

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

AGENDA

- 1 CALL TO ORDER/ROLL CALL
- 2 MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE
- 3A APPROVAL OF AGENDA
- 3B JOINT MEETING WITH COUNTY BOARD
- 4 PUBLIC COMMENT

Those wishing to speak must state their name and address for the record after they reach the podium. Each person will have three (3) minutes to make his/her remarks. Speakers will address all comments to the City Council as a whole and not one individual councilmember. The Council may not take action on an item presented during the Public Comment period, unless the item is already on the agenda for action. When appropriate, the Council may refer inquiries and items brought up during the Public Comment period to the City Manager for follow up.

- 5 REQUESTS AND PRESENTATIONS
- 6 CONSENT AGENDA
 - A. Minutes – Regular City Council meeting – July 17, 2018 (p.3-5)
 - B. Payroll & Expenditures (p.6-35)
 - C. Approval of Airport Fixed Based Operator contract (p.36-53)
 - D. **Ordinance No. 1065 - Introduction & set Public Hearing date for August 21, 2018 –**
Release of an Easement Agreement for the property located at 100 15th Ave NE. (p.54-55)
 - E. **Resolution 18-49:** Approving extension of Premise for Sesquicentennial, All School
Reunion for Saturday/Sunday, September 1st & 2nd (p.56-57)
 - F. Approval of Change Orders #5 & #6 – Ulland Bro's: HWY 14 Construction Project (p.58-64)
 - G. Approval of Contract Payment for TLCF: Britton Plumbing & Heating (p.65-68)
 - H. Approval of Contract Payment for TLCF: Construction Supply, Inc. (p.69-72)
 - I. Approval of Contract Payment for TLCF: HKS Contruction (p.73-76)
 - J. Approval of Contract Payment for TLCF: Innovative Building Concepts (p.77-79)

- K. Approval of Contract Payment for TLCF: J&K Masonry (p. 80-82)
- L. Approval of Contract Payment for TLCF: Muska Electric Labor and Materials (p.83-88)
- M. Accepting Marty Armstrong's Planning Commission Application (p.89-90)

7 ACTION AGENDA

- A. **Resolution 18-51:** Approving Feasibility Study for 3rd Street NE Street and Utility Improvements and setting Public Hearing Date – Sept. 4, 2018 (p.91-93)
- B. **Resolution 18-52:** Accepting Donation for Waseca Library (p.94-95)
- C. Waseca Senior Center Request: Community Enhancement Fund (p.96-99)

8 REPORTS

- A. City Manager's Report
 - Vision 2030
 - CGMC Conference
- B. Commission Reports
 - HPC (Tlougan)
 - Fire Relief Assoc. (Conrath)
 - Park Board (Christiansen)
 - Airport Board (Rose)

9 ANNOUNCEMENTS

10 ADJOURNMENT

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, July 17, 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 Ann Fitch
Daren Arndt Allen Rose
Les Tlougan
Jeremy Conrath

Absent: Mark Christiansen

Staff present:

Duane Hebert, Interim City Manager
Tom Kellogg, City Engineer
Mike Anderson, Assistant to City Manager
Monica Waite, Community Development Intern

Brent Brass, City Resident

MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

- 3 It was moved by Fitch, seconded by Arndt, to approve the agenda as presented, motion carried 6-0.

PUBLIC COMMENT

- 4 Brianna Bleeker, Children's Librarian gave an update to the City Council regarding the Water Carnival. City Council donated \$1,100 to the event and Brianna thanked them for their support.

REQUESTS AND PRESENTATIONS

- 5 Resident Brent Brass requested the City Council look into Resolution 15-09 and see if the DNR requires the City to have a survey done on each lot west of 12th St SE. City Council will meet to discuss this issue at an upcoming Council Work Session. Council directed staff to look into this further and find more information.

CONSENT AGENDA

- 6 It was moved by Conrath, seconded by Fitch, to approve the Consent Agenda as presented; the motion carried 6-0 and included the following:

A. Minutes – Regular City Council meeting – July 3, 2018

- B. Minutes – Regular City Council meeting – June 25, 2018
- C. Payroll & Expenditures
- D. Approval of Liquor License: Trio Coffee, Wine, & Ale House
- E. Approval of Temporary Liquor License/Temporary Blocking off 4th St NW: Sacred Heart Fall Festival
- F. Partial Payment #9 – Ulland Bros – Old TH 14 Construction Project #2015-08
- G. Resolution 18-46: Appointing 2018 Primary and General Election Judges
- H. Accepting Roger Ashland’s resignation from the Planning Commission
- I. Approval of Temporary Liquor License: Waseca County Ag Society
- J. Resolution 18-47: Authorizing Signers For The Official Depositories of Waseca

ACTION AGENDA

7

Resolution 18-41: Accepting Flag Pole Donation for Tink Larson Community Field

Assistant to City Manager Anderson informed the Council that Mike Peters from MPeters Industries has donated two flags and a flagpole for TLCF in the amount of \$5,000

It was moved by Fitch, seconded by Tlougan to approve Resolution 18-41: The motion carried 6-0.

B. Resolution 18-45: Approval of Inventure Properties Variance for Thrivent Site

Community Development Intern Monica Waite presented information to the Council. She informed them the Planning Commission held a public hearing and they recommended approval to City Council.

It was moved by Arndt, seconded by Rose to approve Resolution 18-45 and grant the Variance. Motion carried 6-0

C. Speed Limit Discussion: 375th Ave, Waseca MN

City Council discussed the possibility of raising the speed limit to 35mph along 375th Ave east of Hwy 13, which would require no action with the State. Engineer Kellogg answered questions to help give direction to the Council. Council was in favor of raising the speed limit, but wanted more information presented at a future Council meeting.

D. August 7, 2018 Council Meeting Discussion

Council talked about Night to Unite taking place from 5-7pm that evening. The County Board will be meeting with City Council on August 7, and decided to leave the start time of the next meeting at 7 p.m.

REPORTS

8A City Manager’s Report

Duane Hebert, City Manager, provided the following updates:

- Vision 2030 metrics are being put together and a Dashboard is being created
- Tink Larson Community Field is making great progress, Grand Opening scheduled for August 18 at 1 p.m.
- TH 14 project moving along nicely, there is a visual impact on 2nd St and engineers are working for a solution
- Two water main brakes have been fixed by City Staff

8B Commission Reports

- DWT- Council Member Conrath mentioned that DWT met at the fairgrounds and set up their fair booth during their meeting
- EDA – Council Member Fitch stated there was no quorum but a discussion took place
- Planning Commission - Council Member Arndt said that the Planning Commission held their meeting on July 10, approving the Variance for Inventure. Also, there are vacancies that need to be filled on the commission

ANNOUNCEMENTS

9 The following miscellaneous announcements were made:

- Mayor Srp mentioned that people from the Waseca Ag Society were present at the meeting. He commended them for their efforts on the fair.
- Council Member Arndt stated that the Planning Commission has a vacancy and residents within the Two Mile radius can apply
- Council Members all stated how much they enjoyed the fair
- Council Member Fitch stated that the MS Bike ride will be in town on Wednesday

ADJOURNMENT

10 It was moved by Conrath, seconded by Arndt, to adjourn the meeting at 8:06 p.m.; the motion carried 6-0.

R. D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO CITY MANAGER



LIST OF EXPENDITURES

August 7, 2018

6B

=====

City Council	4,250.00	
Streets	50,363.64	
Parks	28,161.64	
Wastewater	20,344.98	
Utility Administration	8,582.02	
Utility Billing	14,595.89	
Electric	28,166.24	
Water	10,897.83	
Building and Code Compliance	4,890.32	
Police	108,589.82	
Administration	0.00	
Community Aides	0.00	
Fire	16,023.84	
Paid On Call Fire Department	5,011.69	
Election Judges	0.00	
PEG	0.00	
Finance	20,768.37	
Connections	7,300.68	
Community Development	11,318.33	
Engineering	28,706.80	
Recreation	32,987.59	
Econ Development	<u>4,875.64</u>	
 Total Gross Payroll	 405,835.32	
 *Less- Payroll Deductions	 <u>(130,133.36)</u>	
 Net Payroll Cost		\$ 275,701.96

*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:
July 13, 2018-August 2, 2018
Includes check #'s 152348-152422
Bank ACH Withdrawals.....908,150.38

GRAND TOTAL EXPENDITURES \$ 1,183,852.34

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
General Fund						
07/31/2018	71832	MN Sales and Use Tax Payable	Sales tax payable	101-20210-0000	4,209.59	M
Total 101202100000:					4,209.59	
07/18/2018	71821	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 7/15/2018	101-21701-0000	18,131.94	M
08/02/2018	81805	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 7/29/2018	101-21701-0000	17,240.29	M
Total 101217010000:					35,372.23	
07/18/2018	71816	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 7/15/2018	101-21702-0000	8,840.45	M
08/02/2018	81801	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 7/29/2018	101-21702-0000	8,491.64	M
Total 101217020000:					17,332.09	
07/18/2018	71821	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 7/15/2018	101-21703-0000	8,546.56	M
07/18/2018	71821	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 7/15/2018	101-21703-0000	8,546.56	M
08/02/2018	81805	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 7/29/2018	101-21703-0000	8,498.72	M
08/02/2018	81805	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 7/29/2018	101-21703-0000	8,498.72	M
Total 101217030000:					34,090.56	
07/18/2018	71818	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 7/15/2018	101-21704-0000	1,188.66	M
07/18/2018	71818	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 7/15/2018	101-21704-0000	7,726.38	M
07/18/2018	71818	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 7/15/2018	101-21704-0000	6,195.63	M
07/18/2018	71818	Public Employees Retirement Assn (ACH	DEF CONTRIBUTION/EMPL Pay Period: 7/15/2018	101-21704-0000	117.40	M
07/18/2018	71818	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 7/15/2018	101-21704-0000	7,726.38	M
07/18/2018	71818	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 7/15/2018	101-21704-0000	9,293.41	M
07/18/2018	71818	Public Employees Retirement Assn (ACH	DEF CONT Employer Pay Period: 7/15/2018	101-21704-0000	117.40	M
08/02/2018	81802	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 7/29/2018	101-21704-0000	1,200.79	M
08/02/2018	81802	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 7/29/2018	101-21704-0000	7,805.28	M
08/02/2018	81802	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 7/29/2018	101-21704-0000	5,956.69	M
08/02/2018	81802	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 7/29/2018	101-21704-0000	7,805.28	M
08/02/2018	81802	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 7/29/2018	101-21704-0000	8,935.06	M
Total 101217040000:					64,068.36	
08/02/2018	152387	IBEW	IBEW UNION DUES Pay Period: 7/29/2018	101-21707-0000	302.06	
08/02/2018	152389	IUOE Local #70	FIRE UNION DUES Pay Period: 7/29/2018	101-21707-0000	128.28	
08/02/2018	152389	IUOE Local #70	IUOE UNION DUES Pay Period: 7/29/2018	101-21707-0000	704.84	
08/02/2018	152392	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 7/29/2018	101-21707-0000	588.00	
Total 101217070000:					1,723.18	
08/02/2018	20180581	Greater Mankato Area United Way	UNITED WAY Pay Period: 7/15/2018	101-21708-0000	28.00	
08/02/2018	20180581	Greater Mankato Area United Way	UNITED WAY Pay Period: 7/29/2018	101-21708-0000	28.00	
Total 101217080000:					56.00	
08/02/2018	152396	MN Life	August Life Insurance	101-21710-0000	467.25	
Total 101217100000:					467.25	
07/18/2018	152349	NCPERS Minnesota - 8266711	LIFE INSURANCE - PERA Pay Period: 7/15/2018	101-21711-0000	224.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101217110000:					224.00	
07/18/2018	71821	ACH Internal Revenue Service	MEDICARE Pay Period: 7/15/2018	101-21712-0000	2,819.81	M
07/18/2018	71821	ACH Internal Revenue Service	MEDICARE Pay Period: 7/15/2018	101-21712-0000	2,819.81	M
08/02/2018	81805	ACH Internal Revenue Service	MEDICARE Pay Period: 7/29/2018	101-21712-0000	2,725.93	M
08/02/2018	81805	ACH Internal Revenue Service	MEDICARE Pay Period: 7/29/2018	101-21712-0000	2,725.93	M
Total 101217120000:					11,091.48	
07/18/2018	71823	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 7/15/2018	101-21713-0000	527.00	M
07/18/2018	71823	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 7/15/2018	101-21713-0000	495.00	M
08/02/2018	81807	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 7/29/2018	101-21713-0000	760.00	M
08/02/2018	81807	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 7/29/2018	101-21713-0000	495.00	M
Total 101217130000:					2,277.00	
07/18/2018	71820	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 7/15/2018	101-21714-0000	2,290.00	M
08/02/2018	81804	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 7/29/2018	101-21714-0000	2,290.00	M
Total 101217140000:					4,580.00	
07/18/2018	71817	AFLAC	AFLAC AFTER TAX Pay Period: 7/1/2018	101-21715-0000	236.34	M
07/18/2018	71817	AFLAC	AFLAC PRE TAX Pay Period: 7/1/2018	101-21715-0000	659.79	M
07/18/2018	71817	AFLAC	AFLAC AFTER TAX Pay Period: 7/15/2018	101-21715-0000	236.34	M
07/18/2018	71817	AFLAC	AFLAC PRE TAX Pay Period: 7/15/2018	101-21715-0000	659.79	M
Total 101217150000:					1,792.26	
07/31/2018	71828	Further	Flex/HSA Reimbursement	101-21716-0000	218.30	M
07/31/2018	71815	Further	Flex/HSA Reimbursement	101-21716-0000	238.96	M
07/31/2018	71830	Further	Flex/HSA Reimbursement	101-21716-0000	34.12	M
08/02/2018	71831	Further	Flex/HSA Reimbursement	101-21716-0000	1,549.01	M
07/18/2018	71824	Further	HSA DEDUCTION Pay Period: 7/15/2018	101-21716-0000	467.92	M
08/02/2018	81808	Further	HSA DEDUCTION Pay Period: 7/29/2018	101-21716-0000	467.92	M
Total 101217160000:					2,976.23	
07/18/2018	71819	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 7/15/2018	101-21717-0000	1,194.73	M
08/02/2018	81803	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 7/29/2018	101-21717-0000	1,194.73	M
Total 101217170000:					2,389.46	
08/02/2018	71822	Delta Dental	DENTAL FAMILY Employee Pay Period: 7/15/2018	101-21719-0000	1,601.33	M
08/02/2018	71822	Delta Dental	DENTAL SINGLE Employee Pay Period: 7/15/2018	101-21719-0000	682.20	M
08/02/2018	81806	Delta Dental	DENTAL FAMILY Employee Pay Period: 7/29/2018	101-21719-0000	109.59	M
Total 101217190000:					2,393.12	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-21720-0000	7,003.50	M
Total 101217200000:					7,003.50	
07/18/2018	152348	Fidelity Security Life	VISION FAMILY Employee Pay Period: 7/15/2018	101-21722-0000	33.36	
07/18/2018	152348	Fidelity Security Life	VISION SINGLE Employee Pay Period: 7/15/2018	101-21722-0000	51.28	
07/18/2018	152348	Fidelity Security Life	VISION + ONE Employee Pay Period: 7/15/2018	101-21722-0000	33.69	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
08/02/2018	152375	Fidelity Security Life	VISION + ONE Employee Pay Period: 7/29/2018	101-21722-0000	11.23
Total 101217220000:					129.56
08/02/2018	152356	American Water Works	Reimbursement for incorrect permit payment	101-32210-0000	115.53
08/02/2018	20180569	Britton Plumbing & Heating LLC	Change of value on permit	101-32210-0000	89.60
Total 101322100000:					205.13
08/02/2018	152356	American Water Works	Reimbursement for incorrect permit payment	101-32280-0000	1.75
08/02/2018	20180569	Britton Plumbing & Heating LLC	Change of value on permit refund	101-32280-0000	4.05
08/02/2018	152395	MN Department of Labor & Industry	2nd qtr surcharge to state	101-32280-0000	1,828.75
Total 101322800000:					1,834.55
08/02/2018	20180577	First National Bank	Park reservation cancellation refund	101-34785-0000	67.50
Total 101347850000:					67.50
08/02/2018	20180626	WSB & Associates Inc	June Planning Services	101-41110-3100	665.75
Total 101411103100:					665.75
08/02/2018	20180575	Discover Waseca Tourism	June Lodging Tax	101-41110-4440	2,395.38
Total 101411104440:					2,395.38
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-41320-1300	646.00 M
Total 101413201300:					646.00
08/02/2018	81809	Further	VEBA/HSA submittal Aug	101-41320-1310	83.50 M
Total 101413201310:					83.50
08/02/2018	152396	MN Life	August Life Insurance	101-41320-1330	4.12
Total 101413201330:					4.12
08/02/2018	81814	Reliance Standard	August LTD Insurance	101-41320-1340	10.83 M
08/02/2018	81814	Reliance Standard	August LTD Insurance	101-41320-1340	4.33 M
Total 101413201340:					15.16
08/02/2018	152373	Fame Awards	Name bar-Mattson	101-41320-2170	25.00
Total 101413202170:					25.00
08/02/2018	152366	City of Waseca	Petty cash reimb	101-41320-3000	15.00
08/02/2018	152370	DDA Human Services Inc	City Manager Recruitment	101-41320-3000	17,000.00
Total 101413203000:					17,015.00
08/02/2018	152405	Shred-it USA LLC	Monthly service	101-41320-3100	14.20

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101413203100:					14.20	
08/02/2018	20180563	Anderson, Michael	Mileage reimbursement	101-41320-3300	45.78	
Total 101413203300:					45.78	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-41500-1300	3,871.62	M
Total 101415001300:					3,871.62	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	101-41500-1310	1,215.10	M
Total 101415001310:					1,215.10	
08/02/2018	152396	MN Life	August Life Insurance	101-41500-1330	64.50	
Total 101415001330:					64.50	
08/02/2018	81814	Reliance Standard	August LTD Insurance	101-41500-1340	77.53	M
Total 101415001340:					77.53	
08/02/2018	20180585	Innovative Office Solutions LLC	3 hole punch	101-41500-2000	29.66	
Total 101415002000:					29.66	
08/02/2018	152382	Hildi Inc	GASB 45 Actuarial Valuation-2017	101-41500-3000	2,000.00	
Total 101415003000:					2,000.00	
08/02/2018	20180579	Fischer, Alicia	Annual TIF Training	101-41500-3350	30.62	
Total 101415003350:					30.62	
08/02/2018	20180580	Flaherty & Hood PA	Labor and empolyment consult	101-41600-3000	180.00	
Total 101416003000:					180.00	
08/02/2018	20180604	Pantheon Computer Systems Inc.	August Billing	101-41920-3100	5,659.50	
Total 101419203100:					5,659.50	
08/02/2018	20180585	Innovative Office Solutions LLC	Office Supplies	101-41940-2000	14.50	
08/02/2018	20180585	Innovative Office Solutions LLC	Office supplies	101-41940-2000	286.55	
Total 101419402000:					301.05	
08/02/2018	20180560	A. H. Hermel Company	Breakroom supplies	101-41940-2170	33.09	
08/02/2018	152366	City of Waseca	Petty cash reimb	101-41940-2170	3.21	
08/02/2018	20180606	Red Feather Paper Company	2 ply tissue	101-41940-2170	58.35	
Total 101419402170:					94.65	
08/02/2018	152365	Cintas Corporation	Floor Mats	101-41940-3100	19.20	
08/02/2018	20180572	Culligan	RO Lease	101-41940-3100	28.95	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
08/02/2018	152400	Orkin Pest Control Inc.	City Hall Pest Control	101-41940-3100	88.85	
Total 101419403100:					137.00	
07/31/2018	71829	Consolidated Communications	Monthly Billing	101-41940-3200	155.60	M
07/31/2018	71829	Consolidated Communications	Monthly Billing	101-41940-3200	92.19	M
Total 101419403200:					247.79	
08/02/2018	152364	Centerpoint Energy	Monthly Billing	101-41940-3800	64.68	
08/02/2018	81813	City of Waseca	July Utilities	101-41940-3800	2,162.87	M
Total 101419403800:					2,227.55	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-41950-1300	1,275.60	M
Total 101419501300:					1,275.60	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	101-41950-1310	519.00	M
Total 101419501310:					519.00	
08/02/2018	152396	MN Life	August Life Insurance	101-41950-1330	30.19	
Total 101419501330:					30.19	
08/02/2018	81814	Reliance Standard	August LTD Insurance	101-41950-1340	46.96	M
Total 101419501340:					46.96	
08/02/2018	20180585	Innovative Office Solutions LLC	Badge reel	101-41950-2000	29.95	
Total 101419502000:					29.95	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-42100-1300	11,840.00	M
Total 101421001300:					11,840.00	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-42100-1301	1,468.40	M
Total 101421001301:					1,468.40	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	101-42100-1310	5,123.00	M
08/02/2018	81809	Further	VEBA/HSA submittal Aug	101-42100-1310	323.60	M
Total 101421001310:					5,446.60	
08/02/2018	152396	MN Life	August Life Insurance	101-42100-1330	330.00	
Total 101421001330:					330.00	
08/02/2018	81814	Reliance Standard	August LTD Insurance	101-42100-1340	445.61	M
Total 101421001340:					445.61	
08/02/2018	20180585	Innovative Office Solutions LLC	Office supplies	101-42100-2000	86.09	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
08/02/2018	20180585	Innovative Office Solutions LLC	Office supplies	101-42100-2000	45.24	
08/02/2018	20180585	Innovative Office Solutions LLC	Office supplies	101-42100-2000	8.70	
Total 101421002000:					140.03	
08/02/2018	152366	City of Waseca	Petty cash reimb	101-42100-2170	12.79	
Total 101421002170:					12.79	
08/02/2018	20180582	Grotberg, Angie	Uniform Allowance	101-42100-2180	346.50	
08/02/2018	20180596	Markeson, Kris	Uniform Allowance	101-42100-2180	544.67	
08/02/2018	20180617	Streicher's	Uniform for new officer	101-42100-2180	124.98	
08/02/2018	20180617	Streicher's	Uniform expense	101-42100-2180	13.99	
08/02/2018	20180617	Streicher's	New officer bullet proof vest	101-42100-2180	1,049.50	
08/02/2018	20180623	Vought, Penny	Uniform Allowance	101-42100-2180	750.00	
Total 101421002180:					2,829.64	
08/02/2018	152365	Cintas Corporation	Floor mats	101-42100-3100	12.77	
08/02/2018	152365	Cintas Corporation	Floor mats	101-42100-3100	12.77	
08/02/2018	152365	Cintas Corporation	Floor Mats	101-42100-3100	12.77	
08/02/2018	20180572	Culligan	RO Lease	101-42100-3100	29.95	
08/02/2018	152405	Shred-it USA LLC	Monthly service	101-42100-3100	14.20	
Total 101421003100:					82.46	
07/31/2018	71829	Consolidated Communications	Monthly Billing	101-42100-3200	155.60	M
07/31/2018	71829	Consolidated Communications	Monthly Billing	101-42100-3200	299.61	M
07/31/2018	71829	Consolidated Communications	Monthly Billing	101-42100-3200	28.47	M
08/02/2018	20180615	Sprint	IC trailer phone bill	101-42100-3200	39.99	
08/02/2018	81812	Verizon Wireless	Monthly Billing	101-42100-3200	887.43	M
08/02/2018	81812	Verizon Wireless	Monthly Billing	101-42100-3200	50.76	M
Total 101421003200:					1,461.86	
08/02/2018	20180617	Streicher's	training expense	101-42100-3300	560.00	
Total 101421003300:					560.00	
08/02/2018	81813	City of Waseca	July Utilities	101-42100-3800	1,110.25	M
Total 101421003800:					1,110.25	
08/02/2018	152418	Waseca Rotary Club	Rotary Dues	101-42100-4330	229.00	
Total 101421004330:					229.00	
08/02/2018	152355	Ahlman's	Fire arm supplies	101-42100-4370	1,276.95	
Total 101421004370:					1,276.95	
08/02/2018	20180560	A. H. Hermel Company	nite to unite expense	101-42100-4640	152.26	
07/18/2018	152350	Waseca County Public Health	Nite to Unite expense	101-42100-4640	55.00	
07/26/2018	152350	Waseca County Public Health	Nite to Unite expense	101-42100-4640	55.00-	V

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101421004640:					152.26	
08/02/2018	20180588	Jefferson Fire & Safety Inc	Panel Shields	101-42200-1080	190.00	
Total 101422001080:					190.00	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-42200-1300	3,102.00	M
Total 101422001300:					3,102.00	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	101-42200-1310	1,250.00	M
Total 101422001310:					1,250.00	
08/02/2018	152396	MN Life	August Life Insurance	101-42200-1330	49.50	
Total 101422001330:					49.50	
08/02/2018	81814	Reliance Standard	August LTD Insurance	101-42200-1340	55.32	M
Total 101422001340:					55.32	
07/24/2018	150437	Streamline Communications LLC	Fiber from Courthouse to PD	101-42200-2050	140.00	V
08/02/2018	152408	Streamline Communications LLC	Fiber from courthouse to PD	101-42200-2050	140.00	
Total 101422002050:					.00	
08/02/2018	152359	Bock's Service Inc.	Fuel	101-42200-2120	18.60	
08/02/2018	152359	Bock's Service Inc.	Fuel	101-42200-2120	4.90	
Total 101422002120:					23.50	
08/02/2018	20180566	Bomgaars Supply	Parts & Supplies	101-42200-2170	8.45	
Total 101422002170:					8.45	
08/02/2018	152357	Ancom Communications Inc	New Pagers	101-42200-2410	1,656.00	
08/02/2018	20180566	Bomgaars Supply	Parts & Supplies	101-42200-2410	359.99	
Total 101422002410:					2,015.99	
08/02/2018	152365	Cintas Corporation	Floor mats	101-42200-3100	12.77	
08/02/2018	152365	Cintas Corporation	Floor mats	101-42200-3100	12.77	
08/02/2018	152365	Cintas Corporation	Floor Mats	101-42200-3100	12.77	
08/02/2018	152372	Emergency Services Consulting Internati	Fire Study Services	101-42200-3100	1,500.00	
08/02/2018	152377	First Source Solutions	Drug Screening	101-42200-3100	51.25	
08/02/2018	20180599	Municipal Emergency Services Inc.	SCBA Repair	101-42200-3100	239.05	
Total 101422003100:					1,828.61	
07/31/2018	71829	Consolidated Communications	Monthly Billing	101-42200-3200	28.48	M
08/02/2018	81812	Verizon Wireless	Monthly Billing	101-42200-3200	60.76	M
Total 101422003200:					89.24	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
08/02/2018	20180610	Safety& Security Consult Specialists LLC	Emergency medical responder	101-42200-3310	425.00	
08/02/2018	20180610	Safety& Security Consult Specialists LLC	Emergency medical responder	101-42200-3310	3,640.00	
Total 101422003310:					4,065.00	
08/02/2018	81813	City of Waseca	July Utilities	101-42200-3800	1,110.24	M
08/02/2018	81813	City of Waseca	July Utilities	101-42200-3800	39.10	M
07/31/2018	71829	Consolidated Communications	Monthly Billing	101-42200-3800	29.73	M
Total 101422003800:					1,179.07	
08/02/2018	152413	Volunteer Firefighters Benefit Assn	New Firefighters	101-42200-4330	22.00	
07/24/2018	150963	Volunteer Firefighters Benefit Assn	new Firefighters	101-42200-4330	44.00-	V
Total 101422004330:					22.00-	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-42400-1300	1,292.00	M
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-42400-1300	170.94	M
Total 101424001300:					1,462.94	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	101-42400-1310	500.00	M
08/02/2018	81809	Further	VEBA/HSA submittal Aug	101-42400-1310	82.50	M
Total 101424001310:					582.50	
08/02/2018	152396	MN Life	August Life Insurance	101-42400-1330	5.45	
08/02/2018	152396	MN Life	August Life Insurance	101-42400-1330	16.50	
Total 101424001330:					21.95	
08/02/2018	81814	Reliance Standard	August LTD Insurance	101-42400-1340	20.84	M
08/02/2018	81814	Reliance Standard	August LTD Insurance	101-42400-1340	6.56	M
Total 101424001340:					27.40	
08/02/2018	20180568	Brass, Brent	Survey Reimb. - Pondview Development	101-42400-3000	1,171.35	
08/02/2018	20180570	City Building Inspection Services LLC	Monthly Building Inspections	101-42400-3000	5,276.37	
08/02/2018	20180570	City Building Inspection Services LLC	Monthly Building Inspections	101-42400-3000	4,613.41	
08/02/2018	152397	Nelson, Joe	Survey Reimb - Pondview Development	101-42400-3000	1,300.00	
Total 101424003000:					12,361.13	
08/02/2018	20180594	Lenz Lawn Care & Landscaping Inc.	Weed Control 519 3rd Ave NE	101-42400-3100	45.00	
Total 101424003100:					45.00	
08/02/2018	81812	Verizon Wireless	Monthly Billing	101-42400-3200	31.31	M
Total 101424003200:					31.31	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-43000-1300	170.94	M
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-43000-1300	3,179.69	M
Total 101430001300:					3,350.63	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	101-43000-1310	85.00	M
08/02/2018	81809	Further	VEBA/HSA submittal Aug	101-43000-1310	922.44	M
Total 101430001310:					1,007.44	
08/02/2018	152396	MN Life	August Life Insurance	101-43000-1330	5.61	
08/02/2018	152396	MN Life	August Life Insurance	101-43000-1330	72.87	
Total 101430001330:					78.48	
08/02/2018	81814	Reliance Standard	August LTD Insurance	101-43000-1340	6.76	M
08/02/2018	81814	Reliance Standard	August LTD Insurance	101-43000-1340	93.08	M
Total 101430001340:					99.84	
08/02/2018	20180585	Innovative Office Solutions LLC	Office Supplies	101-43000-2000	8.82	
08/02/2018	20180612	Schwartz, Alex	10 pk 4GB Flash drives	101-43000-2000	34.99	
Total 101430002000:					43.81	
08/02/2018	20180612	Schwartz, Alex	High visibility t-shirts	101-43000-2190	149.94	
Total 101430002190:					149.94	
08/02/2018	152410	Troxler Electronic Laboratories Inc.	Badge Monitoring Services	101-43000-3100	62.00	
Total 101430003100:					62.00	
08/02/2018	81812	Verizon Wireless	Monthly Billing	101-43000-3200	50.04	M
08/02/2018	81812	Verizon Wireless	Monthly Billing	101-43000-3200	50.76	M
08/02/2018	81812	Verizon Wireless	Monthly Billing	101-43000-3200	50.76	M
Total 101430003200:					151.56	
08/02/2018	152366	City of Waseca	Petty cash reimb	101-43000-3300	35.54	
Total 101430003300:					35.54	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-43100-1300	3,387.69	M
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-43100-1300	99.32	M
Total 101431001300:					3,487.01	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	101-43100-1310	1,450.71	M
08/02/2018	81809	Further	VEBA/HSA submittal Aug	101-43100-1310	28.68	M
Total 101431001310:					1,479.39	
08/02/2018	152396	MN Life	August Life Insurance	101-43100-1330	89.10	
08/02/2018	152396	MN Life	August Life Insurance	101-43100-1330	1.65	
Total 101431001330:					90.75	
08/02/2018	81814	Reliance Standard	August LTD Insurance	101-43100-1340	95.51	M
08/02/2018	81814	Reliance Standard	August LTD Insurance	101-43100-1340	1.90	M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101431001340:					97.41
08/02/2018	152367	Condon Farm Service	Propane	101-43100-2120	28.70
Total 101431002120:					28.70
08/02/2018	20180566	Bomgaars Supply	Parts & Supplies	101-43100-2170	58.61
08/02/2018	152366	City of Waseca	Petty cash reimb	101-43100-2170	21.00
08/02/2018	20180572	Culligan	Culligan Water	101-43100-2170	18.75
08/02/2018	152386	Hy-Vee Inc	Supplies	101-43100-2170	49.95
08/02/2018	20180584	IFACS	bonded seal washer	101-43100-2170	125.39
08/02/2018	152415	Waseca County Landfill	Demolition Disposal	101-43100-2170	129.87
08/02/2018	20180624	Waseca Sand & Gravel Inc.	curb & sidewalk concrete	101-43100-2170	204.00
08/02/2018	20180624	Waseca Sand & Gravel Inc.	curb & sidewalk concrete	101-43100-2170	504.00
08/02/2018	20180624	Waseca Sand & Gravel Inc.	Black Dirt	101-43100-2170	263.20
Total 101431002170:					1,374.77
08/02/2018	152414	W W Blacktopping Inc.	Hot Mix	101-43100-2171	10,468.50
08/02/2018	152414	W W Blacktopping Inc.	Hot Mix	101-43100-2171	3,354.00
08/02/2018	152414	W W Blacktopping Inc.	Hot Mix	101-43100-2171	1,205.36
08/02/2018	152414	W W Blacktopping Inc.	Hot Mix	101-43100-2171	7,554.04
Total 101431002171:					22,581.90
08/02/2018	20180562	AmeriPride Services Inc	uniform service	101-43100-2180	150.78
08/02/2018	20180562	AmeriPride Services Inc	uniform service	101-43100-2180	158.18
Total 101431002180:					308.96
08/02/2018	20180602	Northern Tool & Equipment Co	Tool and filter	101-43100-2400	138.98
08/02/2018	20180622	Total Tool Supply Inc.	vacum mason bit	101-43100-2400	96.52
Total 101431002400:					235.50
08/02/2018	152402	Owatonna Groundsmasters Inc	Mosquito spraying	101-43100-3101	625.00
Total 101431003101:					625.00
07/31/2018	71829	Consolidated Communications	Monthly Billing	101-43100-3200	29.73 M
Total 101431003200:					29.73
08/02/2018	152364	Centerpoint Energy	Monthly Billing	101-43100-3800	117.34
08/02/2018	81813	City of Waseca	July Utilities	101-43100-3800	39.09 M
08/02/2018	81813	City of Waseca	July Utilities	101-43100-3800	788.06 M
Total 101431003800:					944.49
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-43125-1300	878.29 M
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-43125-1300	99.32 M
Total 101431251300:					977.61
08/02/2018	81809	Further	VEBA/HSA submittal Aug	101-43125-1310	376.11 M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	101-43125-1310	28.68	M
Total 101431251310:					404.79	
08/02/2018	152396	MN Life	August Life Insurance	101-43125-1330	23.10	
08/02/2018	152396	MN Life	August Life Insurance	101-43125-1330	1.65	
Total 101431251330:					24.75	
08/02/2018	81814	Reliance Standard	August LTD Insurance	101-43125-1340	24.76	M
08/02/2018	81814	Reliance Standard	August LTD Insurance	101-43125-1340	1.90	M
Total 101431251340:					26.66	
08/02/2018	20180593	Kritzer Oil Company Inc.	Diesel Dyed	101-43125-2120	2,151.20	
Total 101431252120:					2,151.20	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-43170-1300	188.21	M
Total 101431701300:					188.21	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	101-43170-1310	80.60	M
Total 101431701310:					80.60	
08/02/2018	152396	MN Life	August Life Insurance	101-43170-1330	4.95	
Total 101431701330:					4.95	
08/02/2018	81814	Reliance Standard	August LTD Insurance	101-43170-1340	5.31	M
Total 101431701340:					5.31	
08/02/2018	20180574	Diamond Vogel Paints	traffic paint	101-43170-2170	135.10	
08/02/2018	20180598	M-R Sign Company Inc.	new signs	101-43170-2170	20,168.61	
Total 101431702170:					20,303.71	
08/02/2018	81813	City of Waseca	July Utilities	101-43170-3800	117.62	M
Total 101431703800:					117.62	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-43220-1300	313.68	M
Total 101432201300:					313.68	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	101-43220-1310	134.33	M
Total 101432201310:					134.33	
08/02/2018	152396	MN Life	August Life Insurance	101-43220-1330	8.25	
Total 101432201330:					8.25	
08/02/2018	81814	Reliance Standard	August LTD Insurance	101-43220-1340	8.84	M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101432201340:					8.84
08/02/2018	152416	Waseca County Public Health	food stand license	101-45100-2500	55.00
Total 101451002500:					55.00
07/31/2018	71829	Consolidated Communications	Monthly Billing	101-45100-3200	27.23 M
Total 101451003200:					27.23
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-45130-1300	1,033.60 M
Total 101451301300:					1,033.60
08/02/2018	81809	Further	VEBA/HSA submittal Aug	101-45130-1310	400.00 M
Total 101451301310:					400.00
08/02/2018	152396	MN Life	August Life Insurance	101-45130-1330	19.80
Total 101451301330:					19.80
08/02/2018	20180578	First National Bank	Waterpark deposit bags	101-45130-2000	40.49
Total 101451302000:					40.49
08/02/2018	20180566	Bomgaars Supply	Parts & Supplies	101-45130-2170	17.78
08/02/2018	152386	Hy-Vee Inc	Staff meeting snacks	101-45130-2170	36.55
Total 101451302170:					54.33
08/02/2018	20180560	A. H. Hermel Company	Janitorial Supplies	101-45130-2175	83.33
08/02/2018	152383	Hillyard Inc/ Hutchinson	Janitorial supplies	101-45130-2175	57.31
Total 101451302175:					140.64
08/02/2018	20180560	A. H. Hermel Company	Concession supplies	101-45130-2500	1,641.53
08/02/2018	20180560	A. H. Hermel Company	Concession Supplies	101-45130-2500	1,288.30
08/02/2018	20180560	A. H. Hermel Company	concession supplies	101-45130-2500	179.28
08/02/2018	20180560	A. H. Hermel Company	Concession Supplies	101-45130-2500	1,255.83
08/02/2018	20180560	A. H. Hermel Company	Pizza for concessions	101-45130-2500	197.94
08/02/2018	20180560	A. H. Hermel Company	Wrong item credit	101-45130-2500	7.08-
08/02/2018	20180560	A. H. Hermel Company	Credit on concession items	101-45130-2500	4.96-
08/02/2018	152366	City of Waseca	Petty cash reimb	101-45130-2500	28.39
08/02/2018	152386	Hy-Vee Inc	Bday Party Cake	101-45130-2500	42.99
08/02/2018	152386	Hy-Vee Inc	Concession supplies	101-45130-2500	2.58
08/02/2018	152386	Hy-Vee Inc	Hot dog buns for concession	101-45130-2500	8.97
08/02/2018	152386	Hy-Vee Inc	Bday party balloons	101-45130-2500	6.99
08/02/2018	152391	Lau's Meat Market	Hot dog buns	101-45130-2500	6.58
08/02/2018	152391	Lau's Meat Market	hot dogs	101-45130-2500	26.67
08/02/2018	152391	Lau's Meat Market	Hot dogs	101-45130-2500	25.35
08/02/2018	152391	Lau's Meat Market	Hot Dog Buns	101-45130-2500	6.58
08/02/2018	152391	Lau's Meat Market	Hot dogs and buns	101-45130-2500	38.03
08/02/2018	152391	Lau's Meat Market	Hot dog buns	101-45130-2500	6.58
08/02/2018	152391	Lau's Meat Market	Hot dog buns	101-45130-2500	3.29

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
08/02/2018	152391	Lau's Meat Market	Hot dogs and buns	101-45130-2500	38.03	
Total 101451302500:					4,791.87	
08/02/2018	152400	Orkin Pest Control Inc.	Pest control water park	101-45130-3000	90.00	
Total 101451303000:					90.00	
08/02/2018	20180572	Culligan	Culligan Water	101-45130-3100	34.50	
08/02/2018	152403	Reptile & Amphibian Discovery Zoo	Special event at waterpark	101-45130-3100	220.00	
Total 101451303100:					254.50	
07/31/2018	71829	Consolidated Communications	Monthly Billing	101-45130-3200	179.49	M
Total 101451303200:					179.49	
08/02/2018	152399	NRHEG Star Eagle	Advertising	101-45130-3400	75.00	
08/02/2018	152399	NRHEG Star Eagle	Advertising	101-45130-3400	35.00	
Total 101451303400:					110.00	
08/02/2018	81813	City of Waseca	July Utilities	101-45130-3800	4,567.65	M
Total 101451303800:					4,567.65	
08/02/2018	152404	Rick's Major Appliance Repair	repair on commercial refrigerator	101-45130-4000	109.50	
08/02/2018	152409	T & M Electric LLC	GFCI Outlet by sink	101-45130-4000	181.00	
Total 101451304000:					290.50	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-45200-1300	2,199.00	M
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-45200-1300	258.40	M
Total 101452001300:					2,457.40	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	101-45200-1310	873.00	M
08/02/2018	81809	Further	VEBA/HSA submittal Aug	101-45200-1310	100.00	M
Total 101452001310:					973.00	
08/02/2018	152396	MN Life	August Life Insurance	101-45200-1330	74.25	
08/02/2018	152396	MN Life	August Life Insurance	101-45200-1330	4.95	
Total 101452001330:					79.20	
08/02/2018	81814	Reliance Standard	August LTD Insurance	101-45200-1340	78.26	M
08/02/2018	81814	Reliance Standard	August LTD Insurance	101-45200-1340	17.33	M
Total 101452001340:					95.59	
08/02/2018	152369	Crescent Landscape Supply Inc	Play equipment wood chips	101-45200-2170	2,340.00	
08/02/2018	20180572	Culligan	Culligan Water	101-45200-2170	43.00	
Total 101452002170:					2,383.00	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
08/02/2018	152365	Cintas Corporation	Uniform Service	101-45200-2180	12.15
08/02/2018	152365	Cintas Corporation	Uniform Service	101-45200-2180	12.15
08/02/2018	152365	Cintas Corporation	Uniform Service	101-45200-2180	12.15
08/02/2018	20180614	Spies, Loy	Uniform reimbursement-Loy	101-45200-2180	250.00
Total 101452002180:					286.45
08/02/2018	20180566	Bomgaars Supply	Parts & Supplies	101-45200-2280	99.04
Total 101452002280:					99.04
08/02/2018	20180566	Bomgaars Supply	Parts & Supplies	101-45200-2400	3.78
Total 101452002400:					3.78
08/02/2018	20180590	Jobs Plus Inc.	City Parks - June cleaning	101-45200-3100	1,177.20
Total 101452003100:					1,177.20
08/02/2018	152364	Centerpoint Energy	Monthly Billing	101-45200-3800	43.45
08/02/2018	152364	Centerpoint Energy	Monthly Billing	101-45200-3800	18.78
08/02/2018	81813	City of Waseca	July Utilities	101-45200-3800	535.83 M
Total 101452003800:					598.06
08/02/2018	20180566	Bomgaars Supply	Parts & Supplies	101-45200-4000	37.98
08/02/2018	152374	Ferguson Enterprises Inc	Park sinks and faucets	101-45200-4000	117.98
08/02/2018	20180620	Timm's Trucking Inc.	City Hall landscape maintenance	101-45200-4000	400.61
Total 101452004000:					556.57
08/02/2018	152417	Waseca Rent N Save	Auger for bobcat	101-45200-4100	140.40
Total 101452004100:					140.40
08/02/2018	81813	City of Waseca	July Utilities	101-45500-3800	1,133.87 M
07/31/2018	71829	Consolidated Communications	Monthly Billing	101-45500-3800	46.68 M
07/31/2018	71829	Consolidated Communications	Monthly Billing	101-45500-3800	2.51 M
Total 101455003800:					1,183.06
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	101-49220-1540	1,099.50 M
08/02/2018	71822	Delta Dental	July cobra	101-49220-1540	68.92 M
07/18/2018	152348	Fidelity Security Life	July Cobra	101-49220-1540	6.41
Total 101492201540:					1,174.83
Total General Fund:					373,260.01
Airport					
08/02/2018	152365	Cintas Corporation	Floor mat	230-49810-2170	3.84
Total 230498102170:					3.84
07/31/2018	71827	CenturyLink	Century Link	230-49810-3200	114.59 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 230498103200:					114.59	
08/02/2018	152364	Centerpoint Energy	Monthly Billing	230-49810-3800	20.73	
08/02/2018	81813	City of Waseca	July Utilities	230-49810-3800	59.71	M
08/02/2018	81810	Xcel Energy	June monthly service	230-49810-3800	300.07	M
08/02/2018	81811	Xcel Energy	June monthly service	230-49810-3800	111.50	M
Total 230498103800:					492.01	
08/02/2018	20180621	Toltz King Duvall Anderson & Assoc Inc.	A/E Services FBO Hangar	230-49810-5200	2,569.93	
Total 230498105200:					2,569.93	
08/02/2018	20180621	Toltz King Duvall Anderson & Assoc Inc.	A/E Services-Culvert Replacement	230-49810-5300	1,515.29	
Total 230498105300:					1,515.29	
Total Airport:					4,695.66	
Economic Development-General f						
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	261-46700-1300	646.00	M
Total 261467001300:					646.00	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	261-46700-1310	416.50	M
Total 261467001310:					416.50	
08/02/2018	152396	MN Life	August Life Insurance	261-46700-1330	4.13	
Total 261467001330:					4.13	
08/02/2018	81814	Reliance Standard	August LTD Insurance	261-46700-1340	10.83	M
Total 261467001340:					10.83	
08/02/2018	152366	City of Waseca	Petty cash reimb	261-46700-4330	17.13	
Total 261467004330:					17.13	
Total Economic Development-General f:					1,094.59	
Police Reserve						
08/02/2018	152358	Androlli, Jeff	Reserve for fair	275-49212-3100	544.00	
08/02/2018	20180573	Deweese, Matt	Reserve for fair	275-49212-3100	712.00	
08/02/2018	20180589	Jes, Shannon	Reserve for fair	275-49212-3100	320.00	
08/02/2018	20180607	Rew, Scott	Reserves for fair	275-49212-3100	928.00	
08/02/2018	20180608	Rogers, Tony	Reserve for fair	275-49212-3100	240.00	
08/02/2018	20180616	Stoltz, Jon	Reserves for fair	275-49212-3100	336.00	
Total 275492123100:					3,080.00	
Total Police Reserve:					3,080.00	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Safe Haven Grant						
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	279-46350-1300	2,049.90	M
Total 279463501300:					2,049.90	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	279-46350-1310	510.10	M
Total 279463501310:					510.10	
08/02/2018	152396	MN Life	August Life Insurance	279-46350-1330	33.00	
Total 279463501330:					33.00	
08/02/2018	81814	Reliance Standard	August LTD Insurance	279-46350-1340	29.05	M
Total 279463501340:					29.05	
08/02/2018	20180585	Innovative Office Solutions LLC	connections office supplies	279-46350-2000	56.17	
Total 279463502000:					56.17	
08/02/2018	81812	Verizon Wireless	Monthly Billing	279-46350-3200	50.76	M
Total 279463503200:					50.76	
Total Safe Haven Grant:					2,728.98	
PEG Channel						
08/02/2018	20180564	B & H Photo	wall mount with ball head for camera	290-41920-5400	74.88	
08/02/2018	152408	Streamline Communications LLC	Enclosed Server rack-wall mounted	290-41920-5400	2,310.36	
Total 290419205400:					2,385.24	
Total PEG Channel:					2,385.24	
Capital Improvement						
08/02/2018	20180569	Britton Plumbing & Heating LLC	Partial Payment No. 2	430-43010-5340	19,000.00	
08/02/2018	152362	Bryan Rock Products Inc.	Ballfield aglime and carpath rock	430-43010-5340	504.45	
08/02/2018	152368	Construction Supply Inc	Payment No. 2	430-43010-5340	3,864.60	
08/02/2018	152378	Garage Force	Change TLCF Flooring	430-43010-5340	4,263.75	
08/02/2018	152384	HKS Construction LLC	Payment No. 1	430-43010-5340	47,262.50	
08/02/2018	152388	Innovative Building Concepts LLC	Payment No. 2	430-43010-5340	34,200.00	
08/02/2018	20180586	J & K Masonry	Payment No. 1	430-43010-5340	27,787.50	
08/02/2018	20180592	Kraus-Anderson	Construction Management	430-43010-5340	42,034.95	
07/30/2018	152352	LeSueur/Waseca Community Health Boa	Plan review fee for Tink Larson Community Field	430-43010-5340	310.00	
08/02/2018	20180600	Muska Electric Co	Payment No. 1-Labor	430-43010-5340	23,750.00	
08/02/2018	20180600	Muska Electric Co	Payment No. 1-Materials	430-43010-5340	23,750.00	
08/02/2018	20180620	Timm's Trucking Inc.	Top soil for TLCF	430-43010-5340	478.22	
08/02/2018	152421	Widseth Smith Nolting & Assoc Inc	Construction Staking	430-43010-5340	275.00	
Total 430430105340:					227,480.97	
08/02/2018	20180626	WSB & Associates Inc	3rd St NE Reconstruction	430-43010-5560	17,051.25	
08/02/2018	20180626	WSB & Associates Inc	3rd/4th Street Utility Improvements	430-43010-5560	873.50	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 430430105560:					17,924.75	
Total Capital Improvement:					245,405.72	
HWY 14 Reconstruction						
08/02/2018	152361	Braun Intertec Corporation	Materials testing	436-43010-3000	2,148.75	
08/02/2018	152407	Stantec Consulting Services Inc	Elm Project Engineering	436-43010-3000	130,244.67	
Total 436430103000:					132,393.42	
Total HWY 14 Reconstruction:					132,393.42	
Annexation & Growth fund						
08/02/2018	20180626	WSB & Associates Inc	Gaiter Lake Master Planning	470-46800-5300	2,396.50	
Total 470468005300:					2,396.50	
Total Annexation & Growth fund:					2,396.50	
Water						
07/31/2018	71832	MN Sales and Use Tax Payable	Sales tax payable	601-20210-0000	1,061.91	M
Total 601202100000:					1,061.91	
08/02/2018	152381	Hawkins Inc	Bird's Eye Well Chemicals	601-49401-2170	1,977.84	
08/02/2018	152381	Hawkins Inc	City Well Chemicals	601-49401-2170	7,492.02	
Total 601494012170:					9,469.86	
08/02/2018	152360	Born Well Drilling Inc.	Plumbing	601-49401-2210	159.40	
Total 601494012210:					159.40	
08/02/2018	81813	City of Waseca	July Utilities	601-49401-3800	8,650.61	M
Total 601494013800:					8,650.61	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	601-49430-1300	518.00	M
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	601-49430-1300	849.76	M
Total 601494301300:					1,367.76	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	601-49430-1310	500.00	M
08/02/2018	81809	Further	VEBA/HSA submittal Aug	601-49430-1310	1,365.35	M
Total 601494301310:					1,865.35	
08/02/2018	152396	MN Life	August Life Insurance	601-49430-1330	16.50	
08/02/2018	152396	MN Life	August Life Insurance	601-49430-1330	11.02	
Total 601494301330:					27.52	
08/02/2018	81814	Reliance Standard	August LTD Insurance	601-49430-1340	16.31	M
08/02/2018	81814	Reliance Standard	August LTD Insurance	601-49430-1340	24.15	M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601494301340:					40.46
08/02/2018	152365	Cintas Corporation	Uniform Service	601-49430-2180	22.89
08/02/2018	152365	Cintas Corporation	Uniform Service	601-49430-2180	3.90
08/02/2018	20180613	Southern MN Inspection Co. LLC	Safety Harness	601-49430-2180	320.18
Total 601494302180:					346.97
08/02/2018	20180597	Metering & Technology Solutions	Meter 1.5 Inch	601-49430-2215	539.20
08/02/2018	20180597	Metering & Technology Solutions	Meter 1 Inch	601-49430-2215	180.40
08/02/2018	20180597	Metering & Technology Solutions	Meter 1 Inch	601-49430-2215	180.40
Total 601494302215:					900.00
08/02/2018	20180571	Core & Main LP	Repair Sleeve	601-49430-2230	268.60
08/02/2018	20180571	Core & Main LP	Valve Materials	601-49430-2230	1,186.95
08/02/2018	20180571	Core & Main LP	Main Repair Materials	601-49430-2230	2,060.15
08/02/2018	20180571	Core & Main LP	Main Repair Materials	601-49430-2230	1,374.02
08/02/2018	20180587	James Brothers Construction Inc.	Main Repair Materials	601-49430-2230	249.60
08/02/2018	152414	W W Blacktopping Inc.	Blacktop Main Repair	601-49430-2230	1,824.16
08/02/2018	152414	W W Blacktopping Inc.	Blacktop Main Repair	601-49430-2230	1,354.60
08/02/2018	20180624	Waseca Sand & Gravel Inc.	Main Repair	601-49430-2230	5,166.00
Total 601494302230:					13,484.08
08/02/2018	152365	Cintas Corporation	Work CLOthes	601-49430-3100	3.90
08/02/2018	20180594	Lenz Lawn Care & Landscaping Inc.	RPZ Certifications	601-49430-3100	95.00
08/02/2018	20180594	Lenz Lawn Care & Landscaping Inc.	RPZ Test	601-49430-3100	95.00
08/02/2018	20180594	Lenz Lawn Care & Landscaping Inc.	RPZ Testing	601-49430-3100	190.00
08/02/2018	20180625	Water Conservation Service Inc.	Leak Detect Service	601-49430-3100	612.76
Total 601494303100:					996.66
08/02/2018	81812	Verizon Wireless	Monthly Billing	601-49430-3200	40.01 M
Total 601494303200:					40.01
08/02/2018	152366	City of Waseca	Petty cash reimb	601-49430-3300	23.00
Total 601494303300:					23.00
08/02/2018	20180571	Core & Main LP	Valve Project	601-49430-4000	1,980.64
Total 601494304000:					1,980.64
08/02/2018	20180601	Northern Safety Co. Inc.	First Aid Kits - Vehicle	601-49430-4940	39.88
Total 601494304940:					39.88
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	601-49585-1300	271.32 M
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	601-49585-1300	511.13 M
Total 601495851300:					782.45
08/02/2018	81809	Further	VEBA/HSA submittal Aug	601-49585-1310	105.00 M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	601-49585-1310	216.93	M
Total 601495851310:					321.93	
08/02/2018	152396	MN Life	August Life Insurance	601-49585-1330	3.47	
08/02/2018	152396	MN Life	August Life Insurance	601-49585-1330	18.25	
Total 601495851330:					21.72	
08/02/2018	81814	Reliance Standard	August LTD Insurance	601-49585-1340	3.91	M
08/02/2018	81814	Reliance Standard	August LTD Insurance	601-49585-1340	19.96	M
Total 601495851340:					23.87	
08/02/2018	152419	Waseca Secretarial Service	Folding machine	601-49585-2000	166.67	
Total 601495852000:					166.67	
07/31/2018	71829	Consolidated Communications	Monthly Billing	601-49585-3200	41.49	M
08/02/2018	152411	U.S. Postal Service	Postage - August utility bills	601-49585-3200	435.06	
Total 601495853200:					476.55	
08/02/2018	20180603	On Target Inc.	CASS certification of address files	601-49585-3500	42.28	
08/02/2018	20180605	Personalized Printing Inc.	Envelopes	601-49585-3500	595.16	
Total 601495853500:					637.44	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	601-49586-1300	69.78	M
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	601-49586-1300	426.36	M
Total 601495861300:					496.14	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	601-49586-1310	22.38	M
08/02/2018	81809	Further	VEBA/HSA submittal Aug	601-49586-1310	166.67	M
Total 601495861310:					189.05	
08/02/2018	152396	MN Life	August Life Insurance	601-49586-1330	2.97	
08/02/2018	152396	MN Life	August Life Insurance	601-49586-1330	2.72	
Total 601495861330:					5.69	
08/02/2018	81814	Reliance Standard	August LTD Insurance	601-49586-1340	2.32	M
08/02/2018	81814	Reliance Standard	August LTD Insurance	601-49586-1340	12.58	M
Total 601495861340:					14.90	
08/02/2018	20180604	Pantheon Computer Systems Inc.	August Billing	601-49586-4950	808.50	
Total 601495864950:					808.50	
Total Water:					44,399.02	
Sanitary Sewer						
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	602-49470-1300	1,129.22	M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	602-49470-1300	99.32	M
Total 602494701300:					1,228.54	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	602-49470-1310	483.56	M
08/02/2018	81809	Further	VEBA/HSA submittal Aug	602-49470-1310	28.68	M
Total 602494701310:					512.24	
08/02/2018	152396	MN Life	August Life Insurance	602-49470-1330	29.70	
08/02/2018	152396	MN Life	August Life Insurance	602-49470-1330	1.65	
Total 602494701330:					31.35	
08/02/2018	81814	Reliance Standard	August LTD Insurance	602-49470-1340	31.83	M
08/02/2018	81814	Reliance Standard	August LTD Insurance	602-49470-1340	1.90	M
Total 602494701340:					33.73	
08/02/2018	20180566	Bomgaars Supply	Parts & Supplies	602-49470-2240	392.01	
Total 602494702240:					392.01	
07/31/2018	71829	Consolidated Communications	Monthly Billing	602-49470-3200	442.72	M
08/02/2018	81812	Verizon Wireless	Monthly Billing	602-49470-3200	40.01	M
08/02/2018	81812	Verizon Wireless	Monthly Billing	602-49470-3200	40.01	M
Total 602494703200:					522.74	
08/02/2018	152364	Centerpoint Energy	Monthly Billing	602-49470-3800	27.55	
08/02/2018	81813	City of Waseca	July Utilities	602-49470-3800	1,404.02	M
Total 602494703800:					1,431.57	
08/02/2018	20180566	Bomgaars Supply	Parts & Supplies	602-49470-4000	21.92	
Total 602494704000:					21.92	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	602-49480-1300	4,238.64	M
Total 602494801300:					4,238.64	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	602-49480-1310	208.25	M
Total 602494801310:					208.25	
08/02/2018	152396	MN Life	August Life Insurance	602-49480-1330	71.48	
Total 602494801330:					71.48	
08/02/2018	81814	Reliance Standard	August LTD Insurance	602-49480-1340	81.33	M
Total 602494801340:					81.33	
08/02/2018	20180566	Bomgaars Supply	Parts & Supplies	602-49480-2170	10.49	
08/02/2018	152379	Hach Company	Lab Supplies	602-49480-2170	110.79	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
08/02/2018	152390	John Henry Foster Minnesota Inc.	Drain Parts	602-49480-2170	235.95	
08/02/2018	152412	USA Blue Book	Lab Supplies	602-49480-2170	474.13	
Total 602494802170:					831.36	
08/02/2018	152398	North American Safety Inc	Work Clothes	602-49480-2180	82.00	
Total 602494802180:					82.00	
08/02/2018	152390	John Henry Foster Minnesota Inc.	Filters	602-49480-2210	280.94	
08/02/2018	20180618	Teledyne Isco Inc	Sampler Supplies	602-49480-2210	192.00	
Total 602494802210:					472.94	
08/02/2018	152380	Hall & Associates PLLC	John Hall SOC Defense	602-49480-3000	3,926.27	
Total 602494803000:					3,926.27	
08/02/2018	152365	Cintas Corporation	Janitorial Supplies	602-49480-3100	16.88	
08/02/2018	152365	Cintas Corporation	Janitorial Supplies	602-49480-3100	16.88	
08/02/2018	152376	Fireline Sprinkler Corp	Sprinkler Inspection	602-49480-3100	460.00	
08/02/2018	152379	Hach Company	Hach Service Agreement	602-49480-3100	5,206.00	
08/02/2018	20180595	M & R Electric Inc.	Electrician	602-49480-3100	59.00	
08/02/2018	152404	Rick's Major Appliance Repair	Appliance Repair	602-49480-3100	85.00	
Total 602494803100:					5,843.76	
07/31/2018	71826	CenturyLink	Internet	602-49480-3200	98.99	M
07/31/2018	71829	Consolidated Communications	Monthly Billing	602-49480-3200	147.92	M
08/02/2018	81812	Verizon Wireless	Monthly Billing	602-49480-3200	50.76	M
Total 602494803200:					297.67	
08/02/2018	152366	City of Waseca	Petty cash reimb	602-49480-3300	40.00	
08/02/2018	20180609	Rugger, Warren	Class D water license	602-49480-3300	23.00	
08/02/2018	20180619	Terrell, Tim	Mileage reimbursement	602-49480-3300	317.19	
Total 602494803300:					380.19	
08/02/2018	152364	Centerpoint Energy	Monthly Billing	602-49480-3800	196.49	
08/02/2018	81813	City of Waseca	July Utilities	602-49480-3800	576.30	M
08/02/2018	152422	Xcel Energy	June Monthly Service	602-49480-3800	9,022.37	
Total 602494803800:					9,795.16	
08/02/2018	20180595	M & R Electric Inc.	Digester Conduit Replacement	602-49480-4000	2,566.78	
Total 602494804000:					2,566.78	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	602-49585-1300	271.32	M
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	602-49585-1300	511.13	M
Total 602495851300:					782.45	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	602-49585-1310	105.00	M
08/02/2018	81809	Further	VEBA/HSA submittal Aug	602-49585-1310	216.93	M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602495851310:					321.93
08/02/2018	152396	MN Life	August Life Insurance	602-49585-1330	3.47
08/02/2018	152396	MN Life	August Life Insurance	602-49585-1330	18.25
Total 602495851330:					21.72
08/02/2018	81814	Reliance Standard	August LTD Insurance	602-49585-1340	3.91 M
08/02/2018	81814	Reliance Standard	August LTD Insurance	602-49585-1340	19.96 M
Total 602495851340:					23.87
08/02/2018	152419	Waseca Secretarial Service	Folding machine	602-49585-2000	166.66
Total 602495852000:					166.66
07/31/2018	71829	Consolidated Communications	Monthly Billing	602-49585-3200	41.49 M
08/02/2018	152411	U.S. Postal Service	Postage - August utility bills	602-49585-3200	435.06
Total 602495853200:					476.55
08/02/2018	20180603	On Target Inc.	CASS certification of address files	602-49585-3500	42.28
08/02/2018	20180605	Personalized Printing Inc.	Envelopes	602-49585-3500	595.17
Total 602495853500:					637.45
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	602-49586-1300	69.78 M
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	602-49586-1300	426.36 M
Total 602495861300:					496.14
08/02/2018	81809	Further	VEBA/HSA submittal Aug	602-49586-1310	22.38 M
08/02/2018	81809	Further	VEBA/HSA submittal Aug	602-49586-1310	166.67 M
Total 602495861310:					189.05
08/02/2018	152396	MN Life	August Life Insurance	602-49586-1330	2.97
08/02/2018	152396	MN Life	August Life Insurance	602-49586-1330	2.72
Total 602495861330:					5.69
08/02/2018	81814	Reliance Standard	August LTD Insurance	602-49586-1340	2.32 M
08/02/2018	81814	Reliance Standard	August LTD Insurance	602-49586-1340	12.58 M
Total 602495861340:					14.90
08/02/2018	152394	MESERB	MESERB Dues	602-49586-4330	2,813.58
Total 602495864330:					2,813.58
08/02/2018	20180604	Pantheon Computer Systems Inc.	August Billing	602-49586-4950	808.50
Total 602495864950:					808.50

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total Sanitary Sewer:					39,728.42	
Electric Utility						
07/31/2018	71832	MN Sales and Use Tax Payable	Sales tax payable	604-20210-0000	38,518.61	M
07/31/2018	71832	MN Sales and Use Tax Payable	sales tax payable	604-20210-0000	19,602.00-	M
Total 604202100000:					18,916.61	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	604-49570-1300	140.61	M
Total 604495701300:					140.61	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	604-49570-1310	56.00	M
Total 604495701310:					56.00	
08/02/2018	152396	MN Life	August Life Insurance	604-49570-1330	2.11	
Total 604495701330:					2.11	
08/02/2018	81814	Reliance Standard	August LTD Insurance	604-49570-1340	3.05	M
Total 604495701340:					3.05	
08/02/2018	152401	OSI Batteries	Substation batteries	604-49570-2230	1,066.05	
Total 604495702230:					1,066.05	
08/02/2018	81813	City of Waseca	July Utilities	604-49570-3800	67.59	M
Total 604495703800:					67.59	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	604-49571-1300	3,102.16	M
Total 604495711300:					3,102.16	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	604-49571-1310	1,235.50	M
Total 604495711310:					1,235.50	
08/02/2018	152396	MN Life	August Life Insurance	604-49571-1330	46.60	
Total 604495711330:					46.60	
08/02/2018	81814	Reliance Standard	August LTD Insurance	604-49571-1340	67.27	M
Total 604495711340:					67.27	
08/02/2018	152386	Hy-Vee Inc	Supplies	604-49571-2170	59.80	
Total 604495712170:					59.80	
08/02/2018	20180561	Allen, Madison	Safety boot reimbursement	604-49571-2190	269.99	
Total 604495712190:					269.99	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
07/31/2018	71832	MN Sales and Use Tax Payable	sales tax payable	604-49571-2215	48.59	M
Total 604495712215:					48.59	
08/02/2018	20180595	M & R Electric Inc.	Electrician	604-49571-2295	59.00	
Total 604495712295:					59.00	
08/02/2018	20180594	Lenz Lawn Care & Landscaping Inc.	Weed Spraying	604-49571-3100	100.00	
08/02/2018	20180594	Lenz Lawn Care & Landscaping Inc.	Weed Spraying	604-49571-3100	325.00	
Total 604495713100:					425.00	
08/02/2018	81812	Verizon Wireless	Monthly Billing	604-49571-3200	80.02	M
Total 604495713200:					80.02	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	604-49572-1300	311.97	M
Total 604495721300:					311.97	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	604-49572-1310	124.25	M
Total 604495721310:					124.25	
08/02/2018	152396	MN Life	August Life Insurance	604-49572-1330	4.69	
Total 604495721330:					4.69	
08/02/2018	81814	Reliance Standard	August LTD Insurance	604-49572-1340	6.76	M
Total 604495721340:					6.76	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	604-49573-1300	562.43	M
Total 604495731300:					562.43	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	604-49573-1310	224.00	M
Total 604495731310:					224.00	
08/02/2018	152396	MN Life	August Life Insurance	604-49573-1330	8.45	
Total 604495731330:					8.45	
08/02/2018	81814	Reliance Standard	August LTD Insurance	604-49573-1340	12.20	M
Total 604495731340:					12.20	
08/02/2018	20180567	Border States Electric Supply	Fuses	604-49573-2230	163.64	
08/02/2018	20180576	Ditch Witch of Minnesota	Boring Supplies	604-49573-2230	286.32	
08/02/2018	20180576	Ditch Witch of Minnesota	Boring Supplies	604-49573-2230	187.32	
08/02/2018	20180591	JT Services of MN	Connectors	604-49573-2230	302.52	
08/02/2018	152420	Wesco Receivables Corp	Bolts	604-49573-2230	363.70	
08/02/2018	152420	Wesco Receivables Corp	Connectors	604-49573-2230	312.08	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 604495732230:					1,615.58	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	604-49574-1300	158.18	M
Total 604495741300:					158.18	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	604-49574-1310	63.00	M
Total 604495741310:					63.00	
08/02/2018	152396	MN Life	August Life Insurance	604-49574-1330	2.38	
Total 604495741330:					2.38	
08/02/2018	81814	Reliance Standard	August LTD Insurance	604-49574-1340	3.43	M
Total 604495741340:					3.43	
08/02/2018	20180591	JT Services of MN	Street Light Supplies	604-49574-2230	649.75	
08/02/2018	20180591	JT Services of MN	Street Light Supplies	604-49574-2230	300.62	
07/31/2018	71832	MN Sales and Use Tax Payable	Sales tax payable	604-49574-2230	41.35	M
Total 604495742230:					991.72	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	604-49584-1300	118.65	M
Total 604495841300:					118.65	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	604-49584-1310	47.25	M
Total 604495841310:					47.25	
08/02/2018	152396	MN Life	August Life Insurance	604-49584-1330	1.77	
Total 604495841330:					1.77	
08/02/2018	81814	Reliance Standard	August LTD Insurance	604-49584-1340	2.57	M
Total 604495841340:					2.57	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	604-49585-1300	219.64	M
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	604-49585-1300	514.37	M
Total 604495851300:					734.01	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	604-49585-1310	85.00	M
08/02/2018	81809	Further	VEBA/HSA submittal Aug	604-49585-1310	218.31	M
Total 604495851310:					303.31	
08/02/2018	152396	MN Life	August Life Insurance	604-49585-1330	2.81	
08/02/2018	152396	MN Life	August Life Insurance	604-49585-1330	18.36	
Total 604495851330:					21.17	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
08/02/2018	81814	Reliance Standard	August LTD Insurance	604-49585-1340	3.16	M
08/02/2018	81814	Reliance Standard	August LTD Insurance	604-49585-1340	20.07	M
Total 604495851340:					23.23	
08/02/2018	152419	Waseca Secretarial Service	Folding machine	604-49585-2000	166.67	
Total 604495852000:					166.67	
07/31/2018	71829	Consolidated Communications	Monthly Billing	604-49585-3200	77.79	M
07/31/2018	71829	Consolidated Communications	Monthly Billing	604-49585-3200	29.73	M
08/02/2018	152411	U.S. Postal Service	Postage - August utility bills	604-49585-3200	435.05	
Total 604495853200:					542.57	
08/02/2018	20180603	On Target Inc.	CASS certification of address files	604-49585-3500	42.27	
08/02/2018	20180605	Personalized Printing Inc.	Envelopes	604-49585-3500	595.17	
Total 604495853500:					637.44	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	604-49586-1300	133.75	M
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	604-49586-1300	439.28	M
Total 604495861300:					573.03	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	604-49586-1310	42.90	M
08/02/2018	81809	Further	VEBA/HSA submittal Aug	604-49586-1310	166.66	M
Total 604495861310:					209.56	
08/02/2018	152396	MN Life	August Life Insurance	604-49586-1330	5.69	
08/02/2018	152396	MN Life	August Life Insurance	604-49586-1330	2.81	
Total 604495861330:					8.50	
08/02/2018	81814	Reliance Standard	August LTD Insurance	604-49586-1340	4.44	M
08/02/2018	81814	Reliance Standard	August LTD Insurance	604-49586-1340	12.96	M
Total 604495861340:					17.40	
08/02/2018	152377	First Source Solutions	Drug Screening	604-49586-3000	52.20	
Total 604495863000:					52.20	
08/02/2018	152405	Shred-it USA LLC	Monthly service	604-49586-3100	14.20	
Total 604495863100:					14.20	
08/02/2018	20180604	Pantheon Computer Systems Inc.	August Billing	604-49586-4950	808.50	
Total 604495864950:					808.50	
08/02/2018	20180594	Lenz Lawn Care & Landscaping Inc.	Landscaping	604-49593-5300	789.00	
08/02/2018	20180594	Lenz Lawn Care & Landscaping Inc.	Landscaping	604-49593-5300	843.00	
07/31/2018	71832	MN Sales and Use Tax Payable	sales tax payable	604-49593-5300	20.95	M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 604495935300:					1,652.95	
08/02/2018	20180565	Barr Engineering Company	Substation Switcher Project	604-49593-5400	4,493.75	
08/02/2018	152363	Cannon Technologies Inc/Eaton	LCR Project	604-49593-5400	8,015.63	
07/19/2018	152230	Driver and Vehicle Services	Title for '18 Chevy Bolt Electric Car	604-49593-5400	2,302.55-	V
08/02/2018	152371	Driver and Vehicle Services	Title for '18 Chevy Bolt Electric Car	604-49593-5400	2,433.80	
08/02/2018	152406	Sign Pro of Owatonna	Vehicle Graphics for Bolt	604-49593-5400	60.00	
Total 604495935400:					12,700.63	
Total Electric Utility:					48,370.60	
Storm Water Utility						
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	651-43140-1300	376.41	M
Total 651431401300:					376.41	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	651-43140-1310	161.19	M
Total 651431401310:					161.19	
08/02/2018	152396	MN Life	August Life Insurance	651-43140-1330	9.90	
Total 651431401330:					9.90	
08/02/2018	81814	Reliance Standard	August LTD Insurance	651-43140-1340	10.61	M
Total 651431401340:					10.61	
08/02/2018	20180626	WSB & Associates Inc	MS4 Services	651-43140-3100	92.00	
Total 651431403100:					92.00	
08/02/2018	81813	City of Waseca	July Utilities	651-43140-3800	64.60	M
Total 651431403800:					64.60	
08/02/2018	20180566	Bomgaars Supply	Parts & Supplies	651-43140-4000	34.14	
08/02/2018	20180587	James Brothers Construction Inc.	gravel	651-43140-4000	84.00	
Total 651431404000:					118.14	
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	651-49585-1300	80.88	M
Total 651495851300:					80.88	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	651-49585-1310	34.33	M
Total 651495851310:					34.33	
08/02/2018	152396	MN Life	August Life Insurance	651-49585-1330	2.89	
Total 651495851330:					2.89	
08/02/2018	81814	Reliance Standard	August LTD Insurance	651-49585-1340	3.16	M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 651495851340:					3.16	
Total Storm Water Utility:					954.11	
Central Garage Services						
08/02/2018	71825	Blue Cross Blue Shield of MN (ACH)	August Health Insurance	701-43180-1300	1,688.44	M
Total 701431801300:					1,688.44	
08/02/2018	81809	Further	VEBA/HSA submittal Aug	701-43180-1310	487.56	M
Total 701431801310:					487.56	
08/02/2018	152396	MN Life	August Life Insurance	701-43180-1330	28.05	
Total 701431801330:					28.05	
08/02/2018	81814	Reliance Standard	August LTD Insurance	701-43180-1340	32.22	M
Total 701431801340:					32.22	
08/02/2018	20180566	Bomgaars Supply	Parts & Supplies	701-43180-2170	7.38	
08/02/2018	152385	Huber Supply Co Inc	Lease on Tanks	701-43180-2170	20.64	
08/02/2018	20180584	IFACS	Shop supplies	701-43180-2170	244.51	
08/02/2018	20180584	IFACS	Shop Supplies Credit	701-43180-2170	91.44	
Total 701431802170:					181.09	
08/02/2018	20180566	Bomgaars Supply	Parts & Supplies	701-43180-2210	67.61	
08/02/2018	20180583	H & L Mesabi	milling bits	701-43180-2210	2,147.40	
08/02/2018	152393	MacQueen Equipment Inc.	Unit 27 Parts	701-43180-2210	1,943.32	
08/02/2018	152393	MacQueen Equipment Inc.	lower roller & belt scraper	701-43180-2210	259.01	
08/02/2018	20180611	Sanco Equipment LLC	skid loader parts	701-43180-2210	170.56	
08/02/2018	20180611	Sanco Equipment LLC	Filters	701-43180-2210	118.26	
08/02/2018	20180627	Ziegler Inc	loader filters	701-43180-2210	64.60	
Total 701431802210:					4,770.76	
08/02/2018	20180566	Bomgaars Supply	Parts & Supplies	701-43180-2400	9.99	
Total 701431802400:					9.99	
Total Central Garage Services:					7,198.11	
Equipment Replacement Fund						
08/02/2018	152354	Advanced Graphix Inc.	new squad expense	705-49920-5400	50.00	
Total 705499205400:					50.00	
08/02/2018	152366	City of Waseca	Petty cash reimb	705-49970-5400	10.00	
Total 705499705400:					10.00	
Total Equipment Replacement Fund:					60.00	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Grand Totals:					908,150.38

Report Criteria:

Report type: GL detail

[Report].Amount = {<>} 0

Waseca Municipal Airport Fixed Base Operator Agreement
Between City of Waseca and Maynard and Sara Stensrud DBA Stensrud Aviation

_____, 20____

This is a Lease and Operating Agreement between the City of Waseca, Minnesota, a municipal corporation, and Stensrud Aviation, a sole proprietor. It is being entered into on this ____ day of January, 2018.

For convenience, the entire agreement between the parties shall be referred to hereinafter as the "Lease"; the City shall be referred to as the "Lessor"; and Stensrud Aviation, shall be referred to as the "Lessee." When the term "airport" is used in this Lease, it refers exclusively to the Waseca, Minnesota municipal airport, located at 34593 110th Street, Waseca, MN 56093.

RECITALS

WHEREAS, fixed base operation (FBO) services are essential to the proper accommodation of general aviation at the airport; and

WHEREAS, Lessor desires to allow for the provision of such services at the airport; and

WHEREAS, Lessee represents that it is qualified, ready, willing, and able to provide such services; and

WHEREAS, Lessee desires to lease space from Lessor to operate a business to provide FBO services;

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained in this Lease, the parties hereby agree as follows:

AGREEMENT

Section 1. TERM.

The term of this Lease is for three (3) years commencing on January 1, 2018 and ending on December 31, 2020. Provided Lessee is not in default as to any of the terms or conditions of this Lease, Lessee may at its option renew this Lease on the same terms and conditions, except as provided below, for an additional term of two (2) years commencing on January 1, 2021 and ending on December 31, 2022.

To exercise the option to renew, the Lessee must give notice to the Lessor in writing of its desire to do so at least 180 days before the expiration of the first lease term.

The parties agree that they shall negotiate in good faith over the following terms after Lessee gives

notification of its intent to renew this Lease and prior to a renewal becoming effective.

- A. Section 9 regarding payments.

Section 2. **LEASED PREMISES.**

The Leased Premises are current FBO Maintenance Hangar, Arrival/Departure Building, Storage Shed, one (1) T-Hangar and the planned future FBO Hangar, together with rights of ingress and egress for both vehicles and aircraft. Leased premises will not include any parking spaces or apron space.

Lessee agrees that it will use the leased premises only for the purposes of performing the duties and providing the services described in this Lease and for providing other aviation services as approved by the Lessor.

Lessor shall have the right, at any reasonable time without prior notice, to enter and inspect the leased premises.

Section 3. **LEASEHOLD IMPROVEMENTS.**

- A. Trade Fixtures. During the term of this Lease, Lessee shall have the right, at its expense, to place in or on the premises fixtures, furnishings, personal property, equipment and materials related to the aviation use of the premises and necessary to perform any services required or authorized under this lease and they shall remain the property of the Lessee.
- B. Other Improvements. Any work on improvements requiring a permit or inspection, including but not limited to additions, internal structural changes, rebuilding, repair, fencing, outdoor signs, electrical work or plumbing, must be approved in advance and in writing by the Lessor. All such improvements shall be the property of the Lessor. In connection with such improvements, Lessee shall pay in full the cost of all labor and materials and will not suffer or permit any mechanics' liens to be made against the Lessor's buildings, appurtenances, or the title of the real estate which shall at all times remain in the City of Waseca. If any lien is filed against the site, Lessee shall cause the satisfaction and release of such lien within thirty (30) days of such filing, or deliver to Lessor such security as Lessor may in its reasonable discretion require while Lessee commences promptly a contest of such lien.

Section 4. **UTILITIES AND GENERAL MAINTENANCE**

- A. Lessor shall provide water and sewer service running to the leased buildings as existing on the date of this lease and shall provide for the installation of a meter to measure Lessee's usage of water.
- B. Lessor shall provide electrical and gas service running to the leased buildings and shall provide for the installation of a meter to measure Lessee's usage of electricity and gas.
- C. Lessee shall pay the cost of water and sewer service and electricity and gas for the leased premises except for the Arrival/Departure Building.
- D. In the event Lessee fails to pay any utility bill when due, Lessor may, at its option, pay the

same and collect from Lessee the amount of the bill it paid plus a penalty of ten (10) percent of the amount Lessor paid.

- E. Lessee agrees to conduct frequent inspections of the premises and to keep the leased premises clean, presentable, and free of debris, waste, spills, slippery areas, and any other hazards to individuals using the premises.
- F. Lessee agrees to remove all accumulated snow and ice from sidewalk areas adjacent to the Arrival/Departure Building and FBO Buildings including the walks providing access to the parking lot and ramp areas. All accumulations of snow and ice shall be removed within 24 hours of snowfall.

Section 5. **FBO SERVICES.**

Lessee agrees to perform Required Services as specified in subsection B of this section, and is authorized but not required to provide Authorized Services as specified in subsection C of this section.

- A. Non-Exclusive Right. It is not the intent of this Lease to grant to Lessee the exclusive right to provide any or all of the services described, required, or permitted in this Lease at any time during the term of this Lease. Lessor reserves the right, at its sole discretion, to grant others rights and privileges upon the airport that may be identical in whole or in part to those granted to Lessee. Lessee acknowledges that no right or privilege has been granted to it which would prevent any person, firm or corporation operating aircraft on the airport from performing services on its own aircraft, with its own employees, including maintenance and repair services. Lessor does, however, covenant and agree that:
 - 1. It shall enforce all minimum operating standards or requirements for all aeronautical endeavors and activities conducted at the airport.
 - 2. Lessor shall endeavor to ensure that rates, terms, and conditions are fairly applied to all aeronautical endeavors or activities permitted to operate on the airport. Lessor reserves the right to set rates, so they are equitable, taking into account such considerations as the location of any premises being leased, the economic investment made by the operator, the type and scope of the operation and the space required to conduct the operation.
 - 3. Lessor shall not permit the conduct of any aeronautical endeavor or activity at the airport, except under an approved Lease and Operating Agreement.
- B. Required Services. The Lessee shall provide the following minimum services while complying, with all federal, state and local laws, rules or regulations, now or hereinafter in force, which may be applicable to said services:
 - 1. Apron servicing of locally based and itinerant general aviation aircraft including sale of aviation fuels, lubricants and other aviation products and itinerant aircraft parking upon or within facilities assigned to or leased to the Lessee.
 - 2. Pilot advisory assistance on such matters as flight rules, field conditions, parking, etc., and operation of the Unicom radio for wind and weather conditions to incoming aircraft, when requested, during reasonable hours.
 - 3. Associated customer conveniences, including but not limited to a

pilot lounge area, vending machine type refreshments such as soft drinks, candies, etc.

4. While complying with all present and future regulations, provide: aircraft rental, air taxi and charter service, or provide references for close by service, flight training and ground schools.
5. Contractor shall assist the City in renting of City owned hangars. Contractor shall monitor the activity of the hangar lessees to ensure compliance with the hangar lease agreements and shall communicate with the city on all necessary matters related to the use and lease of City owned hangars. Inspect or cause to be inspected the leased hangars for conformance with the lease and notify the hangar lessee of violation and require said lessee to comply or vacate the premises. Contractor shall make an effort to keep each hangar rented.

In addition, Lessee shall provide call-in services at other times, 24 hours per day, 7 days a week, 365 days a year. Lessee shall conspicuously post a telephone number to contact for 24-hour service on the outside of its building, said number to be answered at all times when call-in service is required under this Lease. Lessee agrees that it will respond to the airport within 60 minutes of receiving a request for call-in services.

Requests for any variances from these required hours of operation and responsibility for call-in services must be coordinated with and approved by the City.

Required services are:

1. Ramp service, including sale and into plane delivery of aviation fuels, lubricants, and other related aviation products. Fuel sales and pricing shall be under the control of, and at the discretion of, Lessee.
2. Apron service, including itinerant parking, storage, and tie down service. Apron service shall include service to meet and greet arriving aircraft in a timely manner whenever reasonable and practicable. In addition, apron service shall include allowing adequate space in the main heated hangar for temporary parking of transient aircraft upon request whenever reasonable and practicable.
3. Customary accommodations, including pilot lounge area, informational services, and telephone connection to FSA within the Arrival/Departure Building.
4. Repair and maintenance of based and transient aircraft. The FBO agrees to maintain and operate a repair shop employing one or more certified A&P mechanic and a designated airworthiness inspector. The Repair and Maintenance service times shall generally be from 8:00 a.m. to 5:00 p.m. Monday through Friday and on an as-requested basis.
5. Manage the airport on a seven (7) day week basis twenty-four hours a day.
6. Supervise the day-to-day maintenance of the airport buildings, grounds, hangar and the landing use and recommend major maintenance to the City Manager or designee for budget purposes in a timely manner.
7. Thoroughly clean (or cause to be cleaned) the hangar and arrival/departure building, and keep same in a clean and useable condition at all times. The rest rooms in the terminal building shall be kept clean at all times and supplied with the necessary supplies. Windows

shall be kept clean at all times.

8. Furnish janitor and caretaker services as conservator of the airport for the airport buildings and the area around the same, as more fully stated hereinafter. The janitor supplies, and equipment shall be supplied by the Lessee for the airport hangar maintenance area. The Lessor will supply janitor supplies and equipment for the arrival/departure building.
9. Make all minor repairs to the airport buildings with the City furnishing the material.
10. The administration building and any other public areas of the airport not subject to maintenance by other tenants, lessees, or concessionaires, shall be thoroughly cleaned (or caused to be cleaned) by the Lessee or their employees as needed. The public area in the administration building shall receive an additional cleaning by the Lessee or their employees during the day and the rest rooms in the administration building shall be kept cleaned at all times and supplied with necessary supplies.
11. Check the heating system daily while in operation, and keep the units in a clean and proper order, including cleaning the flues whenever necessary. The City shall pay for repairs to the furnace and air conditioners.
12. Be responsible for the general cleanliness and maintenance of the service building and all T-hangars operated by the Lessee, as well as for the general security of any City-owned airport equipment stored in the service building. This provision shall not be construed so as to impose on the Lessee the duty of an insurer or guarantor.
13. Prior to the snow season or each year, the Lessee shall arrange for the mowing of all grass and weeds as prescribed by FAA and State regulations on each side of the runways to a minimum height permissible without obstructions which would cause snow drifting or interfere with the snow removal operations, and it shall be the responsibility of the Lessee to time this particular grass cutting so as to properly serve the intended purpose.
14. Be responsible for snow removal immediately adjacent to and surrounding the hangars and Arrival/Departure Building.
15. Be responsible for coordinating snow removal on the roads at the Wastewater Treatment Plant with the City Utilities Director.
16. Maintain the turf and grounds as necessary on airport property and Wastewater Treatment Plant as coordinated with the City Utilities Director. Grass is to be maintained at no higher than five (5) inches.
17. Inspect and report needed repair or maintenance of all airport fences.
18. Make frequent inspections of all runways, remove all hazards from runways, and cause to be closed and mark any runway that cannot be used.
19. Cause NOTAMS (Notices to Airmen) to be filed and deleted when necessary with cooperating Flight Service Stations of the Federal Aviation Administration.
20. Check the airport lighting at least once a week or more often if required, to determine if the runway lighting system is in good working order and whether all light bulbs, light fixtures, wind tee, obstruction markers and airport marking beacon are functioning properly; prepare a diagram of the runway lighting system and the obstruction lights and all lights therein which shall be numbered consecutively and shall keep a record of the performance of each light and the replacements required; make minor repairs as found by inspection to be necessary, and replace burned-out light bulbs promptly. Light bulbs shall

be supplied by the City. Notify City of any repairs required that are of a major nature and beyond the ability of the Lessee to repair, and request instructions as to how to proceed to have the deficiency corrected.

21. Analyze from time to time the runway lighting system performance record, and advise the City of any repairs that should be made to the system, which are revealed as a result of examination of the performance record.
 22. Be subject to and conform with at all times to all laws, rules and regulations of the Federal, State, County or City Governments or appropriate agencies thereof, in the management of the airport and in any and all activities to be carried out under this agreement.
 23. Take all necessary precautions and steps to see that all rules, laws and regulations of the Federal Government, the State of Minnesota, and the City of Waseca or any of its duly authorized agencies, are enforced at all times.
 24. Attend such conferences as the City Manager or designee may direct. The Lessee shall at such conferences offer such advice and cooperation as able.
 25. Attend all committee meetings at which airport matters are to be discussed and considered.
 26. Recommend to the City Manager or designee such rules and regulations relative to the safe operation of the airport as deemed necessary. All flight regulations shall be in addition to and not contrary to Federal Aviation Regulations. No such rules or regulations shall become effective until approved and issued by the City.
 27. Consult with the City in all matters relating to proposals from businesses to locate on the airport.
 28. Keep a complete and accurate record of all maintenance work performed on the airport in such a manner as the City Manager or designee may direct. Make reports to the City Manager or designee in the form requested.
 29. Notify the City Manager or designee, of any damage or repairs to the airport facilities which the Lessee cannot personally correct so as to enable the City to take whatever action necessary to make said repairs.
 30. Report periodically (at least annually) to the City on the condition and activity of the Airport and make suggestions for the facility and services therein rendered. (Annual Budget Process).
 31. Promptly notify the City of the names and addresses of new aircraft hangar rentals, the date the hangar space was occupied and provide the original of the lease to the City Manager or designee.
 32. Make Lessee books and records available to the City for examination or audit and to submit such reports and audit to the City in such forms as prescribed by the City and at such reasonable times and intervals as the City may request.
- C. Furnish planned preventive maintenance per schedule shown below:

PLANNED PREVENTIVE MAINTENANCE

Planned preventive maintenance shall include the following services as scheduled herein

to keep the system operating properly:

WEEKLY

1. Make driving patrol and check all lighting fixtures and assure that the lamps are burning; replace all burned out lamps and broken lenses.
2. Check all control equipment, remote switches, photocells and radio controls. Assure that the controls are operating properly.
3. Check voltages and currents of the equipment and compare them with the equipment rating. Record all results on a log sheet.

MONTHLY

1. Clean electrical equipment building.
2. Make visual inspection of exterior equipment cabinets for cleanliness.
3. Check and remove vegetation growth around VASI's (Visual Approach Slope Indicator), REILS (Runway End Identifier Lights), and runway lights.
4. Check orientation of all lenses on lights.
5. Check interior of flasher and control cabinets. Check safety devices for REILS.
6. Check MALS-RAILS (Median Alignment Lighting System Runway Alignment Indicator System).
7. Check windsock to see that it swings properly, check windsock fabric, and assure that all lamps are operating.

QUARTERLY

1. Check conditions of lamp charger in beacon.
2. Check condition of brushes and slip rings of the beacon.
3. Test clutch drag in beacon.
4. Check "C" clamps and gaskets of the beacon.
5. Check beacon tell-tale circuit.
6. Check optical system of beacon and obstruction lights.

SEMI-ANNUALLY

1. Check for corrosion of electrical parts for all lighting systems and controls.
2. Check equipment for water damage or moisture leaks for all electrical lighting controls and connections.
3. Check lamps and reflectors in VASI's and approach lights.
4. Visually check line of sight for obstructions in approach slope for VASI's.
5. Revamp windsock, beacon, and obstruction lights.
6. Lubricate bearings in windsock and lubricate beacon lights.
7. Check focusing, leveling and aiming of beacon.
8. Adjust hangar door cables.
9. Touch up paint on electrical enclosures.

ANNUALLY

1. Check weatherproofing and gaskets in beacon.
2. Lubricate hangar door rollers.

D. PARTS AND COMPLETE REPLACEMENT

1. The City will repair or replace worn parts or complete components with new parts or reconditioned components. All necessary parts for proper maintenance of the airport lighting system will be ordered by the Lessee and sufficient inventory kept on hand. It is understood that the parts and/or components are to be supplied by the City.
2. Lessee shall not be required to make safety tests or to install new attachments or additional controls or equipment as recommended or directed by an insurance company, laboratory, or governmental authority without a separate agreement by the City.
3. Be responsible for all City-owned airport equipment which is stored or used at the airport and under Lessee's custody and control.
4. Be responsible for notifying the Federal Aviation Administration Flight Service Station promptly of all field conditions affecting the safe use of the airport.
5. Cooperate with the local flight service and give advisory assistance to pilots on such matters as flight rules, parking, and field conditions. See that the hangars and other buildings are used for airport purposes only.
6. Cooperate with all federal, state, and municipal bodies insofar as all matters are concerned which are under their control.

E. Optional Services. In addition, the Lessee is authorized but not required to provide the following services, provided that these additional services do not limit the Lessee's ability to provide the required services:

1. Ramp services at the main terminal or other airport locations, including loading and unloading of passengers, baggage, mail, and freight and providing other ramp equipment.
2. Operation of a flight school.
3. Special flight services, including aerial sight-seeing, patrol of power lines or pipelines, aerial advertising, and aerial photography.
4. The sale of aircraft.
5. Aircraft rental.
6. Aircraft charter operations.
7. Automobile rental.
8. Pilot Advisory/Unicom.

F. Operating Standards. In providing any of the required or authorized services or activities described in this Lease, Lessee shall operate for the use and benefit of the public and shall meet or exceed the following standards.

1. Lessee shall comply with the minimum standards ("Minimum Standards") established by Lessor. Lessor reserves the right to periodically amend the Minimum Standards as it deems advisable, in its sole discretion, for the safe and efficient operation of the airport, and without the agreement of the Lessee. Lessee specifically acknowledges it has not and

cannot acquire any property right based upon or arising out of the Minimum Standards as now existing or as amended in the future.

2. Lessee shall furnish service on a fair, reasonable, and nondiscriminatory basis to all users of the airport. Lessee shall furnish good, prompt, and efficient service adequate to meet all reasonable demands for its services at the airport. Lessee shall charge a fair and nondiscriminatory market price for each unit of sale or service; provided, however, that Lessee shall be allowed to make reasonable and non-discriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
3. Lessee shall select and appoint a full-time manager of its operations at the airport. The manager shall be qualified and competent to carry out his or her duties, and vested with full power and authority to act on behalf of the Lessee with respect to controlling the method, manner, and conduct of the operation of the fixed base services to be provided under this Lease. The manager shall generally be available at the airport during regular business hours. During the manager's absence, a duly authorized subordinate shall be named to be in charge and available at the airport.
4. Lessee shall provide, at its sole expense, a reasonable and sufficient number of employees to provide effectively and efficiently the services required or authorized by this Lease.
5. Lessee shall control the conduct, demeanor and appearance of its employees, who shall be trained by Lessee and shall possess such technical qualifications and hold such certificates or qualifications as may be required by any governmental authority in carrying out assigned duties. Lessee's employees shall wear appropriate uniforms or other distinctive or marked attire that allows for their ready identification as employees of the Lessee. It shall be the responsibility of Lessee to maintain close supervision over its employees to assure a high standard of service to airport customers.
6. Lessee shall meet all expenses and payments in connection with the use of the premises and the rights and privileges herein granted, including taxes, permit fees, license fees and assessments lawfully levied or assessed upon the premises or property at any time situated therein and thereon. Lessee may, at its sole expense and cost, contest any tax, fee, or assessment. Lessor shall have sole responsibility for the payment of any real estate taxes for Lessor-owned buildings.
7. Lessee shall comply with all federal, state, and local laws, rules and regulations which may apply to the conduct of its business, including rules and regulations established by Lessor. Lessee shall maintain in effect and post in a prominent place all necessary or required licenses and permits.
8. Lessee shall keep and maintain the premises in good condition, order and repair, and shall surrender the same upon the expiration of this Lease, in the condition in which they are required to be kept, reasonable wear and tear and damage by the elements not caused by Lessee's conduct excepted.
9. The Lessee agrees that there shall be no burning of any materials upon the airport and further agrees that any materials or equipment placed upon the demised land shall be neatly piled or stacked and kept in a location so that it will not interfere with airport operation or create an unsightly appearance. Lessee shall cause to be removed at its own expense all junk, waste, garbage and rubbish, and warrants that such items and materials will be disposed of lawfully. Lessee may deposit the same temporarily in suitable

- containers on the demised land awaiting its collection for removal.
10. Lessee shall be responsible for locking the leased premises after the close of business each day.
 11. It is expressly understood and agreed that, in providing required and authorized services pursuant to this Lease, Lessee shall have the right to choose, at its sole discretion, its vendors and suppliers.
 12. Lessee may erect suitable advertising signs on the leased premises to advertise Lessee's business, provided that the form, type, size, and method of installation shall first be approved by the Lessor and shall be in compliance with all applicable municipal ordinances and regulations.
 13. Lessee agrees to comply with all rules and field regulations with respect to control of ground and air traffic and use of the airport as shall be established from time to time by the Lessor, and Lessee shall abide by all rules, regulations and orders of the Minnesota Department of Transportation and the Federal Aviation Administration and other lawful authorities with respect to aircraft operations on the airport and with respect to the use of the leased premises.

Section 6. **SERVICES TO BE PROVIDED BY LESSOR**

The Lessor will provide the following services:

- A. Maintain the hangars and Arrival/Departure Building and other facilities leased by the Lessee in good and usable condition. This obligation includes but is not limited to the roof, exterior walls, doors, windows, and all basic mechanical and electrical components and rest room fixtures. The Lessor is not responsible for repairs made necessary due to cause attributable to the Lessee or its employees, agents, or servants.
- B. Provide fuel tanks in good working order to store fuel to be sold by Lessee. These tanks shall remain the property of the Lessor. If any of Lessee's fuel stored in such tanks becomes contaminated because Lessor's fuel system is faulty, the Lessor shall be responsible for replacement of the contaminated product.
- C. Except for sidewalks adjacent to buildings leased by the Lessee, Lessor shall be responsible for the removal of snow and ice from all runways, taxiways, aprons, parking lots, driveways, and other public areas. Lessee shall coordinate snow removal operations with Lessor to complete snow and ice control operations in the most efficient manner possible.
- D. Provide and maintain in good working order fire extinguishers and other emergency rescue equipment in all leased and public areas.
- E. Provide adequate informational signs that shall be of a size, shape and design selected by the Lessor. Such signs will include adequate information and directions to identify the Lessee and Lessee's exclusive use areas.

Section 7. **USE OF AIRPORT FACILITIES.**

Lessee shall be entitled, in common with the general public, to have access to and use of all public facilities at the Airport. Such facilities include, but are not limited to, the use of landing areas,

runways, taxiways, navigational aids, terminal facilities and aircraft parking areas designated by Lessor, provided, however, that such access and use shall be upon such terms and under such rules and regulations as they now exist or may be hereinafter established by the Lessor and subject to any charges for such use as may be established from time to time by the Lessor.

Section 8. **AIRPORT MAINTENANCE AND MANAGEMENT.**

- A. Maintenance of Airport Facilities. Except as otherwise required by this Lease, the Lessor shall maintain all public and common or joint use areas of the airport, including the air operations area, in good repair, and shall make such repairs, replacements or additions thereto as it considers, in its sole discretion, necessary for the safe and efficient operation of the airport.
- B. Aerial Approaches. Lessor reserves the right to take any action it considers necessary to protect the aerial approaches of the airport against obstruction, together with the right to prevent Lessee from erecting or permitting to be erected, any building, fence, signage, or other structure on or adjacent to the airport which, in the opinion of Lessor, would limit the usefulness of the airport or constitute a hazard to aircraft.

Section 9. **PAYMENTS**

- A. Fuel Sales. Lessee shall be responsible for operation and sales of all on premise aviation fuels.
- B. Contractor Payments. As and for consideration of their services as Contractor of the Airport, the Lessor shall compensate the Lessee \$2,300/month for calendar year 2018. Lessor and Lessee shall negotiate payments for calendar years 2019 and 2020 and any extension years annually on or before December 1 of the preceding year.
- C. Utilities.
 - 1. Lessee is responsible for all utilities including but not limited to gas, electricity, water, sewer, phone and internet related to the existing FBO Maintenance Hangar and the future FBO Hangar.
 - 2. Lessor is responsible for all utilities including but not limited to gas, electricity, water, sewer, phone and internet related to the Arrival/Departure Building and T-Hangars.
- D. Additional Rent.
 - 1. Lessee shall have the use of the Arrival/Departure Building, existing FBO Maintenance Hangar and the proposed FBO Hangar rent free.
 - 2. Lessee shall have the right to rent one (1) standard 40-foot T-Hangar. Until such time as the new FBO Hangar is constructed, Lessee shall rent the T-Hangar rent free. Once the new FBO Hangar is completed and occupied by the Lessee, should the Lessee continue to rent the T-Hangar the rate should be fifty percent (50%) of the current non-commercial T-hangar lease rate.
- E. Payments. Payments due under this Lease shall be paid to the Lessor, without notice, by the tenth (10th) of the month in which payment is due.
- F. Delinquency Charge. If required payments are not remitted until after the due date, the Lessee shall be obligated to pay the Lessor 110% of the amount of rent then due and owing.
- G. Place of Payment. All payments due Lessor shall be delivered to City Finance Department at

508 South State Street, Waseca, MN 56093.

- H. Records. Lessee shall provide and maintain accurate records of fuel dispensed and gross sales receipts derived under this Lease and tie-down fees collected, for a period of three (3) years from the date the record is made. Such records shall be maintained according to generally accepted accounting principles. Lessor, or its duly authorized representative, shall have the right to request, at its own expense, an inspection of the books, records, and receipts of Lessee, and to verify Lessee's fuel records. Lessee shall provide Lessor reports on fuel dispensed categorized by fuel type, meter readings on pumps for the beginning and ending of the calendar month, and any other information relating to fueling activity requested by the Lessor. The Lessee shall attach to the report copies of all invoices from fuel suppliers and the invoices shall be signed and dated by the person who supplied or delivered the fuel to the Lessee. Lessor has the right at any time, upon reasonable request, to inspect the Lessee's fueling system, fuel invoices and business records to ascertain the veracity of Lessee's reports.
- I. Annual Statement. If requested by Lessor, within sixty (60) days after the end of each calendar year, Lessee shall furnish to Lessor a statement of gross sales made, during the preceding calendar year, certified by an officer of Lessee as to its accuracy. The statement shall be in adequate detail to identify all of the various sources of those sales and receipts. Gross sales not derived from business operations pursuant to this lease, if any, shall be identified as such. If requested by Lessor, Lessor may audit said statement and Lessee's books and records, including examination of the general ledger and all other supporting materials, at any reasonable time during business hours, for purposes of verifying the reported fuel sales and parking fees collected.

Section 10. **INSURANCE.**

- A. Required Liability Insurance Coverages. The requirements for insurance coverages set forth below are based on the services the Lessee is obligated to perform under Section 5(B) of this Lease.

Lessee acknowledges that Lessor may require additional insurance coverages if Lessee elects to engage in any of the optional services identified under Section 5(C) of this Lease, and that such coverages must be in full force and effect and meet the endorsement and additional insured requirements described below before Lessee may engage in offering any such optional services.

Lessee shall obtain, and maintain continuously in full force and effect during the term of this Lease, at Lessee's sole expense, the following insurance:

- B. Commercial general liability coverage with a limit of at least \$1,000,000 per occurrence. The CGL insurance shall cover liability arising from premises, operations, independent contractors, personal and advertising injury; and liability assumed under an insured contract. The CGL insurance shall also cover liability arising from products-completed operations for the limits as shown below.

- C. Hangar keeper's liability insurance in the minimum amount of \$50,000 per aircraft and 50,000 per occurrence.
- D. Product liability and completed operations insurance in the minimum amount of \$100,000 per occurrence.
- E. Lessee shall secure an endorsement for each policy specified above stating that the insurance contract cannot be cancelled by the insurer until ten (10) days' notice in writing of cancellation has been given to the city clerk at 508 South State Street, Waseca, MN 56093.
For each policy specified above, Lessee agrees that it will cause the city to be named as an additional insured for all claims arising out of the named insured's performance of services required or authorized under its agreement with the airport owner.
- F. Lessee shall be in compliance with Minnesota Workers' Compensation laws. Lessee agrees to provide Workers' Compensation insurance for all its employees in accordance with the statutory requirements of the State of Minnesota. The Lessee shall also carry Employers' Liability Coverage with minimum limits are as follows:

\$500,000 – Bodily Injury by Disease per employee

\$500,000 – Bodily Injury by Disease aggregate

\$100,000 – Bodily Injury by Accident
- G. Lessee shall provide evidence to the City in writing, before the earlier of either occupying the leased premises or offering services to the public at the airport, that it has the insurance coverages and endorsements specified above and that the city is named as an additional insured on all required policies except any workers compensation insurance coverage.
- H. The Lessee shall, prior to commencing the services, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect.
- I. The insurance requirements may be met through any combination of primary and umbrella/excess insurance.
- J. The Lessee's policies shall be primary insurance and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of the Lessee's performance under the agreement.

- K. The Lessee's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' written notice for non-payment of premium.
- L. No representation is made that the minimum insurance requirements are sufficient to cover the obligations of the FBO under the agreement.

Section 11. **INDEMNIFICATION.**

Lessee shall defend and indemnify Lessor from and against any and all claims, demands, suits, judgments, costs and expenses asserted by any person(s), including agents or employees of Lessor or Lessee, arising out of Lessee's performance of services required or authorized under this Lease.

Section 12. **CASUALTY.**

In the event any fixed improvements owned by Lessee and existing on the premises upon the date of execution of this Lease or erected on the premises by Lessee are damaged, destroyed by fire or other casualty, Lessee shall immediately repair the improvements and restore them to a condition at least as good as they were in immediately before the casualty.

Section 13. **LESSEE AS INDEPENDENT CONTRACTOR.**

In conducting its business hereunder, Lessee shall be an independent contractor and not an employee or agent of Lessor. The selection, retention, assignment, direction and payment of Lessee's employees shall be the sole responsibility of Lessee, and Lessor shall not attempt to exercise any control over the daily performance of duties by Lessee's employees.

Section 14. **ASSIGNMENT, SUBLEASE.**

Lessee agrees that it will not sublet the leased premises or any part thereof or hangars located thereon and will not assign this Lease or any interests therein, nor permit this Lease to become transferred by operation of law or otherwise and that no act or acts will be done or suffered whereby the same may be or become sublet or assigned in whole or in part, unless the written consent of the Lessor endorsed hereon shall be first obtained in each and every case of subletting or assignment and that nothing whatever shall be held to be a waiver of or supersede the necessity of such endorsement. Subletting does not include the rental of hangar space for airplane storage. The Lessor's consent to or denial of any sublease or assignment rests in its sole discretion.

Any assignments, sale in bankruptcy or insolvency of the Lessee may, at the option of the Lessor, be considered an assignment and a breach of this Lease.

Section 15. **NONDISCRIMINATION.**

Notwithstanding any other provisions of this Lease, during the performance of this Lease, Lessee for itself, its agents, employees, servants, heirs, personal representatives, successors in interests or assigns, as part of the consideration of this Lease, does hereby covenant and agree, as a covenant running with the land, that, if applicable,

- A. No person on the grounds of race, color, creed, religion, disability, national origin, marital status, sexual orientation, or sex shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in the receipt of services or use of the premises.
- B. In the construction of any improvements on, over or under the premises, and the furnishing of services therein or thereon, no person on the grounds of race, color, creed, religion, disability, national origin, marital status, sexual orientation, or sex shall be excluded from participation in, or denied the benefits of, such activities or otherwise be subject to discrimination.
- C. Lessee warrants that it is familiar with and will use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations ("C.F.R."), Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said regulations may be amended.
- D. Lessee will not engage in unlawful employment discrimination. Further, Lessee will develop or reaffirm an equal opportunity policy and disseminate that policy internally and externally. The plan shall be implemented through an action-oriented program with goals and timetables designed to eliminate obstacles to equal opportunity for women and minorities in recruitment and hiring. In recruiting job applicants for available positions, Lessee will make contact with minority and women's organizations, schools with predominant minority or female enrollments, and other recruitment sources for minorities and women.
- E. In the event of breach of any of the above non-discrimination covenants, Lessor shall have the right to terminate this Lease and to reenter and repossess the premises and hold the same as if this Lease had never been made or issued. This provision does not become effective until the procedures of 49 CFR, Part 21, have been followed and completed, including expiration of appeal rights.

Section 16. **RECORDS RETENTION AND AVAILABILITY.**

Lessee agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may deem reasonably necessary, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, paper, records, etc. which are pertinent to the accounting practices and procedures of Lessee and involve transactions relating to this Lease. Lessee agrees to maintain these records for a period of three (3) years from the date of termination of this Lease.

Section 17. **REQUIREMENTS OF THE UNITED STATES.**

This Lease shall be subject and subordinate to the provisions of any existing or future agreement between Lessor and the United States, or any agency thereof, relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development or operation of the airport; provided, however, that Lessor shall, to the extent permitted by law, use its best efforts to cause any such agreements to include provisions protecting and preserving the rights of Lessee in and to the premises, and to compensation for taking thereof, interference therewith and damage thereto, caused by such agreement or by actions of Lessor or the United States pursuant thereto.

Section 18. **COMMITMENTS TO FEDERAL OR STATE AGENCIES.**

Nothing herein shall be construed to prevent the Lessor from making such commitments as it desires to the Federal Government or to the State of Minnesota in order to qualify for the expenditure of federal and state funds on the airport. Notwithstanding the foregoing, no such additional commitments shall result in an increase in rent or Lessee's obligations hereunder without the Lessee's written consent.

Section 19. **PARKING OF VEHICLES.**

Lessee's private automobiles shall be allowed to be placed in the buildings for short periods of time. Auto parking on the apron or grass will not be permitted. All customer automobile parking will be in the public vehicle parking lot.

Section 20. **DEFAULT AND TERMINATION.**

- A. Termination by Lessee. This Lease shall be subject to termination by Lessee in the event of any one or more of the following events:
 - 1. The abandonment of the airport as an airport or an airfield.
 - 2. The default by Lessor in the performance of any of the terms, covenants, or conditions of this Lease, and the failure of Lessor to remedy, or undertake to remedy to Lessee's satisfaction, such default for a period of thirty (30) days after receipt of written notice from Lessee to remedy the same, addressed to Lessor, to the attention of Director of Engineering at 508 South State Street, Waseca, MN 56093.
 - 3. Damage to or destruction of all or a material part of the premises or airport facilities necessary to the operation of Lessee's business.
 - 4. The assumption by the United States, or any authorized agency thereof, of the operation, control or use of the airport, or any substantial part or parts thereof, in such a manner as to restrict Lessee from substantially conducting business operation for a period in excess of ninety (90) days.
- B. Termination by Lessor. This Lease shall be subject to termination by Lessor in the event of any one or more of the following events:
 - 1. Institution of voluntary bankruptcy proceedings by Lessee.
 - 2. Institution of involuntary bankruptcy proceedings in which the Lessee thereafter is

adjudged bankrupt.

3. Assignment for the benefit of creditors of the interests of Lessee under this Lease.
4. Appointment for the benefit of creditors of the property or affairs of the Lessee.
5. If Lessee shall vacate the demised premises.
6. If Lessee shall refuse to take possession of the demised premises on the commencement date or shall permit the demised premises to remain unoccupied or unattended.
7. If Lessee shall fail to pay any installments of rent or other charges required to be paid by Lessee within ten (10) days after they shall become due and payable, subject to the rights of redemption provided by law.
8. If Lessee shall fail to perform or observe any of its other obligations under this Lease for a period of thirty (30) days after written notice thereof to Lessee.
9. Any violation of state, federal or local law, statute, ordinance or regulation which results in a criminal conviction may result in the immediate termination, without further notice, of this Lease at Lessor's option.

C. Force majeure: Waiver

1. Neither party shall be held to be in breach of this Lease because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, or any other cause over which that party has no control; provided, however, that the foregoing provision shall not apply to failures by Lessee to pay fees, rents, or other charges to Lessor.
2. The waiver of any breach, violation or default with respect to the performance or observance of the covenants and conditions contained herein shall not constitute a waiver of any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.

Section 21. **MISCELLANEOUS PROVISIONS.**

- A. Entire Agreement. This lease constitutes the entire understanding between the parties, and as of its effective date supersedes all prior understandings and agreements between the parties covering the subject matter hereof. Any change or modification of this Lease must be in writing and signed by both parties.
- B. Severability. If a provision of this Lease shall be finally declared void or unlawful by any court or administrative agency having jurisdiction, the entire Lease shall not be void, but remaining provisions shall continue in effect as nearly as possible in accordance with the original intent of the parties.
- C. Headings. The headings used in this Lease are intended for convenience of reference only and do not define or limit the scope or meaning of any provision of this Lease.
- D. Governing Law. This lease is to be construed and interpreted in accordance with the laws of the State of Minnesota.
- E. Notices. Whenever under this lease any demand, notice or declaration of any kind is required or permitted, it shall be in writing, served or sent by mail with postage prepaid.
 1. If to Lessor, it shall be addressed to the attention of Director of Engineering at 508

South State Street, Waseca, MN 56093

2. If to Lessee, it shall be addressed to the attention of Stensrud Aviation, 34593 110th Street, Waseca, MN 56093.

- F. Amendments. This Lease may be amended at any time throughout the term of the agreement. All amendments shall be in writing and mutually agreed upon and executed by Lessor and Lessee.

IN WITNESS WHEREOF, the parties hereto have executed this Lease to be effective from the day and year first written above.

CITY OF WASECA

a municipal corporation,

Lessee

by: _____

Director of Engineering

Lessee

by: _____

City Manager

Title:	Introducing Ordinance 1065 and Setting a Public Hearing Date for Consideration of Ordinance No. 1065, Releasing a Utility Easement Agreement for Property Located at 100 15 th Ave NE, Block 3, North Ridge Subdivision.		
Meeting Date:	August 7, 2018	Agenda Item Number:	6D
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Ordinance No. 1065
Originating Department:	Community Development	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Introducing Ordinance 1065 and Setting a Public Hearing Date for Consideration of Ordinance No. 1065, Releasing a Utility Easement Agreement for Property Located at 100 15 th Ave NE, Block 3, North Ridge Subdivision.		
How does this item pertain to Vision 2030 goals?	Good Governance		

BACKGROUND: The City has received an application for the release of an easement agreement to vacate a utility easement located on 100 15th Ave NE.

The 5 foot wide easement is located along the eastern lot line and runs north to south within the lot. The property is currently undeveloped. The applicant intends to apply for a Major Subdivision and replat to combine this property with neighboring properties. The proposed use is for a convenience store with a gas station and car wash. The proposed land uses are in compliance with the Principle Permitted Uses of the B-2 District. The request has been reviewed by the City Engineering and Utilities Departments. There is no current or future need for the utility easement.

BUDGET IMPACT: None.

POLICY QUESTION: None.

ALTERNATIVES CONSIDERED: None.

RECOMMENDATION: Introduce Ordinance 1065 and set a Public Hearing date for August 21, 2018 for consideration of releasing the easement agreement Document No. 222475 on the property located at 100 15th Ave NE.

ORDINANCE NO. 1065

**ORDINANCE OF THE CITY OF WASECA, MINNESOTA
RELEASING THE UTILITY EASEMENT AGREEMENT FOR PROPERTY
LOCATED AT 100 15th AVE NE**

WHEREAS, the Easement Agreement was recorded on November 6, 1998; and

WHEREAS, the plat of Block 3, North Ridge dedicated a utility easement along the East lot line; and

WHEREAS, United Prairie Bank is the owner of Block 3, North Ridge Subdivision; and

WHEREAS, Emily Kronebusch of Kwik Trip Inc. on behalf of United Prairie Bank, has requested the release of an easement agreement as shown in the attached **Document No. 222475** and described as follows:

All that part of Block 3, North Ridge, described as follows: Beginning at the NW corner of said Block 3; thence South 0°00'01" East, assumed bearing, 207.64 feet along the West line of said Block 3; thence South 89°42'27" East 160.00 feet; thence North 0°00'01" West 207.71 feet to the North line of said Block 3; thence North 89°44'03" West 160.00 feet along the north line of said Block 3 to beginning, Waseca County, Minnesota.

A perpetual easement for utility purposes over, under, and across the easterly 5.00 feet of the property described on Exhibit A.

WHEREAS, the Waseca City Council has determined that the above described easement is not necessary to serve the needs of the public; and

WHEREAS, on the 15th day of August, 2018, the Planning Commission will hold a public hearing on the proposed release of easement agreement.

WHEREAS, the City Council of the City of Waseca has considered the advice and recommendation of the Planning Commission, and on the 21st day of August, 2018, held a public hearing on the proposed ordinance.

NOW, THEREFORE, The City of Waseca does hereby ordain that the above easement agreement is hereby released and vacated.

Adopted this 21st day of August, 2018.

R. D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT CITY MANAGER

Introduced: August 7, 2018
Adopted: August 21, 2018
Published: August 31, 2019
Effective: August 31, 2018

RESOLUTION NO. 18-49

**A RESOLUTION OF THE WASECA CITY COUNCIL
AUTHORIZING TEMPORARY EXTENSION
OF LICENSED PREMISES TO WASECA BARS LOCATED WITHIN THE CONTROLLED
BLOCKS PATROLLED BY WASECA P.D.**

WHEREAS, Waseca bars are licensed for the sale of intoxicating liquor; and

WHEREAS, the licensed premises are within an enclosed building; and

WHEREAS, the Sesquicentennial Celebration and All School Reunion happen over Labor Day weekend; and

WHEREAS, a map of the area is included with location of individual Bars; and

WHEREAS, the bars located within 2nd Ave N, 2nd St E, 2nd Ave S, and 2nd St W would like to have controlled areas with music playing and bar service extended until 1 a.m. on September 2, 2018.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Waseca hereby authorizes an extension of the licensed premises to all bars within 2nd Ave N, 2nd St E, 2nd Ave S, and 2nd St W, subject to conditions of controlled access and proof of liquor liability insurance coverage.

BE IT FURTHER RESOLVED this resolution authorizes extension of the licensed premises into a completely contained area between within 2nd Ave N, 2nd St E, 2nd Ave S, and 2nd St W for a one night event. This resolution does not otherwise permit or restrict any other lawful activities that may occur in connection with the extension of the licensed premises description.

Adopted this 7th day of August, 2018.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO CITY MANAGER



CHANGE ORDER NO. 5

LEVEL 2

Page 1 of 4

CONTRACTOR: Ulland Brothers Inc.		FEDERAL PROJECT NO. STPMF 8116(169)	STATE PROJECT NO. S.P. 172-010-003, SP 8103-115 & SP 8104-42
ADDRESS: 2400 Myers Road, Albert Lea, MN 56007		LOCATION OF WORK: City of Waseca – Old TH 14 Reconstruction	
This Contract uses MnDOT Standard Specifications for Construction 2016 Edition			

This Contract is between the City of Waseca, and Contractor as follows:

Issue:

The City of Waseca, MnDOT and Ulland Brothers Inc. have identified a number of minor modifications to the Construction documents that are required to facilitate construction of the proposed improvements. These issues / modifications have been incorporated into this Change Order to document the agreed upon modifications and methods of payment. These issues / modifications generally include:

1. A vertical conflict was discovered with the proposed 24-inch RCP storm sewer (between manholes 2086 and 2093A) and an existing steel casing duct carrying primary electric distribution lines and fiber optic communications cables. Relocation of the steel casing and / or modification of the storm sewer profile was not feasible.
2. An Underground Storage Tank (UST) was discovered near the location of catchbasin manhole 2089A that requires removal. The UST was a 500-gallon fuel tank containing a small volume of fuel.
3. The City of Waseca is requesting that MnDOT seed mix 35-221 be used in lieu of the specified MnDOT seed mix 25-131 for turf restoration of up to 0.5 acres of disturbed area that is not regularly mowed. The MnDOT seed mix 35-221 is to be seeded to restore disturbed areas near Loon Lake and the Alum Pond as generally illustrated on sheet 480 of the construction drawings. The revised seed mixture is desired as it will have a better chance of successful establishment and will produce grass species that will be easier for the City to maintain.
4. An existing 6" VCP drain tile was damaged during reconstruction of Old TH 14 adjacent to Kiesler's Campground. The existing drain tile drains portions of Kiesler's Campground and outlets into the Old TH 14 storm sewer system at 1078+84, 38' RT.
5. City of Waseca awarded an Alternate Bid for the construction of 6" Concrete Walk Special which requires the construction of the 3-feet wide band of 6-inch thick, colored concrete walk to be constructed behind the curb and adjoining the construction of a 6-inch thick non-colored concrete walk. Reinforcement bars were not included in the construction documents but, are desired to tie the colored and non-concrete walk together in a ~1.5 block segment of Elm Avenue / Old TH 14 between stations 998+11 to 1003+15 on both sides of the roadway.

The Engineer has determined the Contract needs to be revised in accordance with the terms and conditions of the project's EJCDC C-700 Std. General Conditions of the Construction Contract (2007 Edition) and the associated Supplementary Conditions.

Resolution and Authorization:

In accordance with the terms of this Contract, Ulland Brothers Inc. is hereby authorized and instructed to perform the work as altered by the following provisions and applicable specifications and contract requirements:

Change Order No. 5 shall modify construction plan sheet 412 and add pay items for various construction activities required to complete the work as discussed herein. A summary of the modifications follows:

CHANGE ORDER NO. 5
LEVEL 2

Page 2 of 4

Revised Sheet 412R includes work in item No. 1 below:

1. Twin 18-inch PVC storm sewer pipe (between manholes 2086 and 2093A) shall be furnished and installed to eliminate a vertical conflict between the originally proposed 24-inch RCP storm sewer at this location and an existing steel casing duct carrying primary electric distribution lines and fiber optic communications cables. To facilitate the use of twin 18-inch diameter PVC pipes, structure 2093 requires field modification by the Contractor to increase the pipe opening size. Payment for modification of structure 2093 will be made under the "Modify Drainage Structure" pay item. Payment of the 18-inch PVC pipe shall be made by the total length of each 18-inch PVC pipe installed including pipe bedding per Section 33 05 05 - Trenching and Backfilling. Pipe bedding shall be considered incidental. Manhole 2093A and the associated casting will be paid for under existing contract bid unit prices and are not included in this change order.
2. The UST that was discovered near the location of catchbasin manhole 2089A shall be removed by Minnesota Petroleum for a cost of \$4,100 + \$410 (10% prime contractor markup) + \$1,640 in labor and equipment for Ulland Brothers to coordinate and assist in the removal and backfill of the UST by Minnesota Petroleum. The total payment of \$6,150 shall include all labor, equipment, materials, and contaminated material handling and disposal including associated fees.
3. Utilize MnDOT seed mix 35-221 for turf restoration of up to 0.5 acres of disturbed area near Loon Lake and the Alum Pond. No payment will be made for seed mixture 25-131 that was originally specified but, not installed.
4. The 6" drain tile damaged by roadway reconstruction activities shall be reconstructed in conjunction with the proposed ditch grading behind the curb. The proposed drain tile repair includes approximately 440 LF of 6-inch Perforated Pipe Drain (dual wall corrugated HDPE) between stations 1078+84, 38' RT to 1083+14, 38' RT. Construction of the 6" Perforated HDPE Pipe Drain is to be in accordance with the modified MnDOT Surface Drain Plans that were included in the bidding documents. Measurement for the 6" Perf HDPE Pipe Drain will be by linear feet of pipe along its axis with no regard to intervening fittings. Payment shall include the HDPE pipe drain, geotextile wrap, filter aggregate, rodent guard at outlet, fittings and connection to the existing drainage pipe.
5. The Contractor shall furnish and install approximately 350, 12-inch long – No. 4 reinforcement bars. The reinforcement bars are to be drilled / grouted and installed in the construction joint at 30-inch intervals between the 3-foot wide band of 6-inch thick, colored concrete walk to be constructed behind the curb and the adjoining 6-inch thick non-colored concrete walk. Measurement on a per each basis. Payment shall be made under the bid item: 2302.602 DRILL AND GROUT REINFORCEMENT BAR (EPOXY COATED) and include all labor, equipment and materials to drill, grout and install each 12-inch epoxy coated No. 4 reinforcement bar at 30-inch on center intervals into the proposed walk. The cost would be a 100% Local cost.

No modification in the contract Substantial or Final Completion dates will be provided as a result of the additions and modifications of the work discussed within this Change Order No. 5.

CHANGE ORDER NO. 5

LEVEL 2

Page 3 of 4

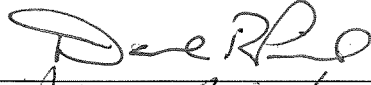
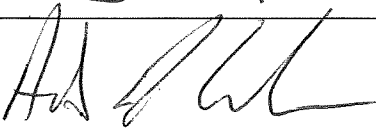


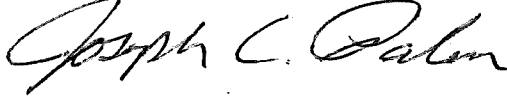

(INCREASE / DECREASE) ESTIMATE OF COST

ITEM NO.	ITEM	UNIT	UNIT PRICE	QTY	AMOUNT	Proj / Cat
2506.602	MODIFY DRAINAGE STRUCTURE	Each	\$500.00	1	\$500.00	100% State / 2
2503.603	18" PVC PIPE SEWER	LIN FT	\$68.85	54	\$3,717.90	100% State / 2
2104.509	REMOVE UNDERGROUND TANK	Each	\$6,150.00	1	\$6,150.00	100% State / 2
2575.502	SEED MIXTURE 35-221	Pound	\$21.56	18	\$388.08	100% State / 1
2502.541	6" Perf HDPE Pipe Drain	LIN FT	\$23.00	440	\$10,120.00	100% State / 2
2302.602	DRILL AND GROUT REINFORCEMENT BAR (EPOXY COATED)	Each	\$11.69	350	\$4,091.50	100% Local / 3
Total Change Order No. 5					\$24,967.48	\$ 4,091.50 Local \$20,875.98 State
Original Contract Amount =					\$18,298,652.14	
Previous Change Orders (#1 \$32,023.48; #2 -\$60,443.59; #3 -\$1,062.00); #4 \$349,283.84 =					\$319,801.73	
Revised Contract Amount =					\$18,643,421.35	

CHANGE ORDER NO. 5

LEVEL 2

Page 4 of 4

	Signature	Date
Project Engineer for MnDOT Daniel R. Pirkel		7-12-18
Contractor: Ulland Brothers Inc. Andrew Erichson, Vice President - General Manager		7-19-18
District State Aid Engineer Lisa Bigham		7/20/18
Interim Waseca City Manager Duane Hebert		7-13-18
Consultant Contract Administration: Stantec - Joseph Palen (Recommendation for approval)		7-12-18
Waseca City Engineer Tom Kellogg - (if funded wholly or in part by Local Agency funds)		7/12/18

* Required for Change Order Level 2 that exceed \$25,000.00

** Required if work funded wholly or in part by a Local Agency

*** Recommendation for Approval

ATTACHMENTS: By signing this agreement, the Contractor acknowledges receipt of the specified attachments (if applicable.)

- ☒ Plans (Sheet 412R)
☐ Specifications
☐ Other _____

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ☒ Federal Funding ☒ State Aid Funding ☒ Local funds

District State Aid Engineer: _____

Date: 7/20/18

CHANGE ORDER NO. 6
LEVEL 2

Page 1 of 3

CONTRACTOR: Ulland Brothers Inc.		FEDERAL PROJECT NO. STPMF 8116(169)	STATE PROJECT NO. S.P. 172-010-003, SP 8103-115, SP 8104-42 & SAP 081-614-011
ADDRESS: 2400 Myers Road, Albert Lea, MN 56007		LOCATION OF WORK: City of Waseca – Old TH 14 Reconstruction	
This Contract uses MnDOT Standard Specifications for Construction 2016 Edition			

This Contract is between the City of Waseca, and Contractor as follows:

Issue:

In a Fall of 2016, a significant rainfall event occurred that resulted in a slope failure along the south side of Old TH 14 (CSAH 14) at a location approximately 1,300-feet west of Clear Lake Drive in Waseca, MN. The slope failure impacted approximately 350 lineal feet of the embankment overlooking Clear Lake. The storm damage resulted in a Disaster Declaration and it was determined that State Disaster Account Funds could be used to fund slope stabilization repairs with the project funding administered through MnDOT and Waseca County. The City of Waseca and Waseca County subsequently entered into an agreement that the City of Waseca would take the lead on project design and construction administration and that the reconstruction work be incorporated into the Elm Avenue / Old TH 14 Reconstruction project via Change Order. This Change Order No. 6 incorporates the slope stabilization improvements (illustrated within the attached construction drawings) into the Elm Avenue / Old TH 14 Reconstruction project that Ulland Brothers is contracted to complete.

The Engineer has determined the Contract needs to be revised in accordance with the terms and conditions of the project's EJCDC C-700 Std. General Conditions of the Construction Contract (2007 Edition) and the associated Supplementary Conditions.

Resolution and Authorization:

In accordance with the terms of this Contract, Ulland Brothers Inc. is hereby authorized and instructed to perform the work as altered by the following provisions and applicable specifications and contract requirements:

Change Order No. 6 shall modify the Old TH 14 Construction Documents to include the attached 24 sheet CSAH 14 / Elm Avenue Slope Stabilization Improvements (S.A.P. 081-614-011) construction drawings and add pay items for the construction activities required to complete the associated work. All construction costs are to be reimbursed to the City of Waseca by Waseca County through the use of State Disaster Account Funds associated with SAP 081-614-011. No modification in the Contract Substantial or Final Completion dates will be provided as a result of the additions and modifications of the work discussed within this Change Order No. 6.

CHANGE ORDER NO. 6 LEVEL 2

Page 2 of 3

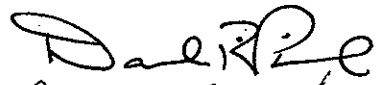
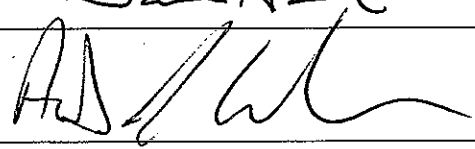

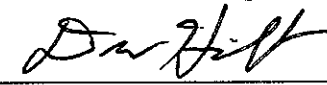


(INCREASE / DECREASE) ESTIMATE OF COST

ITEM NO.	ITEM	UNIT	UNIT PRICE	QTY	AMOUNT	Proj / Cat
2101.502	CLEARING	TREE	\$ 630.88	16	\$ 10,094.12	100% Local / 9
2101.507	GRUBBING	TREE	\$ 630.88	18	\$ 11,355.88	100% Local / 9
2106.501	EXCAVATION COMMON (CV)	CU. YD.	\$ 17.00	1478	\$ 25,126.00	100% Local / 9
2106.523	COMMON EMBANKMENT (CV)	CU. YD.	\$ 12.75	1802	\$ 22,975.50	100% Local / 9
2573.502	SILT FENCE, TYPE MS	LIN. FT.	\$ 1.93	845	\$ 1,626.63	100% Local / 9
2573.53	STORM DRAIN INLET PROTECTION	EACH	\$ 262.50	4	\$ 1,050.00	100% Local / 9
2573.533	SEDIMENT CONTROL LOG	LIN. FT.	\$ 3.25	243	\$ 788.54	100% Local / 9
2574.508	FERTILIZER TYPE 1	POUND	\$ 0.50	72	\$ 35.64	100% Local / 9
2574.508	FERTILIZER TYPE 3	POUND	\$ 0.54	119	\$ 64.14	100% Local / 9
2574.525	TOP SOIL BORROW	CU. YD.	\$ 32.00	192	\$ 6,144.00	100% Local / 9
2574.578	SOIL BED PREPARATION	ACRE	\$ 1,650.00	0.7	\$ 1,155.00	100% Local / 9
2575.501	SEEDING	ACRE	\$ 1,100.00	0.33	\$ 363.00	100% Local / 9
2575.502	SEED MIXTURE 35-221	POUND	\$ 21.56	13	\$ 280.28	100% Local / 9
2575.504	TURF REINFORCEMENT MAT CATEGORY 3	SQ. YD.	\$ 9.41	1652	\$ 15,537.06	100% Local / 9
2575.505	SODDING TYPE SALT TOLERANT	SQ. YD.	\$ 6.05	1753	\$ 10,605.65	100% Local / 9
Total Change Order No. 6					\$107,201.43	\$107,201.43 Local
					\$	0.0 State
Original Contract Amount =					\$18,298,652.14	
Previous Change Orders (#1 \$32,023.48; #2 -\$60,443.59; #3 -\$1,062.00; #4 \$349,283.84; #5 \$24,967.48 =					\$344,769.21	
Revised Contract Amount =					\$18,750,622.78	

CHANGE ORDER NO. 6

LEVEL 2

Page 3 of 3

	Signature	Date
Project Engineer for MnDOT Daniel R. Pirkl		7.12.18
Contractor: Ulland Brothers Inc. Andrew Erichson, Vice President - General Manager		7-19-18
District State Aid Engineer Lisa Bigham		7/20/18
Interim Waseca City Manager Duane Hebert		7-13-18
Consultant Contract Administration: Stantec - Joseph Palen (Recommendation for approval)		7-12-18
Waseca City Engineer Tom Kellogg - (if funded wholly or in part by Local Agency funds)		7/12/18

* Required for Change Order Level 2 that exceed \$25,000.00

** Required if work funded wholly or in part by a Local Agency

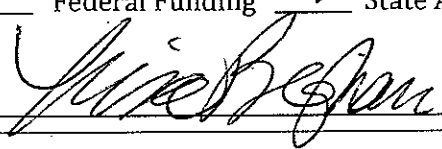
*** Recommendation for Approval

ATTACHMENTS: By signing this agreement, the Contractor acknowledges receipt of the specified attachments (if applicable.)

- ☒ Plans (CSAH 14 / Elm Avenue Slope Stabilization Improvements (S.A.P. 081-614-011) - Sheets 1-24)
- ☐ Specifications
- ☐ Other _____

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: _____ Federal Funding ☒ State Aid Funding ☒ Local funds

District State Aid Engineer:  Date: 7/20/18

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: July 12, 2018

TO: Mayor & City Council
Duane Hébert , Interim City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. 2

PAYMENT PERIOD : June 1, 2018-June 30, 2018

CONTRACTOR: Britton Plumbing & Heating LLC

PAYMENT AMOUNT: \$19,000.00

Approved By:

Tom Kellogg 7/16/18
Department Head Date

Director of Finance Date
Don Helt 7-16-18
City Manager Date

APPLICATION AND CERTIFICATE FOR PAYMENT CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G732/Cma

PAGE ONE OF 2 PAGES

TO OWNER: CITY OF WASECA
608 S. STATE ST.
WASECA MN 56093
CONTRACTOR: BRITTON PLUMBING & HEATING, LLC
10740 340TH AVE
WASECA MN 56093

PROJECT: TINK LARSON FIELD
618 4TH ST NE
WASECA MN 56093
VIA CONSTRUCTION
MANAGER: KRAUS ANDERSON

APPLICATION NO.: 2
PERIOD TO: 06/22/18
PROJECT NOS.
CONTRACT DATE:

Distribution to:
() OWNER
() ARCHITECT
() CONTRACTOR

Received
JUN 22 2018

VIA ARCHITECT: WIDSETH SMITH NOLTING & ASSOC

Kraus-Anderson
Construction Company

CONTRACT FOR: GRANDSTAND

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$55,000.00
2. Net change by Change Orders \$0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$55,000.00
4. TOTAL COMPLETED & STORED TO DATE \$27,600.00

(Column G on G703)

5. RETAINAGE:

a. 6% of Completed Work \$1,380.00

(Columns D + E on G703)

b. % of Stored Material \$0.00

(Column F on G703)

Total Retainage (Line 5a + 5b or

Total in Column I of G703) \$1,380.00

6. TOTAL EARNED LESS RETAINAGE \$26,220.00

(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$7,220.00

8. CURRENT PAYMENT DUE \$19,000.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 Less Line 6) \$28,780.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	
Total approved this Month	\$0.00	
TOTALS	\$0.00	
NET CHANGES by Change Order	\$0.00	

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.

CONTRACTOR:

By: *Brian Heath*

State of:

Minnesota

County of:

Waseca

Subscribed and sworn to before

me this 19 day of June 2018

Notary Public:

My Commission expires: Jan 31, 2019

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certifies 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 19,000.00

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

CONSTRUCTION MANAGER:

By: *[Signature]*

Date: 6-22-18

ARCHITECT:

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.



BRITTON PLUMBING & HEATING, LLC

AIA Document G703

Project: TINK LARSON FIELD

Contractor's signed Certification is attached.

618 4TH ST NE

Application Number: 2
 Application Date: 06/22/18
 Period To: 06/22/18
 Architect's Proj.No.:

A			B		C	D	E	F	G	H		I
Item No.		Description of Work	Scheduled Value	Work	Completed	Materials Presently Stored	Total Completed and Stored to Date	%	Balance to Finish	Retainage		
				From Prev. Application	This Period							
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00			
22-1000	Plumbing	Material	\$25,000.00	\$4,000.00	\$8,000.00	\$0.00	\$12,000.00	48.00%	\$13,000.00			
22-1000	Plumbing	Labor	\$30,000.00	\$3,800.00	\$12,000.00	\$0.00	\$15,600.00	52.00%	\$14,400.00			
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00			
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00			
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00			
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00			
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00			
Total			\$55,000.00	\$7,600.00	\$20,000.00	\$0.00	\$27,600.00	50.18%	\$27,400.00			

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: June 20, 2018

The undersigned hereby acknowledges receipt of the sum of \$ 19,000.00

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
618 4TH ST NE
WASECA MN 56093

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:

Brian Britton
By BRIAN BRITTON, OWNER
Britton Plumbing & Heating, LLC
10740 340th Ave
Waseca MN 56093

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.

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: July 12, 2018

TO: Mayor & City Council
Duane Hébert, Interim City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST: Final

PAYMENT PERIOD: May 1, 2018-May 31, 2018

CONTRACTOR: Construction Supply, Inc

PAYMENT AMOUNT: \$3,864.60

Approved By:

Tom Kelly 7/16/18
Department Head Date

D. Hébert 7-16-18
City Manager Date

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702/CMa

RECEIVED

PAGE 1 OF 2 PAGES

TO OWNER: City of Waseca
508 S. State St.
Waseca, MN 56093

PROJECT: Tink Larson Field
Waseca, MN

APPLICATION NO: Final

Distribution to: 06/27/2018

PERIOD TO: 05/31/18

PROJECT NO:

☐ OWNER
☒ CONSTRUCTION MANAGER
☐ ARCHITECT
☐ CONTRACTOR

FROM CONTRACTOR:

Construction Supply, Inc.
2410 5th Ave North
 Fargo, ND 58102

VIA CONSTRUCTION MANAGER:

Kraus Anderson Construction

CONTRACT FOR:

VIA ARCHITECT:

WIS 10-B

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

1. ORIGINAL CONTRACT SUM \$ 4,253.00
2. Net change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 4,253.00
4. TOTAL COMPLETED & STORED TO DATE \$ 4,253.00
(Column G on G703)
5. RETAINAGE:
 - a. 5% % of Completed Work \$ 212.65
(Column D + E on G703)
 - b. % of Stored Material \$
(Column F on G703)
Total Retainage (Lines 5a + 5b or
Total in Column I of G703) \$ 212.65
6. TOTAL EARNED LESS RETAINAGE \$ 4,040.35
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 175.75
8. CURRENT PAYMENT DUE \$ 3,864.60
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 212.65
(Line 3 less Line 6)

CONTRACTOR: Construction Supply, Inc.

By: *[Signature]* Date: June 14, 2018

State of: North Dakota County of: Cass
Subscribed and sworn to before me this 14th day of June 2018

Notary Public: *Angela Maesse*
My Commission expires: October 27, 2021

ANGELA MAESSE
Notary Public
STATE OF NORTH DAKOTA
My Commission Expires
October 27, 2021

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations 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 \$ 3,864.60

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

CONSTRUCTION MANAGER:

By: *[Signature]* Date: 6-28-18

ARCHITECT:

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.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: Final

APPLICATION DATE: 06/14/18

PERIOD TO: 05/31/18

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE) 5%
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
10155	Toilet Partitions	2,192.00	0.00	2,192.00	0.00	\$2,192.00	100.00%	\$0.00	\$109.60
10800	Toilet Accessories	1,876.00	0.00	1,876.00	0.00	\$1,876.00	100.00%	\$0.00	\$93.80
10520	Fire Protection	185.00	185.00	0.00	0.00	\$185.00	100.00%	\$0.00	\$9.25
TOTALS		4,253.00	185.00	4,068.00	0.00	\$4,253.00	100.00%	\$0.00	\$212.65

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: July 2, 2017¹⁸

The undersigned hereby acknowledges receipt of the sum of \$ 3,864.60

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

CHECK ONLY ONE

- 1.) X 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:

By: Alana Vinson

Controller

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.

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: July 12, 2018

TO: Mayor & City Council
Duane Hébert , Interim City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. 1

PAYMENT PERIOD : June 1, 2018-June 30, 2018

CONTRACTOR: HKS Construction LLC

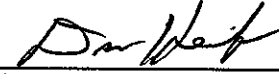
PAYMENT AMOUNT: \$47,262.50

Approved By:



Department Head Date 7/16/18

Director of Finance Date



City Manager Date 7-16-18

APPLICATION AND CERTIFICATE FOR PAYMENT CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G732/Cma

PAGE ONE OF 2 PAGES

TO OWNER: CITY OF WASECA
508 S. STATE ST.
WASECA MN 56093
CONTRACTOR: HKS CONSTRUCTION, LLC
12195 325TH AVE
WASECA MN 56093

PROJECT: TINK LARSON FIELD
618 4TH ST NE
WASECA MN 56093
VIA CONSTRUCTION MANAGER: KRAUS ANDERSON

APPLICATION NO.: 1
PERIOD TO: 06/24/18
PROJECT NOS.
CONTRACT DATE: ()

Distribution to:
() OWNER
() ARCHITECT
() CONTRACTOR

Received JUN 22 2018

VIA ARCHITECT: WIDSETH SMITH NOLTING & ASSOC

CONTRACT FOR: GRANDSTAND

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM \$75,000.00
2. Net change by Change Orders \$0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$75,000.00
4. TOTAL COMPLETED & STORED TO DATE \$49,750.00
(Column G on G703)

5. RETAINAGE:
a. 5% of Completed Work \$2,487.50
(Columns D + E on G703)
b. % of Stored Material
(Column F on G703)
Total Retainage (Line 5a + 5b or
Total in Column I of G703) \$2,487.50

6. TOTAL EARNED LESS RETAINAGE \$47,262.50
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate) \$0.00

8. CURRENT PAYMENT DUE \$47,262.50

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 Less Line 6) \$27,737.50

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.

CONTRACTOR:

By: *HKS* *13.01.18*

State of: Minnesota

County of: Waseca

Subscribed and sworn to before

me this 21 day of June 2018



Notary Public:

My Commission expires 1-31-22

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certifies 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 47,262.50

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

CONSTRUCTION MANAGER:

By: *[Signature]*

Date: 6-28-18

ARCHITECT:

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.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	
Total approved this Month	\$0.00	
TOTALS	\$0.00	
NET CHANGES by Change Order	\$0.00	

HKS CONSTRUCTION, LLC

AIA Document G703

Project: TINK LARSON FIELD

Contractor's signed Certification is attached.

618 4TH ST NE

Application Number: 1
 Application Date: 06/24/18
 Period To: 06/24/18
 Architect's Proj.No.:

A	B	C	D	E	F	G		H	I
Item No.	Description of Work	Scheduled Value	Work	Completed	Materials Presently Stored	Total Completed and Stored to Date	%	Balance to Finish	Retainage
			From Prev. Application	This Period					
6-A	Carpentry	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	
		\$75,000.00	\$0.00	\$49,750.00	\$0.00	\$49,750.00	66.33%	\$25,250.00	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	
	Total		\$75,000.00	\$0.00	\$49,750.00	\$0.00	\$49,750.00	#DIV/0!	\$25,250.00

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: June 20, 2018.

The undersigned hereby acknowledges receipt of the sum of \$47,262.50

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

618 4TH ST NE

WASECA MN 56093

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:

HKS Construction Bill Kline

By HKS CONSTRUCTION, LLC

12195 325TH AVE

WASECA MN 56093

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.

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: July 12, 2018

TO: Mayor & City Council
Duane Hébert, Interim City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. 2

PAYMENT PERIOD : June 1, 2018-June 30, 2018

CONTRACTOR: Innovative Building Concepts, LLC

PAYMENT AMOUNT: \$34,200.00

Approved By:

Tom Kellogg 7/16/18
Department Head Date

Director of Finance Date

D. Hébert 7-16-18
City Manager Date

RECEIVED

APPLICATION AND CERTIFICATE FOR PAYMENT CONSTRUCTION-MANAGER-ADVISER EDITION

AIA DOCUMENT G702/Cma (Instructions on reverse side)

PAGE ONE OF 2 JUN 28 2018

TO OWNER: City of Waseca
508 State Street South
Waseca, MN 56093

PROJECT: Tink Larson Field
400 - 7th Ave NE
Waseca MN 56093

FROM CONTRACTOR: Innovative Building Concepts, LLC
849 West 80th Street
Bloomington MN 55420-1027

APPLICATION NO.: 2
PERIOD TO: 06/30/2018
PROJECT NOS.:
CONTRACT DATE: 10/25/2017

Dist. to: MAUS-ANDERSON@
OWNER
CONSTRUCTION
MANAGER
ARCHITECT
CONTRACTOR

CONTRACT FOR: VIA CONSTRUCTION MANAGER:
VIA ARCHITECT:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM \$ 49,800.00
2. Net Change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 +/- 2) \$ 49,800.00
4. TOTAL COMPLETED AND STORED TO DATE \$ 41,000.00
(Column G on G702)

5. RETAINAGE:
a. 5.00 % of Completed Work \$ 2,050.00
(Columns D + E on G703)
b. 0.00 % of Stored Material \$ 0.00
(Column F on G703)

Total retainage (Line 5a + 5b or
Total in Column I of G703) \$ 2,050.00

6. TOTAL EARNED LESS RETAINAGE \$ 38,950.00
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate) \$ 4,750.00

8. CURRENT PAYMENT DUE. *OK* \$ 34,200.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ 10,850.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order		0.00

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.

CONTRACTOR: *[Signature]* By: *[Signature]* Date: 6-19-18

State of: Minnesota
County of: Scott
Subscribed and sworn to before me this 19th day of June
Notary Public: Cindy K. Stavrur
My Commission expires: Apr. 31, 2020



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations 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 \$ 34,200.00
(Attach explanation if amount certified differs from the amount applied for: Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

CONSTRUCTION MANAGER:
By: *[Signature]* Date: 6-28-18
Architect:
By: *[Signature]* Date:

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

CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT.

containing Contractor's signed Certification, is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 2

APPLICATION DATE 6/19/2018

PERIOD TO: 6/30/2018

ARCHITECT'S PROJECT NO.:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATIONS (D + E)	THIS PERIOD		COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)		
01	Labor	17,600.00	0.00	8,800.00	0.00	8,800.00	50.00	8,800.00	440.00
02	General Start Up/Shop Drawings	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00	0.00	250.00
03	Material	24,200.00	0.00	24,200.00	0.00	24,200.00	100.00	0.00	1,210.00
04	Bond	3,000.00	0.00	3,000.00	0.00	3,000.00	100.00	0.00	150.00
		49,800.00	5,000.00	36,000.00	0.00	41,000.00	82%	8,800.00	2,050.00

Changes per our Project Manager:
Dan Stenzel

AIA DOCUMENT G703. CONTINUATION SHEET FOR G702. 1992 EDITION. AIA, THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006-5292. WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.

G703-1992

CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: July 12, 2018

TO: Mayor & City Council
Duane Hébert, Interim City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST: NO. 1

PAYMENT PERIOD: June 1, 2018-June 30, 2018

CONTRACTOR: J & K Masonary

PAYMENT AMOUNT: \$27,787.50

Approved By:

Tam Kelleghy 7/16/18
Department Head Date

Don Hebert 7-16-18
City Manager Date



AIA

Document G732™ - 2009

Application and Certificate for Payment, Construction Manager as Adviser Edition

RECEIVED

JUN 22 2018

KRAUS-ANDERSON®

TO OWNER:		PROJECT:	APPLICATION NO:	DISTRIBUTION TO:
City of Waseca 508 South State Street Waseca, MN 56093		Tink Larson Field Waseca, MN 56093	5017300001	OWNER <input type="checkbox"/>
FROM		VIA CONSTRUCTION	PERIOD TO:	CONSTRUCTION MANAGER <input checked="" type="checkbox"/>
CONTRACTOR:	J&K Masonry PO Box 156 Faribault, MN 55021	MANAGER:	CONTRACT DATE: 6/30/2018	ARCHITECT <input type="checkbox"/>
		Kraus-Anderson Construction	PROJECT NOS: 8/19/2017 / 50173	CONTRACTOR <input type="checkbox"/>
CONTRACT FOR:		VIA ARCHITECT:		FIELD <input type="checkbox"/>
				OTHER <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.....	\$ 32,500.00
2. NET CHANGES IN THE WORK.....	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2).....	\$ 32,500.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703).....	\$ 29,250.00
5. RETAINAGE:	
a. % of Completed Work (Column D + E on G703)	\$ 1,462.50
b. % of Stored Material (Column F on G703)	\$
Total Retainage (Lines 5a + 5b, or Total in Column I on G703).....	\$ 1,462.50
6. TOTAL EARNED LESS RETAINAGE.....	\$ 27,787.50
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$ 0.00
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE.....	\$ 27,787.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE.....	\$ 4,712.50
(Line 3 minus Line 6)	

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.

CONTRACTOR:

By: Carol M. Vargo
State of: MINNESOTA
County of: RICE

Date: 6/19/18

Subscribed and sworn to before me this 19th day of JUNE, 2018
Notary Public: Carol M. Vargo
My Commission expires: 1-31-2020



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..... \$ 27,787.50

(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: [Signature]

Date: 6-28-18

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	\$	\$
TOTALS	\$	\$
NET CHANGES IN THE WORK	\$	

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G732™ - 2009 (formerly G702™ CMA - 1992). Copyright © 1992 and 2009 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.

AIA® Document G703™ – 1992

2 2

Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:
APPLICATION DATE: 5017300001
PERIOD TO: 6/19/2018
ARCHITECT'S PROJECT NO: 6/30/2018
50173

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S REQUEST NO. 50173

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%(G + C)	BALANCE TO FINISH (C - G)	RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Masonry Complete	32,500.00		29,250.00		29,250.00	90.00	3,250.00	1,462.50
	Totals	32,500.00		29,250.00		29,250.00	90.00	3,250.00	1,462.50
	GRAND TOTAL								

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G703™ – 1992. Copyright © 1983, 1985, 1986, 1987, 1970, 1978, 1983 and 1992 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.

1012 VAC044

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: July 12, 2018

TO: Mayor & City Council
Duane Hébert, Interim City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST: NO. 1 Labor

PAYMENT PERIOD: June 1, 2018-June 30, 2018

CONTRACTOR: Muska Electric Company

PAYMENT AMOUNT: \$23,750.00

Approved By:

Tom Kelly 7/16/18
Department Head Date

Dr. H. H. 7-16-18
Director of Finance Date
City Manager Date

Received

JUN 25 2018

AIA® Document G732™ – 2009

Application and Certificate for Payment, Construction Manager as Adviser Edition

Kraus-Anderson
Construction Company

TO OWNER: City of Waseca
508 State Street South
Waseca, MN 56093

PROJECT: LINK LARSON FIELD
558 7th ave NE
WASECA, MN 56093

APPLICATION NO: 1
INVOICE NO: 16191
PERIOD TO: 6/30/2018
CONTRACT DATE: 9/29/2017
PROJECT NOS: C75853-L

DISTRIBUTION TO:
OWNER ☐
CONSTRUCTION MANAGER ☐
ARCHITECT ☐
CONTRACTOR ☐
FIELD ☐
OTHER ☐

FROM Muska Electric Company
CONTRACTOR: 1985 Oakcrest Avenue
Roseville, MN 55113

VIA CONSTRUCTION
MANAGER: Kraus Anderson Construction

CONTRACT FOR: Electrical Labor

VIA ARCHITECT: WS 26-A-1a-b

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.....\$ 48,900.00

2. NET CHANGES IN THE WORK.....\$ 0.00

3. CONTRACT SUM TO DATE (Line 1 + 2).....\$ 48,900.00

4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703).....\$ 25,000.00

5. RETAINAGE:

a. 5 % of Completed Work
(Column D + E on G703) \$ 1,250.00

b. 0 % of Stored Material
(Column F on G703) \$ 0.00

Total Retainage (Lines 5a + 5b, or Total in Column I on G703).....\$ 1,250.00

6. TOTAL EARNED LESS RETAINAGE.....\$ 23,750.00
(Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....0.00
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE.....\$ 23,750.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 minus Line 6) \$ 25,150.00

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.

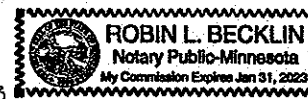
CONTRACTOR: Muska Electric Company

By: Joseph YoungDate: 6.21.18

State of: MN

County of: Ramsey

Subscribed and sworn to before

me this 21st day of June, 2018Notary Public Robin L. BecklinMy Commission expires Jan 31, 2023

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.....\$ 23,750.00

(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: Joseph YoungDate: 6-23-18

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	\$ 0.00	\$ 0.00
Total approved this month, including Construction Change Directives	\$ 0.00	\$ 0.00
TOTALS	\$ 0.00	\$ 0.00
NET CHANGES IN THE WORK	\$ 0.00	

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G732™ – 2009 (formerly G702™CMA – 1992). Copyright © 1992 and 2009 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.

CONTINUATION SHEET

Project: TINK LARSON
FIELD

Page 2

Application and Certification for Payment
containing contractor's signed Certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

Application No: 1
Application Date: 6/21/2018
Period To: 6/30/2018
Project No: C75853-L

A	B	C	D	E	F	G		H	I
Item No.	Description of Work	Scheduled Value	Work Completed		Materials Presently Stored (Not in D or E)	Total Completed and Stored to Date (D+E+F)	% (G / C)	Balance To Finish (C – G)	Retainage
			Previous Application	This Period					
1	Electrical Labor	48,900.00	0.00	25,000.00	0.00	25,000.00	51	23,900.00	1,250.00
	Totals	48,900.00	0.00	25,000.00	0.00	25,000.00	51	23,900.00	1,250.00

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: July 12, 2018

TO: Mayor & City Council
Duane Hébert, Interim City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. 1 Materials

PAYMENT PERIOD : June 1, 2018-June 30, 2018

CONTRACTOR: Muska Electric Company

PAYMENT AMOUNT: \$23,750.00

Approved By:

Terry Kelly 7/16/18
Department Head Date

[Signature] 7-16-18
Director of Finance Date

[Signature] 7-16-18
City Manager Date



AIA® Document G732™ – 2009

Received

JUN 25 2018

Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER: City of Waseca 508 State Street South Waseca, MN 56093		PROJECT: TINK LARSON FIELD 558 7th ave NE WASECA, MN 56093		APPLICATION NO: 1		DISTRIBUTION TO:	
FROM Muska Electric Company		VIA CONSTRUCTION		INVOICE NO: 16192		OWNER	
CONTRACTOR: 1985 Oakcrest Avenue Roseville, MN 55113		MANAGER: Kraus Anderson Construction		PERIOD TO: 6/30/2018		CONSTRUCTION MANAGER	
CONTRACT FOR: Electrical Material		VIA ARCHITECT:		CONTRACT DATE: 9/29/2017		ARCHITECT	
				PROJECT NOS: C75853-1		CONTRACTOR	
						FIELD	
						OTHER	

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM.....	\$ 34,700.00
2. NET CHANGES IN THE WORK.....	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2).....	\$ 34,700.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703).....	\$ 25,000.00
5. RETAINAGE:	
a. 5% of Completed Work (Column D + E on G703)	\$ 1,250.00
b. 0% of Stored Material (Column F on G703)	\$ 0.00
Total Retainage (Lines 5a + 5b, or Total in Column I on G703).....	\$ 1,250.00
6. TOTAL EARNED LESS RETAINAGE.....	\$ 23,750.00
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	0.00
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE.....	\$ 23,750.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 minus Line 6)	\$ 10,950.00

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.

CONTRACTOR: Muska Electric Company

By: Guy Young

State of: MN

County of: Ramsey

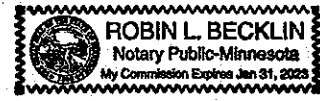
Subscribed and sworn to before

me this 21st day of June, 2018

Notary Public: Robin L. Becklin

My Commission expires: Jan 31, 2023

Date: 6/21/18



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.....\$ 23,750.00

(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: [Signature]

Date: 6-26-18

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	\$ 0.00	\$ 0.00
Total approved this month, including Construction Change Directives	\$ 0.00	\$ 0.00
TOTALS	\$ 0.00	\$ 0.00
NET CHANGES IN THE WORK	\$ 0.00	

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G732™ – 2009 (formerly G702™ CMA – 1992). Copyright © 1992 and 2009 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@ala.org.

CONTINUATION SHEET

 Project: TINK LARSON
FIELD

Page 2

Application and Certification for Payment

containing contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No:

1

Application Date:

6/21/2018

Period To:

6/30/2018

Project No:

C75853-1

A	B	C	D	E	F	G		H	I
Item No.	Description of Work	Scheduled Value	Work Completed		Materials Presently Stored (Not in D or E)	Total Completed and Stored to Date (D+E+F)	% (G / C)	Balance To Finish (C - G)	Retainage
			Previous Application	This Period					
1	Material	34,700.00	0.00	25,000.00	0.00	25,000.00	72	9,700.00	1,250.00
	Totals	34,700.00	0.00	25,000.00	0.00	25,000.00	72	9,700.00	1,250.00



Request for City Council Action

Title:	CITIZEN ADVISORY BOARD APPOINTMENT		
Meeting Date:	January 17, 2017	Agenda Item Number:	6M
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Application
Originating Department:	Administration	Presented By:	Administration
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to appoint Marty Armstrong to the Planning Commission.		

BACKGROUND: As of August 1, 2018 there are 3 seats filled on the 7 body commission. The Planning Commission cannot hold a meeting without a quorum. This application will ensure the Planning Commission can meet on August 15 and beyond. We will continue to seek more applicants to fill the remainder of the seats.

The applicant has submitted the proper paperwork and would like to be appointed ahead of the August 15, 2018 Planning Commission meeting.

RECOMMENDATION: Staff recommends a motion to appoint Marty Armstrong to the Planning Commission.

CITY OF WASECA

Board/Commission/Authority Application Form

Date 8/2/2018

Name Marty Armstrong

Address 1208 2nd Street NW, Waseca, MN 56093

Telephone Number: (Home) 507-382-9197 (Work) 507-835-9587 email: marmstrong@fnbwaseca.com

Occupation: Banking

Please check the Board/Commission/Authority for which you are applying:

☐ Airport Board

☐ Human Rights Commission

☐ Charter Commission

☐ Community Ed Advisory Board

☐ Park Board

☒ Planning Commission

☐ Economic Development Authority

☐ Heritage Preservation Commission

☐ Housing & Redevelopment Authority

Please tell us why you are interested in serving on this Board/Commission/Authority.

I would like to assist with the Planning Commission activities and responsibilities on an interim basis until permanent members are appointed. As Waseca continues to transition, the Planning Commission will be very important as it is responsible for developing the comprehensive plan which serves as a framework for the direction of the City.

Have you previously served on this Board/Commission/Authority? (if yes provide dates)

No

Have you held, or do you currently hold, an office on this Board/Commission/Authority?

No

Please list what qualifications you possess that will be helpful to this Board /Commission /Authority.
(List your experience, education, certification, etc.)

I actively serve as a board member for Waseca County Planning and Zoning which should have some similarities to the City Planning Commission. As a 16-year resident of Waseca, I have been involved with multiple boards and commissions which has kept me up to date as to the preferred direction for the community.

Please return completed application to Waseca City Hall, ATTN: City Clerk, 508 South State Street, Waseca, MN 56093.

Title:	RESOLUTION NO. 18-51, APPROVING THE 3 RD STREET NE STREET AND UTILITY IMPROVEMENT PROJECT, CITY PROJECT NO. 2019-01 AND CALLING FOR A PUBLIC HEARING		
Meeting Date:	August 7, 2018	Agenda Item Number:	7A
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Resolution 18-51
Originating Department:	Engineering	Presented By:	City Engineer
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to Adopt Resolution No. 18-51, Approving the Feasibility Report for the 3 rd Street NE Street and Utility Improvement Project, City Project No. 2019-01, and Calling for the Public Hearing for the Improvements.		
How does this item pertain to Vision 2030 goals?	Creating High Quality Community Assets		

BACKGROUND: On March 20, 2018 the City Council authorized WSB to prepare a Feasibility Study for the 3rd Street NE Street and Utility Improvement Project, City Project No. 2019-01. The project will reconstruct the street and utilities on 3rd Street NE between 4th Avenue NE and 11th Avenue NE. The City received a \$1,000,000 grant from the State of Minnesota for this project.

BUDGET IMPACT: The 3rd Street NE Street and Utility Improvement Project is included in the proposed 2019 Budget. Based on information in the Feasibility Study, the estimated cost and funding sources for the 3rd Street NE Street and Utility Improvement Project are as follows:

Table 4 – 3rd Street NE Street and Utility Improvement Project	
Proposed Project Funding	
Funding Source	Estimate
440 Special Assessment Fund	\$ 150,757.64
430 Capital Improvement Street Fund	\$ 263,646.55
602 Sanitary Sewer Fund	\$ 480,029.99
601 Water Utility Fund	\$ 473,575.74
Local Road Improvement Program (LRIP)	\$ 1,000,000.00
Waseca County Participation	\$ 102,334.01
State Aid Eligible Funds*	\$ 1,139,972.73
Total	\$ 3,601,316.66

*Includes the minimum 55% contribution towards drainage improvements

POLICY QUESTION: Are the proposed improvements consistent with the City of Waseca's Pavement Management and Special Assessment Policies? Yes, the proposed project is consistent with the policies for the City and is necessary to provide safe and reasonable transportation to the citizens of the City.

RECOMMENDATION: Staff recommends the Waseca City Council adopt Resolution No. 18-51, Approving the Feasibility Report for the 3rd Street NE Street and Utility Improvement Project, City Project No. 2019-01, and Calling for a Public Hearing for the Improvements.

RESOLUTION NO. 18-51

**RESOLUTION
APPROVING THE FEASIBILITY REPORT AND CALLING FOR A PUBLIC HEARING
FOR THE 3RD STREET NE STREET AND UTILITY IMPROVEMENT PROJECT**

WHEREAS, the City Council has received and reviewed the feasibility report for the proposed improvements to 3rd Street NE, City Improvement Project No. 2019-01.

NOW, THEREFORE, BE IT RESOLVED, by the Waseca City Council:

1. The Feasibility Report for Project 2019-01 is hereby approved.
2. A public improvement hearing is hereby called for on September 4, 2018 at 7:00 p.m. at the Council Chambers of the City Hall and the Assistant to the City Manager shall give mailed and published notice of such hearing and improvements as required by law.

Adopted by the Waseca City Council this 7th day of August, 2018.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

Title:	Resolution 18-51: Accepting Donation for Library Addition		
Meeting Date:	August 7, 2018	Agenda Item Number:	7B
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Resolution 18-51
Originating Department:		Presented By:	Administration
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Approval of Resolution 18-51		
How does this item pertain to Vision 2030 goals?	Generous citizens helping create a vibrant dynamic community		

BACKGROUND: The City of Waseca was contacted by the executors of Arleigh Schroeder's will. Arleigh kindly bequeathed a donation to the library building for additional space for the library.

BUDGET IMPACT: \$0

RECOMMENDATION: Recommendation to approve Resolution 18-51: Accepting Donation for Library Addition in the amount of \$_____ (amount to be updated at a later date) from Arleigh E. Schroeder.

RESOLUTION NO. 18-52

**RESOLUTION FORMALLY ACCEPTING DONATION TO THE CITY OF WASECA
IN CALENDAR YEAR 2018**

WHEREAS, the City of Waseca is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts; and

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the City; and

<u>Name of Donor</u>	<u>Amount</u>
Arleigh E. Schroeder	

WHEREAS, the terms or conditions of the donation, if any, are as follows; and

Donation Number:

Terms or Conditions:

Adding on additional space to the library building located at 408 North State Street, Waseca, Minnesota, if then in use as a library and, if not, then for the purpose of expanding and improving facilities and equipment at any other public library facility funded by the City of Waseca, Minnesota.

WHEREAS, all such donations have been contributed to the City for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donation offered.

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

The donation described above is accepted and shall be reserved for use according to the Terms and Conditions set out above, either alone or in cooperation with others, as allowed by law.

Adopted this 7th Day of August 2018.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

Title:	Waseca Senior Center Project		
Meeting Date:	August 7, 2018	Agenda Item Number:	7C
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Application
Originating Department:		Presented By:	Administration
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Approval of funding request of \$3,000		
How does this item pertain to Vision 2030 goals?	Creating a Vibrant Dynamic Community		

BACKGROUND: In the fall of 2017 the Senior Center made a funding request to the City Council. At the time, the Senior Center did not have contractors in place to begin the project. Now that the project is getting underway, the Senior Center is asking for the their original request to be considered in the amount of \$3,000

BUDGET IMPACT: \$3,000 from the Community Enhancement Fund

RECOMMENDATION: Recommendation to make a motion to approve the request of \$3,000 for the Senior Center Exterior Wall Beautification Project



Community Enhancement Funding Application

COMMUNITY ENHANCEMENT APPLICATION

APPLICANT INFORMATION:

Organization / Agency Name: Waseca Senior Center

Primary Contact Name: Jerry Kuhn

Tax Status (eligible organizations are tax exempt) _____

Nonprofit (Tax Exempt) Identification Number: _____

Mailing Address: 308 North State St

City/State/Zip Waseca MN 56093

Telephone 835-4552 E-mail: _____

Website _____

Amount Requested \$ 3000

FISCAL AGENT (IF APPLICABLE):

Organization / Agency Name: _____

Primary Contact Name: _____

Tax Status (eligible organizations are tax exempt) _____

Nonprofit (Tax Exempt) Identification Number: _____

Mailing Address: _____

City/State/Zip _____

Telephone _____ E-mail: _____



COMMUNITY ENHANCEMENT APPLICATION

PURPOSE/PROJECT DETAILS

Please summarize your request:

Re model the outside of the
Senior Center

Please describe who is served by the organization and the number of individuals/families served in Waseca.

Residents of Waseca and Waseca County

Please describe the long-term funding for sustaining this effort:

After conclusion of this project, no
further funding required

Describe how you plan to measure the results of the project:

The Beautification of the exterior walls
of the Senior Center



COMMUNITY ENHANCEMENT APPLICATION

You may complete the Budget Worksheet or copy of your organization's *2018* budget. *Additional information or Financial Statements may be requested.*

BUDGET WORKSHEET

Expenses	Total Project Expenses	Amount Requested from Funder
Salary and Benefits	\$	\$
Contract Services (consulting, professional, fundraising)	\$	\$ 3000
Occupancy (rent, utilities, maintenance)	\$	\$
Training & Professional Development	\$	\$
Insurance	\$	\$
Travel	\$	\$
Equipment	\$	\$
Supplies	\$	\$
Printing, Copying & Postage	\$	\$
Evaluation	\$	\$
Marketing	\$	\$
Administration	\$	\$
*Other -	\$	\$
*Other -	\$	\$
*Other -	\$	\$
TOTAL EXPENSES	\$	\$ 3000

Revenues	Committed	Pending
Contributions, Gifts, Grants, & Earned Revenue		
City Government	\$	\$
County Government	\$	\$
Local Government	\$	\$
State Government	\$	\$
Federal Government	\$	\$
Individuals	\$	\$
*Foundation -	\$	\$
*Foundation -	\$	\$
*Foundation n-	\$	\$
*Corporation-	\$	\$
*Corporation-	\$	\$
*Federation-	\$	\$
*Other -	\$	\$
Membership Income	\$	\$
Program Service Fees	\$	\$
Products	\$	\$
Fundraising Events (net)	\$	\$
Investment Income	\$	\$
In-Kind Support	\$	\$
*Other -	\$	\$
TOTAL REVENUES	\$ -	\$ -

*Please specify for contributions over \$1,000.

