

REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, APRIL 3, 2018  
7:00 P.M.

AGENDA

- 1 CALL TO ORDER/ROLL CALL
- 2 MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE
- 3 APPROVAL OF AGENDA
- 4 PUBLIC COMMENT

**The Public Comment period of the meeting is for comments on issues that are not on the agenda. Those wishing to speak must state their name and address for the record after they reach the podium. Each person will have three (3) minutes to make his/her remarks. Speakers will address all comments to the City Council as a whole and not one individual councilor. The Council may not take action on issues presented during the Public Comment period, but, when appropriate, may refer the issue to the City Manager for follow up.**

- 5 REQUESTS AND PRESENTATIONS

None

- 6 CONSENT AGENDA

- A. Minutes – Regular City Council meeting – March 20, 2018
- B. Payroll & Expenditures
- C. Consumption & Display Permit Renewal – Craft My Party, LLC
- D. **Resolution No. 18-23** - Establishing Escrow Account for Fire Service
- E. Payment No. 2 – Greener World Solutions - Tink Larson Field Reconstruction Project #2016-23
- F. Accepting Park Bench Donation

7      ACTION AGENDA

- A.      ~~Public hearing and Adoption of Ordinance No. 1063~~ – Annexing Land into the City  
(Roesler Property)  
*There will be no public hearing for adoption of Ordinance No. 1063, as the applicant  
has requested an extension of the preliminary and final plat approval of the  
subdivision.*
- B.      Naming of Tink Larson Field

8      REPORTS

- A.      City Manager's Report
- B.      Commission Reports
- HPC – April 2 meeting (Councilmember Tlougan)
  - Park Board – April 3 meeting (Councilmember Christiansen)
  - Airport Board – April 3 meeting (Councilmember Rose)
  
  - Fire Relief Association – March 28 meeting (Councilmember Conrath)

9      ANNOUNCEMENTS

10     ADJOURNMENT

MINUTES  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, MARCH 20, 2018

6A

**CALL TO ORDER/ROLL CALL**

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

Councilmembers present:

Mayor Roy Srp	Allan Rose
Ann Fitch	Mark Christiansen
Jeremy Conrath	Daren Arndt
Les Tloughan	

Staff present:

Danny Lenz, City Manager  
Shelly Kolling, Finance Director  
Paul Bruder, Engineering Tech  
Mary Buenzow, City Clerk  
Tim Schroeder, Waseca Police Department

**MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE**

- 2 A moment of silence was observed. The Pledge of Allegiance to the Flag was recited.

**APPROVAL OF AGENDA**

- 3 The City Manager requested removal of item 7A, Roesler Subdivision, at the request of the applicant, and he requested in its place to add Solar and Small Power Generation Policy as 7A.

It was moved by Arndt, seconded by Conrath, to approve the agenda as amended; the motion carried 7-0.

**PUBLIC COMMENT**

- 4 **Mayor Srp asked if there was anyone in the audience, not on the agenda, who wished to address the Council at this time.**

**Jim Gibson, 109 Sunburst Circle, Mankato**, addressed the Council to express his appreciation to City Manager Danny Lenz for his involvement with B.E.S.T. of Waseca County and Vision 2030. He thanked Mr. Lenz and wished him well in his new job.

**REQUESTS AND PRESENTATIONS**

- 5A **Proclamation – National Agriculture Week**

Mayor Srp read aloud a proclamation declaring March 18-24, 2018 as National Agriculture Week.

**CONSENT AGENDA**

- 6 It was moved by Fitch, seconded by Tlougan, to approve the Consent Agenda as presented; the motion carried 7-0 and included the following:
- A. Minutes – Regular City Council meeting – March 6, 2018
  - B. Minutes – City Council Work Session – February 27, 2018
  - C. Payroll & Expenditures
  - D. **Resolution No. 18-14** – Authorizing and Consenting the Assignment of a Development Agreement
  - E. **Resolution N. 18-22** – Approving Lawful Gambling Premises Permit to Waseca Sleigh & Cutter Festival Association at American Tap House & Grille

**ACTION AGENDA**

- 7A ~~**Resolution N. 18-16**~~ – Approval of Roesler Subdivision

This item was removed from the agenda at the request of the applicant.

- 7A **Solar and Small Power Generation Policy**

Chapter 4, Section 4.01, of the City Council Policy allows for private property power generation to be connected to the City of Waseca electric distribution system after an electrical engineering study has been conducted which complies with operational and safety requirements based on local and State rules.

The proposed Electric Utility Policy includes detailed implementation requirements for small power generation units which private property owners propose to interconnect to the City of Waseca's electric distribution system. These attached requirements mirror requirements provided by the State of Minnesota, and which have been developed with the assistance of the Southern Minnesota Municipal Power Agency (SMMPA) staff and also with the assistance of the City's consultant electrical engineer, Paul Kaeding. Mr. Kaeding has provided electrical engineering guidance to the City for 20 years.

There is no budget impact associated with this policy because direct costs are passed through to the applicant.

The existing Council Policy, Chapter 4, provides City authority to implement specific requirements. The City Council has previously approved applicant fees, which are included in the City's Master Fee Schedule.

It was moved by Tlougan, seconded by Conrath, to adopt the Solar and Small Power Generation Policy as presented; the motion carried 7-0.

- 7B **Resolution No. 18-15** – Granting Preliminary and Final Plat to Curtis Schumacher for Amor Terra Subdivision at 1002 Elm Avenue East

Curtis E. Schumacher is requesting approval of a Preliminary & Final Plat for the Amor Terra Subdivision.

The properties are located at 1002 Elm Avenue East. Currently there is a main parcel with a single family residential home, and an adjacent outlot to the south. The property owner is requesting to combine the two parcels. The new property will meet all requirements for lot size and area in the R-2 District. This will bring the property into compliance with the impervious surface requirement for the Shoreland Overlay of Clear Lake. The DNR has reviewed the request and is in support of the lot combination. The City Council has the authority to approve Preliminary and Final Plats.

The Planning Commission held a public hearing on the request on March 13, 2018. There were three public comments, two supporting and one opposed to the lot combination. Based on five (5) findings, the Planning Commission voted to recommend approval of the Preliminary Plat and Final Plat with three (3) conditions by a vote of 5-0.

Councilmember Conrath asked what the objection was at the public hearing. The City Manager replied the objection is related to the Property Maintenance Code and this approval will help alleviate the issue.

It was moved by Fitch, seconded by Arndt, to adopt Resolution No. 18-15, A RESOLUTION OF THE WASECA CITY COUNCIL GRANTING APPROVAL FOR PRELIMINARY AND FINAL PLAT TO CURTIS E. SCHUMACHER FOR AMOR TERRA SUBDIVISION AT 1002 ELM AVENUE EAST; the motion carried 7-0.

**7C Resolution No. 18-17 – Granting Variance for Construction of a Utility Storage Garage**

Carl Sonnenberg, on behalf of City of Waseca, is requesting a Variance from Section 154.025 (E) Table 5-7 to allow encroachment of the rear and side setbacks for the purpose of constructing a storage garage on the property zoned B-3, Neighborhood Transition Business. Governmental Buildings are permitted use in the B-3 district.

The property is located at 511 2nd St SW and is currently vacant. The property has an irregular size and is relatively small for a property located in the business district.

The Planning Commission held a public hearing on the variance request on March 13<sup>th</sup>, 2018. There were no public comments and staff has received no comment. The Planning Commission voted 5-0 recommending approval to the City Council.

It was moved by Conrath, seconded by Arndt, to adopt Resolution No. 18-17, A RESOLUTION OF THE WASECA CITY COUNCIL GRANTING VARIANCE FOR CONSTRUCTION OF A UTILITY STORAGE GARAGE AT 511 2<sup>ND</sup> STREET SW; the motion carried 7-0.

**7D Accepting Feasibility Report and Set Public Hearing for 2018 Street & Misc. Drainage Improvement Projects #2017-06 and #2018-01**

**Resolution No. 18-12**

**Resolution No. 18-13**

On February 7, 2018, the City Council approved a Resolution authorizing City staff to prepare a feasibility study for the 2018 Street and Miscellaneous Drainage Improvements Projects, City Projects 2017-06 and 2018-01. The Feasibility Study has been completed and is presented for your acceptance.

A portion of the project costs are proposed to be financed with special assessments to benefiting properties in accordance with State Statute 429 and the City's Special Assessment Policy. Special assessments for the Drainage Improvements are based on contributing drainage area. Per the City's Special Assessment Policy, 100% of the Drainage Improvements are assessed to the contributing properties.

Special assessments for the Street Improvements are calculated on a front footage basis and the per-foot rate is set per the land use designation according to the special assessment policy. Corner lots are provided a corner lot credit per the special assessment policy where both streets are being assessed with the same project or it is reasonably assumed that the street adjacent to the corner lot that is not part of the current project will be assessed by the City at a later date. Per the Special Assessment Policy, Drainage Improvement costs are assessed 100% to the benefited properties based on a prorated share of contributing flow area.

It was moved by Fitch, seconded by Conrath, to adopt Resolution 18-12, A RESOLUTION OF THE WASECA CITY COUNCIL CALLING FOR PUBLIC HEARING FOR 2018 MISCELLANEOUS DRAINAGE IMPROVEMENT PROJECT #2017-06 **and** Resolution No. 18-13, A RESOLUTION OF THE WASECA CITY COUNCIL CALLING FOR PUBLIC HEARING FOR 2018 STREET AND UTILITY IMPROVEMENT PROJECT #2018-01; the motion carried 7-0.

7E      3<sup>rd</sup> Street NE Reconstruction Project #2019-01  
**Resolution No. 18-20**

In the fall of 2017, the City applied for a Local Road Improvement Project (LRIP) grant from the Minnesota Department of Transportation (MnDOT). The grant request was for the reconstruction of approximately three-thousand feet of 3<sup>rd</sup> Street N.E. from 4<sup>th</sup> Avenue N.E. to 11<sup>th</sup> Avenue N.E. The project will include full reconstruction of the pavement, curb and gutter, sidewalk, storm sewer, watermain and sanitary sewer utilities. All but one block of this street segment is on the City's Municipal State Aid System (MSAS). The one block not on the MSAS is between 7<sup>th</sup> Avenue N.E. and 8<sup>th</sup> Avenue N.E. which is part of Waseca CSAH 13. The Waseca County board has passed a resolution in support of this project.

In February 2018, the City learned they were successful in the grant application. The amount of the grant is \$1,000,000. Conditions of the grant include 2019 construction. To move this project along and stay on schedule for 2019 construction, the City requested a proposal for engineering design services from the interim city engineer, WSB. The proposal is attached for your consideration.

The total estimated construction cost is \$3,653,466 including a 35% allowance for contingencies, engineering and administration. The proposed fees for the engineering professional services is an hourly, not-to-exceed cost of \$235,816. MSAS funds can be used for engineering fees up to 25% of project construction costs.

Project funding sources include the \$1,000,000 LRIP grant, \$1,823,313 in MSAS funds, \$445,066 from the City Water Fund and \$385,147 from the City Sewer Fund. The funds were budgeted for in the 2018 Planning CIP and will be budgeted for in the 2019 budgeting process.

It was moved by Tlougan, seconded by Christiansen, to adopt Resolution No. 18-20, A RESOLUTION OF THE WASECA CITY COUNCIL AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH WSB FOR DESIGN SERVICES FOR STREET AND UTILITY RECONSTRUCTION ON 3<sup>RD</sup> STREET NE; the motion carried 7-0.

**7F Resolution No. 18-18 – Street Light Charges**

At the March 6, 2018, City Council Work Session, the City Council reviewed funding options for street light expenses. The general fund pays for about \$107,000 of annual street light expenses and the Electric Utility pays for about \$65,000 of annual street light expenses.

The purpose of establishing a Street Light Rate Structure within the City’s Electric Utility is to provide for dedicated revenue and financial transparency for all street light operations, repairs, replacements. Establishing a Street Light Rate Structure also means that the general fund and Electric Utility will no longer subsidize street lighting costs.

The below Street Light Rate Structure table shows that there is one Base Charge for customers. The General Fund and Electric Utility will no longer subsidize street light costs. It is anticipated that the Street Light Rate structure will be implemented no later than for City utilities bills due July 2018, and possibly with bills due June 15, 2018, depending on the billing implementation programming.

**Street Light Rate Structure - Single Rate - Electric Utility and General Fund Charges**

Customer Class	Street Light Factor	Base Charge	Monthly Charge	Annual Charge
Street Light Customer Charge	1	\$ 3.60	\$ 3.60	\$ 43.20
Exempt: 1. Outside City limits; 2. City owned public facilities; 3. Unique accounts based on past billing practice	0	\$ -	\$ -	\$ -

The City Council has discussed that a direct street light charge will improve financial transparency, and will also allow for the conversion of street lights to LED lighting.

There was some discussion. Councilmember Tlougan commented this revenue would put the City in a position to move forward sooner to replace all street lights to LED. That will take a long time, but we need to get started.

Councilmember Rose commented he has concerns about the concept and finds it hard to support asking constituents to pay for street lights. Councilmember Conrath concurred, stating he has received a lot of negative feedback on this issue and he will not support it.

After some discussion it was moved by Tlougan, seconded by Srp, to adopt Resolution No. 18-18, A RESOLUTION OF THE WASECA CITY COUNCIL SETTING STREET LIGHT RATE STRUCTURE; the motion carried 4-3 (nay-Conrath, Rose, Arndt).

**7G Resolution No. 18-19 – Amending Fee Schedule to include Fire Call Fees**

At the February 27, 2018, City Council work session, the City Council reviewed fee options for the City to charge relating to fire responses. This was originally discussed during the 2018 budget work sessions and at that time Council determined we would initiate the process to bill for fire responses.

At the February work session there was lengthy discussion regarding charging for fire calls, how much to charge and what types of calls to charge for. The City has statutory authority to charge a fee for all emergency response actions and currently charges for excessive false alarms calls. Beginning in 2018 the Waseca Rural Fire District charges for various fire calls based on their established fee schedule.

Council direction is to charge \$500.00 for the following types of fire responses:

Building or structure fire

Vehicle fire

Motor Vehicle Accidents

Based on this direction staff recommends the attached addition to the master fee schedule effective April 1, 2018.

The City Manager commented this is just for calls within the city limits.

Councilmember Conrath explained this was discussed at a council work session and he does not want people to hesitate to call 911. We will not bill for good intent calls.

It was moved by Christiansen, seconded by Arndt, to adopt Resolution No. 18-19, A RESOLUTION OF THE WASECA CITY COUNCIL AMENDING THE MASTER FEE SCHEDULE TO INCLUDE FIRE RESPONSE CALLS; the motion carried 7-0.

#### **7H      Movie Theater Funding**

On March 8<sup>th</sup>, 2018 the City Council and Waseca School Board held a Joint Work Session to discuss the possibility of the City providing a financial contribution in order to establish a Movie Theater in the auditorium at the Central Building on Elm Avenue.

There were extensive discussions on how this project would be consistent with goals in Waseca Vision 2030, and discussion on the number of comments Council members have received over the years about the desire for a movie theater in the City. It was also discussed that it did not appear that the private sector was going to be able to provide this services, as there were several preliminary attempts made in previous years that never came to fruition.

Following this discussion the Council directed staff to determine where funding for this project could come from and bring the item back for their consideration at an upcoming Council meeting.

\$60,000 from excess fund balance from the 2017 Budget. City snow removal costs for 2017 were significantly below historical averages, resulting in the snow removal budget coming in a little over \$60,000 under budget. Staff believes this is an anomaly that would not likely be repeated in future years, and would be appropriate for one-time use, but not as an on-going reduction.

Staff recommends the Council authorize \$60,000 in excess fund balance to go towards the Waseca Public Schools Movie Theater project in the auditorium at the Central Building.

Mayor Srp explained he has been talking with a general contractor who is familiar with designing buildings. The contractor is interested in proposing a movie theater at another location. Mayor Srp asked that this item be removed from consideration at this time.



Councilmember Fitch commented she would prefer to have a business involved with a theater rather than two government entities.

It was moved by Christiansen, seconded by Arndt, to DENY authorizing \$60,000 in excess fund balance to go toward Waseca Public Schools Movie Theater Project;

#### DISCUSSION

Mayor Srp stated he will continue to work with the general contractor he had mentioned.

Councilmember Tloughan wished to clarify for the audience that this does not mean the Council will never talk about this issue again, and it can be brought back to the Council at another time.

#### VOTE ON THE MOTION

The motion carried 7-0.

#### 71 Adopting Waseca Vision 2030 **Resolution No. 18-21**

In the Spring of 2017 the City of Waseca, in partnership with BEST of Waseca County, Waseca Area Chamber of Commerce, Waseca Public Schools and Waseca County began a community visioning process called Waseca Vision 2030. The goal of the project was to develop a community vision and strategic action plan through a robust community engagement process.

On March 13<sup>th</sup> the Waseca Vision 2030 consultants presented the final report, which included the results of the engagement processes from 567 survey responses, a community vision statement, strategic action pillars and specific action areas to work towards implementing the vision.

The City Council has met with the Waseca County Board of County Commissioners and the Waseca Public Schools Board where they discussed the results of the engagement process and the key strategic areas that resulted from the process. Support for moving forward on the recommendations of the report was expressed by all three governing bodies.

In order to formalize its commitment to the results of Waseca Vision 2030 and to provide direction to staff on how to proceed with implementing the results it is appropriate for the Council to formally adopt the vision statement in the report as well as the Strategic Action Pillars listed in the report as the City's strategic goals. This will help to ensure that the proposals, projects and programs developed by staff for Council consideration are consistent with the results of Waseca Vision 2030. Even more importantly it is a small but significant step in communicating the Council's commitment to taking action in order to see the vision achieved.

Waseca Community Vision Statement: Waseca is an energetic, wholesome community that welcomes and supports all people in all stages of life. We envision a future that strengthens our regional connections through leadership opportunities, economic development and investment in high quality community assets resulting in the creation of a vibrant, dynamic community of the future.

Strategic Goals:

1. Create High Quality Community Assets
  - a. Launch Programs that attract and retain youth and young professionals
  - b. Transform the education system into lifelong learning
  - c. Anchor the downtown as ‘Heart of the Community’
  - d. Update community aesthetics and infrastructure
2. Expand and Leverage Economic Development Initiatives
  - a. Identify and establish a long-range plan with metrics for success
  - b. Create a community marketing and branding initiative
  - c. Diversify and intensify the agriculture sector
  - d. Expand technology, professional and business sectors
3. Strengthen Regional Connectivity
  - a. Collaborate with regional entities to build connectivity
  - b. Expand higher education connections to attract regional innovation
  - c. Building top grade infrastructure
  - d. Become a ‘Destination Location’
4. Create a Vibrant Dynamic Community
  - a. Leverage governmental collaboration and cooperation
  - b. Activate strong leadership to encourage collaboration between organizations
  - c. Promote social connectivity within the community
  - d. Foster entrepreneurship and encourage innovation

Mayor Srp commended the City Manager for being the driving force behind Vision 2030 and thanked him for all of his work.

It was moved by Fitch, seconded by Arndt, to adopt Resolution No. 18-21, A RESOLUTION OF THE WASECA CITY COUNCIL ADOPTING THE WASECA VISION 2030 VISION AND STRATEGIC ACTION PILLARS AS THE CITY’S VISION AND STRATEGIC GOALS; the motion carried 7-0.

7J **Appointing Interim City Manager**

With the current City Manager’s last day being March 23<sup>rd</sup>, the Mayor requested responses from qualified firms for the provision of Interim City Manager services for the City of Waseca. The Mayor selected three firms to conduct an interview with their proposed individual who would serve as the Interim City Manager. All three firms provided well qualified individuals, all of which brought different skills and styles.

Mayor Srp is recommending that Public Sector Professionals, LLC to selected to provide Interim City Manager services, with Duane Hebert serving as Interim City Manager.

The proposed contract would pay the firm \$75/hour plus mileage reimbursement. The total amount would be dependent on the number of hours needed to provide the services and the length of time the services are provided. The rate of pay is consistent with what other firms charge, and less than some staff has reviewed.

It was moved by Rose, seconded by Tlougan, to approve authorizing the Mayor to enter into an agreement with Public Sector Professionals, LLC for Interim City Manager services, with Duane Hebert to serve as the Interim City Manager; the motion carried 7-0.

## **REPORTS**

### **8A City Manager's Report**

#### **The City Manager reported the following items:**

A date has been set for the Elm Avenue Project Open House, for Thursday, April 12<sup>th</sup> from 4:00 – 6:00 p.m. at the Public Safety Building.

A date has been set for the 2<sup>nd</sup> Gaiter lake Development Open House with WSB, on Tuesday, April 17<sup>th</sup> from 4:30 to 6:30 p.m. in the City Council Chambers.

In 2017 the Waseca Fire Department had an ISO review and went from a 4 to a 3 ISO rating. This is a big step and is based on things such as dispatch operator, water access, apparatus availability and training and personnel. Waseca is in the top 10% of communities with an ISO rating of 3 or below. This would not have been possible without the Rural Fire District.

There is a meeting with David Drown & Associates tomorrow, to discuss the desired qualifications and characteristics of the new city manager. Council members will each be meeting with this consultant.

The City has been approached by Waseca Area Foundation, which is in the process of trying to standardize, and they are requesting to set up a relationship with the City, whereby the Executive Director would be an employee of the City of Waseca. Before proceeding with developing a grant, the WAF would like the Council to approve this arrangement and the City Manager asked if there are any concerns from the Council. The current Executive Director is Karen Boom.

There was a consensus from the Council to move forward with the relationship between the City and the Waseca Area Foundation.

The City Manager stated he wished to thank the Council and City staff for providing him the opportunity to serve as the City Manager. He will miss working here and thinks there are exciting years ahead for Waseca. This is a fantastic group of people to work with and for.

Mayor Srp and the Council thanked the City Manager for his work here and wished him well in his new job.

### **8B Commission Reports**

EDA – March 14 meeting - Councilmember Fitch reported the only action item was to approve \$1000 to the Chamber for the Leadership Academy.

Planning Commission – March 13 meeting – Councilmember Arndt reported there were three Planning Commission items, two of which were approved by the Council this evening, the Schumacher Subdivision and the Utility Garage.

Discover Waseca Tourism – March 13 meeting – Councilmember Arndt stated she updated the group on the Explore MN Tourism Conference she attended, and they discussed what we are doing to promote Waseca. She was contacted last week by someone to talk about getting Waseca involved in the Governor's Fishing Opener. This would be great for the community and

would spotlight our area, but it will be a big collaborative effort involving many different groups in town.

### **ANNOUNCEMENTS**

**9 The following miscellaneous announcements were made:**

Councilmember Conrath wished everyone a Happy Easter.

Councilmember Fitch requested the holiday lights on the downtown poles be removed, since it is past the holiday season. She also asked that next season there be a schedule for installing them and taking them down, and also that the lights be put on a timer.

Councilmember Fitch announced the annual Chamber Farm and City Luncheon is Thursday. This is a great event which spotlights our area farmers and a lot of people attend and there is good food. Jim Gibson will be one of the keynote speakers.

Councilmember Fitch commented that City Manager Danny Lenz has taught her a lot during his tenure with the City and he has been tremendously helpful to her. He has taken on many things as the City Manager and has shown great leadership. She expressed her appreciation to Mr. Lenz and wished him well.

Councilmember Tloutan also thanked Danny Lenz and stated he has enjoyed Danny's time here as the City Manager. Councilmember Tloutan stated he appreciated being able to stop in and discuss issues. He thanked him and stated he will be missed.

Councilmember Rose wished everyone a Happy Easter.

Councilmember Rose also thanked City Manager Danny Lenz and stated it has been a good experience to have him here and he has been a pleasure to work with.

Councilmember Rose inquired about the house across the street from Kwik Trip (506 West Elm Avenue) and whether someone could check on some of the issues there. The City Manager will discuss this property with the Code Enforcement Technician.

Councilmember Christiansen provided an update on the Boy Scout activities, with the food shelf collection coming up on Saturday, and the breakfast last Sunday with the Lions Club.

Councilmember Christiansen stated he recently participated in a Rice County Active Shooter training in Morristown, which he found to be very enlightening and educational. He gave credit to all our volunteers and response teams, and thanked Rice County for providing the training.

Councilmember Christiansen stated it was great to receive feedback on the theater and the street light issues. This is enlightening to the Council and is appreciated.

Councilmember Christiansen thanked City Manager Danny Lenz for his service as the City Manager and stated he has done a great job and has kept the Council informed. He wished him well in his new job.

Councilmember Arndt thanked City Manager Danny Lenz for all his work and wished him well.

Councilmember Arndt wished everyone a Happy Easter.

Councilmember Arndt stated he helped with the Backpack program last Sunday at his church, where they prepared 140 bags for school kids. This is a great program and he is anxious to do it again.

Mayor Srp encouraged the Councilmembers to study hard and come up with questions as to what they would like to see in our next city manager. He asked them to give it great thought as they are setting a course for the future of Waseca.

Mayor Srp announced the Waseca Chorale Spring Concert will be held on April 15<sup>th</sup> at the Starfire Event Center.

**ADJOURNMENT**

- 10      There being no further business to be brought before the Council, it was moved by Conrath, seconded by Arndt, to adjourn the meeting at 8:19 p.m.; the motion carried 7-0.

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R. D. SRP  
MAYOR

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MARY BUENZOW  
CITY CLERK

LIST OF EXPENDITURES *Shelly L Kelly*

April 3, 2018

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City Council	0.00	
Streets	21,647.06	
Parks	8,551.42	
Wastewater	9,707.73	
Utility Administration	3,995.35	
Utility Billing	7,008.11	
Electric	12,562.17	
Water	5,153.14	
Building and Code Compliance	2,259.34	
Police	49,242.71	
Administration	16,317.41	
Community Aides	710.00	
Fire	7,379.73	
Volunteer Fire Department	0.00	
Election Judges	0.00	
PEG	1,543.68	
Finance	9,699.99	
Connections	3,712.60	
Community Development	5,102.75	
Engineering	9,500.59	
Water Park	2,344.15	
Econ Development	<u>2,344.15</u>	
 Total Gross Payroll	 178,782.08	
 *Less- Payroll Deductions	 <u>(54,953.70)</u>	
 Net Payroll Cost		\$ 123,828.38

\*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:	
March 17, 2018-March 29, 2018	
Includes check #'s 151797-151848	
Bank ACH Withdrawals.....	<u>383,080.89</u>
 GRAND TOTAL EXPENDITURES	 <u>\$ 506,909.27</u>

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
<b>General Fund</b>						
03/29/2018	31824	MN Sales and Use Tax Payable	February sales tax payable	101-20210-0000	25.48	M
Total 101202100000:					25.48	
03/29/2018	31833	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 3/25/2018	101-21701-0000	18,963.15	M
Total 101217010000:					18,963.15	
03/29/2018	31828	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 3/25/2018	101-21702-0000	8,696.53	M
Total 101217020000:					8,696.53	
03/29/2018	31833	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 3/25/2018	101-21703-0000	7,696.58	M
03/29/2018	31833	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 3/25/2018	101-21703-0000	7,696.58	M
Total 101217030000:					15,393.16	
03/29/2018	31829	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 3/25/2018	101-21704-0000	1,140.66	M
03/29/2018	31829	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 3/25/201	101-21704-0000	7,414.45	M
03/29/2018	31829	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 3/25/2018	101-21704-0000	5,619.50	M
03/29/2018	31829	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 3/25/201	101-21704-0000	7,414.45	M
03/29/2018	31829	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 3/25/2018	101-21704-0000	8,429.23	M
Total 101217040000:					30,018.29	
03/29/2018	20180233	Greater Mankato Area United Way	UNITED WAY Pay Period: 3/25/2018	101-21708-0000	28.00	
Total 101217080000:					28.00	
03/29/2018	31833	ACH Internal Revenue Service	MEDICARE Pay Period: 3/25/2018	101-21712-0000	2,505.22	M
03/29/2018	31833	ACH Internal Revenue Service	MEDICARE Pay Period: 3/25/2018	101-21712-0000	2,505.22	M
Total 101217120000:					5,010.44	
03/29/2018	31834	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 3/25/2018	101-21713-0000	342.00	M
03/29/2018	31834	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 3/25/2018	101-21713-0000	475.00	M
Total 101217130000:					817.00	
03/29/2018	31832	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 3/25/2018	101-21714-0000	640.00	M
Total 101217140000:					640.00	
03/29/2018	31825	SelectAccount	FLEX/HSA Reimbursement	101-21716-0000	418.11	M
03/29/2018	31827	SelectAccount	FLEX/HSA Reimbursement	101-21716-0000	179.32	M
03/29/2018	31830	SelectAccount	HSA DEDUCTION Pay Period: 3/25/2018	101-21716-0000	469.83	M
Total 101217160000:					1,067.26	
03/29/2018	31831	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 3/25/2018	101-21717-0000	1,099.67	M
Total 101217170000:					1,099.67	
03/29/2018	20180243	Personalized Printing Inc.	Spring Newsletter	101-41110-3500	656.40	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101411103500:					656.40	
03/29/2018	20180228	Charlie's Hardware	Parts & Supplies	101-41110-4450	125.24	
03/29/2018	151844	Waseca Glass Inc.	CLP Beach house 4X8 high density poly	101-41110-4450	100.00	
Total 101411104450:					225.24	
03/29/2018	31835	Reliance Standard	March LTD Insurance	101-41320-1340	55.45	M
03/29/2018	31835	Reliance Standard	March LTD Insurance	101-41320-1340	11.01	M
03/29/2018	31835	Reliance Standard	March LTD Insurance	101-41320-1340	4.40	M
Total 101413201340:					70.86	
03/29/2018	151836	Shred-it USA LLC	February Charges	101-41320-3100	12.93	
Total 101413203100:					12.93	
03/29/2018	20180221	A. H. Hermel Company	pop for vending machine	101-41320-4945	63.95	
Total 101413204945:					63.95	
03/29/2018	31835	Reliance Standard	March LTD Insurance	101-41500-1340	79.01	M
Total 101415001340:					79.01	
03/29/2018	20180242	Pantheon Computer Systems Inc.	Battery Backup f/ Finance Director	101-41920-2050	84.95	
Total 101419202050:					84.95	
03/29/2018	20180242	Pantheon Computer Systems Inc.	April Billing	101-41920-3100	5,625.00	
Total 101419203100:					5,625.00	
03/29/2018	20180235	Innovative Office Solutions LLC	Office Supplies	101-41940-2000	46.50	
03/29/2018	20180235	Innovative Office Solutions LLC	Credit for damaged paper	101-41940-2000	53.78-	
Total 101419402000:					7.28-	
03/29/2018	20180221	A. H. Hermel Company	Coffee for breakroom	101-41940-2170	29.18	
03/29/2018	20180239	Kolling, Shelly L.	Breakroom supplies	101-41940-2170	69.20	
Total 101419402170:					98.38	
03/29/2018	20180228	Charlie's Hardware	Parts & Supplies	101-41940-2230	13.94	
Total 101419402230:					13.94	
03/29/2018	20180227	Cady Business Technologies Inc	Monthly Phone Support Plan	101-41940-3100	262.62	
03/29/2018	151808	Cintas Corporation	Floor Mats	101-41940-3100	26.40	
03/29/2018	151829	Orkin Pest Control Inc.	City Hall Pest Control	101-41940-3100	87.97	
03/29/2018	151837	Siemens Industry Inc	Fire Alarm Service Agreement - 2012	101-41940-3100	592.00	
Total 101419403100:					968.99	
03/29/2018	31836	Consolidated Communications	Monthly Billing	101-41940-3200	155.49	M



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/29/2018	31836	Consolidated Communications	Monthly Billing	101-41940-3200	134.16	M
Total 101419403200:					289.65	
03/29/2018	151806	Centerpoint Energy	Monthly Billing	101-41940-3800	1,160.82	
Total 101419403800:					1,160.82	
03/29/2018	31835	Reliance Standard	March LTD Insurance	101-41950-1340	48.79	M
Total 101419501340:					48.79	
03/29/2018	20180235	Innovative Office Solutions LLC	Office Supplies	101-41950-2000	53.16	
Total 101419502000:					53.16	
03/29/2018	20180253	WSB & Associates Inc	WSB General Planning Services	101-41950-3000	2,626.00	
Total 101419503000:					2,626.00	
03/29/2018	20180239	Kolling, Shelly L.	Postage-Tax Abatement Agmt	101-41950-3200	6.70	
Total 101419503200:					6.70	
03/29/2018	31835	Reliance Standard	March LTD Insurance	101-42100-1340	433.98	M
Total 101421001340:					433.98	
03/29/2018	20180235	Innovative Office Solutions LLC	Office supplies	101-42100-2000	82.78	
03/29/2018	20180235	Innovative Office Solutions LLC	Office supplies	101-42100-2000	16.87	
Total 101421002000:					99.65	
03/29/2018	151800	Blue Earth County Sheriff's Office	Yubi Keys	101-42100-2050	80.00	
Total 101421002050:					80.00	
03/29/2018	151830	Overhead Door Company of Mankato Inc	police garage door openers	101-42100-2170	132.00	
Total 101421002170:					132.00	
03/29/2018	20180248	Streicher's	Uniform expense	101-42100-2180	76.99	
03/29/2018	20180248	Streicher's	Uniform expense	101-42100-2180	152.10	
03/29/2018	20180248	Streicher's	Uniform expense	101-42100-2180	152.10	
03/29/2018	20180248	Streicher's	Uniform for new officer	101-42100-2180	15.98	
03/29/2018	20180248	Streicher's	New officer uniform	101-42100-2180	29.99	
Total 101421002180:					427.16	
03/29/2018	20180224	Axon Enterprises Inc	Safety Equipment	101-42100-2190	1,145.00	
Total 101421002190:					1,145.00	
03/29/2018	151808	Cintas Corporation	Floor Mats	101-42100-3100	11.78	
03/29/2018	151808	Cintas Corporation	Floor mats	101-42100-3100	11.77	
03/29/2018	151827	Northland Business Systems Inc.	Video recording services	101-42100-3100	1,872.43	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/29/2018	151829	Orkin Pest Control Inc.	Pest control	101-42100-3100	84.98	
03/29/2018	151836	Shred-it USA LLC	February Charges	101-42100-3100	12.93	
Total 101421003100:					1,993.89	
03/29/2018	31836	Consolidated Communications	Monthly Billing	101-42100-3200	155.49	M
03/29/2018	31836	Consolidated Communications	Monthly Billing	101-42100-3200	238.54	M
03/29/2018	31836	Consolidated Communications	Monthly Billing	101-42100-3200	22.71	M
03/29/2018	20180247	Sprint	IC command trailer	101-42100-3200	39.99	
03/29/2018	151843	Verizon Wireless	Monthly Billing	101-42100-3200	859.00	
03/29/2018	151843	Verizon Wireless	Monthly Billing	101-42100-3200	50.92	
Total 101421003200:					1,366.65	
03/29/2018	20180224	Axon Enterprises Inc	Taser Cartridges	101-42100-3300	1,476.00	
Total 101421003300:					1,476.00	
03/29/2018	31835	Reliance Standard	March LTD Insurance	101-42200-1340	64.32	M
Total 101422001340:					64.32	
03/29/2018	151808	Cintas Corporation	Floor Mats	101-42200-3100	11.77	
03/29/2018	151808	Cintas Corporation	Floor mats	101-42200-3100	11.78	
Total 101422003100:					23.55	
03/29/2018	31836	Consolidated Communications	Monthly Billing	101-42200-3200	22.72	M
03/29/2018	151843	Verizon Wireless	Monthly Billing	101-42200-3200	60.92	
Total 101422003200:					83.64	
03/29/2018	20180244	Safety& Security Consult Specialists LLC	OSHA Training	101-42200-3310	500.00	
Total 101422003310:					500.00	
03/29/2018	31836	Consolidated Communications	Monthly Billing	101-42200-3800	23.97	M
Total 101422003800:					23.97	
03/29/2018	31835	Reliance Standard	March LTD Insurance	101-42400-1340	21.23	M
03/29/2018	31835	Reliance Standard	March LTD Insurance	101-42400-1340	6.76	M
Total 101424001340:					27.99	
03/29/2018	20180230	City Building Inspection Services LLC	Monthly Building Inspections	101-42400-3100	3,238.23	
Total 101424003100:					3,238.23	
03/29/2018	151843	Verizon Wireless	Monthly Billing	101-42400-3200	31.45	
Total 101424003200:					31.45	
03/29/2018	31835	Reliance Standard	March LTD Insurance	101-43000-1340	6.97	M
03/29/2018	31835	Reliance Standard	March LTD Insurance	101-43000-1340	95.24	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101430001340:					102.21	
03/29/2018	20180253	WSB & Associates Inc	Interim City Engineer-February	101-43000-3100	6,530.00	
Total 101430003100:					6,530.00	
03/29/2018	151843	Verizon Wireless	Monthly Billing	101-43000-3200	50.04	
Total 101430003200:					50.04	
03/29/2018	151826	MN Dept of Transportation	Annual Equipment DOT Calibration	101-43000-4040	34.72	
Total 101430004040:					34.72	
03/29/2018	31835	Reliance Standard	March LTD Insurance	101-43100-1340	88.20	M
03/29/2018	31835	Reliance Standard	March LTD Insurance	101-43100-1340	1.89	M
Total 101431001340:					90.09	
03/29/2018	20180228	Charlie's Hardware	Parts & Supplies	101-43100-2170	81.71	
03/29/2018	151820	Locators & Supplies Inc.	Locator Supplies	101-43100-2170	70.37	
Total 101431002170:					152.08	
03/29/2018	20180223	AmeriPride Services Inc	Uniform expense	101-43100-2180	161.11	
Total 101431002180:					161.11	
03/29/2018	20180223	AmeriPride Services Inc	Work Clothes	101-43100-3100	291.27	
Total 101431003100:					291.27	
03/29/2018	31836	Consolidated Communications	Monthly Billing	101-43100-3200	23.97	M
Total 101431003200:					23.97	
03/29/2018	151806	Centerpoint Energy	Monthly Billing	101-43100-3800	1,860.62	
Total 101431003800:					1,860.62	
03/29/2018	31835	Reliance Standard	March LTD Insurance	101-43125-1340	22.87	M
03/29/2018	31835	Reliance Standard	March LTD Insurance	101-43125-1340	1.89	M
Total 101431251340:					24.76	
03/29/2018	31835	Reliance Standard	March LTD Insurance	101-43170-1340	4.90	M
Total 101431701340:					4.90	
03/29/2018	31835	Reliance Standard	March LTD Insurance	101-43220-1340	8.17	M
Total 101432201340:					8.17	
03/29/2018	151829	Orkin Pest Control Inc.	Pest Control	101-45130-3100	90.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101451303100:					90.00	
03/29/2018	31836	Consolidated Communications	Monthly Billing	101-45130-3200	143.88	M
Total 101451303200:					143.88	
03/29/2018	31835	Reliance Standard	March LTD Insurance	101-45200-1340	96.81	M
03/29/2018	31835	Reliance Standard	March LTD Insurance	101-45200-1340	17.62	M
Total 101452001340:					114.43	
03/29/2018	151808	Cintas Corporation	Uniform Service	101-45200-2180	10.05	
03/29/2018	151808	Cintas Corporation	Uniform Service	101-45200-2180	10.05	
Total 101452002180:					20.10	
03/29/2018	151802	Builders First Source	Joist hanger	101-45200-2230	5.00	
03/29/2018	20180236	James Brothers Construction Inc.	Water Main Repair	101-45200-2230	9,404.50	
Total 101452002230:					9,409.50	
03/29/2018	151844	Waseca Glass Inc.	4X8 high density poly	101-45200-2280	175.00	
Total 101452002280:					175.00	
03/29/2018	151819	League of MN Cities	2018 Safety Workshop - Dushaw	101-45200-3300	20.00	
Total 101452003300:					20.00	
03/29/2018	151806	Centerpoint Energy	Monthly Billing	101-45200-3800	580.39	
03/29/2018	151806	Centerpoint Energy	Monthly Billing	101-45200-3800	61.09	
Total 101452003800:					641.48	
03/29/2018	151832	Rent 'N' Save Portable Services	Hockey rink toilet	101-45200-4100	35.30	
Total 101452004100:					35.30	
03/29/2018	151841	University of Minnesota	2018 MN Tree Inspector Cert Workshop-Gundermann	101-45200-4330	85.00	
03/29/2018	151841	University of Minnesota	2018 Tree Inspector Cert Workshop-Dushaw	101-45200-4330	85.00	
Total 101452004330:					170.00	
03/29/2018	31836	Consolidated Communications	Monthly Billing	101-45500-3800	46.65	M
03/29/2018	31836	Consolidated Communications	Monthly Billing	101-45500-3800	2.51	M
Total 101455003800:					49.16	
03/29/2018	151809	Cintas Corporation	First aid Cabinet Supplies	101-49210-4940	50.45	
03/29/2018	151809	Cintas Corporation	First aid Cabinet Supplies	101-49210-4940	36.00	
03/29/2018	151809	Cintas Corporation	First aid cabinet supplies	101-49210-4940	38.75	
Total 101492104940:					125.20	
03/29/2018	31826	SelectAccount	Admin fees	101-49244-1600	203.55	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101492441600:					203.55
Total General Fund:					125,515.49
<b>Airport</b>					
03/29/2018	20180228	Charlie's Hardware	Parts & Supplies	230-49810-2170	113.17
03/29/2018	151808	Cintas Corporation	Floor Mat	230-49810-2170	3.84
03/29/2018	151834	Sherwin-Williams Co	Paint	230-49810-2170	69.72
Total 230498102170:					186.73
03/29/2018	20180228	Charlie's Hardware	Parts & Supplies	230-49810-2230	212.98
Total 230498102230:					212.98
03/29/2018	20180250	Toltz King Duvall Anderson & Assoc Inc.	Airport Engineer Services	230-49810-3000	23,241.33
Total 230498103000:					23,241.33
03/29/2018	151806	Centerpoint Energy	Monthly Billing	230-49810-3800	63.37
03/29/2018	151807	CenturyLink	Century Link	230-49810-3800	113.86
03/29/2018	151848	Xcel Energy	February Service	230-49810-3800	260.96
03/29/2018	151848	Xcel Energy	February Service	230-49810-3800	155.38
Total 230498103800:					593.57
03/29/2018	20180241	MN Pollution Control Agency	Storm Water Permit Fee	230-49810-4500	400.00
Total 230498104500:					400.00
03/29/2018	20180250	Toltz King Duvall Anderson & Assoc Inc.	A/E Services FBO Hangar	230-49810-5200	11,943.34
Total 230498105200:					11,943.34
Total Airport:					36,577.95
<b>Economic Development-General f</b>					
03/29/2018	31835	Reliance Standard	March LTD Insurance	261-46700-1340	11.01 M
Total 261467001340:					11.01
03/29/2018	20180251	Waseca Area Chamber of Commerce	Program sponsorship	261-46700-3000	1,000.00
Total 261467003000:					1,000.00
Total Economic Development-General f:					1,011.01
<b>Safe Haven Grant</b>					
03/29/2018	31835	Reliance Standard	March LTD Insurance	279-46350-1340	29.43 M
Total 279463501340:					29.43
03/29/2018	151827	Northland Business Systems Inc.	surveillance-Connections	279-46350-3100	2,208.78

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 279463503100:					2,208.78
03/29/2018	151843	Verizon Wireless	Monthly Billing	279-46350-3200	50.92
Total 279463503200:					50.92
Total Safe Haven Grant:					2,289.13
<b>HWY 14 Reconstruction</b>					
03/29/2018	151838	Stantec Consulting Services Inc	Hwy 14 Engineering Services	436-43010-3000	31,960.79
Total 436430103000:					31,960.79
03/29/2018	151838	Stantec Consulting Services Inc	Hwy 14-Kiesler Slope	436-43010-5560	10,370.50
Total 436430105560:					10,370.50
Total HWY 14 Reconstruction:					42,331.29
<b>Annexation &amp; Growth fund</b>					
03/29/2018	20180253	WSB & Associates Inc	Gaiter Lake	470-46800-5300	1,428.50
03/29/2018	20180253	WSB & Associates Inc	Gaiter Lake Engineering Services	470-46800-5300	2,817.50
Total 470468005300:					4,246.00
Total Annexation & Growth fund:					4,246.00
<b>Water</b>					
03/29/2018	31824	MN Sales and Use Tax Payable	February sales tax payable	601-20210-0000	782.36 M
Total 601202100000:					782.36
03/29/2018	20180228	Charlie's Hardware	Parts & Supplies	601-49401-2230	11.73
03/29/2018	151813	Hawkins Inc	Chemical Tubing	601-49401-2230	270.18
03/29/2018	151813	Hawkins Inc	Chemical Equipment	601-49401-2230	377.38
Total 601494012230:					659.29
03/29/2018	20180240	M & R Electric Inc.	Electrician	601-49401-3100	144.00
03/29/2018	20180240	M & R Electric Inc.	Electrician	601-49401-3100	167.93
03/29/2018	20180240	M & R Electric Inc.	Electrician	601-49401-3100	421.68
03/29/2018	20180240	M & R Electric Inc.	Electrician	601-49401-3100	72.00
03/29/2018	20180240	M & R Electric Inc.	Electrician	601-49401-3100	205.54
Total 601494013100:					1,011.15
03/29/2018	31835	Reliance Standard	March LTD Insurance	601-49430-1340	16.84 M
03/29/2018	31835	Reliance Standard	March LTD Insurance	601-49430-1340	24.68 M
Total 601494301340:					41.52
03/29/2018	151815	Huber Supply Co Inc	water dept = 52.00	601-49430-2170	52.00
Total 601494302170:					52.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
03/29/2018	151808	Cintas Corporation	Uniform Service	601-49430-2180	3.90
03/29/2018	151808	Cintas Corporation	Uniform Service	601-49430-2180	3.90
Total 601494302180:					7.80
03/29/2018	20180231	Core & Main LP	Main Materials	601-49430-2230	2,127.93
03/29/2018	20180231	Core & Main LP	Main Repair materials	601-49430-2230	36.80-
03/29/2018	20180231	Core & Main LP	Main Materials	601-49430-2230	2,394.86
03/29/2018	20180231	Core & Main LP	Main Repair Parts	601-49430-2230	326.44
03/29/2018	20180231	Core & Main LP	Main Repair Parts	601-49430-2230	210.72
Total 601494302230:					5,023.15
03/29/2018	20180226	Britton Plumbing & Heating Inc.	Plumber	601-49430-3100	269.24
03/29/2018	151824	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	965.00
03/29/2018	20180252	Water Conservation Service Inc.	Leak Detection Services (3)	601-49430-3100	1,601.45
Total 601494303100:					2,835.69
03/29/2018	151843	Verizon Wireless	Monthly Billing	601-49430-3200	40.01
Total 601494303200:					40.01
03/29/2018	31835	Reliance Standard	March LTD Insurance	601-49585-1340	3.98 M
03/29/2018	31835	Reliance Standard	March LTD Insurance	601-49585-1340	20.81 M
Total 601495851340:					24.79
03/29/2018	31836	Consolidated Communications	Monthly Billing	601-49585-3200	41.46 M
03/29/2018	151840	U.S. Postal Service	Postage - April utility bills	601-49585-3200	415.20
Total 601495853200:					456.66
03/29/2018	20180243	Personalized Printing Inc.	Cutting of billing insert	601-49585-3500	15.34
Total 601495853500:					15.34
03/29/2018	31835	Reliance Standard	March LTD Insurance	601-49586-1340	2.45 M
03/29/2018	31835	Reliance Standard	March LTD Insurance	601-49586-1340	12.39 M
Total 601495861340:					14.84
03/29/2018	20180242	Pantheon Computer Systems Inc.	April Billing	601-49586-4950	795.00
Total 601495864950:					795.00
Total Water:					11,759.60
<b>Sanitary Sewer</b>					
03/29/2018	31835	Reliance Standard	March LTD Insurance	602-49470-1340	29.40 M
03/29/2018	31835	Reliance Standard	March LTD Insurance	602-49470-1340	1.89 M
Total 602494701340:					31.29
03/29/2018	151797	Anchor Scientific Inc	spare floats for lift stations	602-49470-2240	703.14
03/29/2018	151798	Auto Value Waseca	Parts	602-49470-2240	298.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/29/2018	151810	Environmental Products & Access LLC	Jetter truck parts	602-49470-2240	405.00	
Total 602494702240:					1,406.14	
03/29/2018	151835	Short Elliott Hendrickson, Inc	Engineering	602-49470-3000	670.36	
Total 602494703000:					670.36	
03/29/2018	31836	Consolidated Communications	Monthly Billing	602-49470-3200	385.12	M
03/29/2018	151843	Verizon Wireless	Monthly Billing	602-49470-3200	40.01	
03/29/2018	151843	Verizon Wireless	Monthly Billing	602-49470-3200	40.01	
Total 602494703200:					465.14	
03/29/2018	151806	Centerpoint Energy	Monthly Billing	602-49470-3800	250.73	
Total 602494703800:					250.73	
03/29/2018	151814	HD Supply Facilities Maintenance LTD	hvac unit air filters	602-49470-4020	99.98	
Total 602494704020:					99.98	
03/29/2018	31835	Reliance Standard	March LTD Insurance	602-49480-1340	84.01	M
Total 602494801340:					84.01	
03/29/2018	20180235	Innovative Office Solutions LLC	Office Supplies	602-49480-2000	77.79	
Total 602494802000:					77.79	
03/29/2018	20180228	Charlie's Hardware	Parts & Supplies	602-49480-2170	48.65	
03/29/2018	151812	Hach Company	Lab Supplies	602-49480-2170	350.00	
03/29/2018	151842	USA Blue Book	Lab gloves	602-49480-2170	198.29	
Total 602494802170:					596.94	
03/29/2018	151839	Thermal Process Systems	TPS Blower Filter	602-49480-2210	449.34	
Total 602494802210:					449.34	
03/29/2018	151803	C & D Oil Services of Waseca LLC	Oil recycle	602-49480-3100	20.00	
03/29/2018	151808	Cintas Corporation	Janitorial supplies	602-49480-3100	15.68	
Total 602494803100:					35.68	
03/29/2018	31836	Consolidated Communications	Monthly Billing	602-49480-3200	141.91	M
03/29/2018	151843	Verizon Wireless	Monthly Billing	602-49480-3200	50.92	
Total 602494803200:					192.83	
03/29/2018	151806	Centerpoint Energy	Monthly Billing	602-49480-3800	4,346.64	
03/29/2018	151848	Xcel Energy	February Service	602-49480-3800	11,594.01	
Total 602494803800:					15,940.65	
03/29/2018	151812	Hach Company	Oxygen Probe	602-49480-4000	2,081.63	



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/29/2018	151822	Mankato Tent & Awning Co.	Biosolids Filter Cover	602-49480-4000	2,945.00	
Total 602494804000:					5,026.63	
03/29/2018	20180241	MN Pollution Control Agency	NPDES Permit Annual Fee	602-49480-4500	5,900.00	
Total 602494804500:					5,900.00	
03/29/2018	151809	Cintas Corporation	WWTP First Aid Cabinet Supplies	602-49480-4940	55.31	
Total 602494804940:					55.31	
03/29/2018	31835	Reliance Standard	March LTD Insurance	602-49585-1340	3.98	M
03/29/2018	31835	Reliance Standard	March LTD Insurance	602-49585-1340	20.81	M
Total 602495851340:					24.79	
03/29/2018	31836	Consolidated Communications	Monthly Billing	602-49585-3200	41.46	M
03/29/2018	151840	U.S. Postal Service	Postage - April utility bills	602-49585-3200	415.19	
Total 602495853200:					456.65	
03/29/2018	20180243	Personalized Printing Inc.	Cutting of billing insert	602-49585-3500	15.33	
Total 602495853500:					15.33	
03/29/2018	31835	Reliance Standard	March LTD Insurance	602-49586-1340	2.45	M
03/29/2018	31835	Reliance Standard	March LTD Insurance	602-49586-1340	12.39	M
Total 602495861340:					14.84	
03/29/2018	20180242	Pantheon Computer Systems Inc.	April Billing	602-49586-4950	795.00	
Total 602495864950:					795.00	
03/29/2018	151816	K Turbo USA Inc	KTurbo Blower #1 Rebuild	602-49593-5400	14,180.00	
Total 602495935400:					14,180.00	
Total Sanitary Sewer:					46,769.43	
<b>Electric Utility</b>						
03/29/2018	31824	MN Sales and Use Tax Payable	February sales tax payable	604-20210-0000	29,997.85	M
Total 604202100000:					29,997.85	
03/29/2018	31835	Reliance Standard	March LTD Insurance	604-49570-1340	3.17	M
Total 604495701340:					3.17	
03/29/2018	31835	Reliance Standard	March LTD Insurance	604-49571-1340	69.85	M
Total 604495711340:					69.85	
03/29/2018	20180228	Charlie's Hardware	Parts & Supplies	604-49571-2170	29.07	
03/29/2018	151820	Locators & Supplies Inc.	Locator supplies	604-49571-2170	50.13	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/29/2018	31824	MN Sales and Use Tax Payable	February sales tax payable	604-49571-2170	3.44	M
03/29/2018	151845	Wesco Receivables Corp	Safety Step for Bucket Truck	604-49571-2170	196.14	
Total 604495712170:					278.78	
03/29/2018	31824	MN Sales and Use Tax Payable	February sales tax payable	604-49571-2215	150.74	M
Total 604495712215:					150.74	
03/29/2018	31824	MN Sales and Use Tax Payable	February sales tax payable	604-49571-3100	8.90	M
03/29/2018	151833	Satellite Shelters Inc	Relocate Trailer	604-49571-3100	925.00	
Total 604495713100:					933.90	
03/29/2018	151843	Verizon Wireless	Monthly Billing	604-49571-3200	80.02	
Total 604495713200:					80.02	
03/29/2018	31835	Reliance Standard	March LTD Insurance	604-49572-1340	7.03	M
Total 604495721340:					7.03	
03/29/2018	151845	Wesco Receivables Corp	Pole Supplies	604-49572-2230	351.62	
Total 604495722230:					351.62	
03/29/2018	31835	Reliance Standard	March LTD Insurance	604-49573-1340	12.67	M
Total 604495731340:					12.67	
03/29/2018	20180238	JT Services of MN	Pedestals	604-49573-2230	1,140.09	
03/29/2018	20180249	Stuart C. Irby Company	Fuses (18)	604-49573-2230	3,168.00	
03/29/2018	20180249	Stuart C. Irby Company	Fuses S&C (2)	604-49573-2230	352.00	
03/29/2018	151845	Wesco Receivables Corp	Underground Materials	604-49573-2230	1,145.14	
Total 604495732230:					5,805.23	
03/29/2018	31835	Reliance Standard	March LTD Insurance	604-49574-1340	3.56	M
Total 604495741340:					3.56	
03/29/2018	31835	Reliance Standard	March LTD Insurance	604-49584-1340	2.67	M
Total 604495841340:					2.67	
03/29/2018	31835	Reliance Standard	March LTD Insurance	604-49585-1340	3.22	M
03/29/2018	31835	Reliance Standard	March LTD Insurance	604-49585-1340	20.96	M
Total 604495851340:					24.18	
03/29/2018	31836	Consolidated Communications	Monthly Billing	604-49585-3200	77.75	M
03/29/2018	31836	Consolidated Communications	Monthly Billing	604-49585-3200	23.97	M
03/29/2018	151840	U.S. Postal Service	Postage - April utility bills	604-49585-3200	415.20	
Total 604495853200:					516.92	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
03/29/2018	20180243	Personalized Printing Inc.	Cutting of billing insert	604-49585-3500	15.33
Total 604495853500:					15.33
03/29/2018	31835	Reliance Standard	March LTD Insurance	604-49586-1340	4.70 M
03/29/2018	31835	Reliance Standard	March LTD Insurance	604-49586-1340	12.77 M
Total 604495861340:					17.47
03/29/2018	151823	McGrann Shea Carnival Straughn & Lam	Attorney	604-49586-3000	420.00
Total 604495863000:					420.00
03/29/2018	151836	Shred-it USA LLC	February Charges	604-49586-3100	12.93
Total 604495863100:					12.93
03/29/2018	20180242	Pantheon Computer Systems Inc.	April Billing	604-49586-4950	795.00
Total 604495864950:					795.00
03/29/2018	151799	BC Electric Service	Apratment Complex Conversion (Old Magic Mirror Bldg)	604-49593-5300	3,275.00
03/29/2018	20180225	Border States Electric Supply	Meter Sockets	604-49593-5300	1,682.88
03/29/2018	20180238	JT Services of MN	Secondary Connectors	604-49593-5300	3,180.60
03/29/2018	20180238	JT Services of MN	Pedestals	604-49593-5300	4,480.00
03/29/2018	20180238	JT Services of MN	Pedestals	604-49593-5300	1,664.00
03/29/2018	20180238	JT Services of MN	Pedestals	604-49593-5300	640.00
03/29/2018	20180238	JT Services of MN	Pedestals	604-49593-5300	640.00
03/29/2018	20180238	JT Services of MN	Pedestals	604-49593-5300	1,664.00
03/29/2018	20180238	JT Services of MN	Pedestals	604-49593-5300	2,048.00
03/29/2018	31824	MN Sales and Use Tax Payable	February sales tax payable	604-49593-5300	198.39 M
03/29/2018	31824	MN Sales and Use Tax Payable	February sales tax payable	604-49593-5300	3.97 M
03/29/2018	31824	MN Sales and Use Tax Payable	February sales tax payable	604-49593-5300	7.87 M
03/29/2018	151845	Wesco Receivables Corp	Underground Materials	604-49593-5300	428.05
03/29/2018	151845	Wesco Receivables Corp	Underground Materials	604-49593-5300	830.32
03/29/2018	151845	Wesco Receivables Corp	Underground Materials	604-49593-5300	428.05
03/29/2018	151845	Wesco Receivables Corp	Underground Materials	604-49593-5300	912.16
Total 604495935300:					22,083.29
03/29/2018	151805	Cannon Technologies Inc/Eaton	Load Control Project	604-49593-5400	1,945.87
03/29/2018	20180242	Pantheon Computer Systems Inc.	SCADA Server	604-49593-5400	11,658.50
Total 604495935400:					13,604.37
Total Electric Utility:					75,186.58
<b>Storm Water Utility</b>					
03/29/2018	31835	Reliance Standard	March LTD Insurance	651-43140-1340	9.80 M
Total 651431401340:					9.80
03/29/2018	20180253	WSB & Associates Inc	Engineering	651-43140-3100	808.25
Total 651431403100:					808.25

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/29/2018	31835	Reliance Standard	March LTD Insurance	651-49585-1340	3.29	M
Total 651495851340:					3.29	
Total Storm Water Utility:					821.34	
<b>Central Garage Services</b>						
03/29/2018	31835	Reliance Standard	March LTD Insurance	701-43180-1340	32.04	M
Total 701431801340:					32.04	
03/29/2018	151804	California Contractors Supplies Inc.	DOT reflective tape	701-43180-2170	119.80	
03/29/2018	20180228	Charlie's Hardware	Parts & Supplies	701-43180-2170	5.29	
03/29/2018	151815	Huber Supply Co Inc	shop=263.13	701-43180-2170	263.13	
Total 701431802170:					388.22	
03/29/2018	20180222	ABM Equipment & Supply Inc.	Swivel joint vaccon	701-43180-2210	283.60	
03/29/2018	151798	Auto Value Waseca	Parts	701-43180-2210	277.22	
03/29/2018	151801	Boss Supply Inc.	water spray nozzles for roller	701-43180-2210	45.36	
03/29/2018	20180229	Christensen Tire Service	Grader chain set	701-43180-2210	601.60	
03/29/2018	20180229	Christensen Tire Service	Loader Chains	701-43180-2210	1,390.00	
03/29/2018	20180234	H & L Mesabi	HLA cutting edges	701-43180-2210	3,011.80	
03/29/2018	20180237	J-C Press	decals for trailers	701-43180-2210	75.00	
03/29/2018	151817	Kibble Equipment	Caps for loader attachments	701-43180-2210	271.82	
03/29/2018	151818	Kimball Midwest	Plow bolts & nuts	701-43180-2210	153.31	
03/29/2018	151821	MacQueen Equipment Inc.	sweeper parts	701-43180-2210	406.56	
03/29/2018	151821	MacQueen Equipment Inc.	sweeper parts	701-43180-2210	101.11	
03/29/2018	151825	Mills Automotive Group	Mirror Assembly	701-43180-2210	345.43	
03/29/2018	151828	OceanQuip Connectors LLC	connectors for sewer camera	701-43180-2210	308.11	
03/29/2018	20180245	Sanco Equipment LLC	nitrogen recharge in breaker	701-43180-2210	154.56	
03/29/2018	20180245	Sanco Equipment LLC	park bobcat specialized repair	701-43180-2210	953.01	
03/29/2018	20180246	Smiths Mill Implement Inc.	Sweeper part	701-43180-2210	384.26	
03/29/2018	151847	Winegar, Dave	Repair material	701-43180-2210	656.00	
03/29/2018	20180254	Zarnoth Brush Works Inc.	toro broom refill & core	701-43180-2210	1,082.00	
03/29/2018	20180254	Zarnoth Brush Works Inc.	bobcat broom (park)	701-43180-2210	528.00	
Total 701431802210:					11,028.75	
Total Central Garage Services:					11,449.01	
<b>Property and Liability Insuran</b>						
03/29/2018	151811	Greener World Solutions LLC	Tink Larson Payment No. Two	702-49955-3610	3,305.31	
03/29/2018	151846	Widseth Smith Nolting & Assoc Inc	Professional Services Tink Larson Field	702-49955-3610	19,947.00	
Total 702499553610:					23,252.31	
03/29/2018	151831	Pauline Miller	Vehicle Damage Reimbursement hwy 14	702-49955-3640	599.00	
Total 702499553640:					599.00	
Total Property and Liability Insuran:					23,851.31	
<b>Equipment Replacement Fund</b>						
03/29/2018	20180232	Emergency Automotive Technologies Inc.	2018 squad expense	705-49920-5400	1,272.75	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 705499205400:					1,272.75
Total Equipment Replacement Fund:					1,272.75
Grand Totals:					383,080.89

## Report Criteria:

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

<b>Title:</b>	CONSUMPTION & DISPLAY PERMIT – CRAFT MY PARTY, LLC		
<b>Meeting Date:</b>	April 3, 2018	<b>Agenda Item Number:</b>	6C
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	N/A
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	Motion to approve renewal of Consumption & Display Permit to Craft My Party, LLC as presented.		

**BACKGROUND:** The City has received an application for renewal of a Consumption & Display Permit from Craft My Party, LLC. The Consumption & Display Permit license period is from April 1<sup>st</sup> through March 31<sup>st</sup> each year and permits the business to allow alcoholic beverages to be brought in by their customers during Do-It-Yourself events. Craft My Party does not purchase, provide or sell alcohol.

The Police Department conducted a background check on the applicants and their report indicated no concerns.

**RECOMMENDATION:** A motion to approve renewal of a Consumption & Display Permit to Craft My Party, LLC as presented.

**RESOLUTION NO. 18-23****A RESOLUTION ESTABLISHING A FIRE ESCROW ACCOUNT PURSUANT TO  
Minn. State. § 65A.50.**

**WHEREAS**, Minn. Stat. § 65A.50 authorizes a city to establish a trust or escrow account to receive a portion of insurance settlement proceeds from a claim on real property located in the city that is damaged by fire or explosion.

**WHEREAS**, the proceeds received by the city are used as security to ensure that the damaged property is repaired, replaced, removed, or demolished and brought into compliance with city code.

**WHEREAS**, the city finds that damaged structures may violate existing health or safety standards which endanger the public health, safety, and welfare if the damaged structures are not repaired, replaced, or removed.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WASECA, MINNESOTA AS FOLLOWS:

1. That pursuant to Minn. Stat. § 65A.50, the City Council of Waseca does hereby establish an escrow account to receive a portion of insured real property fire or explosion settlement proceeds as prescribed by the statute.
2. That the City of Waseca intends to uniformly apply Minn. Stat. § 65A.50 with respect to all property located within the city.
3. That the City Finance Director be authorized to proceed to establish the escrow account as provided for in the statute.
4. That the City Finance Director give the required written notification to the commissioner of Commerce of the city's intention to apply Minn. Stat. § 65A.50 and the establishment of the escrow account.
5. That the City Clerk is authorized to execute affidavits certifying violations of health and safety standards as required by Minn. Stat. § 65A.50, subd. 3.
6. That the City Building Inspector is authorized to receive reasonable proof that damaged or destroyed portions of an insured structure are repaired, replaced, or removed or that an insured has entered into contract for repair, replacement, or removal of the damaged portions as required by Minn. Stat. § 65A.50, subd. 8.

Passed by the City Council of Waseca, Minnesota this 3rd day of April, 2018.

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R. D. SRP  
MAYOR

ATTEST:

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MARY BUENZOW  
CITY CLERK

**CONTRACT CONSTRUCTION PAYMENT REQUEST**

DATE: March 23, 2018

TO: Mayor & City Council  
Danny Lenz, City Manager

PROJECT NAME: Tink Larson Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. TWO

PAYMENT PERIOD : February 1, 2018 to February 28, 2018

CONTRACTOR: Greener World Solutions, LLC

PAYMENT AMOUNT: \$3,305.31

Approved By:

\_\_\_\_\_  
Department Head\_\_\_\_\_  
Date\_\_\_\_\_  
Director of Finance\_\_\_\_\_  
Date\_\_\_\_\_  
City Manager\_\_\_\_\_  
Date



# **AIA® Document G732™ – 2009**

## **Application and Certificate for Payment, Construction Manager as Adviser Edition**

Received

FEB 23 2018

Kraus-Anderson  
Construction Company

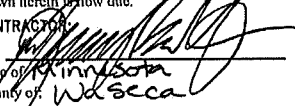
<b>TO OWNER:</b>	City of Waseca 508 South State Street Waseca, MN 56093	<b>PROJECT:</b>	Tink Larson Field Waseca, MN 56093	<b>APPLICATION NO:</b>	001	<b>DISTRIBUTION TO:</b>	OWNER <input type="checkbox"/>
<b>FROM</b>	Waseca, MN 56093			<b>PERIOD TO:</b>	02/22/2018	<b>CONSTRUCTION MANAGER</b>	<input type="checkbox"/>
<b>CONTRACTOR:</b>	GreenerWorldSolutionsLLC 33908 128th Street Waseca, MN 56093	<b>VIA CONSTRUCTION</b>	<b>MANAGER:</b> Kraus-Anderson	<b>CONTRACT DATE:</b>		<b>ARCHITECT</b>	<input type="checkbox"/>
				<b>PROJECT NOS:</b>	/ /	<b>CONTRACTOR</b>	<input type="checkbox"/>
						<b>FIELD</b>	<input type="checkbox"/>
<b>CONTRACT FOR:</b>		<b>VIA ARCHITECT:</b>	Wideth Smith Nolting & Associates			<b>OTHER</b>	<input type="checkbox"/>

### **CONTRACTOR'S APPLICATION FOR PAYMENT**

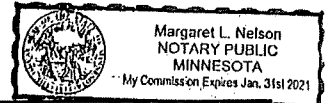
Application is made for payment, as shown below, in connection with the Contract.  
AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM.....	\$ 18868.11
2. NET CHANGES IN THE WORK.....	\$ 0
3. CONTRACT SUM TO DATE (Line 1 ± 2) .....	\$ 18868.11
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703) .....	\$ 18481.39
5. RETAINAGE:	
a. 5 % of Completed Work	
(Column D + E on G703)	\$ 923.94
b. 0 % of Stored Material	
(Column F on G703)	\$ 0
Total Retainage (Lines 5a + 5b, or Total in Column I on G703) .....	\$ 923.94
6. TOTAL EARNED LESS RETAINAGE.....	\$ 17557.45
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$ 14252.14
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE.....	\$ 3,305.31
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 minus Line 6)	\$ 1310.16

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

By:   
 State of Minnesota  
 County of Waseca  
 Subscribed and sworn to before me this 22nd day of February  
 Notary Public: Margaret L. Nelson  
 My Commission expires: 1-31-21

Date: 2-22-18



### **CERTIFICATE FOR PAYMENT**

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

AMOUNT CERTIFIED.....\$ 3,305.31

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

#### **CONSTRUCTION MANAGER:**

By: 

Date: 3-2-18

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

By:

Date:

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

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



# RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: 02/27/18, 2018

The undersigned hereby acknowledges receipt of the sum of \$ 3305.31

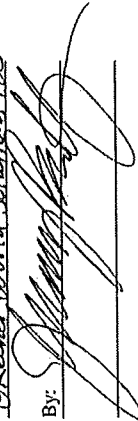
\*\*Conditional upon Receipt of Payment\*\*

## CHECK ONLY ONE

- 1.) ☒ as partial payment for labor, skill and material furnished.
- 2.) ☐ as payment for all labor, skill and material furnished or to be furnished (except the sum of \$ \_\_\_\_\_ retainage or holdback)
- 3.) ☐ as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

*Tink Larson Field*  
*Waseca, MN*

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

*Greener World Solutions LLC*  
By: 

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

<b>Title:</b>	Park Bench Donation		
<b>Meeting Date:</b>	April 3, 2018	<b>Agenda Item Number:</b>	<b>6F</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	
<b>Originating Department:</b>	Parks	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action: Motion to accept the bench donation along Loon Lake Bike Trail.</b>		

**BACKGROUND:**

Bench Donation along Loon Lake Bike Trail: Mike Francis, Chairman of the Park Board would like to donate a park bench in memory of his late wife Carol Francis. Mike has requested to place the bench along the Loon Lake Bike Trail on 4<sup>th</sup> Ave. NW. The Park Board approved this donation at the March 6 Park Board Meeting.

**RECOMMENDATION:**

Staff recommends City Council approval for the bench donation along Loon Lake Bike Trail.