

WACONIA CITY COUNCIL MEETING AGENDA



Monday, November 21, 2022
6:00 PM

VISION STATEMENT

A thriving, connected community with deep roots: a great place to live for a lifetime.

MISSION STATEMENT

A city that leads, serves, and governs to enhance the quality of life for all community members.

MAYOR: KENT BLOUDEK
COUNCIL MEMBER: NICOLE WALDRON
COUNCIL MEMBER : RANDY SORENSEN
COUNCIL MEMBER: PETE LEO

NOTE: TO ENSURE THAT YOU ARE PRESENT FOR ITEMS OF INTEREST, PLEASE BE PRESENT AT 6:00 P.M.

Those with items on the agenda should reach out to their staff contact. Others who wish to participate in the meeting, please contact the City Administrator at 952-442-3100 or sfineran@waconia.org to make certain that you are called upon during the meeting.

1. **CALL MEETING TO ORDER AND ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **OATH OF OFFICE - STEVE YETZER**
4. **ADOPT AGENDA**
5. **VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE** Matthew Skaro - Complaints of the City
6. **ADOPT CONSENT AGENDA**

The items listed on the Consent Agenda are considered routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember, City Staff, or Citizen so requests; in which case, the item will be removed from the Consent Agenda and considered at the end of the Regular Agenda.

- 1) [November 7, 2022 City Council Meeting Minutes](#)
Approve November 7, 2022 City Council Meeting Minutes
- 2) [November 14, 2022 Special City Council Meeting Minutes](#)
Approve November 14, 2022 Special City Council Meeting Minutes
- 3) [November 21, 2022 Expenditures](#)
Payment of November 21, 2022 Expenditures
- 4) [Contractor Pay Request - Waconia 2022 Infrastructure Improvements - Stormwater Improvements by Schneider Excavating & Grading](#)

Motion to approve a pay recommendation for Schneider Excavation & Grading for the Waconia 2022 Infrastructure Improvements - Stormwater Improvements.

5) [Contractor Pay Request #8-Final - L-52 Lift Station Upgrade](#)

Motion to approve Pay Estimate No. 8-Final to Lametti & Sons, Inc. for the L-52 Lift Station Upgrade.

6) [Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred October 2022](#)

Motion to Approve Rink Management Corporation Expenditures for Waconia Ice Arena Incurred in October 2022

7) [Rink Management Services Corporation Safari Island Community Center Expenditures Incurred October 2022](#)

Motion to Approve Rink Management Corporation Expenditures for Safari Island Community Center Incurred in October 2022

8) [Authorization to Solicit Bids for Safari Island Pool Filter Project](#)

Adopt Resolution 2022-295, Authorizing Bid for Safari Island Pool Filter Project

9) [Authorize Approval of Sale or Disposal of Surplus Equipment](#)

Adopt Resolution 2022-296, Authorize Approval of Sale or Disposal of Surplus Equipment

7. COUNCIL BUSINESS

1) [Interim Use Permit - 241 Olive Street South](#)

Adopt Resolution 2022-297 approving the Interim Use Permit (IUP) to allow temporary use of the property at 241 Olive Street South as a construction office while the new apartment building at 233 Olive Street South is being constructed.

2) [Approval of Amended Winter Maintenance Policy](#)

Adopt Resolution 2022-298; Approval & Accepting Amended Winter Maintenance Policy For 2022-2023

8. ITEMS REMOVED FROM CONSENT AGENDA

9. STAFF REPORTS

10. BOARD REPORTS

- 1) Councilmember Waldron
- 2) Councilmember Sorensen
- 3) Councilmember Leo
- 4) Councilmember Yetzer
- 5) Mayor Bloudek

11. ANNOUNCEMENTS

12. ADJOURN REGULAR MEETINGOFFICE OF THE CITY ADMINISTRATOR

Shane Fineran

Work Session: Downtown Reconstruction Phase 1 Layout Review, Corner Lot Assessment Policy, 2023 Budget & Levy Wrap-Up

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Thanksgiving Holiday (Offices Closed) - November 24 & 25

Candy Cane Hunt - City Square Park - November 26 at 10:00 a.m.

Santa at the Fire Station - November 26 11:00 a.m. til 2:00 p.m.

Planning Commission - December 1st at 6:30 p.m.
City Council Meeting - December 5th at 6:30 p.m.



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		November 21, 2022					
Item Name:		November 7, 2022 City Council Meeting Minutes					
Originating Department:		Administration					
Presented by:		Ann Meyerhoff					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Approve November 7, 2022 City Council Meeting Minutes							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attachments: 1. Minutes 11-7-22.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

CITY OF WACONIA
November 7, 2022

1) **CALL MEETING TO ORDER AND ROLL CALL**

Pursuant to due call and notice thereof, the regular meeting of the City Council of the City of Waconia was called to order by Mayor Bloudek at 6:00 p.m. The following members were present: Kent Bloudek, Nicole Waldron, Randy Sorensen, Pete Leo

Staff Present: Shane Fineran, Jackie Schulze, Lane Braaten, Nicole Meyer, Craig Eldred, Ann Meyerhoff, Amanda Ortloff, Justin Sorensen.

2) **PLEDGE OF ALLEGIANCE**

3) **ADOPT AGENDA**

Motion by Sorensen, seconded by Waldron 3) ADOPT AGENDA

MOTION carried.

4) **VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE**

Carver County Attorney – Mark Metz gave a presentation 2023 Prosecution Contract

5) **PUBLIC HEARING**

5.1 **Certification of Delinquent Charges for Payment with Taxes - Pay 2023**

[22278res_Approving_delinquent_certifications_UB-AR_master.doc](#)

Amanda Ortloff informed Council that under Minnesota law, the City may certify for payment with tax collections, delinquent utility accounts and other charges for service that have not been paid during the course of normal collection procedures throughout each year.

A public hearing is required prior to certification of delinquent charges. Property owners have been notified of the past due amounts for goods or services that have benefited their property and have been notified of the public hearing opportunity.

A list of delinquent accounts was provided just prior to the hearing; this including outstanding amounts paid up until the end of business on November 7, 2022.

Mayor Bloudek opened the Public Hearing.

Motion by Waldron, seconded by Leo to Close the Public Hearing

Motion by Leo, seconded by Sorensen 5.1) Adopt Resolution 2022-278, Adopting Certification of Delinquent Utility and Other Charges for Services for Payment with Taxes in 2023.

MOTION carried

5.2 2022 Infrastructure Project Assessments

[22279res_Adopting_Assmt.doc](#)

[2022 Project Final Assessment Roll.pdf](#)

[2022 Project Assmt Hearing.pdf](#)

Jake Saulsbury, Project Manager from Bolton & Menk gave a short presentation touching on the project scope, schedule, cost summary and assessments.

On October 2, 2022 the City declared the final costs for the 2022 Infrastructure Rehabilitation Project. Mailed notice to the affected property owners was completed on October 17, 2022, as well as published notices were completed.

The final costs for the 2022 Infrastructure Rehabilitation Project are \$4,151,272.00. The proposed final assessed amount of this portion of the project is \$396,921.00.

The proposed assessment roll was presented. The interest rate is 4.78, over the next 10 years. The process of adopting the assessment roll is to comply with the 429-bond process, which allows parties to prepay special assessments prior to certification.

43 properties proposed to be assessed for the street & Utility reconstruction area. Single family residential assessments are capped at \$8,500.00.

Council Member Sorensen asked how the assessment relates to the corner lots. Saulsbury said they would be capped at 8500.00 if the corner lot is just for one project.

Mayor Bloudek called hearing to order

Catherine O'Connor, 325 w 3rd street - Has question on getting a larger tree. Feels that her property depreciated with losing the tree that they had. Frustrated that she didn't get a bigger tree. Craig Eldred stated that the tree is oversized already from what they can get from supplier.

Rich Michas, 400 W 4th St, corner lot and wanting to know if he will have a separate assessment when they do 4th Street. Saulsbury answered that he was only assessed for the streets so next assessment would be for utilities.

Gary Wolf, 240 3 1/2 St, had questions about the retaining wall and where they can pay the assessment if they choose to prepay. Fineran answered that he can pay at City Hall.

Jamie Langer, 316 Willow Place, pavers were put in and not sure if will work with garbage trucks and other traffic coming through. If it doesn't work will there be another assessment, or will it be just taken care of by the City? Saulsbury stated that if they were to become damaged it would be under warranty for some time and then would be a maintenance item there would not be a separate assessment for this.

Craig, 301 W 2nd St, questioned the date on the letter for first payment due in January 2023. Jake that is from the county.

Sorensen motioned, Waldron seconded to Close the Public Hearing.

MOTION carried.

Motion by Pete Leo , seconded by Nicole Waldron Call Public Hearing to Order and Accept Comments

Motion to Close the Public Hearing

Motion by Leo , seconded by Waldron 5.2) Adopt Resolution 2022-279; Adopting Assessment Roll for 2022 Infrastructure Improvement Project Assessments

MOTION carried

6) **ADOPT CONSENT AGENDA**

6.1 October 17, 2022 City Council Meeting Minutes

[Minutes 10-17-22.docx](#)

6.2 November 7, 2022 Expenditures

[Council List-Expenditures 11.07.2022.pdf](#)

6.3 Contractor Pay Request #9 - Waconia Parkway South Improvements

[2022-10-26_WPS_Pay Request 9.pdf](#)

6.4 Contractor Pay Request #6 - Waconia 2022 Infrastructure Improvements

[2022-11-02 2022 Project Paymment #6.pdf](#)

6.5 Contractor Pay Request #6 - Waconia East Frontage Road Improvements

[2022-11-02 EFR Payment #6.pdf](#)

6.6 Contractor Pay Request #5 - East Frontage Road Parking Lot

[2022-11-02 EFR Parking Lot Payment #5.pdf](#)

- 6.7 Contractor Pay Request #4 - Waterford Park - Water Reuse Station Project
[2022-11-02 Waterford Reuse Payment #4.pdf](#)
- 6.8 Use of Park: Chamber of Commerce – Tree Lighting Ceremony
[City Council Request Tree Lighting2022.pdf](#)
- 6.9 Application for Exempt Permit Waconia Hockey Association
[22280res waconia hockey association raffle.doc](#)
- 6.10 Minnesota State Fire Department FEMA SAFER Grant
[22281res SAFER_Grant_Res.doc](#)
- 6.11 Joint Assessment Contract with Carver County
[22282res_2023_Joint_Assessment_Contract_res.docx](#)
[2022 23 Service Agreement WACONIA CITY.pdf](#)
- 6.12 2023 Prosecution Contract
[22283res_Prosectuion_Contract_RES.docx](#)
[2023 Prosecution Contract_Waconia \(002\).docx](#)
[Prosecution Contract Presentation](#)
- 6.13 MetroNet Fiber Agreement
[22284res_Approving_MetroNet_Fiber_Agreement__Draft_10-13-2022_.docx](#)
[Fiber Agreement Waconia](#)
- 6.14 2022 4th Quarter Budget Amendments
[22285res-Budget_Amendment_master \(2\).doc](#)
[Budget Amendments Q4-2022.pdf](#)
- 6.15 Call Public Hearing - Revision to City's Fee Schedule : Waconia City Code - Chapter 1100
- 6.16 Authorize City Staff to Obtain Pricing for Utility Vehicle Replacement
[22286res Utility_Vehicle_Resolution.docx](#)

- 6.17 Set Public Hearing Date for Ordinance Amending Street Names for Campfire Court and a section of Oak Avenue - City of Waconia

[Location Map_Campfire Court.pdf](#)

[Location Map_Oak Court.pdf](#)

[Public Hearing_Ord Changing Street Name.pdf](#)

- 6.18 Special Vehicle Ordinance

[Ord 753 Special_Vehicles_Ordinance_Update_Non-Redlined.docx](#)

[Special Vehicles Ordinance Update Redlined](#)

- 6.19 Hiring of Probationary Firefighters

[22287res Appointment_of_Firefighters_11.7.22.docx](#)

- 6.20 Approve Towing Fee Schedule for Winter Parking Violations

[22288res_-_Towing_Fees_2022-2023_Resolution.doc](#)

- 6.21 Approve Snow Removal Agreement

[22289res
_2023_Snow_Removal_Agreement_Resolution.doc](#)

[Approval_of_2022_-](#)

[Henning Excavating.pdf](#)

Motion by Leo, seconded by Sorensen 6) ADOPT CONSENT AGENDA
MOTION carried

7) COUNCIL BUSINESS

- 7.1 Economic Development Program Policies

[22290res_Econ_Dev_Program_RES.doc](#)

[Facade improvement program.docx](#)

[Start Up Grant Program.docx](#)

[Waconia Works Loan Program.docx](#)

Fineran shared that an adopted strategic priority of the City Council is “Effective Growth Management” with a desired outcome of downtown vitality. To support this priority the City Council directed staff to engage with business and property owners to assist in crafting a downtown stability program as identified in the strategic initiatives and action plan. Over the summer staff convened four sessions with a group of small business owners, and Chamber of Commerce representation to discuss and review potential policies and program samples to meet desired targets and outcomes.

Three separate programs were developed that target the downtown commercial core, commercial & industrial sectors, and small business start-ups with an eye toward impactful program support, tax base vitality, and job impacts that these programs have. The programs will be funded with uncommitted fund balance targeted for programs via sustainable sources if the programs continue. The uncommitted funds currently do not have an identified funding source and decisions past the pilot period will be dependent upon tax levy support for grant type programs with loan programs being sustainable through the repayment of loan funds.

Highlights of the program policies are:

Façade Improvement Grant Program

Requires a 50/50 match with business or property owner with up to \$5,000 grant funds for eligible exterior façade improvements on buildings in the downtown core. Eligible projects could include exterior painting, exterior tuck pointing, window/door replacement, awning and signage, and accessibility improvements. This program will be piloted with an initial \$50,000 investment.

Small Business Start-up Grant Program

Grant funds up to \$5,000 for new small business start-up located in the downtown core providing retail, and food/beverage service to the public. These must be new businesses in their first 3-12 months of operation and eligible expenses include marketing, payroll, operating supplies, and professional services expenses related to running a business. This program will be piloted with an initial \$50,000.

Waconia Works Loan Program

This program will be a complimentary loan program to the existing Revolving Loan Fund program which can provide up to \$50,000 in low interest loan funds for commercial or industrial projects located throughout the city. It provides a low risk funding source for acquisition, expansion, leasehold improvements, trade fixture acquisition or upgrades. The program will be piloted with an initial \$200,000 investment with re-payment of loan funds making this program sustainable.

These programs would become effective January 1, 2023 with applications being developed and marketing to occur prior to the end of the year.

Motion by Nicole Waldron , seconded by Pete Leo 7.1) Adopt Resolution 2022-290, Approving Economic Development Program Policies and Funding
MOTION carried

7.2 Carver County CDA CDGP Grant Funds

[22291res_Carver_CDA_Legion_Grant_Funds.doc](#)

[REDLINED Community Development Grant Agreement--Waconia 2022 Round 2 Legion 5PCKT3N4FJJ3-1632425529-23 \[5PCKT3N4FJJ3-1632425529-26\].pdf](#)

[2022.11.02 DRAFT Subrecipient Agreement 5PCKT3N4FJJ3-1632425529-24 \[5PCKT3N4FJJ3-1632425529-25\].pdf](#)

Fineran stated that the City was successful in the grant application for a second round of funding through the Carver County CDA Community Growth Development Partnership program. Staff submitted application on behalf of the Waconia American Legion for funding related to the remodeling of the 4 E Main Street parcel and specifically the utility trunk fees associated with this remodel.

The City was awarded \$50,000 in grant funds to pass through to the project pending completion and payment of utility trunk fees related to this project. The City will enter into the attached grant agreement with the CDA and in turn the Waconia American Legion will enter into a sub-recipient agreement with the City. Funds will be reimbursed once eligible project costs are paid by the sub-recipient.

Motion by Waldron , seconded by Leo 7.2) Adopt Resolution 2022-291, Carver County CDA 2022 Community Growth Partnership Initiative Community Development Grant Funds Acceptance
MOTION carried

7.3 Re-Authorize Chassis Bid Requests

[22292res_Dump_Unit_Chassis_Re-Bid.doc](#)

[Dump Unit Addition Memo.docx](#)

[Executed Waconia Res. Dump Unit Project 267.pdf](#)

Craig Eldred shared that most recently staff was informed that the 2022 F550 Chassis ordered in August of 2021 through Waconia Ford was cancelled by Ford Motor Company. The Winter Equipment is still secured with Crysteel for installation. The previous pricing structure for all items was \$128,631.00 for the \$160,000.00 available as part of the overall purchase.

Staff is requesting the ability to obtain new F550 Chassis pricing to complete a new order to complete this much needed vehicle acquisition. As part of this request staff has

corresponded with multiple vendor's and the need to complete order's for 2023 are critically important to obtain chassis for delivery in 2023. This particular units unavailability has caused delays in maintenance operations to effectively deliver services.

Motion by Leo , seconded by Waldron 7.3) Adopt Resolution 2022-292; Authorizing Staff to Obtain Updated Chassis Pricing for Capital Project 267 of 2022 Capital Equipment Improvement.

MOTION carried

7.4 Approve Chassis Pricing for 2023 Capital Projects

[22293res_Chassis_Pricing_for_2023_Units.doc](#)

Eldred stated that as part of the 2023 Capital Improvement, Capital Equipment plan Public Services has two vehicle replacements and one addition programmed for calendar year 2023. Focus of these efforts are centered around the vehicle sizing and classification, since they are larger mid-sized vehicles programmed for multiple services for the departments. All units are Three-quarter ton or larger due to their operations. It will be the goal to look at current stock available verses ordering new. However previous discussions have found that Dealer sources are quite limited with pressure to make orders quickly for 2023.

The three Capital Equipment Projects for 2023 include:

- Replacement of Current F350, intentions of up-sizing to support use for staff. F450 or F550 size depending on availability. Winter season, dedication to Winter Operations.
- Replacement of F450 Crane Truck, intentions tot update with similar equipment, Crane & Service Body
- Addition of F350 service type vehicle for Parks Department. Similar to units provided to Streets and Utilities. Winter Operations use.

Motion by Waldron , seconded by Leo 7.4) Adopt Resolution 2022-293; Authorizing Approval of Chassis Pricing for Capital Projects 536 & 537 & 697 of the Capital Equipment Improvements for 2023

MOTION carried

8) ITEMS REMOVED FROM CONSENT AGENDA

9) STAFF REPORTS

Craig gave a report on what is going to happen with the American Legion Demolition on Olive Street.

Sargent Tyler Stahn, gave a report for the Carver County Sheriff calls from October.

10) BOARD REPORTS

Council Member Leo gave a brief update on the last School Board Meeting.

11) ANNOUNCEMENTS

Fineran gave a reminder that tomorrow November 8th is Voting Day. Polls open at 7 and close at 8. 1,551 voted at city hall with 800 in the last week for earl voting.

7:28

12) ADJOURN REGULAR MEETING

Motion by Sorensen, seconded by Waldron 12) Adjourn Regular Meeting at 7:28 p.m.

MOTION carried.

Work Session:

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Kent Bloudek, Mayor

ATTEST: _____

Ann Meyerhoff, Office Assistant



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		November 21, 2022					
Item Name:		November 14, 2022 Special City Council Meeting Minutes					
Originating Department:		Administration					
Presented by:		Ann Meyerhoff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Approve November 14, 2022 Special City Council Meeting Minutes							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attachments: 1. Minutes 11-14-2022.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: ☐ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

**CITY OF WACONIA
November 14, 2022**

1) **CALL MEETING TO ORDER AND ROLL CALL**

Pursuant to due call and notice thereof, the regular meeting of the City Council of the City of Waconia was called to order by Mayor Bloudek at 7:30 a.m. The following members were present: Kent Bloudek, Nicole Waldron, Randy Sorensen, Pete Leo

Staff Present: Shane Fineran, Jackie Schulze, Ann Meyerhoff

2) **PLEDGE OF ALLEGIANCE**

3) **ADOPT AGENDA**

Motion by Waldron , seconded by Sorensen 3) ADOPT AGENDA
MOTION carried

4) **VISITOR’S PRESENTATIONS, PETITIONS, CORRESPONDENCE**

5) **ADOPT CONSENT AGENDA**

6) **COUNCIL BUSINESS**

6.1 **Canvass Results of Municipal Election**

[2022 Canvas Election Results.docx](#)

Jackie Schulze shared that the City of Waconia conducted its municipal election in conjunction with the General Election on Tuesday, November 8, 2022. The polls were open from 7:00 a.m. – 8:00 p.m. in all precincts. In addition, City Staff assisted absentee voters from September 23 through November 7.

Total Number of Voters Registered on Election Day: 8,851

Total Number of Election Day voters: 4,509

Total Number of Waconia Absentee Voters: 1,551

Total Number of Waconia Voters (City Hall Absentee and In Precinct): 6060 (68.4% of all registered voters)

Total Number of Individuals Voting on Election Day by Precinct

- Precinct 1: 1,248
- Precinct 2: 1,537
- Precinct 3: 1,724

Motion by Sorensen , seconded by Leo Adopt Resolution 2022-294, Canvass November 8, 2022 Municipal Election Results

MOTION carried

7) ITEMS REMOVED FROM CONSENT AGENDA

8) STAFF REPORTS

Winter Parking in effect.

9) BOARD REPORTS

10) ANNOUNCEMENTS

11) ADJOURN REGULAR MEETING

Motion by Waldron , seconded by Leo 11) ADJOURN REGULAR MEETING at 7:37 a.m.

MOTION carried

Work Session:

UPCOMING CALENDAR OF EVENTS/MEETINGS:

Kent Bloudek, Mayor

ATTEST: _____

Ann Meyerhoff, Office Assistant



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		November 21, 2022					
Item Name:		November 21, 2022 Expenditures					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	X	Regular Session		Discussion Session		
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Payment of November 21, 2022 Expenditures							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attachments: 1. Council List-Expenditures 11.21.2022_Other.pdf 2. Council List-Expenditures 11.21.2022_Purchasing Card.pdf 3. Council List-Expenditures 11.21.2022_Regular.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Budget Information: ☐ Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

CITY OF WACONIA
Council List-Other/Electronic
Meeting: November 21, 2022

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
30-30 CONCRETE, INC	Parking Ramp Access Concrete	\$2,486.25	Streets
30-30 CONCRETE, INC	Water Curb Stop Repair	\$372.50	Water Utility Fund
30-30 CONCRETE, INC	Elementary School Concrete	\$1,600.00	Storm Water Fund
AMERICAN MAILING MACHINES	Postage Machine Refill	\$500.00	Administration
CARVER COUNTY	Recording Fees for RLF	\$395.77	Revolving Loan Fund
CARVER COUNTY SOIL & WATER CONSERVATION	Spruce, Birch, Oak Tree Order	\$230.00	PIR Fund
CENTERPOINT ENERGY RESOURCES CORP	Natural Gas Service 08.2022	\$1,509.90	Central Facilities
CENTERPOINT ENERGY RESOURCES CORP	Natural Gas Service 08.2022	\$818.22	Water Utility Fund
CENTERPOINT ENERGY RESOURCES CORP	Natural Gas Service 08.2022	\$40.85	Sewer Utility Fund
CENTERPOINT ENERGY RESOURCES CORP	Natural Gas Service 08.2022	\$8.02	Storm Water Fund
CENTERPOINT ENERGY RESOURCES CORP	Natural Gas Service 08.2022	\$8.02	Street Light Utility Fund
CENTERPOINT ENERGY RESOURCES CORP	Natural Gas Service 08.2022	\$738.41	Ice Arena
EFTPS	Federal Taxes - Fire/CC 09/22	\$3,604.61	Personnel Liabilities
EFTPS	Federal Taxes - Pay 21-2022	\$29,187.76	Personnel Liabilities
EFTPS	Federal Taxes - Pay 22-2022	\$29,221.45	Personnel Liabilities
INVOICE CLOUD, INC.	CC Transaction Fees 09.2022	\$1,985.05	Finance
JD RENTALS LLC	RLF Proceeds-Bode Grays	\$149,900.00	Revolving Loan Fund
KANSAS STATE BANK OF MANHATTAN	Exercise Equip Lease 10.2022	\$2,310.00	Safari Island Fund
METRO FIBERNET LLC	Phone Services 10.2022	\$22.79	Bill Back Receivable
METRO FIBERNET LLC	Phone Services 10.2022	\$492.87	Central Facilities
METRO FIBERNET LLC	Phone Services 10.2022	\$137.39	Safari Island Fund
METRO FIBERNET LLC	Phone Services 10.2022	\$110.13	Water Utility Fund
METRO FIBERNET LLC	Phone Services 10.2022	\$31.05	Sewer Utility Fund
METRO FIBERNET LLC	Phone Services 10.2022	\$41.40	Storm Water Fund
METRO FIBERNET LLC	Phone Services 10.2022	\$108.85	Ice Arena
MID-COUNTRY BANK	Transfer Operating Cash	\$1,200,000.00	General Fund
MINNESOTA DEPARTMENT OF REVENUE	Sales Tax Liability 09.2022	\$4.30	Sales Tax Liability
MINNESOTA DEPARTMENT OF REVENUE	State Taxes - Fire/CC 09/2022	\$173.90	Personnel Liabilities
MINNESOTA DEPARTMENT OF REVENUE	State Taxes - Pay 20-2022	\$5,436.80	Personnel Liabilities
MINNESOTA DEPARTMENT OF REVENUE	State Taxes - Pay 21-2022	\$5,362.12	Personnel Liabilities
MINNESOTA DEPARTMENT OF REVENUE	State Taxes - Pay 22-2022	\$5,362.37	Personnel Liabilities
MINNESOTA DEPARTMENT OF REVENUE	Sales Tax Liability 09.2022	\$221.38	Sales Tax Liability
MINNESOTA DEPARTMENT OF REVENUE	Sales Tax Liability 09.2022	\$2,386.32	Sales Tax Liability
MONEY MOVERS	SI Insurance Reimbursement 09.2022	\$17.75	Safari Island Fund
NATIONWIDE RETIREMENT SOLUTIONS	EE Retirement - Pay 21-2022	\$2,870.00	Personnel Liabilities
NATIONWIDE RETIREMENT SOLUTIONS	EE Retirement - Pay 22-2022	\$2,870.00	Personnel Liabilities
NORTHERN STATES POWER COMPANY, MINNESOTA	Electric Service 08.2022	\$36.53	Community Safety

CITY OF WACONIA
Council List-Other/Electronic
Meeting: November 21, 2022

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
NORTHERN STATES POWER COMPANY, MINNESOTA	10525 10th St Electric 08.2022	\$25.07	Central Facilities
NORTHERN STATES POWER COMPANY, MINNESOTA	Electric Service 08.2022	-\$47.77	Central Facilities
NORTHERN STATES POWER COMPANY, MINNESOTA	Electric Service 08.2022	\$5,450.50	Water Utility Fund
NORTHERN STATES POWER COMPANY, MINNESOTA	Electric Service 08.2022	-\$2,511.76	Sewer Utility Fund
NORTHERN STATES POWER COMPANY, MINNESOTA	Electric Service 08.2022	\$914.57	Storm Water Fund
NORTHERN STATES POWER COMPANY, MINNESOTA	Electric Service 08.2022	\$13,018.09	Street Light Utility Fund
NORTHERN STATES POWER COMPANY, MINNESOTA	Electric Service 08.2022	\$3,258.51	Ice Arena
OLD NATIONAL BANK	EE HSA Liability - Pay 21-2022	\$3,779.07	Personnel Liabilities
OLD NATIONAL BANK	EE HSA Liability - Pay 22-2022	\$3,779.07	Personnel Liabilities
OLD NATIONAL BANK	ER HSA Liability - Pay 21-2022	\$2,369.36	Personnel Liabilities
OLD NATIONAL BANK	ER HSA Liability - Pay 22-2022	\$2,369.36	Personnel Liabilities
PERA	EE/ER Retirement - Pay 21-2022	\$17,817.22	Personnel Liabilities
PERA	EE/ER Retirement - Pay 22-2022	\$17,801.07	Personnel Liabilities
RELIANCE STANDARD	Premiums 11.2022	\$1,667.93	Personnel Liabilities
RINK MANAGEMENT SERVICES CORPORATION	Replenish ME 10.2022 SI Cash	\$48,131.06	Safari Island Fund
RINK MANAGEMENT SERVICES CORPORATION	SI CC Reimb 10.01.22 -10.19.22	\$34,436.04	Safari Island Fund
RINK MANAGEMENT SERVICES CORPORATION	SI CC Reimb 10.20.22 -10.31.22	\$12,406.53	Safari Island Fund
RINK MANAGEMENT SERVICES CORPORATION	CC Reimbursement 10.01-10.19	\$4,814.51	Ice Arena
RINK MANAGEMENT SERVICES CORPORATION	CC Reimbursement 10.20-10.31	\$806.06	Ice Arena
RINK MANAGEMENT SERVICES CORPORATION	Replenish ME 10.2022 Cash	\$32,677.34	Ice Arena
SECURITY BANK WACONIA	Rev Bonds Arena Construction	\$35,811.39	2007 Ice Arena Bond
STANDARD PRINTING -N- MAILING	#10 Envelopes Mailings	\$287.00	Water Utility Fund
STANDARD PRINTING -N- MAILING	UB/Mailing Processing 10.2022	\$1,046.20	Water Utility Fund
STANDARD PRINTING -N- MAILING	#10 Envelopes Mailings	\$287.00	Sewer Utility Fund
STANDARD PRINTING -N- MAILING	UB/Mailing Processing 10.2022	\$1,046.19	Sewer Utility Fund
TAMARACK LAND, THE FIELDS OF WACONIA LLC	Reduce Financial Guarantee	\$529,798.51	PIR Fund
Grand Total		\$2,221,840.88	

The above bills have been approved for payment at the regular City Council Meeting on November 21, 2022.
Authorized and ordered for payment:

Mayor

City Administrator

CITY OF WACONIA
Council List-Purchasing Card
Meeting: November 21, 2022

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
4 IMPRINT, INC	Table Cloth with City Logo	\$247.08	Administration
AED CORO MEDICAL	AED Batteries	\$375.81	Fire
AED CORO MEDICAL	AED Defibrillator Pads	\$75.17	Central Facilities
ALLIANCE TECHNOLOGY, LLC	Push Camera Repair	\$454.97	Sewer Utility Fund
AMAZON.COM	Computer Cables & Cell Phone C	\$28.22	Technology
AMAZON.COM	Boat Tow Ropes	\$43.98	Fire
AMAZON.COM	Halogen Light Bulbs	\$31.30	Fire
AMAZON.COM	#173 Bolt Flange	\$67.99	Streets
AMAZON.COM	Stackable Tray Organizer	\$14.97	Streets
AMAZON.COM	Heavy Duty Hand Saw	\$16.99	Parks
AMAZON.COM	Replacement Blade	\$57.66	Parks
AMERICAN PUBLIC WORKS ASSOCIATION	Training Books	\$140.60	Water Utility Fund
AMERICAN PUBLIC WORKS ASSOCIATION	American Public Works Training	\$495.00	Sewer Utility Fund
AMERICAN PUBLIC WORKS ASSOCIATION	Training Books	\$140.60	Sewer Utility Fund
API GARAGE DOOR, INC	Garage Door Parts	\$56.00	Central Facilities
ARNOLD'S OF GLENCOE, INC.	Angled Blade	\$33.60	Streets
ARROWWOOD RESORT & CNF CNT	Lodging MNGFOA Conference	\$199.77	Finance
ASPEN MILLS INCORPORATED	Uniform Pants; M. Dressel	\$89.40	Fire
ASPEN MILLS INCORPORATED	Uniform Pants; Tyler Chase	\$89.40	Fire
ASSURITY LIFE INSURANCE COMPANY	Premiums 09.2022	\$662.64	Personnel Liabilities
AUTOZONE	Stainless Steel Cable Ties	\$5.12	Fire
AUTOZONE	#44 Brake Pads	\$122.83	Sewer Utility Fund
AUTOZONE	Return Brake Pads	-\$64.79	Sewer Utility Fund
BIFFS, INC.	Portable Sanitation 09.2022	\$2,821.50	Parks
CAR-CO AUTO PARTS CO.	#1023 Refrigerant	\$159.99	Fire
CAR-CO AUTO PARTS CO.	Mini Bulbs	\$18.98	Fire
CAR-CO AUTO PARTS CO.	PVC Pin	\$7.99	Fire
CAR-CO AUTO PARTS CO.	Sto & Go Magnum	\$347.59	Fire
CAR-CO AUTO PARTS CO.	#36 Oil Filters	\$42.10	Streets
CAR-CO AUTO PARTS CO.	Hydraulic Hose, Ends, & Bushing	\$46.81	Streets
CAR-CO AUTO PARTS CO.	#181 Parts	\$34.06	Parks
CAR-CO AUTO PARTS CO.	#48 Oil Filter	\$21.52	Parks
CAR-CO AUTO PARTS CO.	#57 Battery	\$176.99	Parks
CAR-CO AUTO PARTS CO.	Oil & Air Filters	\$30.37	Parks
CAR-CO AUTO PARTS CO.	#41 Battery & # 36 Wiper	\$204.61	Water Utility Fund
CAR-CO AUTO PARTS CO.	WTP Solid Plug & Hex Plug	\$12.42	Water Utility Fund
CAR-CO AUTO PARTS CO.	#155 Break-Away & Oil Filter	\$89.13	Sewer Utility Fund
CAR-CO AUTO PARTS CO.	#180 Filter & #194 Break Away	\$169.52	Sewer Utility Fund
CAR-CO AUTO PARTS CO.	#44 Return Semi Metallic Pads	-\$25.50	Sewer Utility Fund
CAR-CO AUTO PARTS CO.	#44 Semi Metallic Pad	\$42.33	Sewer Utility Fund
CAR-CO AUTO PARTS CO.	#41, 155, 58 Parts	\$103.24	Storm Water Fund
CAR-CO AUTO PARTS CO.	#39 License & #1023 AC Block	\$72.13	Street Light Utility Fund
CINTAS CORPORATION NO. 2	PW Uniforms 07.2022	\$134.38	Streets
CINTAS CORPORATION NO. 2	PW Uniforms 07.2022	\$44.47	Parks
CINTAS CORPORATION NO. 2	CH First Aid Supplies	\$142.12	Central Facilities
CINTAS CORPORATION NO. 2	CH Restroom/Mats 08.2022	\$38.83	Central Facilities

CITY OF WACONIA
Council List-Purchasing Card
Meeting: November 21, 2022

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
CINTAS CORPORATION NO. 2	CH Restroom/Mats 09.2022	\$38.83	Central Facilities
CINTAS CORPORATION NO. 2	PW First Aid Supplies	\$410.72	Central Facilities
CINTAS CORPORATION NO. 2	PW Uniforms 07.2022	\$32.28	Water Utility Fund
CINTAS CORPORATION NO. 2	PW Uniforms 07.2022	\$32.28	Sewer Utility Fund
CINTAS CORPORATION NO. 2	PW Uniforms 07.2022	\$46.71	Storm Water Fund
CINTAS CORPORATION NO. 2	PW Uniforms 07.2022	\$2.10	Street Light Utility Fund
COMFORT SUITES	Lodging for AWWA Conference	\$1,746.42	Water Utility Fund
CORE & MAIN	Standard Hinged Grate	\$149.66	Parks
CORE & MAIN	Parkway Improvements	\$2,260.76	PIR Fund
CORE & MAIN	Waconia Parkway South	\$308.37	PIR Fund
CORE & MAIN	Valve Box Cover Lifters	\$200.00	Water Utility Fund
CORE & MAIN	HDPE Mold, Electrofuse	\$2,572.39	Storm Water Fund
CORE & MAIN	HDPE Pipe	\$19,208.10	Storm Water Fund
CORE & MAIN	PVC Fittings	\$2,626.12	Storm Water Fund
CORE & MAIN	Rear Yard Drainage Pipe	\$5,977.50	Storm Water Fund
DELTA AIRLINES	Flight Baggage Fee	\$60.00	Administration
DISPLAY SALES COMPANY	Holiday Lighting Upgrades	\$1,432.00	Street Light Utility Fund
ECM PUBLISHERS INC	Publishing Fees 08.2022	\$165.99	Administration
ECM PUBLISHERS INC	Publishing Fees 08.2022	\$60.36	Planning
ECM PUBLISHERS INC	Publishing Fees 08.2022	\$311.86	PIR Fund
ELECTRIC PUMP, INC.	Pheasant Ridge LS Transducer	\$845.00	Sewer Utility Fund
ENVIRONMENTAL EQUIPMENT & SRV	#47 Switch-Dump Door	\$70.13	Storm Water Fund
EROSION PRODUCTS LLC	Drainage Basin Kit & Coupler	\$367.60	Storm Water Fund
EROSION PRODUCTS LLC	Drainage Pop Up Valve	\$18.70	Storm Water Fund
EVERSON HARDWARE HANK	Dual Shut Off & Mender	\$16.48	Fire
EVERSON HARDWARE HANK	Snap & Snap Spring	\$6.96	Fire
EVERSON HARDWARE HANK	9 Inch Level	\$6.99	Streets
EVERSON HARDWARE HANK	Scrub Brushes	\$16.98	Streets
EVERSON HARDWARE HANK	Sprayer & Liquid Nail	\$24.48	Streets
EVERSON HARDWARE HANK	Biff Anchor Parts	\$3.19	Parks
EVERSON HARDWARE HANK	Hyd Repair Hardware	\$6.02	Water Utility Fund
EVERSON HARDWARE HANK	Hyd Repair Plugs	\$14.92	Water Utility Fund
EVERSON HARDWARE HANK	Level, Ratchet Strap, & Cords	\$81.43	Water Utility Fund
EVERSON HARDWARE HANK	Parts for Tower #2	\$13.96	Water Utility Fund
EVERSON HARDWARE HANK	Drainage Work Coupling	\$39.96	Storm Water Fund
EVERSON HARDWARE HANK	EFR Sump Drain	\$4.49	Storm Water Fund
FASTENAL INDUSTRIAL & CONST	Parts	\$120.75	Streets
FASTENAL INDUSTRIAL & CONST	Tufnut Tamper Proof	\$86.43	Streets
FASTENAL INDUSTRIAL & CONST	Concrete Anchor Screws	\$69.29	Parks
FASTENAL INDUSTRIAL & CONST	Galvanized Nuts	\$18.78	Parks
FASTENAL INDUSTRIAL & CONST	Parkway South Fence Parts	\$65.73	Parks
FASTENAL INDUSTRIAL & CONST	Towels for Water Plant	\$132.87	Water Utility Fund
FASTENAL INDUSTRIAL & CONST	Safety Vending Equip 08.2022	\$639.73	Sewer Utility Fund
FASTENAL INDUSTRIAL & CONST	Socket Head Cap Screws	\$2.46	Sewer Utility Fund
FERGUSON ENTERPRISES, INC.	Credit for Sales Tax	-\$92.57	Streets
FERGUSON ENTERPRISES, INC.	Rain Jacket and Bibs	\$673.80	Streets

CITY OF WACONIA
Council List-Purchasing Card
Meeting: November 21, 2022

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
FERGUSON ENTERPRISES, INC.	Rain Jacket and Bibs	\$505.35	Parks
FERGUSON ENTERPRISES, INC.	Backflow Preventor	\$800.09	Water Utility Fund
FERGUSON ENTERPRISES, INC.	New Resale Meters	\$4,332.13	Water Utility Fund
FERGUSON ENTERPRISES, INC.	Swivel Adapter	\$254.12	Water Utility Fund
FERGUSON ENTERPRISES, INC.	Rain Jacket and Bibs	\$168.45	Sewer Utility Fund
FIRE STORE/WITMER	Flashlights, Adapters & Gloves	\$1,854.64	Fire
FIRE STORE/WITMER	Hazmat Pin Adapter	\$88.84	Fire
FIRE STORE/WITMER	Tool Kit	\$213.79	Fire
FIRST HOSPITAL LABORATORIES, INC.	Random Testing Q3 2022	\$55.90	Streets
FIRST HOSPITAL LABORATORIES, INC.	Random Testing Q3 2022	\$55.90	Parks
FIRST HOSPITAL LABORATORIES, INC.	Random Testing Q3 2022	\$111.78	Storm Water Fund
FRANKLIN PRINTING	Door Hangers; Sewer Jetting	\$594.40	Sewer Utility Fund
FRONTIER PRECISION, INC.	Trimble, Receiver, & Case	\$3,548.69	Sewer Utility Fund
FRONTIER PRECISION, INC.	Trimble, Receiver, & Case	\$3,548.69	Storm Water Fund
GRADUATE HOTELS	ICMA Lodging; Fineran	\$687.45	Administration
GRAINGER, INC.	EE Error - Refunded	\$1,215.40	Bill Back Receivable
GRAINGER, INC.	Folding Step Stool	\$246.33	Fire
GRAINGER, INC.	Hand Soap Dispenser	\$91.85	Fire
GRAINGER, INC.	Light Bulbs	\$20.84	Fire
GRAINGER, INC.	Light Bulbs Returned	-\$20.84	Fire
GRAINGER, INC.	Mini Halogen Bulb	\$45.98	Fire
GRAINGER, INC.	Spray Bottles	\$14.12	Fire
H & L MESABI	Plow Edges	\$1,320.00	Streets
HACH COMPANY	Accuvacs for Water Testing	\$355.56	Water Utility Fund
HARVEY'S BAR & GRILL	County Admins Meeting	\$26.38	Administration
HOLIDAY GAS STATION	Command Vehicle Washing 09.202	\$5.50	Fire
HOLIDAY INN & SUITES	Conference Lodging; Braaten	\$317.98	Planning
INNVISION, LLC	Playground Celebration; Snow C	\$1,510.00	Administration
INTERSTATE BATTERY SYSTEMS	#165 & 44 Batteries	\$283.89	Sewer Utility Fund
KWIK TRIP	Paving Crew Beverages	\$20.14	Streets
LAKEVIEW AUTOMOTIVE	#1023 Alignment & AC Recharge	\$352.74	Fire
LANO EQUIPMENT, INC.	Bobcat Loader Rental	\$1,700.00	Streets
LANO EQUIPMENT, INC.	Fuel for Bobcat Rental	\$48.82	Streets
LANO EQUIPMENT, INC.	#188 Leak Repair	\$1,290.79	Parks
LANO EQUIPMENT, INC.	Excavator Rental	\$2,200.00	Storm Water Fund
LAWSON PRODUCTS INC	Cut Off Wheel, Hydro Coupler,	\$874.10	Streets
LAWSON PRODUCTS INC	Pin Square Handle	\$75.83	Parks
LAWSON PRODUCTS INC	Wire Wheel, Flared Brush	\$83.85	Parks
LAWSON PRODUCTS INC	Gloves	\$68.99	Sewer Utility Fund
LORD FLETCHERS	Leadership Growth Group	\$29.02	Administration
MACKENTHUN'S FINE FOODS	Playground Opening Supplies	\$10.37	Administration
MEDIACOM	Sl Cable Box Fees 10.06-11.05.	\$22.10	Safari Island Fund
MELCHERT HUBERT SJODIN, PLLP	City Legal Fees 08.2022	\$1,394.35	Administration
MELCHERT HUBERT SJODIN, PLLP	Background Check; Tom & Sam	\$1.28	Fire
MELCHERT HUBERT SJODIN, PLLP	Background Check; Tom & Sam	\$7.96	Streets
MELCHERT HUBERT SJODIN, PLLP	Background Check; Tom & Sam	\$29.53	Parks

CITY OF WACONIA
Council List-Purchasing Card
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VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
MELCHERT HUBERT SJODIN, PLLP	City Legal Fees 08.2022	\$8,329.89	PIR Fund
MELCHERT HUBERT SJODIN, PLLP	Background Check; Tom & Sam	\$1.93	Water Utility Fund
MELCHERT HUBERT SJODIN, PLLP	City Legal Fees 08.2022	\$168.00	Water Utility Fund
MELCHERT HUBERT SJODIN, PLLP	Background Check; Tom & Sam	\$1.93	Sewer Utility Fund
MELCHERT HUBERT SJODIN, PLLP	City Legal Fees 08.2022	\$168.00	Sewer Utility Fund
MELCHERT HUBERT SJODIN, PLLP	Background Check; Tom & Sam	\$7.45	Storm Water Fund
MELCHERT HUBERT SJODIN, PLLP	City Legal Fees 08.2022	\$71.40	Storm Water Fund
MELCHERT HUBERT SJODIN, PLLP	Background Check; Tom & Sam	\$1.28	Street Light Utility Fund
MN DEPARTMENT OF LABOR & INDUSTRY	CH Boiler License	\$10.00	Central Facilities
MN DEPARTMENT OF LABOR & INDUSTRY	FS Boiler License	\$10.00	Central Facilities
MN DEPARTMENT OF LABOR & INDUSTRY	WTP Boiler License	\$40.00	Water Utility Fund
MN FALL MAINTENANCE EXPO	Fall Maintenance Expo	\$60.00	Streets
MN FIRE SVC CERT BOARD	MFSCB Recert Refund	-\$25.00	Fire
MN FIRE SVC CERT BOARD	MFSCB Recertification	\$250.00	Fire
MN RURAL WATER ASSOCIATION	MRWA Training	\$450.00	Sewer Utility Fund
MN VALLEY ELECTRIC COOP	Electric Service 09.2022	\$94.40	Central Facilities
MN VALLEY ELECTRIC COOP	Electric Service 09.2022	\$338.99	Sewer Utility Fund
MN VALLEY ELECTRIC COOP	Electric Service 09.2022	\$2,960.90	Street Light Utility Fund
MONROE TOWMASTER LLC	#35 O-Ring	\$5.84	Sewer Utility Fund
NORTH AMERICAN SAFETY, INC.	Safety Jackets with Liner	\$273.73	Streets
NORTH AMERICAN SAFETY, INC.	Safety Jackets with Liner	\$162.42	Parks
NORTH AMERICAN SAFETY, INC.	Safety Jackets with Liner	\$110.30	Sewer Utility Fund
NUSS EQUIPMENT GROUP LLC	#36 Fan & Filter	\$143.48	Streets
OPTISIGNS DIGITAL SIGNAGE	Yearly License	\$324.00	Technology
ORGANIC RECYCLING FAC	2022 Infrastructure Blvd Tree	\$1,484.80	PIR Fund
ORGANIC RECYCLING FAC	50/50 Blend Top Soil	\$153.50	Storm Water Fund
PDQ.COM CORPORATION	PDQ Inventory Renewal	\$1,050.00	Technology
PINE PRODUCTS	Compost Disposal	\$325.00	Streets
PINE PRODUCTS	Tree Waste Disposal	\$500.00	Streets
PRECISE MRM LLC	Vehicle Data Charge 08.2022	\$504.00	Streets
RAM MOUNTS	X-Grip Universal Tablet Mounts	\$566.77	Fire
REPUBLIC SERVICES	CH Shredding Service 10.22	\$33.90	Central Facilities
RIVERS EDGE CONCRETE	Resurfacing Work	\$1,080.00	Streets
ROBERT HAMILTON/HAJOCA CORP	#53 Thread Sealant	\$24.03	Water Utility Fund
ROYAL TIRE INC	Fire Tahoe #1023 Tires	\$989.00	Fire
ROYAL TIRE INC	#52 Tires	\$66.34	Streets
ROYAL TIRE INC	#8005 Tires	\$120.83	Streets
ROYAL TIRE INC	Tire Disposal Fee	\$84.00	Streets
ROYAL TIRE INC	#53 Tires	\$904.96	Water Utility Fund
SIMPLE GRACE PROMOTIONS, INC	Martino Retirement Recognition	\$90.02	Administration
SIMPLE GRACE PROMOTIONS, INC	Pierson Recognition	\$256.35	Administration
SITE ONE LANDSCAPE SUPPLY	Master Irrigation Station	\$202.97	Storm Water Fund
SITE ONE LANDSCAPE SUPPLY	PVC Coupling, Nipple, & Cement	\$255.61	Storm Water Fund
ST BONI MOTOR SPORTS	UTV Rear Window Kit	\$349.94	Capital Equipment Fund
STAPLES CONTRACT & COMMERCIAL, INC.	Laminating Pouches & Paper	\$164.07	Streets
STAPLES CONTRACT & COMMERCIAL, INC.	Baby Changing Table Liners	\$95.12	Parks

CITY OF WACONIA
Council List-Purchasing Card
Meeting: November 21, 2022

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
STAPLES CONTRACT & COMMERCIAL, INC.	Pens, Hand Soap, & Eraser	\$40.17	Parks
STA-SAFE LOCKSMITHS	Open & Repaired Lock	\$124.00	Parks
SURVEY MONKEY, INC	Survey Monkey Subscription	\$468.00	Administration
TAFT STETTINIUS & HOLLISTER LLP	TIF District #5	\$5,200.00	TIF Fund
TARGET	Paper Towels for City Hall	\$14.99	Administration
TARGET	Cell Phone Case	\$39.99	Fire
TOLL COMPANY	Industrial Cylinder	\$48.12	Streets
TRENCHERS PLUS	#192 Spindle & Reaper Blade	\$480.69	Storm Water Fund
UBER	Cab Fee to Airport	\$27.54	Administration
UBER	Cab Fee to Hotel	\$30.93	Administration
ULINE	Label Tape	\$78.43	Fire
UNIVERSITY OF MN - SHADE TREE	Tree Inspector Certification	\$50.00	Parks
UPS STORE	Postage to Return Wrong Bulb	\$22.44	Fire
UPS STORE	Shipping for Nozzle Repair	\$88.44	Fire
USABUEBOOK	Face Masks	\$73.03	Fire
USABUEBOOK	Level Sensor Repair	\$58.29	Water Utility Fund
USABUEBOOK	Stainless Steel Elbow, Valve	\$153.30	Water Utility Fund
USABUEBOOK	Stainless Steel Nipple	\$13.18	Water Utility Fund
USPS	Postage State Sample	\$5.40	Water Utility Fund
VERIZON WIRELESS	City Cell/Aircard Service 09.2	\$82.38	Administration
VERIZON WIRELESS	City Cell/Aircard Service 09.2	\$503.68	Technology
VERIZON WIRELESS	City Cell/Aircard Service 09.2	\$81.20	Planning
VERIZON WIRELESS	City Cell/Aircard Service 09.2	\$242.14	Fire
VERIZON WIRELESS	City Cell/Aircard Service 09.2	\$198.95	Streets
VERIZON WIRELESS	City Cell/Aircard Service 09.2	\$194.32	Parks
VERIZON WIRELESS	City Cell/Aircard Service 09.2	\$267.09	Water Utility Fund
VERIZON WIRELESS	City Cell/Aircard Service 09.2	\$267.08	Sewer Utility Fund
VERIZON WIRELESS	City Cell/Aircard Service 09.2	\$135.29	Storm Water Fund
VERIZON WIRELESS	City Cell/Aircard Service 09.2	\$43.91	Street Light Utility Fund
WACONIA CHAMBER OF COMMERCE	Chamber Luncheon; L. Braaten	\$30.00	Planning
WACONIA DODGE	#41 Coolant Flush	\$175.16	Water Utility Fund
ZIEGLER INC	#134 Lever	\$68.96	Streets
Grand Total		\$112,047.23	

The above bills have been approved for payment at the regular City Council Meeting on November 21, 2022.
Authorized and ordered for payment:

Mayor

City Administrator

CITY OF WACONIA
Council List-Expenditures
Meeting: November 21, 2022

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
BOLTON & MENK, INC	2022 Improvement Project	\$13,713.28	PIR Fund
BOLTON & MENK, INC	2022 Improvement Project	\$3,428.32	Water Utility Fund
BOLTON & MENK, INC	2022 Improvement Project	\$2,142.70	Sewer Utility Fund
BOLTON & MENK, INC	2022 Improvement Project	\$2,142.70	Storm Water Fund
BOLTON & MENK, INC	2023 Improvement Project	\$5,138.25	PIR Fund
BOLTON & MENK, INC	2023 Improvement Project	\$1,712.75	Storm Water Fund
BOLTON & MENK, INC	Anderson Property Development	\$194.00	PIR Fund
BOLTON & MENK, INC	Apartments - 233 Olive St S	\$485.00	PIR Fund
BOLTON & MENK, INC	CSAH 10 & Waconia Pkwy N	\$1,167.75	PIR Fund
BOLTON & MENK, INC	CSAH 10 & Waconia Pkwy N	\$129.75	Storm Water Fund
BOLTON & MENK, INC	Downtown Recon - Phase 1	\$1,430.50	PIR Fund
BOLTON & MENK, INC	Downtown Recon - Phase 1	\$429.15	Water Utility Fund
BOLTON & MENK, INC	Downtown Recon - Phase 1	\$429.15	Sewer Utility Fund
BOLTON & MENK, INC	Downtown Recon - Phase 1	\$572.20	Storm Water Fund
BOLTON & MENK, INC	East Frontage Road Extension	\$5,049.42	PIR Fund
BOLTON & MENK, INC	East Frontage Road Extension	\$731.80	Water Utility Fund
BOLTON & MENK, INC	East Frontage Road Extension	\$292.72	Sewer Utility Fund
BOLTON & MENK, INC	East Frontage Road Extension	\$1,244.06	Storm Water Fund
BOLTON & MENK, INC	East Frontage Road Parking Lot	\$238.00	PIR Fund
BOLTON & MENK, INC	Fields of Waconia Development	\$1,520.00	PIR Fund
BOLTON & MENK, INC	Highway 5 Phase II Funding	\$567.00	Streets
BOLTON & MENK, INC	Highway 5 Phase II Improvement	\$364.00	Streets
BOLTON & MENK, INC	Interlaken 8th Addition	\$235.00	PIR Fund
BOLTON & MENK, INC	L-52 Lift Station Upgrade	\$1,956.50	Sewer Utility Fund
BOLTON & MENK, INC	Laketown Storage	\$527.00	PIR Fund
BOLTON & MENK, INC	Lakeview Terrace Blvd Storm	\$1,207.00	Storm Water Fund
BOLTON & MENK, INC	Miscellaneous Engineering	\$270.00	Streets
BOLTON & MENK, INC	Miscellaneous Engineering	\$60.00	PIR Fund
BOLTON & MENK, INC	Miscellaneous Engineering	\$240.00	Storm Water Fund
BOLTON & MENK, INC	Municipal State Aid System	\$194.00	Streets
BOLTON & MENK, INC	Orchard Park Development	\$5,846.00	PIR Fund
BOLTON & MENK, INC	Shores of Lake Waconia East	\$1,160.00	PIR Fund
BOLTON & MENK, INC	Sparrow Road Kwik Trip	\$11,445.00	PIR Fund
BOLTON & MENK, INC	Storm Water Reuse System	\$1,372.00	Storm Water Fund
BOLTON & MENK, INC	Waconia Parkway South Imp	\$7,032.00	PIR Fund
BOLTON & MENK, INC	Waconia Parkway South Imp	\$1,230.60	Water Utility Fund
BOLTON & MENK, INC	Waconia Parkway South Imp	\$527.40	Storm Water Fund
BOLTON & MENK, INC	Waterford Park	\$1,534.00	Storm Water Fund
BOLTON & MENK, INC	Woodland Creek	\$388.00	PIR Fund
CAMPBELL KNUTSON P.A.	RLF Legal Fees 10.2022	\$1,664.00	Revolving Loan Fund
CARVER COUNTY	GIS Position 3rd Qtr 2022	\$6,883.52	Technology

CITY OF WACONIA
Council List-Expenditures
Meeting: November 21, 2022

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
CARVER COUNTY	Internet Services 11.2022	\$30.00	Bill Back Receivable
CARVER COUNTY	Internet Services 11.2022	-\$500.00	Technology
CARVER COUNTY	Internet Services 11.2022	\$204.25	Central Facilities
CARVER COUNTY	Internet Services 11.2022	\$110.25	Safari Island Fund
CARVER COUNTY	Internet Services 11.2022	\$23.50	Water Utility Fund
CARVER COUNTY	Internet Services 11.2022	\$23.50	Sewer Utility Fund
CARVER COUNTY	Internet Services 11.2022	\$75.00	Storm Water Fund
CARVER COUNTY	Internet Services 11.2022	\$98.50	Ice Arena
CHOICE ELECTRIC INC	East Frontage Rd Improvements	\$1,542.50	PIR Fund
CHOICE ELECTRIC INC	Fountain Motor Repair	\$806.66	Central Facilities
CHOICE ELECTRIC INC	Storm Water HDPE Install	\$17,825.00	Storm Water Fund
CITY OF BLOOMINGTON	Water Testing 10.2022	\$176.00	Water Utility Fund
COMMERCIAL ASPHALT COMPANY	East Frontage Road Parking Lot	\$12,561.34	PIR Fund
CRAIG RAPP LLC	Annual Retreat; Fineran/Schulze	\$400.00	Administration
CRAIG RAPP LLC	Compass Peer Group Membership	\$3,000.00	Administration
EHLERS & ASSOCIATES, INC.	Arbitrage Report 2019A GO Bond	\$937.50	2019A GO BOND
EHLERS & ASSOCIATES, INC.	Arbitrage Report 2019A GO Bond	\$937.50	Water Utility Fund
EHLERS & ASSOCIATES, INC.	Arbitrage Report 2019A GO Bond	\$937.50	Sewer Utility Fund
EHLERS & ASSOCIATES, INC.	Arbitrage Report 2019A GO Bond	\$937.50	Storm Water Fund
EVOQUA WATER TECHNOLOGIES LLC	LS Bioxide Treatment-284/SE/52	\$12,313.84	Sewer Utility Fund
FARBER SOUND, LLC	Ice Arena Sound System	\$4,318.00	Ice Arena
FLEXIBLE PIPE TOOL COMPANY	O-Rings	\$15.30	Sewer Utility Fund
HAWKINS, INC	WTP Chemicals	\$2,572.12	Water Utility Fund
HOTSY MINNESOTA	#9016 Nozzle	\$68.75	Streets
INSIGHT RESTORATION	Remediation Repairs	\$5,854.72	Ice Arena
JOHNSON CONTROLS FIRE PROTECTION	FS Fire Alarm Contract	\$700.02	Central Facilities
KIRVIDA FIRE, INC.	Engine #27 Foam Pro Flowmeter	\$1,192.43	Fire
KIRVIDA FIRE, INC.	Truck #22 A/C Pump Upgrade	\$2,020.98	Fire
LAMETTI & SONS, INC.	L-52 Lift Station Upgrade	\$62,282.30	Sewer Utility Fund
LEAGUE OF MINNESOTA CITIES	APMP Conference; Schulze	\$30.00	Administration
LOCAL GOVERNMENT INFORMATION SYSTEMS	JDE Application Support	\$5,354.00	Technology
MARCO TECHNOLOGIES, LLC	Carverlink Switch Swap	\$168.75	Technology
MARCO TECHNOLOGIES, LLC	Static NAT	\$152.50	Technology
MARTIN-MCALLISTER CONSULTING PSYC INC	New Fire Employees Assessment	\$1,200.00	Fire
METRO AREA MANAGEMENT ASSOCIATION	MAMA October Lunch; Fineran	\$25.00	Administration
METRO WEST INSPECTION SERVICES	Building Inspections 10.2022	\$11,765.86	Building Inspections
METRO WEST INSPECTION SERVICES	Building Inspections 10.2022	\$26,929.55	Building Inspections
METRO WEST INSPECTION SERVICES	Expired Permits 10.2022	\$875.02	Building Inspections
METRO WEST INSPECTION SERVICES	Expired Permits 10.2022	\$242.15	Building Inspections
METROPOLITAN COUNCIL	SAC Report 10.2022	\$41,822.55	Sewer Utility Fund
METROPOLITAN COUNCIL	Sewer Flow Charges 12.2022	\$83,836.95	Sewer Utility Fund

CITY OF WACONIA
Council List-Expenditures
Meeting: November 21, 2022

VENDOR NAME	DESCRIPTION	AMOUNT	FUND / DEPARTMENT
MN DEPARTMENT OF TRANSPORTATION	East Frontage Road Inspection	\$820.99	PIR Fund
NOVEL SOLAR THREE LLC	Solar Electric 09.2022	\$4,331.80	Central Facilities
NOVEL SOLAR THREE LLC	Solar Electric 09.2022	\$6,934.73	Water Utility Fund
NOVEL SOLAR THREE LLC	Solar Electric 09.2022	\$3,354.80	Sewer Utility Fund
NOVEL SOLAR THREE LLC	Solar Electric 09.2022	\$757.90	Storm Water Fund
NOVEL SOLAR THREE LLC	Solar Electric 09.2022	\$430.43	Street Light Utility Fund
NOVEL SOLAR THREE LLC	Solar Electric 09.2022	\$9,118.70	Ice Arena
NUSS EQUIPMENT GROUP LLC	Motor Blower & Filter	\$170.19	Streets
RACHIO	Zone Controllers; Various Addresses	\$500.00	Water Utility Fund
SCHNEIDER EXCAVATING & GRADING INC.	2022 Infrastructure Project	\$30,393.00	Storm Water Fund
STUMP BUSTERS LLC	Grind Stump & Roots	\$1,425.00	Parks
WACONIA BREWING COMPANY	Escrow Refund; Sidewalk Cafe	\$1,000.00	PIR Fund
WILSON'S NURSERY INC.	2022 Infrastructure Blvd Trees	\$972.95	PIR Fund
WILSON'S NURSERY INC.	Waconia Parkway South Trees	\$1,226.40	PIR Fund
WM MUELLER & SONS INC	3/8" Fine Gravel	\$213.30	Streets
WM MUELLER & SONS INC	Seal Coating Materials	\$720.00	Streets
WM MUELLER & SONS INC	Starlight Dr Asphalt Material	\$10,406.43	Streets
WSB	Small Area Plan Services	\$1,393.75	Planning
XYLEM WATER SOLUTIONS USA, INC	Waterford Reuse Project	\$108,900.00	Storm Water Fund
ZIEGLER INC	Annual Generator Inspections	\$5,375.00	Central Facilities
ZIEGLER INC	Annual Generator Inspections	\$4,695.00	Water Utility Fund
ZIEGLER INC	Annual Generator Inspections	\$5,790.00	Sewer Utility Fund
Grand Total		\$589,692.18	

The above bills have been approved for payment at the regular City Council Meeting on November 21, 2022.

Authorized and ordered for payment:

Mayor

City Administrator



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		November 21, 2022					
Item Name:		Contractor Pay Request - Waconia 2022 Infrastructure Improvements - Stormwater Improvements by Schneider Excavating & Grading					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):		October 3, 2022 Adopt Resolution #2022-265; Approval of Contractor Change and Project Cost Agreement with Schneider Excavating & Grading					
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to approve a pay recommendation for Schneider Excavation & Grading for the Waconia 2022 Infrastructure Improvements - Stormwater Improvements.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff has reviewed the contractor pay request for the Waconia 2022 Infrastructure Improvements and recommends payment of \$30,393.00 to Schneider Excavating & Grading based on the engineering request for payment. Engineer Notes: This work was required to meet stormwater permitting requirements for the 2022 Infrastructure Improvement Project but was not brought to light until after the original contract was bid and awarded to WM Mueller & Sons. This work was contracted outside of the original project bid due to the timing of the permit approval. Schneider's cost to complete this work was lower than the contractor/subcontractors would have been able to do it for. <u>Attachments:</u> 1. 2022-11-10 2022 Project Payment to Schneider.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: PIR Capital, Water, Sewer, Storm Water							
Budget Information: ☒ X Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			



**BOLTON
& MENK**

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2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

November 10, 2022

City of Waconia
Attn: Amanda Ortloff
201 South Vine St.
Waconia, MN 55387

**RE: Waconia 2022 Infrastructure Improvements
Stormwater Improvements by Schneider Excavating & Grading**

Dear Ms. Ortloff:

Enclosed please find an invoice from Schneider Excavating and Grading for stormwater improvements. This work was required to meet stormwater permitting requirements for the 2022 Infrastructure Improvement Project. This work was contracted outside of the original project bid due to the timing of the permit approval. There is no retainage requested to be held as any restoration or cleanup items will be completed in the spring by the general contractor for the 2022 Infrastructure Improvement Project.

We have reviewed the invoice, verified the quantities, and recommend the City make payment in the amount of \$30,393.00 to Schneider Excavating & Grading. 100% of this requested payment is for work associated with the storm sewer system.

Please contact me if you have any questions regarding this invoice or this project.

Respectfully Submitted,
Bolton & Menk, Inc.

Jake Saulsbury, P.E.

cc: Craig Eldred, City of Waconia
Ryan Johnson, Bolton & Menk

Enclosure



Schneider Excavating & Grading, Inc.
 405 Central Ave S
 Norwood Young America, MN
 55397
 952-467-2659

INVOICE

BILL TO

City of Waconia
 201 South Vine
 Waconia, MN 55387

INVOICE # SE2757
 DATE 11/04/2022

TERMS Net 30

DATE	ACTIVITY	QTY	RATE	AMOUNT
11/02/2022	Storm Sewer Add new 72 inch sump manhole west of Oak 1 location, Remove existing 36 inch apron cut existing pipe install new 72 inch sump manhole, reinstall apron and add to rip rap to make fit again	1	27,810.00	27,810.00
11/02/2022	DEDUCT If we use the existing manhole section, top slabs, bottom slabs with a new 6 foot section to cut holes into and castings	1	-3,522.00	-3,522.00
11/03/2022	DOES NOT INCLUDE seeding or restoration	1	0.00	0.00
11/03/2022	OPTION 2 Install The Preserver, Momentum Dissipator	1	6,105.00	6,105.00

THANK YOU FOR YOUR BUSINESS!!!!

BALANCE DUE

\$30,393.00

Monthly Finance Chg 2%

Annual Finance Chg 18%

Please remit to:
 405 CENTRAL AVE S
 NORWOOD YOUNG AMERICA, MN. 55397



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		November 21, 2022					
Item Name:		Contractor Pay Request #8-Final - L-52 Lift Station Upgrade					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):		Consent	X	Regular Session		Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to approve Pay Estimate No. 8-Final to Lametti & Sons, Inc. for the L-52 Lift Station Upgrade.							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Staff has reviewed the contractor pay request for the L-52 Lift Station Upgrade and recommends payment of \$62,282.30 based on the engineering request for payment. This payment represents approximately 97.0% of the total approved contract for the project.							
Attachments:							
1. 2022-11-14 L52 Payment #8.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Sewer Utility Fund							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			



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Bolton-Menk.com

November 14, 2022

City of Waconia
Attn: Amanda Ortloff
201 South Vine St.
Waconia, MN 55387

**Re: L-52 Lift Station Upgrade
Payment Request No. 8 & Final**

Dear Ms. Ortloff:

Enclosed please find Payment Request No. 8 & Final for work completed from 8/1/2022 to 10/31/2022 on the above referenced project. The work completed includes punch list items, verification of final quantities, and completion of existing wet well modifications.

The project is complete and operational. We recommend acceptance of the improvements and release of all retainage.

We have reviewed the estimate, verified the quantities, and recommend the City make final payment in the amount of **\$62,282.30** to Lametti & Sons, Inc. 100% of this requested payment is for work associated with the sanitary sewer system.

The final contract cost is \$1,046,013.06, which is below the original bid amount of \$1,078,069.00.

Also enclosed are the lien waivers, IC 134s Consent of Surety, and 2-year warranty bond for the project.

Please contact me if you have any questions regarding this payment request or this project.

Respectfully Submitted,
Bolton & Menk, Inc.

Jake Saulsbury, P.E.

Cc: Craig Eldred, Public Services Director
John Swanson, Bolton & Menk

Enclosure

Partial Pay Estimate No.:

8 and Final

L-52 UFT STATION UPGRADE

CITY OF WACONIA, MN

BMI PROJECT NO. C14.120524

WORK COMPLETED THROUGH: 10/31/22

WORK COMPLETED THROUGH: 10/31/22			AS BID		CURRENT ESTIMATE		PREVIOUS ESTIMATE		COMPLETED TO DATE					
ITEM NO.	ITEM	UNIT PRICE	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT				
1	MOBILIZATION	\$50,000.00	1	LUMP SUM	\$50,000.00		LUMP SUM		1.00	LUMP SUM	\$50,000.00			
2	TRAFFIC CONTROL	\$5,000.00	1	LUMP SUM	\$5,000.00		LUMP SUM	0.15	LUMP SUM	\$750.00	1.00	LUMP SUM	\$5,000.00	
3	PRE CONSTRUCTION SURVEY	\$1,200.00	6	UNIT	\$7,200.00		UNIT		UNIT		6.00	UNIT	\$7,200.00	
4	CLEAR AND GRUB	\$550.00	21	EACH	\$11,550.00		EACH		EACH		21.00	EACH	\$11,550.00	
5	REMOVE CURB AND GUTTER	\$15.00	80	LF	\$1,200.00		LF	167.00	LF	\$2,505.00	177.00	LF	\$2,655.00	
6	REMOVE CHAIN LINK FENCE	\$10.00	235	LF	\$2,350.00		LF		LF		252.00	LF	\$2,520.00	
7	REMOVE CONCRETE	\$10.00	72	SF	\$720.00		SF	72.00	SF	\$720.00	72.00	SF	\$720.00	
8	REMOVE WATER SERVICE - CORP STOP THRU CURB STOP	\$20.00	30	LF	\$600.00		LF		LF		30.00	LF	\$600.00	
9	REMOVE WATER SERVICE - CURB STOP TO CONNECTION	\$10.00	55	LF	\$550.00		LF		LF		55.00	LF	\$550.00	
10	REMOVE HEAT AND VENTILATION DUCT	\$3,500.50	1	LUMP SUM	\$3,500.50		LUMP SUM		LUMP SUM		1.00	LUMP SUM	\$3,500.50	
11	SALVAGE AND REINSTALL SITE SIGN	\$200.00	1	EACH	\$200.00		EACH		EACH			EACH		
12	INSTALL WET WELL	\$8,000.00	55.6	LF	\$444,800.00		LF	2.60	LF	\$20,800.00	55.60	LF	\$444,800.00	
13	TOP SLAB	\$20,000.00	1	EACH	\$20,000.00		EACH		EACH		1.00	EACH	\$20,000.00	
14	PLUMB WET WELL	\$35,000.00	1	LUMP SUM	\$35,000.00		LUMP SUM		LUMP SUM		1.00	LUMP SUM	\$35,000.00	
15	WET WELL BALLAST	\$150.00	63	CY	\$9,450.00		CY	3.00	CY	\$450.00	63.00	CY	\$9,450.00	
16	STRUCTURAL INVERT SLAB	\$3,141.00	1	LUMP SUM	\$3,141.00		LUMP SUM		LUMP SUM		1.00	LUMP SUM	\$3,141.00	
17	INSTALL VALVE VAULT	\$51,325.00	1	EACH	\$51,325.00		EACH	0.10	EACH	\$5,132.50	1.00	EACH	\$51,325.00	
18	PLUMB VALVE VAULT	\$45,000.00	1	LUMP SUM	\$45,000.00		LUMP SUM		LUMP SUM		1.00	LUMP SUM	\$45,000.00	
19	METER MANHOLE	\$25,000.00	1	EACH	\$25,000.00		EACH	0.15	EACH	\$3,750.00	1.00	EACH	\$25,000.00	
20	FURNISH 16" SPOOL PIECE - METER MANHOLE	\$11,500.00	1	EACH	\$11,500.00		EACH	1.00	EACH	\$11,500.00	1.00	EACH	\$11,500.00	
21	MODIFY EXISTING WET WELL	\$5,000.00	1	LUMP SUM	\$5,000.00	0.05	LUMP SUM	\$250.00	LUMP SUM		1.00	LUMP SUM	\$5,000.00	
22	CONNECT TO EXISTING WET WELL	\$8,500.00	1	EACH	\$8,500.00		EACH		EACH		1.00	EACH	\$8,500.00	
23	18" PVC C900 DR 25 - TRENCHLESS SEWER	\$5,000.00	10	LF	\$50,000.00		LF		LF		10.00	LF	\$50,000.00	
24	CONSOLIDATION GROUT SET UP - TRENCHLESS PIPE	\$8,000.00	1	LUMP SUM	\$8,000.00		LUMP SUM		LUMP SUM		1.00	LUMP SUM	\$8,000.00	
25	CONSOLIDATION GROUT - TRENCHLESS PIPE	\$14.00	800	GAL	\$11,200.00		GAL		GAL		500.00	GAL	\$7,000.00	
26	ABANDON EXISTING DRY WELL	\$9,500.00	1	LUMP SUM	\$9,500.00		LUMP SUM	0.20	LUMP SUM	\$1,900.00	1.00	LUMP SUM	\$9,500.00	
27	BYPASS PUMPING	\$32,000.00	1	LUMP SUM	\$32,000.00		LUMP SUM		LUMP SUM		1.00	LUMP SUM	\$32,000.00	
28	4" PVC C900 DR 25 DRAIN PIPE	\$65.00	60	LF	\$3,900.00		LF		LF		60.00	LF	\$3,900.00	
29	4" DRAIN PIPE FITTINGS	\$10.00	150	LBS	\$1,500.00		LBS		LBS		150.00	LBS	\$1,500.00	
30	4" DRAIN TRAP ASSEMBLY	\$1,000.00	1	EACH	\$1,000.00		EACH		EACH		1.00	EACH	\$1,000.00	
31	4" PVC DRAIN CLEAN OUT	\$1,000.00	1	EACH	\$1,000.00		EACH		EACH		1.00	EACH	\$1,000.00	
32	CONNECT TO EXISTING SEWER SERVICE	\$700.00	1	EACH	\$700.00		EACH		EACH		1.00	EACH	\$700.00	
33	48" MANHOLE	\$450.00	35.55	LF	\$15,997.50		LF	2.60	LF	\$1,170.00	35.60	LF	\$16,020.00	
34	18" PVC PS 46	\$100.00	43	LF	\$4,300.00		LF		LF		43.00	LF	\$4,300.00	
35	CONSTRUCT MANHOLE OVER EXISTING PIPE	\$8,000.00	1	EACH	\$8,000.00		EACH		EACH		1.00	EACH	\$8,000.00	
36	AGGREGATE BEDDING	\$38.00	35	TON	\$1,330.00		TON		TON		35.00	TON	\$1,330.00	
37	EXTERNAL CHIMNEY SEAL	\$300.00	2	EACH	\$600.00		EACH	2.00	EACH	\$600.00	2.00	EACH	\$600.00	
38	ABANDON 18" SEWER	\$80.00	18	LF	\$1,440.00		LF		LF		18.00	LF	\$1,440.00	
39	16" PVC C905 DR 25 FORCEMAIN	\$120.00	30	LF	\$3,600.00		LF	8.00	LF	\$960.00	43.00	LF	\$5,160.00	
40	16" FORCEMAIN FITTINGS	\$7.00	425	LBS	\$2,975.00		LBS		LBS		544.00	LBS	\$3,808.00	
41	CONNECT TO EXISTING FORCEMAIN	\$800.00	1	EACH	\$800.00		EACH		EACH		1.00	EACH	\$800.00	
42	ABANDON 16" FORCEMAIN	\$75.00	15	LF	\$1,125.00		LF	15.00	LF	\$1,125.00	15.00	LF	\$1,125.00	
43	1" CORPORATION STOP	\$900.00	1	EACH	\$900.00		EACH		EACH		1.00	EACH	\$900.00	
44	1" CURB STOP	\$950.00	1	EACH	\$950.00		EACH		EACH		1.00	EACH	\$950.00	
45	1" TYPE K COPPER WATER SERVICE	\$60.00	65	LF	\$3,900.00		LF	60.00	LF	\$3,600.00	110.00	LF	\$6,600.00	
46	CONNECT TO EXISTING WATER SERVICE	\$800.00	1	EACH	\$800.00		EACH		EACH		1.00	EACH	\$800.00	
47	WATER SERVICE LID COVER	\$600.00	4	EACH	\$2,400.00		EACH	4.00	EACH	\$2,400.00	4.00	EACH	\$2,400.00	
48	27" DRAINAGE STRUCTURE	\$1,200.00	3	EACH	\$3,600.00		EACH		EACH		3.00	EACH	\$3,600.00	
49	12" HDPE STORM SEWER	\$75.00	157	LF	\$11,775.00		LF		LF		157.00	LF	\$11,775.00	
50	12" HDPE DRAIN TILE	\$60.00	22	LF	\$1,320.00		LF		LF		22.00	LF	\$1,320.00	
51	4" HDPE DRAIN TILE	\$45.00	38	LF	\$1,710.00		LF		LF		38.00	LF	\$1,710.00	
52	4" HDPE CLEAN OUT	\$800.00	1	EACH	\$800.00		EACH		EACH		1.00	EACH	\$800.00	
53	12" METAL FLARED END SECTION WITH RODENT GUARD	\$900.00	1	EACH	\$900.00		EACH		EACH		1.00	EACH	\$900.00	
54	AGGREGATE BEDDING	\$38.00	25	TON	\$950.00		TON		TON			TON		
55	RIP RAP CL III	\$80.00	5	CY	\$400.00		CY		CY		2.50	CY	\$200.00	
56	COMMON EXCAVATION (EV) (P)	\$29.00	235	CY	\$6,815.00	37	CY	\$1,073.00	100.00	CY	\$2,900.00	272.00	CY	\$7,888.00
57	SUBGRADE EXCAVATION (EV)	\$30.00	20	CY	\$600.00		CY		CY			CY		
58	SUBGRADE EXCAVATION REPLACEMENT MATERIAL	\$35.00	40	TON	\$1,400.00		TON		TON			TON		

Partial Pay Estimate No.:

8 and Final

L-52 LIFT STATION UPGRADE

CITY OF WACONIA, MN

BMI PROJECT NO. C14.120524

WORK COMPLETED THROUGH: 10/31/22

ITEM NO.	ITEM	UNIT PRICE	AS BID		CURRENT ESTIMATE		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
59	SUBGRADE PREPARATION	\$6.00	560 SY	\$3,360.00	93 SY	\$558.00	560.00 SY	\$3,360.00	653.00 SY	\$3,918.00
60	12" CLASS 5 AGGREGATE BASE	\$38.00	415 TON	\$15,770.00	227 TON	\$8,626.00	80.00 TON	\$3,040.00	440.92 TON	\$16,754.96
61	3" BITUMINOUS WEAR COURSE (SP9.5 WEARING COURSE - SPWEA2408)	\$110.00	100 TON	\$11,000.00			122.21 TON	\$13,443.10	122.21 TON	\$13,443.10
62	COMMON EXCAVATION (EV) (P)	\$29.00	190 CY	\$5,510.00						
63	SUBGRADE EXCAVATION (EV)	\$30.00	20 CY	\$600.00						
64	SUBGRADE EXCAVATION REPLACEMENT MATERIAL	\$35.00	40 TON	\$1,400.00						
65	SUBGRADE PREPARATION	\$6.00	470 SY	\$2,820.00						
66	GEOTEXTILE FABRIC TYPE V	\$2.00	470 SY	\$940.00						
67	9" CLASS 5 AGGREGATE BASE	\$38.00	260 TON	\$9,880.00						
68	3" BITUMINOUS BASE COURSE (SP12.5 BASE COURSE-SPNWB2308)	\$130.00	80 TON	\$10,400.00						
69	1 1/2" BITUMINOUS WEAR COURSE (SP9.5 WEARING COURSE - SPWEA2408)	\$110.00	40 TON	\$4,400.00						
70	MOUNTABLE CONCRETE CURB AND GUTTER	\$55.00	80 LF	\$4,400.00			177.00 LF	\$9,735.00	177.00 LF	\$9,735.00
71	INLET PROTECTION - ROCK BAG	\$300.00	2 EACH	\$600.00						
72	INLET PROTECTION - BIOROLL	\$80.00	2 EACH	\$160.00						
73	SILT FENCE	\$3.50	690 LF	\$2,415.00						
74	SILT CURTAIN	\$65.00	45 LF	\$2,925.00						
75	TOPSOIL BORROW	\$50.00	75 TON	\$3,750.00			97.00 TON	\$4,850.00	97.00 TON	\$4,850.00
76	SEED AND HYDRO MULCH TYPE 8 (MIX 25-151)	\$3.00	555 SY	\$1,665.00			203.00 SY	\$609.00	425.00 SY	\$1,275.00
77	SEED AND HYDRO MULCH TYPE 8 (MIX 33-261) WITH TRM CAT 3N	\$25.00	25 SY	\$625.00						
78	FURNISH AND INSTALL SWAMP WHITE OAK - 3" B&B	\$1,500.00	3 EACH	\$4,500.00						
79	TEMPORARY EXISTING LIFT STATION ELECTRICAL	\$16,000.00	1 LUMP SUM	\$16,000.00					1.00 LUMP SUM	\$16,000.00
80	PERMANENT SITE ELECTRICAL	\$31,975.00	1 LUMP SUM	\$31,975.00					1.00 LUMP SUM	\$31,975.00
81	YARD LIGHT	\$3,200.00	1 LUMP SUM	\$3,200.00					1.00 LUMP SUM	\$3,200.00
82										
83										
84										
85										
TOTAL AMOUNT:				\$1,078,069.00		\$10,507.00		\$95,299.60		\$1,046,013.06



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		November 21, 2022					
Item Name:		Rink Management Services Corporation Waconia Ice Arena Expenditures Incurred October 2022					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Rink Management Corporation Expenditures for Waconia Ice Arena Incurred in October 2022							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Rink Management Services Corporation has provided the attached report for expenditures paid in October 2022. Per the City's contract with Rink Management, these expenditures are paid by Rink Management for the City's operation of the Waconia Ice Arena. <u>Attachments:</u> 1. Waconia Ice Arena Bills Applied Payments Oct '22.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
Ice Arena Fund (678)							
Budget Information:				Planning Commission			
☒ X Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**Waconia Ice Arena
Bills and Applied Payments
October 2022**

	Date	Transaction Type	Num	Memo/Description	Split	Amount
Advanced Energy Partners						
	10/14/2022	Bill Payment (Check)	2867		0012 Cash - IA/RMSC	-225.16
	10/10/2022	Bill	2022 - 9	September 2022	4049 2 Utilities:Solar Energy	225.16
	10/21/2022	Bill Payment (Check)	2868		0012 Cash - IA/RMSC	-225.16
	10/10/2022	Bill	9/1 - 9/30/22	Solar Energy for September	4049 2 Utilities:Solar Energy	225.16
Athletica Sports Systems, INC						
	10/03/2022	Bill Payment (Check)	2854		0012 Cash - IA/RMSC	-716.25
	09/15/2022	Bill	417353	Net Pad for 44" frame	4023 6 COGS - Operating:COGS - Facility Rentals	716.25
Becker Arena Products, Inc						
	10/21/2022	Bill Payment (Check)	2876		0012 Cash - IA/RMSC	-128.85
	10/10/2022	Bill	606541	Polycarbonate Panel	4029 1 Maintenance & Repairs:Building Repairs	128.85
CD Products INC						
	10/28/2022	Bill Payment (Check)	2877		0012 Cash - IA/RMSC	-283.47
	10/13/2022	Bill	80250	MHS Dasherboard	4046 1 COGS - Advertising	283.47
City of Waconia						
	10/01/2022	Bill Payment (Check)			-Split-	
	12/31/2021	Journal Entry	JE 12.31.21	12.31.21 balance adjustments from the City of Waconia - AO	-Split-	26,601.32
	03/31/2022	Journal Entry	JE 03.31.22	03.31.22 balance adjustments from the City of Waconia - AO	-Split-	-1,324.96
	04/30/2022	Journal Entry	JE 04.30.22	04.30.22 balance adjustments from the City of Waconia - AO	-Split-	-14,273.92
	12/31/2021	Journal Entry	rec bonus	2021 Incentive Bonus to RMSC	-Split-	14,175.42
	12/31/2021	Journal Entry	JE 12.31.21	Audit Entry for YE AP Balances - P-Card	-Split-	82.50
	06/30/2022	Journal Entry	JE 06.30.22	06.30.22 balance adjustments from the City of Waconia - AO	-Split-	8,485.44
	08/31/2022	Journal Entry	JE 08.31.22	08.31.22 balance adjustments from the City of Waconia - AO	-Split-	-17,608.80
	07/31/2022	Journal Entry	JE 07.31.22	07.31.22 balance adjustments from the City of Waconia - AO	-Split-	9,123.36
Grainger						
	10/03/2022	Bill Payment (Check)	2855		0012 Cash - IA/RMSC	-577.44
	09/16/2022	Bill	9447960304	Balasts	4023 1 Operating Supplies:Building Supplies	373.60
	09/20/2022	Bill	9451217294	Balasts	4023 1 Operating Supplies:Building Supplies	61.03
	09/29/2022	Bill	9461275910	Filters	4023 2 Operating Supplies:Maintenance Supplies	142.81
Hillyard/Hutchinson						
	10/03/2022	Bill Payment (Check)	2856		0012 Cash - IA/RMSC	-42.85
	09/28/2022	Bill	604888463	Janitorial Supplies	4023 2 Operating Supplies:Maintenance Supplies	42.85
	10/21/2022	Bill Payment (Check)	2869		0012 Cash - IA/RMSC	-26.97
	10/12/2022	Bill	604904066	Urinal Screens	4023 1 Operating Supplies:Building Supplies	26.97
Howies Hockey Inc						
	10/14/2022	Bill Payment (Check)	2864		0012 Cash - IA/RMSC	-485.97
	10/06/2022	Bill	134309	Pro shop inventory	-Split-	485.97
	10/21/2022	Bill Payment (Check)	2870		0012 Cash - IA/RMSC	-53.47
	10/11/2022	Bill	135117	Cloth Laces	-Split-	53.47
Innovative Office Solutions, LLC						
	10/03/2022	Bill Payment (Check)	2857		0012 Cash - IA/RMSC	-129.62
	09/29/2022	Bill	3952379	Gauze, Wall Sign, Band aids, Desk sign	4023 4 Operating Supplies:Office Supplies	129.62
	10/14/2022	Bill Payment (Check)	2865		0012 Cash - IA/RMSC	-230.04
	10/06/2022	Bill	3960505	Mouse and Paper Towels	4023 4 Operating Supplies:Office Supplies	230.04
Jet Ice						
	10/03/2022	Bill Payment (Check)	2858		0012 Cash - IA/RMSC	-109.28
	09/22/2022	Bill	7-74174	4" x 20" 5M Micron Non-Pleated Filter	4023 2 Operating Supplies:Maintenance Supplies	109.28

	Date	Transaction Type	Num	Memo/Description	Split	Amount
Master Mechanical, Inc						
	10/21/2022	Bill Payment (Check)	2871		0012 Cash - IA/RMSC	-2,800.25
	10/01/2022	Bill	72503	Diagnose Issue - shaft	4029 1 Maintenance & Repairs:Building Repairs	815.25
	10/01/2022	Bill	72536	Remove and Replace Blower Shaft	4029 1 Maintenance & Repairs:Building Repairs	1,985.00
Reimbursement						
	10/14/2022	Bill Payment (Check)	2866		0012 Cash - IA/RMSC	-22.25
	10/06/2022	Bill	10.06.22	Food for Nathan and Mileage	-Split-	22.25
Montague, Dan - Petty Cash WIA						
	10/03/2022	Bill Payment (Check)	2859		0012 Cash - IA/RMSC	-39.28
	09/29/2022	Bill	9.29.22	Bins for birthday parties	4023 6 COGS - Operating:COGS - Facility Rentals	39.28
	10/21/2022	Bill Payment (Check)	2872		0012 Cash - IA/RMSC	-103.82
	10/13/2022	Bill	PC10.13.22	Propane and work on Olympia Machine	-Split-	103.82
Peterson Salt & Water Treatment Co.						
	10/21/2022	Bill Payment (Check)	2873		0012 Cash - IA/RMSC	-367.81
	10/04/2022	Bill	201806	Extra Coarse Solar Salt	4023 3 Operating Supplies:Chemicals	367.81
R & R Specialties of Wisconsin Inc						
	10/03/2022	Bill Payment (Check)	2860		0012 Cash - IA/RMSC	-110.00
	09/27/2022	Bill	76774	Blade Sharpening	4029 2 Maintenance & Repairs:Equipment Repairs	110.00
	10/21/2022	Bill Payment (Check)	2874		0012 Cash - IA/RMSC	-1,474.75
	10/13/2022	Bill	0076939-IN	Work done on Zamboni	4029 2 Maintenance & Repairs:Equipment Repairs	1,335.27
	10/13/2022	Bill	0076928-IN	Work done on Zamboni	4029 2 Maintenance & Repairs:Equipment Repairs	139.48
Rink Management Services Corporation						
	10/03/2022	Bill Payment (Check)	2861		0012 Cash - IA/RMSC	-11,045.24
	09/01/2022	Bill	109218	Cigna Health Insurance Billing Period 9/1 - 9/30/22	4004 2 Contracted Payroll:Health Insurance	2,396.55
	09/01/2022	Bill	109230	August Timeclocks; Paychex Invoice #2651931	4004 3 Contracted Payroll:Payroll Expenses	148.52
	10/01/2022	Bill	109193	October 2022 Management Fee	4069 1 Contract Services:Management Fees	3,750.00
	09/01/2022	Bill	109278	Worker's Compensation July & August 2022	-Split-	1,044.33
	09/23/2022	Bill	109169	Payroll Period Ending 9/18/22; Pay Date 9/226/22; WK 39	4004 1 Contracted Payroll:Payroll	3,557.44
	09/30/2022	Bill	109249	September Timeclocks; Paychex Invoice #2743965	4004 3 Contracted Payroll:Payroll Expenses	148.40
	10/07/2022	Bill Payment (Check)	2863		0012 Cash - IA/RMSC	-5,713.44
	10/06/2022	Bill	109452	Payroll Period Ending 10/2/22; Pay Date 10/7/22 WK 41	4004 Contracted Payroll	5,138.55
	09/26/2022	Bill	109362	PR WK 39 Processing Charges; Paychex Invoice #2022092101	4004 3 Contracted Payroll:Payroll Expenses	84.48
	09/17/2022	Bill	109382	Principal Health Insurance Invoice 9/17/22; Billing Period 10/1 - 10/31/22	4004 2 Contracted Payroll:Health Insurance	191.14
	09/06/2022	Bill	109425	Quick Books	4053 Subscript., Memberships & Dues	200.00
	09/12/2022	Bill	109342	PR WK 37 Processing Charges; Paychex Inv # 2022090801	4004 3 Contracted Payroll:Payroll Expenses	63.66
	09/16/2022	Bill	109321	Paychex Monitoring Services for September 2022; Statement #25764491	4004 3 Contracted Payroll:Payroll Expenses	15.42
	09/16/2022	Bill	109300	September Screening Charges; Paychex Statement #25764491	4004 3 Contracted Payroll:Payroll Expenses	20.19
	10/21/2022	Bill Payment (Check)	2875		0012 Cash - IA/RMSC	-6,283.83
	10/20/2022	Bill	109517	Payroll Period Ending 10/16/22; Pay Date 10/24/22; WK 43	4004 1 Contracted Payroll:Payroll	6,283.83
	10/28/2022	Bill Payment (Check)	2878		0012 Cash - IA/RMSC	-22,748.19
	10/18/2022	Bill	109566	Principal Health Insurance Invoice 10/18/22; Billing Period 11/1 - 11/30/22	4004 2 Contracted Payroll:Health Insurance	191.14
	10/01/2022	Bill	109641	Umbrella Insurance 10/1/22 - 10/2/23	-Split-	16,244.00
	10/01/2022	Bill	109550	Cigna Health Insurance Billing Period 10/01 - 10/31/22	4004 2 Contracted Payroll:Health Insurance	2,396.55
	10/01/2022	Bill	109588	Constant Contact Split Charges from Bill #090622th & 100622th	4046 Advertising	142.50
	10/01/2022	Bill	109585	Postage 7/1 - 9/30/22	4037 Postage & Delivery	24.00
	11/01/2022	Bill	109486	November 2022 Management Fees	4069 1 Contract Services:Management Fees	3,750.00
Staples Advantage						
	10/03/2022	Bill Payment (Check)	2862		0012 Cash - IA/RMSC	-238.48
	09/10/2022	Bill	8067537004	Birthday party supplies	4023 6 COGS - Operating:COGS - Facility Rentals	238.48
Total Expenses:						\$54,181.87



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		November 21, 2022					
Item Name:		Rink Management Services Corporation Safari Island Community Center Expenditures Incurred October 2022					
Originating Department:		Finance					
Presented by:		Amanda Ortloff					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Motion to Approve Rink Management Corporation Expenditures for Safari Island Community Center Incurred in October 2022							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Rink Management Services Corporation has provided the attached report for expenditures paid in October 2022. Per the City's contract with Rink Management, these expenditures are paid by Rink Management for the City's operation of the Safari Island Community Center. Attachments: 1. Safari Island Bills Applied Payments Oct '22.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses: Safari Island Fund (231)							
Budget Information: ☒ X Budgeted ☐ Non Budgeted ☐ Amendment Required				Planning Commission			
				Parks and Recreation Board			
				Safari Island Advisory Board			
				Other			

**Safari Island Community Center
Bills and Applied Payments
October 2022**

	Date	Transaction Type	Num	Memo/Description	Split	Amount
American Red Cross	10/14/2022	Bill Payment (Check)	4590		0012 Cash - SI/RMSC	-219.00
	09/28/2022	Bill	22484487	CPR/AED and Lifeguarding	4041 Training & Education	219.00
Anderson, Alahna	10/03/2022	Bill Payment (Check)	4553		0012 Cash - SI/RMSC	-100.00
	09/29/2022	Bill	2,002,022.00	Account Credit	3059 Reimbursements & Refunds	100.00
Boll, Heather	10/03/2022	Bill Payment (Check)	4554		0012 Cash - SI/RMSC	-20.00
	09/29/2022	Bill	2,002,033.03	Account Credit	3059 Reimbursements & Refunds	20.00
Braulick, Michelle	10/03/2022	Bill Payment (Check)	4555		0012 Cash - SI/RMSC	-21.00
	09/29/2022	Bill	2,002,032.00	Account Credit	3059 Reimbursements & Refunds	21.00
Bristol, Timothy	10/03/2022	Bill Payment (Check)	4556		0012 Cash - SI/RMSC	-94.00
	09/29/2022	Bill	2,002,023.00	Account Credit	3059 Reimbursements & Refunds	94.00
Buschena, Lori	10/03/2022	Bill Payment (Check)	4557		0012 Cash - SI/RMSC	-2.53
	09/29/2022	Bill	2,002,051.00	Account Credit	3059 Reimbursements & Refunds	2.53
Corona, Olda	10/03/2022	Bill Payment (Check)	4558		0012 Cash - SI/RMSC	-6.24
	09/29/2022	Bill	2,002,046.00	Account Credit	3059 Reimbursements & Refunds	6.24
Dan Montague - Expense Reimbursement	10/03/2022	Bill Payment (Check)	4559		0012 Cash - SI/RMSC	-106.90
	09/21/2022	Bill	9.21.22	Volley Balls and Mileage	-Split-	106.90
Dan Montague - Petty Cash	10/03/2022	Bill Payment (Check)	4560		0012 Cash - SI/RMSC	-153.89
	09/28/2022	Bill	09.28.22		-Split-	153.89
	10/14/2022	Bill Payment (Check)	4591		0012 Cash - SI/RMSC	-77.28
	10/12/2022	Journal Entry	vd chk 4502	to void check 4502; never cashed	-Split-	77.28
	10/21/2022	Bill Payment (Check)	4604		0012 Cash - SI/RMSC	-164.50
	10/13/2022	Bill	PC 10.13.22		-Split-	164.50
Derning, Jon	10/03/2022	Bill Payment (Check)	4561		0012 Cash - SI/RMSC	-59.05
	09/29/2022	Bill	2,002,025.00	Account Credit	3059 Reimbursements & Refunds	59.05
Ducette, Rachel	10/03/2022	Bill Payment (Check)	4562		0012 Cash - SI/RMSC	-35.00
	09/29/2022	Bill	2,002,028.00	Account Credit	3059 Reimbursements & Refunds	35.00
Forsythe, Diane	10/03/2022	Bill Payment (Check)	4563		0012 Cash - SI/RMSC	-12.82
	09/29/2022	Bill	2,002,036.00	Account Credit	3059 Reimbursements & Refunds	12.82
Garnatz, Jane	10/03/2022	Bill Payment (Check)	4564		0012 Cash - SI/RMSC	-7.50
	09/29/2022	Bill	2,002,044.00	Account Credit	3059 Reimbursements & Refunds	7.50

	Date	Transaction Type	Num	Memo/Description	Split	Amount
GK2 Promotions	10/03/2022	Bill Payment (Check)	4565		0012 Cash - SI/RMSC	-303.88
	09/23/2022	Bill	6059	Uniforms	4085 Uniforms	303.88
Gothmann, Becky	10/03/2022	Bill Payment (Check)	4566		0012 Cash - SI/RMSC	-7.67
	09/29/2022	Bill	2,002,043.00	Account Credit	3059 Reimbursements & Refunds	7.67
Grainger	10/14/2022	Bill Payment (Check)	4592		0012 Cash - SI/RMSC	-117.94
	09/29/2022	Bill	9462555203	Janitorial Supplies and screwdriver replacement bit set	4023 2 Operating Supplies:Maintenance Supplies	117.94
Harder, John	10/03/2022	Bill Payment (Check)	4567		0012 Cash - SI/RMSC	-59.55
	09/29/2022	Bill	2,002,024.00	Account Credit	3059 Reimbursements & Refunds	59.55
Hemze, Jon	10/03/2022	Bill Payment (Check)	4568		0012 Cash - SI/RMSC	-31.75
	09/29/2022	Bill	2,002,030.00	Account Credit	3059 Reimbursements & Refunds	31.75
Herreid, Rebecca	10/03/2022	Bill Payment (Check)	4569		0012 Cash - SI/RMSC	-10.00
	09/29/2022	Bill	2,002,039.00	Account Credit	3059 Reimbursements & Refunds	10.00
Hillyard / Hutchinson	10/21/2022	Bill Payment (Check)	4603		0012 Cash - SI/RMSC	-53.94
	10/12/2022	Bill	604904067	Urinal Screens	4023 1 Operating Supplies:Building Supplies	53.94
Horizon Commercial Pool Supply	10/21/2022	Bill Payment (Check)			-Split-	
	10/07/2022	Bill	27770	Test Tube and Stirring Bar	4075 Chemicals/Pool Supplies	42.58
	09/26/2022	Vendor Credit	CM10571	Multiport Side Mount	4075 Chemicals/Pool Supplies	-1,786.56
Innovative Office Solutions, LLC	10/03/2022	Bill Payment (Check)	4570		0012 Cash - SI/RMSC	-935.32
	09/29/2022	Bill	IN3952349	Batteries, gauze pads, clock, gym wipes, etc	4023 2 Operating Supplies:Maintenance Supplies	935.32
	10/14/2022	Bill Payment (Check)	4593		0012 Cash - SI/RMSC	-161.33
	10/05/2022	Bill	IN3958439	Sanitizer Foam	4023 2 Operating Supplies:Maintenance Supplies	88.41
	10/03/2022	Bill	IN3954999	Sanitizer Gel	4023 2 Operating Supplies:Maintenance Supplies	72.92
Johnson Fitness & Wellness	10/03/2022	Bill Payment (Check)	4571		0012 Cash - SI/RMSC	-101.93
	09/01/2022	Bill	21-068031	Battery and Transport Wheel	4029 3 Maintenance & Repairs:Equipment Repairs	101.93
Karen Shank	10/21/2022	Bill Payment (Check)	4600		0012 Cash - SI/RMSC	-385.00
	10/14/2022	Bill	10.14.22	Pickle Ball Classes	-Split-	385.00
Kristi Sherlock - Expense Reimbursement	10/14/2022	Bill Payment (Check)	4594		0012 Cash - SI/RMSC	-23.77
	10/07/2022	Bill	9/21 - 10/7/22	Mileage to and from bank 9/21 - 10/7/22	4043 2 Travel & Entertainment:Travel & Mileage	23.77
Kuske, Michelle	10/03/2022	Bill Payment (Check)	4572		0012 Cash - SI/RMSC	-2.65
	09/29/2022	Bill	2,002,050.00	Account Credit	3059 Reimbursements & Refunds	2.65
Marcsisak, Tom	10/21/2022	Bill Payment (Check)	4601		0012 Cash - SI/RMSC	-70.00

	Date	Transaction Type	Num	Memo/Description	Split	Amount
Matthees, Cynthia	10/07/2022	Bill	10/3/22	Volleyball official 2 games \$35 each	4023 6 COGS - Operating:COGS - Reg., Programs & Lessons	70.00
	10/03/2022	Bill Payment (Check)	4573		0012 Cash - SI/RMSC	-50.00
	09/29/2022	Bill	2,002,026.00	Account Credit	3059 Reimbursements & Refunds	50.00
Melichar, Kindra	10/03/2022	Bill Payment (Check)	4574		0012 Cash - SI/RMSC	-12.50
	09/29/2022	Bill	2,002,037.00	Account Credit	3059 Reimbursements & Refunds	12.50
Minneapolis Oxygen Company	10/14/2022	Bill Payment (Check)	4595		0012 Cash - SI/RMSC	-22.84
	09/30/2022	Bill	99433	Helium Rental	4023 4 COGS - Operating:COGS - Birthday Parties	22.84
Minor, Stephen - Refund	10/03/2022	Bill Payment (Check)	4575		0012 Cash - SI/RMSC	-8.92
	09/29/2022	Bill	2,002,042.00	Account Credit	3059 Reimbursements & Refunds	8.92
Myhre, Derek	10/03/2022	Bill Payment (Check)	4576		0012 Cash - SI/RMSC	-6.50
	09/29/2022	Bill	2,002,045.00	Account Credit	3059 Reimbursements & Refunds	6.50
Niebeling, Kristie	10/03/2022	Bill Payment (Check)	4577		0012 Cash - SI/RMSC	-15.00
	09/29/2022	Bill	2,002,035.00	Account Credit	3059 Reimbursements & Refunds	15.00
Refund - Kristi Sherlock	10/28/2022	Bill Payment (Check)	4605		0012 Cash - SI/RMSC	-23.77
	10/21/2022	Bill	10/11 - 10/21/22	Mileage to and from bank 10/11 - 10/21/22	4043 2 Travel & Entertainment:Travel & Mileage	23.77
Richter, Jenny	10/03/2022	Bill Payment (Check)	4578		0012 Cash - SI/RMSC	-9.50
	09/29/2022	Bill	2,002,041.00	Account Credit	3059 Reimbursements & Refunds	9.50
Rink Management Services Corporation	10/03/2022	Bill Payment (Check)	4579		0012 Cash - SI/RMSC	-33,422.95
	10/01/2022	Bill	109192	October 2022 Management Fees	4069 1 Contract Services:Management Fees	4,750.00
	09/30/2022	Bill	109247	September Timeclocks; Paychex Invoice 2743965	4004 3 Contracted Payroll:Payroll Expenses	296.80
	09/23/2022	Bill	109166	Payroll Period Ending 9/18/22; Pay Date 9/26/22; WK 39	4004 1 Contracted Payroll:Payroll	25,017.39
	09/01/2022	Bill	109210	Cigna Health Insurance Billing Period 9/1 - 9/30/22	4004 2 Contracted Payroll:Health Insurance	1,448.04
	09/01/2022	Bill	109228	August Timeclocks; Paychex invoice #2651931	4004 3 Contracted Payroll:Payroll Expenses	297.04
	09/01/2022	Bill	109276	Worker's Compensation July & August	-Split-	1,613.68
	10/07/2022	Bill Payment (Check)	4589		0012 Cash - SI/RMSC	-26,520.78
	09/26/2022	Bill	109359	PR WK 39 Processing Charges; Paychex Inv#2022092101	4004 3 Contracted Payroll:Payroll Expenses	517.44
	10/06/2022	Bill	109449	Payroll Period Ending 10/2/22; Pay Date 10/07/22, WK 41	4004 1 Contracted Payroll:Payroll	24,938.92
	09/17/2022	Bill	109376	Principal Health Insurance Invoice 9/17/22; Billing Period 10/1 - 10/31/22	-Split-	211.59
	09/16/2022	Bill	109318	Paychex Monitoring Services for Sept 2022; Statement #25764491	4004 3 Contracted Payroll:Payroll Expenses	123.36
	09/16/2022	Bill	109296	September Screening Charges; Paychex Statement #25764491	4004 3 Contracted Payroll:Payroll Expenses	20.19
	09/12/2022	Bill	109339	PR WK 37 Processing Charges; Paychex Inv #2022090801	4004 3 Contracted Payroll:Payroll Expenses	509.28
	09/06/2022	Bill	109424	Quick Books	4053 Subscript., Memberships & Dues	200.00
	10/14/2022	Bill Payment (Check)	4596		0012 Cash - SI/RMSC	-40.02
	10/01/2022	Bill	109463	Walmart Check Printing	4023 3 Operating Supplies:Office Supplies	40.02
	10/21/2022	Bill Payment (Check)	4599		0012 Cash - SI/RMSC	-30,315.76
	10/20/2022	Bill	109511	Payroll Period Ending 10/16/22; Pay Date 10/24/22; WK 43	4004 1 Contracted Payroll:Payroll	30,315.76
	10/28/2022	Bill Payment (Check)	4606		0012 Cash - SI/RMSC	-6,547.23
	11/01/2022	Bill	109485	November 2022 Management Fee	4069 1 Contract Services:Management Fees	4,750.00
	10/18/2022	Bill	109564	Principal Health Insurance Invoice 10/18/22; Billing Period 11/1 - 11/30/22	-Split-	211.59
	10/01/2022	Bill	109584	Postage 7/1 - 9/30/22	4037 Operating Supplies:Postage & Delivery	42.60
	10/01/2022	Bill	109542	Cigna Health Insurance Billing Period 10/1 - 10/31/22	-Split-	1,448.04

	Date	Transaction Type	Num	Memo/Description	Split	Amount
	10/01/2022	Bill	109609	HR Classroom; Split Charges from Bill #090622th & 100622th	4004 3 Contracted Payroll:Payroll Expenses	95.00
Rynerson, Briana						
	10/03/2022	Bill Payment (Check)	4580		0012 Cash - SI/RMSC	-12.00
	09/29/2022	Bill	2,002,038.00	Account Credit	3059 Reimbursements & Refunds	12.00
Saunders, Greg						
	10/03/2022	Bill Payment (Check)	4581		0012 Cash - SI/RMSC	-4.43
	09/29/2022	Bill	2,002,049.00	Account Credit	3059 Reimbursements & Refunds	4.43
Schiffman, Mark						
	10/03/2022	Bill Payment (Check)	4582		0012 Cash - SI/RMSC	-17.10
	09/29/2022	Bill	2,002,034.00	Account Credit	3059 Reimbursements & Refunds	17.10
Schmidt, Megan						
	10/03/2022	Bill Payment (Check)	4583		0012 Cash - SI/RMSC	-48.00
	09/29/2022	Bill	2,002,027.00	Account Credit	3059 Reimbursements & Refunds	48.00
Schmidt, Rachel						
	10/03/2022	Bill Payment (Check)	4584		0012 Cash - SI/RMSC	-34.00
	09/29/2022	Bill	2,002,029.00	Account Credit	3059 Reimbursements & Refunds	34.00
St Aubin, Suzy						
	10/03/2022	Bill Payment (Check)	4585		0012 Cash - SI/RMSC	-5.37
	09/29/2022	Bill	2,002,048.00	Account Credit	3059 Reimbursements & Refunds	5.37
Struck, Brad						
	10/03/2022	Bill Payment (Check)	4586		0012 Cash - SI/RMSC	-6.00
	09/29/2022	Bill	2,002,047.00	Account Credit	3059 Reimbursements & Refunds	6.00
ULINE						
	10/21/2022	Bill Payment (Check)	4602		0012 Cash - SI/RMSC	-115.87
	10/01/2022	Bill	154489410	Ice Packs	4023 1 Operating Supplies:Building Supplies	115.87
Waconia Ice Arena						
	10/14/2022	Bill Payment (Check)	4597		0012 Cash - SI/RMSC	-2,818.63
	09/22/2022	Bill	ST 08/22	Sales & Use tax payment for August 2022	-Split-	2,818.63
Watson Company						
	10/28/2022	Bill Payment (Check)	4607		0012 Cash - SI/RMSC	-356.14
	10/20/2022	Bill	129275	Concessions Inventory	-Split-	356.14
Weiberg, Dorothy						
	10/03/2022	Bill Payment (Check)	4587		0012 Cash - SI/RMSC	-26.00
	09/29/2022	Bill	2,002,031.00	Account Credit	3059 Reimbursements & Refunds	26.00
Welcome Neighbor Inc						
	10/14/2022	Bill Payment (Check)	4598		0012 Cash - SI/RMSC	-168.30
	10/03/2022	Bill	16846	New Resident Mailer	4046 Advertising & Promotion	168.30
Zajicek, Tina						
	10/03/2022	Bill Payment (Check)	4588		0012 Cash - SI/RMSC	-10.00
	09/29/2022	Bill	2,002,040.00	Account Credit	3059 Reimbursements & Refunds	10.00
Total Expenses:						\$103,962.05



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		November 21, 2022					
Item Name:		Authorization to Solicit Bids for Safari Island Pool Filter Project					
Originating Department:		Administration					
Presented by:		Shane Fineran					
Previous Council Action (if any):							
Item Type (X only one):	Consent	☒ X	Regular Session	☐	Discussion Session	☐	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2022-295, Authorizing Bid for Safari Island Pool Filter Project							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
The 2023 capital investment plan has identified as projects #708 and #709 the replacement of the lap and recreational pool filter systems. The existing systems are original building and are at their end of life. Failure of the filter systems would require the pools to be closed indefinitely until the filter systems could be bid, sourced, and installed. Lead time on materials is approximately 32 weeks. Staff did research and evaluate the opportunity for delivery of this project through various negotiated contracts available to the city, but found none that dealt with these specific pool maintenance items. Staff is seeking authorization to solicit public bids for this project now as to enter into a contract for this project near or right after the start of the year to ensure that adequate time is provided for procurement and scheduling of installation during the slower summer months for the pool facility. The estimated cost for the filter replacement project is \$572,000 with ISD 110 contributing \$170,500, which is half of the estimated cost of the lap pool and as is memorialized in the cost share of the shared use agreement. Following the receipt and opening of bids this item will be brought back to the City Council for ultimate approval. <u>Attachments:</u> 1. 22295res_Pool_Filter_Authorization_to_Bid.doc 2. RFB Rec and Lap Pools							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
PIR Cash							
Budget Information:				Planning Commission			
☒ X Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2022-295**

RESOLUTION AUTHORIZING BID FOR SAFARI ISLAND POOL FILTER PROJECT

WHEREAS, the City of Waconia has determined that the replacement of the pool filter systems at Safari Island is necessary and has been identified as projects #708 and #709 in the capital investment plan; and

WHEREAS, the City Council approves the bid specification for this project and orders the public solicitation of bids; and

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes the public bid of the pool filter replacement project.

Adopted by the City Council of the City of Waconia this 21st day of November 2022.

Kent Bloudek, Mayor

Attest: _____
Jackie Schulze, City Clerk



Call for Bids for: City of Waconia dba Safari Island Community Center

Project: Mechanical Equipment Upgrades for Lap and Recreational Pools

Project Location: Safari Island Community Center 1600 Community Drive, Waconia, MN 55387

Project Schedule:

Lap Pool:

Project Start Date: July 10, 2023

Substantial Completion Date: July 28, 2023

Recreational Pool:

Project Start Date: July 31, 2023

Substantial Completion Date: August 21, 2023

Project Specifications: Specifications for the Project are included below under the heading Description of Work and Materials. The location of the Project may be examined by contacting Dan Montague, Safari Island Community Center, 1600 Community Drive, Waconia, MN 55387; Phone (952) 442-0695; Email: dmontague@waconia.org.

Call for Bids: Notice is hereby given that City of Waconia, Minnesota, d/b/a Safari Island Community Center (the City) will receive sealed bids for mechanical equipment upgrades to the filtration and water disinfection equipment serving the lap and recreational pools at the Safari Island Community Center (the Project). The City reserves the right to reject any or all bids. The City further reserves the right to hold all bids for a period of 60 days.

Bid Deadline: Sealed bids must be submitted in person by 2:00 p.m. on December 12, 2022, at City Hall, 201 S. Vine St., Waconia, MN 55387. Late bids will not be accepted.

Bid Bond/Contractor Verification: Bids shall be accompanied by a bid bond payable without conditions to the City of Waconia, Minnesota, in an amount not less than 5% of the total amount of the bid. Bids shall also be accompanied by a signed verification signed by the bidder, under oath, confirming compliance with the minimum requirements of Minnesota Statutes, section 16C.285, subdivision 3.

Bid Opening: Bids will be opened in the presence of the City Administrator, Finance Director, and Safari Island General Manager promptly after the bid submittal deadline. Bid withdrawals or modifications must be submitted in writing and in person at City Hall, 201 S. Vine St., Waconia, MN 55387 prior to the bid submittal deadline.

Bid Evaluations:

In evaluating the bids, the City will consider the qualifications of the bidders and whether or not the bids comply with the prescribed requirements. The City may conduct such investigations as deemed necessary to establish the responsibility, qualifications and financial ability of the bidders, and other persons and organizations to do the work.

The City intends to accept the bid of, and award a contract to, the responsible bidder submitting the lowest bid, provided the bid has been submitted substantially in accordance with the Bid Specifications/Instructions, the bidder is a responsible contractor pursuant to Minnesota Statutes Section 16C.285, the amount of the bid does not exceed the funds available for the work, and the bidder is capable of undertaking the work in an acceptable manner, in the sole discretion of the City.

The successful bidder must be a “responsible contractor.” The term “responsible contractor” means a contractor as defined in Minnesota Statutes, section 16C.285, subdivision 3. Any prime contractor, subcontractor, or motor carrier that does not meet the minimum criteria or fails to comply with the verification requirements is not a responsible contractor and is not eligible to be awarded a construction contract for the Project or to perform work on the Project. A prime contractor, subcontractor, or motor carrier that makes a false statement under oath verifying compliance with the minimum criteria will be ineligible to be awarded a construction contract on the Project, and the submission of a false statement may result in termination of a contract awarded to a prime contractor, subcontractor, or motor carrier that submits the false statement. A prime contractor shall include in its verification of compliance a list of all of its first-tier subcontractors that it intends to retain for work on the Project. Before execution of a construction contract, a prime contractor shall submit a supplemental verification under oath confirming that all subcontractors and motor carriers that the prime contractor intends to use to perform Project work have verified to the prime contractor, through a signed statement under oath by an owner or officer, that they meet the minimum criteria for a responsible contractor. The form of such verification is attached for reference.

The successful bidder will be notified of the award of a contract in writing. By submitting a bid, each bidder agrees to be bound by the General Terms and Conditions attached to this call for bids. The successful bidder must return the executed contract with performance and payment bonds in the total amount of the bid from a surety duly licensed and authorized to issue bonds in Minnesota up to the coverage limits required

and a certificate of insurance meeting the minimum requirements of the contract within 14 days after a bid is accepted.

Description of Work and Materials

Scope: This Project includes demolition and disposal of existing equipment and installing of: i) new pool filtration equipment for both pools; ii) installation of pool water disinfection equipment for both pools; and iii) installation of a surge tank for the lap pool. All equipment shall be supplied by the bidder awarded the contract (referred to below as “Contractor”). Lap Pool operating flow is 765 gpm and Recreational Pool operating flow is 472 gpm. Specifically, the Project includes the following:

- 1) Remove and dispose of all existing pool equipment (filter/pump/piping etc.) that is being replaced with new equipment.
- 2) Install new equipment including all ancillary items (pipe, valves, fittings, hangers, filter media etc.) needed for a fully functioning and Minnesota Department of Health (“MDH”) Code Compliant system upon completion.
- 3) Reinstall/reuse existing AccuTab’s and Acid Rite Feeders.
- 4) All piping for this Project shall be Schedule 40 PVC, certified for potable water service by NSF and manufactured per ASTM D 2466, except that the contractor shall use Schedule 80 PVC for any equipment requiring Schedule 80 PVC at the supply and discharge points.
- 5) All valves shall be thermoplastic butterfly valves. All valves 6” and smaller shall be lever operated. All valves 8” and larger shall be gear operated.
- 6) Reconnect piping to existing heat exchanger piping.
- 7) Contractor is required to submit all needed documents and fees to the Minnesota Department of Health (“MDH”) and obtain a permit prior to beginning work on this Project. Contractor is required to schedule final Project inspection with MDH and have staff on-site during this inspection.
- 8) Contractor is required to start-up all new equipment and ensure it is operating correctly before Project completion.
- 9) Contractor is required to thoroughly train on-site staff on the operation of the new equipment.

10) Contractor is required to supply two (2) copies of an operation and maintenance manual for all new equipment installed. One copy is to be paper, bound in a 3-ring binder, and the other (1) copy is to be electronic.

11) Contractor shall provide a one (1) year warranty on all work, materials, and equipment that commences on the date of Project completion or a successful MDH final inspection, whichever is later, and requires the Contractor to correct, at its expense, any defects in material, equipment, or workmanship using new material/equipment. All additional equipment warranties provided by equipment manufacturers must be included in the operation and maintenance manual.

12) All work must be in strict accordance with local, state, and federal codes and requirements.

Contractor-Supplied Materials List:

Lap Pool

1 Lap Pool Surge Tank

1 Neptune-Benson Regen Media Filter Model SP33-48-732. Filter rated to 801 gpm.

1 Neptune-Benson Hair and Lint Strainer with Spare Stainless Steel Basket

1 Low Pressure ChlorKing Sentry Model UV Light System

1 20 HP VFD and flowmeter to communicate with new filter system.

1 20 HP Premium Efficiency Pool Pump

1 BECS 3 Chemical Controller

Rec Pool:

1 Neptune-Benson Regen Media Filter Model SP27-48-487

1 Neptune-Benson Hair and Lint Strainer with Spare Stainless Steel Basket

1 Low Pressure ChlorKing Sentry Model UV Light System

1 15 HP VFD and flowmeter to communicate with new filter system.

1 15 HP Premium Efficiency Pool Pump

Both Pools:

Other equipment, parts, and materials as needed to connect the new equipment to the facility, including intake and outlet pipes, adhesives, fasteners, and other consumable items necessary to complete the installation of the equipment.

Substitutions:

Unless qualified by the provision "NO SUBSTITUTE", the use of the name of a manufacturer brand and/or catalog description in specifying any item does not restrict bidders to that manufacturer, brand or catalog description identification. This is used simply to indicate the character, quality, and/or performance equivalence of the commodity desired, but the commodity on which bids are submitted must be of such character, quality, and/or equivalence that it will serve the purpose for which it is to be used equally well as that specified, will be compatible with any existing City equipment which is not being replaced, and be acceptable to the using department. In submitting a bid on a commodity other than specified, bidder shall furnish complete data and identification with respect to the commodity bidder proposes to furnish. Consideration will be given to bids submitted on commodities to the extent that such action is deemed to serve the best interest of the department or boards of the City of Waconia. If a Bidder does not indicate that the commodity, part, or piece of equipment he proposes to furnish is other than specified, it will be construed to mean that the bidder proposes to furnish the exact commodity as described.

Project Notes/Exclusions:

The City is responsible for any building or electrical permits.

The City is responsible for any/all electric required for the new equipment. Contractor will work with owner to coordinate electrical needs with owner's electrician.

The City is responsible for making sure old chemical room is heated to ensure equipment doesn't freeze in the cold weather.

The Project agreement must include the General Terms and Conditions attached to this document.

By the order of the City Council of the City of Waconia, Minnesota

Published in _____ on _____, 2022

Clerk

General Terms and Conditions

The City of Waconia (the "City") requires the following provisions in its contract with the successful bidder (the "Contractor"). Additional provisions may be required by the City.

1. Independent Contractor. The City has retained the Contractor as an independent contractor upon the terms and conditions set forth in this agreement. The Contractor is an independent contractor and not an employee of the City. The Contractor is free to contract with other entities as provided herein. The Contractor is responsible for obtaining and furnishing the equipment, materials, and labor necessary for the Contractor's performance under this agreement. The City and the Contractor agree that the Contractor shall not at any time or in any manner represent that the Contractor is in any manner an agent or employee of the City. The Contractor shall be exclusively responsible under this agreement for the Contractor's own FICA payments, workers' compensation insurance, unemployment compensation insurance, withholding amounts, and self-employment taxes.

2. Contractor's Performance of Work; Non-Discrimination. The Contractor agrees to perform and provide the equipment, materials, labor, and services as described in the bid specifications and instructions. The Contractor shall, in the performance of the work under this agreement, conform to all applicable federal, state, and local laws, codes, ordinances, and regulations including non-discrimination and equal opportunity requirements of state, federal, and local law. Contractor agrees: (1) that, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) that no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) above, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) that a violation of this section is a misdemeanor; and (4) that this agreement may be canceled or terminated by the City or any other person authorized to grant the contracts for employment, and all money due, or to become due under the agreement, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

3. Termination. The City may cancel this agreement for any reason, without cause, upon thirty (30) days' written notice. Either party may terminate this agreement by thirty (30) days' written notice delivered to the other party if either party fails to fulfill its obligations under the contract in a proper and timely manner or otherwise violates the terms of the agreement. After termination, the City shall have no further obligation to the Contractor except to compensate the Contractor for the equipment and materials provided and services performed prior to the date of the notice of termination.

4. Subcontractors. The Contractor shall not enter into subcontracts for services provided under this agreement without the express written consent of the City. As required by Minnesota Statutes, Section 471.425, the Contractor shall pay all subcontractors for subcontractor's

undisputed, completed work within ten (10) days after the Contractor has received payment from the City.

5. Assignment. Neither party shall assign this agreement, or any interest arising herein, without the written consent of the other party.

6. Indemnification. The Contractor agrees to defend, indemnify and hold the City, its officials, employees, agents and contractors harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorneys' fees, resulting directly or indirectly from an act or omission (including without limitation professional errors or omissions) of the Contractor, its employees, subcontractors, agents, or assigns in the performance of the work provided by this agreement and against all losses by reason of the failure of the Contractor fully to perform, in any respect, the Contractor's obligations under this agreement.

7. Insurance.

General Liability Insurance. The Contractor shall maintain general liability insurance with bodily injury and property damage coverage with coverage of at least \$2,000,000 per occurrence/aggregate to protect the Contractor and the City from claims and liability for injury or damages to persons or property for all work performed by the Contractor under this agreement. The Contractor shall name the City as an additional insured under the Contractor's policy. Prior to performing any services under this agreement, the Contractor shall provide evidence to the City that acceptable insurance coverage is in effect.

Workers' Compensation Insurance. The Contractor shall have workers' compensation insurance coverage that meets the requirements of Minnesota law (if required by statute).

Commercial Automobile Liability Insurance. The Contractor shall have insurance covering all owned, non-owned and hired automobiles with limits of at least \$1,000,000 per occurrence and the City shall be named an "additional insured".

Builder's Risk Insurance. The Contractor shall maintain builder's risk insurance. Coverage will be written on an "All Risks" (Special Form policy form). The Contractor is responsible for the entire deductible in the builder's risk policy. The property covered shall cover the full insurable value of the improvements, betterments, and include consequential loss insurance. The City shall be named as a loss payee to protect the City's interests with respect to the repair or replacement of any damaged property or other amounts payable under the policy. The builder's risk insurance policy shall be written specifically for the Project and the City requires a complete copy of the policy. An Installation Floater policy (equipment) may be required as part of the Builder's risk policy when equipment is being installed by a contractor.

8. Records Access. Subject to the requirements of Minnesota Statutes § 16C.05, subd. 5, the City, the State Auditor, or any of their authorized representatives which may include other independent financial analysts at any time during normal business hours, and as often as they

may reasonably deem necessary, shall have access to and the right to request submission of documentation, examine, audit, excerpt, and transcribe any books, documents, papers, records, or other data, which are pertinent to the accounting practices and procedures of Contractor and involve transactions relating to this agreement. Contractor shall maintain these materials and allow access during the period of this agreement and for six (6) years after its expiration, cancellation or termination.

9. Data Privacy. The Contractor agrees to comply with the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) and all other applicable state and federal laws relating to data privacy or confidentiality. The requirements of Minnesota Statutes, Section 13.05, subdivision 11 apply to companies or individuals who perform under a government contract. The Contractor and any of the Contractor's sub-contractors shall comply with the Act and be subject to penalties for non-compliance as though they were a "governmental entity." The Contractor must immediately report to the City any requests from third parties for information relating to this agreement. The City agrees to promptly respond to inquiries from the Contractor concerning data requests. The Contractor agrees to hold the City, its officers, and employees harmless from any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws. Data submitted by a business to a government entity in response to a call for bids as defined in Minnesota Statutes, Section 13.591 and Section 16C.02, Subdivision 11, are private or non-public until the bids are opened. Once the bids are opened, the name of the bidder and the dollar amount specified in the response are read and become public. All other data in a bidder's response to a bid are private or non-public data until completion of the selection process. For the purposes of this section, "completion of the selection process" means that the government entity has completed its evaluation and has ranked the responses. After a government entity has completed the selection process, all remaining data submitted by all bidders are public except for "trade secret data" as defined and classified in Section 13.37. A statement by a bidder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the bid. Bidders are hereby advised that their bid document may become available to the public once a successful bidder has been chosen.

10. Accounting Standards. The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices (GAAP) to properly account for expenses incurred under this agreement.

11. Retention of Records. The Contractor shall retain all records pertinent to expenditures incurred under this agreement in a legible form for a period of six years after the resolution of all audit findings. Records for non-expendable property acquired with funds under this agreement shall be retained for six years after final disposition of such property.

12. Inspection of Records. Pursuant to Minnesota Statutes, Section 16C.05, all books, records, documents and accounting procedures and practices of the Contractor with respect to the matters covered by this agreement shall be made available to the City and the State of Minnesota, Office of the State Auditor, or their designees upon notice, at any time during normal business

hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

13. Governing Law. The laws of the State of Minnesota shall control this agreement. Contractor and City agree that the venue for any legal action arising under this agreement will be Carver County, Minnesota.

14. Entire Agreement; Amendments. This agreement constitutes the entire agreement between the parties, and no other agreement prior to or contemporaneous with this agreement shall be effective, except as expressly set forth or incorporated herein. Any purported amendment to this agreement is not effective unless it is in writing and executed by both parties.

15. No Waiver by the City. By entering into this agreement, the City does not waive its entitlement to any immunities under statute or common law.

16. City's Rights. The City reserves the right to reject any or all bids or parts of bids, to accept part or all of bids on the basis of considerations other than lowest cost, and to create a project of lesser or greater expense and reimbursement than described in the call for bids, or the respondent's reply based on the component prices submitted.

17. Retainage. The City may reserve as retainage either an amount from each progress payment or an amount based upon the amount of the agreement equal to or less than five percent (5%) of the progress payment or amount of the agreement. The City will reduce any retainage it reserves in compliance with Minn. Stat. 15.72. The City may also reduce the amount of the retainage if in the opinion of the City: (a) the Contractor has not defaulted in any material way in undertaking the Scope of Work under the agreement; and (b) the Contractor has complied with applicable Minnesota Statutes with respect to this and previous contracts awarded to the Contractor.

18. Miscellaneous Provisions. This agreement shall be binding upon and inure to the benefit of the successors and assigns of the City and of the Contractor. If any provision of this agreement is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision, and this agreement shall be construed and enforced as if such invalid or unenforceable provision had not been included. Neither the City nor the Contractor is an agent, partner, or joint venture of the other for any purpose or has any authority to bind the other. This agreement does not create any third-party beneficiary rights in any individual or entity that is not a party to this agreement. Failure to enforce any provision of this agreement does not affect the rights of the parties to enforce such provision in another circumstance. Neither does it affect the rights of the parties to enforce any other provision of this agreement at any time. This agreement may only be modified or changed by written amendment signed by authorized representatives of the City and the Contractor. This agreement and the attachments/exhibits thereto, constitute the entire and exclusive agreement of the parties.

BID FORM

PROPOSAL PRICE: Proposer proposes to complete the Work in accordance with the Proposal documents for the following sum:

(Words) _____

(Figures) _____

ALTERNATES: There are no alternates in this proposal.

PROPOSAL SUBMITTAL:

Firm Name _____

By (Signature) _____

By (Printed) _____

Title _____

Address _____

City State & Zip _____

Telephone _____ Fax _____

Email _____

Tax I.D. No. _____ State Tax I.D. No. _____

Date _____

RESPONSIBLE CONTRACTOR VERIFICATION OF COMPLIANCE

Minnesota Statutes, Section [16C.285](#), subdivision 3. **Responsible Contractor, Minimum Criteria.** "Responsible Contractor" means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the minimum criteria set forth below. Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

1. The Contractor:
 - i. is in compliance with workers' compensation and unemployment insurance requirements;
 - ii. is in compliance with the Department of Revenue and the Department of Employment and Economic Development registration requirements if it has employees;
 - iii. has a valid federal tax identification number or a valid Social Security number if an individual; and
 - iv. has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative.
2. The contractor or related entity is in compliance with and, during the three-year period before submitting verification, has not violated section [177.24](#), [177.25](#), [177.41](#) to [177.44](#), [181.13](#), [181.14](#), or [181.722](#), and has not violated United States Code, [title 29, sections 201 to 219](#), or United States Code, [title 40, section 3141 to 3148](#). For purposes of this clause, a violation occurs when a contractor or related entity:
 - i. repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period, provided that a failure to pay is "repeated" only if it involves two or more separate and distinct occurrences of underpayment during the three-year period;
 - ii. has been issued an order to comply by the commissioner of labor and industry that has become final;
 - iii. has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
 - iv. has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section [177.27](#);
 - v. has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
 - vi. has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction.

Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;*

3. The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section [181.723](#) or chapter [326B](#). For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;*

Revised: 07-01-2015

4. The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section [363A.36](#) revoked or suspended based on the provisions of section [363A.36](#), with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;*
5. The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification; and*
6. The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions that have authority to debar a contractor.

*Any violations, suspensions, revocations, or sanctions, as defined in clauses 2 to 5 occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.

Certification

By signing this document, I am certifying that I am an owner or officer of the contractor and am verifying under oath that:

1. Contractor is in compliance with Minnesota Statutes, Section [16C.285](#),
2. I have included Attachment A-1, and

Contractor Company Name

Date

Authorized Signature of Owner or Officer

Printed Name

Title

ATTACHMENT A-1:FIRST-TIER SUBCONTRACTOR LIST
(Initial List)

SUBMIT WITH CONTRACTOR SOLICITATION RESPONSE

Minnesota Statutes, Section [16C.285](#), subdivision 5. A prime contractor or subcontractor shall include in its verification of compliance . . . a list of all of its first-tier subcontractors that it intends to retain for work on the project.

NAMES OF FIRST TIER SUBCONTRACTORS (Legal name of company as registered with the Secretary of State)	Company Address	Work To Be Performed

Revised: 07-01-2015

[https://mhs law.sharepoint.com/sites/dms3/23319/draftdocs/pool filter rfb/rfb lap pool pump room \(draft 11-02-2022\).docx](https://mhs law.sharepoint.com/sites/dms3/23319/draftdocs/pool filter rfb/rfb lap pool pump room (draft 11-02-2022).docx)



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: November 21, 2022

Item Name: Authorize Approval of Sale or Disposal of Surplus Equipment

Originating Department: Finance

Presented by: Amanda Ortloff

Previous Council Action (if any):

Item Type (X only one):	Consent	X	Regular Session		Discussion Session	
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED (Include motion in proper format.)

Adopt Resolution 2022-296, Authorize Approval of Sale or Disposal of Surplus Equipment

EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations.)

City staff have reviewed inventory and items in storage at the Fire Station, Ice Arena, Public Services, and Safari Island Community Center. Staff is requesting this equipment be deemed surplus equipment and be sold or properly disposed of.

- 1 - Sentry 1250 Safe (No Combination)
- 1 - Sentry Valueguard 1330 Safe (No Combination)
- 13 - Motorola Impres 2 portable radio chargers
- 3 - Mangar Elk Lifting Cushion w/Airflow 24 pump
- 1 - Lot of miscellaneous Streamlight Litebox parts
- 2 - Honda EX1000 Generators
- 1 - 12.5-foot aluminum telescoping ladder
- 1 - Lincoln Arc Welder 225 Amp w/accessories
- 1 - Lot of miscellaneous hose appliances and adapters
- 1 - Skate Sharpener
- 1 - Pepsi Refrigerator
- 1 - Coke Refrigerator
- 1 - Ice Machine
- 1 - Lot of Blue/Black Locker Room Mats
- 24 - Blue Conference Room Chairs
- 6 - Expanded Metal Rubber Coated Benches with Backs and Base Plates (6' Long)
- 1 - Spring Adjusted Basketball Hoop with Base
- 3 - Stand-Up Desks
- City Hall Office Chairs (exact quantity to be determined)

The City utilizes Jeff Martin Auctioneers, Inc. for the sale of these types of items along with general postings at City Hall. The equipment is listed at the lowest price the City will accept and people can bid on the item. The equipment is then sold to the highest bidder. Funds from the sale will be recognized in the correlating departments operating fund as reimbursement revenue.

Attachments:

1. [22296res_Resolution_Surplus_Equipment.doc](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

General Fund (101) - Fire, Parks, Administration,
Safari Island (231), and Ice Arena (678)

ADVISORY BOARD RECOMMENDATIONS:

Budget Information:		Planning Commission	
☐	Budgeted	Parks and Recreation Board	
☒	Non Budgeted	Safari Island Advisory Board	
☐	Amendment Required	Other	

**CITY OF WACONIA
RESOLUTION NO. 2022-296**

**RESOLUTION AUTHORIZING APPROVAL OF SALE OR DISPOSAL OF SURPLUS
EQUIPMENT**

WHEREAS, Fire Department, Ice Arena, Safari Island, City Hall, and Public Services staff cleared from storage equipment and materials no longer in use for operations; and

WHEREAS, the list of surplus equipment includes the following:

- 1 - Sentry 1250 Safe (No Combination)
- 1 - Sentry Valueguard 1330 Safe (No Combination)
- 13 - Motorola Impres 2 portable radio chargers
- 3 - Mangar Elk Lifting Cushion w/Airflow 24 pump
- 1 - Lot of miscellaneous Streamlight Litebox parts
- 2 - Honda EX1000 Generators
- 1 - 12.5-foot aluminum telescoping ladder
- 1 - Lincoln Arc Welder 225 Amp w/accessories
- 1 - Lot of miscellaneous hose appliances and adapters
- 1 - Skate Sharpener
- 1 - Pepsi Refrigerator
- 1 - Coke Refrigerator
- 1 - Ice Machine
- 1 - Lot of Blue/Black Locker Room Mats
- 24 - Blue Conference Room Chairs
- 6 - Expanded Metal Rubber Coated Benches with Backs and Base Plates (6' Long)
- 1 - Spring Adjusted Basketball Hoop with Base
- City Hall Office Chairs (Exact quantity to be determined)

WHEREAS, funds received for the equipment with saleable value will be recognized in the Fire Department, Administration, Safari Island, Ice Arena, and Parks Department operating funds as reimbursement revenue; and

WHEREAS, equipment that cannot be sold will be properly disposed of by City staff.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby declares the equipment listed as surplus equipment and authorizes its sale or disposal as determined by City staff.

Adopted by the City Council of the City of Waconia this 21st day of November, 2022.

Kent Bloudek, Mayor

Attest: _____
Jacqueline Schulze, City Clerk



REQUEST FOR CITY COUNCIL ACTION

Meeting Date: November 21, 2022

Item Name: Interim Use Permit - 241 Olive Street South

Originating Department: Community Development

Presented by: Lane Braaten

Previous Council Action (if any):

Item Type (X only one):	Consent		Regular Session	X	Discussion Session	
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2022-297 approving the Interim Use Permit (IUP) to allow temporary use of the property at 241 Olive Street South as a construction office while the new apartment building at 233 Olive Street South is being constructed.

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

BACKGROUND

Applicant: Brad Kerber

Owner: Waconia Investment Partners, LLC

Address(es): 241 Olive Street South

PID# 750242300

Existing Zoning Districts: R-2, Single Family Residential District

REQUEST

The applicant, Brad Kerber, has submitted an Interim Use Permit application to temporarily use the subject parcel as a construction office.

APPLICABLE ORDINANCE PROVISIONS:

1. Section 900.05 - District Regulations, Subd. 2.B - R-2, Single-Family Residential District
2. Section 900.11 - Uses Permitted by Conditional Use Permit (CUP) and Interim Use Permit (IUP)

APPLICABLE ORDINANCE DEFINITIONS:

Interim Use: A use, allowed on an interim or temporary basis, consistent with the zoning ordinance. An interim use shall have a known termination date.

INTERIM USE PERMIT REVIEW

Interim uses are similar to conditional uses except that they represent a temporary use of property and have a known termination date. All of the procedures established under Section 900.11 for CUP's shall apply to IUP's except as follows:

GENERAL REQUIREMENTS/FINDINGS

Before an IUP shall be issued, the City Council shall find that all of the following requirements are met:

1. The date or event that will terminate the use can be identified with certainty.
2. Permission of the use will not impose additional costs on the public if it is necessary for the public to take the property in the future.
3. The user agrees to any conditions that the City Council deems appropriate for permission of the use.
4. The use does not have an undue adverse impact on the public health, welfare or safety of the neighborhood or the City.
5. The use is consistent with the goals, objectives and policies of the City's Comprehensive Plan.
6. The use is consistent with the intent of the City Ordinances.
7. The use is adequately served by public facilities and services and will not create excessive demands for

- additional public services.
- 8. The use complies with the performance standards specified in Section 900.08 of this Ordinance.
- 9. The use will not result in the loss of solar access, significant natural, scenic, or historical features.

ZONING

The subject parcel is zoned R-2, Single-Family Residential District. Interim use of non-residential buildings is a use permitted by Interim Use Permit in said zoning district subject to the requirements of Section 900.11, which are identified below in italics.

- a. The proposed interim use must be specified.
- b. Detailed plans including hours of operation, number of employees, anticipated traffic estimates, parking, signage, and lights must be submitted. These items shall not disrupt or negatively affect surrounding residential areas to the extent the church, school or non-residential building did prior to the interim use request.
- c. No use shall be allowed that projects noise beyond the boundaries of the property on which the use is located.
- d. A building permit shall be applied for to verify that such use is in conformance with Uniform Building Code Standards.

INTERIM USE PERMIT ANALYSIS:

- 1. The City Council approved the Site Plan for construction of what the applicant is calling the “Uptown Apartment” for the property located at 233 Olive Street South, which is directly adjacent to the subject parcel to the north. The applicant acquired the property at 241 Olive Street South and would like to use the primary structure as a construction office for the duration of the apartment construction project.
- 2. The applicant, in their written statement (see attached) identifies many of the general requirements stated above. The applicant does not indicate any additional lighting. If additional lighting is necessary, it shall be reviewed and approved by City staff in conformance with Section 900.08 of the City Code prior to installation.
- 3. The property shares a driveway with 249 Olive Street South, which is directly south of the subject parcel. If the Planning Commission and City Council ultimately approve the Interim Use Permit for use as a construction office the approval should include a condition prohibiting the parking of construction or personal vehicles within this access point and/or parking of construction or personal vehicles on the south side of the existing garage that would extend over the existing lot line and impede the ingress/egress access of the neighbor to the south.
- 4. The purpose and intent of Section 900.08 of the City Code states “The guiding of urban development so as to develop a compatible relationship of uses depends upon certain standards being maintained. Uses permitted in the various districts, conditional uses and accessory uses shall conform to the following standards:”. The standards include noise, vibration, exterior lighting, smoke and particulate matter, odors and toxic/noxious matter. Additionally, this section includes standards for hazards such as explosives, radiation and electrical emissions and toxic material. Finally, the drainage standard section indicates that no land shall be developed or permitted that results in water run-off causing flooding, or erosion on adjacent properties. Based on the information submitted by the applicant it appears that the proposed office use of the property conforms to Section 900.08. A recommendation of approval should require a condition to submit any proposed lighting for review and approval by City staff prior to installation to ensure compliance with this section of the City Code.
- 5. The City Council should review the application materials and determine if the interim use permit request is in conformance with the findings and requirements stated above.
- 6. The statement and site plan provided indicate two parking stalls on the rear (north) side of the existing garage. Additionally, the applicant states that no vehicles would be parked in the shared driveway and that the two parking spots on the north side of the garage would be the only parking allowed.
- 7. The applicant has stated that the property would be used for office purposes until the construction of the apartment building is complete at 233 Olive Street South. The Planning Commission may want the applicant to further clarify a deadline by which time the property will be returned to a residential use conforming to the permitted uses identified in the R-2, Single-Family Residential District.
- 8. Staff has submitted the proposal to the Building Official to determine if a building permit is required to

ensure compliance with the Uniform Building Code Standards. Any recommendation of approval should require review and approval by the Building Official prior to occupying the property as a construction office.

CONCLUSION / RECOMMENDATION

The Planning Commission, at their regular meeting on November 3rd, 2022, held the required public hearing, took all public comment, and recommended approval of the Interim Use Permit to allow the temporary use of the property at 241 Olive Street South as a construction office via a 3-0 vote.

If the City Council approves the IUP, the Planning Commission and City staff would recommend the approval upon the following conditions:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. The applicant shall submit a lighting plan for review and approval prior to installation of, or modification to, lighting on the subject parcel.
3. The applicant shall be allowed the two identified parking spaces on the rear side/north side of the existing garage and no additional parking shall be allowed on the property. The parking spaces shall be accessed via the property to the north. The applicant shall install no parking signage consistent with the proposed plan. No parking shall be allowed to block the shared access with the property to the south at 249 Olive Street South.
4. The construction fencing and site utilization plan for 233 Olive Street South shall be revised to include access to the proposed parking from the north side of the existing garage.
5. The main entrance to the construction office shall be via the back door and the applicant shall install job office signs consistent with the submitted plan.
6. The construction office hours shall be limited to 7 a.m. to 5 p.m., Monday through Friday, and 8 a.m. to 5 p.m. on Saturdays. If Sunday hours are necessary, the date shall be approved by the City a minimum of 48 hours prior to the date specified.
7. The use of the property as temporary office space shall require review and approval by the Building Official prior to occupying the property as a construction office.
8. The applicant/property owner shall maintain the property in accordance with City maintenance requirements. Specifically, the property shall be mowed, and the snow removed, consistent with typical residential requirements.
9. The IUP shall become void one (1) year after being granted by the City Council if the applicant has not acted upon or made use of the approved use.
10. The IUP shall expire upon the issuance of the Certificate of Occupancy for the apartment building being constructed at 233 Olive Street South. Additionally, the IUP shall expire if the building permit for the property at 233 Olive Street South expires.

Attachments:

1. [22297res_IUP_241_Olive_Street_South.docx](#)
2. [Location Map - 241 Olive Street South.pdf](#)
3. [Public Hearing_IUP_241 Olive Street South.pdf](#)
4. [Applicant Statement.pdf](#)
5. [Applicant Interim Use Permit Plan.pdf](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

ADVISORY BOARD RECOMMENDATIONS:

Recommendation of approval from the Planning Commission via a 3-0 vote on November 3rd, 2022.

Budget Information:

_____ Budgeted
 _____ Non Budgeted
 _____ Amendment Required

Planning Commission

Parks and Recreation Board

Safari Island Advisory Board

Other

**CITY OF WACONIA
RESOLUTION 2022-297**

**RESOLUTION APPROVING AN INTERIM USE PERMIT
FOR TEMPORARY CONSTRUCTION OFFICE USE**

WHEREAS, Brad Kerber (the “**Applicant**”) has submitted an Interim Use Permit application to the City of Waconia (the “**City**”) pursuant to Sections 900.11 and 900.12 of the Waconia City Code; and

WHEREAS, the subject property is identified as PID# 750242300 and located at 241 Olive Street South (the “**Property**”); and

WHEREAS, the Applicant has requested an Interim Use Permit (IUP) to temporarily use the Property as a construction office while the new apartment building at 233 Olive Street South is being constructed; and

WHEREAS, a public hearing regarding the Applicant’s request for an Interim Use Permit was conducted by the City’s Planning Commission at its regular meeting on November 3rd, 2022; and

WHEREAS, at the public hearing the Planning Commission considered comments from City staff and members of the public; and

WHEREAS, the City’s Planning Commission, via a 3-0 vote, recommended approval of the Interim Use Permit application based on the following findings of fact:

1. The Property will be returned to a residential use consistent with the underlying permitted uses in the R-2, Single Family Residential District upon completion of the adjacent apartment building construction at 233 Olive Street South.
2. Approval of the Interim Use Permit will not impose additional costs on the public as the structure is proposed to remain in its current configuration except that the structure will include officing of construction personnel until the completion of the adjacent project.
3. A commercial use is allowed as an interim use and the user is in agreement with the conditions included herein.
4. The use of the property as a temporary construction office will not have an adverse impact on the public health, welfare or safety of the neighborhood or the City.
5. The project is consistent with the City’s Comprehensive Plan and the intent of City Code as its use as a construction office aids the multi-family residential parcel to the north while buffering the project from single-family residential to the south.

6. The existing parcel is served by public facilities and use of the property as a temporary office will not create excessive demands for additional public services.
7. The temporary office use complies with the performance standards specified in Section 900.08 of the City Code.
8. The project will not result in the loss of solar access, significant natural, scenic or historical features.

WHEREAS, the City's Planning Commission recommends approval of the Conditional Use Permit application with the following conditions:

1. The proposed improvements shall be completed as approved and as conditionally revised by the Planning Commission and the City Council.
2. The applicant shall submit a lighting plan for review and approval prior to installation of, or modification to, lighting on the subject parcel.
3. The applicant shall be allowed the two identified parking spaces on the rear side/north side of the existing garage and no additional parking shall be allowed on the property. The parking spaces shall be accessed via the property to the north. The applicant shall install no parking signage consistent with the proposed plan. No parking shall be allowed to block the shared access with the property to the south at 249 Olive Street South.
4. The construction fencing and site utilization plan for 233 Olive Street South shall be revised to include access to the proposed parking from the north side of the existing garage.
5. The main entrance to the construction office shall be via the back door and the applicant shall install job office signs consistent with the submitted plan.
6. The construction office hours shall be limited to 7 a.m. to 5 p.m., Monday through Friday, and 8 a.m. to 5 p.m. on Saturdays. If Sunday hours are necessary, the date shall be approved by the City a minimum of 48 hours prior to the date specified.
7. The use of the property as temporary office space shall require review and approval by the Building Official prior to occupying the property as a construction office.
8. The applicant/property owner shall maintain the property in accordance with City maintenance requirements. Specifically, the property shall be mowed, and the snow removed, consistent with typical residential requirements.
9. The IUP shall become void one (1) year after being granted by the City Council if the applicant has not acted upon or made use of the approved use.
10. The IUP shall expire upon the issuance of the Certificate of Occupancy for the apartment building being constructed at 233 Olive Street South. Additionally, the IUP shall expire if the building permit for the property at 233 Olive Street South expires.

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

1. The findings of the City's Planning Commission are hereby incorporated as findings of the City Council.
2. An Interim Use Permit for temporary use of the property as a construction office is hereby approved, subject to the findings and conditions set forth in this resolution.

3. The Interim Use Permit granted by this resolution shall remain in effect only so long as the conditions set forth in this resolution are observed and the applicable provisions of the Waconia Code are met.

Adopted by the City Council of the City of Waconia this 21st day of November, 2022.

Kent Bloudek, Mayor

ATTEST: _____
Jackie Schulze, City Clerk

LOCATION MAP—241 OLIVE STREET SOUTH



CITY OF WACONIA, MN
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of Waconia, MN, will hold a public hearing on Thursday, November 3rd, 2022 at 6:30 p.m., at the Waconia City Hall, 201 South Vine Street, Waconia, MN, to consider an Interim Use Permit application submitted by Brad Kerber for the property located at 241 Olive Street South.

The applicant has requested an Interim Use Permit to temporarily use the property at 241 Olive Street South as a construction office while they construct the new apartment building at 233 Olive Street South.

Pertinent information pertaining to this request is available at City Hall. Interested persons may submit written or oral comments pertaining to this matter any time prior to the hearing, or at the hearing on November 3rd, 2022. Written comments will be distributed to the Planning Commission for review and consideration. Please submit written comments by mail, email or in person as follows:

Mail/in person: Attention: Lane L. Braaten, 201 South Vine Street, Waconia, MN 55387
Email: lbraaten@waconia.org

By: Waconia Planning Commission

ATTEST: Lane L. Braaten, Community Development Director

(Published in the Waconia Patriot on October 20th, 2022)

**Waconia Investment Partners LLC
10685 County Road 43
Chaska, MN 55318**

October 5, 2022

To Whom It May Concern:

Waconia Investment Group would like to use the house located at 241 Olive Street as a construction office while building the Uptown apartment. The home/office would not be open to the public. The house will only serve as the jobsite office for DDK Construction (general contractor) with two individuals (project manager and superintendent) officing out of this property. Once a week the property will serve as the meeting location for the weekly project meeting, these meetings typically consist of 4 – 10 individuals and last between 30 mins. to 1.5 hours. Office hours would be from 7 am to 5 pm, Monday thru Friday, and 8am to 5pm Saturday and Sunday if needed. No vehicles would be parked in the shared driveway. The two current parking spots on the north side of the garage with access from the apartment site would be the only parking allowed. The main entrance would be the back door located on the east side of the home. A job office sign would be placed by that door and the north side of the garage.

Thank you,



Brad Kerber
Vice-President/Secretary



12" x 24" sign that says Job office with arrow directing them to back door of house

two parking stalls

12" x 24" sign that says Job office on house

12" x 12" sign "no construction parking"



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:		November 21, 2022					
Item Name:		Approval of Amended Winter Maintenance Policy					
Originating Department:		Public Services					
Presented by:		Craig Eldred					
Previous Council Action (if any):		None					
Item Type (X only one):	☐ Consent	☐	☐ Regular Session	☒ X	☐ Discussion Session	☐	☐
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>							
Adopt Resolution 2022-298; Approval & Accepting Amended Winter Maintenance Policy For 2022-2023							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Annually we amend our current Winter Maintenance Policy referencing operational and maintenance plans for the winter seasons. We haven't updated the policy since the fall of calendar year 2020. Updates or alterations to the Policy are listed below: 1. Updates to Exhibit C for Sidewalks and Trails including the Day One and Day Two service level stand points. In addition the added segment of Carver County Regional Park with service costs being funded by Carver County as approved by City Council in May of 2022. 2. Coordination with Other Jurisdiction detailing roadways added by the municipal developments over the past two years. 3. Minor updates to tables with reference to Streets, Sidewalks, Trails and Parking lot priorities As we have done in the past; once approved we will provide an updated version of the Winter Maintenance Policy for placement on the City Website, www.waconia.org Staff recommends approval of the request of action. Attachments: 1. 22298res Accepting_Amended_Winter_Maintenance_Policy_Resolution.doc 2. Non Approve WM Policy 2022 - 23.pdf							
FINANCIAL IMPLICATIONS:				ADVISORY BOARD RECOMMENDATIONS:			
Funding Sources & Uses:							
All Budgets With Emphasis on the Street and Park							
Operations Budget							
Budget Information:				Planning Commission			
☒ Budgeted				Parks and Recreation Board			
☐ Non Budgeted				Safari Island Advisory Board			
☐ Amendment Required				Other			

**CITY OF WACONIA
RESOLUTION NO. 2022-298**

**RESOLUTION AUTHORIZING APPROVAL & ACCEPTING AMENDED WINTER
MAINTENANCE POLICY FOR 2022-2023**

WHEREAS, one of the City’s Priorities for Infrastructure is “Plan for Management, Maintenance, and Improvements to Current and Future Physical Assets”; and

WHEREAS, updates to the current Winter Maintenance Policy previously approved on November 7th, 2016 and amended on October 5th, 2020 are necessary due to changes of multi-modal transportation systems, Development and service level requirements; and

WHEREAS, updates within the Winter Maintenance Policy exist within the following sections or sub-sections as reflected in the Memo; and

1. City Sidewalk and Trail Service Levels
2. Coordination with Other Jurisdictions
3. Minor updates to tables refining changes to Streets, Sidewalk, Trail and Parking Lot Priorities

WHEREAS, resources are budgeted to provide optimum and quality winter maintenance services within the Street Department General Fund.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes approval accepting amended Winter Maintenance Policy for 2022-2023.

Adopted by the City Council of the City of Waconia this 21st day of November, 2022.

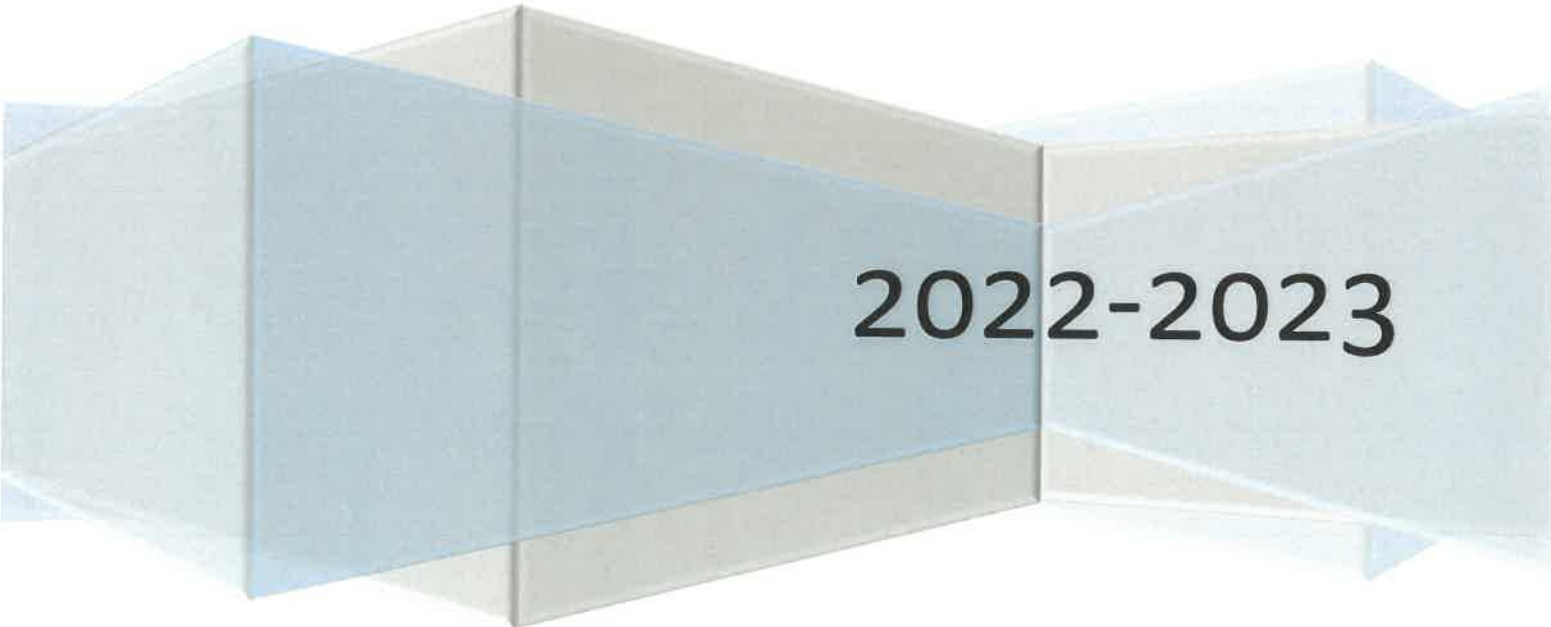
Kent Bloudek, Mayor

Attest: _____
Jackie Schulze, City Clerk



City of Waconia Winter Maintenance Policy

Public Services Department



2022-2023

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City of Waconia Winter Maintenance Policy

Adopted

November 7th, 2016

Amended

December 17, 2018

October 5th, 2020

A. Introduction

It is among the responsibilities of the City of Waconia to manage snow and ice on City streets and public property under the City's jurisdiction. The purpose of this document is to set policies for how the City will fulfill this responsibility and to identify those City officials and employees who are authorized to set subordinate policies and make judgments in the course of carrying out snow and ice management activities.

Setting policies for snow and ice management involves evaluating and weighing a number of considerations, including the following:

1. Public safety. The safety of those traveling by motor vehicle, on foot and by other modes of transportation is of high priority. The goal of the City is to provide for surface conditions that are safe for travel in consideration of surrounding conditions and circumstances. Also, vehicles and personnel engaged in snow and ice management activity can increase risk to the public by virtue of their presence on public ways during times when travel conditions and vision are impaired.
2. Personnel safety. City personnel incur risk by their presence on public ways while managing snow and ice. The safety of City personnel as well is of the utmost importance.
3. Cost. City funds are limited and taxpayers require that they be spent cost-effectively. It is not possible to address all snow and ice issues simultaneously and completely. It is not practical to maintain equipment and personnel availability at a level that is sufficient for all circumstances.
4. Environment. Materials to maintain or improve surface traction contribute pollutants such as sand and chlorides to surface waters and to City stormwater basins and other facilities, which in turn can increase the cost of maintaining those facilities. It is

important not to use an excess of these materials. Chloride harms fish and other freshwater aquatic life and also negatively affects infrastructure, vehicles, plants, soil, pets, and wildlife, as well as impairs groundwater and drinking water supplies. Once in the water, chloride becomes a permanent pollutant and continues to accumulate in the environment over time. The data show that salt concentrations are increasing impairments to both surface waters and groundwater across the state.

5. Priority setting to optimize outcomes. Because consideration must be given to all factors, it is necessary to set priorities for snow and ice management activities. Considerations include, though are not limited to, maintenance area classification and vehicle use level, need for emergency vehicle access, areas of known safety risk, reported conditions, costs, and impact on the environment.

6. Management/professional/technical judgment. Policies and practices rest on management, professional, and technical knowledge, on prevailing weather and travel conditions and on other circumstances that winter maintenance professionals encounter. As to important policy elements, the City Council cannot state a policy but instead must delegate the authority to establish and adjust the policy to the professional judgment of appropriate City personnel.

7. Need for adaptability. Particularly with respect to effectiveness, cost and environmental consequences, snow and ice management is a realm of innovation. It is important that the City policy allow for personnel to maintain awareness of developments and allow for practices to be adjusted as appropriate. The public must practice due care given the continuously changing hazards presented by natural snow and ice concerns

The policies stated in this document, as well as any delegations of authority to set subordinate policies, rest on an assessment and balancing of these considerations. It is not possible or practicable for snow and ice to be fully removed from all surfaces or prevented from accumulating on surfaces. The City encourages and expects that City residents and other members of the traveling public will at all times conduct their activities mindful of conditions, hazards, and what is necessary to remain safe.

B. Snow and Ice Management Priorities

The City differentiates among maintenance areas based on a variety of factors, including traffic volumes, its Downtown Business District, Commercial & Industrial Districts, Public Institutions, and Public Facilities. The established City priority is as follows:

Roadway and Parking Lot Classification Service Levels

Classification	Target Regain Time	Lane Description
Residential Streets	4-8 hours	The goal of the jurisdiction is to achieve driving lanes that are as free of snow and ice as reasonably possible in a northern climate. (See Below)
Alley Service Areas	5-10 hours	
Public Parking lots for non-motorized travel	9-36 hours	

- Drivers should take due care when driving on snow and ice surfaces, including reducing their speed. Jurisdictions will log the date and time when a satisfactory road condition is obtained.
- Exhibit A provides listing of Streets of Higher Priority
- Exhibit B provides listings of Parking Lots
- Major Storms or Blizzards will require additional response time based upon its status or arrival.

City Sidewalk and Trail Service Levels

Classification	Target Regain Time	Functional Description
High Volume Sidewalk and Trail Segments	Day One	School, Commercial and Industrial Zones
Medium & Low Volume Sidewalk and Trail Segments	Day Two	Park sidewalks and trails non-linking exceptions

- Designated sidewalks and trails detailed above are cleared of snow and treated to meet the expectations within this document.
- Designated sidewalks and trails are normally plowed, blown, or swept. The method of snow removal depends on the amount and type of snowfall.
- Designated sidewalks and trails will be cleared as thoroughly as possible but need not be cleared of all snow or ice, nor maintained to bare pavement.
- Exhibit C provides mapping of Day One and Day Two descriptions.
- Major Storms or Blizzards will require additional response time based upon its status or arrival.

The City will also consider localized safety concerns, reported hazard conditions and other relevant information in adjusting priorities. The City, Public Services Director, or delegated authority has discretion to direct the resources contained in this Policy, and those directives set by the City Administrator or City Council. The City Public Services Director, or delegated authority directs resources and adjusts priorities during an event with due attention to the considerations listed in Section A, above. Within the policies and directives set by the City Administrator or City Council, operations personnel may adjust their activity as well to address

safety concerns, improve effectiveness, reduce costs, and limit environmental impacts. Section A, paragraph 1, is a significant operational consideration for Cities when making such adjustments.

C. Training

It is important and required by the Minnesota Pollution Control Agency that personnel involved in snow and ice management receive appropriate training to inform their operational capacities and the judgment that they must exercise in performing their responsibilities. The City Public Services Director is delegated the authority to determine and provide for appropriate training and tasked to inform the City Administrator and City Council of training funding needs during budgeting. The Administrator will consider training for police, emergency response and other City personnel who may not have specific responsibilities for snow and ice management but whose awareness and coordination is important to the City's efforts.

The City will document, or require documentation of, all training that it requires or conducts.

D. Delegations of Authority

Authority with respect to snow and ice management decisions is delegated as follows:

1. City Public Services Director or delegated authority. The City Public Services Director or delegated authority will exercise general oversight of snow and ice management activities and will make recommendations to the City Administrator and City Council on staffing, purchases and funding as a part of annual budgeting. The Public Services Director or delegated authority will exercise responsibility with respect to personnel training as indicated in Section C, above.

The Public Services Director or delegated authority will establish procedures for reports mandatory and non-mandatory on snow and ice conditions from city personnel or the public to be documented and routed to appropriate city personnel so that such reports inform snow and ice management activities. Operators will consider how best to resolve snow and ice management complaints, pursuant to the following City Policy:

2. Resident Response Procedures. Concerns or questions regarding snow and ice control or damage shall be taken during normal working hours and handled in accordance with the following items. It should be understood that complaint responses are to ensure that the provisions of this policy have been fulfilled and that all residents of the City have been treated uniformly. It is the City's intention to log all complaints and upgrade this

policy as necessary in consideration of the constraints of our resources. In the event of people registering a complaint, the Public Services Director, or his delegated authority, shall make on site visits to the indication of the complaint, if the complaint is such that a site visitation is indicated.

The City Administrator or delegated authority may enter into contracts for snow and ice management services or may recommend such contracts to the City Council, in accordance with City policy. All contracts will provide the following:

- a. All personnel performing the contract on any public maintenance area on behalf of the contracting party are trained to a minimum level approved by the City
- b. The contracting party will perform the work in accordance with all applicable City policies and directives, copies of which will be provided to the contracting party.
- c. The contracting party will be insured for general and automotive liability to the same limits and under the same standard conditions as in other City contracts, or to such other limits and under such other conditions as the City Attorney may advise.
- d. The contracting party will perform all work with due care and will indemnify the City and hold it harmless for its negligent and willful acts and omissions.

2. City Public Services Director or delegated authority. The City Public Services Director or delegated authority is authorized to establish subordinate policies and directives with respect to the following:

- a. Adjustments to snow and ice management priorities as indicated in Section B, above.
- b. Protocols and directives concerning the initiation and cessation of snow and ice management activities. Cessation protocols and directives will consider conditions that endanger employee or equipment safety, or that cause management activities to be ineffective.
- c. Protocols and practices for snow plowing and other operations, including snow storage. In determining snow storage locations and conditions, the Public Services Director or delegated authority will consider the debris and pollutant load held within stored snow and the potential water pollution impact of snowmelt within surface runoff. Snow storage locations will be monitored monthly and documented for inconsistencies in meeting MPCA requirements. Sites utilized

for snow storage will be cleaned and maintained to its original condition after each season.

d. Protocols for application of sand, salt and other means to preserve/reestablish traction. The Public Services Director or delegated authority will consider safety, environmental, and cost concerns, will maintain City awareness of best practices and innovations, and in his or her judgment will adjust protocols in accordance with such practices and innovations.

In making the judgments underlying these actions, the City Public Services Director or delegated authority will give due attention to the considerations listed in Section A, above. The City Public Services Director or delegated authority should consider providing for awareness of best practices, including those contained in the Winter Parking Lot and Sidewalk Maintenance Manual (MPCA, 2015) and the Minnesota Snow and Ice Control Field Handbook for Snowplow Operators (Minnesota Local Road Research Board, 2012), as they may be updated, and to provide for incorporation of best practices as appropriate.

Until such time as applicable policies and directives are established, the City Public Services Director or delegated authority will direct operations in his or her best judgment and with attention to the considerations listed in Section A, above.

3. Operators. City personnel engaged in snow and ice management operations are authorized to adjust activities in accordance with Section B, above. Such personnel, in their judgment, also may adjust plowing and other operational methods and may implement hazard warnings, consistent with the policies and directives set by the City Public Services Director or delegated authority. Operators are to use professional judgment and discretion to determine the best course of action to complete snow and ice management responsibilities under the circumstances, considering public and driver safety.

E. Operational Framework

1. Commencement of Operations. Anti-icing, or use of liquids applied to street, trails, and sidewalks may occur in advance of snow fall. These products assist in preventing the bond of snow to said surfaces and are proven to reduce operational cost and environmental impacts to our watersheds. Snow plowing and/or ice control operations shall commence under the direction of the Public Services Director or his delegated authority based upon the following criteria:

- a. Forecasted Weather, Pavement, and Air temperatures affecting Service Level Requirements
 - b. Anti-icing operations may occur 24 hours in advance of an approaching storm
 - c. Measurable snow accumulations, with continual snow fall, warrants commencement of removal operations.
 - d. Drifting of snow may warrant commencement of partial or full operation, depending upon conditions.
 - e. Icing of pavements may also warrant partial or full operations depending on extent and conditions.
2. Documentation. The Public Services Director or his delegated authority as required by the City MS4 Policy will document control practices, decisions, and electronic records carrying out this Policy. Such records will include weather conditions, pavement temperatures, amount of precipitation; snow, or ice, use of material and equipment, time of completion, and personnel providing service.
3. Emergency Situations. The City will dispatch operators and equipment as soon as possible to the routes required by emergency vehicles – Fire, Medical, Police – responding to an emergency situation within the jurisdiction of the City. The City will plow private property only if emergency vehicles require access.
4. Damage to Personal Property. Property Owner's may have Personal Property located within the City Right of Way system. **(Please Note Below Regarding Personal Property)** Permitted use includes Mailboxes. However, said mailboxes must be installed in such a manner and in good condition to provide access by the United States Postal Service and provide for Public Service snow removal equipment to pass-by. Newspaper boxes installed under mailboxes in most cases do not allow for snow removal equipment to pass under and can cause an indirect hit to the mailbox. See Exhibit E detailing a properly established mailbox. Property owners assume all risk and responsibilities for replacement of mailboxes and supports that are constructed of materials such as but not limited to brick and mortar, stone aggregate, ornamental railings, or antique type supports. The City assumes a value of no more than \$50.00 for mailboxes of this type, which are hit by a City snow plow.

The City will install replacement parts or a mailbox of standard size non-decorative type. The City will make temporary repairs to mailboxes for mail delivery if the City plow actually hits the mailbox. Weather and staffing dictate the completion of repairs.

The City will bear the cost of repairs of a damaged mailbox ONLY if it is a result of City Equipment actually hitting the mailbox, not from the weight of the snow being discharged from the plow.

The City will assume no responsibility for damage to underground irrigation systems, private lighting systems, trees, shrubs, specialty grasses, rocks, fences, retaining walls or similar landscaping installed in the City controlled Right of Way or easements.

5. Boulevard Sod. The City when it receives a complaint, record the location of alleged sod damage caused by contact with City Equipment. The extent of the damage will be reviewed and verified by Public Service staff. If the sod is determined to be of repair, staff will conduct the following; 1.) Make record of the site and maintain a list of confirmed areas. 2.) Schedule top soil and seeding in the spring. **The City does not conduct repairs with sod.** 3.) Public Service staff will water the effective area one-time; it will then become the resident's responsibility to water and maintain the area. The costs of top soil and seed are borne by the City.

6. Parking Restrictions. On street parking is not compatible with efficient snowplowing operations. Vehicles left parked and unattended on the street for extended periods of time create problems for snowplows as well as safety problems with packed snow and ice around vehicles. Ticketing and/or towing these vehicles may occur in conformance with City Ordinance. The City works with Colony Plaza on towing of vehicles. If your vehicle is towed you may recover it once the fees and fines are paid in full at Colony Plaza at 140 Highway 5 West, Waconia, MN 55387; Phone: 952-442-2817

City Ordinance 634.01 Winter Parking

Subd. 1. Winter Parking. No person shall park or leave standing any vehicle, whether attended or unattended, upon any avenue, street, or highway within the City between the hours of 12 Midnight and 8:00 a.m. from November 1 through April 1. **Exceptions to Early and Late snow events outside of the listed Winter Parking Restrictions, (November 1 through April 1) the Public Services Director, or their delegated has the right to issue a "Snow Emergency" making Winter Parking effective upon issuance. Such issuance will be messaged via various means of public communication, etc. Radio, TV, or Social Communications**

Subd. 2 Exceptions to Winter Parking System. The winter parking system described in Subd. 1, above, shall not apply and, instead there shall be no parking whatsoever between the hours of 2:00 a.m. and 6:00 a.m. from November 1 through April 1 of each winter season, and held reflective of a "Snow Emergency" situation on the following portions of the following streets.

- Main Street between Pine and Maple Streets,
- First Street between Spruce and Maple Streets,
- Second Street between Vine and Elm Streets,
- Vine Street between Second and the alley running between Lake and Main Streets,
- Olive Street between Third and the alley between Lake Street and Main Streets,
- Maple Street between First and Main Streets,
- Elm Street between Third and Main Streets,
- Pine Street south of Minnesota Trunk Highway No. 5,
- Eighth Street,
- Industrial Boulevard,
- Industrial Boulevard West,
- Mill Lane,
- East Frontage Road.

Subd. 3 Handicapped Vehicles. Any vehicle displaying a valid temporary or permanent handicapped identification certificate or insignia issued by the Minnesota Department of Public Safety pursuant to Minnesota Statutes Section 169.345 or any other valid temporary or permanent handicap identification certificate or insignia issued by another state within the United States shall be exempt from the winter parking restrictions set forth in Subd. 1, above, but shall be subject to all other parking regulations set forth in this Chapter.

Subd. 4 Parking Lots. Parking in public parking lots in the City shall be prohibited from parking between 2:00 a.m. and 6:00 a.m., held to the same standards as the Public Streets. Parking shall be allowed once the snow has been completely cleared from the parking lot.

Subd. 5. Alleys, Sidewalks, and Public Grounds. No vehicle shall be parked on any public alley for more than fifteen minutes at any time during the period from November 1 to April 1 of each winter season. No vehicle shall ever be parked on any sidewalk or public ground at any time.

Subd. 6 Penalty. Any person, firm, or corporation who shall violate the provisions of this Section shall be subject to having the vehicle ticketed by a Police Officer or Carver County Sheriff's Deputy and removed with the cost of such moving and storage to be paid by the owner thereof pursuant to Section 630.05 of this Code.

Additionally, after large accumulations of snow, the City may find it advisable to prescribe parking restrictions to facilitate snowplowing and clean-up operations.

7. Deviation from Policy. If a person with delegated authority determines deviation from this Policy to be in the best interest of the City, or that a change is needed, the deviation will be documented. Documentation includes identifying: the cause, why the response was necessary, and how long the deviation will be in effect.

8. Review and Modification of Policy. Said Winter Maintenance Policy is reviewed annually for updates and provided for approval by the City Council of Waconia.

F. Assuming Responsibility for Private Roadways, Parking Areas, Sidewalks, and Trails

The City is not responsible for snow and ice management on any roadway or parking area not owned by or dedicated to the City, except as may be provided in a legally binding, written acceptance of that responsibility in the context of a development approval or otherwise. Snow removal from Private Roadways, Parking Areas, Sidewalks, Trails and Driveways should be discharged on-to Private Property. Discharging of snow from Private Property areas listed into a Street or across a Street may cause safety and liability issues. **Snow from Private Property must NOT be discharged onto City Property.**

G. Coordination with Other Jurisdictions

The table below lists the jurisdiction responsible for facilities within the City's Corporate Boundaries.

Maintenance Area	Responsibility	Telephone No.
Trunk Highway Five	State of Minnesota	651-296-3000
Trunk Highway 284	State of Minnesota	651-296-3000
County Highway 10	Carver County	952-466-5200
County Highway 59	Carver County	952-466-5200
County Highway 92	Carver County	952-466-5200

The City will coordinate with neighboring or regional jurisdictions as warranted to realize better management outcomes, cost savings or environmental benefits.

No Rights Created

This policy is for internal use only in order to specify the policies and distribution of authority for snow and ice management. The policy is for the benefit of serving the general public and not for the benefit of any individual or specific group of individuals. It is not intended to and does not create any right or expectation in any third party. The City Council may amend this policy or make exceptions to it as it deems appropriate.

Disclaimer

The City will begin snow and ice management as soon as reasonably possible. Cold, wind, visibility, equipment failure or disability, rapid snow and ice accumulation, and/or other unforeseen conditions or emergencies may prevent safe or effective management and cause delays in management operations.

Distribution

This policy will be distributed to the following:

City Council, Administration & City Hall,

The City of Waconia Winter Maintenance Policy is available on the City Website under the Public Service Heading and Policies.

Exhibit A Collector Streets

Street	Point to Point
Maple St.	TH 5 to Lake St.
Olive St.	TH 5 to Lake St.
Elm St.	Hwy to Lake Access
Pine St.	Hwy 5 to Lake St.
Main St.	Walnut St. to Hwy 5
Vista Blvd.	Main St. to Beach Rd
Yellowstone Trail.	Main St. to Vista Blvd.
Beach Rd.	Cul-de-sac to Cul-de-sac
1 st St.	Birch St. to Maple St.
2 nd St.	Olive St. to Pine St.
Vine St.	3 rd St. to Lake St.
Birch St.	TH 5 to Lake St.
Lake St.	Walnut St. to Birch St.
Cedar St.	Main St. to Cedar Point Park

Willow Place	TH 5 to 5 th St.
5 th St.	Willow Place to Olive St.
Waconia Parkway North	Main St. to Co. Rd. 10
Waconia Parkway South	TH 5 to Co. Rd. 10
Wildflower Way	Waconia Parkway South to Foxglove Terrace
Walnut St.	Lake St. to 3 rd . St.
Burandt Blvd	Farline Rd. to Foxglove Terrace
Foxglove Terrace	Burand Blvd. to Wildflower Way
Farline Rd.	Waconia Parkway South to Burandt Blvd.
Prairie Rose and Foxglove Terrace	Snowdrop Tr. to Wildflower Way
Oak Ave	Waconia Parkway South to S. City Limits
Community Dr.	Oak Ave to Co. Rd. 10
Wildcat Way	Waconia Parkway South to Community Dr.
94 th St.	Co. Rd. 10 to High School Access
Strong Dr.	TH 5 to Waconia Parkway South
East Frontage Rd.	TH 5 to Hartmann Dr.
Sparrow Rd.	Oak Ave. to Co. Rd. 10
Sparrow Rd.	Oak Ave. to Oak Ave.
Oak Pointe Dr.	Sparrow Road to TH 5
Fountain Ln.	Sparrow Rd. to Silver St.
Sierra Parkway	TH 284 to Fountain Lane
Sierra Parkway	TH 284 to Ravencroft Rd.
Ravencroft Rd	Sparrow Rd. to Lenox Dr.
Lenox Dr.	Sparrow Rd to Ravencroft Rd.
Skybrooke Ave	Sparrow Rd. to Fieldgate Rd.

Fieldgate Rd.	Skybrooke Ave to Pinehill Blvd.
Pinehill Blvd.	Fieldgate Rd. to 10 th Street
8 th Street	10 th Street to S. Pine St.
S. Pine St	S. End to E. 8 th St.
E. 8 th St.	TH 284 to S. Pine St.
Hartman Way	TH 5 to 10 th St.
E. Frontage Rd.	TH 5 to Hartman Way
Marketplace Dr.	Highway 10 to Mill Rd.
Marketplace Rd.	TH 5 to Marketplace Dr.
Industrial Blvd W.	Highway 10 to Mill Rd.
Industrial Blvd.	Highway 10 to Hwy 284
Cherry St.	TH 5 to Maple St.
Cherry St.	TH 5 to 10 th St.
Cherry Drive	Cherry Street to Cul-de-sac
Tenth Street	Main Street Ext. to Co. Rd. 10
Airport Road	Main Street Ext. to East Corp. Limits
Interlaken Parkway	Highway 10 to Cul-de-sac
Interlaken Crossing	Highway 59 to Airport Road
Somerwood Dr.	Highway 10 to Airport Rd.

Exhibit B Public Parking Lots

LOT #1	236 1 st Street West
LOT #2	17 1 st Street West
LOT #3	201 Vine Street South
LOT #4	200 2 nd Street West
LOT #5	116 1 st Street West
LOT #6	141 Main Street West- Upper Ramp
LOT #7	141 Main Street West- Lower Ramp
LOT #8	26 Maple Street South
LOT #9	130 Cedar Street North
LOT #10	1200 Oak Avenue
LOT #11	1600 Community Drive
Lot #12	83 TH 5

Exhibit C Sidewalks and Trails Plowing Plan

	Type	Street/Area	To/From
	Sidewalk	101 1 st Street West	(South Side)
	Sidewalk	101 Main Street East	(City Square Park)
	Trail	1200 Oak Avenue	(Brook Peterson Park)
	Trail	130 Cedar Street North	(Cedar Point Park)
	Sidewalk	1 1 st Street West	Elm Street (North & East Side)
	Sidewalk	1 st Street	Main Street
	Sidewalk	201 Vine Street South	City Hall/Library
	Sidewalk	225 1 st Street West	(East Side)
	Sidewalk	26 Maple Street South	Fire Station
	Sidewalk	Somerwood Drive	Airport Road to Oakmont Lane
	Sidewalk	Lennox Drive	Sparrow Road to Park Property
	Sidewalk	Airport Road	Main Street/CSAH 59 to Firesteed Ridge Road
	Sidewalk	Sparrow Road	Lenox Drive to End
	Sidewalk	10 th Street	TH 284 to Mill Road
	Trail	Burandt Boulevard	Foxglove Terrace to Walnut Street
	Trail	Wildflower Way	Waconia Parkway S. to Foxglove Terr.
	Trail	Community Drive	Oak Avenue- Highway 10
	Trail	Waconia Parkway S.	Hwy 10 to TH 5
	Sidewalk	Waconia Parkway S.	TH 5 to Oak Ave.
	Trail	Highway 284	Sierra Parkway to Highway 5
	Trail	Creekside Drive	Oak Avenue

Trail	Farm Line Road	Burandt Boulevard to Waconia Parkway South
Trail	Highway 10	Highway 284 to Ravenwood Drive
Trail	TH 5	Strong Drive to South-Olive Street
Trail	TH 5	Oak Avenue to TH 284
Trail	Mill Road	TH 5 to Industrial Boulevard
Trail	Main Street	TH 5 to Birch Street
Trail	Main Street/CSAH 59	TH 5 to Highway 10
Trail	Oak Avenue	Waconia Parkway South to Sparrow Road (West Side)
Trail	Oak Avenue	Waconia Parkway South to TH 5 (East Side)
Trail	Sparrow Road	Lenox Drive to Highway 10
Trail	Interlaken Crossing	Airport Road to Main Street/CSAH 59
Tail	Highway 10	Main Street/CSAH 59 to Somerwood Drive
Trail	Sierra Parkway	TH 284 to Ravencroft Rd.
Trail	Waconia Parkway North	Scott Lane to Highway 10
Trail	Waconia Parkway South	TH 5- Oak Avenue
Trail	Highway 10	TH 5 to Sterling Rd.
Trail	1702 Ravencroft Road	Waterford Park
Trail	Brook Peterson Park	Community Drive- Baseball Parking Lot- Pond Circle Path

Exhibit C Sidewalks and Trails Plowing Plan Cont'd

	Type	Street/Area	To/From
	Trail	1150 Burandt Boulevard	(Pheasant Ridge Park)
	Trail	Highway 10	Waconia Parkway South to Sterling Road
	Tail	Sunset Avenue	Sunset to End
	Sidewalk	1200 Oak Avenue	(Brook Peterson Park)
	Trail	1205 Highway 284	(Fox Run Park)
	Trail	1270 Interlaken Parkway	(Interlaken Park)
	Trail	1300 Highway 284	(Wildhurst Park)
	Trail	Old Beach Lane & Connection	Main Street to County Park
	Trail	1401 Mockingbird Drive	(Bent Creek Park)
	Trail	1431 Sparrow Road	(Oakpointe Park)
	Trail	Interlaken Park	Interior Trails
	Sidewalk	East Frontage Rd.	Pine Street to TH 5 Access
	Sidewalk	Interlaken Parkway	Park Road Frontage
	Sidewalk	Interlaken Parkway	Reitz Lake Park Frontage
	Sidewalk	Airport Road	Main Street Ext. to Park Frontage
	Sidewalk & Trail	Somerwood Way	Somerwood Dr. to Interlaken Park
	Trail	1568 Woodlawn Circle	Park Point Road and Dead End
	Trail	1702 Ravencroft Road	(Waterford Park)

Trail	Mill Lane- Marketplace Drive	Industrial Boulevard West
Trail	Highway 92	Lakeshore Circle to End
Trail	Island View Road	Highway 92 to Maple Terrace
Trail	94 th Street	Highway 10 to Cul-de-sac
Tail	Vista Point Park	Beach Road to Old Beach Lane
Trail	Woodlawn Circle	Woodlawn Circle
Trail	Willowbrooke Lane	Woodlawn Circle

Exhibit C Blowing Trail & Sidewalk Segments

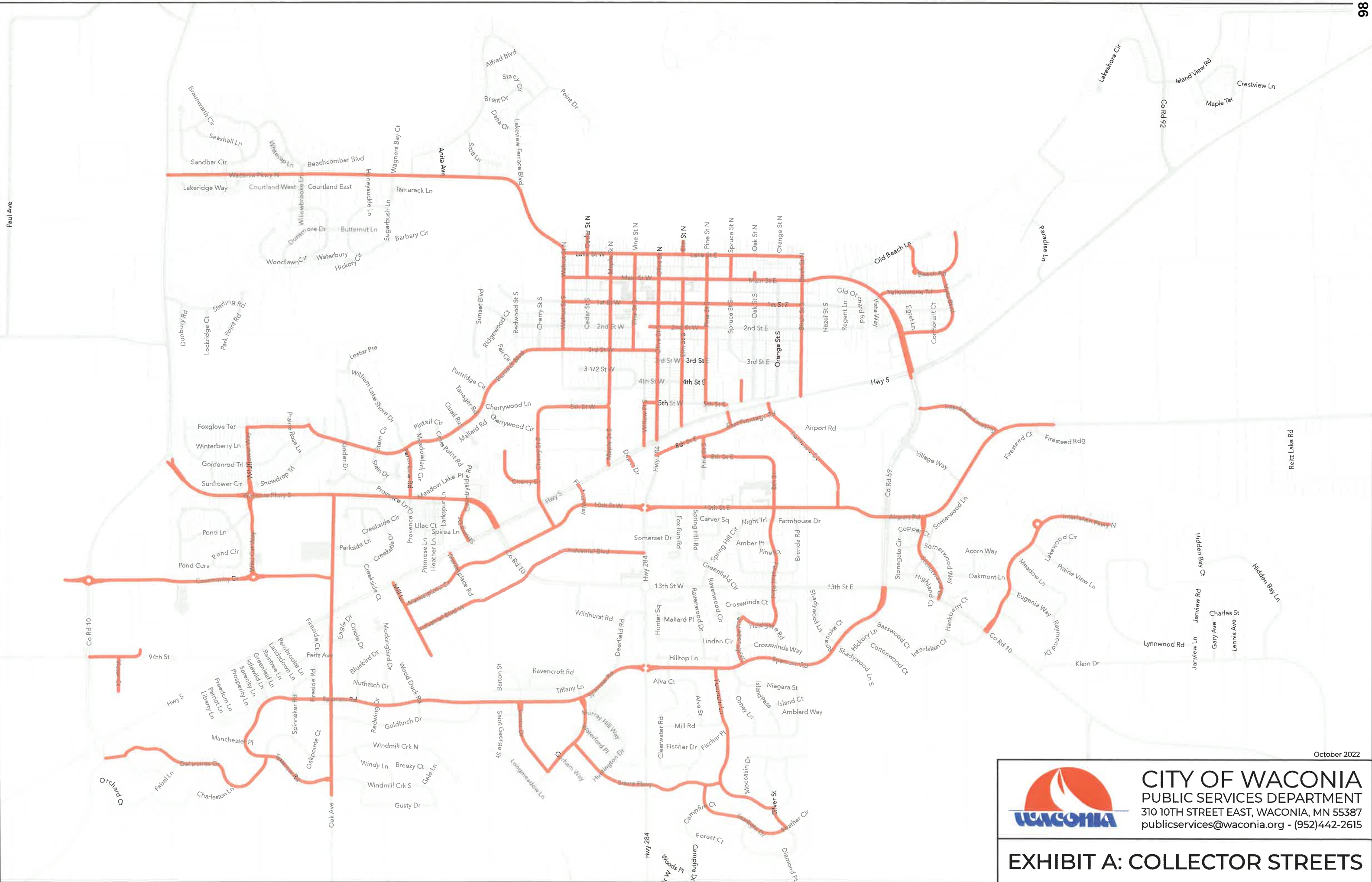
	Type	From	To
	Trail	TH 284; CSAH 10	Sparrow Road
	Trail	TH 5 ; Olive Street	Maple Street
	Trail	Cherry & 5 th Street	TH 5
	Sidewalk	Maple & 5 th Street	Cherry Street
	Sidewalk	Cherry & 5 th Street	TH 5
	Trail	Tenth Street; TH 284	Pinehill Boulevard
	Trail	Main Street; Yellowstone Trail	Old Beach Lane
	Sidewalk	Second Street; Maple Street	Walnut Street
	Sidewalk	Walnut Street; Third Street	First Street
	Sidewalk	Fountain Lane; Sparrow Rd.	1902 Fountain Lane
	Trail	Fountain Lane; Sparrow Road	1826 Fountain Lane

Truck Wing Trail Clearing Segments

	Type	From	To
	Trail	Burandt Blvd.; Kinder Drive	Cherrywood Lane
	Trail	Oak Avenue- Waconia Parkway South	Community Drive (East & West Side)

Exhibit D Wind Row Streets

Street	Day Activity	From	To	Number of Blocks
S. Pine Street	One	1 st Street	2 nd Street	1
Vine Street	One	Lake Street	Main Street	3
Spruce Street	One	1 st Street	2 nd Street	1
Walnut Street	Two	Lake Street	3 rd Street	4
Elm Street	One	Main Street	3 rd Street	3
2 nd Street	Two	Orange Street	Birch Street	1
Maple Street	Two	1 st Street	5 th Street	3.5
Maple Street	Two	5 th Street	TH Five	6
Olive Street	One	3 rd Street	Lake Street	4
1 st Street	One	Spruce Street	Maple Street	5
2 nd Street	Two	Spruce Street	Oak Street	1
4 th Street	One	Maple Street	Olive Street	2
2 nd Street	One	Pine Street	Olive Street	3
Main Street	One	Maple Street	Pine Street	1
Elm Street	One or Two	Fifth Street	TH Five	1
Fourth Street	One or Two	Elm Street	Olive Street	1
Cherry Street	Two	5 th Street	TH Five	2
5 th Street	Two	Cherry Street	Maple Street	1.5
Total				44.0



October 2022



CITY OF WACONIA
PUBLIC SERVICES DEPARTMENT
310 10TH STREET EAST, WACONIA, MN 55387
publicservices@waconia.org - (952)442-2615

EXHIBIT A: COLLECTOR STREETS



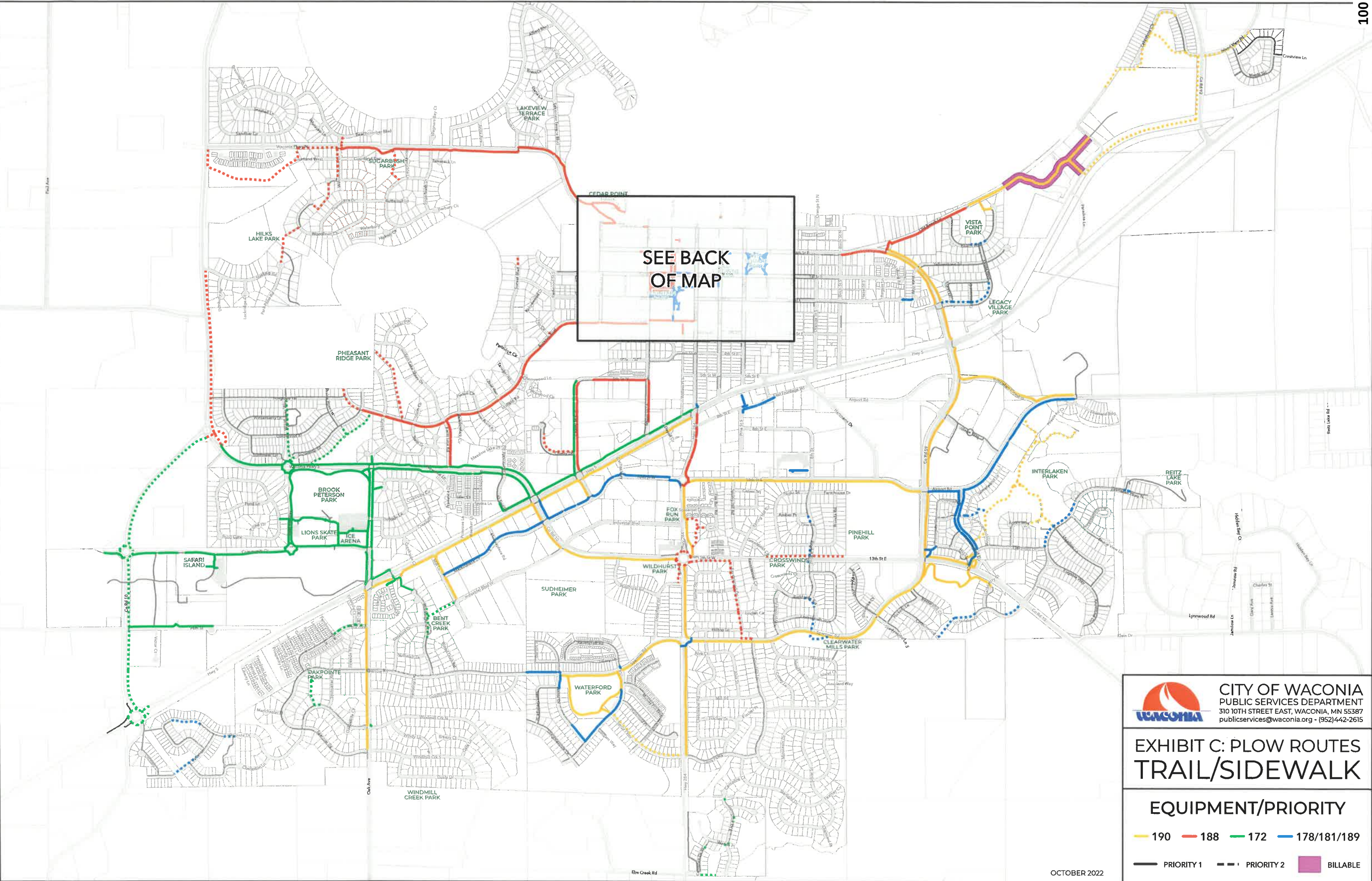
CITY OF WACONIA
PUBLIC SERVICES DEPARTMENT
310 10TH STREET EAST, WACONIA, MN 55387
publicservices@waconia.org - (952) 442-2615

SNOW STORAGE

EXHIBIT B: PUBLIC LOTS

- PROGRAMMED STORAGE
- SPRING STORAGE



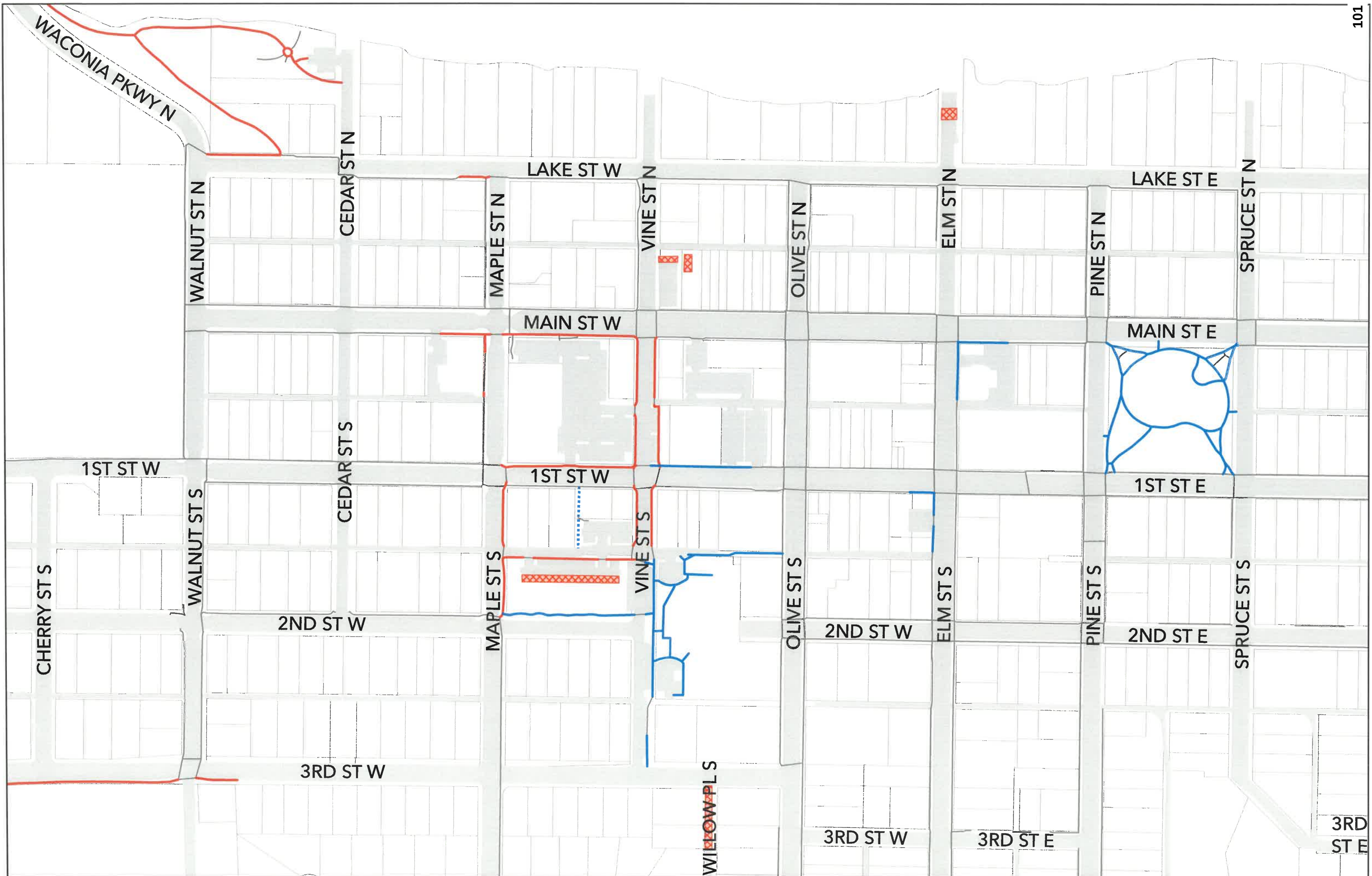


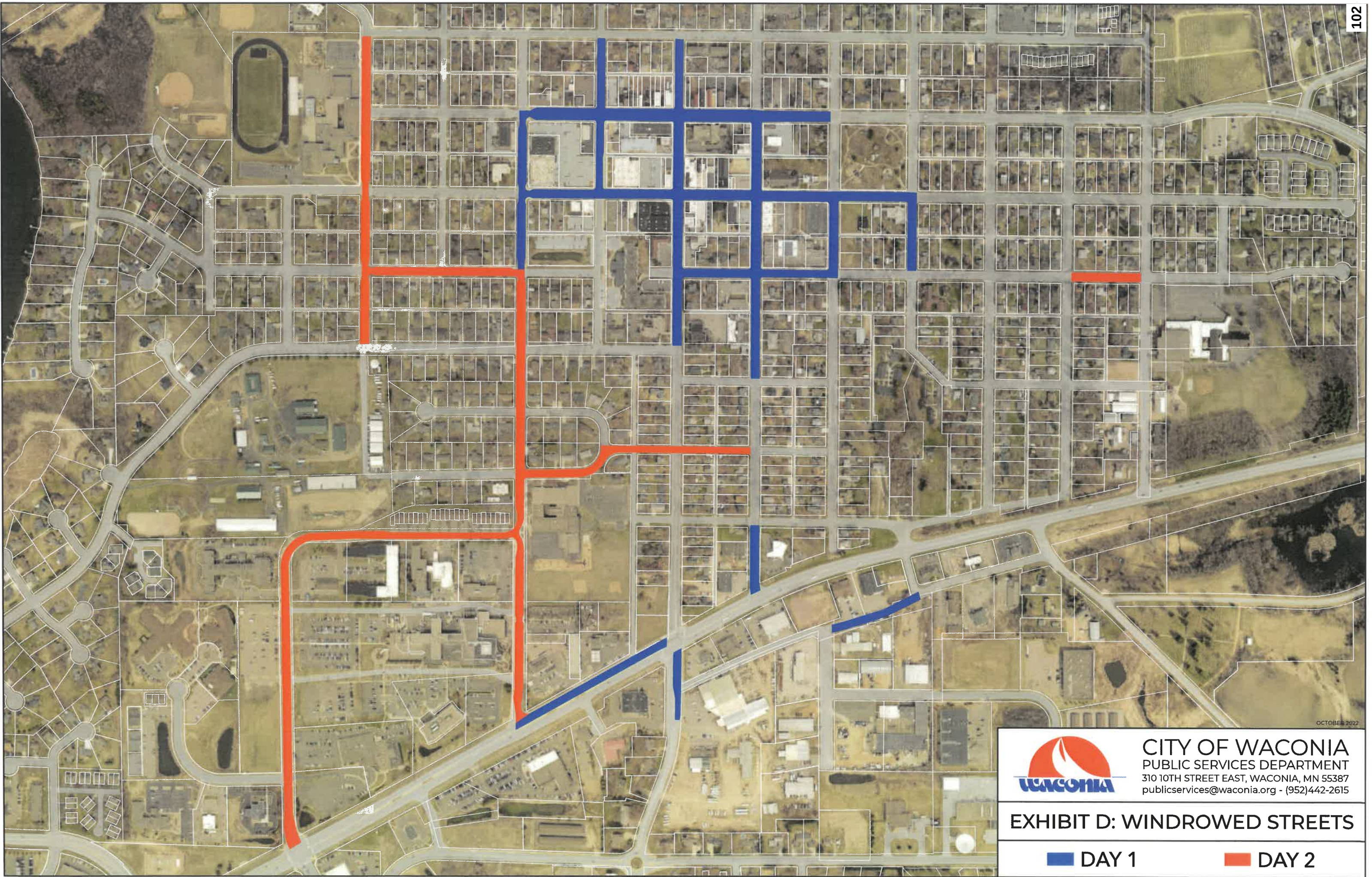
CITY OF WACONIA
PUBLIC SERVICES DEPARTMENT
310 10TH STREET EAST, WACONIA, MN 55387
publicservices@waconia.org • (952)442-2615

EXHIBIT C: PLOW ROUTES TRAIL/SIDEWALK

EQUIPMENT/PRIORITY

- 190
- 188
- 172
- 178/181/189
- PRIORITY 1
- PRIORITY 2
- BILLABLE





OCTOBER 2022



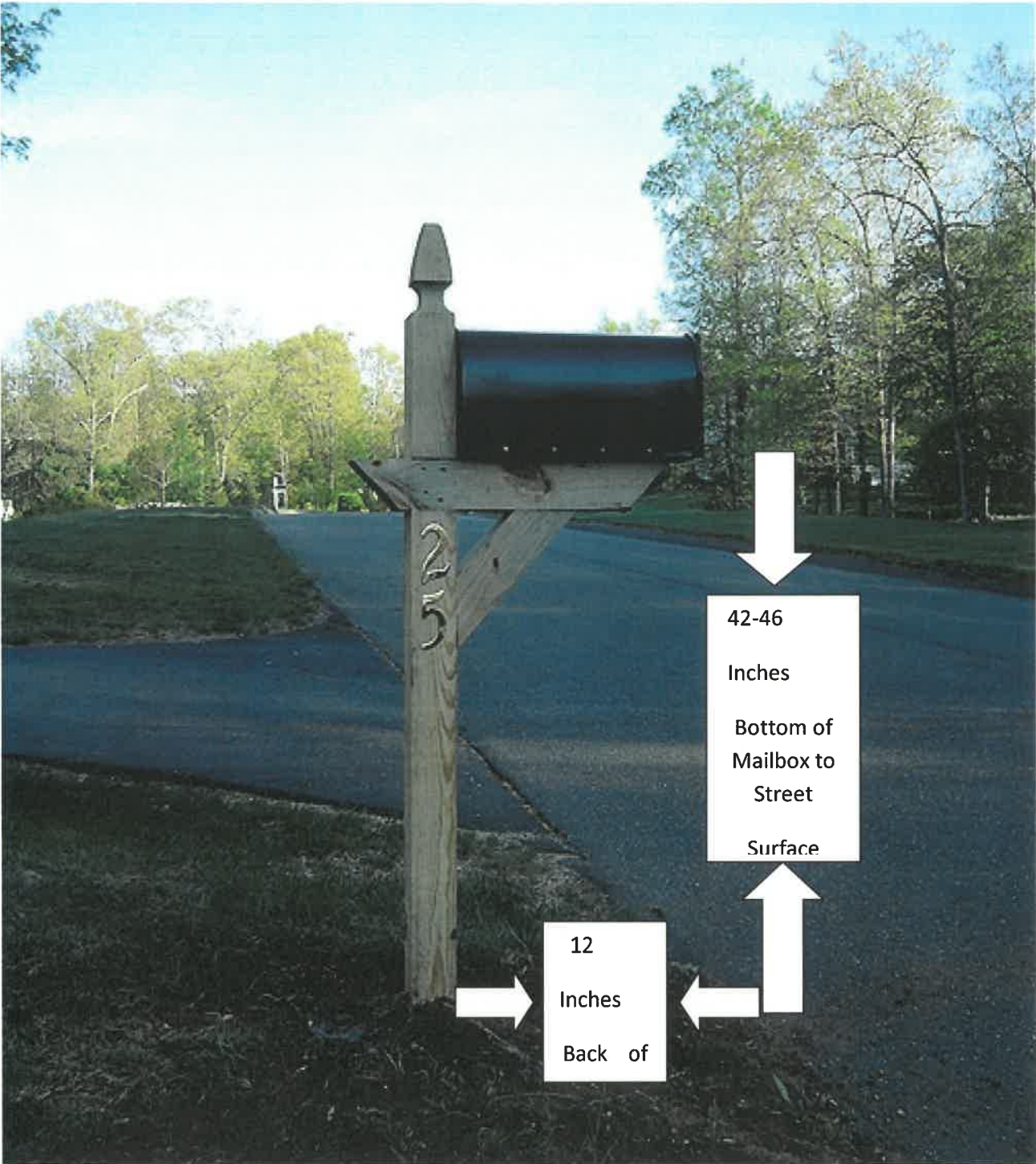
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EXHIBIT D: WINDROWED STREETS

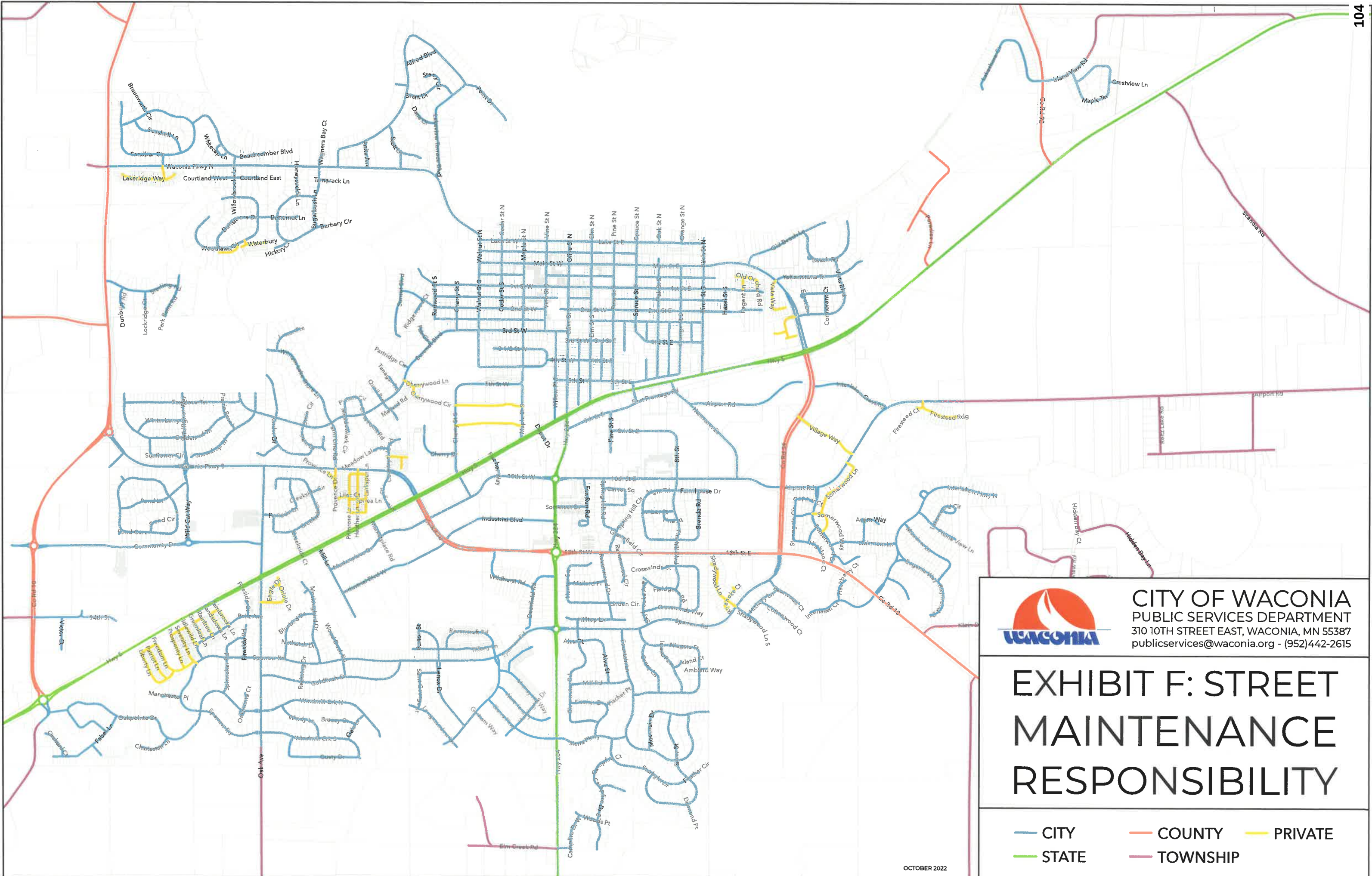
 DAY 1

 DAY 2

Exhibit E- Mailbox Installation Detail



CITY OF WACONIA MAILBOX INSTALLATION DETAIL



CITY OF WACONIA
PUBLIC SERVICES DEPARTMENT
310 10TH STREET EAST, WACONIA, MN 55387
publicservices@waconia.org - (952) 442-2615

EXHIBIT F: STREET MAINTENANCE RESPONSIBILITY

— CITY — COUNTY — PRIVATE
— STATE — TOWNSHIP