

**5:30 P.M. – WORK SESSION – STREET LIGHT UTILITY CHARGES**

REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, MARCH 6, 2018  
7:00 P.M.

AGENDA

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

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

- 5 REQUESTS AND PRESENTATIONS

None

- 6 CONSENT AGENDA

- A. Minutes – Regular City Council meeting – February 20, 2018
- B. Payroll & Expenditures
- C. Boat House Leasehold Mortgage Approval
- D. Liquor License Application – Troy Tuma/Night Time Entertainment, LLC
- E. **Resolution No. 18-11** - In Support of Opportunity Zones
- F. Final Payment – Insituform Technologies - Sewer Lining Project #2017-09

7      ACTION AGENDA

- A.      Fire Service Study
- B.      Updated Community Room Use Guidelines
- C.      Approve Recruitment Firm Selection for City Manager Recruitment

8      REPORTS

- A.      City Manager's Report
- B.      Commission Reports
  - Park Board – March 6 meeting (Councilmember Christiansen)

9      ANNOUNCEMENTS

10     ADJOURNMENT

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

6A

**CALL TO ORDER/ROLL CALL**

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

Councilmembers present:

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

Staff present:

Danny Lenz, City Manager  
Mary Buenzow, City Clerk  
Tim Schroeder, Waseca Police Department

**MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF AGENDA**

- 3 The City Manager noted that item 6i had been added to the Consent Agenda. He requested removal of 7B from the Action Agenda.

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

**PUBLIC COMMENT**

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

**James Christiansen, 125 3<sup>rd</sup> Avenue NE**, addressed the Council to inquire about the Public Comment guidelines, regarding the language “the Council may not take action on issues....”.

Mayor Srp explained it is possible the Council can take action on an item brought up during the public comment portion of the meeting, but they may choose not to take action and refer the item to the City Manager for further follow-up.

There were no further public comments.

**REQUESTS AND PRESENTATIONS**

- 5 None

### **CONSENT AGENDA**

6 It was moved by Arndt, seconded by Tlougan, to approve the Consent Agenda as presented; the motion carried 7-0 and included the following:

- A. Minutes – Regular City Council meeting – February 7, 2018
- B. Payroll & Expenditures
- C. **Ordinance No. 1063 – Introduction & set hearing date** – Annexing Land in Woodville Township into the City (Roesler property)
- D. Accepting Annual Qualifying Facilities Report for Waseca Electric Utility Distributed Generation
- E. Approval of TKDA Service Agreement for design and project management for Airport Culvert Replacement
- F. Appointments of Chamber Rep on EDA and Historical Society Rep on HPC
- G. Payment Requests – Tink Larson Field Project #2016-23
- H. SCDIU Memo of Understanding
- I. **Resolution No. 18-10** – Award Quote for Water Park Boiler Project #2018-07

### **ACTION AGENDA**

7A **Set Board of Review meeting date for Monday, April 9, 2018 at 7:00 p.m.**

It was moved by Tlougan, seconded by Fitch, to set the 2018 City Board of Review meeting date to Monday, April 9, 2018 at 7:00 p.m.; the motion carried 7-0.

Mayor Srp reiterated the importance of the Board of Review meeting. The City Manager stated this is an opportunity for residents to contest the valuation of their property, and if someone wants to contest their valuation, the first step in the process would be to contact the County Assessor.

~~7B **Resolution No. 18-09** – Amending Public Safety Building Facility Use Guidelines~~  
(this item was removed from the agenda)

### **REPORTS**

8A **City Manager's Report**

The City Manager reminded everyone of the Gaiter Lake Development Project Public Meeting tomorrow, February 21<sup>st</sup> at 6:00 p.m. in the Public Safety Building.

The City Manager reminded the Council of the work session on Tuesday, February 27<sup>th</sup> at 6:00 p.m. in the Public Safety Building.

The City Manager announced he has turned in his formal resignation to the Mayor this evening and his last day with the City will be March 23<sup>rd</sup>. He stated he would like to have a discussion about recruiting an interim City Manager as well as finding a firm to assist in hiring a full-time City Manager. He felt it would behoove the Council to look for someone with a great deal of experience to keep things running while the Council goes through the recruitment process.

Regarding hiring a full time City Manager, the City Manager felt it would be appropriate for staff to start reaching out to search firms to get some cost and proposal quotes, to bring to Council for selection of a search firm.

Mayor Srp commented he has been in on the hiring process before and it will be a huge undertaking to replace Danny Lenz. He stated we will miss him but we will get through the process.

Councilmember Tlougan wondered if the Councilmembers are comfortable with using a search firm. *It was the consensus of the Council to use a search firm.*

There was some discussion about whether to use a search firm for a new City Engineer. The City Manager commented that Tom Kellogg and the firm of WSB are good options during the interim.

## 8B **Commission Reports**

EDA – February 14 meeting – Councilmember Fitch stated the EDA appointed officers, and re-assigned a TIF District due to the Charter Oaks change of ownership.

Planning Commission – February 13 meeting – Councilmember Arndt reported the Planning Commission appointed officers, and also discussed the Gaiter Lake Development Project. The City Manager commented that the EDA and Planning Commission have each appointed representatives to serve on the Advisory Group for the Gaiter Lake property.

Discover Waseca Tourism Board – February 13 meeting – Councilmember Fitch reported the group reviewed the new Spring/Summer Tourism Guide, which she is pleased with. They also discussed the drone photographer who will be in town over the weekend. Councilmember Fitch commended Councilmember Conrath for the great job he did cleaning up the website. Councilmember Conrath commented the fair booth will almost double in size this summer due to the upcoming Sesquicentennial.

## **ANNOUNCEMENTS**

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

Councilmember Rose commented he was on the lake for the Sleigh & Cutter Festival activities and it was nice to see such a good turnout of people.

Councilmember Christiansen reminded everyone of the Gaiter Lake Development Project public meeting tomorrow at the Public Safety Building. He has received some feedback regarding the project.

Councilmember Christiansen also reminded everyone of the Veterans Memorial meeting this Thursday.

Councilmember Tlougan announced that the 2018 Marching Classic is scheduled for Saturday, September 22<sup>nd</sup>, and he encouraged residents to save this date and plan accordingly.

Councilmember Fitch thanked Ken Borgmann and the Sleigh & Cutter Festival Committee for all the work they do. She particularly enjoyed the fireworks. Councilmember Fitch also commented she met a lady from Algona, Iowa, who had wonderful things to say about Waseca.

Councilmember Fitch thanked Mr. Hanson and his class, who spoke with her and Councilmember Tlougan about City issues, including a dog park, safety on Hwy 13, and a community center. She stated it is great to have the students engaged, adding that a community center has been discussed for many years.

Mayor Srp again reminded the audience of the Gaiter Lake Development Project public meeting tomorrow at the Public Safety Building at 6:00 p.m. He stated it is important that community members come and provide their input.

Mayor Srp commented he participated in the first curling competition for the Sleigh & Cutter Festival, which was fun.

### **ADJOURNMENT**

- 10      There being no further business to be brought before the Council, it was moved by Tlougan, seconded by Fitch, to adjourn the meeting at 7:24 p.m.; the motion carried 7-0.

---

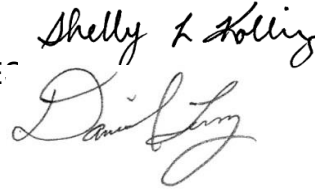
R. D. SRP  
MAYOR

---

MARY BUENZOW  
CITY CLERK

## LIST OF EXPENDITURE

March 6, 2018



City Council	0.00
Streets	21,763.19
Parks	8,551.42
Wastewater	10,177.84
Utility Administration	3,995.35
Utility Billing	7,008.11
Electric	13,170.11
Water	5,813.70
Building and Code Compliance	2,259.34
Police	48,087.67
Administration	6,120.07
Community Aides	890.00
Fire	8,600.95
Volunteer Fire Department	5,650.00
Election Judges	0.00
PEG	1,374.84
Finance	10,525.50
Connections	3,621.55
Community Development	4,855.55
Engineering	9,500.60
Water Park	2,344.15
Econ Development	<u>2,344.15</u>

Total Gross Payroll	176,654.09
---------------------	------------

*Less- Payroll Deductions	<u>(56,223.53)</u>
---------------------------	--------------------

Net Payroll Cost	\$	120,430.56
------------------	----	------------

\*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:

February 17, 2018 - March 2, 2018

Includes check #'s 151686-151726

Bank ACH Withdrawals.....	<u>248,763.78</u>
---------------------------	-------------------

GRAND TOTAL EXPENDITURES	\$	<u>369,194.34</u>
--------------------------	----	-------------------

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
<b>General Fund</b>						
03/02/2018	31806	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 2/25/2018	101-21701-0000	15,570.59	M
Total 101217010000:					15,570.59	
03/02/2018	31801	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 2/25/2018	101-21702-0000	7,701.22	M
Total 101217020000:					7,701.22	
03/02/2018	31806	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 2/25/2018	101-21703-0000	7,261.02	M
03/02/2018	31806	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 2/25/2018	101-21703-0000	7,261.02	M
Total 101217030000:					14,522.04	
03/02/2018	31802	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 2/25/2018	101-21704-0000	1,156.03	M
03/02/2018	31802	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 2/25/201	101-21704-0000	7,514.29	M
03/02/2018	31802	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 2/25/2018	101-21704-0000	5,574.77	M
03/02/2018	31802	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 2/25/201	101-21704-0000	7,514.29	M
03/02/2018	31802	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 2/25/2018	101-21704-0000	8,362.19	M
Total 101217040000:					30,121.57	
03/02/2018	151704	IBEW	IBEW UNION DUES Pay Period: 2/25/2018	101-21707-0000	302.06	
03/02/2018	151705	IUOE Local #70	FIRE UNION DUES Pay Period: 2/25/2018	101-21707-0000	128.28	
03/02/2018	151705	IUOE Local #70	IUOE UNION DUES Pay Period: 2/25/2018	101-21707-0000	758.60	
03/02/2018	151707	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 2/25/2018	101-21707-0000	490.00	
Total 101217070000:					1,678.94	
03/02/2018	20180146	Greater Mankato Area United Way	UNITED WAY Pay Period: 2/25/2018	101-21708-0000	28.00	
Total 101217080000:					28.00	
03/02/2018	151714	MN Life	March Life Insurance	101-21710-0000	457.25	
Total 101217100000:					457.25	
03/02/2018	31806	ACH Internal Revenue Service	MEDICARE Pay Period: 2/25/2018	101-21712-0000	2,392.17	M
03/02/2018	31806	ACH Internal Revenue Service	MEDICARE Pay Period: 2/25/2018	101-21712-0000	2,392.17	M
Total 101217120000:					4,784.34	
03/02/2018	31807	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 2/25/2018	101-21713-0000	292.00	M
03/02/2018	31807	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 2/25/2018	101-21713-0000	275.00	M
Total 101217130000:					567.00	
03/02/2018	31805	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 2/25/2018	101-21714-0000	640.00	M
Total 101217140000:					640.00	
02/28/2018	21827	SelectAccount	FLEX/HSA Reimbursement	101-21716-0000	128.63	M
03/02/2018	21829	SelectAccount	FLEX/HSA Reimbursement	101-21716-0000	796.44	M
03/02/2018	31803	SelectAccount	HSA DEDUCTION Pay Period: 2/25/2018	101-21716-0000	469.83	M



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101217160000:					1,394.90	
03/02/2018	31804	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 2/25/2018	101-21717-0000	1,099.67	M
Total 101217170000:					1,099.67	
03/02/2018	20180142	Discover Waseca Tourism	January Lodging Tax	101-41110-4440	1,606.09	
Total 101411104440:					1,606.09	
03/02/2018	151691	Builders First Source Inc	Clear Lake Beach House Project	101-41110-4450	160.02	
Total 101411104450:					160.02	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-41320-1310	436.50	M
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-41320-1310	83.50	M
Total 101413201310:					520.00	
03/02/2018	151714	MN Life	March Life Insurance	101-41320-1330	45.37	
Total 101413201330:					45.37	
03/02/2018	151719	Shred-it USA LLC	Shredding	101-41320-3100	12.81	
Total 101413203100:					12.81	
03/02/2018	20180174	Waseca Area Chamber of Commerce	Community Awards Banquet	101-41320-3300	70.00	
Total 101413203300:					70.00	
03/02/2018	20180174	Waseca Area Chamber of Commerce	Community Awards Banquet Sponsorship	101-41320-3400	275.00	
Total 101413203400:					275.00	
03/02/2018	20180130	A. H. Hermel Company	Vending machine pop	101-41320-4945	61.25	
Total 101413204945:					61.25	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-41500-1310	1,215.10	M
Total 101415001310:					1,215.10	
03/02/2018	151714	MN Life	March Life Insurance	101-41500-1330	64.50	
Total 101415001330:					64.50	
03/02/2018	151713	MN Government Finance Officers Assoc	2018 Membership Dues	101-41500-4330	50.00	
03/02/2018	151713	MN Government Finance Officers Assoc	2018 Membership renewal	101-41500-4330	50.00	
Total 101415004330:					100.00	
03/02/2018	20180145	Flaherty & Hood PA	Jan General Legal	101-41600-3000	2,445.63	
03/02/2018	20180145	Flaherty & Hood PA	Jan HR	101-41600-3000	199.95	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101416003000:					2,645.58
03/02/2018	151711	Metro Sales Inc.	Credit for upgrade	101-41920-3100	404.49-
03/02/2018	151711	Metro Sales Inc.	Contract	101-41920-3100	2,031.17
03/02/2018	20180165	Pantheon Computer Systems Inc.	March Billing	101-41920-3100	5,625.00
Total 101419203100:					7,251.68
03/02/2018	20180150	Innovative Office Solutions LLC	Office Supplies	101-41940-2000	17.30
03/02/2018	20180150	Innovative Office Solutions LLC	Office Supplies	101-41940-2000	92.36
03/02/2018	20180166	Personalized Printing Inc.	#10 envelopes	101-41940-2000	267.60
Total 101419402000:					377.26
03/02/2018	20180130	A. H. Hermel Company	Coffee and Filters	101-41940-2170	87.12
Total 101419402170:					87.12
03/02/2018	20180136	Cady Business Technologies Inc	Monthly Phone Support Plan	101-41940-3100	262.62
03/02/2018	20180137	Central Fire Protection Inc.	Annual Maintenance	101-41940-3100	42.75
03/02/2018	20180141	Culligan	March Lease	101-41940-3100	28.95
03/02/2018	151700	G & K Services	Floor Mats	101-41940-3100	26.40
03/02/2018	151700	G & K Services	Floor Mats	101-41940-3100	19.20
03/02/2018	20180167	ServiceMaster of Mankato/Waseca	Janitorial Services	101-41940-3100	1,556.00
Total 101419403100:					1,935.92
02/28/2018	21828	Consolidated Communications	Monthly Billing	101-41940-3200	155.44 M
02/28/2018	21828	Consolidated Communications	Monthly Billing	101-41940-3200	74.16 M
Total 101419403200:					229.60
03/02/2018	151693	Centerpoint Energy	Monthly Billing	101-41940-3800	1,156.60
Total 101419403800:					1,156.60
03/02/2018	151723	T & M Electric LLC	Misc Wiring	101-41940-4000	50.00
Total 101419404000:					50.00
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-41950-1310	519.00 M
Total 101419501310:					519.00
03/02/2018	151714	MN Life	March Life Insurance	101-41950-1330	30.19
Total 101419501330:					30.19
03/02/2018	20180147	Green, Bill	Mileage Reimbursement	101-41950-3350	77.94
Total 101419503350:					77.94
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-42100-1310	4,686.50 M
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-42100-1310	323.60 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421001310:					5,010.10
03/02/2018	151714	MN Life	March Life Insurance	101-42100-1330	313.50
Total 101421001330:					313.50
03/02/2018	20180150	Innovative Office Solutions LLC	Office supplies	101-42100-2000	9.41
Total 101421002000:					9.41
03/02/2018	20180139	Chrz, Jared	Uniform Allowance	101-42100-2180	60.00
03/02/2018	20180158	Matson, Arik	Uniform allowance	101-42100-2180	320.29
03/02/2018	20180169	Streicher's	uniform expense	101-42100-2180	135.99
03/02/2018	20180169	Streicher's	uniform expense	101-42100-2180	149.98
03/02/2018	20180169	Streicher's	uniform expense	101-42100-2180	180.74
03/02/2018	20180169	Streicher's	Uniforms	101-42100-2180	269.99
Total 101421002180:					1,116.99
03/02/2018	20180171	Thornhill, Lawrence E.	Squad cleaning	101-42100-2220	42.00
Total 101421002220:					42.00
03/02/2018	20180137	Central Fire Protection Inc.	Annual Maintenance & exting inspect	101-42100-3100	30.25
03/02/2018	151695	Cintas Corporation	Floor Mats	101-42100-3100	11.77
03/02/2018	151700	G & K Services	Floor mats	101-42100-3100	11.78
03/02/2018	151719	Shred-it USA LLC	Shredding	101-42100-3100	12.81
Total 101421003100:					66.61
02/28/2018	21828	Consolidated Communications	Monthly Billing	101-42100-3200	155.44 M
02/28/2018	21828	Consolidated Communications	Monthly Billing	101-42100-3200	238.54 M
02/28/2018	21828	Consolidated Communications	Monthly Billing	101-42100-3200	22.71 M
03/02/2018	20180168	Sprint	IC trailer phone bill	101-42100-3200	39.99
Total 101421003200:					456.68
03/02/2018	151697	City of Waseca	Compliance Check reimbursement	101-42100-4640	150.00
03/02/2018	151697	City of Waseca	Tobacco Compliance reimbursement	101-42100-4640	100.00
Total 101421004640:					250.00
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-42200-1310	1,250.00 M
Total 101422001310:					1,250.00
03/02/2018	151714	MN Life	March Life Insurance	101-42200-1330	49.50
Total 101422001330:					49.50
03/02/2018	20180137	Central Fire Protection Inc.	Extinguisher Recharge	101-42200-2160	30.00
Total 101422002160:					30.00
03/02/2018	20180173	Underwood, John	Uniform Allowance	101-42200-2180	456.64

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101422002180:					456.64	
03/02/2018	20180137	Central Fire Protection Inc.	Annual Maintenance & Service truck charge	101-42200-3100	79.00	
03/02/2018	151695	Cintas Corporation	Floor Mats	101-42200-3100	11.78	
03/02/2018	151700	G & K Services	Floor mats	101-42200-3100	11.77	
Total 101422003100:					102.55	
02/28/2018	21828	Consolidated Communications	Monthly Billing	101-42200-3200	22.72	M
Total 101422003200:					22.72	
02/28/2018	21828	Consolidated Communications	Monthly Billing	101-42200-3800	23.97	M
Total 101422003800:					23.97	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-42400-1310	500.00	M
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-42400-1310	82.50	M
Total 101424001310:					582.50	
03/02/2018	151714	MN Life	March Life Insurance	101-42400-1330	5.45	
03/02/2018	151714	MN Life	March Life Insurance	101-42400-1330	16.50	
Total 101424001330:					21.95	
03/02/2018	20180140	City Building Inspection Services LLC	Monthly Building Inspections	101-42400-3100	4,272.03	
Total 101424003100:					4,272.03	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-43000-1310	85.00	M
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-43000-1310	765.00	M
Total 101430001310:					850.00	
03/02/2018	151714	MN Life	March Life Insurance	101-43000-1330	5.61	
03/02/2018	151714	MN Life	March Life Insurance	101-43000-1330	49.99	
Total 101430001330:					55.60	
03/02/2018	20180163	Nagel, Philipp	Lunch for 2 days at conference	101-43000-3300	20.44	
Total 101430003300:					20.44	
03/02/2018	20180163	Nagel, Philipp	Mileage reimbursement	101-43000-3350	62.35	
Total 101430003350:					62.35	
03/02/2018	151687	American Public Works Association	2018 membership renewal	101-43000-4330	618.75	
Total 101430004330:					618.75	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-43100-1310	1,180.71	M
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-43100-1310	28.68	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101431001310:					1,209.39
03/02/2018	151714	MN Life	March Life Insurance	101-43100-1330	80.19
03/02/2018	151714	MN Life	March Life Insurance	101-43100-1330	1.65
Total 101431001330:					81.84
03/02/2018	20180134	Bomgaars Supply	Parts & Supplies	101-43100-2170	68.86
03/02/2018	20180138	Charlie's Hardware	Parts & Supplies	101-43100-2170	120.54
03/02/2018	151708	Manthe Garage Doors	door repair	101-43100-2170	60.00
03/02/2018	151723	T & M Electric LLC	Outlet for command trailer	101-43100-2170	136.00
03/02/2018	20180172	Timm's Trucking Inc.	Demo load charge	101-43100-2170	26.00
03/02/2018	20180176	Ziegler Inc	5 year warranty coverage	101-43100-2170	4,210.00
Total 101431002170:					4,621.40
03/02/2018	20180132	AmeriPride Services Inc	uniform service	101-43100-2180	162.27
03/02/2018	20180132	AmeriPride Services Inc	uniform service	101-43100-2180	156.27
Total 101431002180:					318.54
03/02/2018	151723	T & M Electric LLC	Misc Wiring	101-43100-2230	1,686.00
Total 101431002230:					1,686.00
03/02/2018	20180137	Central Fire Protection Inc.	Annual Maintenance	101-43100-3100	66.50
Total 101431003100:					66.50
02/28/2018	21828	Consolidated Communications	Monthly Billing	101-43100-3200	23.97 M
Total 101431003200:					23.97
03/02/2018	151693	Centerpoint Energy	Monthly Billing	101-43100-3800	1,740.77
Total 101431003800:					1,740.77
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-43125-1310	306.11 M
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-43125-1310	28.68 M
Total 101431251310:					334.79
03/02/2018	151714	MN Life	March Life Insurance	101-43125-1330	20.79
03/02/2018	151714	MN Life	March Life Insurance	101-43125-1330	1.65
Total 101431251330:					22.44
03/02/2018	20180156	Kritzer Oil Company Inc.	dyed fuel	101-43125-2120	1,214.55
Total 101431252120:					1,214.55
03/02/2018	151692	California Contractors Supplies Inc.	Emergency Tow Strap	101-43125-2170	119.70
Total 101431252170:					119.70

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/02/2018	151686	Affordable Lawn Care Inc	Snow Hauling 2/25/2018	101-43125-3100	2,167.50	
03/02/2018	20180152	James Brothers Construction Inc.	Snow Hauling 2/25/2018	101-43125-3100	2,167.50	
03/02/2018	151716	Owatonna Groundsmasters Inc	snow hauling	101-43125-3100	722.50	
Total 101431253100:					5,057.50	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-43170-1310	65.60	M
Total 101431701310:					65.60	
03/02/2018	151714	MN Life	March Life Insurance	101-43170-1330	4.46	
Total 101431701330:					4.46	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-43220-1310	109.33	M
Total 101432201310:					109.33	
03/02/2018	151714	MN Life	March Life Insurance	101-43220-1330	7.43	
Total 101432201330:					7.43	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-45130-1310	400.00	M
Total 101451301310:					400.00	
03/02/2018	151714	MN Life	March Life Insurance	101-45130-1330	19.80	
Total 101451301330:					19.80	
03/02/2018	151715	Orkin Pest Control Inc.	Pest control	101-45130-3100	90.00	
Total 101451303100:					90.00	
02/28/2018	21828	Consolidated Communications	Monthly Billing	101-45130-3200	143.88	M
Total 101451303200:					143.88	
03/02/2018	20180149	Horizon Seminars	Seminar Registration	101-45130-3300	300.00	
Total 101451303300:					300.00	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-45200-1310	873.00	M
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	101-45200-1310	100.00	M
Total 101452001310:					973.00	
03/02/2018	151714	MN Life	March Life Insurance	101-45200-1330	74.25	
03/02/2018	151714	MN Life	March Life Insurance	101-45200-1330	4.95	
Total 101452001330:					79.20	
03/02/2018	151724	Waseca Floral	Fertilizer for 2018 hanging baskets	101-45200-2170	248.75	
Total 101452002170:					248.75	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
03/02/2018	151695	Cintas Corporation	Uniform Service	101-45200-2180	10.05
03/02/2018	151700	G & K Services	Uniform Service	101-45200-2180	10.05
Total 101452002180:					20.10
03/02/2018	20180138	Charlie's Hardware	Parts & Supplies	101-45200-2190	199.98
03/02/2018	20180143	Dushaw, Bradley J	Safety Jacket for Park employee	101-45200-2190	70.80
Total 101452002190:					270.78
03/02/2018	20180134	Bomgaars Supply	Parts & Supplies	101-45200-2400	17.98
Total 101452002400:					17.98
03/02/2018	151709	McClune's Tree Service	Tree trimming NE area of Waseca	101-45200-3100	2,240.00
Total 101452003100:					2,240.00
03/02/2018	151693	Centerpoint Energy	Monthly Billing	101-45200-3800	585.51
03/02/2018	151693	Centerpoint Energy	Monthly Billing	101-45200-3800	71.30
Total 101452003800:					656.81
03/02/2018	151717	Rent 'N' Save Portable Services	Hockey rink toilet	101-45200-4100	52.00
Total 101452004100:					52.00
02/28/2018	21828	Consolidated Communications	Monthly Billing	101-45500-3800	46.63 M
02/28/2018	21828	Consolidated Communications	Monthly Billing	101-45500-3800	2.51 M
Total 101455003800:					49.14
03/02/2018	151696	Cintas Corporation	First Aid Police	101-49210-4940	48.12
03/02/2018	151696	Cintas Corporation	First Aid supplies	101-49210-4940	42.05
03/02/2018	151720	Starfish Aquatics Institute	CPR Certification Cards	101-49210-4940	197.08
Total 101492104940:					287.25
02/28/2018	21826	SelectAccount	Admin fees	101-49244-1600	401.20 M
Total 101492441600:					401.20
Total General Fund:					135,674.94
<b>Airport</b>					
03/02/2018	151695	Cintas Corporation	Floor Mats	230-49810-2170	3.84
Total 230498102170:					3.84
03/02/2018	20180137	Central Fire Protection Inc.	Annual Maintenance	230-49810-3100	9.50
Total 230498103100:					9.50
03/02/2018	151694	CenturyLink	Airport Phone and Internet	230-49810-3200	340.55

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 230498103200:					340.55
03/02/2018	151693	Centerpoint Energy	Monthly Billing	230-49810-3800	64.66
Total 230498103800:					64.66
03/02/2018	20180138	Charlie's Hardware	Parts & Supplies	230-49810-4000	74.80
Total 230498104000:					74.80
Total Airport:					493.35
<b>Economic Development-General f</b>					
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	261-46700-1310	416.50 M
Total 261467001310:					416.50
03/02/2018	151714	MN Life	March Life Insurance	261-46700-1330	4.13
Total 261467001330:					4.13
Total Economic Development-General f:					420.63
<b>Police Reserve</b>					
03/02/2018	151688	Androli, Jeff	Security for Boxcar Bar	275-49212-3100	67.50
03/02/2018	151721	Stoltz, Jon	Security for Boxcar Bar	275-49212-3100	67.50
Total 275492123100:					135.00
Total Police Reserve:					135.00
<b>Safe Haven Grant</b>					
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	279-46350-1310	510.10 M
Total 279463501310:					510.10
03/02/2018	151714	MN Life	March Life Insurance	279-46350-1330	33.00
Total 279463501330:					33.00
Total Safe Haven Grant:					543.10
<b>PEG Channel</b>					
03/02/2018	20180165	Pantheon Computer Systems Inc.	Anti-virus for PEG	290-41920-2170	60.00
Total 290419202170:					60.00
Total PEG Channel:					60.00
<b>Water</b>					
03/02/2018	151689	Born Well Drilling Inc.	Plumbing	601-49401-2210	113.10
03/02/2018	151702	Hawkins Inc	Chemical Tubing	601-49401-2210	699.68
Total 601494012210:					812.78



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/02/2018	20180157	M & R Electric Inc.	Electrician	601-49401-3100	573.41	
03/02/2018	20180157	M & R Electric Inc.	Electrician	601-49401-3100	55.00	
Total 601494013100:					628.41	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	601-49430-1310	500.00	M
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	601-49430-1310	1,365.35	M
Total 601494301310:					1,865.35	
03/02/2018	151714	MN Life	March Life Insurance	601-49430-1330	16.50	
03/02/2018	151714	MN Life	March Life Insurance	601-49430-1330	11.02	
Total 601494301330:					27.52	
03/02/2018	151690	Boss Supply Inc.	reducer fitting	601-49430-2170	33.00	
03/02/2018	151701	Hach Company	Lab Supplies	601-49430-2170	22.75	
03/02/2018	151701	Hach Company	Lab supplies	601-49430-2170	26.20	
Total 601494302170:					81.95	
03/02/2018	151695	Cintas Corporation	Uniform Service	601-49430-2180	3.90	
03/02/2018	151700	G & K Services	Uniform Service	601-49430-2180	3.90	
Total 601494302180:					7.80	
03/02/2018	20180159	Metering & Technology Solutions	ERT Replacement Materials	601-49430-2215	892.21	
Total 601494302215:					892.21	
03/02/2018	20180134	Bomgaars Supply	Parts & Supplies	601-49430-2230	101.85	
03/02/2018	20180138	Charlie's Hardware	Parts & Supplies	601-49430-2230	17.84	
03/02/2018	20180152	James Brothers Construction Inc.	Street Repair from Main Break	601-49430-2230	1,488.00	
Total 601494302230:					1,607.69	
03/02/2018	20180137	Central Fire Protection Inc.	Extinguisher inspect	601-49430-3100	40.00	
03/02/2018	20180175	Water Conservation Service Inc.	Leak detect	601-49430-3100	501.30	
Total 601494303100:					541.30	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	601-49585-1310	105.00	M
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	601-49585-1310	216.93	M
Total 601495851310:					321.93	
03/02/2018	151714	MN Life	March Life Insurance	601-49585-1330	3.47	
03/02/2018	151714	MN Life	March Life Insurance	601-49585-1330	18.25	
Total 601495851330:					21.72	
02/28/2018	21828	Consolidated Communications	Monthly Billing	601-49585-3200	41.45	M
Total 601495853200:					41.45	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	601-49586-1310	60.00	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	601-49586-1310	166.67	M
Total 601495861310:					226.67	
03/02/2018	151714	MN Life	March Life Insurance	601-49586-1330	1.98	
03/02/2018	151714	MN Life	March Life Insurance	601-49586-1330	2.72	
Total 601495861330:					4.70	
03/02/2018	20180155	Kennedy & Kennedy Law Office	January Legal Services	601-49586-3000	48.00	
Total 601495863000:					48.00	
03/02/2018	20180165	Pantheon Computer Systems Inc.	March Billing	601-49586-4950	795.00	
Total 601495864950:					795.00	
Total Water:					7,924.48	
<b>Sanitary Sewer</b>						
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	602-49470-1310	393.56	M
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	602-49470-1310	28.68	M
Total 602494701310:					422.24	
03/02/2018	151714	MN Life	March Life Insurance	602-49470-1330	26.72	
03/02/2018	151714	MN Life	March Life Insurance	602-49470-1330	1.65	
Total 602494701330:					28.37	
03/02/2018	20180176	Ziegler Inc	Gennerator Warranty	602-49470-3100	3,500.00	
Total 602494703100:					3,500.00	
02/28/2018	21828	Consolidated Communications	Monthly Billing	602-49470-3200	385.12	M
Total 602494703200:					385.12	
03/02/2018	151693	Centerpoint Energy	Monthly Billing	602-49470-3800	237.15	
Total 602494703800:					237.15	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	602-49480-1310	208.25	M
Total 602494801310:					208.25	
03/02/2018	151714	MN Life	March Life Insurance	602-49480-1330	71.48	
Total 602494801330:					71.48	
03/02/2018	20180133	Applied Specialties Inc	Biosolids Polymer	602-49480-2170	4,206.40	
03/02/2018	20180134	Bomgaars Supply	Parts & Supplies	602-49480-2170	39.95	
03/02/2018	20180138	Charlie's Hardware	Parts & Supplies	602-49480-2170	374.12	
03/02/2018	151701	Hach Company	Lab Supplies	602-49480-2170	418.80	
03/02/2018	151701	Hach Company	Lab supplies	602-49480-2170	244.00	
03/02/2018	20180164	Northern Safety Co. Inc.	Shoe covers	602-49480-2170	11.39	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 602494802170:					5,294.66	
03/02/2018	20180170	Teledyne Isco Inc	Isco Pump Parts	602-49480-2210	192.00	
Total 602494802210:					192.00	
03/02/2018	151695	Cintas Corporation	Janitorial Supplies	602-49480-3100	15.68	
03/02/2018	20180153	Javens Mechanical Contracting Co.	Plumbing RPZ Repair	602-49480-3100	360.14	
Total 602494803100:					375.82	
02/28/2018	21828	Consolidated Communications	Monthly Billing	602-49480-3200	141.91	M
Total 602494803200:					141.91	
03/02/2018	151693	Centerpoint Energy	Monthly Billing	602-49480-3800	3,967.66	
03/02/2018	151726	Xcel Energy	January Charges	602-49480-3800	10,548.66	
Total 602494803800:					14,516.32	
03/02/2018	20180153	Javens Mechanical Contracting Co.	Radiant Heater Repair Maintenance Bldg	602-49480-4000	2,067.14	
Total 602494804000:					2,067.14	
03/02/2018	151696	Cintas Corporation	First Aid supplies	602-49480-4940	58.87	
Total 602494804940:					58.87	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	602-49585-1310	105.00	M
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	602-49585-1310	216.93	M
Total 602495851310:					321.93	
03/02/2018	151714	MN Life	March Life Insurance	602-49585-1330	3.47	
03/02/2018	151714	MN Life	March Life Insurance	602-49585-1330	18.25	
Total 602495851330:					21.72	
02/28/2018	21828	Consolidated Communications	Monthly Billing	602-49585-3200	41.45	M
Total 602495853200:					41.45	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	602-49586-1310	60.00	M
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	602-49586-1310	166.67	M
Total 602495861310:					226.67	
03/02/2018	151714	MN Life	March Life Insurance	602-49586-1330	1.98	
03/02/2018	151714	MN Life	March Life Insurance	602-49586-1330	2.72	
Total 602495861330:					4.70	
03/02/2018	20180165	Pantheon Computer Systems Inc.	March Billing	602-49586-4950	795.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 602495864950:					795.00	
03/02/2018	20180145	Flaherty & Hood PA	Jan Sewer Legal	602-49593-5300	688.75	
03/02/2018	20180151	Insituform Technologies USA Inc	Final Payment 2017-09	602-49593-5300	10,964.70	
03/02/2018	151718	Short Elliott Hendrickson, Inc	Engineering Sanitary Sewer Rehab Phase I	602-49593-5300	766.95	
Total 602495935300:					12,420.40	
Total Sanitary Sewer:					41,331.20	
<b>Electric Utility</b>						
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	604-49570-1310	56.00	M
Total 604495701310:					56.00	
03/02/2018	151714	MN Life	March Life Insurance	604-49570-1330	2.11	
Total 604495701330:					2.11	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	604-49571-1310	1,235.50	M
Total 604495711310:					1,235.50	
03/02/2018	151714	MN Life	March Life Insurance	604-49571-1330	46.60	
Total 604495711330:					46.60	
03/02/2018	20180134	Bomgaars Supply	Parts & Supplies	604-49571-2170	49.96	
03/02/2018	20180138	Charlie's Hardware	Parts & Supplies	604-49571-2170	33.74	
Total 604495712170:					83.70	
03/02/2018	20180135	Border States Electric Supply	Residential Meters (16)	604-49571-2215	880.00	
03/02/2018	20180135	Border States Electric Supply	Three Phase Meters (4)	604-49571-2215	1,312.53	
Total 604495712215:					2,192.53	
03/02/2018	20180172	Timm's Trucking Inc.	Debirs	604-49571-3100	61.10	
Total 604495713100:					61.10	
03/02/2018	20180161	MN Municipal Utilities Association	Apprentice Training	604-49571-4940	330.00	
Total 604495714940:					330.00	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	604-49572-1310	124.25	M
Total 604495721310:					124.25	
03/02/2018	151714	MN Life	March Life Insurance	604-49572-1330	4.69	
Total 604495721330:					4.69	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	604-49573-1310	224.00	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 604495731310:					224.00	
03/02/2018	151714	MN Life	March Life Insurance	604-49573-1330	8.45	
Total 604495731330:					8.45	
03/02/2018	151698	Ditch Witch of Minnesota	Boring Equipment Repair	604-49573-3100	561.04	
03/02/2018	151698	Ditch Witch of Minnesota	Boring Trailer Repair	604-49573-3100	117.78	
Total 604495733100:					678.82	
03/02/2018	151698	Ditch Witch of Minnesota	Boring Equipment Repairs	604-49573-4000	5,822.30	
Total 604495734000:					5,822.30	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	604-49574-1310	63.00	M
Total 604495741310:					63.00	
03/02/2018	151714	MN Life	March Life Insurance	604-49574-1330	2.38	
Total 604495741330:					2.38	
03/02/2018	20180154	JT Services of MN	Street Light Supplies	604-49574-2230	1,076.34	
Total 604495742230:					1,076.34	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	604-49584-1310	47.25	M
Total 604495841310:					47.25	
03/02/2018	151714	MN Life	March Life Insurance	604-49584-1330	1.77	
Total 604495841330:					1.77	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	604-49585-1310	85.00	M
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	604-49585-1310	218.31	M
Total 604495851310:					303.31	
03/02/2018	151714	MN Life	March Life Insurance	604-49585-1330	2.81	
03/02/2018	151714	MN Life	March Life Insurance	604-49585-1330	18.36	
Total 604495851330:					21.17	
02/28/2018	21828	Consolidated Communications	Monthly Billing	604-49585-3200	77.73	M
02/28/2018	21828	Consolidated Communications	Monthly Billing	604-49585-3200	23.97	M
Total 604495853200:					101.70	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	604-49586-1310	115.00	M
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	604-49586-1310	166.66	M
Total 604495861310:					281.66	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/02/2018	151714	MN Life	March Life Insurance	604-49586-1330	3.80	
03/02/2018	151714	MN Life	March Life Insurance	604-49586-1330	2.81	
Total 604495861330:					6.61	
03/02/2018	20180145	Flaherty & Hood PA	Jan HR	604-49586-3000	300.00	
03/02/2018	151710	McGrann Shea Carnival Straughn & Lam	Attorney	604-49586-3000	1,700.00	
Total 604495863000:					2,000.00	
03/02/2018	151719	Shred-it USA LLC	Shredding	604-49586-3100	12.82	
Total 604495863100:					12.82	
03/02/2018	20180165	Pantheon Computer Systems Inc.	March Billing	604-49586-4950	795.00	
Total 604495864950:					795.00	
03/02/2018	20180135	Border States Electric Supply	Conversion Supplies-Meter Sockets & Misc.	604-49593-5300	1,827.78	
03/02/2018	151722	Stuart C. Irby Company	Conversion Conductor for Pedestals	604-49593-5300	5,151.38	
03/02/2018	151722	Stuart C. Irby Company	Conversion Conductor for Pedestals	604-49593-5300	5,151.38	
03/02/2018	151722	Stuart C. Irby Company	Conversion Conductor for Pedestals	604-49593-5300	2,060.55	
03/02/2018	151722	Stuart C. Irby Company	Conversion Conductor for Pedestals	604-49593-5300	772.71	
03/02/2018	151722	Stuart C. Irby Company	Conversion Conductor for Pedestals	604-49593-5300	4,507.45	
03/02/2018	151722	Stuart C. Irby Company	Conversion Conductor for Pedestals	604-49593-5300	13,264.78	
03/02/2018	151722	Stuart C. Irby Company	House Conversion Triplex	604-49593-5300	2,501.41	
03/02/2018	151722	Stuart C. Irby Company	House Conversion Triplex	604-49593-5300	1,613.82	
03/02/2018	151722	Stuart C. Irby Company	House Conversion Triplex	604-49593-5300	726.21	
Total 604495935300:					37,577.47	
Total Electric Utility:					53,160.53	
<b>Storm Water Utility</b>						
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	651-43140-1310	131.19	M
Total 651431401310:					131.19	
03/02/2018	151714	MN Life	March Life Insurance	651-43140-1330	8.91	
Total 651431401330:					8.91	
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	651-49585-1310	34.33	M
Total 651495851310:					34.33	
03/02/2018	151714	MN Life	March Life Insurance	651-49585-1330	2.89	
Total 651495851330:					2.89	
Total Storm Water Utility:					177.32	
<b>Central Garage Services</b>						
03/02/2018	31808	SelectAccount	VEBA/HSA submittal Mar	701-43180-1310	487.56	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 701431801310:					487.56
03/02/2018	151714	MN Life	March Life Insurance	701-43180-1330	28.05
Total 701431801330:					28.05
03/02/2018	20180138	Charlie's Hardware	Parts & Supplies	701-43180-2170	13.86
03/02/2018	20180160	Miller, Scott	Safety Glasses-Miller	701-43180-2170	84.00
Total 701431802170:					97.86
03/02/2018	20180131	ABM Equipment & Supply Inc.	jetter trk hand nozzle	701-43180-2210	271.03
03/02/2018	20180138	Charlie's Hardware	Parts & Supplies	701-43180-2210	20.78
03/02/2018	151699	FleetPride Inc	Brake Caliper Assembly	701-43180-2210	1,966.05
03/02/2018	20180148	H & L Mesabi	clam bucket cutting edges	701-43180-2210	1,280.36
03/02/2018	151706	Kibble Equipment	Snow equipment	701-43180-2210	367.60
03/02/2018	151712	Mills Automotive Group	Seat Cover	701-43180-2210	136.25
03/02/2018	20180162	MTI Distributing Inc.	toro misc parts	701-43180-2210	202.50
03/02/2018	20180176	Ziegler Inc	fender & brackets for 22cat	701-43180-2210	2,307.59
Total 701431802210:					6,552.16
03/02/2018	151703	Huber Supply Co Inc	Yearly Lease	701-43180-3100	75.00
Total 701431803100:					75.00
Total Central Garage Services:					7,240.63
<b>Property and Liability Insuran</b>					
03/02/2018	151725	Widseth Smith Nolting & Assoc Inc	A/E Services	702-49955-3610	1,303.50
Total 702499553610:					1,303.50
Total Property and Liability Insuran:					1,303.50
<b>Equipment Replacement Fund</b>					
03/02/2018	20180144	Emergency Automotive Technologies Inc.	2018 squad parts	705-49920-5400	299.10
Total 705499205400:					299.10
Total Equipment Replacement Fund:					299.10
Grand Totals:					248,763.78

## Report Criteria:

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

<b>Title:</b>	Authorizing a Nondisturbance, Attornment and Assignment Agreement for Boat House Lease		
<b>Meeting Date:</b>	March 6, 2018	<b>Agenda Item Number:</b>	<b>6C</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	<ul style="list-style-type: none"> <li>• Nondisturbance, attornment and assignment agreement</li> </ul>
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Authorize the City Manager to execute the nondisturbance, attornment and assignment agreement for the Boat House Lease		

**BACKGROUND:** At the October 3<sup>rd</sup>, 2017 Council meeting the City Council approved an amendment to the ground lease for the Boat House property. The changes to the lease were to both allow the Boat House to operate with more flexibility as well as to ensure the City's financial protection under the terms of the lease. This protection also would allow the City to feel comfortable approving a Lease Hold Mortgage previously taken out by the Boat House owners, but that had not been approved by the City, which is required under the terms of the lease.

On March 2<sup>nd</sup> the Boat House Lease addendum was fully executed, allowing the City to move forward with the execution of a Nondisturbance, attornment and assignment agreement for the Boat House ground lease.

**BUDGET IMPACT:** None

**ALTERNATIVES CONSIDERED:** Refusing to execute the agreement

**RECOMMENDATION:** Motion authorizing the City Manager to execute the Nondisturbance, Attornment and Assignment Agreement.



## **NONDISTURBANCE, ATTORNMENT AND ASSIGNMENT AGREEMENT**

THIS AGREEMENT, made and entered into as of the \_\_\_\_ day of **March, 2018**, by and between First National Bank of Waseca, (hereinafter called "Lender"), The City of Waseca, State of Minnesota, (hereinafter called "Landlord"), and Boat House on Clear Lake, LLC (hereinafter called "Tenant").

### **WITNESSETH:**

WHEREAS, Landlord is the owner of certain real estate lying and being in the County of Waseca and State of Minnesota, described on Exhibit A attached hereto (the "Real Estate"); and

WHEREAS, Landlord has leased a portion of the Real Estate to Tenant, which includes improvements constructed thereon by Tenant (the "Leased Premises") pursuant to a ground lease assigned to Tenant by Assignment and Assumption of Ground Lease recorded at the Waseca County Recorder's office on July 15, 2013, as Document No. 297773. Such ground lease, together with all subsequent amendments, modifications, renewals and extensions thereof, is hereafter referred to as the "Lease"); and

WHEREAS, Lender has made a loan to Tenant and Tenant has executed a leasehold mortgage, security agreement, fixture financing statement and an assignment of leases and rents, running in favor of Lender, said document recorded on July 15, 2013, in the office of the Waseca County Recorder, as Document No. 297774 (the "Leasehold Mortgage").

WHEREAS, the Leasehold Mortgage creates a lien in favor of Lender covering all of Tenant's right, title and interest to any of the buildings, structures, or other improvements now standing on the Premises, as well as other securities listed in the Leasehold Mortgage.

WHEREAS, Tenant, Landlord and Lender have agreed to the following as respects their mutual rights and obligations pursuant to the Lease and the Leasehold Mortgage;

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt whereof is hereby acknowledged, the parties hereto do hereby covenant and agree as follows:

1. Non-Disturbance. So long as Tenant is not in default (beyond any period specified in the Lease for Tenant to cure such default) in the payment of rent or additional rent or in the performance of any of the terms, covenants or conditions of the Lease on Tenant's part to be performed, Tenant's possession of the Leased Premises and Tenant's rights and privileges under the Lease, or any extensions or renewals thereof as provided for in the Lease, shall not be diminished or interfered with by Landlord and Tenant's occupancy of the Leased Premises shall not be disturbed by Landlord for any reason whatsoever during the term of the Lease or any such extension or renewals thereof.

2. Actions Against Tenant. So long as Tenant is not in default (beyond any period specified in the Lease for Tenant to cure such default) in the payment of rent or additional rent or in the performance of any of the terms, covenants or conditions of the Lease on Tenant's part to be performed, Lender will not join Landlord as a party defendant in any action or proceeding foreclosing the Leasehold Mortgage unless such joinder is necessary to foreclose the Leasehold Mortgage and then only for such purpose and not for the purpose of terminating the Lease.

3. Attornment. If the interests of Tenant shall be transferred to and owned by Lender by reason of foreclosure or any other manner, and Lender succeeds to the interest of Tenant under the Lease, Landlord shall be bound to Lender, in Lender's sole discretion, under all of the terms, covenants and conditions of the Lease for the balance of the terms, covenants and conditions of the Lease for the balance of the term thereof and any extensions or renewals as provided in the Lease, with the same force and effect as if Lender were the Tenant under the Lease. The respective rights and obligations of Landlord and Lender upon such attornment, to the extent of the then remaining balance of the term of the Lease and any such extensions and renewals, shall be and are the same as now set forth therein; it being the intention of the parties hereto for this purpose to incorporate the Lease in this agreement by reference with the same force and effect as if set forth at length herein.

4. Liability of Lender. If Lender shall succeed to the interest of Tenant under the Lease, Lender shall not (i) be liable for any act or omission of Tenant; (ii) be subject to any offsets or defenses against Tenant if the Lender cures Tenant's defaults pursuant to Section 6 hereof; (iii) be bound by payment of any rent or additional rent paid for more than one (1) month in advance; (iv) be bound by any amendment or modification of the lease made after the date hereof without its consent; or (v) have any obligation with respect to any security deposit made to Landlord, unless physically deposited with Lender.

5. Default by Landlord or Tenant. In the event of a default by Landlord or Tenant under the Lease or an occurrence that would give rise to an offset against rent or claim against Landlord under the Lease, Tenant and Landlord shall give Lender written notice of such default or occurrence at the address of Lender as set forth above and, if Tenant or Landlord has not cured or has not commenced and is diligently taking action to cure any such default, Lender may, at its option, cure such default or rectify such occurrence within thirty (30) days after receipt of such notice, or such additional period as may be necessary to cure for such default, provided that Lender uses reasonable diligence to correct the same.

6. Consent of Lender. In the absence of the prior written consent of Lender, Tenant agrees not to do any of the following (a) prepay the rent under the Lease for more than one (1) month in advance, or (b) enter into any agreement with the Landlord to amend or modify the Lease in any material manner.

7. Successors and Assigns. This Agreement and the covenants and agreements contained herein shall be binding and inure to the benefit of the parties hereto and their respective heirs, administrators, representatives, successors and assigns.

8. Assignment of Lease. Landlord acknowledges and does not object to Tenant's assignment of the Lease to Lender to secure Tenant's obligations to Lender under the Leasehold Mortgage.

9. Choice of Law. This Agreement is to be governed and construed in accordance with the laws of the State of Minnesota.

10. Headings. The headings of the various sections of this Agreement are for convenience only and are not to be construed as confined or limiting any way the scope or intent of the provisions hereof. Whenever the context requires or permits, the singular shall include the plural, the plural shall include the singular, and the masculine, feminine and neuter shall be freely interchangeable.

11. Notices. Any notice which any party hereto may desire or may be required to give to any other party shall be in writing and the mailing thereof by certified mail, or equivalent, to the addresses as set forth above, or to such other places any party hereto may notice in writing designated shall constitute service of notice hereunder.

Notice to Lender shall be sent as follows:

First National Bank of Waseca  
101 North State Street  
Waseca, MN 56093  
Attention: Steve Graff, Vice President

Notice to Landlord shall be sent as follows:

City of Waseca, State of Minnesota  
508 South State Street  
Waseca, MN 56093  
Attention: City Manager

Notice to Tenant shall be sent as follows:

Boat House on Clear Lake, LLC

---

---

IN WITNESS WHEREOF, the parties hereto have each caused this Agreement to be executed on the day and year first above written.

# First National Bank of Waseca

Its: \_\_\_\_\_

City of Waseca, State of Minnesota

Its: \_\_\_\_\_

Boat House on Clear Lake, LLC

Its: \_\_\_\_\_

The foregoing was acknowledged before me this \_\_\_\_ day of **March, 2018**, by \_\_\_\_\_, the \_\_\_\_\_ of First National Bank of Waseca.

Notary Public

STATE OF MINNESOTA       )  
  ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing was acknowledged before me this \_\_\_\_ day of **March 2018**, by  
\_\_\_\_\_, the \_\_\_\_\_ of the City of Waseca.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA       )  
  ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing was acknowledged before me this \_\_\_\_ day of **March 2018**, by  
\_\_\_\_\_, the \_\_\_\_\_ of Boat House on Clear Lake,  
LLC.

\_\_\_\_\_  
Notary Public

This Instrument Was Drafted By:

Michael S. Dove #214310  
Gislason & Hunter LLP  
2700 South Broadway  
P. O. Box 458  
New Ulm, MN 56073  
phone: (507) 354-3111

**EXHIBIT A**  
**LEGAL DESCRIPTION**

<b>Title:</b>	LIQUOR LICENSE APPLICATION – TROY TUMA/dba NIGHT TIME ENTERTAINMENT, LLC		
<b>Meeting Date:</b>	March 6, 2018	<b>Agenda Item Number:</b>	<b>6D</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Background Letter
<b>Originating Department:</b>	ADMINISTRATION	<b>Presented By:</b>	CONSENT AGENDA
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	Motion to approve On Sale and Sunday Liquor Licenses to Troy Tuma for Night time Entertainment, LLC at 201 North State Street, in Waseca		

**BACKGROUND:** The City has received an application for an On Sale Liquor License from Troy Tuma, Night Time Entertainment, LLC, at 201 North State Street, formerly known as American Tap House & Grille.

The Police Department conducted a background check on the applicant, the results of which did not reveal any information that would prevent approval of the application.

**RECOMMENDATION:** Motion to approve On Sale and Sunday On Sale Liquor Licenses to Troy Tuma/dba Night Time Entertainment, LLC at 201 North State Street, Waseca, MN.



# Waseca Police Department

303 South State Street ✕ Waseca, Minnesota 56093

PHONE (507) 835-9720 ✕ FAX (507) 835-1678

---

February 28<sup>th</sup> 2018

Mary Buenzow  
508 South State St  
Waseca, MN

Dear Ms. Buenzow:

This written correspondence is in response to a background check for a Liquor License Application for Tory Tuma and "American Tap House and Grille." As part of the application process, this correspondence will serve as the verification that the Waseca Police Department has conducted a background investigation and/or records check on the following persons:

Troy Tuma

The result of the background investigation did not reveal any concerns for the application process.

If you need any additional information, feel free to contact me directly at 835-9720.

Sincerely,

Jared Chrz

Detective

Waseca Police Department

303 South State St.

Waseca, MN 56093



**RESOLUTION NO. 18-11****A RESOLUTION IN SUPPORT OF OPPORTUNITY ZONES  
AS AUTHORIZED BY THE TAX CUT AND JOBS ACT OF 2017**

**WHEREAS**, the City of Waseca wishes to build the local economy and create new jobs; and

**WHEREAS**, the City of Waseca has requested that the Waseca County Commissioners recommend the eligible Waseca County census tracts for Opportunity Zones as authorized by the Tax Cut and Jobs Act of 2017; and

**WHEREAS**, the Opportunity Zones will provide a valuable tool for development in Waseca County, building on principles for census tracts for Need, Commitment, Development, Engagement, Investment and Potential; and

**NOW, THEREFORE, BE IT RESOLVED** that the City of Waseca recommends prioritizing census tract 790500 as the Number One Priority due to the greater impact potential;

Adopted this 6<sup>th</sup> day of March, 2018.

---

R. D. SRP  
MAYOR

ATTEST:

---

MARY BUENZOW  
CITY CLERK

<b>Title:</b>	Final Payment for 2017 Sanitary Sewer Rehabilitation (Sewer Lining) - City Project 2017-09		
<b>Meeting Date:</b>	March 6 <sup>th</sup> , 2018	<b>Agenda Item Number:</b>	6F
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Pay Estimate No. Three, Change Order No. One and Area Map
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	Motion to Approve Final Payment for City Project No. 2017-09.		

**BACKGROUND:** All work on the 2017 Sanitary Sewer Rehabilitation Project has been completed and the work has been approved and accepted by staff. The project is ready for final acceptance and final payment. The Contractor has provided all required documentation for release of final payment.

**BUDGET IMPACT:** The work is a budgeted expense being paid from the Sanitary Sewer Utility, (Fund 602)

**RECOMMENDATION:** Motion to accept the project work, and approve final payment of \$ 10,964.70 to Insituform Technologies, USA, LLC for City Project 2017-09.

## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: February 28, 2018

TO: Mayor & City Council  
Danny Lenz, City Manager

PROJECT NAME: 2017 Sanitary Sewer Rehabilitation

CITY PROJECT NO. 2017-09

PAYMENT REQUEST : NO. THREE FINAL PAYMENT

PAYMENT PERIOD : December 31,2017 to February 25, 2018

CONTRACTOR: Insituform Technologies, USA, LLC

PAYMENT AMOUNT: \$10,964.70

Approved By:

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date



1177 Birch Lake Blvd. N  
White Bear Lake, MN 55110

Tel: (651) 762-1238  
Fax: (651) 429-9092  
www.insituform.com

July 12th, 2017

## PRICING REQUEST

### Change Order # 1

Waseca, MN

2017 Sanitary Sewer Rehabilitation

Jennifer L Schumann  
S.E.H. Engineering

Ms. Schumann:

See below pricing for the additional work requested by the City of Waseca, MN for their 2017 Sanitary Sewer Rehabilitation Project. As discussed, we were able to add the additional work at bid unit prices. We did however also need to add in \$3,000 worth of additional mobilization to cover some of the additional tube shipment costs.

Pricing for the additional work is as follows:

Description	Qty	Unit	Price	Extended Price
Pre-Clean, Measure, CCTV (Non-CIPP)	0	LF	\$2.00	\$0.00
8" CIPP	1318	LF	\$21.70	\$28,600.60
Temperature Monitoring and Data Collection	1318	LF	\$1.90	\$2,504.20
Additional Mobilization (CO # 1)	1	LS	\$3,000.00	\$3,000.00
TOTAL				\$34,104.80

If you have any questions, please do not hesitate to call me at 612-253-0236.

If this is acceptable, please sign and email a completed copy to [mhoeft@insituform.com](mailto:mhoeft@insituform.com) and [rkramer@insituform.com](mailto:rkramer@insituform.com).

Sincerely,

*Mitchell Hoeft, P.E.*

Mitchell Hoeft  
Business Development Manager  
Insituform Technologies USA, Inc.

Accepted By: Mark W DrChene

Date: 7/12/17

Cc: File

Mark W DrChene  
Waseca City Engineer





Application for Payment  
(Unit Price Contract)  
No. 3 (Final)

Eng. Project No.: WASCI 140805

Location: Waseca, MN

Contractor Insituform Technologies USA, LLC Contract Date May 2, 2017  
17988 Edison Avenue  
Chesterfield, MO 63005 Contract Amount \$ 224,539.50

Contract for 2017 Sanitary Sewer Rehabilitation

Application Date 2/8/18 For Period Ending 2/8/18

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
1	MOBILIZATION	LS	1	1	\$10,024.50	\$10,024.50
2	TRAFFIC CONTROL	LS	1	1	1,300.20	\$1,300.20
3	6-INCH CIPP SANITARY SEWER	LF	310	306	26.80	\$8,200.80
4	8-INCH CIPP SANITARY SEWER	LF	6,588	6,459	21.70	\$140,160.30
5	10-INCH CIPP SANITARY SEWER	LF	1,690	1,685	27.00	\$45,495.00
6	CONTINUOUS TEMPERATURE	LF	8,588	7,428	1.90	\$14,113.20

Total Contract Amount \$219,294.00

### Application for Payment (continued)

Total Contract Amount	\$ 190,434.70	Total Amount Earned	\$ 219,294.00
Contract Change Order No. 1	\$ 34,104.80	Material Suitably Stored on Site, Not Incorporated into Work	
Adjusted Contract Amount	\$ 224,539.50	Percent Complete	
Contract Change Order No.		Percent Complete	
Less Previous Applications:		GROSS AMOUNT DUE	\$ 219,294.00
AFP No. 1: \$164,155.16	AFP No. 6:	LESS 0 % RETAINAGE	\$
AFP No. 2: \$44,174.14	AFP No. 7:	AMOUNT DUE TO DATE	\$ 219,294.00
AFP No. 3:	AFP No. 8:	LESS PREVIOUS APPLICATIONS	\$ 208,329.30
AFP No. 4:	AFP No. 9:	AMOUNT DUE THIS APPLICATION	\$ 10,964.70
AFP No. 5:			

#### CONTRACTOR'S AFFIDAVIT

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, 2017 Sanitary Sewer Rehabilitation, Waseca, MN, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date \_\_\_\_\_, 20\_\_\_\_ Insituform Technologies USA, LLC  
(Contractor)

COUNTY OF \_\_\_\_\_ )  
STATE OF \_\_\_\_\_ ) SS By \_\_\_\_\_  
(Name and Title)

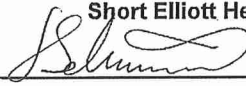
Before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_ known to be, who being duly sworn did depose and say that he is the \_\_\_\_\_ (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission expires \_\_\_\_\_  
(Notary Public)

The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount due.

Short Elliott Hendrickson Inc.

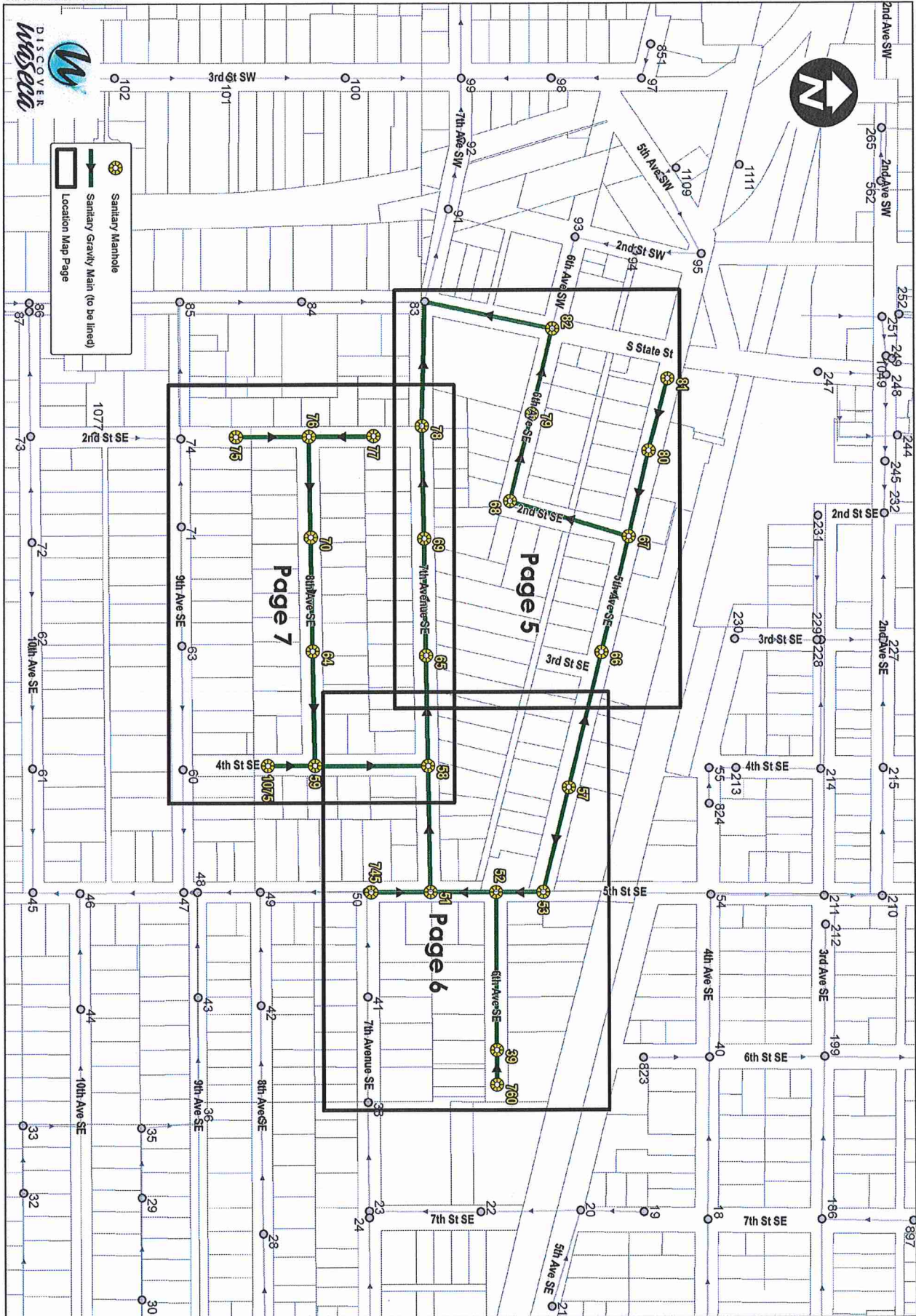
By  \_\_\_\_\_

Date 02/08/18 \_\_\_\_\_

City of Waseca

By \_\_\_\_\_

Date \_\_\_\_\_



DRAWING NUMBER <b>2</b>	2017 SANITARY SEWER REHABILITATION CITY OF WASECA, MN PROJECT LOCATION	I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Printed Name: <u>David E. Hubert</u> Signature: <u>[Signature]</u> Licensed Professional Engineer Lic. No. 19133 Date: 04/07/2017	DESIGNED: JLS	SCALE: AS SHOWN	DATE: 03/27/17
			CHECKED: DEH	SDI FILE NO. 140805	PREPARED BY: JLS
		U.S. No. 19133	MS	2017-09	SEH





## *Request for City Council Action*

<b>Title:</b>	Fire Service Study Proposal Selection		
<b>Meeting Date:</b>	March 6, 2018	<b>Agenda Item Number:</b>	<b>7A</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	ESCI RFP Response
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Approve selection of Emergency Services Consulting International (ESCI) to conduct a Fire Service Study		

**BACKGROUND:** During the development of the 2018 Budget the Council approved soliciting proposals for the performance of a Fire Service Study from a qualified firm. City staff developed a Request for Proposal for the Fire Service Study and received three responses. All three firms offered different levels of services, experience and cost. The three proposals, and their proposed costs, are:

Cornerstone Consulting Services, LLC - \$12,000

**Emergency Services Consulting International - \$31,714**

Center for Public Safety Management, LLC - \$45,555

After reviewing the proposals, staff is recommending the Council approve Emergency Services Consulting International (ESCI) to conduct the study. ESCI's proposal was rated highly in their response to the required scope of services, provides expertise and experience in their understanding of Fire Department operations, specifically including full-time and paid-on call staffing and fit within the project budget appropriated for 2018.

**BUDGET IMPACT:** The Council included \$50,000 in the 2018 Budget for the Fire Service Study and subsequent costs that might result from the study. The proposed cost is slightly higher than estimated, but is not expected to present a significant challenge to any subsequent changes that might arise from the study.

**POLICY QUESTION:** Does the Council wish to proceed with the Fire Service Study using ESCI.

**ALTERNATIVES CONSIDERED:** None

**RECOMMENDATION:** Motion to approve selection of ESCI to conduct a Fire Service Study.





**Waseca Fire Department**  
**Waseca, Minnesota**

Proposal to conduct a  
**COMPREHENSIVE FIRE SERVICE  
STUDY & RECOMMENDATIONS**

**February 2018**



**Emergency Services  
Consulting International**

# Contents

<b>Project Understanding &amp; Methodology .....</b>	<b>2</b>
Project Understanding .....	2
Methodology .....	2
<b>Project Scope of Work .....</b>	<b>4</b>
Phase I—Project Initiation .....	4
Phase II—Fire Department Current Conditions .....	5
Phase III—Findings, Recommendations, and Delivery of Report.....	9
<b>Project Timeline &amp; Fee Proposal .....</b>	<b>10</b>
Project Completion Timelines .....	10
Proposed Project Fee .....	10
<b>Project Team Assignments.....</b>	<b>11</b>
<b>Profile of Proposing Firm.....</b>	<b>12</b>
ESCI Capabilities .....	12
ESCI Experience .....	13
Effective Project Coordination & Management .....	13
ESCI Offices.....	14
ESCI Organizational Chart.....	14
<b>Disclosure &amp; Practices.....</b>	<b>15</b>
Conflict of Interest Statement .....	15
Insurance.....	15
Litigation.....	15
Employment Practices .....	15
<b>Appendix A: Project Team Qualifications .....</b>	<b>16</b>
<b>Appendix B: ESCI Experience.....</b>	<b>19</b>
<b>Appendix C: References .....</b>	<b>20</b>
<b>Appendix D: Examples of GIS Maps &amp; Images .....</b>	<b>23</b>
<b>Appendix E: Certificate of Insurance.....</b>	<b>25</b>

## Project Understanding & Methodology

### Project Understanding

ESCI recognizes that local governments grapple with needed expenditures in community infrastructure competing for shrinking public funding, which makes investment in the fire department difficult. Through a detailed, focused process, ESCI will develop a comprehensive Fire Service study of the Waseca Fire Department to identify alternative processes, structures, and systems to maximize efficiency, and prioritize investments that are necessary. The ESCI report will analyze the full range of services provided by the fire department, including organizational structure, the staffing structure—with particular emphasis on the efficacy of full time staff and a full time fire chief position—and training, including recommendations based on industry best practices of fire agencies of similar size and scope. Capital equipment will be assessed and a cost-effective replacement schedules recommended addressing the community's risks. Where applicable, cost-effective alternatives will be proposed for the analyzed processes, structures and systems, along with recommended implementation strategies.

### Methodology

ESCI's methodology reflects our understanding of your expectations and our experience in working with emergency services organizations in communities of similar size and character throughout North America. Key elements of ESCI's methodology include:

- A clear understanding of the project background, goals and objectives, and the complex issues that must be addressed.
- A comprehensive, well designed, and practical scope of work (SOW) and work plan that provides opportunities for ample stakeholder input.
- The utilization of the latest web-based communications technology, computer modeling, and geographic information systems (GIS).
- The commitment of sufficient professional resources, and an ability to complete the project successfully by meeting or exceeding the outlined scope of work and deliverables within the desired period at a reasonable cost.
- The production of a written report that provides systematic observation, analysis, and recommendations for all components and organizational systems.

ESCI's project methodology is augmented by the utilization of web-based communication technology. We will utilize the Dropbox® application to create a secure online project site that enables the client and project team members to collaborate and communicate throughout nearly every phase of the project.

ESCI can also conduct virtual meetings via web conferencing software. This capability allows the project team to display and review documents, maps, and illustrations in real-time, and provides the client with the opportunity to give immediate feedback to the project team. In addition to creating a more efficient work environment, the client benefits from lower travel costs by eliminating on-site reviews of draft documents.

## Standards & Best Practices

Depending upon the nature of the project, ESCI will use local and regional standards; and relevant standards and criteria from the *National Fire Protection Association* (NFPA), *Insurance Services Office* (ISO); *Commission on Fire Accreditation International* (CFAI); *Commission on Accreditation of Ambulance Services* (CAAS); *Commission on Accreditation of Medical Transport Systems* (CAMTS); applicable health and safety requirements; and state and federal regulations relative to the fire service, EMS, and other emergency services.

## Project Scope of Work

The following phases and tasks will be completed to produce the final report and recommendations. This methodology has been developed specifically for this project based on our understanding of your expectations. ESCI will utilize approaches, tools, and techniques proven through experience to provide the kind and quality of information needed to make objective, informed decisions. The proposed methods, procedures, and anticipated deliverable items of this project have been organized into phases. Each project phase is described in detail below and on the following pages.

### Phase I—Project Initiation

#### Task I-A: Project Initiation & Development of Work Plan

ESCI will develop a project work plan based on the scope of work and converse with the community's project team to gain a comprehensive understanding of the organization's background, goals, and expectations for this project. This work plan will be developed identifying:

- Primary tasks to be performed
- Person(s) responsible for each task
- Time table for each task to be completed
- Method of evaluating results
- Resources to be utilized
- Possible obstacles or problem areas associated with the accomplishment of each task

This exchange will also help to establish working relationships, make logistical arrangements, determine an appropriate line of communications, and finalize contractual arrangements.

#### Task I-B: Acquisition & Review of Background Information

ESCI will request pertinent information and data from the organization's assigned project manager. This data will be used extensively in the analysis and development of the fire service study document. The documents and information relevant to this project will include, but not be limited to, the following:

- Past or current fire department studies or research
- Community Comprehensive Plan documents, including current and future land use information
- Local census and demographics data
- Zoning maps and zoning code
- Financial data, including debt information, long-range financial plans and projections
- Department administrative policies and procedures
- Department Standard Operating Guidelines (SOGs) and service delivery practices
- Current service delivery objectives and targets
- Facilities and apparatus inventories
- Local collective bargaining agreement(s), if applicable
- Automatic and mutual aid agreements
- Records management data, including National Fire Incident Reporting System (NFIRS) incident data
- Computer-Aided dispatch (CAD) incident records
- Local Geographic Information Systems (GIS) data, where available

### Task I-C: Stakeholder Input

The ESCI project team will conduct interviews with and gather information from key personnel including:

- Elected or appointed officials
- Fire department managers and other key staff
- Finance function managers
- Community planning staff
- Human resource function coordinator
- External Fire and EMS agencies within the region
- Medical facilities, medical director for regional or community EMS, if applicable
- Employee and volunteer groups
- Others as they may contribute to this project

The project team may interview key stakeholders of any organization associated with this study. At a minimum, members of the project team will interview appropriate community officials, fire department officials, volunteer association leaders, labor organization representatives, and others that the project team deems necessary.

From these interviews, ESCI will obtain additional perspective on organizational culture, operational, economic, and policy issues facing the agency. In addition, the project team will learn more about availability of data necessary to meet projected goals.

## Phase II—Fire Department Current Conditions

The study will provide a baseline assessment of the current conditions and current service performance of the organization. ESCI will conduct an organizational analysis of the department based on the elements included in the following tasks. The purpose of this evaluation is to assess the agency's operations in comparison to industry standards and best practices, as well as to create cost effective benchmarks against which future improvements can be measured. Where appropriate, cost effective measurable goals will be recommended that balance efficiency, effectiveness and safety. These goals will be established to meet the needs of the department as well as be in the best interests and value of the city as a whole.

### Task II-A: Organization Overview

An overview of the organization and community will be developed discussing:

- Service area population and demographics
- History, formation, and general description of the fire agency
- Description of the current service delivery infrastructure
- Governance and lines of authority
- Foundational policy documents
- Organizational design
- Operating budget, funding, fees, taxation, and financial resources

## Task II-B: Management Components

The organization's basic management processes will be reviewed, including:

- Mission, vision, strategic planning, goals, and objectives
- Internal and external communications processes
- Document control and security
- Reporting and recordkeeping
- Financial controls
- Security
- Information technology systems

## Task II-C: Staffing and Organizational Structure

ESCI will evaluate Waseca Fire Department's organizational structure for efficiency and effectiveness. The results will be compared to and/or contrasted against other, potentially more effective and efficient models. Pros and cons for alternatives will be outlined and will include recommendations for the most cost-effective models. Findings from the internal stakeholder interviews will also inform those potential alternatives to ensure organizational culture is a significant consideration.

ESCI will review the department's staffing levels. Areas to be considered include:

- Review and evaluate current recruitment strategies, compensation and benefits structures based on real-world successes with alternate models
- Review and evaluate administration and support staffing levels
  - Evaluate benefits of a full-time Fire Chief
- Review and evaluate operational staffing levels
  - Evaluate use of full-time staff for 24/7 coverage at fire station and alternative structures to meet operational needs (e.g., duty crews, on-call only)
  - Changes necessary to accommodate alternatives are identified
- Review staff allocation to various functions
  - Paid On-Call Officer structure, numbers, job duties, distribution
  - Paid On-Call staff hierarchy
  - Response practices alternatives for effective and efficient use of Paid On-Call staff
- Review staff scheduling methodology
- Analyze current standard of coverage (if in place) and staffing performance for incidents
- Review responsibilities and activity levels of personnel
- Review and evaluate current paid on-call pay rate
- Review and evaluate current pension benefit amount, formula and increases

## Task II-D: Capital Assets and Capital Improvement Programs

ESCI will review the status of current major capital assets (facilities and apparatus) and analyze needs relative to the existing condition of those assets. Methods of financing capital needs will also be reviewed. The observations will include:

**Facilities**—Tour and make observations in areas related to station efficiency and functionality. Items to be contained in the report include:

- Design
- Construction
- Safety
- Environmental issues
- Code compliance
- Staff facilities
- Efficiency
- Future viability

**Apparatus/Vehicles**—Review and make observations regarding condition and inventory of apparatus. Items to be reviewed include:

- Age, condition, and serviceability
- Distribution and deployment
- Maintenance
- Regulations compliance
- Future needs
- Support equipment, including:
  - Hose and safety gear

ESCI will assess the appropriateness of the city apparatus, identifying cost effective alternatives for replacing the City's current apparatus based on the City's needs. Based on the foregoing, ESCI will use industry best practices to establish an appropriate replacement schedule.

## Task II-E: Service Delivery and Performance

ESCI will review and make observations in areas specifically involved in, or affecting, service levels and performance. Areas to be reviewed shall include, but not necessarily be limited to:

- Service Demand Study—
  - Analysis and geographic display of current service demand by incident type and temporal variation
- Resource Distribution Analysis—
  - Overview of the current facility and apparatus deployment strategy, analyzed through Geographical Information Systems software, with identification of service gaps and redundancies
- Resource Concentration Study—
  - Analysis of response time to achieve full effective response force
  - Analysis of company and staff distribution as related to effective response force assembly
- Response Reliability Review—
  - Analysis of current workload, including unit hour utilization of individual companies (to the extent data is complete)



- Review of actual or estimated failure rates of individual companies (to the extent data is complete)
- Analysis of call concurrency and impact on effective response force assembly
- Response Performance Summary—
  - Analysis of actual system reflex time performance, analyzed by individual components (to the extent data is available)
- Mutual and automatic aid systems

### **Task II-F: Training Program**

The ESCI project team will review and make observations in critical areas involving training functions and support. Items to be reviewed include:

- Training needs for paid on-call staff, and training program comparison to State and other requirements.
- General training competencies and identify training participation incentives (certifications, etc.)
- Training administration and support
- Training schedule and recordkeeping
- Training facilities
- Training program goals and objectives, procedures and manuals

### **Task II-G: Fire Prevention/Public Education Program**

ESCI will review the department's efforts toward fire prevention and public education programs. Elements to be evaluated include:

- Code enforcement activities
- New construction inspection and involvement
- General inspection program
- Fire and Life-Safety public education programs
- Fire investigations
- Pre-incident planning
- Statistical collection and analysis

### **Task II-H: Hazmat Services Support and Response Capability**

Evaluate the agencies' capabilities regarding hazardous materials incident responses to include, but not limited to, the following:

- Review of physical and personnel resources
- Review of training and educational compliance
- Review of historical staffing performance regarding hazardous materials responses

### **Task II-I: Technical Rescue Services Support and Response Capability**

Evaluate the agencies' capabilities regarding technical rescue incident responses to include, but not limited to, the following:

- Review of physical and personnel resources
- Review of training and educational compliance
- Review of historical staffing performance regarding technical rescue responses

## Phase III—Findings, Recommendations, and Delivery of Report

### Task III-A: Findings, Recommendations, and Options

ESCI will provide recommendations in a continuum of options, focusing on those strategies and initiatives that have the most chance of success, highest possibility for service improvement, and most favorable impact on budget, including:

- Findings & Recommendations
- Priorities
- Policy action, if necessary
- Budgetary considerations
- Strategies for implementation

### Task III-B: Development and Review of Draft Project Report

ESCI will develop and produce an electronic version of the draft report for review by the client and client representatives. Client feedback is a critical part of this project and adequate opportunity will be provided for review and discussion of the draft report prior to finalization. The report will include:

- Detailed narrative analysis of each report component structured in easy-to-read sections and accompanied by explanatory support to encourage understanding by both staff and civilian readers
- Clearly designated recommendations highlighted for easy reference and catalogued as necessary in a report appendix
- Supportive charts, graphs, and diagrams where appropriate
- Supportive maps, utilizing GIS analysis as necessary

### Task III-C: Delivery and Presentation of Final Project Report

ESCI will complete any necessary revisions of the draft and produce five publication-quality bound, final versions of the written report, along with an electronic version in pdf file format. A formal presentation of the project report will be made by ESCI project team member(s) to staff, elected officials, and/or the general public as necessary and will include the following:

- A summary of the nature of the report, the methods of analysis, the primary findings, and critical recommendations
- Supportive audio-visual presentation
- Review and explanation of primary supportive charts, graphs, diagrams, and maps, where appropriate
- Opportunity for questions and answers, as needed
- All presentation materials, files, graphics, and written material will be provided to the client after the presentation(s)

## Project Timeline & Fee Proposal

### Project Completion Timelines

ESCI offers the following project timeline, which is subject to change based upon the mutual agreement of the client and ESCI.

Project Phase	Month 1	Month 2	Month 3	Month 4	Month 5
Phase I: Project Initiation					
Phase II: Fire Department Current Conditions					
Phase III: Development, Review, & Delivery of Report					

### Proposed Project Fee

Emergency Services Consulting International is pleased to present the following formal cost proposal for the project outlined in the Work Plan.

The fee ESCI is proposing to perform this study is inclusive of expenses as follows:

Project Phase	Consulting Fees	Expenses	Total
Phase I: Project Initiation	\$8,852	\$2,810	<b>\$11,662</b>
Phase II: Fire Department Current Conditions	\$14,351	\$0	<b>\$14,351</b>
Phase III: Development, Review, & Delivery of Report	\$4,736	\$965	<b>\$5,701</b>
<b>Total Cost for Project (not to exceed):</b>			<b>\$31,714</b>

### Proposed Payment Schedule

- 10% payment due upon signing of the contract.
- Monthly invoicing thereafter as work progresses.

### Information Relative to Cost Quotation

- Bid quotation is valid for 90 days.
- ESCI Federal Employer Identification Number: 23-2826074.
- When requested, and in a timely manner, the client will provide data, information, and materials required for the completion of the objectives outlined in the Scope of Work submitted in this proposal.
- ESCI shall perform any additional work on a time and materials basis as requested in writing by the client at a negotiated hourly rate.

## Project Team Assignments

Emergency Services Consulting International has assigned the following associates to the project. All team members will be available for the duration of the project. Along with the project team, ESCI's full-time staff will be available to assist on the project as needed. Detailed information on the background and qualifications of each member of the team will be found in Appendix A.

The selection and experience of the project manager is important to the success of this project. ESCI is offering a project manager who will:

- Assist in the development and coordination of a project work plan.
- Have the ability to work closely with your representatives.
- Facilitate project team meetings to share project findings and ideas.
- Provide direction based on experience in similar situations, and knowledge of organizational staff analyses.

Team Member	Project Assignments
Don Bivins, Project Manager	Overall project management; Tasks I-A, B, & C; Tasks II-A, B, & C; Task II-G & H; Tasks III-A, B, & C
John Stouffer	Task I-C; Task II-D; Tasks II-F & G
Stuart McCutcheon	Task I-B; Task II-E

## Profile of Proposing Firm

### ESCI Capabilities

Emergency Services Consulting International (ESCI) is an international firm providing specialized, high-quality professional fire, police, communications, and emergency medical services (EMS) consulting services to organizations throughout the United States and Canada. ESCI has been meeting the needs of emergency services agencies since 1976, and is considered by many to be the nation's leader in emergency services consulting.

Utilizing twelve full-time staff and over 50 field consultants nationwide, ESCI provides consulting services to municipalities; fire, ambulance, and hospital districts; non-profit organizations; and the industrial and commercial community.

ESCI is recognized as an expert in the field by the emergency services community. This is confirmed by our ongoing relationship with the *International Association of Fire Chiefs (IAFC)*, the *Western Fire Chiefs Association*, the *National Fallen Firefighters Foundation*, the *National Volunteer Fire Council*, and the hundreds of clients we serve from coast to coast.

Since the beginning, ESCI has operated on the principles of honesty, integrity, and service. ESCI's philosophy is to maintain an active involvement within the emergency service disciplines and related fields—staying ahead of the rapid changes and issues facing our clients.

The mission of ESCI is to *provide expertise and guidance that enhances community safety*. We will accomplish this by providing the highest value of consulting services and educational programs. ESCI utilizes a team of professionals committed to offering highly beneficial programs covering current and anticipated fire, police, communications, emergency management, and EMS issues and needs.

We provide a wide array of services, including organization audits and evaluations; cooperative effort and consolidation; health and safety evaluations; master, strategic, and growth management plans; deployment planning; hazard mitigation planning; executive searches; assessment centers; and customized consulting. ESCI has helped improve emergency services in hundreds of communities throughout the country. Our innovative training programs are improving the way organizations and people work.

ESCI encourages creative solutions to complex system dilemmas. The firm recognizes the cultural, economic, operational, legal, and political realities of the local environment. ESCI avoids pre-conceived biases in order to develop and implement imaginative and long-lasting solutions. In addition, ESCI equips its clients with the background, understanding, and confidence to tackle future problems as they arise.

All of ESCI's field associates have been active practitioners in their respective fields, with many involved in highly visible and responsible national leadership positions in fire/rescue services, EMS, and law enforcement. We understand your issues, challenges, responsibilities, and offer proven methods to improve your effectiveness.

#### ESCI at a Glance

- Mission: Provide expertise and guidance that enhances community safety
- Established in 1976
- Headquartered in Wilsonville, Oregon; with branch offices in Texas, Idaho, and Virginia
- Extensive fire and EMS consulting throughout the US and Canada
- Twelve full-time employees, with over 50 expert field consultants

## ESCI Experience

ESCI's advantage begins with our technical expertise and capability, extends to our experienced and highly qualified staff, and concludes with a product that will enable your organization to meet the challenges of emergency services into the future.

ESCI's team has first-hand experience in the process of analyzing emergency service providers and recommending an array of opportunities that are economically, culturally, and operationally feasible. Each team member is a specialist in fire, rescue, law enforcement, EMS, or related fields. The team will work collaboratively to create the best possible strategies and options for your organization.

The *ESCI Advantage* includes:

- A clear understanding and appreciation of the complexity of the local and regional environment.
- Over 40 years of public safety consulting experience; the successful completion of hundreds of consulting engagements.
- The ability to deliver a high-quality product on time, and with organizational support and endorsement.
- Knowledge of contemporary issues associated with the delivery of emergency services.
- Experience with a variety of jurisdictions including municipalities, counties, and state government.
- A highly skilled and knowledgeable team of professionals with skill-sets necessary to meet your expectations.

## Effective Project Coordination & Management

When engaged, all work progress is measured against a work plan, timetable, budget, and deliverables. During the project, team members confer frequently to discuss progress as well as new or unanticipated issues. Our project management methodology ensures that services and activities are efficiently conducted and are focused, coordinated, and logical. All project team members are available for the duration of the project.

## ESCI Offices

In order to better serve our clients, ESCI maintains two regional offices. The following is the contact information for each office, along with a complete organization chart.

### Corporate Headquarters

**Andrea Hobi, General Manager**

**Mike Roth, Operations Manager**

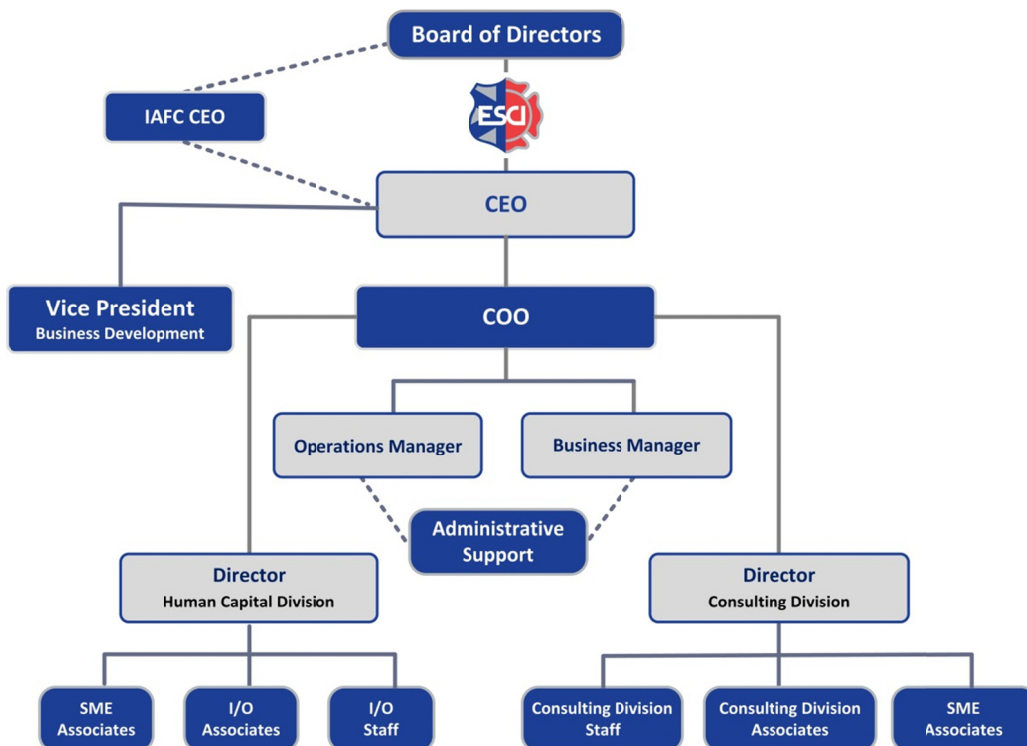
4795 Meadow Wood Lane, Chantilly, VA 22033

Andrea—Phone: 800.757.3724 • Email: [info@esci.us](mailto:info@esci.us)

Mike—Phone: 703.506.9400 • Email: [mike.roth@esci.us](mailto:mike.roth@esci.us)

## ESCI Organizational Chart

The following is an organizational chart of Emergency Services Consulting International, which includes descriptions of our various positions and services.



## **Disclosure & Practices**

### **Conflict of Interest Statement**

ESCI has neither directly nor indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restricts or restraints the competitive nature of this solicitation, including but not limited to the prior discussion of terms, conditions, pricing or other offer parameters required by this solicitation. ESCI is not presently suspended or otherwise prohibited by any government from participation in this solicitation or any other contracting to follow thereafter. Neither ESCI nor anyone associated with ESCI has any potential conflict of interest because of or due to any other clients, contracts, or property interests in this solicitation or the resulting project. In the event that a conflict of interest is identified in the provision of services, ESCI will immediately notify the client in writing.

### **Insurance**

ESCI is insured in excess of \$2,000,000. A copy of the ESCI liability insurance certificate is included in an appendix.

### **Litigation**

ESCI has no past and/or pending litigation or unresolved lawsuits.

### **Employment Practices**

ESCI is an equal opportunity employer. The company is guided by recognized industry standards, policies, and procedures. ESCI offers a wide range of employee benefits and ongoing training opportunities that has enabled ESCI to attract and retain quality consultants who are recognized as experts in emergency service organization, management, and service delivery. ESCI will not refuse to hire, discharge, promote, demote, or otherwise discriminate in matters of compensation against any person otherwise qualified, because of age, race, creed, color, sex, national origin, ancestry, or handicap.



## Appendix A: Project Team Qualifications

### Don Bivins

#### Project Manager



#### Summary of Qualifications

Don has over 40 years of experience in the fire service, 28 years as a chief officer. He has served in four different fire departments in Washington State and through his leadership, three of those agencies merged with neighboring jurisdictions. The agencies he has worked for range from small combination fire districts to large career fire departments. After serving the 250,000 citizens of the Vancouver (Washington) Fire Department for 16 years--the last 11 years as their fire chief--he retired on December 31, 2010 and began consulting for ESCI.

Chief Bivins brings his diverse skills to ESCI to provide leadership coaching, inter-agency collaboration, strategic planning, master planning, and organizational evaluation. He has a track record of focusing on cost effectiveness and efficiency, with a reputation for building constructive labor-management relations. He has advised policy-makers on fire service delivery options, facilitated small groups on decision-making and has made presentations to larger workshops on such topics as the strategic planning process and regional collaboration.

#### Educational Background

- Fire Services Administration Program--Eastern Oregon University
- Associate of Technical Arts (Fire Science)--Tacoma Community College
- Executive Fire Officer Graduate--National Fire Academy
- Extensive training in leadership, personnel management, and planning

#### Professional Experience

- Project Manager/Senior Associate, Emergency Services Consulting International (2016--current)
- Associate Consultant, Emergency Services Consulting International (2011--2015)
- Fire Chief--Vancouver Fire Department, WA
- Fire Chief--Clark Co. Fire Dist. #4, WA
- Fire Chief--King Co. Fire Dist. #40, WA

#### Relevant Experience

- Elected to the Board of Directors of the Washington Fire Chiefs
- Selected by fellow board members to serve on the Executive Committee
- Governor appointee to the Washington State Emergency Management Council
- Selected to serve as Chairman of the Washington State Emergency Response Commission

#### Associated Professional Accomplishments

- Led creation of enabling legislation for formation of Regional Fire Authorities in Washington
- Led creation of proposed statutory language to establish state-funded regional hazardous materials teams
- Developed business plan for the Vancouver Fire Department, the first such plan in the city
- Integrated emergency operations and fire prevention resources to form fire station-centric Community Risk Reduction teams to reduce emergency demand

Note: This is a brief summary of Mr. Bivins' CV. A complete version can be made available on request.

## John A. Stouffer

### Associate Consultant



#### Summary of Qualifications

Mr. Stouffer began his career in public safety in 1976 as a firefighter/EMT with Yakima County (WA) Fire District #10, where he established the first EMS program in the department. In 1980, he attended the Paramedic Program at Central Washington University and obtained a position with Yakima (WA) Medic One becoming a field paramedic and the organization's first Training Officer. In 1988, he was offered the position of the Director of the Yakima County (WA) Department of Emergency Medical Services. After holding that position for nine years, he took a position with Gresham (OR) Fire & Emergency Services as the EMS Coordinator, occasionally serving as the acting Chief of the Training Division, until his retirement in 2009. Since 1992, in addition to his other employment, Mr. Stouffer has been providing a wide variety of public safety consulting services to clients throughout the U.S. and Canada.

#### Professional Experience

- Project Manager/Associate Consultant, Emergency Services Consulting International
- Technical Advisor/Program Developer, Vision 20/20 & Institution of Fire Engineers
- EMS Research Investigator/Coordinator, Oregon Health & Science University
- EMS Coordinator (Captain), Gresham Fire & Emergency Services
- Senior Consultant, Pacific Northwest Associates, LLC
- Director, Yakima County Department of Emergency Medical Services
- Training Officer/Paramedic, Yakima Medic One
- Firefighter/EMT-Paramedic/Medical Services Officer | Yakima County Fire District #10
- More than 40 years diverse experience in fire and emergency medical services

#### Educational Background & Certifications

- Central Washington University
- Yakima Valley Community College
- Western Oregon University
- National Fire Academy Incident Command for EMS
- Seattle/King County Resuscitation Academy Fellowship
- Multiple instructor certifications (NFPA I & II, ACLS, PHTLS, WSFST Instructor II, EZ-IO Instructor)
- Numerous advanced-level EMS certifications
- More than 250 hours fire service education, Washington State Fire Service Training

#### Associated Professional Accomplishments

- Project Manager and consultant on a number of fire and EMS projects around the U.S. and Canada
- Co-authored and published a number of international prehospital studies (available on request)
- Authored two guides on Community Risk Reduction for Vision 20/20 (available on request)
- Project Co-Director, King LT Airway Implementation Project for Multnomah County (OR)
- Author, Phases I & II of the Yakima County EMS Master Plan
- Earned fourteen professional awards during his career (available on request)

Note: This is a brief summary of Mr. Stouffer's CV. A complete version can be made available on request

## Stuart McCutcheon

### Associate Consultant



Stuart McCutcheon has 8 years of experience as a fire chief in municipal fire departments in central Florida. His service began at Clermont Fire Department, then Reedy Creek Fire Rescue at Walt Disney World where he served as a Lieutenant. In 2009, he became Fire Chief in the City of Davenport Fire Department, FL from 2009 to 2013, at which time he became Fire Chief in Auburndale, FL. Most recently he served as the Fire Chief and Emergency Manager for the Haines City Fire Department, FL.

Chief McCutcheon brings a combination of education, experience, and technical expertise to ESCI. With experience in both combination and career departments, he possesses a demonstrated record of professionalism and a commitment to excellence. In addition to fire administration and management accomplishments, Chief McCutcheon has substantially contributed to the Institution of Fire Engineers and Florida State Fire College through the development of GIS analytic tools and maps to support the missions of both organizations.

### Educational Background

- University of West Florida, Masters of Graphic Information & Science Administration (in progress)
- University of Central Florida, Master of Public Administration, Orlando, FL
- University of Central Florida, Graduate Certificate in Emergency Management and Homeland Security
- Executive Fire Officer Program, Emmitsburg, MD 2013
- University of Central Florida, Bachelor of Science Psychology, Orlando, FL
- Polk Community College, Associate of Arts, Winter Haven, FL
- Polk State College, Associate of Science in Fire Science, Winter Haven, FL
- Commission on Professional Credentialing, Chief Fire Officer and Fire Marshal Designation
- Pro Board Fire Officer IV

### Professional Experience

- Consultant, Emergency Services Consulting International
- Fire Chief and Emergency Manager, City of Haines City Fire Department, FL
- Fire Chief, City of Auburndale, FL
- Fire Chief, City of Davenport, FL

### Relevant Experience

- Chair, Executive Fire Officers' Section, Florida Fire Chiefs Association
- Membership Committee, Institution of Fire Engineers, USA Branch
- Vice President, Polk County Fire Chiefs' Association
- Chair, Polk County GIS Users' Group
- Designated Emergency Manager in Haines City
- Commission on Professional Credentialing Peer Reviewer

### Associated Professional Accomplishments

- Served on the team for several ESCI projects including the Sarasota County, FL master plan.
- Key member of ESCI team in producing ISO benchmark studies.
- Developed material for use in Community Risk Reduction courses for National Fire Academy
- Published author, several articles published in Florida Fire Chiefs Association magazine
- Development of emergency management response plans, full-scale and table-top exercises

Note: This is a brief summary of Mr. McCutcheon's CV. A complete version can be made available on request.

## Appendix B: ESCI Experience

Following are examples of ESCI's experience in providing consulting services to various organizations throughout North America. If requested, ESCI can provide more detailed information on any the projects listed.

Project Category & Title	Organization	Location	Year
<b>Strategic Plans &amp; Fire/EMS Master Plans</b>			
Fire Department Master Plan	Minneapolis Fire Department	MN	2012
Customer-Centered Strategic Plan	Mid-Columbia Fire & Rescue	OR	2013
Strategic Plan Update	Cloquet Area Fire District	MN	2013
Strategic Plan Update	Lake & McHenry Counties	IL	2013
<b>Standards of Cover &amp; Combined Master/Strategic Plans</b>			
Standards of Cover/Strategic Plan	Santa Rosa Fire Department	CA	2016
Standards of Cover/Fire Station Assessment	Carrollton Fire Rescue	TX	2017
Standards of Cover/Strategic Plan	Santa Rosa Fire Department	CA	2016
Standards of Cover	Scottsdale Fire Department	AZ	2015
<b>Cooperative Services &amp; Consolidations</b>			
Evaluation & Cooperative Efforts Study	Rifle Fire Protection District	CO	2015
RFA Feasibility Study	South Beach Fire & Rescue	WA	2015
Cooperative Services Feasibility Study	Littleton Fire District	CO	2015
Collaborative Efforts Feasibility Study	Lakeside Fire District, et al	AZ	2014
<b>EMS Analysis &amp; Ambulance Service</b>			
Emergency Services Operations Analysis	Strathcona County Emergency Services	Canada	2017
EMS Department Evaluation	River Falls EMS	WI	2017
Emergency Medical Services Evaluation	City of Danville	VA	2012
EMS Master Plan & Cooperative Services	Florence County	SC	2013
<b>Agency Evaluations</b>			
Fire Department Evaluation	Skamania County Fire District #4	WA	2015
Fire Department Options Analysis	Hemet Fire Department	CA	2015
Agency Evaluation	Wausau Fire Department	WI	2013
<b>Station Location Studies</b>			
Station Location Analysis	American Fork Fire Department	UT	2017
Emergency Services Facility Location Study	Barnstable Fire Department	MA	2013
<b>Miscellaneous Studies</b>			
Public Safety Building Funding Feasibility	City of Homer	AK	2015
Staffing & Deployment Analysis	East Pierce Fire & Rescue	WA	2014
Operational/Organization Efficiency Analysis	Edmond Fire Department	OK	2013

## Appendix C: References

If requested, ESCI can provide additional examples and client references.

Minneapolis Fire Department (MN)			
<b>Project:</b>	Fire Department Master Plan	<b>Contact:</b>	Don Samuels
<b>Project Manager:</b>	Kent Greene	<b>Title:</b>	Councilor Ward 5
<b>Population:</b>	328,578	<b>Phone:</b>	612.673.2205
<b>Completed:</b>	August 2012	<b>Email:</b>	
<b>Project Description:</b> The City of Minneapolis Fire Department contracted with ESCI to provide a 3-phase evaluation and master plan of the organization. Phase I included an extensive round of interviews with key stakeholders including each city council member, key fire department leadership and management personnel, and city administration. Phase II served as the baseline evaluation of the fire department and included an analysis of all functions and operations including service delivery. These two phases provided the department with short and mid-term recommendations for improved efficiency and cost reductions. Phase III provided the department with a community risk analysis, projection of future service demand and alternative future service delivery models.			

Stevens County Fire Departments (MN)			
<b>Project:</b>	Cooperative Efforts Implementation	<b>Contact:</b>	Dona Greiner
<b>Project Manager:</b>	Kent Greene	<b>Title:</b>	Emergency Management Director
<b>Population:</b>	10,000	<b>Phone:</b>	320.585.5458
<b>Completed:</b>	June 2013	<b>Email:</b>	donagreiner@co.stevens.mn.us
<b>Project Description:</b> This project served as a follow-up to a previous consolidation feasibility study conducted for the fire departments serving Stevens County. This project focused on implementation of the strategies identified within the previous study. The intent was to provide department officials with the tools necessary to move forward in the implementation of functional strategies including joint standard operating procedures, joint training and a formalized mutual aid box alarm system.			
<b>Key Recommendation(s):</b> No recommendations. Strategic planning assistance only.			

### Skamania County Fire District #4 (Washington)

<b>Project:</b>	Agency Evaluation	<b>Contact:</b>	Chris Fuller
<b>Project Manager:</b>	Don Bivins	<b>Title:</b>	Fire Chief
<b>Population:</b>	2,800	<b>Phone:</b>	360.518.0814
<b>Completed:</b>	April 2015	<b>Email:</b>	cfuller@skamaniafd4.org

#### Project Description:

Skamania County Fire District #4 contracted with ESCI to conduct an agency evaluation based on concerns expressed by some former members regarding the training program and structure of the district. The Board of Commissioners wanted an objective third party evaluation. ESCI conducted the analysis, addressing all major elements of the district, the service delivery provided to the community and the performance of the district. The study identified several minor improvements that could be made, but found no "fatal flaw" in the district's operations. One of the major recommendations made was to establish a strategic plan which programs the work required to implement the recommendations contained within the agency evaluation. The district embarked on such an endeavor shortly after conclusion of the study.

### Hemet Fire Department (California)

<b>Project:</b>	Fire Department Options Analysis	<b>Contact:</b>	Gary Thornhill
<b>Project Manager:</b>	Don Bivins	<b>Title:</b>	Interim City Manager
<b>Population:</b>	82,000	<b>Phone:</b>	951.765.2400
<b>Completed:</b>	August 2015	<b>Email:</b>	

#### Project Description:

This report by Emergency Services Consulting International. (ESCI) answers the request of the Hemet Fire Department for a Fire Service Options Analysis. The analysis reviewed the current conditions and current service performance and the potential future community conditions, service demand, and risks. ESCI recommended alternative service delivery options to address gaps, to position the Hemet Fire Department to meet the community's future needs, and to conduct business as efficiently and effectively as possible.

### Santa Rosa Fire Department (California)

<b>Project:</b>	Standards of Cover/Strategic Plan	<b>Contact:</b>	Tony Gossner
<b>Project Manager:</b>	Sheldon Gilbert	<b>Title:</b>	Fire Chief
<b>Population:</b>	172,000	<b>Phone:</b>	707.543.3530 or 707.543.3520
<b>Completed:</b>	2016	<b>Email:</b>	SRFD@srcity.org

#### Project Description:

The SRFD Standards of Cover closely follows the "Standards of Response Coverage," as published by the Commission on Fire Accreditation International (CFAI). The purpose for completing such a document is to assist the agency in ensuring a safe and effective response force for fire suppression, EMS, and specialty response situations in addition to homeland security issues. ESCI intends to conduct its review of system performance in a more holistic manner reviewing in detail system elements, organizational practices, and other factors that are contributing to current organizational effectiveness and response performance.

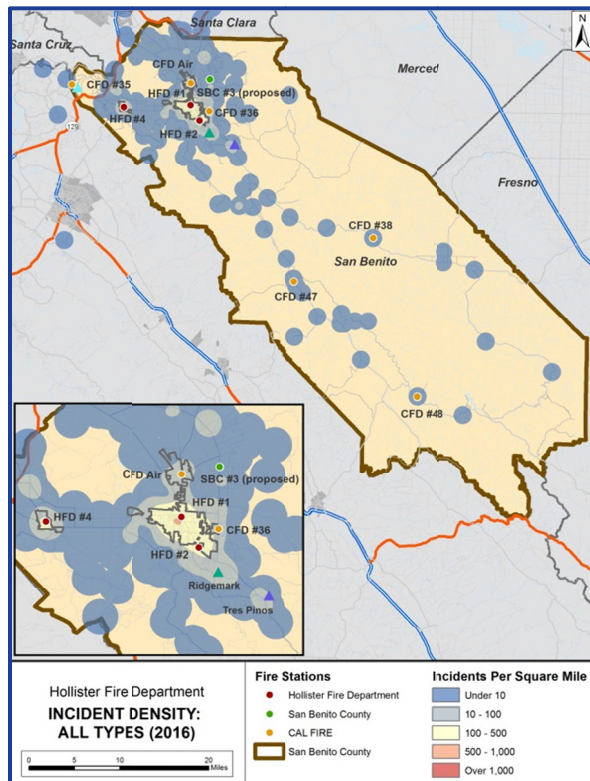
South Metro Fire Department (MN)		
<b>Project:</b>	Best Practices Fire & Emergency Services	<b>Contact:</b> John Ehret
<b>Project Manager:</b>	Phil Kouwe	<b>Title:</b> Fire Chief
<b>Population:</b>	40,000	<b>Phone:</b> 651.552.4171
<b>Completed:</b>	May 2012	<b>Email:</b>
<b>Project Description:</b> The Board of Directors of South Metro Fire Department engaged ESCI to conduct a top-to-bottom evaluation of the service provided by this Joint Powers Authority department that combined the South St. Paul and West St. Paul fire departments. ESCI evaluated the operations of SMFD including management, staffing, personnel, training, prevention, EMS, and overall service delivery. The end product provided the Board with short and mid-term recommendations to improve overall performance and increase efficiencies while saving both cities future costs.		



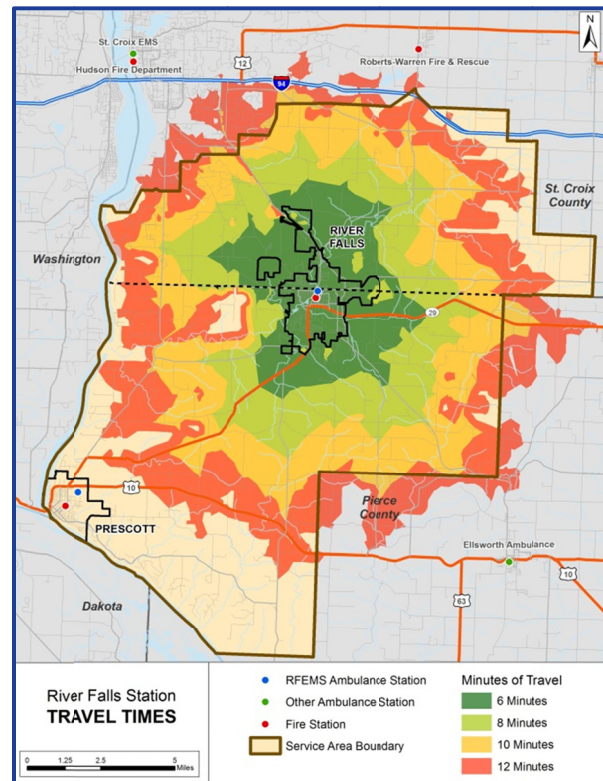
## Appendix D: Examples of GIS Maps & Images

The following represents examples of GIS maps and other images created by ESCI for previous projects.

### Incident Density Example



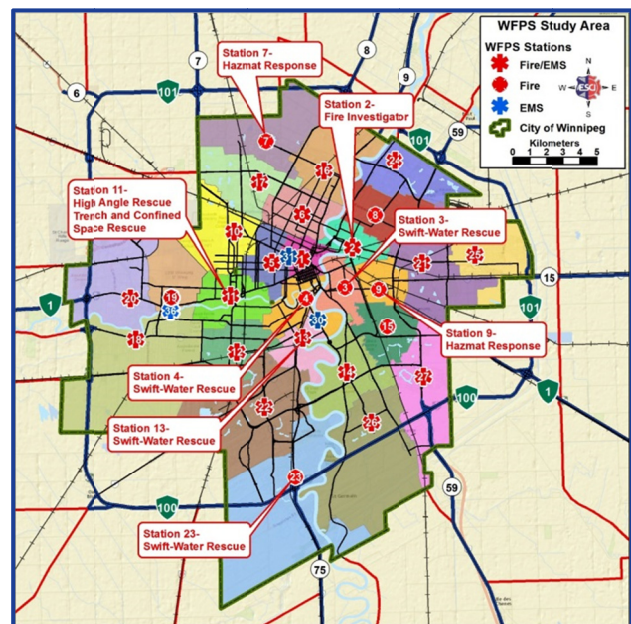
### Travel Time Example



### Study Area Example

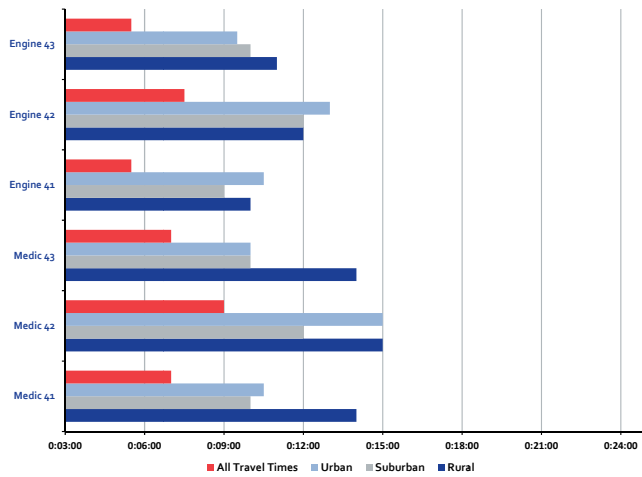


### Special Incident Capabilities Example

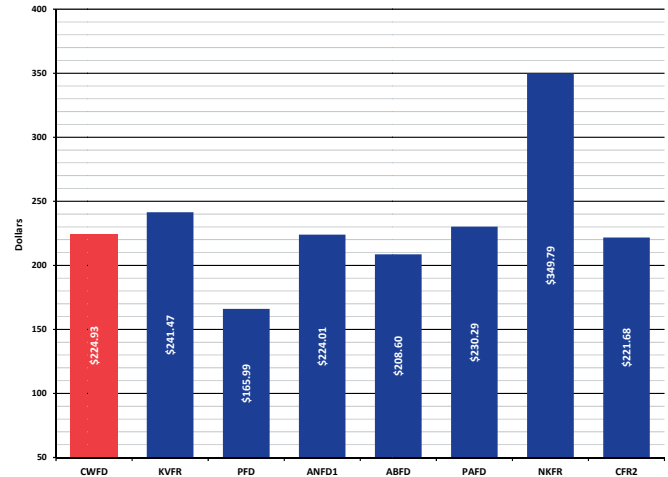




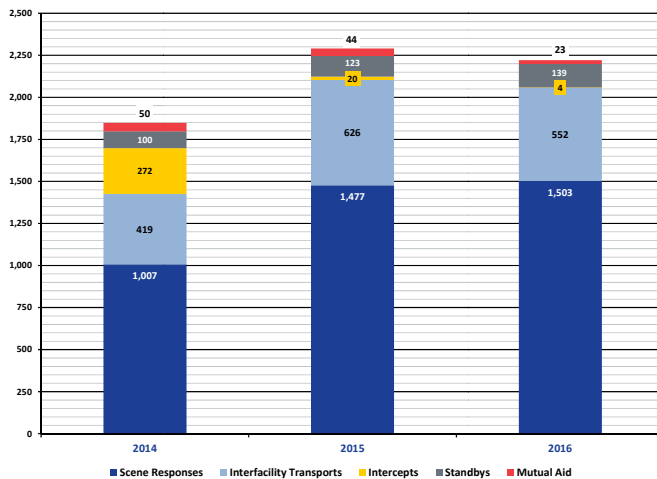
Travel-Time Chart Example



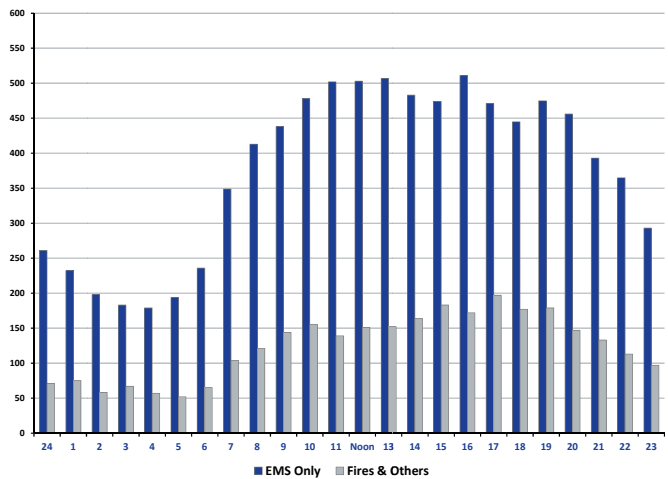
Cost Per-Capita Chart Example



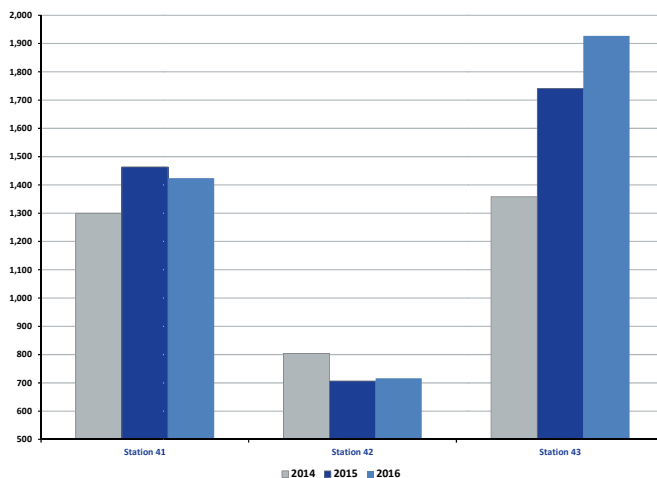
Medic Unit Incident Types Chart Example



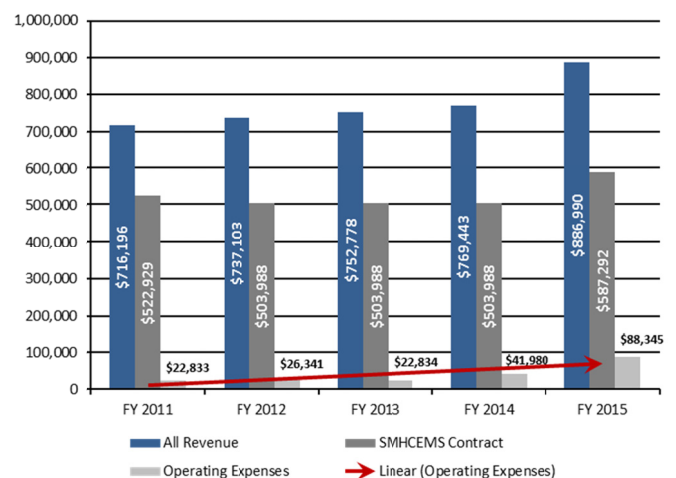
Call Types by Hour-of-Day Example



Service-Demand by Fire Station & Year



Budget Analysis Example



## Appendix E: Certificate of Insurance



### CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 12/2/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Wilson-Heirgood Associates 2930 Chad Drive PO Box 1421 Eugene OR 97440-1421		<b>CONTACT NAME:</b> Christie Montero <b>PHONE (A/C, No, Ext):</b> 541-284-5855 <b>FAX (A/C, No):</b> 541-342-3786 <b>E-MAIL ADDRESS:</b> cmontero@whainsurance.com <b>PRODUCER CUSTOMER ID #:</b> 22934	
<b>INSURED</b> Emergency Services Consulting International 25200 SW Parkway Avenue #3 Wilsonville OR 97070		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Philadelphia Indemnity Ins Cc <b>INSURER B:</b> SAIF Corporation <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 36196	

**COVERAGES**
**CERTIFICATE NUMBER:** 1104766079

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		PHSD1110578	1/1/2016	1/1/2017	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMPI/OP AGG	\$1,000,000 \$50,000 \$5,000 \$1,000,000 \$1,000,000 \$1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PHSD1110578	1/1/2016	1/1/2017	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per perscn) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$1,000,000 \$ \$ \$
A	<input checked="" type="checkbox"/> <b>UMERELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$10,000		PHUB527573	1/1/2016	1/1/2017	EACH OCCURRENCE AGGREGATE	\$2,000,000 \$2,000,000 \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	776036	1/1/2016	1/1/2017	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input checked="" type="checkbox"/> OTH-GR E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$1,000,000 \$1,000,000 \$1,000,000
A	Professional Liability		PHSD1110578	1/1/2016	1/1/2017	Each Claim Annual Aggregate	2,000,000 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

\*Umbrella coverage does not apply to Professional Liability\*  
 Fire Protection and Paramedic Services Strategic Plan

**CERTIFICATE HOLDER**

 City of Yucaipa  
 34272 Yucaipa Boulevard  
 Yucaipa CA 92399

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2009 ACORD CORPORATION. All rights reserved.

ACORD 25 (2009/09)

The ACORD name and logo are registered marks of ACORD

<b>Title:</b>	Update to Community Room Use Guidelines		
<b>Meeting Date:</b>	March 6, 2018	<b>Agenda Item Number:</b>	<b>7B</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	<ul style="list-style-type: none"> <li>• Updated Facility Use Guidelines</li> <li>• Resolution 18-09</li> </ul>
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	Motion to adopt Resolution 18-09, amending the Facility Use Guidelines for the Public Safety Building Community Room.		

**BACKGROUND:** The City of Waseca adopted the Facility Use Guidelines for the Public Safety Building in 2014. Staff has reviewed the use guidelines based on its experience over the past several years on how the facility is used. The attached proposed changes provide additional clarity on the allowable uses, and information on what features are available when. The primary goal of the changes is to make it easier for local businesses and organizations to make use of the facility.

Key Changes to the Guidelines include:

- Identifying hours of operations from 8AM – 4:30PM
- Listing amenities available
- Changes to three of the four user classifications to the following:
  - o B: No cost to participate events hosted by local organizations/businesses
  - o C: Cost to participate events hosted by local organizations/businesses
  - o D: Non-Waseca organizations/businesses
- Changes to the fee structure to eliminate the cost for type B activities at the facility
- Removed the ability for residents to reserve the facility for private, personal events (i.e. birthday parties, family/friend potlucks, showers)

The facility is not available for use, except for City sponsored or associated events, before 8AM or after 4:30PM, as this would require the City to provide staffing to ensure the security of the facility. If the Council would like to make the facility available at these times it is recommended that a charge of \$50/hr be charged in order to cover staff expenses, and be contingent on staff being available.

**BUDGET IMPACT: \$0**

**RECOMMENDATION:** Motion to adopt Resolution 18-09, amending the Facility Use Guidelines for the Public Safety Building Community Room.



## Facility Use Guidelines

### Hold Harmless Agreement

I understand that my use of the Waseca Community Conference and Training Room is voluntary and that I am using it for my benefit only. I agree that my use of any City facility is undertaken at my own risk and the City of Waseca will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization, or guests of my event due to negligence of a member of my organization, guests of my event, or negligence of third parties. On behalf of myself and the organization I represent, I expressly forever release and discharge the City of Waseca, its agents, or employees, from any such claims, injuries, or damages of whatever nature arising out of or connected with my use of any City Facility. I also agree to reimburse the City of Waseca for any damage, breakage, maintenance, theft of equipment beyond the damage deposit figure if so warranted.

### Application Procedure

- A. Applications are available by calling 507-835-2120 or online at [www.ci.waseca.mn.us](http://www.ci.waseca.mn.us)
- B. Read through the entire application packet to make sure the room you choose will fit your needs.
- C. Contact Waseca Police Department, at 507-835-2120 to inquire if the facility is available on your desired date and time.
- D. Submit the application along with a picture ID and the damage deposit or damage deposit authorization form to Public Safety Center. A copy of the ID is placed in the applicant's file.
- E. Application, ID, and damage deposit must be submitted at least 10 working days in advance of the reservation date to be guaranteed consideration of usage. Applications submitted less than 10 days prior to the event date will be considered, but there will be no guarantee of usage.
- F. Applicants must be 18 years old or older.

### Application/Event Confirmation Procedure

- A. Applicants will be notified within 3 working days after the application/request is properly submitted to inform the applicant that we have received their request and the availability of their event date and time.
- B. All rental fees and damage deposits are due when the reservation is made.

### Future Reservation Procedure (Active Applicants)

- A. To assure the availability, the City of Waseca reserves the right to limit the number of reservations for any given applicant.
- B. Active applicants may request a reservation in person, by mail, e-mail or by telephone no less than ten (10) days in advance of the desired reservation date. Active applications are those that have an application on file, a 100% damage deposit submitted or damage deposit authorization form on file, and do not have outstanding fees.

- C. The Public Safety Director shall have the authority, subject to appeal of the City Manager, to prohibit or limit use of the Community Room by a particular user based upon knowledge that the user has caused damage to other public facilities or when disruption, damage, theft or other unfavorable history is recorded from previous use of the Community Room.
- D. See "Application/Event Confirmation Procedure" A, B, and C.

## Notes

- A. The City of Waseca accepts cash, checks, VISA, Discover or MasterCard for damage deposits and rentals. The name of the individual or organization making the application must appear on the front of the check or credit card. All checks are cashed, including checks for the damage deposit. Checks are payable to "City of Waseca." Reimbursements of damage deposits will be processed with other City obligations twice a month in conjunction with City Council approvals.
- B. The maximum capacity:
  - a. Community Conference and Training room (303 S. State Street) is:
    - i. 36 - classroom style seating
    - ii. 45 - theatre-style seating
- C. Access to the building will begin at 8 a.m. Please schedule accordingly. You are also expected to exit the building by the time indicated on your application, no later than 4:30 p.m. Failure to do so will result in additional fees assessed.
- D. Outdoor Activities are prohibited.
- E. The City will cancel all activities when City Facilities close due to inclement weather. It is your responsibility to call during inclement weather to inquire if we are open. The City of Waseca will not call you if we are closed.
- F. The City will not deny access to the Community Room on the basis of race, religion, sex, creed, age, sexual orientation or national origin. Allowing any group to use the Community Room does not imply endorsement of a group's views by the City.
- G. The Waseca Community Conference and Training Room are ADA compliant.

## Rules & Regulations

- A. All applications shall be revocable and shall not be considered a lease.
- B. The City reserves the right to cancel an application for any reason.
- C. All City and state ordinances and laws must be observed;
- D. Usage of liquor, illegal chemicals and tobacco products on the premises is forbidden.
- E. Disorderly conduct of any kind is prohibited.
- F. Applicants are responsible for the actions of their guests.
- G. Damage deposits cannot be used towards payment of the rental fees due.

- H. Damage deposits on file will be refunded only if the facility is left in the condition it was found with each use and there are no outstanding charges.
- I. All rental fees and damage deposits are due when the reservation is made.
- J. Any outstanding charges incurred during the activity will be billed directly to the applicant and must be paid before damage deposit is returned or additional reservations may be used or approved.
- K. There will be no storage at the facility. The City is not responsible for any items left at the facility.
- L. The City will do what is reasonable and fair when a group cancels at the last minute. We cannot guarantee a refund. The applicant must speak with a staff person prior to the reservation time to be guaranteed any type of refund.
- M. An applicant is considered a “no show” if they have not shown up at their scheduled time. The reservation is held ½ hour past the application’s scheduled time and then that reservation becomes void. There will be no rental refund, and possible loss of future reservations requests.
- N. All applicants must check in at the Police Department as they enter the building.
- O. Reservations can be made Monday–Friday (except City holidays) from 8:00 a.m. – 4:30 p.m. All users shall vacate the building by 4:30 pm.
- P. Activities must confine themselves to the room(s) assigned to their use. Children brought by participants must also confine themselves to the room(s) assigned to the parent’s activity.
- Q. All rooms must be under competent adult supervision. There shall be one adult for every 10 youth in any room. Youth are defined as those under the age of 18 years of age.
- R. Any group desiring to use the kitchen and/or have food at their activity must abide by the “Food Use Guidelines”.
- S. User shall not make any alterations without written consent of the City. Alterations include any items that shall be hung, glued, taped or in any other way affixed to the walls, ceiling, floor, windows or light fixtures of the Community Room.
- T. Users are responsible for setting up and taking down their event.
- U. The use of any city equipment or personal equipment to be brought in must be noted on the application and approved.
- V. City staff may request a picture ID from participants at any time to confirm residency requirements. If an adult does not present a proper identification when asked, they will be considered a non-resident.
- W. Report any damage you find or damage you have caused immediately to the office. If you have spilled something that additional tools (broom, vacuum, wet mop, carpet cleaner) is needed to clean up properly, inform the Police Department.
- X. The User may not charge an admission fee, sell tickets or solicit donations at the Community Room without the express written permission of the City.
- Y. Any accidents or damage to the Community Room must be reported to the Police Department Staff immediately following the event.

- Z. The User shall permit the City's officials, employees or agents to have access and to enter the Community Room at any time during the Event.
- AA. It is not the responsibility of the facility staff to put rooms back into their original order or to clean up the rooms after each user. It is the responsibility of the user. Maintenance staff will do general cleaning such as vacuuming, mopping, sanitizing, dusting, etc. Before leaving the facility, it is the responsibility of the user to:
- Return the room to the order in which it was found. If you moved it, move it back. If you brought it in, take it back out with you. If you unlocked it, lock it.
  - Return all equipment properly. If you got it out, put it back. If it is not working properly, tell the office.
  - Clean up. If you messed it up, you clean it up. Debris from tables, counters, carts, chairs and floor. Spills on tables, counters, carts, chairs and floor. Coffee pots cleaned out and wiped out. Coffee mugs, plates, or utensils prepared for washing.
  - Deposit excessive garbage in the dumpster outside by making arrangements with the Police Department Staff. Garbage is excessive when the container is at least half full or if something is placed in the garbage with an odor.
  - Garbage that cannot fit into the dumpsters with the lid-closed shut must be taken with the applicant.

## **Food Use Guidelines**

- A. Potlucks are permissible as long as the event is not open to the public.
- B. Concessions and temporary food stands are not permissible.
- C. Commercially prepared refreshments are permissible.
- D. Events open to the public must use a licensed caterer.
- E. The caterer must provide a copy of a Caterer's permit from the State of Minnesota.
- F. Food can be prepared/cooked in the kitchen, with additional guidelines, but the user must provide everything they need to prepare/cook and serve the food for their event. This includes cooking items, serving items, tablecloths, plates, silverware and glassware.
- G. Use of just the refrigerator, appliances, etc. is not permissible without renting the entire kitchen.
- H. Applicants must provide adequate help for preparation, serving and cleanup.
- I. Applicants must allow sufficient amount of time for cleanup; dishes, floors, tabletops, countertops, etc.
- J. The applicant must dispose of all garbage in the dumpsters outside. Garbage that cannot fit into the dumpsters with the lid-closed shut must be taken with the applicant.

## **Hours of Operation**



- A. The Waseca Community Conference and Training Room, hours are Monday-Friday from 8:00 a.m.–  
~~4:00~~ 4:30 p.m.
- B. Reservations will not be accepted on City holidays.

## **Rental Amenities**

### Conference room

- Retractable presentation screen and ceiling mounted projector (bring your own laptop with HDMI or A/V jacks)
- Laser pointer/slide advancer remote control, connectable to a laptop by USB
- 1- Rolling dry erase board
- 2- Standalone presentation easels with paper
- 45- Chairs
- 18- Rolling rectangular tables

### Kitchen

- Residential sized refrigerator/freezer
- Coffee maker (renter supplies coffee)
- Oven, Stove and microwave
- Sink and dishwashing tools
- Counter space and serving window

## **User Classifications**

- A. City of Waseca Sponsored
- Meetings, trainings, city-sponsored events/functions
- B. Community Use – No cost to participate
- a. Hosted by Waseca Organizations/Businesses, Waseca non-profits, Waseca community groups and membership social gatherings
- Meetings and training open or closed to the public where there are no charges to the participant
  - Community Service Organizations which might not be based in Waseca, but reaching out to service Waseca residents and there are no charges to participants attend the activity.
- C. Community Use – Charge to participate
- Hosted by Waseca Organizations/Businesses, Waseca non-profits, Waseca community groups and membership social gatherings
  - Meetings, training and events open or closed to the public where there is a charge to the participant
  - Community Service Organizations which might not be based in Waseca, but reaching out to service Waseca residents and there are no charges to participants attend the activity.
- D. Other
- Non-Waseca organizations that do not meet above criteria
  - Using the facility to promote or make a profit for themselves or others
  - Events that do not meet the above criteria



# Fee Schedule

Hours of Operation: Monday thru Friday 8 a.m. – 4:30 p.m. *				
	A	B	C	D
Community Conference and Training Room				
Damage Deposit	\$0	\$50	\$50	\$50
Flat Fee (up to 3 hours)	\$0	<del>\$5</del> <u>\$0</u>	\$25	\$50
Each additional hour	\$0	<del>\$5</del> <u>\$0</u>	\$10	\$20
Use of Kitchen	\$0	<del>\$25</del> <u>\$0</u>	\$25	\$25

\*City facilities will not be open during City holidays



## Waseca Public Safety Center Facility Use Application

PLEASE PRINT ALL INFORMATION

Name of Organization:	Name of Applicant:	Email Address:	
Mobile Phone:	Home/Work Phone:		
Home Address:	City:	State:	ZIP:
Second Contact:	Email Address:	Mobile Phone:	Home/Work Phone:
Date of Event	Name of Event	Is use of the kitchen requested?	
Rental Hours*		Event Hours	Estimated attendance:
*Rental hours must include time needed for set up and cleanup.			
Describe event and activities, including any entertainment:			
I have read the Facility Use Guidelines and I understand the Hold Harmless Agreement. I agree and will require participants to abide by the Facility Use Guidelines.			
Signature of Applicant		Date	
For Office Use Only			
Authorized Signature			
User Classification	Deposit Amount	Date Collected	
Receipt #	Refund Amount	Date of Refund	

PLEASE RETURN COMPLETED SIGNED ORIGINAL WITH FEES TO:  
City of Waseca – Public Safety Center/Community Room  
Attention: Police Department  
303 S. State Street, Waseca, MN 56093



## City of Waseca- Facility Cleaning & Damage Deposit Credit Card Authorization Form

### ***FACILITY CLEANING & DAMAGE DEPOSIT CREDIT CARD AUTHORIZATION FORM***

Event Date: \_\_\_\_\_

Name on Rental Agreement: \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize the City of Waseca to bill my credit card for all of the following event charges:

My card will be authorized in the amount of \$50.00 which represents the standard cleaning and damage deposit for my event. This authorization will be done during the week prior to my event. The authorization will automatically be released approximately one week after my event. This amount will not actually be charged unless one or more of the following conditions occurs. The City of Waseca will notify me of any charges prior to billing my card.

- *Damages to facilities and equipment*
- *Lost or broken rental items*
- *Extra time exceeding the original rental time*
- *Additional clean up in kitchen and adjacent outdoor areas*
- *Additional clean up in event room and adjacent outdoor areas including parking lot*
- *Unpaid rental fees*
- *Any additional ~~costs~~ for damages or expenses not agreed upon on rental agreement will be charged to the card on file.*

#### **DAMAGE DEPOSIT:**

A valid credit card number is required to hold your reservation. The credit card will not be charged unless damages are incurred to the property as listed in the Policies and Procedures.

Credit Card: \_\_\_\_ VISA \_\_\_\_ MasterCard \_\_\_\_ Discover \_\_\_\_ - \_\_\_\_ - \_\_\_\_ -  
\_\_\_\_\_

CVV \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your signature will constitute a binding agreement for payment of the specified charges incurred for damages to the property and/or grounds directly caused from your rental, including any companies contracted by you for catering, entertainment, or other. Our finance department will notify you prior to charging your credit card.



**RESOLUTION NO. 18-09**

**A RESOLUTION AMENDING THE CITY FACILITY USE POLICY  
FOR THE CITY OF WASECA, MN**

**WHEREAS**, the City of Waseca desires to make certain amendments to the Policy of the City of Waseca,

**WHEREAS**, the City of Waseca has determined that public access to certain City owned facilities designated for public use is beneficial to the community, and

**WHEREAS**, the City desires to protect and maintain those facilities for the public good; and

**WHEREAS**, the demand for the use of City facilities is anticipated to grow; and

**WHEREAS**, the City Council desires to create a methodology to allow residents to have the benefit of access to the facilities that their tax dollars have purchased or built;

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL**, that the City Council approves the Facility Use Guidelines as amended in "Exhibit A".

Adopted this \_\_\_\_ day of \_\_\_\_\_. 2018.

\_\_\_\_\_  
R. D. SRP  
MAYOR

ATTEST:

\_\_\_\_\_  
MARY BUENZOW  
CITY CLERK



## Exhibit A

# Facility Use Guidelines

### Hold Harmless Agreement

I understand that my use of the Waseca Community Conference and Training Room is voluntary and that I am using it for my benefit only. I agree that my use of any City facility is undertaken at my own risk and the City of Waseca will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization, or guests of my event due to negligence of a member of my organization, guests of my event, or negligence of third parties. On behalf of myself and the organization I represent, I expressly forever release and discharge the City of Waseca, its agents, or employees, from any such claims, injuries, or damages of whatever nature arising out of or connected with my use of any City Facility. I also agree to reimburse the City of Waseca for any damage, breakage, maintenance, theft of equipment beyond the damage deposit figure if so warranted.

### Application Procedure

- A. Applications are available by calling 507-835-2120 or online at [www.ci.waseca.mn.us](http://www.ci.waseca.mn.us)
- B. Read through the entire application packet to make sure the room you choose will fit your needs.
- C. Contact Waseca Police Department, at 507-835-2120 to inquire if the facility is available on your desired date and time.
- D. Submit the application along with a picture ID and the damage deposit or damage deposit authorization form to Public Safety Center. A copy of the ID is placed in the applicant's file.
- E. Application, ID, and damage deposit must be submitted at least 10 working days in advance of the reservation date to be guaranteed consideration of usage. Applications submitted less than 10 days prior to the event date will be considered, but there will be no guarantee of usage.
- F. Applicants must be 18 years old or older.

### Application/Event Confirmation Procedure

- A. Applicants will be notified within 3 working days after the application/request is properly submitted to inform the applicant that we have received their request and the availability of their event date and time.
- B. All rental fees and damage deposits are due when the reservation is made.

### Future Reservation Procedure (Active Applicants)

- A. To assure the availability, the City of Waseca reserves the right to limit the number of reservations for any given applicant.
- B. Active applicants may request a reservation in person, by mail, e-mail or by telephone no less than ten (10) days in advance of the desired reservation date. Active applications are those that have an

## Exhibit A

application on file, a 100% damage deposit submitted or damage deposit authorization form on file, and do not have outstanding fees.

- C. The ~~Administrative Assistant~~ Public Safety Director shall have the authority, subject to appeal of the City Manager, to prohibit or limit use of the Community Room by a particular user based upon knowledge that the user has caused damage to other public facilities or when disruption, damage, theft or other unfavorable history is recorded from previous use of the Community Room.
- D. See "Application/Event Confirmation Procedure" A, B, and C.

## Notes

- A. The City of Waseca accepts cash, checks, VISA, Discover or MasterCard for damage deposits and rentals. The name of the individual or organization making the application must appear on the front of the check or credit card. All checks are cashed, including checks for the damage deposit. Checks are payable to "City of Waseca." Reimbursements of damage deposits will be processed with other City obligations twice a month in conjunction with City Council approvals.
- B. The maximum capacity:
  - a. Community Conference and Training room (303 S. State Street) is:
    - i. 36 - classroom style seating
    - ii. 45 - theatre-style seating
- C. ~~Do not expect to be let into the building or into the room you are using any sooner than the time you have indicated on your application.~~ Access to the building will begin at 8 a.m. Please schedule accordingly. You are also expected to exit the building by the time indicated on your application, no later than 4:30 p.m. Failure to do so will result in additional fees assessed.
- D. ~~Activities intended to be played outdoors; i.e. softball, baseball, soccer, lacrosse, etc. will not be allowed.~~ Outdoor Activities are prohibited.
- E. The City will cancel all activities, ~~due to inclement weather,~~ when City Facilities close due to inclement weather. It is your responsibility to call during inclement weather to inquire if we are open. The City of Waseca will not call you if we are closed.
- F. The City will not deny access to the Community Room on the basis of race, religion, sex, creed, age, sexual orientation or national origin. Allowing any group to use the Community Room does not imply endorsement of a group's views by the City.
- G. The Waseca Community Conference and Training Room are ADA compliant.

## Rules & Regulations

- A. All applications shall be revocable and shall not be considered a lease.
- ~~B. The City reserves the right to cancel an application~~ for any reason. ~~due to false information or violation of any rules and regulations.~~
- C. All City and state ordinances and laws must be observed;
- D. Usage of liquor, illegal chemicals and tobacco products on the premises is forbidden.

## Exhibit A

- E. Disorderly conduct of any kind is prohibited.
- F. Applicants are responsible for the actions of their guests.
- G. Damage deposits cannot be used towards payment of the rental fees due.
- H. Damage deposits on file will be refunded only if the facility is left in the condition it was found with each use and there are no outstanding charges.
- I. All rental fees and damage deposits are due when the reservation is made.
- J. Any outstanding charges incurred during the activity will be billed directly to the applicant and must be paid before damage deposit is returned or additional reservations may be used or approved.
- K. There will be no storage at the facility. The ~~facility~~ City is not responsible for any items left at the facility.
- L. The City will do what is reasonable and fair when a group cancels at the last minute. We cannot guarantee a refund. The applicant must speak with a staff person prior to the reservation time to be guaranteed any type of refund.
- M. An applicant is considered a “no show” if they have not shown up at their scheduled time. The reservation is held ½ hour past the application’s scheduled time and then that reservation becomes void. There will be no rental refund, and possible loss of future reservations requests.
- N. All applicants must check in at the Police Department as they enter the building.
- O. Reservations can be made Monday–Friday (except City holidays) from 8:00 a.m. – 4:30 p.m. All users shall vacate the building by 4:30 pm.
- P. Activities must confine themselves to the room(s) assigned to their use. Children brought by participants must also confine themselves to the room(s) assigned to the parent’s activity.
- Q. All rooms must be under competent adult supervision. There shall be one adult for every 10 youth in any room. Youth are defined as those under the age of 18 years of age.
- R. Any group desiring to use the kitchen and/or have food at their activity must abide by the “Food Use Guidelines”.
- S. User shall not make any alterations without written consent of the City. Alterations include any items that shall be hung, glued, taped or in any other way affixed to the walls, ceiling, floor, windows or light fixtures of the Community Room.
- T. Users are responsible for setting up and taking down ~~of~~ their event.
- U. The use of any city equipment or personal equipment to be brought in must be noted on the application and approved.
- V. City staff may request a picture ID from participants at any time to confirm residency requirements. If an adult does not present a proper identification when asked, they will be considered a non-resident.



## Exhibit A

- W. Report any damage you find or damage you have caused immediately to the office. If you have spilled something that additional tools (broom, vacuum, wet mop, carpet cleaner) is needed to clean up properly, inform the ~~building supervisor~~ Police Department.
- X. The User may not charge an admission fee, sell tickets or solicit donations at the Community Room without the express written permission of the City.
- Y. Any accidents or damage to the Community Room must be reported to the Police Department Staff immediately following the event.
- Z. The User shall permit the City's officials, employees or agents to have access and to enter the Community Room at any time during the Event.
- AA. It is not the responsibility of the facility staff to put rooms back into their original order or to clean up the rooms after each user. It is the responsibility of the user. Maintenance staff will do general cleaning such as vacuuming, mopping, sanitizing, dusting, etc. Before leaving the facility, it is the responsibility of the user to:
  - Return the room to the order in which it was found. If you moved it, move it back. If you brought it in, take it back out with you. If you unlocked it, lock it.
  - Return all equipment properly. If you got it out, put it back. If it is not working properly, tell the office.
  - Clean up. If you messed it up, you clean it up. Debris from tables, counters, carts, chairs and floor. Spills on tables, counters, carts, chairs and floor. Coffee pots cleaned out and wiped out. Coffee mugs, plates, or utensils prepared for washing.
  - Deposit excessive garbage in the dumpster outside by making arrangements with the Police Department Staff. Garbage is excessive when the container is at least half full or if something is placed in the garbage with an odor.
  - Garbage that cannot fit into the dumpsters with the lid-closed shut must be taken with the applicant.

## Food Use Guidelines

- A. Potlucks are permissible as long as the event is not open to the public.
- B. Concessions and temporary food stands are not permissible.
- C. Commercially prepared refreshments are permissible.
- D. Events open to the public must use a licensed caterer.
- E. The caterer must provide a copy of a Caterer's permit from the State of Minnesota.
- F. Food can be prepared/cooked in the kitchen, with additional guidelines, but the user must provide everything they need to prepare/cook and serve the food for their event. This includes cooking items, serving items, tablecloths, plates, silverware and glassware.
- G. Use of just the refrigerator, appliances, etc. is not permissible without renting the entire kitchen.

# Exhibit A

- H. Applicants must provide adequate help for preparation, serving and cleanup.
- I. Applicants must allow sufficient amount of time for cleanup; dishes, floors, tabletops, countertops, etc.
- J. The applicant must dispose of all garbage in the dumpsters outside. Garbage that cannot fit into the dumpsters with the lid-closed shut must be taken with the applicant.

## Hours of Operation

- A. The Waseca Community Conference and Training Room, hours are Monday-Friday from 8:00 a.m.–~~4:00~~ 4:30 p.m.
- B. Reservations will not be accepted on City holidays.

## Rental Amenities

### Conference room

- Retractable presentation screen and ceiling mounted projector (bring your own laptop with HDMI or A/V jacks)
- Laser pointer/slide advancer remote control, connectable to a laptop by USB
- 1- Rolling dry erase board
- 2- Standalone presentation easels with paper
- 45- Chairs
- 18- Rolling rectangular tables

### Kitchen

- Residential sized refrigerator/freezer
- Coffee maker (renter supplies coffee)
- Oven, Stove and microwave
- Sink and dishwashing tools
- Counter space and serving window

## User Classifications

- A. City of Waseca Sponsored
  - Meetings, trainings, city-sponsored events/functions
- B. Community Use —~~Open to the Public~~ – No cost to participate
  - a. ~~Waseca residents~~ Hosted by Waseca Organizations/Businesses, Waseca non-profits, Waseca community groups and membership social gatherings
  - Meetings and training open or closed to the public ~~to the residents of Waseca~~ where there are no charges to the participant
  - Community Service Organizations which might not be based in Waseca, but reaching out to service Waseca residents and there are no charges to participants attend the activity.
- C. Community Use – ~~Open to the Public~~/Charge to participate—~~Not open to the public~~
  - ~~Waseca residents~~ Hosted by Waseca Organizations/Businesses, Waseca non-profits, Waseca community groups and membership social gatherings

## Exhibit A

- Meetings, training and events open or closed to the public ~~to residents of Waseca~~ and where there is a charge to the participant
- ~~Family or Membership social gatherings~~
- Community Service Organizations which might not be based in Waseca, but reaching out to service Waseca residents and there are no charges to participants attend the activity.

### D. Other

- ~~Businesses, Non-Resident, etc.~~ Non-Waseca organizations that do not meet above criteria
- Using the facility to promote or make a profit for themselves or others
- ~~Use by non-Waseca residents~~
- Events that do not meet the above criteria

## Fee Schedule

Hours of Operation: Monday thru Friday 8 a.m. – 4:30 p.m. *				
	A	B	C	D
Community Conference and Training Room				
Damage Deposit	\$0	\$50	\$50	\$50
Flat Fee (up to 3 hours)	\$0	<del>\$5</del> <u>\$0</u>	\$25	\$50
Each additional hour	\$0	<del>\$5</del> <u>\$0</u>	\$10	\$20
Use of Kitchen	\$0	<del>\$25</del> <u>\$0</u>	\$25	\$25

\*City facilities will not be open during City holidays

# Exhibit A



## Waseca Public Safety Center Facility Use Application

PLEASE PRINT ALL INFORMATION

Name of Organization:	Name of Applicant:	Email Address:	
Mobile Phone:	Home/Work Phone:		
Home Address:	City:	State:	ZIP:
Second Contact:	Email Address:	Mobile Phone:	Home/Work Phone:
Date of Event	Name of Event	Is use of the kitchen requested?	
Rental Hours*		Event Hours	Estimated attendance:
<small>*Rental hours must include time needed for set up and cleanup.</small>			
Describe event and activities, including any entertainment:			
I have read the Facility Use Guidelines and I understand the Hold Harmless Agreement. I agree and will require participants to abide by the Facility Use Guidelines.			
Signature of Applicant		Date	

## Exhibit A

For Office Use Only		
Authorized Signature		
User Classification	Deposit Amount	Date Collected
Receipt #	Refund Amount	Date of Refund

PLEASE RETURN COMPLETED SIGNED ORIGINAL WITH FEES TO:  
City of Waseca – Public Safety Center/Community Room  
Attention: Police Department  
303 S. State Street, Waseca, MN 56093



## City of Waseca- Facility Cleaning & Damage Deposit Credit Card Authorization Form

### ***FACILITY CLEANING & DAMAGE DEPOSIT CREDIT CARD AUTHORIZATION FORM***

Event Date: \_\_\_\_\_

Name on Rental Agreement: \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize the City of Waseca to bill my credit card for all of the following event charges:

My card will be authorized in the amount of \$50.00 which represents the standard cleaning and damage deposit for my event. This authorization will be done during the week prior to my event. The authorization will automatically be released approximately one week after my event. This amount will not actually be charged unless one or more of the following conditions occurs. The City of Waseca will notify me of any charges prior to billing my card.

- *Damages to facilities and equipment*
- *Lost or broken rental items*
- *Extra time exceeding the original rental time*
- *Additional clean up in kitchen and adjacent outdoor areas*
- *Additional clean up in event room and adjacent outdoor areas including parking lot*
- *Unpaid rental fees*
- *Any additional ~~costs~~ for damages or expenses not agreed upon on rental agreement will be charged to the card on file.*

DAMAGE DEPOSIT: \_\_\_\_\_

## Exhibit A

A valid credit card number is required to hold your reservation. The credit card will not be charged unless damages are incurred to the property as listed in the Policies and Procedures.

Credit Card: \_\_\_\_ VISA \_\_\_\_ MasterCard \_\_\_\_ Discover \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ -  
\_\_\_\_\_

CVV \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your signature will constitute a binding agreement for payment of the specified charges incurred for damages to the property and/or grounds directly caused from your rental, including any companies contracted by you for catering, entertainment, or other. Our finance department will notify you prior to charging your credit card.