

CITY COUNCIL BUDGET WORKSESSION
6 P.M. (Council Chambers)
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, NOVEMBER 7, 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

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

- 5 REQUESTS AND PRESENTATIONS

County Local Option Sales Tax Presentation: Jessica Beyer – Washington County
Tobacco Ordinance: American Lung Association

- 6 CONSENT AGENDA

- A. Minutes – Regular City Council meeting & Work Session – October 16, 2018
- B. Payroll & Expenditures
- C. **Resolution 18-72:** Accepting Grant for Airport Ordinance Update
- D. Approval of 2019 Liquor License Applications
- E. Appoint Chief Penny Vought as Municipal Officer for Fire Relief Board
- F. Approval of 2019 City Council Dates
- G. Designating the Official Newspaper for the City of Waseca
- H. Approval of 2019 Tobacco Licenses
- I. Accepting Marty Armstrong’s Resignation from the EDA
- J. Approval of Contract Payment: Carciofoni
- K. Approval of Contract Payment: Del’s Construction

- L. Approval of Contract Payment: Dirt Merchant
- M. Approval of Contract Payment: Greener World Solutions
- N. Approval of Contract Payment: Kendell Doors & Hardware
- O. Approval of Contract Payment: Met-Con Construction
- P. Approval of Contract Payment: Muska Electric (Labor & Materials)
- Q. Approval of Contract Payment: Reichel Painting CO.
- R. Approval of Contract Payment: South Central Erectors
- S. **Resolution 18-74:** Adopting Waseca County All-Hazard Mitigation Plan

7 ACTION AGENDA

- A. **Resolution 18-73:** Amending Development Agreement for Woods Edge
- B. SCDUI- Federal Equitable Sharing MOU
- C. Continuation of **Ordinance 1067:** Annexing Certain Lands into the City (Clemons)

8 REPORTS

- A. City Manager's Report
- B. Commission Reports
 - Fire Relief Association: Conrath
 - Airport Board: Rose
 - Park Board: Christiansen

9 ANNOUNCEMENTS

10 ADJOURNMENT

Title:	Tobacco Regulations Ordinance Amendment – American Lung Association		
Meeting Date:	November 7, 2018	Agenda Item Number:	5
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Draft Ordinance
Originating Department:	City Council	Presented By:	Elizabeth Heimer - ALA
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to set a public hearing and provide notice as required by law.		
How does this item pertain to Vision 2030 goals?	Create a Vibrant Dynamic Community – This item fits within the community health and well-being component of the Healthy Community Checklist recommended in Vision 2030.		

BACKGROUND: A number of Council Members have indicated an interest in seeing this item on the Council Agenda. The proposed ordinance amendment would prohibit the sale of tobacco products to anyone under the age of 21. At the request of Councilmember Arndt, the American Lung Association contacted City Staff and provided draft language for review by the City prior to presentation to Council. The language has been reviewed by a City Attorney and no major issues were raised with the proposed language. Upon receiving this information, staff placed the item on the agenda for Council discussion. It should be noted that the proposed amendment does not restrict possession by someone under 21. It does prohibit the sale of a wide variety of tobacco products to anyone under the age of 21. The ordinance also includes new definitions of what constitutes a tobacco product as the ALA felt the City's current definition was not comprehensive enough.

BUDGET IMPACT: None.

POLICY QUESTION: Does the City wish to raise the legal age at which tobacco products (referred to as licensed products in the ordinance) may be purchased?

If the Council answers this question affirmatively, there are additional questions that should be discussed:

1. Does the City wish to perform additional compliance checks on licensed premises by conducting new checks with someone over the age of 18 but under the age of 21. State law requires that we conduct one check annually with a person under 18 and over 15. We currently check twice a year.
2. The ALA suggests removing language from the code (111.12(D)) that makes possession by someone under 18 a misdemeanor. Possession is currently prohibited under state law so this language could be removed if the Council so desires.

ALTERNATIVES CONSIDERED: None

RECOMMENDATION: If the Council wishes to proceed with an ordinance amendment, a motion could be made to set a public hearing for December 18, or any Regular Council Meeting date thereafter, and instruct staff to provide the required notice to tobacco license holders and the public.

CHAPTER 111: TOBACCO REGULATIONS

Section

- 111.01 Definitions
- 111.02 License required
- 111.03 Restrictions
- 111.04 Application and issuance
- 111.05 License fee
- 111.06 License questionnaire
- 111.07 License shall be displayed
- 111.08 Compliance checks
- 111.09 Annual report
- 111.10 Violations
- 111.11 Appeal
- 111.12 Sale or furnishing tobacco or tobacco related products

Cross-Reference:

Electronic delivery devices, see Ch. 123

§ 111.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

BLUNT WRAPS. Rolling papers or similar tobacco related devices that are manufactured or packaged for use as wraps or hollow tubes that are designed or intended to be filled with loose tobacco, plant products, or other fillers to create custom cigars or cigar-like products.

ELECTRONIC DELIVERY DEVICES. Any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person in the delivery of nicotine or any other substance through inhalation of [aerosol or](#) vapor from the product. **ELECTRONIC DELIVERY DEVICE** includes any component part of such a product whether or not sold separately. **ELECTRONIC DELIVERY DEVICE** shall not include any product that has been approved or otherwise certified by the United States Food and Drug Administration for legal sales for use in tobacco cessation treatment or other medical purposes, and is being marketed and sold solely for that approved purpose.

LICENSED PRODUCTS. The term that collectively refers to any tobacco, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery product.

NICOTINE OR LOBELIA DELIVERY PRODUCT. Any product containing or delivering nicotine or lobelia intended for human consumption, or any part of such a product, that is not tobacco or an electronic delivery device as defined in this section. Nicotine or lobelia delivery product does not include any product that has been approved or otherwise certified for legal sale by the United States Food and Drug Administration for tobacco use cessation or for other medical purposes, and is being marketed and sold solely for that approved purpose.

SELF SERVICE MERCHANDISING. Open display of tobacco related products which are accessible to the public without the intervention of an employee. Included are single packs, multiple packs, half cartons, full cartons, individual or multiple bags of tobacco for rolling and individual or multiple containers of tobacco for chewing, smoking, sniffing and other tobacco-related activities.

SMOKING. Inhaling or exhaling smoke from any lighted or heated cigarette, cigar, pipe, or any other lighted or heated tobacco or plant product, or inhaling or exhaling vapor from an e-cigarette or any electronic delivery device. Smoking shall include carrying a lighted or heated cigarette, cigar, or pipe or any other lighted or heated tobacco or plant product intended for inhalation or carrying an electronic delivery device that is turned on or otherwise activated.

Comment [PHLC1]: Waseca's ordinance was quite short. The additions/revisions I've made would help to flesh out and strengthen the ordinance, modernize it, put it in compliance with state law and federal law, and align it with best public health practices (in addition to adopting a T21 policy). This helps to ensure the law has strong enforcement mechanisms and clearly and unambiguously sets out the requirements of the law. This will be particularly important if the City moves forward with T21. We have revised the text of the ordinance through track changes and provided additional feedback through comments.

Comment [PHLC2]: A strong definitions section helps make all terms used throughout the ordinance clear and unambiguous. This reduces the likelihood of successful litigation if any portion of the ordinance were challenged. I've added some critical terms that were missing.

Comment [PHLC3]: Right now, the code does not refer to all products that require licensure under state law. I do not believe this was intentional. However, all products do need to be listed consistently throughout the ordinance for the regulations to apply to them. For ease, many jurisdictions are adopting an "umbrella term" for all state-mandated licensed products (tobacco, tobacco-related device, electronic delivery device, and nicotine or lobelia delivery product) and refer to that throughout the ordinance. I did that here. If the city does not want to use this umbrella term, they'll want to remove this definition and change the term "licensed products" throughout this ordinance and replace it with a list like: tobacco, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery product.

Comment [PHLC4]: Licensure of these products, explicitly, is required under state law.

TOBACCO. Any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including but not limited to cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. **TOBACCO** does not include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Comment [PHLC5]: Added this standard definition of tobacco.

TOBACCO RELATED PRODUCT. Cigarettes, cigars, cheroots, stogies, perique, granulated, plug out, crimp cut, ready, rubbed or other smoking tobacco, snuff, snuff flower, cavendish, plug and twist tobacco, fine cut and other chewing tobaccos, shorts, refuse scraps, clippings, cuttings and sweepings of tobacco prepared in such manner as to be suitable for chewing, sniffing or smoking in a pipe, rolling paper or other tobacco related devices.

VENDING MACHINE. Any mechanical, electric or electronic device, appliance or any other medium or object designed or used for vending purposes which, upon insertion of money, tokens or any other form of payment, dispenses tobacco products.

('86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

§ 111.02 LICENSE REQUIRED.

No person shall, directly or indirectly or by means of any device keep for retail sale, sell at retail or otherwise dispense for profit or gain any tobacco related product or e-cigarettes at any place in the city unless a license therefore shall first have been obtained as provided in this chapter.

('86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

§ 111.03 LICENSE RESTRICTIONS.

Comment [PHLC6]: This section was a bit redundant, including some MLSA regulations. I moved things around a bit for readability.

(A) Grounds for denying the issuance or renewal of a license include but are not limited to the following: No license shall be issued to an applicant for sale of ~~tobacco or e-cigarettes~~licensed products tobacco or e-cigarettes at any place other than his or her establishment or place of business.

(B) No license shall be issued for the sale of ~~tobacco or e-cigarettes~~licensed products at a moveable place of business; nor shall any license be issued for the sale of tobacco at more than one place of business.

(C) No person shall sell or give away any ~~tobacco or e-cigarettes~~licensed products to any person below the age of 21 years.

(D) All sales must be made in such a manner that requires the vendee to specifically ask a clerk for the ~~tobacco or e-cigarettes~~licensed products. It is unlawful for any person to offer for sale any tobacco related product or e-cigarettes by means of self-service merchandising, including vending machines. All sales must be handled with the intervention of a clerk. All other sales are unlawful.

(E) Any person selling any ~~tobacco or e-cigarettes~~licensed products must require picture identification, such as a driver's license, passport or other legal identification card as recognized by the state, to prove the age of any customer who reasonably appears to be under the legal age.

(F) The holder of the license shall be responsible for the actions of its employees and a violation by an employee shall constitute a violation by the license holder, for the purposes of this section of the city code.

(G) License holders shall educate and train their clerks about the law and maintain documentation to establish compliance.

('86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

§ 111.04 APPLICATION AND ISSUANCE.

(A) Application for such license shall be made to the Records Administrative Secretary on the form supplied by the city. The application shall state the full name and address of the applicant, the location of the building and the part intended to be used by the applicant under the license, the kind of business conducted at the location and such other information as shall be required by the application form. Upon the filing of the application with the Secretary, it shall be presented to the City Council for its consideration, and if granted by the Council, a license shall be issued by the Secretary upon the payment of the required fee.

('86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

§ 111.05 LICENSE FEE.

The fee for every such license shall be as set by the City Council. Every such license shall expire on December 31 next after its issuance.

(‘86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 739, passed 11-16-99; Am. Ord. 1018, passed 3-18-14)

§ 111.06 LICENSE QUESTIONNAIRE.

The applicant will also provide questionnaires pertaining to age of sale laws to all clerks who will be selling ~~tobacco or e-cigarettes~~licensed products and keep them on file.

(‘86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

§ 111.07 LICENSE SHALL BE DISPLAYED.

Every such license shall be kept conspicuously posted about the place for which the license is issued and shall be exhibited to any person upon request.

(‘86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

§ 111.08 COMPLIANCE CHECKS.

The license holder will be subjected to at least two compliance checks per year. Law enforcement personnel or a person designated by law enforcement officials will conduct random, unannounced inspections at each location where tobacco or e-cigarettes products are sold to test compliance with age-of-sale laws. These inspections shall include, but not be limited to surveillance including minors under the age of 18 who attempt to purchase ~~tobacco or e-cigarettes~~licensed products. A finding of non-compliance during the unannounced inspection shall constitute a violation of this chapter. Additional compliance checks during the license year shall be required following a violation by any licensed retail tobacco or e-cigarettes outlet.

(‘86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

§ 111.09 ANNUAL REPORT.

The Secretary will provide an annual report to the City Council, summarizing the results of all compliance checks before relicensing vendors in December.

(‘86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

§ 111.10 VIOLATIONS.

(A) In addition to any criminal penalties_ which may be imposed by a court of law, the City Council or City Manager may suspend or revoke a license on a finding that the license holder or its employee has failed to comply with this chapter.

(B) If a license holder violates any provision of this chapter once within 12 months, the minimum penalty will be a fine or a suspension as determined by the City Council.

(C) If a license holder violates any provision of this chapter twice within 12 months, the minimum penalty will be a fine or a suspension as determined by the City Council.

(D) If a license holder violates any provision of this chapter three times within 12 months, the minimum penalty will be a fine or a suspension as determined by the City Council.

(E) For a fourth violation within 12 months of the first violation, the City Council shall revoke a license for a minimum period of six months and a maximum period of 12 months.

(F) A license holder must have all self-service ~~tobacco or e-cigarettes~~licensed products relocated behind the service counter or locked doors by January 1, 1996. Non-compliance will result in license suspension until the ~~tobacco or e-cigarettes~~licensed products have been placed behind a counter or locked doors.

(G) Any correspondence concerning compliance with the city ordinance will be sent to the ~~vendor's~~licensee's place of business by registered mail. The licensee shall be sent a written notice at least ten days in advance informing the licensee of the specific ordinance or statutory violation upon which any suspension or revocation would be based and the licensee has the right to be represented by counsel and present evidence on its behalf.

(‘86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

§ 111.11 APPEAL.

(A) Any officer of the Waseca Police Department or any other person employed by the city, authorized in writing by the City Manager and having authority to enforce this code, shall, upon determining that there has been a violation, notify the violator. The notice shall set forth the nature, date and time of violation, the name of the official issuing the notice.

(B) Once the notice is given, the alleged violator may, within seven days of the time of issuance of the notice, request a hearing in writing, as is provided for hereafter. Failure to request a hearing in writing within

Comment [PHLC7]: This language is fine, just a note for compliance checks. State law requires municipal licensing authorities to conduct at least one compliance check each year. This state-mandated compliance check “must involve minors over the age of 15, but under the age of 18.” So, municipalities would be violating state law if they only did their compliance checks with 18- to 20-year-olds.

The state tobacco licensing law allows local governments to go further than state licensing law (e.g., implement and enforce a T21 policy). This means that municipalities with T21 laws can conduct compliance checks to both satisfy state law (MLSA of 18) and enforce the local T21 law. To do so, municipalities could either conduct one compliance check with a person between the ages of 15 and 17 (to satisfy the state compliance check requirement) *and* a person between the ages of 18 and 20 (to enforce local T21), or conduct more than one compliance check—one with a person between the ages of 15 and 17 and another with a person between the ages of 18 and 20.

seven days will be deemed an admission of the violation.

(C) Any person contesting an alleged violation pursuant to this chapter shall be entitled to a hearing by a hearing officer who shall forthwith conduct an informal hearing to determine if a violation has occurred. The hearing officer shall have authority to dismiss the violation if sustained by the hearing officer, the fee increase shall follow.

(D) A city employee designated in writing by the City Manager shall be the hearing officer. The hearing officer is authorized to hear and determine any controversy relating to administrative offenses provided for in this chapter.

(E) All increased license fees or fines collected pursuant to this chapter shall be paid to the City Treasurer and may be deposited in the city's general fund.

(86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

§ 111.12 SALE OR FURNISHING TOBACCO OR TOBACCO RELATED PRODUCTS.

~~(B)~~ No person shall sell or give away any ~~tobacco or tobacco related product, as defined in division (A)-~~
~~above~~licensed product to any person below the age of ~~18-21~~ years.

(1) Age verification. Licensees must verify by means of government-issued photographic identification that the purchaser is at least 21 years of age. Verification is not required for a person over the age of 30. That the person appeared to be 30 years of age or older does not constitute a defense to a violation of this subsection.

(2) Signage. Notice of the legal sales age and age verification requirement must be posted at each location where licensed products are offered for sale. The required signage, which will be provided to the licensee by the city, must be posted in a manner that is clearly visible to anyone who is or is considering making a purchase.

~~(C)~~ ~~Whoever~~Any person over the age of 21 that sells or gives away any ~~tobacco or tobacco-~~
~~related~~licensed product to any person below the age of ~~18-21~~ years is guilty of a petty misdemeanor.

~~(D)~~ ~~It shall be a petty misdemeanor for any person under the age of 18 years to possess tobacco or tobacco related products.~~ (86 Code, § 4.34) (Am. Ord. 669, passed 10-17-95; Am. Ord. 1018, passed 3-18-14)

Comment [PHLC8]: I removed PUP language here. At its core, a licensing ordinance regulates the behavior of the licensees. Penalizing underage persons detracts from the focus of the licensing code and refocuses enforcement resources from the licensees to oftentimes addicted young consumers. A [2017 Minnesota Annual Synar Report](#) on youth access enforcement revealed that underage persons were cited 3.6 times and assessed a fine 2.6 times more often than retailers. Even if PUP is not penalized in the local tobacco retailer licensing code, retailers maintain the authority to ask underage persons to leave the premises if they attempt to purchase products.

There is no evidence to support an assertion that PUP penalties are effective at reducing youth smoking significantly and, historically, these laws were lobbied for by the commercial tobacco industry to punish youth users while the industry simultaneously targeted, and continues to target, youth to replace a dying consumer base and maintain profits in a dwindling market.

Furthermore, many advocates are concerned that PUP penalties open the door to selective enforcement against youth from certain racial, ethnic, and SES groups. Evidence suggests that youth of color in Minnesota are disproportionately over-represented in similar status-level offenses, increasing their interactions with law enforcement and resulting in their introduction to the criminal justice system. Finally, Minnesota law currently penalizes PUP and false ID prohibitions and no further enforcement is needed at the local level.

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, OCTOBER 16, 2018

6A

CALL TO ORDER/ROLL CALL

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

Councilmembers present:

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

Staff present:

Lee Mattson, City Manager
Mike Anderson, Assistant to the City Manager
Shelly Kolling, Finance Director
Bill Green, Planning and Zoning Coordinator

Others Present:

Tim Penny, SMIF
Matt Little, Midwest Hemp Farm
Steve Baaken, Sinister Forest

MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

- 3 It was moved by Fitch, seconded by Tlougan, to approve the agenda as presented, motion carried 7-0.

PUBLIC COMMENT

- 4 Steve Baaken from the Sinister Forest requested permission to use one of the buildings in Maplewood Park for off season storage. The Council directed the City Manager to work on a contract/waiver with Sinister Forest for their needs.

REQUESTS AND PRESENTATIONS

- 5 Midwest Hemp Farm presented information to Council regarding their operation. They have enjoyed being in Waseca and commented on how nice it was working with Bill Green, and look forward to expanding their facility in the near future. They will be bringing a Hemp Extractor to Waseca that is valued at over \$1 Million.

Tim Penny from SMIF gave his annual presentation to Council and thanked them for their continued support.

CONSENT AGENDA

- 6 It was moved by Conrath, seconded by Arndt, to approve the Consent Agenda as presented; the motion carried 7-0 and included the following:
- A. Minutes – Regular City Council meeting – October 2, 2018
 - B. Payroll & Expenditures
 - C. **Resolution 18-68:** In Support of Small Town & Regional Vitality Investment Act of 2018
 - D. Approval of Tobacco Licenses: Casey's General Stores
 - E. **Resolution 18-70:** Approval of Tax Abatement for 1609 Clear Lake Drive
 - F. Approval of Payment Request: Ulland Bro's HWY 14
 - G. Approval of 2019 Airport CIP
 - H. Approval of Dock Donation for Sportsman Landing

ACTION AGENDA

- 7 A. **Ordinance 1067 & Public Hearing:**
- The Public hearing opened at 7:31 p.m. and closed at 7:32 p.m. No one approached the council at that time. This item was tabled due to questions in the submitted survey of the land in question being annexed into the City. This item will be on the November 7 agenda for consideration.
- It was moved by Tlougan, seconded by Fitch, to table this item to November 7, 2018. Motion carried 7-0.
- B. **Resolution 18-69:** Approval of Variance for Setback Requirements for Accessory Structure Additions
- Bill Green presented information regarding the Variance request for new Accessory Structures for the Southside Apartments. The required setback for such structure is 15ft, the Variance is for a 9ft setback. The site will not be over on impervious surface and will have landscaping requirements.
- It was moved by Conrath, seconded by Fitch, to approve Resolution 18-69. Motion carried 7-0.
- C. **Resolution 18-71 & Public Hearing:** Miscellaneous Assessments
- Shelly Kolling presented two items on the Assessment Roll for 2018. These items will be added to the property taxes in 2019. The Public Hearing opened and closed at 7:39 p.m. with no one approaching Council.
- It was moved by Tlougan, seconded by Conrath, to approve Resolution 18-71. Motion carried 7-0

REPORTS

8A City Manager's Report

- Vision 2030 Strategic Action Committee's met and will present their results at the next group meeting. Final reports will be presented at the BEST Business Summit on November 7.
- City will be hosting a workshop on October 30 on Opportunity Zones at 10am in the Miller Armstrong Building
- Recognized the Engineering Department for all their coordination on the current street projects.
- Elm Ave/HWY 13: concrete at the intersection of Elm and State had not cured enough to pass the strength test and that more cure time was needed. Intersection plans to open this weekend.

8B Commission Reports

- Heritage Preservation: Councilmember Tlougan
 - National Nomination process is still underway
 - Commission Member Mooney presented information on the State conference. One member has to attend the State or National Conference each year for the City to hold its CLG status.
- Discover Waseca Tourism: Councilmember Conrath & Fitch
 - Working on a process for events that will help with business promotions
 - DWT is working on an Outdoor Brochure to attract more tourism to the area.
- Planning Commission: Councilmember Arndt
 - We passed the two items that were on tonight's agenda
- Region 9: Councilmember Arndt
 - Discussed items that are going on in the nine counties
 - Region 9 introduced MNTech Connect, which talked about Southern Minnesota companies who make medical devices.
 - Mayor Srp commented that manufacturing resource center might become part of Waseca in the future.

ANNOUNCEMENTS

9 The following miscellaneous announcements were made by Councilmembers:

- Council Member Arndt
 - Sinister Forest starts this weekend. Trail is about a mile long, come on up for \$10 and you get to go through the trail twice
- Council Member Tlougan
 - Read a letter from a resident who praised the workers during a power outage during the last storm.
 - Election Day is November 6, get out and vote!
- Council Member Rose
 - Leaves are falling so please help keep the drains clear so water can flow.
- Council Member Fitch
 - Cash Wise Ribbon Cutting will take place on October 25 at 11 am.
 - Business and Industry Luncheon is honoring Sportsman Stop as the Business of the Year at Lakeside on October 25 at 12 pm.
 - Treats in the Streets will be 5-7 pm on October 25.
 - Will be at the Nation League of Cities Conference the week of November 5.

- Councilmember Conrath
 - The next Council Meeting will be held on November 7 due to elections on November 6.
- Mayor Srp
 - Leaf pick up is going on right now in Waseca.
 - Wasn't able to vote until he was 21 when he was young.

ADJOURNMENT

- 10 It was moved by Arndt, seconded by Conrath, to adjourn the meeting at 8:00 p.m.; motion carried 7-0.

R. D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

MINUTES
CITY COUNCIL WORK SESSION
TUESDAY OCTOBER 16, 2018

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

Councilmembers present:

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

Council Absent: Darren Arndt

Staff present:

Lee Mattson, City Manager
Shelly Kolling, Finance Director
Tom Kellogg, City Engineer
Carl Sonnenberg, Utilities Director
Alicia Fischer, Finance Technician
Mike Anderson, Assistant to the City Manager

City Council Budget Work Session

Kolling presented documents to the City Council regarding the budget topics for the night. She first went over the Equipment Replacement Fund that had a 10 year outlook.

Kolling then presented information on the Comprehensive Capital Improvement Project list that carried out over a five (5) year span. Council Member Tloughan expressed his concern about 2nd and 3rd Ave SE being pushed back year after year, but understands that it needed to be done.

Kolling finished with presenting information about the Funding Sources for all the projects coming in the near future. She informed Council that the monies are coming from multiple sources, including Capital Improvement Fund, Special Assessment Fund, State Aid, Grants, County Participation, and Utility Sources.

The City Council thanked Kolling for the information and applauded Staff for their collaborate efforts.

There being no further discussion, the work session ended at 6:50 p.m.

R. D. SRP
MAYOR

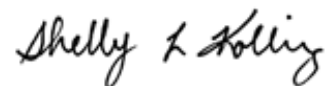
Mike Anderson
Assistant to City Manager



6B

LIST OF EXPENDITURES

October 16, 2018



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City Council	4,250.00	
Streets	26,114.24	
Parks	13,437.91	
Wastewater	8,229.37	
Utility Administration	4,291.01	
Utility Billing	7,486.68	
Electric	15,233.19	
Water	5,297.56	
Building and Code Compliance	2,367.92	
Police	55,054.47	
Administration	4,611.00	
Community Aides	700.00	
Fire	9,431.97	
Paid On Call Fire Department	0.00	
Election Judges	586.70	
PEG	0.00	
Finance	10,971.22	
Connections	3,721.60	
Community Development	5,016.87	
Engineering	15,365.12	
Recreation	2,497.82	
Econ Development	<u>2,437.82</u>	
 Total Gross Payroll	 197,102.47	
 *Less- Payroll Deductions	 <u>(65,985.05)</u>	
 Net Payroll Cost		\$ 131,117.42

*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:
October 12, 2018-November 1, 2018
Includes check #'s 152751-152815
Bank ACH Withdrawals.....884,461.71

GRAND TOTAL EXPENDITURES \$ 1,015,579.13

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Cash Allocation Fund						
10/31/2018	101832	MN Department of Commerce	2018 unclaimed property report	001-10002-0000	917.17	M
Total 001100020000:					917.17	
Total Cash Allocation Fund:					917.17	
General Fund						
11/01/2018	20180884	Innovative Office Solutions LLC	Badges	101-13220-0000	2.08	
Total 101132200000:					2.08	
11/01/2018	152764	Commissioner of Transportation	State Parcel 2014-0078-26	101-14200-0000	19,800.00	
Total 101142000000:					19,800.00	
10/31/2018	101813	MN Sales and Use Tax Payable	September sales tax	101-20210-0000	107.26	M
Total 101202100000:					107.26	
10/31/2018	101821	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 10/21/201	101-21701-0000	18,080.34	M
Total 101217010000:					18,080.34	
10/31/2018	101816	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 10/21/2018	101-21702-0000	8,705.75	M
Total 101217020000:					8,705.75	
10/31/2018	101821	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 10/21/2018	101-21703-0000	7,890.74	M
10/31/2018	101821	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 10/21/2018	101-21703-0000	7,890.74	M
Total 101217030000:					15,781.48	
10/31/2018	101818	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 10/21/2018	101-21704-0000	1,235.34	M
10/31/2018	101818	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 10/21/20	101-21704-0000	8,029.63	M
10/31/2018	101818	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 10/21/2018	101-21704-0000	6,200.56	M
10/31/2018	101818	Public Employees Retirement Assn (ACH	DEF CONTRIBUTION/EMPL Pay Period: 10/21/2018	101-21704-0000	117.40	M
10/31/2018	101818	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 10/21/20	101-21704-0000	8,029.63	M
10/31/2018	101818	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 10/21/2018	101-21704-0000	9,300.80	M
10/31/2018	101818	Public Employees Retirement Assn (ACH	DEF CONT Employer Pay Period: 10/21/2018	101-21704-0000	117.40	M
Total 101217040000:					33,030.76	
11/01/2018	20180881	Greater Mankato Area United Way	UNITED WAY Pay Period: 10/21/2018	101-21708-0000	28.00	
Total 101217080000:					28.00	
11/01/2018	152789	NCPERS Minnesota - 8266711	LIFE INSURANCE - PERA Pay Period: 10/21/2018	101-21711-0000	224.00	
Total 101217110000:					224.00	
10/31/2018	101821	ACH Internal Revenue Service	MEDICARE Pay Period: 10/21/2018	101-21712-0000	2,659.77	M
10/31/2018	101821	ACH Internal Revenue Service	MEDICARE Pay Period: 10/21/2018	101-21712-0000	2,659.77	M
Total 101217120000:					5,319.54	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
10/31/2018	101823	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 10/21/2018	101-21713-0000	810.00	M
10/31/2018	101823	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 10/21/2018	101-21713-0000	495.00	M
Total 101217130000:					1,305.00	
10/31/2018	101820	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 10/21/2018	101-21714-0000	2,290.00	M
Total 101217140000:					2,290.00	
10/31/2018	101817	AFLAC	AFLAC AFTER TAX Pay Period: 10/7/2018	101-21715-0000	275.34	M
10/31/2018	101817	AFLAC	AFLAC PRE TAX Pay Period: 10/7/2018	101-21715-0000	659.79	M
10/31/2018	101817	AFLAC	AFLAC AFTER TAX Pay Period: 10/21/2018	101-21715-0000	275.34	M
10/31/2018	101817	AFLAC	AFLAC PRE TAX Pay Period: 10/21/2018	101-21715-0000	659.79	M
Total 101217150000:					1,870.26	
10/31/2018	101815	Further	Flex/HSA Reimbursement	101-21716-0000	50.00	M
10/31/2018	101827	Further	Flex/HSA Reimbursement	101-21716-0000	19.95	M
10/31/2018	101824	Further	HSA DEDUCTION Pay Period: 10/21/2018	101-21716-0000	467.92	M
Total 101217160000:					537.87	
10/31/2018	101819	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 10/21/2018	101-21717-0000	1,194.73	M
Total 101217170000:					1,194.73	
11/01/2018	101822	Delta Dental	DENTAL FAMILY Employee Pay Period: 10/21/2018	101-21719-0000	1,786.05	M
11/01/2018	101822	Delta Dental	DENTAL SINGLE Employee Pay Period: 10/21/2018	101-21719-0000	613.28	M
Total 101217190000:					2,399.33	
11/01/2018	152768	Fidelity Security Life	VISION FAMILY Employee Pay Period: 10/21/2018	101-21722-0000	33.36	
11/01/2018	152768	Fidelity Security Life	VISION SINGLE Employee Pay Period: 10/21/2018	101-21722-0000	44.87	
11/01/2018	152768	Fidelity Security Life	VISION + ONE Employee Pay Period: 10/21/2018	101-21722-0000	44.92	
Total 101217220000:					123.15	
11/01/2018	152774	Jabrosky, Barbara	Park reservation reimbursement	101-34785-0000	18.75	
Total 101347850000:					18.75	
11/01/2018	152784	MN Mayors Association	2018 membership dues	101-41110-4330	30.00	
Total 101411104330:					30.00	
11/01/2018	20180875	Discover Waseca Tourism	September Lodging Tax	101-41110-4440	2,763.04	
Total 101411104440:					2,763.04	
11/01/2018	152787	MPeters Enterprises Inc.	Downtown Flags and poles	101-41110-4450	648.00	
Total 101411104450:					648.00	
11/01/2018	20180915	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00	

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101411104455:					1,125.00	
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-41320-1310	186.50	M
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-41320-1310	250.00	M
Total 101413201310:					436.50	
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	101-41320-1340	36.87	M
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	101-41320-1340	10.83	M
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	101-41320-1340	4.33	M
Total 101413201340:					52.03	
11/01/2018	20180884	Innovative Office Solutions LLC	Toner xerox printer for city clerk	101-41320-2000	502.25	
Total 101413202000:					502.25	
11/01/2018	152795	Shred-it USA LLC	Monthly service	101-41320-3100	14.02	
Total 101413203100:					14.02	
11/01/2018	20180914	Waseca Area Chamber of Commerce	2018 Business luncheon Registration-Anderson	101-41320-3300	18.50	
11/01/2018	20180914	Waseca Area Chamber of Commerce	2018 Business luncheon Registration-Schult	101-41320-3300	18.50	
11/01/2018	20180914	Waseca Area Chamber of Commerce	2018 Business luncheon Registration-Sandholm,	101-41320-3300	18.50	
Total 101413203300:					55.50	
11/01/2018	20180862	Anderson, Michael	Mileage reimbursment	101-41320-3350	162.41	
11/01/2018	20180904	Sandholm, Gary	Mileage Reimbursement	101-41320-3350	262.97	
Total 101413203350:					425.38	
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-41500-1310	1,215.10	M
Total 101415001310:					1,215.10	
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	101-41500-1340	77.53	M
Total 101415001340:					77.53	
11/01/2018	20180878	Fischer, Alicia	Mileage reimbursement	101-41500-3350	50.47	
Total 101415003350:					50.47	
11/01/2018	152808	Waseca County Auditor-Treasurer	Legal Services contract payment	101-41600-3000	5,370.33	
Total 101416003000:					5,370.33	
11/01/2018	20180896	Pantheon Computer Systems Inc.	Computer Replacemend PD	101-41920-2050	1,162.93	
11/01/2018	20180896	Pantheon Computer Systems Inc.	Battery back up Bill Green	101-41920-2050	84.95	
11/01/2018	20180896	Pantheon Computer Systems Inc.	Speakers-Finance Tech	101-41920-2050	19.95	
Total 101419202050:					1,267.83	
11/01/2018	20180896	Pantheon Computer Systems Inc.	Service Agreement	101-41920-3100	5,773.25	

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101419203100:					5,773.25	
11/01/2018	20180884	Innovative Office Solutions LLC	Office supplies-Tape measures	101-41940-2000	14.21	
Total 101419402000:					14.21	
11/01/2018	20180868	Cady Business Technologies Inc	Monthly Phone Support	101-41940-3100	262.62	
11/01/2018	152761	Cintas Corporation	Floor mat	101-41940-3100	19.20	
11/01/2018	152761	Cintas Corporation	Floor Mats	101-41940-3100	26.40	
11/01/2018	152792	Orkin Pest Control Inc.	City Hall Pest Control	101-41940-3100	88.85	
11/01/2018	152793	Protection Systems Inc	Fire Alarm Inspection	101-41940-3100	770.00	
Total 101419403100:					1,167.07	
10/31/2018	101833	Consolidated Communications	Monthly Billing	101-41940-3200	157.93	M
10/31/2018	101833	Consolidated Communications	Monthly Billing	101-41940-3200	81.69	M
Total 101419403200:					239.62	
11/01/2018	152759	Centerpoint Energy	Monthly Billing	101-41940-3800	65.24	
Total 101419403800:					65.24	
11/01/2018	152765	Connors Plumbing & Heating Inc.	sink repair	101-41940-4000	421.80	
Total 101419404000:					421.80	
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-41950-1310	519.00	M
Total 101419501310:					519.00	
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	101-41950-1340	46.96	M
Total 101419501340:					46.96	
11/01/2018	20180884	Innovative Office Solutions LLC	Office supplies-Tape measures	101-41950-2000	26.80	
Total 101419502000:					26.80	
11/01/2018	152786	Mooney, Joan	Mileage reimbursement for state preservation conferenc	101-41950-3350	118.81	
Total 101419503350:					118.81	
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-42100-1310	5,623.00	M
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-42100-1310	323.60	M
Total 101421001310:					5,946.60	
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	101-42100-1340	448.12	M
Total 101421001340:					448.12	
11/01/2018	20180884	Innovative Office Solutions LLC	Office supplies	101-42100-2000	34.76	
11/01/2018	20180884	Innovative Office Solutions LLC	Office supplies	101-42100-2000	36.17	
11/01/2018	20180884	Innovative Office Solutions LLC	Office supplies	101-42100-2000	38.36-	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421002000:					32.57
11/01/2018	20180864	Batteries Plus Bulbs	batteries	101-42100-2170	23.04
Total 101421002170:					23.04
11/01/2018	20180906	Streicher's	bullet proof vest expense	101-42100-2180	972.50
11/01/2018	20180906	Streicher's	Uniform expense	101-42100-2180	94.95
Total 101421002180:					1,067.45
11/01/2018	20180910	Thornhill, Lawrence E.	Vehicle Detailing	101-42100-2220	28.00
11/01/2018	20180910	Thornhill, Lawrence E.	Car detailing	101-42100-2220	42.00
Total 101421002220:					70.00
11/01/2018	152782	Mayo Clinic	Blood draw # 2018-5446	101-42100-3000	32.00
11/01/2018	152811	Waseca County License Bureau	vehicle registration	101-42100-3000	21.75
Total 101421003000:					53.75
11/01/2018	20180865	Blue Earth County	Patrol MTD's 3rd Qtr	101-42100-3100	540.00
11/01/2018	152761	Cintas Corporation	Floor Mats	101-42100-3100	12.77
11/01/2018	152761	Cintas Corporation	Floor Mats	101-42100-3100	33.78
11/01/2018	152761	Cintas Corporation	Floor Mats	101-42100-3100	33.79
11/01/2018	152795	Shred-it USA LLC	Monthly service	101-42100-3100	14.01
11/01/2018	152802	Thomson Reuters - West	CLEAR	101-42100-3100	224.91
Total 101421003100:					859.26
10/31/2018	101833	Consolidated Communications	Monthly Billing	101-42100-3200	157.93 M
10/31/2018	101833	Consolidated Communications	Monthly Billing	101-42100-3200	256.11 M
10/31/2018	101833	Consolidated Communications	Monthly Billing	101-42100-3200	24.72 M
11/01/2018	152806	Verizon Wireless	Monthly Billing	101-42100-3200	932.85
11/01/2018	152806	Verizon Wireless	Monthly Billing	101-42100-3200	50.94
Total 101421003200:					1,422.55
11/01/2018	152791	Olmsted County Sheriff's Office	EVOC Training	101-42100-3300	175.00
Total 101421003300:					175.00
11/01/2018	152813	Waseca Rotary Club	3rd Qtr dues	101-42100-4330	228.00
Total 101421004330:					228.00
11/01/2018	152763	City of Waseca	Compliance Checks	101-42100-4640	150.00
Total 101421004640:					150.00
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-42200-1310	1,250.00 M
Total 101422001310:					1,250.00
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	101-42200-1340	55.32 M

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422001340:					55.32
11/01/2018	20180869	Central Fire Protection Inc.	Extiguisher recharge	101-42200-2160	77.00
Total 101422002160:					77.00
11/01/2018	152767	Emergency Response Solutions	Thermal image batteries	101-42200-2210	254.57
Total 101422002210:					254.57
11/01/2018	152761	Cintas Corporation	Floor Mats	101-42200-3100	12.77
11/01/2018	152761	Cintas Corporation	Floor Mats	101-42200-3100	33.79
11/01/2018	152761	Cintas Corporation	Floor Mats	101-42200-3100	33.78
11/01/2018	152769	First Source Solutions	Breath Alcohol Test	101-42200-3100	45.75
Total 101422003100:					126.09
10/31/2018	101833	Consolidated Communications	Monthly Billing	101-42200-3200	24.73 M
11/01/2018	152806	Verizon Wireless	Monthly Billing	101-42200-3200	60.94
Total 101422003200:					85.67
11/01/2018	20180879	FORSHEE, JASON	Mileage reimbursement	101-42200-3300	453.11
Total 101422003300:					453.11
10/31/2018	101833	Consolidated Communications	Monthly Billing	101-42200-3800	26.48 M
Total 101422003800:					26.48
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-42400-1310	500.00 M
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-42400-1310	82.50 M
Total 101424001310:					582.50
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	101-42400-1340	20.84 M
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	101-42400-1340	6.56 M
Total 101424001340:					27.40
11/01/2018	20180871	City Building Inspection Services LLC	Monthly Building Inspections	101-42400-3000	2,406.16
Total 101424003000:					2,406.16
11/01/2018	152806	Verizon Wireless	Monthly Billing	101-42400-3200	31.46
Total 101424003200:					31.46
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-43000-1310	85.00 M
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-43000-1310	922.44 M
Total 101430001310:					1,007.44
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	101-43000-1340	6.76 M
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	101-43000-1340	93.49 M

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101430001340:					100.25
11/01/2018	152803	Troxler Electronic Laboratories Inc.	Badge Monitoring Services	101-43000-3100	62.00
Total 101430003100:					62.00
11/01/2018	152806	Verizon Wireless	Monthly Billing	101-43000-3200	50.04
11/01/2018	152806	Verizon Wireless	Monthly Billing	101-43000-3200	50.94
11/01/2018	152806	Verizon Wireless	Monthly Billing	101-43000-3200	50.94
Total 101430003200:					151.92
11/01/2018	20180888	Kellogg, Tom	2018 APWA Fall Conference registration	101-43000-3300	255.00
Total 101430003300:					255.00
11/01/2018	152752	American Public Works Association	2018 membership addition-Sonnenberg	101-43000-4330	69.66
Total 101430004330:					69.66
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-43100-1310	1,315.71 M
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-43100-1310	28.68 M
Total 101431001310:					1,344.39
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	101-43100-1340	95.51 M
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	101-43100-1340	1.90 M
Total 101431001340:					97.41
11/01/2018	152783	Metro Sales Inc.	Printer Cartridge	101-43100-2000	166.50
11/01/2018	152783	Metro Sales Inc.	Printer Cartridge	101-43100-2000	158.00
Total 101431002000:					324.50
11/01/2018	20180889	Kritzer Oil Company Inc.	fuel	101-43100-2120	579.80
Total 101431002120:					579.80
11/01/2018	20180866	Bomgaars Supply	Parts & Supplies	101-43100-2170	68.45
11/01/2018	152758	Cemstone Products Company	sealer	101-43100-2170	47.81
11/01/2018	20180882	Holtmeier Construction Inc.	crushed rock	101-43100-2170	768.45
11/01/2018	152781	Locators & Supplies Inc.	Safety Coats	101-43100-2170	70.23
11/01/2018	20180913	Waco Scaffolding & Supply Co. Inc.	Concrete tools	101-43100-2170	164.41
Total 101431002170:					1,119.35
11/01/2018	20180861	AmeriPride Services Inc	uniform service	101-43100-2180	170.22
11/01/2018	20180861	AmeriPride Services Inc	uniform service	101-43100-2180	176.38
Total 101431002180:					346.60
11/01/2018	20180880	GMS Industrial Supplies Inc.	Tools	101-43100-2400	90.55

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101431002400:					90.55
11/01/2018	152769	First Source Solutions	Breath Alcohol Test	101-43100-3100	45.75
11/01/2018	20180898	R.I.C Properties LLC	Kritzer Lease	101-43100-3100	650.00
Total 101431003100:					695.75
10/31/2018	101833	Consolidated Communications	Monthly Billing	101-43100-3200	26.48 M
Total 101431003200:					26.48
11/01/2018	152759	Centerpoint Energy	Monthly Billing	101-43100-3800	119.64
Total 101431003800:					119.64
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-43125-1310	341.11 M
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-43125-1310	28.68 M
Total 101431251310:					369.79
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	101-43125-1340	24.76 M
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	101-43125-1340	1.90 M
Total 101431251340:					26.66
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-43170-1310	73.10 M
Total 101431701310:					73.10
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	101-43170-1340	5.31 M
Total 101431701340:					5.31
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-43220-1310	121.83 M
Total 101432201310:					121.83
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	101-43220-1340	8.84 M
Total 101432201340:					8.84
11/01/2018	20180889	Kritzer Oil Company Inc.	fuel	101-43220-2120	1,014.65
Total 101432202120:					1,014.65
11/01/2018	20180883	Independent School District #829	City Contribution Com Ed	101-45100-3100	8,333.33
Total 101451003100:					8,333.33
10/31/2018	101833	Consolidated Communications	Monthly Billing	101-45100-3200	22.98 M
Total 101451003200:					22.98
11/01/2018	20180860	Abdo Eick & Meyers LLP	Governmental standards class-Fischer	101-45100-3300	75.00

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101451003300:					75.00	
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-45130-1310	400.00	M
Total 101451301310:					400.00	
10/31/2018	101833	Consolidated Communications	Monthly Billing	101-45130-3200	156.36	M
Total 101451303200:					156.36	
11/01/2018	20180892	McKay, Sara	Mileage reimbursement	101-45130-3350	142.57	
Total 101451303350:					142.57	
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-45200-1310	873.00	M
11/01/2018	111801	Further	VEBA/HSA submittal Nov	101-45200-1310	100.00	M
Total 101452001310:					973.00	
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	101-45200-1340	78.93	M
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	101-45200-1340	17.33	M
Total 101452001340:					96.26	
11/01/2018	20180889	Kritzer Oil Company Inc.	park dept fuel	101-45200-2120	1,105.88	
Total 101452002120:					1,105.88	
11/01/2018	152760	Central Landscape Supply	tree wrap	101-45200-2170	124.40	
11/01/2018	152788	Nagel Sod and Nursery	Sod	101-45200-2170	170.00	
11/01/2018	20180899	Red Feather Paper Company	Restroom Toilet Tissue	101-45200-2170	281.25	
Total 101452002170:					575.65	
11/01/2018	20180866	Bomgaars Supply	Parts & Supplies	101-45200-2280	67.24	
Total 101452002280:					67.24	
11/01/2018	20180912	Total Tool Supply Inc.	Replacement Power Tools	101-45200-2400	696.20	
Total 101452002400:					696.20	
11/01/2018	20180887	Jobs Plus Inc.	City Parks - September Cleaning	101-45200-3100	782.08	
Total 101452003100:					782.08	
11/01/2018	152759	Centerpoint Energy	Monthly Billing	101-45200-3800	41.57	
11/01/2018	152759	Centerpoint Energy	Monthly Billing	101-45200-3800	18.78	
Total 101452003800:					60.35	
11/01/2018	20180916	Waseca Sand & Gravel Inc.	Concrete for Park Signs	101-45200-4000	403.00	
Total 101452004000:					403.00	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
11/01/2018	20180870	Christensen Tire Service	Mower tire replacement	101-45200-4040	87.90
Total 101452004040:					87.90
11/01/2018	152812	Waseca Rent N Save	Auger rental	101-45200-4100	186.84
Total 101452004100:					186.84
10/31/2018	101833	Consolidated Communications	Monthly Billing	101-45500-3800	47.38 M
10/31/2018	101833	Consolidated Communications	Monthly Billing	101-45500-3800	3.51 M
Total 101455003800:					50.89
11/01/2018	152762	Cintas Corporation	First aid cabinet supplies	101-49210-4940	42.18
11/01/2018	152762	Cintas Corporation	First aid cabinet supplies	101-49210-4940	61.41
11/01/2018	152762	Cintas Corporation	First aid cabinet supplies	101-49210-4940	21.61
Total 101492104940:					125.20
11/01/2018	101822	Delta Dental	Cobra payment	101-49220-1540	34.46 M
11/01/2018	152768	Fidelity Security Life	cobra	101-49220-1540	6.41
Total 101492201540:					40.87
10/31/2018	101826	Further	Admin Fees Flex/HSA	101-49244-1600	212.40 M
Total 101492441600:					212.40
Total General Fund:					171,701.06
Airport					
11/01/2018	152799	Stensrud Aviation	Airport Contract payment	230-49810-3100	2,300.00
Total 230498103100:					2,300.00
10/31/2018	101829	CenturyLink	Airport Phone	230-49810-3200	103.92 M
Total 230498103200:					103.92
11/01/2018	152759	Centerpoint Energy	Monthly Billing	230-49810-3800	20.04
10/31/2018	101831	Xcel Energy	September service	230-49810-3800	104.54 M
10/31/2018	101830	Xcel Energy	September service	230-49810-3800	289.40 M
Total 230498103800:					413.98
11/01/2018	20180911	Toltz King Duvall Anderson & Assoc Inc.	A/E Services FBO Hangar	230-49810-5200	3,616.51
10/31/2018	101814	Xcel Energy	Electric service to FBO Hangar	230-49810-5200	3,654.21 M
Total 230498105200:					7,270.72
11/01/2018	20180911	Toltz King Duvall Anderson & Assoc Inc.	A/E Services-Culvert Replacement	230-49810-5300	2,925.13
Total 230498105300:					2,925.13
Total Airport:					13,013.75

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Economic Development-General f						
11/01/2018	111801	Further	VEBA/HSA submittal Nov	261-46700-1310	250.00	M
Total 261467001310:					250.00	
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	261-46700-1340	10.83	M
Total 261467001340:					10.83	
11/01/2018	20180884	Innovative Office Solutions LLC	Badges	261-46700-2170	2.08	
Total 261467002170:					2.08	
11/01/2018	20180904	Sandholm, Gary	Mileage Reimbursement	261-46700-3300	262.96	
Total 261467003300:					262.96	
Total Economic Development-General f:					525.87	
Police Reserve						
11/01/2018	152753	Androli, Jeff	Reserve for highschool football games	275-49212-3100	45.00	
11/01/2018	20180886	Jes, Shannon	Reserve for highschool football games	275-49212-3100	97.50	
11/01/2018	20180901	Rew, Scott	Reserve for highschool football games	275-49212-3100	180.00	
11/01/2018	20180902	Rogers, Tony	Reserve for 2018 highschool football games	275-49212-3100	97.50	
11/01/2018	20180908	Teachout, Jason	Reserve for Highschool Football games	275-49212-3100	97.50	
Total 275492123100:					517.50	
Total Police Reserve:					517.50	
Safe Haven Grant						
11/01/2018	111801	Further	VEBA/HSA submittal Nov	279-46350-1310	510.10	M
Total 279463501310:					510.10	
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	279-46350-1340	30.45	M
Total 279463501340:					30.45	
11/01/2018	20180896	Pantheon Computer Systems Inc.	Computer Supplies - Safe Haven	279-46350-2000	94.98	
Total 279463502000:					94.98	
11/01/2018	152806	Verizon Wireless	Monthly Billing	279-46350-3200	50.94	
Total 279463503200:					50.94	
11/01/2018	152778	Krause, Alexie	Meal reimbursement for training	279-46350-3300	114.34	
11/01/2018	152778	Krause, Alexie	Meal reimbursement while at training	279-46350-3300	62.80	
Total 279463503300:					177.14	
11/01/2018	152778	Krause, Alexie	Mileage reimbursement for training	279-46350-3350	335.72	
Total 279463503350:					335.72	

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total Safe Haven Grant:					1,199.33
Firefighter's Relief					
11/01/2018	152773	Hildi Inc	Fire Relief Valuation Actuarial Update	280-49070-3000	1,000.00
Total 280490703000:					1,000.00
Total Firefighter's Relief:					1,000.00
PEG Channel					
11/01/2018	20180863	B & H Photo	Cisco Router/firewall for Peg	290-41920-5400	283.42
Total 290419205400:					283.42
Total PEG Channel:					283.42
Capital Improvement					
11/01/2018	152751	AIM Electronics	Scoreboard Payment	430-43010-5340	22,120.00
11/01/2018	152757	Carciofini Company	Payment #3	430-43010-5340	1,175.15
11/01/2018	20180873	Del's Construction Company	Final Payment	430-43010-5340	14,823.07
11/01/2018	152771	Greener World Solutions LLC	Final Payment	430-43010-5340	1,310.66
11/01/2018	152775	Kendell Doors and Hardware Inc	Final Payment	430-43010-5340	525.70
11/01/2018	20180893	Met-Con Construction Inc	Final Payment	430-43010-5340	5,777.28
11/01/2018	20180894	Muska Electric Co	Payment No. 2 - Labor	430-43010-5340	39,938.61
11/01/2018	20180894	Muska Electric Co	Payment No. 2	430-43010-5340	26,057.01
11/01/2018	20180900	Reichel Painting Company Inc	Final Payment	430-43010-5340	1,551.25
11/01/2018	20180905	South Central Erectors Inc	Final Payment	430-43010-5340	15,100.19
Total 430430105340:					128,378.92
11/01/2018	20180874	Dirt Merchant Inc	Water main and storm sewer improvements	430-43010-5560	298,446.26
11/01/2018	20180890	Lenz Lawn Care & Landscaping Inc.	Retaining Wall by Bomgaars/HyVee Parking Lot	430-43010-5560	9,262.50
11/01/2018	20180917	WSB & Associates Inc	3rd St NE Reconstruction	430-43010-5560	13,715.50
Total 430430105560:					321,424.26
Total Capital Improvement:					449,803.18
HWY 14 Reconstruction					
11/01/2018	152756	Braun Intertec Corporation	Construction and Materials Testing	436-43010-3000	1,398.50
Total 436430103000:					1,398.50
Total HWY 14 Reconstruction:					1,398.50
Water					
10/31/2018	101813	MN Sales and Use Tax Payable	September sales tax	601-20210-0000	1,274.50 M
Total 601202100000:					1,274.50
11/01/2018	152790	Neleman, Paul	Reimbursement of Wac charges	601-37175-0000	1,240.00
Total 601371750000:					1,240.00
11/01/2018	111801	Further	VEBA/HSA submittal Nov	601-49430-1310	250.00 M
11/01/2018	111801	Further	VEBA/HSA submittal Nov	601-49430-1310	1,636.10 M

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601494301310:					1,886.10
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	601-49430-1340	24.41 M
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	601-49430-1340	24.15 M
Total 601494301340:					48.56
11/01/2018	152754	Auto Value Waseca	Assorted parts and supplies	601-49430-2170	7.99
Total 601494302170:					7.99
11/01/2018	20180861	AmeriPride Services Inc	uniform service	601-49430-2180	17.08
11/01/2018	152761	Cintas Corporation	Uniform Service	601-49430-2180	3.90
11/01/2018	152761	Cintas Corporation	Uniform Expense	601-49430-2180	98.85
Total 601494302180:					119.83
11/01/2018	20180872	Core & Main LP	Copper horns (10)	601-49430-2215	500.00
Total 601494302215:					500.00
11/01/2018	20180866	Bomgaars Supply	Parts & Supplies	601-49430-2230	120.40
11/01/2018	152770	Goodin Company	Plumbing	601-49430-2230	353.70
Total 601494302230:					474.10
11/01/2018	20180885	Javens Mechanical Contracting Co.	RPZ Test	601-49430-3100	184.33
11/01/2018	20180885	Javens Mechanical Contracting Co.	RPZ Testing & Repairs	601-49430-3100	1,859.84
Total 601494303100:					2,044.17
11/01/2018	152806	Verizon Wireless	Monthly Billing	601-49430-3200	40.01
Total 601494303200:					40.01
11/01/2018	20180876	Dulas, Anthony	Training reimbursement	601-49430-3300	61.54
Total 601494303300:					61.54
11/01/2018	111801	Further	VEBA/HSA submittal Nov	601-49585-1310	105.00 M
11/01/2018	111801	Further	VEBA/HSA submittal Nov	601-49585-1310	216.93 M
Total 601495851310:					321.93
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	601-49585-1340	3.91 M
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	601-49585-1340	19.96 M
Total 601495851340:					23.87
10/31/2018	101833	Consolidated Communications	Monthly Billing	601-49585-3200	42.11 M
11/01/2018	152804	U.S. Postal Service	Postage - Nov utility bills	601-49585-3200	428.13
Total 601495853200:					470.24
11/01/2018	20180897	Personalized Printing Inc.	Envelopes	601-49585-3500	519.07

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601495853500:					519.07
11/01/2018	152800	Summit Account Resolution	Collection Fees	601-49585-4320	55.53
Total 601495854320:					55.53
11/01/2018	111801	Further	VEBA/HSA submittal Nov	601-49586-1310	22.38 M
11/01/2018	111801	Further	VEBA/HSA submittal Nov	601-49586-1310	166.67 M
Total 601495861310:					189.05
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	601-49586-1340	2.41 M
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	601-49586-1340	12.58 M
Total 601495861340:					14.99
11/01/2018	20180896	Pantheon Computer Systems Inc.	Printer for Water Dept	601-49586-2050	299.00
Total 601495862050:					299.00
11/01/2018	20180896	Pantheon Computer Systems Inc.	Service Agreement	601-49586-4950	824.75
Total 601495864950:					824.75
11/01/2018	20180874	Dirt Merchant Inc	Water main and Storm sewer improvements	601-49593-5300	125,423.47
Total 601495935300:					125,423.47
Total Water:					135,838.70
Sanitary Sewer					
11/01/2018	152790	Neleman, Paul	Reimbursement of Sac charges	602-37275-0000	1,090.00
Total 602372750000:					1,090.00
11/01/2018	111801	Further	VEBA/HSA submittal Nov	602-49470-1310	438.56 M
11/01/2018	111801	Further	VEBA/HSA submittal Nov	602-49470-1310	28.68 M
Total 602494701310:					467.24
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	602-49470-1340	31.83 M
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	602-49470-1340	1.90 M
Total 602494701340:					33.73
10/31/2018	101833	Consolidated Communications	Monthly Billing	602-49470-3200	407.22 M
11/01/2018	152806	Verizon Wireless	Monthly Billing	602-49470-3200	40.01
11/01/2018	152806	Verizon Wireless	Monthly Billing	602-49470-3200	40.01
Total 602494703200:					487.24
11/01/2018	152759	Centerpoint Energy	Monthly Billing	602-49470-3800	19.39
Total 602494703800:					19.39

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
11/01/2018	152805	USA Blue Book	smoke candles	602-49470-4000	391.52	
Total 602494704000:					391.52	
11/01/2018	20180866	Bomgaars Supply	Parts & Supplies	602-49470-4020	132.27	
11/01/2018	152785	Momar Inc	Lift station degreaser	602-49470-4020	1,663.45	
11/01/2018	20180895	Northern Tool & Equipment Co	Water Pump	602-49470-4020	1,399.00	
Total 602494704020:					3,194.72	
11/01/2018	20180874	Dirt Merchant Inc	Water main and Storm sewer improvements	602-49470-5300	9,456.36	
Total 602494705300:					9,456.36	
11/01/2018	111801	Further	VEBA/HSA submittal Nov	602-49480-1310	187.50	M
Total 602494801310:					187.50	
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	602-49480-1340	73.23	M
Total 602494801340:					73.23	
11/01/2018	152794	Schaeffer Manufacturing Co.	Lube	602-49480-2120	540.36	
Total 602494802120:					540.36	
11/01/2018	20180866	Bomgaars Supply	Parts & Supplies	602-49480-2170	64.50	
11/01/2018	152772	Hawkins Inc	Alum	602-49480-2170	5,414.20	
11/01/2018	152772	Hawkins Inc	Alum	602-49480-2170	5,397.73	
11/01/2018	20180899	Red Feather Paper Company	Janitor Supplies	602-49480-2170	42.00	
11/01/2018	152801	Swanson Flo Co	Lab Supplies	602-49480-2170	93.07	
Total 602494802170:					11,011.50	
11/01/2018	20180866	Bomgaars Supply	Parts & Supplies	602-49480-2180	59.99	
Total 602494802180:					59.99	
11/01/2018	20180872	Core & Main LP	Drain Auger	602-49480-2210	230.80	
11/01/2018	152770	Goodin Company	Booster Pump	602-49480-2210	263.32	
11/01/2018	152770	Goodin Company	Plumbing	602-49480-2210	28.90	
Total 602494802210:					523.02	
11/01/2018	152797	Stantec Consulting Services Inc	Engineering	602-49480-3000	1,721.25	
Total 602494803000:					1,721.25	
11/01/2018	152761	Cintas Corporation	Janitorial Supplies	602-49480-3100	16.88	
11/01/2018	152796	Spee-Dee Delivery Service Inc.	Shipping	602-49480-3100	21.06	
Total 602494803100:					37.94	
10/31/2018	101828	CenturyLink	Internet Service	602-49480-3200	98.99	M
10/31/2018	101833	Consolidated Communications	Monthly Billing	602-49480-3200	145.42	M
11/01/2018	152806	Verizon Wireless	Monthly Billing	602-49480-3200	50.94	

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494803200:					295.35
11/01/2018	20180876	Dulas, Anthony	C wastewater certificate fee	602-49480-3300	45.00
11/01/2018	20180876	Dulas, Anthony	C Wastewater exam registration fee	602-49480-3300	55.00
Total 602494803300:					100.00
11/01/2018	152759	Centerpoint Energy	Monthly Billing	602-49480-3800	216.16
11/01/2018	152815	Xcel Energy	September Service	602-49480-3800	12,275.24
Total 602494803800:					12,491.40
11/01/2018	20180891	M & R Electric Inc.	Electrician	602-49480-4000	166.19
11/01/2018	20180891	M & R Electric Inc.	Electrician	602-49480-4000	76.00
11/01/2018	20180891	M & R Electric Inc.	Electrician	602-49480-4000	59.29
Total 602494804000:					301.48
11/01/2018	152762	Cintas Corporation	WWTP First Aid Cabinet Supplies	602-49480-4940	43.05
Total 602494804940:					43.05
11/01/2018	111801	Further	VEBA/HSA submittal Nov	602-49585-1310	105.00 M
11/01/2018	111801	Further	VEBA/HSA submittal Nov	602-49585-1310	216.93 M
Total 602495851310:					321.93
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	602-49585-1340	3.91 M
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	602-49585-1340	19.96 M
Total 602495851340:					23.87
10/31/2018	101833	Consolidated Communications	Monthly Billing	602-49585-3200	42.11 M
11/01/2018	152804	U.S. Postal Service	Postage - Nov utility bills	602-49585-3200	428.12
Total 602495853200:					470.23
11/01/2018	20180897	Personalized Printing Inc.	Envelopes	602-49585-3500	519.07
Total 602495853500:					519.07
11/01/2018	152800	Summit Account Resolution	Collection Fees	602-49585-4320	106.43
Total 602495854320:					106.43
11/01/2018	111801	Further	VEBA/HSA submittal Nov	602-49586-1310	22.38 M
11/01/2018	111801	Further	VEBA/HSA submittal Nov	602-49586-1310	166.67 M
Total 602495861310:					189.05
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	602-49586-1340	2.41 M
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	602-49586-1340	12.58 M
Total 602495861340:					14.99

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
11/01/2018	20180896	Pantheon Computer Systems Inc.	Service Agreement	602-49586-4950	824.75	
Total 602495864950:					824.75	
Total Sanitary Sewer:					44,996.59	
Electric Utility						
10/31/2018	101813	MN Sales and Use Tax Payable	September sales tax	604-20210-0000	40,889.91	M
Total 604202100000:					40,889.91	
11/01/2018	111801	Further	VEBA/HSA submittal Nov	604-49570-1310	56.00	M
Total 604495701310:					56.00	
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	604-49570-1340	3.05	M
Total 604495701340:					3.05	
11/01/2018	111801	Further	VEBA/HSA submittal Nov	604-49571-1310	1,235.50	M
Total 604495711310:					1,235.50	
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	604-49571-1340	67.27	M
Total 604495711340:					67.27	
11/01/2018	20180889	Kritzer Oil Company Inc.	fuel	604-49571-2120	434.85	
Total 604495712120:					434.85	
11/01/2018	20180866	Bomgaars Supply	Parts & Supplies	604-49571-2170	22.98	
10/31/2018	101813	MN Sales and Use Tax Payable	September sales tax	604-49571-2170	.32	M
Total 604495712170:					23.30	
10/31/2018	101813	MN Sales and Use Tax Payable	September sales tax	604-49571-2215	48.59	M
Total 604495712215:					48.59	
11/01/2018	152779	Lake Shore Inn Nursing Home Inc.	SMMPA reimbursement	604-49571-2320	232.50	
11/01/2018	152780	Latham Place	SMMPA reimbursement	604-49571-2320	100.00	
11/01/2018	152809	Waseca County Courthouse	SMMPA reimbursement	604-49571-2320	325.00	
11/01/2018	152810	Waseca County Garage	SMMPA Reimbursement	604-49571-2320	125.00	
Total 604495712320:					782.50	
11/01/2018	152806	Verizon Wireless	Monthly Billing	604-49571-3200	80.02	
Total 604495713200:					80.02	
11/01/2018	111801	Further	VEBA/HSA submittal Nov	604-49572-1310	124.25	M
Total 604495721310:					124.25	
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	604-49572-1340	6.76	M

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 604495721340:					6.76	
11/01/2018	111801	Further	VEBA/HSA submittal Nov	604-49573-1310	224.00	M
Total 604495731310:					224.00	
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	604-49573-1340	12.20	M
Total 604495731340:					12.20	
11/01/2018	20180907	Stuart C. Irby Company	Fuse Refill SM-4	604-49573-2230	3,720.00	
11/01/2018	152814	Wesco Receivables Corp	Conductor Materials	604-49573-2230	1,347.59	
Total 604495732230:					5,067.59	
11/01/2018	20180891	M & R Electric Inc.	Electrician	604-49573-3100	206.68	
Total 604495733100:					206.68	
11/01/2018	111801	Further	VEBA/HSA submittal Nov	604-49574-1310	63.00	M
Total 604495741310:					63.00	
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	604-49574-1340	3.43	M
Total 604495741340:					3.43	
11/01/2018	111801	Further	VEBA/HSA submittal Nov	604-49584-1310	47.25	M
Total 604495841310:					47.25	
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	604-49584-1340	2.57	M
Total 604495841340:					2.57	
11/01/2018	111801	Further	VEBA/HSA submittal Nov	604-49585-1310	85.00	M
11/01/2018	111801	Further	VEBA/HSA submittal Nov	604-49585-1310	218.31	M
Total 604495851310:					303.31	
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	604-49585-1340	3.16	M
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	604-49585-1340	20.07	M
Total 604495851340:					23.23	
10/31/2018	101833	Consolidated Communications	Monthly Billing	604-49585-3200	78.96	M
10/31/2018	101833	Consolidated Communications	Monthly Billing	604-49585-3200	26.48	M
11/01/2018	152804	U.S. Postal Service	Postage - Nov utility bills	604-49585-3200	428.13	
Total 604495853200:					533.57	
11/01/2018	20180897	Personalized Printing Inc.	Envelopes	604-49585-3500	519.06	
Total 604495853500:					519.06	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
11/01/2018	152800	Summit Account Resolution	Collection Fees	604-49585-4320	300.76	
Total 604495854320:					300.76	
11/01/2018	111801	Further	VEBA/HSA submittal Nov	604-49586-1310	42.90	M
11/01/2018	111801	Further	VEBA/HSA submittal Nov	604-49586-1310	166.66	M
Total 604495861310:					209.56	
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	604-49586-1340	4.62	M
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	604-49586-1340	12.96	M
Total 604495861340:					17.58	
11/01/2018	152795	Shred-it USA LLC	Monthly service	604-49586-3100	14.02	
Total 604495863100:					14.02	
11/01/2018	20180896	Pantheon Computer Systems Inc.	Service Agreement	604-49586-4950	824.75	
Total 604495864950:					824.75	
11/01/2018	20180867	Border States Electric Supply	Conversion Materials	604-49593-5300	280.58	
11/01/2018	20180891	M & R Electric Inc.	Conversions (4)	604-49593-5300	893.14	
11/01/2018	20180891	M & R Electric Inc.	Conversion (1)	604-49593-5300	1,120.18	
10/31/2018	101813	MN Sales and Use Tax Payable	September sales tax	604-49593-5300	144.42	M
Total 604495935300:					2,438.32	
Total Electric Utility:					54,562.88	
Storm Water Utility						
11/01/2018	111801	Further	VEBA/HSA submittal Nov	651-43140-1310	146.19	M
Total 651431401310:					146.19	
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	651-43140-1340	10.61	M
Total 651431401340:					10.61	
11/01/2018	20180917	WSB & Associates Inc	MS4 Services	651-43140-3100	92.00	
Total 651431403100:					92.00	
11/01/2018	152807	W W Blacktopping Inc.	Blacktop	651-43140-4000	300.78	
11/01/2018	20180916	Waseca Sand & Gravel Inc.	storm sewer repair	651-43140-4000	194.00	
11/01/2018	20180916	Waseca Sand & Gravel Inc.	storm sewer repair	651-43140-4000	586.50	
Total 651431404000:					1,081.28	
11/01/2018	111801	Further	VEBA/HSA submittal Nov	651-49585-1310	34.33	M
Total 651495851310:					34.33	
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	651-49585-1340	3.16	M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 651495851340:					3.16	
Total Storm Water Utility:					1,367.57	
Central Garage Services						
11/01/2018	111801	Further	VEBA/HSA submittal Nov	701-43180-1310	487.56	M
Total 701431801310:					487.56	
10/31/2018	101825	Reliance Standard	Nov LTD Insurance	701-43180-1340	32.22	M
Total 701431801340:					32.22	
11/01/2018	20180889	Kritzer Oil Company Inc.	fuel barrel hose	701-43180-2170	89.00	
11/01/2018	152798	State Chemical Manufacturing Co.	penatrant & spray paint	701-43180-2170	521.67	
Total 701431802170:					610.67	
11/01/2018	152754	Auto Value Waseca	Assorted parts and supplies	701-43180-2210	392.46	
11/01/2018	152755	Bock's Service Inc.	Front Tires	701-43180-2210	356.33	
11/01/2018	20180866	Bomgaars Supply	Parts & Supplies	701-43180-2210	129.99	
11/01/2018	20180870	Christensen Tire Service	Tire repair	701-43180-2210	304.94	
11/01/2018	152766	Dave's Body Shop	Texturized Flares	701-43180-2210	500.00	
11/01/2018	152776	Kibble Equipment	Oil filter	701-43180-2210	210.73	
11/01/2018	152777	Kirvida Fire Inc.	Pump Primer Repair unit 529	701-43180-2210	2,448.48	
11/01/2018	20180895	Northern Tool & Equipment Co	Tool Box Latch	701-43180-2210	12.99	
11/01/2018	20180903	Sanco Equipment LLC	repair	701-43180-2210	827.97	
Total 701431802210:					5,183.89	
11/01/2018	20180909	Terminal Supply Co	equipment for in the shop	701-43180-2400	221.85	
Total 701431802400:					221.85	
Total Central Garage Services:					6,536.19	
Property and Liability Insuran						
11/01/2018	20180877	First National Insurance	November Agency Fee	702-49955-3000	800.00	
Total 702499553000:					800.00	
Total Property and Liability Insuran:					800.00	
Grand Totals:					884,461.71	

Report Criteria:

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

Title:	RESOLUTION NO. 18-72 ACCEPTING THE MNDOT AERONAUTICS GRANT AGREEMENT FOR THE AIRPORT ORDINANCE UPDATE, CITY PROJECT 2019-07		
Meeting Date:	November 7, 2018	Agenda Item Number:	6C
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Resolution 18-72
Originating Department:	Engineering	Presented By:	City Engineer
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to Adopt Resolution No. 18-72 Accepting the MnDOT Aeronautics Grant Agreement for Airport Ordinance Update, City Project 2019-07.		
How does this item pertain to Vision 2030 goals?	Creating high quality community assets.		

BACKGROUND: The current Airport Zoning Ordinance is outdated and needs to be updated to reflect the 2018 Airport Layout Plan (ALP). The proposed Airport Zoning Ordinance shall generally conform to the MnDOT Model Airport Safety Zoning Ordinance based on Minnesota Rules Chapter 8800.2400.

BUDGET IMPACT: The Airport Zoning Ordinance is included in the City's 2018 budget. The cost is \$36,600. 70% of the funding comes from a Minnesota Department of Transportation Office of Aeronautics grant and the remaining 30% is funded from the Airport Special Revenue Fund.

RECOMMENDATION: Staff recommends the Waseca City Council adopt resolution No. 18-72 Accepting the MnDOT Aeronautics Grant Agreement for the Airport Ordinance Update, City Project No. 2018-05.

RESOLUTION 18-72

**AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF TRANSPORTATION
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT
EXCLUDING LAND ACQUISITION**

It is resolved by the **City of Waseca** as follows:

1. That the state of Minnesota Agreement No. **1032662**,

"Grant Agreement for Airport Improvement Excluding Land Acquisition," for
State Project No. **A8101-32** at the **Waseca Municipal Airport** is accepted.

2. That the _____ and _____ are
(Title) (Title)

authorized to execute this Agreement and any amendments on behalf of the

City of Waseca.

CERTIFICATION

STATE OF MINNESOTA

COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)

at an authorized meeting held on the 7th day of November , 2018 _____

as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: _____

Title:	2019 LIQUOR LICENSE RENEWALS		
Meeting Date:	November 7, 2018	Agenda Item Number:	6D
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	List of 2019 Liquor Licensees
Originating Department:	Administration	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to approve 2019 Liquor License Renewals as presented, pending Staff receiving Cert. of Liability Insurance and payments.		

BACKGROUND: Attached is a list of the Liquor License renewals for 2019. Applicants are required to submit completed application, appropriate fee and a Certificate of Insurance for liquor liability coverage.

Listed below are the changes in 2018:

Tasty House has an On Sale Beer
 The Mill Event Center, is adding Off-Sale
 Ward House is not extending Sunday Sales
 Trio Coffee, Wine, and Ale House On Sale

It should be noted the City may issue up to ten (10) On Sale liquor licenses and ten (10) Off Sale licenses. There are currently eight (7) On Sale licenses and seven (8) Off Sale Licenses issued.

The Police Department conducted background checks on each of the license applicants. The results of the records check did not reveal any criminal convictions, arrest data and/or suspicious activity that would be of interest pertaining to the liquor license renewals.

The Police Department conducted alcohol compliance checks in August and October, 2018, and there were no violations.

RECOMMENDATION: Motion to approve the liquor license renewals as listed pending Certificates of Liability Insurance and payments received by Staff.

2019 Liquor Licensees

<u>Establishment</u>	<u>License Type</u>
American Legion Post 228	Club On Sale Sunday On Sale
VFW Post 1642	Club On Sale
The Boathouse	On Sale Sunday On Sale
El Molino Restaurant	On Sale Sunday On Sale
El Tequila Restaurant	On Sale Sunday On Sale
Box Car Bar	On Sale Off Sale Sunday On Sale
Barden's Bar	On Sale Off Sale Sunday On Sale
Mis Tres Flores	On Sale Sunday On Sale
Nashville Saloon	On Sale Sunday On Sale
Katie O'Leary's	On Sale Off Sale Sunday On Sale
The Warehouse & Club 57	On Sale Off Sale Sunday On Sale
Starfire Event Center	On Sale Sunday On Sale
Lindner Liquor	Off Sale
Cashwise Wine & Spirits	Off Sale

2019 Liquor License establishments – continued

Wal-Mart Stores	Off Sale
Ward House Brewery	Brewer/Tap Room
Yaya's Place	On Sale Sunday On Sale
Yellow Mushroom	On Sale Wine
Trio Coffee, Wine & Ale	On Sale, Sunday On Sale
The Mill	On Sale/Sunday Off Sale/Sunday

Title:	Appointment of Waseca Public Safety Director Penny Vought to be the municipal official to the Waseca Firefighters Relief Association Board of Trustees		
Meeting Date: November 7, 2018		Agenda Item Number:	6E
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	
Originating Department: Waseca Police Department		Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to approve Waseca Public Safety Director Penny Vought to be the appointed municipal official on the Waseca Firefighters Relief Association Board of Trustees.		

BACKGROUND:

Minnesota Statute 424A.04 is as follows:

VOLUNTEER RELIEF ASSOCIATIONS; BOARD OF TRUSTEES.

Subdivision 1.Membership. (a) A relief association that is directly associated with a municipal fire department must be managed by a board of trustees consisting of nine members. Six trustees must be elected from the membership of the relief association and three trustees must be drawn from the officials of the municipalities served by the fire department to which the relief association is directly associated. The bylaws of a relief association which provides a monthly benefit service pension may provide that one of the six trustees elected from the relief association membership may be a retired member receiving a monthly pension who is elected by the membership of the relief association. The three municipal trustees must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.

The Waseca Board of Trustees, Article 3.1 states,

BOARD OF TRUSTEES

3.1 The Board of Trustees (Board) as specified under Minn. Stat. 424A.04, will be composed of the following nine (9) persons: a President, a Vice President, a Secretary, a Treasurer, and two (2) general Trustees, each of whom will be elected for a three-year term as specified in this Article, or until their successor has been elected and qualified, at the annual meeting of the Association from its members, and the statutory members: the Chief of the Waseca Fire Department, and one elected municipal official and one elected or appointed municipal official who are designated annually as municipal representatives by the City Council of the City of Waseca.

BUDGET IMPACT: none

POLICY QUESTION: N/A

ALTERNATIVES CONSIDERED: N/A

RECOMMENDATION: Staff recommends appointing Public Safety Director Penny Vought to the Waseca Firefighters Board of Trustees as the municipal official.

Title:	SET 2019 CITY COUNCIL MEETING DATES		
Meeting Date:	NOVEMBER 7, 2018	Agenda Item Number:	6F
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	List of meeting dates 2019 Calendar
Originating Department:	Administration	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to approve 2019 City Council meeting dates.		

BACKGROUND: The City Council annually sets the meeting dates for the upcoming year, for planning and scheduling purposes.

Attached is a list of dates for the 2019 regular City Council meetings. Any foreseen conflicts are noted as follows:

- City Holiday: Tuesday, January 1st
- Night to Unite: Tuesday, August 6th

Last year the Council agreed to schedule the meetings on Wednesdays when there was a conflict.

The Council can reschedule other meetings as needed throughout the year as long as public meeting notice requirements are met.

RECOMMENDATION: Staff recommends a motion to approve the 2019 City Council meeting dates as presented, with alternative dates for New Year's Day, Night to Unite in August.

**WASECA CITY COUNCIL
2019 MEETING DATES**

JANUARY

Wednesday, January 3

Tuesday, January 15

FEBRUARY

Tuesday, February 5

Tuesday, February 19

MARCH

Tuesday, March 5

Tuesday, March 19

APRIL

Tuesday, April 2

Tuesday, April 16

MAY

Tuesday, May 7

Tuesday, May 21

JUNE

Tuesday, June 4

Tuesday, June 18

JULY

Tuesday, July 2

Tuesday, July 16

AUGUST

Wednesday, August 7 (NIGHT TO UNITE – AUGUST 6)

Tuesday, August 20

SEPTEMBER

Tuesday, September 3

Tuesday, September 17

OCTOBER

Tuesday, October 1

Tuesday, October 15

NOVEMBER

Tuesday, November 5

Tuesday, November 19

DECEMBER

Tuesday, December 3

Tuesday, December 17

Title:	DESIGNATE CITY NEWSPAPER FOR 2019		
Meeting Date:	NOVEMBER 7, 2018	Agenda Item Number:	6F
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	
Originating Department:	Administration	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to designate Waseca County News as the official city Newspaper for 2019.		

BACKGROUND: Section 12.01 of the Waseca City Charter requires the Council to annually designate the official City newspaper for legal publications.

Waseca County News is the only publication eligible according to MN Statutes 331A.02 to be designated as the official City newspaper.

RECOMMENDATION: Staff recommends a motion to designate Waseca County News as the official City Newspaper for 2019.

Title:	2019 TOBACCO LICENSE RENEWALS		
Meeting Date:	NOVEMBER 7, 2018	Agenda Item Number:	6H
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	List of 2018 Tobacco License Renewals
Originating Department:	Administration	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to approve 2019 Tobacco License renewals as presented.		

BACKGROUND: Attached is a list of the City Tobacco License renewals for 2019. Licensees are required to submit a completed application form, \$235.00 annual fee, and appropriate insurance information to be eligible for renewal. All licensees have met the requirements for renewal.

Waseca City Code Chapter 111.08 states the Police Department must conduct at least two (2) tobacco compliance checks per year. Both compliance checks were conducted in September 2018 and there were no violations the first round, but there was one Violation the second round.

RECOMMENDATION: Staff recommends a motion to approve the 2019 Tobacco License renewals as presented on the attached list.

2019 Tobacco Licensees

- 1) By-The-Way
c/o Tim Heilman
123 East Elm Avenue
Waseca, MN 56093
- 2 & 3) Casey's General Stores, Inc. -North Store # 1777 & South Store #2436
P.O. Box 3001
Ankeny, Iowa 50021
- 4 & 5) Cash Wise Stores, & Cash Wise Wine & Spirits
1230 Highway 13 North
Waseca, MN 56093
- 6) Kwik Trip Convenience Stores #442
1626 Oak Street, PO Box 2107
LaCrosse, WI 54603
- 7) Sportsman Stop
c/o Jay Nicolin
1818 North State Street
Waseca, MN 56093
- 8 & 9) Wal-Mart Supercenter #1038 (retail store & liquor store)
702 SW 8th Street
Bentonville, AR 72716-0500

From: [Ranae Schult](#)
To: [Mike Anderson](#)
Subject: FW: EDA resignation
Date: Thursday, October 18, 2018 8:37:43 AM

See the following from Marty Armstrong

Ranae Schult, Administrative Assistant
City of Waseca
508 South State Street
Waseca, Minnesota 56093
507.835.9725
ranaes@ci.waseca.mn.us



From: Marty Armstrong [mailto:marmstrong@fnbwaseca.com]
Sent: Wednesday, October 17, 2018 4:42 PM
To: Ranae Schult
Subject: EDA resignation

Ranae,

I am sending this email to let you know that I am resigning my position with the EDA for Waseca. I have not recently been as involved as I would like for a volunteer board and think it is best that I focus my time and energy on other functions. I have enjoyed my time on the board and hope to have made a positive contribution over the years. Thank you.

Marty Armstrong

Vice-President of Commercial Lending
 NMLS ID #488082
 First National Bank of Waseca
 101 N State St
 Waseca, MN 56093
 Office 507.835.2740
 Fax 507.835.2040
www.fnbwaseca.com

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CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: October 29, 2018

TO: Mayor & City Council
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. 3

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

CONTRACTOR: Carciofini Company Inc

PAYMENT AMOUNT: \$1,175.15

Approved By:

Tom Kellogg 10/29/18
Department Head Date

Shelly L. Koenig 10/29/2018
Director of Finance Date

Lee A. Mattson 10/31/2018
City Manager Date

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702/CMA

CONSTRUCTION MANAGER-ADVISER EDITION

PAGE ONE OF 2 PAGES

TO OWNER:

City of Waseca

508 S State St

Waseca, MN 56093

FROM CONTRACTOR:

Carciofini Company, Inc.

12101 Nicollet Ave S

Burnsville, MN 55337

VIA CONSTRUCTION MANAGER:

KACC
Widseth Smith Nolting & Associates, Inc

WS 67-D

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM

\$ 5,825.00

2. Net change by Change Orders

\$ 1,237.00

3. CONTRACT SUM TO DATE (Line 1 + 2)

\$ 7,062.00

4. TOTAL COMPLETED & STORED TO DATE

\$ 7,062.00

(Column G on G703)

5. RETAINAGE:

a. 5 % of Completed Work

\$ 353.10

(Column D + E on G703)

b. 5 % of Stored Material

\$ 0.00

(Column F on G703)

Total Retainage (Lines 5a + 5b or

Total in Column I of G703)

\$ 353.10

6. TOTAL EARNED LESS RETAINAGE

\$ 6,708.90

(Line 4 less Line 5 total)

7. LESS PREVIOUS CERTIFICATES FOR

\$ 5,533.75

PAYMENT (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE

\$ 1,175.15

9. BALANCE TO FINISH, INCLUDING RETAINAGE

\$ 353.10

(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$1,237.00	
Total approved this Month		\$0.00
TOTALS	\$1,237.00	\$0.00
NET CHANGES by Change Order	\$1,237.00	

RECEIVED

SEP 12 2018

KRAUS-ANDERSON

APPLICATION NO: 3

Distribution to:

☐ OWNER

PERIOD TO: 8/31/18

☒ CONSTRUCTION

PROJECT NO: 1711014

☐ MANAGER

CONTRACT DATE: 8/16/17

☐ ARCHITECT

☐ CONTRACTOR

CONTRACTOR: Carciofini Company, Inc.

By: Angela J G Ferguson Date: 9/10/18

State of: Minnesota County of: Dakota
Subscribed and sworn to before me this 10th Day of September 2018
Notary Public: Angela J G Ferguson
My Commission expires: 1/31/2019
NOTARY PUBLIC - MINNESOTA
COMMISSION EXPIRES 01/31/2019

CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED

\$ 1,175.15

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

CONSTRUCTION MANAGER:

By: [Signature] Date: 10-1-18

ARCHITECT:

By: [Signature] Date: 10-1-18

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

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: October 29, 2018

TO: Mayor & City Council
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. 6 Final


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


CONTRACTOR: Del's Construction Company Inc

PAYMENT AMOUNT: \$14,823.07

Approved By:

 10/29/18
Department Head Date

 10/29/2018
Director of Finance Date

 10/31/2018
City Manager Date

Application For Payment

Construction Manager-Adviser Edition

Page 1 of 1
CLOSED
RECEIVED
08/16/2018

To:

City of Waseca
508 South State St
Waseca, MN 56093

Project:

Think Larson Field
558 7th Ave NE
Waseca, MN 56093

From Contractor:

Dells Construction Company Inc
35832 Ottawa Road
Le Sueur, MN 56058

Via Construction Manager:

Kraus Anderson Construction Company

Via Architect:

Widseth Smith Nolting & Assoc

Contract For:

Contractor's Application for Payment

Application is made for payment, as shown below, with attached Continuation Sheet(s).

1. Original Contract Amount:

\$ 284,151.00

2. Net of Change Orders:

\$ 32,310.51

3. Net Amount of Contract:

\$ 296,461.51

4. Total Completed & Stored to Date:

\$ 296,461.51

5. Retainage Summary:

a. 0.00 % of Completed Work: \$ 0.00

b. 0.00 % of Stored Material: \$ 0.00

Total Retainage: \$ 0.00

6. Total Completed Less Retainage:

\$ 296,461.51

7. Less Previous Applications:

\$ 281,638.44

8. Current Payment Due, This Application:

\$ 14,823.07

9. Contract Balance (Including Retainage):

\$ 0.00

Change Order Activity	Additions	Deductions
Total previously approved:	32,310.51	0.00
Total approved this Month:	0.00	0.00
Sub-totals:	32,310.51	0.00
Net of Change Orders:	32,310.51	

Contractor's Certification

The Contractor's signature here certifies that, to the best of their knowledge, this document accurately reflects the work completed in this Application for Payment. The Contractor also certifies that the Current Payment is Due.

(Authorized Signature)

Henry S. ...
Dells Construction Company Inc
Date: 8-23-18

State of: Minnesota

County of: Le Sueur

Subscribed and sworn to before

me this 22 day of Aug, 2018

Notary Public: *Loril Rischmiller*
My Commission expires: 01/31/2020



Construction Manager and Architect Certification

The Construction Manager and Architect signatures here certify that, based on their own observations, the Contract Documents and the information contained herein, this document accurately reflects the work completed in this Application for Payment. The Construction Manager and Architect also certify the Contractor is entitled to the amount certified for payment.

Amount Certified: \$ 14,823.07

[Signature]
(Construction Manager's Signature)
Date: 9-4-18

[Signature]
(Architect's Signature)
Date: _____

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: October 29, 2018

TO: Mayor & City Council
Lee Mattson, City Manager

PROJECT NAME: 2018 Street Water Main and Miscellaneous Storm Sewer Improvements

CITY PROJECT NO. 2017-06 and 2018-01

PAYMENT REQUEST : NO. THREE

PAYMENT PERIOD : September 22, 2018 to October 26, 2018

CONTRACTOR: Dirt Merchant, Inc.

PAYMENT AMOUNT: \$433,326.09

Approved By:

Tom Kelly 10/31/18
 Department Head Date

Shelly L Kelly 10/31/2018
 Director of Finance Date

Lee Mattson 10/31/2018
 City Manager Date

430-43010-5560-1801	STREET	\$ 298,446.26
602-49470-5300-1801	SEWER	\$ 9,546.36 \$ 9,456.36
601-49593-5300-1801	WATER	\$ 61,336.55 \$ 125,423.47

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: OCTOBER 30, 2018

TO: Mayor & City Council
Lee Mattson-City Manager

PROJECT NAME: 2018 STREET, WATER AND MISC. STORM SEWER IMPROVEMENTS

CITY PROJECT NO. : 2017-06 and 2018-01

PAYMENT REQUEST : NO. 3

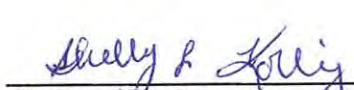
PAYMENT PERIOD : SEPTEMBER 22, 2018 to OCTOBER 26, 2018

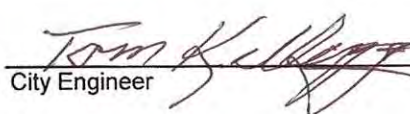
CONTRACTOR: DIRT MERCHANT, INC.

<u>CONTRACT</u>			<u>PAYMENT</u>	
Original Contract sum:		<u>\$ 1,361,268.22</u>	Contract Sum to date:	<u>\$ 1,378,682.67</u>
Change Orders			Total earned to date (Includes Change Orders)	<u>\$ 823,194.41</u>
Change Order #1	8/28/2016	<u>\$ 14,165.25</u>	Retainage: 5%	<u>\$ 41,159.72</u>
Change Order #2	10/29/2018	<u>\$ 3,249.20</u>	Total earned less retainage:	<u>\$ 782,034.69</u>
			Less previous payment requests:	<u>\$ 348,708.60</u>
			Payment due this request:	<u>\$ 433,326.09</u>
			% Contract completed to date:	<u>60%</u>
			Amount remaining on contract:	<u>\$ 555,488.26</u>
Net change by change orders:		<u>\$ 17,414.45</u>	Total Amount Due:	<u>\$ 433,326.09</u>
Contract Sum to date:		<u>\$ 1,378,682.67</u>		

Approved By:

 10-31-18
Contractor Date

 10/31/2018
Director of Finance Date

 10/31/18
City Engineer Date

 10-31-18
City Manager Date

CHANGE ORDER

CHANGE ORDER NO. TWO

CITY OF WASECA PROJECT NO. 2018-01

DATE: OCTOBER 29, 2018

PROJECT NAME: 2018 STREET, WATER, & MISCELLANEOUS STORM IMPROVEMENTS

CONTRACTOR: DIRT MERCHANT INC.
3301 THIRD AVENUE
MANKATO, MN 56001

THE JUSTIFICATION FOR THIS CHANGE ORDER IS:

Additional work required by expanded project limits on 4th Avenue NE at the 4th Street NE intersection, and removal of two trees in conflict with the curb on on 7th Avenue SE.

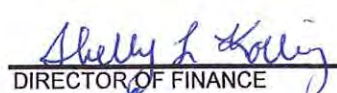
ITEM	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
4TH AVENUE NE				
VALVE BOX REPLACEMENT	L.S.	1	\$451.70	\$451.70
SKID LOADER FOR ADDITIONAL ASPHALT REMOVAL	HR.	1	\$125.00	\$125.00
DUMP TRUCK FOR ADDITIONAL ASPHALT REMOVAL	HR.	1.5	\$115.00	\$172.50
7TH AVENUE SE				
CLEAR AND GRUB TREE	EACH	2	\$1,250.00	\$2,500.00
TOTAL CHANGE ORDER NO. TWO				\$3,249.20

ORIGINAL CONTRACT PRICE	\$1,361,268.22
PREVIOUS CHANGE ORDERS	\$14,165.25
AMOUNT OF THIS CHANGE ORDER	\$3,249.20
REVISED CONTRACT AMOUNT	\$1,378,682.67

APPROVED BY:


CONTRACTOR
10-31-18
DATE


CITY ENGINEER
10/31/18
DATE


DIRECTOR OF FINANCE
10/31/2018
DATE


CITY MANAGER
10-31-18
DATE

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: October 29, 2018

TO: Mayor & City Council
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. Final

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

CONTRACTOR: Greener World Solutions

PAYMENT AMOUNT: \$1,310.66

Approved By:

Tom K. Killgore 10/29/18
Department Head Date

Shelly L. Kelley 10/29/2018
Director of Finance Date

Lee A. Mattson 10/31/2018
City Manager Date



AIA Document G732™ - 2009

Application and Certificate for Payment, Construction Manager as Adviser Edition

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

PROJECT: Tink Larson Field
Waseca, MN 56093

FROM: Waseca, MN 56093
CONTRACTOR: Greene-Worldsolutions LLC
33908 128th Street
Waseca, MN 56093

VIA CONSTRUCTION
MANAGER: Kraus-Anderson

APPLICATION NO: 003-7124

PERIOD TO: 8-1-18
CONTRACT DATE: 1 / 1
PROJECT NOS: 1 / 1

CONSTRUCTION MANAGER
ARCHITECT
CONTRACTOR
FIELD

CONTRACT FOR: VIA ARCHITECT: Wiscath Smith Nolting & Associates

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM..... \$ 18868.11
2. NET CHANGES IN THE WORK..... \$ 0
3. CONTRACT SUM TO DATE (Line 1 + 2)..... \$ 18868.11
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)..... \$ 18868.11
5. RETAINAGE:

- a. 0% of Completed Work
(Column D + E on G703)..... \$ 0
- b. % of Stored Material
(Column F on G703)..... \$ 0

Total Retainage (Lines 5a + 5b, or Total in Column I on G703)..... \$ 0

5. TOTAL EARNED LESS RETAINAGE..... \$ 18868.11

(Line 4 minus Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT..... \$ 17557.45

(Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE..... \$ 1310.66

9. BALANCE TO FINISH, INCLUDING RETAINAGE..... \$ 0

(Line 3 minus Line 6)

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

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

CONTRACTOR: *Greene-Worldsolutions LLC* Date: *10.3.2018*

By: *Valerie Spies* Notary Public: *3 day of October 2018*

My Commission expires: *10/3/2020*

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the Contractor's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED..... \$ 1,310.66

AMOUNT CERTIFIED..... \$ 1,310.66

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

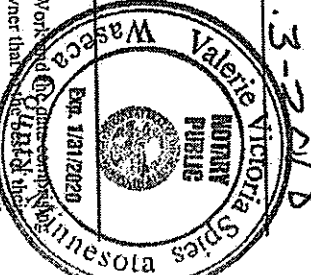
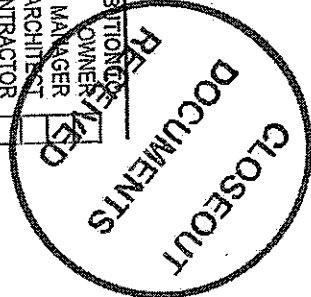
CONSTRUCTION MANAGER: *Waseca* Date: *10/5/18*

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

Date: *10/5/18*

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

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CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: October 29, 2018

TO: Mayor & City Council
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST: NO. Final

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

CONTRACTOR: Kendell Doors & Hardware

PAYMENT AMOUNT: \$525.70

Approved By:

Tom Kullberg 10/29/18
Department Head Date

Shelly L. Kelly 10/29/2018
Director of Finance Date

Lee A. Mattson 10/31/2018
City Manager Date

APPLICATION AND CERTIFICATE FOR PAYMENT

CONSTRUCTION MANAGER-ADVISER EDITION
 PAGE ONE OF PAGES
 Received

TO OWNER:

City of Waseca
 508 State Street South
 Waseca, MN 56093

PROJECT:

TINK LARSON FIELD

APPLICATION NO: FINAL

Distribution to:

SEP 14 2018

FROM CONTRACTOR: Kendell Doors & Hardware

PO Box 211520
 Eagan, MN 55121

VIA CONST. MGR:
 VIA ARCHITECT:

Retention 105-588

RECEIVED
 SEP 14 2018
 OWNER
 CONSTRUCTION MANAGER-ADVISER EDITION
 ARCHITECT
 CONTRACTOR

PERIOD TO: 09/25/18

PROJECT NO: TINK LARSON FIELD

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM \$ 10,514.00
2. Net change by Change Orders \$ 10,514.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 10,514.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 10,514.00
5. RETAINAGE:
 - a. % of Completed Work (Column D + E on G703) \$
 - b. % of Stored Material (Column F on G703) \$

Total Retainage (Lines 5a + 5b or

Total in Column I of G703)

6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) \$ 10,514.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 9,988.30
8. CURRENT PAYMENT DUE \$ 525.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 0.00

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

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

CONTRACTOR:

Kendell Doors & Hardware, Inc.

By:

[Signature]

Date:

9/11/18

State of: Minnesota
 Subscribed and sworn to before me this
 Notary Public:
 My Commission Expires: 1-31-2020

County of: Mower
 day of: September
 NOTARY PUBLIC
 MY COMMISSION EXPIRES 1-31-2020

CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED

\$ 525.70

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

CONSTRUCTION MANAGER:

By:

[Signature]

Date:

10-1-18

ARCHITECT:

By:

[Signature]

Date:

10-1-18

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

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: October 29, 2018

TO: Mayor & City Council
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

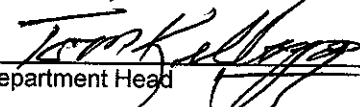
PAYMENT REQUEST : NO. Final

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

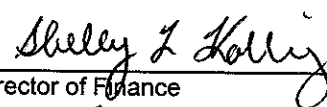
CONTRACTOR: Met-Con Construction Inc

PAYMENT AMOUNT: \$5,777.28


Approved By:

 10/29/18

Department Head Date

 10/29/2018

Director of Finance Date

 10/31/2018

City Manager Date



AIA

Document G732™ – 2009

SEP 14 2018

Received

Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER:

PROJECT:

APPLICATION NO:

2201500002

CONSTRUCTION COMPANY

Kraus-Anderson Construction Company

City of Waseca

Tink Larson Site Concrete

508 South State Street

558 7th Ave NE

Waseca, MN 56093

Waseca, MN 56093

FROM

VIA CONSTRUCTION

PERIOD TO:

30/2018

CONTRACT DATE:

8/16/2017

PROJECT NOS:

22015

CONTRACTOR FOR:

VIA ARCHITECT:

Kraus-Anderson Construction Co

PERIOD TO:

30/2018

CONTRACT DATE:

8/16/2017

PROJECT NOS:

22015

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

1. ORIGINAL CONTRACT SUM..... \$ 72,100.00
2. NET CHANGES IN THE WORK..... \$ 5,202.16
3. CONTRACT SUM TO DATE (Line 1 + 2)..... \$ 77,302.16
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)..... \$ 77,302.16
5. RETAINAGE:

a. % of Completed Work

(Column D + E on G703)

b. % of Stored Material

(Column F on G703)

Total Retainage (Lines 5a + 5b, or Total in Column I on G703)..... \$ 0.00

6. TOTAL EARNED LESS RETAINAGE..... \$ 77,302.16

(Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT..... \$ 71,524.88

(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE..... \$ 5,777.28

9. BALANCE TO FINISH, INCLUDING RETAINAGE..... \$ 0.00

(Line 3 minus Line 6)

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 2,012.81	\$
Total approved this month, including Construction Change Directives	\$ 5,202.16	\$
NET CHANGES IN THE WORK	\$ 5,202.16	\$

CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED..... \$ 5,777.28

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

CONSTRUCTION MANAGER:

By:

Date:

10-1-18

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

By:

Date:

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

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CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: October 29, 2018

TO: Mayor & City Council
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST: NO. 2 Labor

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

CONTRACTOR: Muska Electric Company

PAYMENT AMOUNT: \$39,938.61

Approved By:

Tom Kellieff 10/29/18
Department Head Date

Sherry L. Kellieff 10/29/2018
Director of Finance Date

Lee A. Mattson 10/31/2018
City Manager Date



AIA®

Document G732™ – 2009

SEP 20 2018

Application and Continuation for Payment, Construction Manager as Adviser Edition

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

PROJECT: 558 7th ave NE
WASECA, MN 56093

APPROXIMATE NO: 1/462

DISTRIBUTION TO:

FROM: Muska Electric Company

CONTRACTOR: 1985 Oakcrest Avenue
Roseville, MN 55113

VIA CONSTRUCTION MANAGER
MANAGER: Anderson Construction

PERIOD TO: 9/30/2018
CONTRACT DATE: 9/29/2017
PROJECT NOS: C75853-1

OWNER
CONSTRUCTION MANAGER
ARCHITECT
CONTRACTOR
FIELD
OTHER

CONTRACT FOR: Electrical Labor

VIA ARCHITECT:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

1. ORIGINAL CONTRACT SUM..... \$ 48,900.00
2. NET CHANGES IN THE WORK..... \$ 18,140.65
3. CONTRACT SUM TO DATE (Line 1 ± 2)..... \$ 67,040.65
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)..... \$ 67,040.65
5. RETAINAGE:
 - a. 5% of Completed Work..... \$ 3,352.04
(Column D + E on G703)
 - b. 0% of Stored Material..... \$ 0.00
(Column F on G703)

CONTRACTOR: Muska Electric Company
By: *Shawn A. Young*
State of: MN
County of: Ramsey

Date: 9/17/18

Subscribed and sworn to before me this 17th day of September 2018 at Waseca, Minnesota.
Notary Public: *Robyn L. Becklin*
My Commission Expires Jan 31, 2023

CERTIFICATE FOR PAYMENT

6. TOTAL EARNED LESS RETAINAGE..... \$ 63,688.61
(Line 4 minus Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT..... 23,750.00
(Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE..... \$ 39,938.61
(Line 6 minus Line 7)
9. BALANCE TO FINISH, INCLUDING RETAINAGE..... \$ 3,352.04
(Line 3 minus Line 6)

AMOUNT CERTIFIED..... \$ 39,938.61
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:

By: *Robyn L. Becklin* Date: 10-1-18
ARCHITECT: (NOTE: If Multiple Prime Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 0.00	\$ 0.00
Total approved this month, including Construction Change Directives	\$ 18,140.65	\$ 0.00
TOTALS	\$ 18,140.65	\$ 0.00
NET CHANGES IN THE WORK	\$ 18,140.65	

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CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: October 29, 2018

TO: Mayor & City Council
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

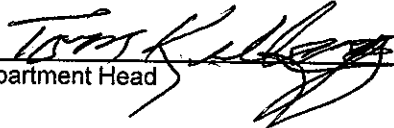
PAYMENT REQUEST: NO. 2 Materials

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

CONTRACTOR: Muska Electric Company

PAYMENT AMOUNT: \$26,057.01

Approved By:

 10/29/18

Department Head Date

 10/29/2018

Director of Finance Date

 10/31/18

City Manager Date



AIA

Document G732™ – 2009

SEP 20 2018

Application and Certificate for Payment, Construction Manager as Adviser Edition

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

PROJECT: 558 7th ave NE
WASECA, MN 56093

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

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

VIA CONSTRUCTION MANAGER: Anderson Construction
MANAGER:

CONTRACT FOR: Electrical Material

VIA ARCHITECT:

APPLICATION NO: 17481

DISTRIBUTION TO:

PERIOD TO: 9/30/2018
CONTRACT DATE: 9/29/2017
PROJECT NOS: C75853-1

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

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM..... \$ 34,700.00
2. NET CHANGES IN THE WORK..... \$ 17,728.43
3. CONTRACT SUM TO DATE (Line 1 ± 2)..... \$ 52,428.43
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)..... \$ 52,428.43
5. RETAINAGE:

- a. 5% of Completed Work..... \$ 2,621.42
(Column D + E on G703)
- b. 0% of Stored Material..... \$ 0.00
(Column F on G703)

Total Retainage (Lines 5a + 5b, or Total in Column I on G703)..... \$ 2,621.42

6. TOTAL EARNED LESS RETAINAGE..... \$ 49,807.01

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT..... 23,750.00
(Line 4 minus Line 5 Total)

8. CURRENT PAYMENT DUE..... \$ 26,057.01
(Line 6 from prior Certificate)

9. BALANCE TO FINISH, INCLUDING RETAINAGE..... \$ 26,057.01

(Line 3 minus Line 6) \$ 2,621.42

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 0.00	\$ 0.00
Total approved this month, including Construction Change Directives	\$ 17,728.43	\$ 0.00
TOTALS	\$ 17,728.43	\$ 0.00
NET CHANGES IN THE WORK	\$ 17,728.43	\$ 0.00

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

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

CONTRACTOR: Muska Electric Company
By: Steve Stajkovic
State of: MN
County of: Ramsey

Date: 9/17/18

Subscribed and sworn to before me this 18th day of September, 2018, at Waseca, Minnesota.
Notary Public: Robin L. Becklin
My Commission Expires: January 31, 2023

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

AMOUNT CERTIFIED..... \$ 26,057.01

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

CONSTRUCTION MANAGER:

By: [Signature] Date: 10-1-18

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

By: _____ Date: _____

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

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: October 29, 2018

TO: Mayor & City Council
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. Final

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

CONTRACTOR: Reichel Painting Co Inc

PAYMENT AMOUNT: \$1,551.25

Approved By:

Tom Kellogg 10/22/18
Department Head Date

Shelly L. Zebitz 10/29/2018
Director of Finance Date

Lee A. Mattson 10/31/18
City Manager Date

APPLICATION AND CERTIFICATE FOR PAYMENT CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G702/Cma (Instructions on reverse side)

TO (OWNER):

City of Waseca
508 South State Street
Waseca, MN 56093

PROJECT:

Tink Larson Field
Waseca, Minnesota

Received

APPLICATION NO:

3 Inv 7512 Retainage

PERIOD TO:

8/17/2018

PROJECT NOS.:

1711014

AUG 28 2018

CONTRACT DATE:

8/16/2017

FROM (CONTRACTOR):

Reichel Painting Co., Inc.
P.O. Box 893
Mankato, MN 56002

Kraus-Anderson

Construction Company

VIA CONSTRUCTION MANAGER: Kraus Anderson Construction

CONTRACT FOR: Painting

VIA ARCHITECT:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM..... \$ 38,325.00
2. Net Change by Change Orders \$ -7,300.00
3. CONTRACT SUM TO DATE (Line 1 + 2)..... \$ 31,025.00
4. TOTAL COMPLETED & STORED TO DATE..... \$ 31,025.00

(Column G on G703)

5. RETAINAGE:

a. 0 % of Completed Work \$ 0.00

(Column D + E on G703)

b. 0% of Stored Material \$ 0.00

(Column F on G703)

Total Retainage (Line 5a + 5b or

Total in Column I of G703).....

6. TOTAL EARNED LESS RETAINAGE..... \$ 0.00

(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATE FOR PAYMENT

(Line 6 from prior Certificate).....

8. CURRENT PAYMENT DUE..... \$ 29,473.75

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) \$ 0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner	-7,300.00	0.00
Total approved for this Month		0.00
TOTALS	-7,300.00	0.00
NET CHANGES by Change Order	-7,300.00	

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

CONTRACTOR: REICHEL PAINTING CO., INC.

By: *[Signature]*

Date: 8/23/2018

Douglas P Reichel

State of: Minnesota

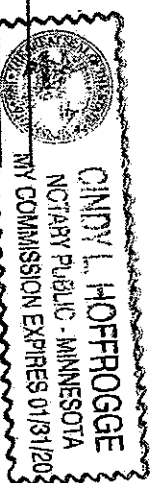
County of: Nicollet

Subscribed and sworn to before

me this 23rd day of August, 2018

Notary Public:

My Commission expires: 1/31/2020



CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED..... \$ 1,551.25

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

CONSTRUCTION MANAGER:

By: *[Signature]*

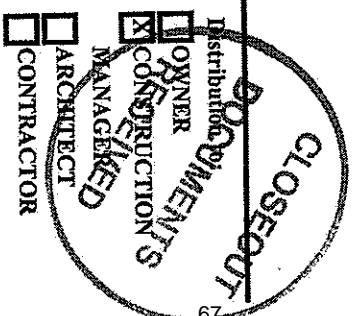
Date: 10/1/18

ARCHITECT:

By:

Date:

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



CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: October 29, 2018

TO: Mayor & City Council
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. Final

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

CONTRACTOR: South Central Erectors Inc

PAYMENT AMOUNT: \$15,100.19

Approved By:

Tom Kallhoff 10/29/18
Department Head Date

Sherry L. Loring 10/29/2018
Director of Finance Date

Lee A. Mattson 10/31/2018
City Manager Date

PAYMENT APPLICATION

Page 1

TO:

City of Waseca
508 State Street South
Waseca, MN 56093

PROJECT NAME AND LOCATION:
17034 Tink Larson Field
Tink Larson Field
501 7th Ave NE
Waseca, MN 56093

FROM:

South Central Erectors Inc
20838 636th St
Dodge Center, MN 55927

ARCHITECT:

APPLICATION # 41
PERIOD THRU: 09/18/2018
PROJECT #s:
DATE OF CONTRACT: 09/25/2017
CONSTRUCTION MANAGER: Kraus Anderson Construction Company

FOR:

CONSTRUCTION MANAGER: Kraus Anderson Construction Company

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
Continuation Page is attached.

1. CONTRACT AMOUNT		\$32,400.00
2. SUM OF ALL CHANGE ORDERS		\$4,835.19
3. CURRENT CONTRACT AMOUNT (line 1 +/- 2)		\$37,235.19
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)		\$37,235.19
5. RETAINAGE:		
a. 0.00% of Completed Work (Columns D + E on Continuation Page)		\$0.00
b. 0.00% of Material Stored (Column F on Continuation Page)		\$0.00
Total Retainage (Line 5a + 5b or Column I on Continuation Page)		\$0.00
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)		\$37,235.19
7. LESS PREVIOUS PAYMENT APPLICATIONS		22,135.00
8. PAYMENT DUE		15,100.19
9. BALANCE TO COMPLETION (line 8 minus line 6)		\$0.00
SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$6,848.00	(\$2,012.81)
Total approved this month	\$0.00	\$0.00
TOTALS	\$6,848.00	(\$2,012.81)
NET CHANGES	\$4,835.19	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents; (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for; and (3) Contractor is legally entitled to this payment.

CONTRACTOR: South Central Erectors Inc

By:

Date: 9-18-18

State of: MN

County of: Olmsted

Subscribed and sworn to before

me this 18th day of September 2018

Notary Public: Joanne Redman

My Commission Expires: 1/31/2020



CERTIFICATION

The Construction Manager and Architect's signatures below are their assurance to Owner, concerning the payment herein applied for, that: (1) they have inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Construction Manager and Architect know of no reason why payment should not be made.

CERTIFIED AMOUNT 15,100.19

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

CONSTRUCTION MANAGER:

By:

Date: 10-1-18

ARCHITECT:

By:

Date:

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

PAYMENT APPLICATION

Quantum Software Solutions, Inc. Document

**RESOLUTION ADOPTING THE
WASECA COUNTY ALL-HAZARD MITIGATION PLAN**

WHEREAS, the City of Waseca has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Waseca County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Waseca County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Waseca County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Waseca County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Waseca County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that the City of Waseca supports the hazard mitigation planning effort and wishes to adopt the Waseca County All-Hazard Mitigation Plan.

This Resolution was declared duly passed and adopted by the City Council of Waseca, Minnesota this _____ day of _____, 2018.

Mayor

ATTEST:

City Clerk

Title:	Resolution No. 18-73 Approving a Resolution to Amend the Requirements of the Development Agreement Condition of Resolution 05-41.		
Meeting Date:	November 7, 2018	Agenda Item Number:	7A
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Resolution No. 18-73 & Survey of proposed lot split Exhibit A
Originating Department:	Community Development	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to adopt Resolution No. 18-73, A Resolution of the Waseca City Council Approving Amendment of Resolution 05-41 to Allow Further Division of Remaining and Undeveloped Lots.		
How does this item pertain to Vision 2030 goals?	Good Governance.		

BACKGROUND:

Mr. Richard Black, of Idylwood Investments, LLC, Woods Edge Development, LLC, and Tanglewood Development, Inc (Developer) was the developer of Woods Edge Subdivision which was approved by the City as a final plat on May 17th, 2005. Woods Edge Subdivision was approved with the condition that the Developer enter into an agreement with the City of Waseca to meet certain criteria including to develop the property in accordance with the final plat and conditions of the PUD.

The final plat for Woods Edge Subdivision was for a first phase of A PUD development to include seven lots for single-family homes and five lots for 4-unit townhome condominiums. The Woods Edge Development & Subdivision Agreement was approved by the City on August 28th, 2006, and is on file at the Office of the County Recorder, Waseca County Minnesota as Document number A267210.

The Agreement states the intended use of the platted property to be for 36 condominium units and 28 single-family units, which pertains to final build out and includes future phases. The agreement states that the development will have an overall density of 2.1 d.u. per acre. The current plat allows for 27 d.u. for approximately a 9.75 acre site and for a density of 2.7 d.u./acre. Allowing a split of Lot 1, Block 1 and Lot 1, Block 2 into two lots each (4 lots total) would allow for a density of 2.35 d.u./acre.

The Developer is requesting that the development agreement be amended to allow further division of remaining and undeveloped lots that were originally platted for townhomes. This would allow for the development of single-family homes on these lots. An agreement to amend the requirements of Sections 203 and 301 is required to allow for a lot split of Lot 1, Block 1 and Lot 1, Block 2. The amendment to the Woods Edge Development & Subdivision Agreement pertains to the splitting of Lot 1, Block 1 and Lot 1, Block 2 only. All other requirements and conditions of the agreement remain in place. Mr. Black has submitted a survey illustrating the proposed split of Lot 1 Block 1 (attached), which will be reviewed by staff under the minor subdivision procedure.

BUDGET IMPACT: None

POLICY QUESTION: The City Council has the authority to approve Development Agreements

ALTERNATIVES CONSIDERED: None

RECOMMENDATION: Staff is recommending adoption of Resolution 18-73.

RESOLUTION NO. 18-73

A RESOLUTION OF THE WASECA CITY COUNCIL AMENDING THE WOODS EDGE DEVELOPMENT & SUBDIVISION AGREEMENT (Legal Descriptions: Lot 1, Block 1 and Lot 1, Block 2 Woods Edge Subdivision)

WHEREAS, Mr. Richard Black, of Idylwood Investments, LLC, Woods Edge Development, LLC, and Tanglewood Development, Inc (Developer) was the developer of Woods Edge Subdivision which was approved by the City as a final plat on May 17th, 2005; and

WHEREAS, Woods Edge Subdivision was approved with the condition that the Developer enter into an agreement with the City of Waseca to meet certain criteria including to develop the property in accordance with the final plat and conditions of the PUD; and

WHEREAS, the final plat for Woods Edge Subdivision was for a first phase of A PUD development to include seven lots for single-family homes and five lots for 4-unit townhome condominiums; and

WHEREAS, the Woods Edge Development & Subdivision Agreement was approved by the City August 28th, 2006 and is on file at the Office of the County Recorder, Waseca County Minnesota as Document number A267210; and

WHEREAS, the Developer is requesting that the development agreement be amended to allow further division of remaining and undeveloped lots that were originally platted for townhomes to allow for the development of single-family homes on these lots; and

WHEREAS, the City Council of the City of Waseca, makes the following findings of fact related to the proposed development agreement amendment:

1. Lot 1, Block 1 and Lot 1, Block 2 which were platted at 42,550 and 43,298 square feet respectively to accommodate 4-unit townhome developments are vacant and undeveloped.
2. The Woods Edge Subdivision including Lot 1, Block 1 and Lot 1, Block 2 (The property) is Zoned R-2.
3. Single Family lots in the R-2 zoning district are required to be a minimum of 8,000 square feet in size.
4. Existing infrastructure and utilities have been designed and constructed to accommodate and serve 4-unit townhomes developments on Lot 1, Block 1 and Lot 1, Block 2 as originally intended by the Developer.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca hereby agrees to amend the Woods Edge Development & Subdivision Agreement, to allow for the subdivision of Lot 1, Block 1 and Lot 1, Block 2 subject to the following conditions:

1. Any subdivision of the these lots will be executed via a Minor or Major Subdivision per the criteria, standards and requirements of Chapter 151 of City Code.

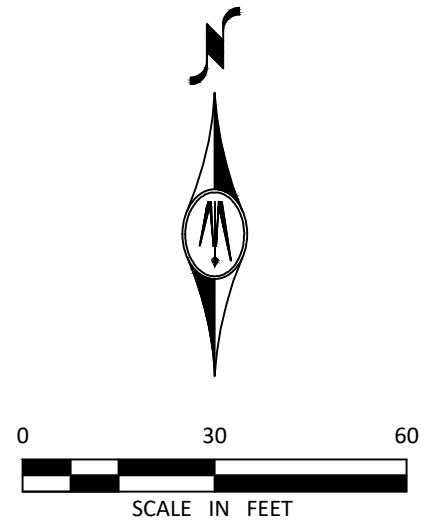
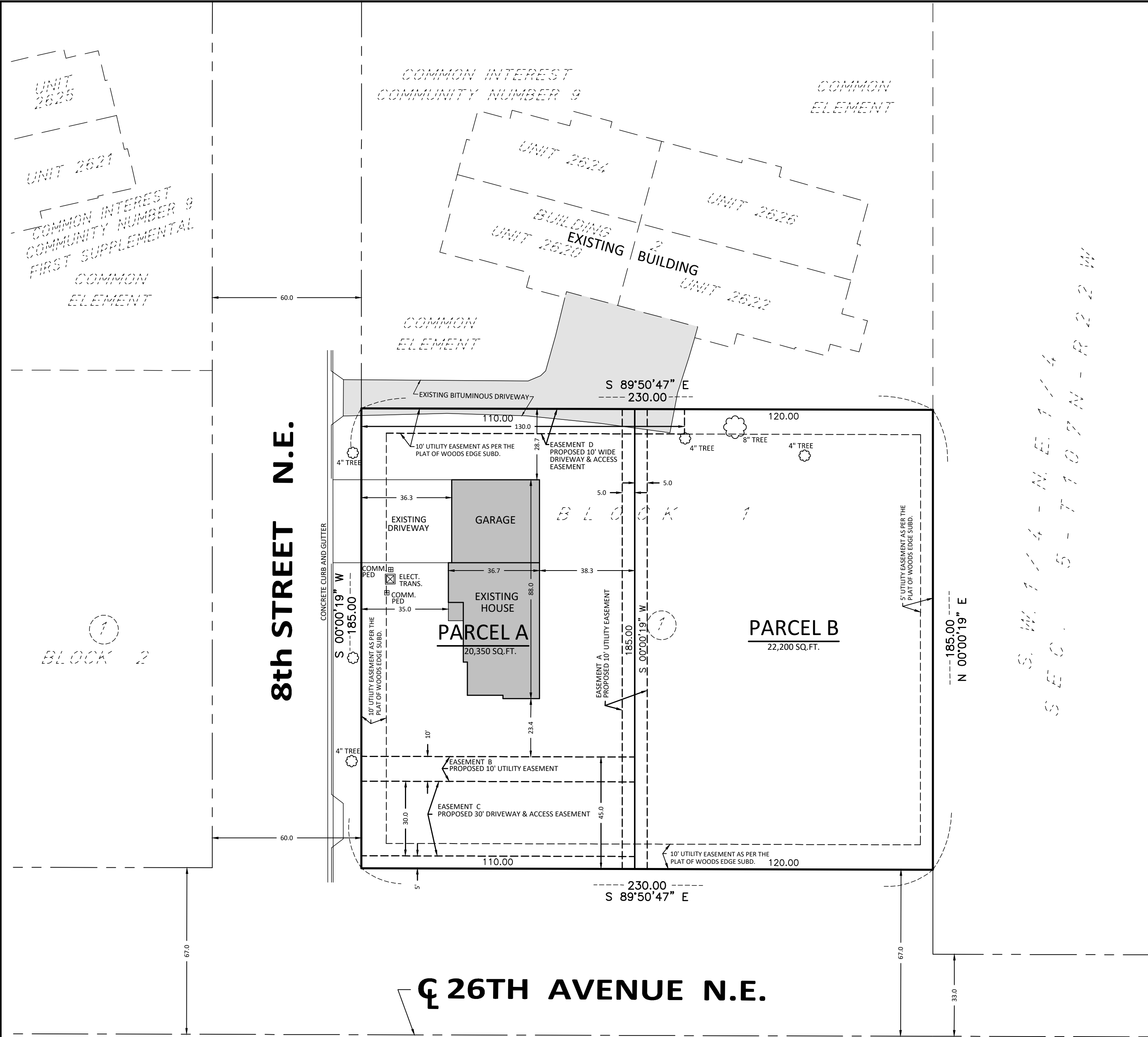
2. All parcels resulting from a subdivision shall meet the minimum standards of the Zoning District including but not limited to lot size and lot width as well as general development requirements of the code.
3. All resulting parcels shall be designed to accommodate access for emergency and maintenance vehicles, provide for stormwater management, sanitary sewer, drinking water, electrical and other public or private utilities as identified and required through the subdivision process.
4. The Developer shall submit a site plan including grading and drainage along with the survey for any proposed minor subdivision which must be approved by the City Engineer prior to the approval of the minor subdivision.
5. The applicant/developer shall provide written easement agreements and record these at Waseca County for all easements identified during the subdivision process which include drainage and utility easements, driveway easements, and private utility easements as to provide access and services to all resulting parcels.
6. The Developer shall coordinate with the City to relocate existing infrastructure as needed to serve additional parcels or building sites as proposed by the developer in any subdivision.
7. The Developer shall agree in writing that he will incur all costs associated with the modifications needed to the utilities or other infrastructure for which are required due to any changes proposed in a subdivision.
8. This amendment to the Woods Edge Development & Subdivision Agreement pertains to the splitting of Lot 1, Block 1 and Lot 1, Block 2 only. All other requirements and conditions of the agreement remain in place.

Adopted by the City Council of the City of Waseca this 7^h day of November 2018.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER



- LEGEND**
- 3/4" IRON PIPE MONUMENT SET MARKED BY LIC. NO. 46564
 - MONUMENT FOUND

EXISTING PARCEL DESCRIPTION

Lot 1, Block 1, Woods Edge Subdivision, Waseca County, Minnesota

NEW PARCEL DESCRIPTIONS

Parcel A
The West 110.00 feet of Lot 1, Block 1, Woods Edge Subdivision, Waseca County, Minnesota. Containing 20,350 square feet.

Parcel B
Lot 1, Block 1, Woods Edge Subdivision, Waseca County, Minnesota; EXCEPT the West 110.00 feet of said Lot 1. Containing 22,200 square feet.

NEW EASEMENTS

Easement A
An easement for utility purposes over, under and across the East 10.00 feet of the West 115.00 feet of Lot 1, Block 1, Woods Edge Subdivision, Waseca County, Minnesota.

Easement B
An easement for utility purposes over, under and across the North 10.00 feet of the South 45.00 feet of the West 110.00 feet of Lot 1, Block 1, Woods Edge Subdivision, Waseca County, Minnesota.

Easement C
An easement for driveway & access purposes over and across the North 30.00 feet of the South 35.00 feet of the West 110.00 feet of Lot 1, Block 1, Woods Edge Subdivision, Waseca County, Minnesota.

Easement D
An easement for driveway & access purposes over and across the North 10.00 feet of the West 130.00 feet of Lot 1, Block 1, Woods Edge Subdivision, Waseca County, Minnesota.

SURVEYOR'S CERTIFICATION
I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Michael M. Eichers
License Number 46564
10/26/2018
Date

CERTIFICATE OF SURVEY WASECA, MINNESOTA		LOT 1, BLOCK 1, WOODS EDGE SUBDIVISION
	BOLTON & MENK 1960 PREMIER DRIVE MANKATO, MINNESOTA 56001 (507) 625-4171	FOR: OLSON CONSTRUCTION SERVICES

Title:	South Central Drug Investigation Unit (SCDIU) Federal Equitable Sharing Memorandum of Understanding		
Meeting Date: November 7, 2018		Agenda Item Number:	7B
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	SCDIU Federal Equitable Sharing MOU
Originating Department: Waseca Police Department		Presented By:	City Manager
Approved By City Manager: <input type="checkbox"/>	Proposed Action: Motion to accept and sign the SCDIU Federal Equitable Sharing MOU designating the City of Owatonna as the fiduciary agency for the South Central Drug Investigation Unit.		

BACKGROUND: Waseca has been a member of the South Central Drug Investigative Unit since 1987. Albert Lea, Blooming Prairie, Blue Earth, Owatonna, Janesville, Wells, Winnebago, Faribault County, Freeborn County, Steele County, and Waseca County are also members of SCDUI. The mission of SCDIU is to coordinate efforts to apprehend and prosecute drug offenders. Additionally, the task force agents will also provide investigative support with violent crime enforcement. The City of Waseca and Waseca County share the costs of assigning one Waseca Police Officer to the SCDIU Task Force.

The SCDIU receives grant funding from the Minnesota Office of Justice Programs (OJP) and the United States Department of Justice (DOJ). The Department of Justice has recently and officially changed federal asset sharing rules. There are two directions that the SCDIU Task Force can take concerning these recent changes. One direction is to have each agency submit a DAG71 (Application for Transfer of Federally Forfeited Property form) and then that agency spends the money for task force qualifying items.

The second direction is that the SCDIU Task Force identifies and certifies a fiduciary agency for the SCDIU Task Force that can pay bills for the task force. Recently, at a SCDIU Task Force meeting, the members of SCDIU determined that the best way to address the recently changed federal asset sharing rules is to name the City of Owatonna as the fiduciary and authorize the city of Owatonna to apply for federal asset sharing funds on behalf of SCDIU. The city of Owatonna will use these funds for SCDIU purposes and this eliminates the need for each individual agency of SCDIU to apply for the funds when federal forfeitures are involved in a SCDIU case. The City of Owatonna is currently the designated fiscal agent in the Joint Powers Agreement and is responsible for all grant submissions, financial records, audits, and distributions of forfeiture proceeds of the SCDIU.

The MOU is required when/if federal forfeiture funds may be granted to SCDIU. City Council approval for the Memorandum of Understanding is needed (see attached).

BUDGET IMPACT: none

POLICY QUESTION: N/A

ALTERNATIVES CONSIDERED: N/A

RECOMMENDATION: Staff recommends signing the Memorandum of Understanding to designate the City of Owatonna as the fiduciary agency for the South Central Drug Investigation Unit.

South Central Drug Investigation Unit Federal Equitable Sharing Memorandum of Understanding

The task force recognizes an ancillary benefit of asset forfeiture is the potential to share federal forfeiture proceeds with cooperating state and local law enforcement agencies through equitable sharing. The Equitable Sharing Program (Program) enhances cooperation among federal, state, local, and tribal law enforcement by providing valuable additional resources to each task force member agency. Equitable sharing funds are designed to supplement and enhance, not supplant, appropriated agency resources.

The task force understands that federal law authorizes the Attorney General and the Secretary of the Treasury to share federally forfeited property with participating state and local law enforcement agencies. The task force understands that the exercise of this authority is discretionary and limited by statute and sharing is not required in any case. In addition, the task force understands that sharing is only available from net proceeds after recovery of government expenses and payment of victim compensation. The amount shared for each asset will bear a reasonable relationship to the degree of direct participation of the task force as a whole and the decision maker will consider the sharing recommendations outlined in this section based on qualitative factors such as unique contributions and financial obligations of the task force.

The purpose of this section of the MOU is to designate **City of Owatonna** as the fiduciary agency for the **South Central Drug Investigation Unit**. The fiduciary agency agrees to submit sharing requests for all seizures involving the task force. All task force member agencies agree and understand that all sharing will be awarded to the fiduciary agency and all sharing funds will be retained by the fiduciary agency for task force expenses.

The task force understands that in order for the designated fiduciary agency for the task force to receive shared funds, the fiduciary agency must be compliant with Program guidelines and reporting requirements. The fiduciary's Agency Head and Governing Body Head must annually sign the Equitable Sharing Agreement and Certification (ESAC) report. By signing and submitting the ESAC report, the fiduciary agency and its jurisdiction agree to abide by all policies set forth in the current *Guide to Equitable Sharing for State and Local Law Enforcement Agencies* and all subsequent updates.

Sharing Request Submissions: Sharing requests may be submitted by the task force's fiduciary agency at any time following the seizure, but no later than 45 days after forfeiture. Only one sharing request will be submitted by the fiduciary agency on behalf of the task force for each asset. Should any task force member agency provide assistance in an investigation that

is unrelated to the task force, the member agency may also submit a sharing request based solely on that contribution.

Financial Management Requirements: Equitable sharing funds are awarded to one single agency, known as the fiduciary, designated by the task force. The fiduciary agency may spend equitable sharing funds for any permitted law enforcement purpose, including payment of task force expenses. The fiduciary agency may earmark funds awarded from cases involving the task force for such expenses. The fiduciary agency will maintain all federally shared funds in separate revenue accounts/accounting codes by the fiduciary agency's jurisdiction. These funds will be treated in the same manner as appropriated funds, including procedures for all procurement and approval processes and inclusion in all single audit requirements by the jurisdiction.

Funds may be expended in support of task force operations, such as paying leases and renting undercover vehicles and cell phones. The task force member agencies will not submit individual sharing requests nor will member agencies receive funds from the fiduciary agency.

The task force may deviate from awarding its full share to the fiduciary agency on a case-by-case basis as needed upon concurrence of all task force member agencies and must be equitable, in writing, and agreed upon prior to the onset of the investigation. Deviations from the agreed upon percentages generally would occur only in rare and unique situations involving cases where a larger than usual sharing may occur.

Change in Participation: This portion of the Agreement/Memorandum of Understanding will be updated each time a change in task force member or manpower contribution occurs and/or if a change in financial or administrative responsibilities occurs.

Dissolution: Should the task force disband or a member agency withdraw from the task force, all funds currently in the fiduciary agency's possession remain with the fiduciary agency. No funds will be transferred to any agency at any time, including upon departure from the task force, except with written approval from the Money Laundering and Asset Recovery Section.

Jurisdiction Concurrence: By signing below, the jurisdiction's Finance Director certifies that all funds will be maintained in the same manner as all appropriated funds and expenditures will be subject to all jurisdictional policies and procedures for procurement and disposal of tangible items purchased with shared funds. Equitable sharing funds will be included in the jurisdiction's Single Audit and subject to the OMB *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

IN WITNESS WHEREOF, the undersigned, on behalf of the City/County of _____,
has executed this Agreement on the date indicated below:

Mayor/Board Chair

Date

Witness

Date

Title:	Ordinance No. 1067: An Ordinance of the Waseca City Council Annexing and Rezoning Certain Properties Owned by Clemons Properties LLC. (37437 State HWY 13, Woodville Township)		
Meeting Date:	November 7, 2018	Agenda Item Number:	7C
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Ordinance No. 1067 PC Memo/Attachments Township Waiver Exhibits
Originating Department:	Community Development	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to adopt Ordinance No. 1067, Approving Annexing Certain Properties Owned by Clemons Properties LLC (Woodville Township)		
How does this item pertain to Vision 2030 goals?	Good Governance		

BACKGROUND: A petition for annexation was received on August 31, 2018 for annexation of un-platted property owned by Clemons Properties, LLC. The properties are located at 37437 State Highway 13. The property is occupied by a single family residence and accessory building, and is being used for residential rental property.

The purpose of the annexation is to allow the property owner access to municipal utilities. Upon Annexation it is recommended that the property be zoned R-2, Urban Residential District. This is the zoning applied to the land to the north and east.

The Planning Commission held a public hearing on the Annexation and Rezoning request on October 9, 2018. The Planning Commission voted 3-0 recommending approval to the City Council pending the receipt of a required survey from the petitioner and approval of the survey by City Staff.

City Council held a Public Hearing on the Annexation and Rezoning on October 16, 2018. There were no comments. The request for action on Ordinance 1067 was tabled to the November 7, 2018 City Council meeting pending an approved survey.

BUDGET IMPACT: Tax revenue from the property.

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

ALTERNATIVES CONSIDERED: None.

RECOMMENDATION: Staff is recommending adoption of Ordinance No. 1067 if a satisfactory survey is received and reviewed prior to the meeting. As of November 2, 2018 no survey has been received. In the absence of a survey, staff recommends the item be tabled until a survey is received.

ORDINANCE NO. 1067

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

WHEREAS, Clemons Properties, LLC, are the owners of the properties, incorporated herein by this reference (the Property); and

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

WHEREAS, the Waseca City Council finds that the Property abuts the limits of the City of Waseca; the Property is less than 60 acres; the above described party is the sole owner of the Property and has petitioned for annexation; and the Property is not included with any other municipality.

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

- Section 1. That the Property abuts the City of Waseca.
- Section 2. That the Property is less than 60 acres in size.
- Section 3. That the above described party is the sole owner of the Property and has petitioned for annexation.
- Section 4. The corporate limits of the City of Waseca area extended to include the Property.
- Section 5. Certified copies of this Ordinance shall be filed with Municipal Boundary Adjustments Office, the Minnesota Secretary of State, the Waseca County Auditor, the Waseca County Recorder, and the Clerk of the Woodville Township Board.
- Section 6. This Ordinance shall be effective: upon passage and legal publication and the filing of the certified copies as described in Section 5; and, upon approval of the Ordinance by the Municipal Boundary Adjustments Office.
- Section 7. Upon annexation this parcel, as well as the additional property owned by the petitioner, and the adjacent portion of State Highway 13, as described in **EXHIBIT C**, will be zoned R-2, Urban Residential District.
- Section 8. The Waseca Zoning Map shall be amended as shown in the attached **EXHIBIT D**.

- Section 9. The City and Township have mutually agreed, pursuant to Minnesota Statutes 414.036, reimbursements from the City to the Town shall occur for the taxes collected on land annexed into the City according to the following conditions:
- a. All reimbursements will be based on the valuation of the tax capacity of the land as it exists in the town at the time of annexation.
 - b. The reimbursement of said land shall be based on a four (4) year schedule with the percentage of taxes reimbursed to the town as follows:

Year 1	100%
Year 2	75%
Year 3	50%
Year 4	25%
 - c. After the fourth year, and every year thereafter, all pertinent tax revenues will be the property of the City.

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

R. D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

Introduced:
Adopted:
Published:
Effective: