkett's Pest Control

plunketts.net / varmentguard.com

Curtis Berry

From: Dawn Heinrichs <dawn.heinrichs@kerry.com>
Sent: Wednesday, June 02, 2021 11:21 AM
To: Curtis Berry
Subject: FW: Random Request

Hi Curtis,

Let me know if you need me to reword the information below for you as a "letter". Fundamentally Paul is saying that we do not allow for any vegetation within 3 feet of our facilities and avoid landscaping around the building perimeter. We would expect the same for our suppliers. Kindly see the note from Paul below and let me know if you need more.

Regards,
Dawn

From: Paul Platzgummer <paul.platzgummer@kerry.com>
Sent: Wednesday, June 2, 2021 11:14 AM
To: Dana Ripley <dana.ripley@kerry.com>; Dawn Heinrichs <dawn.heinrichs@kerry.com>
Subject: RE: Random Request

HI please let me know if this is what you are looking for :

For Vegetation after the 3 feet no more than ¼ inches Gravel line can be added (or 3 feet of concrete) please see below

"Do not allow storage to accumulate along the outside of your building/property. Keep shrubs, bushes, plants, and trees well manicured and "away" from the building perimeter. Keep building perimeters/fence lines free of paper, trash, debris, etc. Do not allow storage to be kept in an unorganized manner (i.e. on the ground and against the building perimeter). By keeping all exterior storage raised off the ground and at least 18 inches away from the wall, this allows for cleaning, inspection, and control practices to be performed. It also prevents rodents from getting established in these storage areas.

The same is true of vegetation. Allowing plants to grow "wild" and low to the ground will certainly provide good cover for rodents, keeping them well hidden, and creating a population at your door step that will find it's way inside. Routine landscaping is a must for rodent prevention. The ideal situation is to create a "vegetation free" barrier of coarse gravel, from the building perimeter out two to three feet. This eliminates the potential of rodent burrowing into the soil while simultaneously creating a setting that calls attention to any improper storage against the building perimeter."

<https://www.copesan.com/education/exterior-rodent-control-can/>

Respectfully

Richard Paul Platzgummer

Corporate Hygiene / Sanitation Manager North America
0+785 727 7361 | M +1 913 777 9035 | paul.platzgummer@kerry.com



S S = { K + A } ^ E

Stay safe - Stay Distant -  - 6 ft (1.8m) -- Stay Healthy -- 6 ft (1.8m) - 



From: Dana Ripley <dana.ripley@kerry.com>

Sent: Tuesday, June 1, 2021 5:38 PM

To: Dawn Heinrichs <dawn.heinrichs@kerry.com>

Cc: Paul Platzgummer <paul.platzgummer@kerry.com>

Subject: RE: Random Request

Hi Dawn,

Paul Platzgummer is our NA sanitation manager and would probably be able to advise.

If not, I can reach out to one of our preferred Pest vendors and ask them to reply. (IFC and Rentokil are the NA vendors.)

Thank you,

Dana Ripley

Indirect Procurement Manager

Taste and Nutrition, Applied Health & Nutrition

Kerry Center | 3400 Millington Road | Beloit | Wisconsin | 53511 | USA

T +1 608-299-5193 | M +1 608-607-2043 | E dana.ripley@kerry.com

kerry.com | linkedIn: @kerry | twitter: @wearekerry



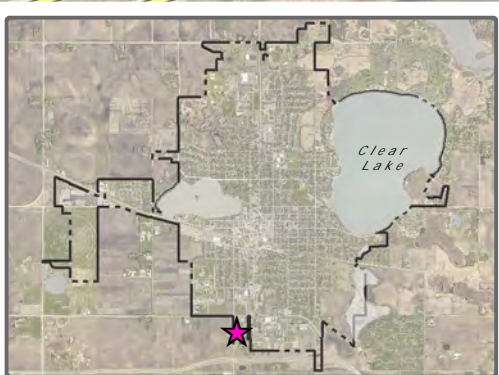
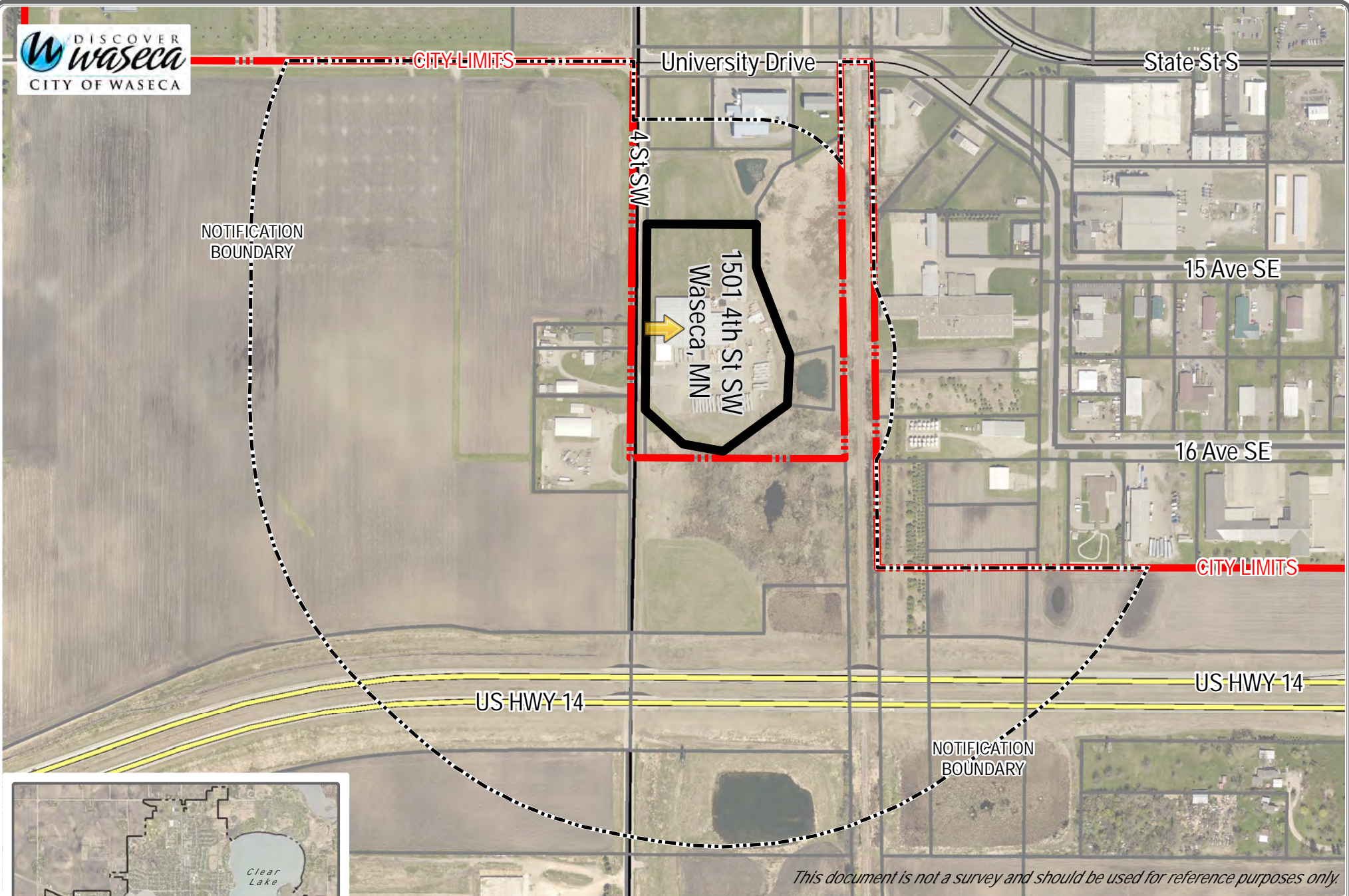
From: Dawn Heinrichs <dawn.heinrichs@kerry.com>

Sent: Tuesday, June 1, 2021 4:38 PM

To: Dana Ripley <dana.ripley@kerry.com>

Subject: FW: Random Request

Hi Dana,



This document is not a survey and should be used for reference purposes only.

VARIANCE

Berry Family LLC - 1501 4th St SW - Waseca, MN 56093

PIN: R17.616.0050



0 500 Feet

1501 4th St SW – Berry Family



View from North



View from South



View from Southwest



County GIS Aerial View

RESOLUTION NO. 21-31

**A RESOLUTION OF THE WASECA CITY COUNCIL
GRANTING A VARIANCE TO ELIMINATE THE REQUIREMENT OF
LANDSCAPING FOR A BUILDING ADDITION AND SCREENING OF LOADING
AREA FOR THE PROPERTY LOCATED AT 1501 4TH STREET SW.**

WHEREAS, application has been made to the City Council of the City of Waseca by Berry Family LLC, owner of the property, for approval of variances from the provisions of Chapter 154 of the Waseca City Code to eliminate the requirement of landscaping for a building addition and screening of loading area. The property is located at 1501 4th St SW and is described as:

**Lot 5, Lot 6, Lot 7, and Lot 8, Block 1, South Industrial Park, City of Waseca, Waseca County,
Minnesota**

And,

WHEREAS, the Waseca Planning Commission held a public hearing on the request at its July 13, 2021 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, and 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 use is consistent with the Comprehensive Plan.
2. The proposal puts the property to use in a reasonable manner.
3. 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 the variance from the provisions of Chapter 154, Section 154.159 Table 15-2 and 154.159 (K) (2) (A): The General Industrial District (I-2) requires 2 minimum trees per 100 linear feet of public street edge and the loading and truck service areas are to be screened from view from the public street, is approved with no conditions.

Adopted this ____ day of July 2021.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER