

REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, September 18, 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

- 6     CONSENT AGENDA

- A.     Minutes – Regular City Council meeting – September 4, 2018 (p.3-7)
- B.     Payroll & Expenditures (p.8-30)
- C.     Minutes – City Council Work Session – September 4, 2018 (p31)
- D.     Approval of Temporary Liquor License: Homestead Event for 10/25/18 (p.32)
- E.     **Resolution 18-62:** Amending Agreement with TKDA: Authorizing Professional Services for City Project 2019-07 (p.33-39)
- F.     Approval of On-Sale Liquor License: Tasty House (Beer on Sale, p40-42)
- G.     Approval of Maintenance Agreement between Waseca and Tink Larson     (p.43-45)
- H.     **Resolution 18-64:** Setting Public Hearing for Misc Assessments – Oct 16, 2018     (p.46)
- I.     Approval of Payment Request for TLCF: Britton Plumbing & Heating     (p.47-48)
- J.     Approval of Payment Request for TLCF: Carcoifini     (p.49-50)
- K.     Approval of Payment Request for TLCF: Century Fence Labor & Materials     (p.51-54)
- L.     Approval of Payment Request for TLCF: Innovative Building Concepts     (p.55-56)
- M.     Approval of Payment Request for TLCF: Koronis Fabricating     (p.57-58)

- N. Approval of Payment Request for TLCF: Reichel Painting (p.59-60)
- O. **Resolution 18-66:** Setting Date & Continuation Date for Truth-in-Taxation Public Meeting (p.61)
- P. Approval of Payment Request for HWY 14: Ulland Brothers (p.62-63)

## 7 ACTION AGENDA

- A. **Resolution No. 18-60 & 18-65** - Adopting City of Waseca 2019 Preliminary Tax Levy and EDA Preliminary Tax Levy (p.64-70)
- B. **Resolution No. 18-63 and Public Hearing:** TIF #28 – DCU Waseca LLC. (Diversified Credit Union) (p.71-96)
- C. **Resolution No. 18-61** – Authorizing Execution of an Agreement between the City of Waseca and the Minnesota Department of Public Safety/Office of Traffic Safety. (p.97-99)
- D. Extending Residential Tax Abatement Program (p.100)
- E. **Ordinance 1066 & Public Hearing:** Amending Chapter 37 of City Code – Regarding Number of Planning Commission Members (p.101-102)
- F. Waseca Senior Center Partnership (p.103)

## 8 REPORTS

- A. City Manager's Report  
-Vision 2030
- B. Commission Reports  
-HPC (Tlougan)  
- EDA (Fitch, Srp)  
- Park Board (Christiansen)  
- DWT (Fitch, Conrath)

## 9 ANNOUNCEMENTS

## 10 ADJOURNMENT

MINUTES  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, SEPTEMBER 4, 2018

6A

**CALL TO ORDER/ROLL CALL**

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

Councilmembers present:

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

Absent: Allen Rose

Staff present:

Lee Mattson, City Manager  
Duane Hebert, Interim City Manager  
Tom Kellogg, City Engineer  
Mike Anderson, Assistant to City Manager  
Shelly Kolling, Finance Director  
Alicia Fischer, Finance Technician

Others:

Ken Wiebold, 423 3<sup>rd</sup> St NE  
Don Kronebusch  
Andrea Montemayer, 706 3<sup>rd</sup> St NE  
Dan Bomsta, 426 3<sup>rd</sup> St NE  
Susan Jirele

**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 Assistant to City Manager Anderson asked for Item 6E to be changed from Ordinance **1068** to **1067**. It was moved by Tlougan, seconded by Arndt, to approve the agenda as amended, motion carried 6-0.

**PUBLIC COMMENT**

- 4 Ken Wiebold asked about the project on 4<sup>th</sup> Ave NE, regarding the redoing the water mains and storm drains. He has concerns about this project needing to be done.

Don Kronebusch addressed the Council regarding the street project and the sewer connections

Andrea Montemayer said that she is connected to a private sewer line, and it collapsed last year. She wanted to know if they would be reimbursed during this project.

Mayor Srp said that these would be addressed during the Public Hearing portion of the meeting (7B) and thanked them for coming forward.

### **REQUESTS AND PRESENTATIONS**

- 5 Susan Jirele presented Constitution Week to the Council. She read a passage from a book and handed out materials to the Council and the crowd.

The Mayor read the proclamation and declared Constitution Week for Waseca will be September 17 – 24.

### **CONSENT AGENDA**

- 6 It was moved by Tlougan, seconded by Fitch, to approve the Consent Agenda as amended; the motion carried 6-0 and included the following:
- A. Minutes – Regular City Council meeting – August 21, 2018
  - B. Payroll & Expenditures
  - C. Minutes – City Council Work Session – August 9, 2018
  - D. Accepting Board/Commission Applications: Anne Gerber and Byron Larson
  - E. **Introducing Ordinance ~~1068~~ 1067** and Setting Public Hearing Date for October 16, 2018
  - F. Approval of Elm Ave Construction Payment: Dirt Merchant
  - G. Approval of Elm Ave Construction Payment: Pearson Brothers

### **ACTION AGENDA**

7

- A. **Resolution 18-57:** Wastewater Schedule of Compliance

Interim City Manager talked about large rains and because sometimes the City needs to bypass water into the lakes, there is recognition by the Minnesota Pollution Control Agency and the need for replacement of the old pipes. The City is taking proactive efforts in reducing the need for bypassing. The MPCA recognizes these efforts. The Schedule of Compliance says that if there are violations of the permit, they can fine communities for those violations. The City needs to come up with a five (5) year plan to address these issues. Resolution 18-57 states that the City will address these issues and come up with the five (5) year plan.

It was moved by Conrath, seconded by Arndt to approve Resolution 18-57. Motion carried 6-0.

- B. **Resolution 18-53:** Authorizing the Preparation of Plans and Specifications for City Project 2019-01

City Engineer Kellogg informed the Council that this was a follow up to the Feasibility Report that was approved on August 7.

Monica Heil from WSB discussed the 3<sup>rd</sup> Street Improvement Project. She informed Council that a neighborhood meeting was held back in June 2018. Each year the streets

are given a pavement rating and 3<sup>rd</sup> St. was rated as failing. There has also been a history of water main breaks. Monica stated that the overall project cost was \$3,601,317 which would be funded from multiple sources. The resident assessments would total \$150,758.

Public Hearing opened at 7:40 PM

Don Kronebusch asked about the backyard replacement pipes and that his and his neighbor's pipes are backing up. Don asked if the pipes will be run from his backyard to the street during this project.

City Engineer Kellogg informed Kronebusch that sewer and water will be stubbed to the front of the property if he wished to connect in the future.

Council Member Tlougan asked the City Engineer to look into this private sewer and water issues that the residents are encountering.

Kronebusch also mentioned that when he purchased his property in 1986, he was making repairs in the yard and he found oil cans and other debris buried from a previous project. He would like to see this not happen during this project.

Heil stated that there will be a supervisor out on site making sure all the project requirements are met.

Dan Bomsta asked what the history of completion on previous projects has been? He informed Council that he felt the quality of projects in the past have been poor. He also asked what the budget accuracy is and how to ensure our money is being spent wisely.

Heil stated that the history of WSB estimates has been very good and she is confident that it will be close to the estimate. She informed Bomsta that the project should start in the spring and be completed in the fall if the weather is compliant.

Kurt Waugh asked if the project is concrete or asphalt?

Kellogg informed him it will be asphalt.

Bomsta asked when the payment was due.

Heil said the first payment will be due with taxes in 2020.

Wiebold said his sump pump is already out to the curb, and asked if the City will put it into the pipe below the ground? He also asked if it is possible to put this assessment on taxes over 10 years?

Heil said that the City will reconnect the existing sum pumps, but if you have it above ground the residents will have to pay to connect it underground. If you choose to have the payments assessed, it will go on taxes over 10 years.

Public Comment was closed at 8 p.m.

A motion was made by Tlougan, seconded by Conrath to pass Resolution 18-53. Motion carried 6-0

- C. **Resolution 18-58 & 18-59:** Authorizing Issuance and Sale of General Obligation Bonds to the Minnesota Public Facilities Authority

Finance Director Kolling presented information to the Council. She informed them that in 2015 Council elected to take project lead for reconstruction of old HWY 14. Included in the project are updates to the water and wastewater utilities which the City is responsible for 100% of the costs. The City has to issue bonds in order to finance this project. The note will be payable over 15 years at a 1% rate and will save over \$750,000. The City has planned for this debt over the last couple years.

It was moved by Conrath, seconded by Tlougan to approve Resolution 18-58. Motion carried 6-0.

It was moved by Arndt, seconded by Conrath to approve Resolution 18-59. Motion carried 6-0.

## **REPORTS**

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

Duane Hebert, Interim City Manager, provided the following updates:

- Vision 2030: The kickoff event is scheduled for September 12 at the Public Safety Building beginning at 4:30 pm. The four pillars will have four Strategic Action Teams. Food will be provided.
- HWY 14 rumor that people are receiving payments is not true. The only way someone would get a payment was for the use of a private easement.

### **8B Commission Reports**

Fire Relief Association: Councilmember Conrath reported that the onion ring stand and fish fry did well this year and final numbers look good. They are continuing to work on the By Laws and having conversations related to the pension. Finally, they are requesting to have a work session in the future with the Council.

## **ANNOUNCEMENTS**

- 9 The following miscellaneous announcements were made:

- Arndt said that the Sinister Forest is looking for volunteers
- Tlougan stated that there are 20 bands participating during the Marching Classic on September 22
- Fitch thanked everyone who came out to the Sesquicentennial. She commended staff for a job well done. 1500 people went through the school tour and liked the new additions
- Christiansen mentioned weeds on 3<sup>rd</sup> along Elm Ave, he would like someone to take care of it. Also he congratulated Ann for becoming the new Chamber Director.

- Conrath thanked Ann Gerber and Byron Larson for volunteering on the new boards they signed up for. And the City is still looking for people.
- Mayor Srp talked about the new Street Signs, he mentioned that more citizens like them than don't. The signs will not change your address; it is just the name from 1928 and before. Also that HyVee is continuing their plan to move, but the City is doing everything they can to keep them. There has been discussions with the owner of the building who is considering selling the building or filling it with another grocery store.

Council went into closed session: Pursuant to MN Statute 13D.05, Sub. 3(c)3: to develop or consider offers for the purchase or sale of real property. Motion was made by Fitch, seconded by Arndt to enter closed session. Motion carried 6-0 at 8:15 p.m. Council returned to open session, no action was taken.

### **ADJOURNMENT**

- 10 It was moved by Fitch, seconded by Arndt, to adjourn the meeting at 9:00 p.m.; the motion carried 6-0.

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R. D. SRP  
MAYOR

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MIKE ANDERSON  
ASSISTANT TO CITY MANAGER



6B

## LIST OF EXPENDITURES

September 18, 2018



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City Council	0.00	
Streets	28,110.94	
Parks	12,550.39	
Wastewater	12,213.11	
Utility Administration	4,291.01	
Utility Billing	7,109.20	
Electric	14,871.25	
Water	4,984.12	
Building and Code Compliance	2,346.42	
Police	57,067.42	
Administration	1,660.40	
Community Aides	390.00	
Fire	7,120.60	
Paid On Call Fire Department	6,300.00	
Election Judges	0.00	
PEG	0.00	
Finance	10,538.24	
Connections	3,727.24	
Community Development	4,864.40	
Engineering	14,467.25	
Recreation	5,918.23	
Econ Development	<u>2,437.82</u>	
Total Gross Payroll	200,968.04	
*Less- Payroll Deductions	<u>(66,047.55)</u>	
Net Payroll Cost		\$ 134,920.49

\*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:  
August 31, 2018-September 13, 2018  
Includes check #'s 152549, 152558-152614  
Bank ACH Withdrawals..... 2,044,530.54

GRAND TOTAL EXPENDITURES      \$ 2,179,451.03



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
<b>General Fund</b>						
09/13/2018	91809	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 9/9/2018	101-21701-0000	18,305.98	M
Total 101217010000:					18,305.98	
09/13/2018	901804	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 9/9/2018	101-21702-0000	8,811.74	M
Total 101217020000:					8,811.74	
09/13/2018	91809	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 9/9/2018	101-21703-0000	8,443.48	M
09/13/2018	91809	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 9/9/2018	101-21703-0000	8,443.48	M
Total 101217030000:					16,886.96	
09/13/2018	91806	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 9/9/2018	101-21704-0000	1,278.89	M
09/13/2018	91806	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 9/9/2018	101-21704-0000	8,312.83	M
09/13/2018	91806	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 9/9/2018	101-21704-0000	6,416.38	M
09/13/2018	91806	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 9/9/2018	101-21704-0000	8,312.83	M
09/13/2018	91806	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 9/9/2018	101-21704-0000	9,624.56	M
Total 101217040000:					33,945.49	
09/13/2018	152580	IBEW	IBEW UNION DUES Pay Period: 9/9/2018	101-21707-0000	302.06	
09/13/2018	152583	IUOE Local #70	FIRE UNION DUES Pay Period: 9/9/2018	101-21707-0000	128.28	
09/13/2018	152583	IUOE Local #70	IUOE UNION DUES Pay Period: 9/9/2018	101-21707-0000	704.84	
09/13/2018	152585	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 9/9/2018	101-21707-0000	588.00	
Total 101217070000:					1,723.18	
09/13/2018	20180740	Greater Mankato Area United Way	UNITED WAY Pay Period: 9/9/2018	101-21708-0000	28.00	
Total 101217080000:					28.00	
09/13/2018	91809	ACH Internal Revenue Service	MEDICARE Pay Period: 9/9/2018	101-21712-0000	2,773.07	M
09/13/2018	91809	ACH Internal Revenue Service	MEDICARE Pay Period: 9/9/2018	101-21712-0000	2,773.07	M
Total 101217120000:					5,546.14	
09/13/2018	91810	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 9/9/2018	101-21713-0000	810.00	M
09/13/2018	91810	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 9/9/2018	101-21713-0000	495.00	M
Total 101217130000:					1,305.00	
09/13/2018	91808	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 9/9/2018	101-21714-0000	2,290.00	M
Total 101217140000:					2,290.00	
09/13/2018	91813	Further	Flex/HSA Reimbursement	101-21716-0000	717.13	M
09/13/2018	91811	Further	HSA DEDUCTION Pay Period: 9/9/2018	101-21716-0000	467.92	M
Total 101217160000:					1,185.05	
09/13/2018	91807	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 9/9/2018	101-21717-0000	1,194.73	M
Total 101217170000:					1,194.73	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-21720-0000	7,003.50	M
Total 101217200000:					7,003.50	
09/13/2018	152577	HKS Construction LLC	Building permit reimbursement	101-32210-0000	211.14	
Total 101322100000:					211.14	
09/13/2018	152573	Federal Correctional Institution	Park reservation cancellation	101-34785-0000	33.75	
Total 101347850000:					33.75	
09/13/2018	20180769	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00	
Total 101411104455:					1,125.00	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-41320-1300	646.00	M
Total 101413201300:					646.00	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	101-41320-1310	83.50	M
Total 101413201310:					83.50	
09/13/2018	152593	Public Sector Professionals	City Manager	101-41320-3000	10,425.00	
Total 101413203000:					10,425.00	
09/13/2018	152579	Hy-Vee Inc	All Staff Meeting	101-41320-3200	20.75	
Total 101413203200:					20.75	
09/13/2018	152579	Hy-Vee Inc	All Staff Meeting	101-41320-3300	57.57	
Total 101413203300:					57.57	
09/13/2018	152594	Quality Print of Waseca Inc.	Wrist Bands for 150th Celebration	101-41320-3400	575.52	
Total 101413203400:					575.52	
09/13/2018	20180723	A. H. Hermel Company	Pop for vending machine	101-41320-4945	23.55	
Total 101413204945:					23.55	
09/13/2018	20180768	U.S. Bank - CC	Extension cord for election precinct	101-41410-2000	10.68	
Total 101414102000:					10.68	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-41500-1300	3,871.61	M
Total 101415001300:					3,871.61	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	101-41500-1310	1,215.10	M
Total 101415001310:					1,215.10	

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
09/13/2018	20180768	U.S. Bank - CC	Registration for SHRM conference-Larson	101-41500-3300	448.00
Total 101415003300:					448.00
09/13/2018	20180736	Flaherty & Hood PA	August Legal Services	101-41600-3000	761.75
09/13/2018	152604	Waseca County Auditor-Treasurer	Legal Services Contract Payment	101-41600-3000	5,370.33
Total 101416003000:					6,132.08
09/13/2018	20180756	Pantheon Computer Systems Inc.	PD Back-Up Storage	101-41920-2050	2,007.00
09/13/2018	20180756	Pantheon Computer Systems Inc.	Printer for FD	101-41920-2050	399.00
09/13/2018	20180756	Pantheon Computer Systems Inc.	Computer for Lee Mattson	101-41920-2050	749.00
Total 101419202050:					3,155.00
09/13/2018	20180768	U.S. Bank - CC	Monthly Service Charge	101-41920-4950	11.98
Total 101419204950:					11.98
09/13/2018	20180745	Innovative Office Solutions LLC	Copy Paper and other office supplies	101-41940-2000	912.83
Total 101419402000:					912.83
09/13/2018	20180756	Pantheon Computer Systems Inc.	New PCs for PD	101-41940-2050	853.94
Total 101419402050:					853.94
09/13/2018	20180723	A. H. Hermel Company	Coffee for break room	101-41940-2170	58.36
09/13/2018	20180758	Red Feather Paper Company	Liners	101-41940-2170	127.80
09/13/2018	20180768	U.S. Bank - CC	Paper plates for breakroom	101-41940-2170	7.02
Total 101419402170:					193.18
09/13/2018	152592	Pitney Bowes Inc	3rd Qtr Lease	101-41940-3000	706.80
Total 101419403000:					706.80
09/13/2018	152568	Cintas Corporation	Floor Mats	101-41940-3100	26.40
09/13/2018	20180734	Culligan	RO Lease	101-41940-3100	28.95
09/13/2018	152591	Orkin Pest Control Inc.	City Hall Pest Control	101-41940-3100	88.85
09/13/2018	20180760	ServiceMaster of Mankato/Waseca	janitorial service	101-41940-3100	1,556.00
09/13/2018	20180773	Waste Management of Southern MN	August Service	101-41940-3100	162.00
Total 101419403100:					1,862.20
09/13/2018	91803	City of Waseca	August Utilities	101-41940-3800	2,191.88 M
Total 101419403800:					2,191.88
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-41950-1300	1,275.62 M
Total 101419501300:					1,275.62
09/13/2018	91801	Further	VEBA/HSA submittal Aug	101-41950-1310	519.00 M

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101419501310:					519.00	
09/13/2018	20180745	Innovative Office Solutions LLC	Ink	101-41950-2000	134.67	
Total 101419502000:					134.67	
09/13/2018	152609	Waseca County Treasurer	112 6th Ave SW	101-41950-3000	180.65	
Total 101419503000:					180.65	
09/13/2018	20180768	U.S. Bank - CC	HPC Conference-Anderson	101-41950-3300	200.00	
Total 101419503300:					200.00	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-42100-1300	11,840.00	M
Total 101421001300:					11,840.00	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-42100-1301	1,468.40	M
Total 101421001301:					1,468.40	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	101-42100-1310	5,123.00	M
09/13/2018	91801	Further	VEBA/HSA submittal Aug	101-42100-1310	323.60	M
Total 101421001310:					5,446.60	
09/13/2018	20180745	Innovative Office Solutions LLC	Office supplies	101-42100-2000	73.29	
Total 101421002000:					73.29	
09/13/2018	20180768	U.S. Bank - CC	Fuel-pumps not working	101-42100-2120	57.00	
09/13/2018	152606	Waseca County Highway Department	Monthly billing	101-42100-2120	2,373.25	
09/13/2018	152606	Waseca County Highway Department	Monthly billing	101-42100-2120	5.00	
Total 101421002120:					2,435.25	
09/13/2018	20180745	Innovative Office Solutions LLC	general supplies	101-42100-2170	10.52	
09/13/2018	20180758	Red Feather Paper Company	Janitor Supplies	101-42100-2170	369.10	
09/13/2018	20180768	U.S. Bank - CC	Nitrile Glove 5 boxes	101-42100-2170	113.54	
09/13/2018	20180768	U.S. Bank - CC	Evidence bags	101-42100-2170	188.56	
09/13/2018	20180768	U.S. Bank - CC	5 keys made for 124 North State	101-42100-2170	13.84	
09/13/2018	20180768	U.S. Bank - CC	Mailed tests to BCA Lab	101-42100-2170	9.95	
09/13/2018	20180771	Waseca Hardware LLC	Parts & Supplies	101-42100-2170	36.32	
Total 101421002170:					741.83	
09/13/2018	20180763	Streicher's	bullet proof vest expense	101-42100-2180	909.50	
09/13/2018	20180763	Streicher's	Uniform expense	101-42100-2180	145.98	
09/13/2018	20180768	U.S. Bank - CC	Flowers for Rosenau wake	101-42100-2180	74.81	
Total 101421002180:					1,130.29	
09/13/2018	20180768	U.S. Bank - CC	New lights and mounts for squad rifles	101-42100-2190	823.54	
09/13/2018	20180768	U.S. Bank - CC	Price difference of returned mount for rifles	101-42100-2190	14.69-	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
09/13/2018	20180768	U.S. Bank - CC	New sling mounts for squad rifles	101-42100-2190	22.97
09/13/2018	20180768	U.S. Bank - CC	New mounts for squad rifle tac-lights	101-42100-2190	248.95
Total 101421002190:					1,080.77
09/13/2018	20180758	Red Feather Paper Company	Janitor Supplies	101-42100-2230	56.25
Total 101421002230:					56.25
09/13/2018	152563	Bock's Service Inc.	tow expense	101-42100-3100	65.00
09/13/2018	152568	Cintas Corporation	Floor Mat	101-42100-3100	12.77
09/13/2018	152568	Cintas Corporation	Floor Mats	101-42100-3100	12.77
09/13/2018	20180734	Culligan	Culligan	101-42100-3100	29.95
09/13/2018	152591	Orkin Pest Control Inc.	Pest control	101-42100-3100	85.83
09/13/2018	20180760	ServiceMaster of Mankato/Waseca	Janitorial Services	101-42100-3100	423.81
09/13/2018	152600	Thomson Reuters - West	Information Service	101-42100-3100	220.50
09/13/2018	20180773	Waste Management of Southern MN	August Service	101-42100-3100	51.38
Total 101421003100:					902.01
09/13/2018	20180768	U.S. Bank - CC	Lodging while at training in St. Paul	101-42100-3300	442.20
09/13/2018	20180768	U.S. Bank - CC	Meal during SWAT training	101-42100-3300	10.68
09/13/2018	20180768	U.S. Bank - CC	2018 MN Emgcy Mngmt Conference Food pkg-Markeson	101-42100-3300	171.00
09/13/2018	20180768	U.S. Bank - CC	2018 Emergency Mngmt conf reg-Markeson	101-42100-3300	225.00
Total 101421003300:					848.88
09/13/2018	152566	Centerpoint Energy	Monthly Billing	101-42100-3800	59.31
09/13/2018	91803	City of Waseca	August Utilities	101-42100-3800	1,081.43 M
Total 101421003800:					1,140.74
09/13/2018	20180768	U.S. Bank - CC	AMEM membership Fee	101-42100-4330	130.00
Total 101421004330:					130.00
09/13/2018	20180768	U.S. Bank - CC	Grill for nite to unite event	101-42100-4640	43.20
09/13/2018	20180768	U.S. Bank - CC	Prevention programs	101-42100-4640	337.11
Total 101421004640:					380.31
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-42200-1300	3,102.00 M
Total 101422001300:					3,102.00
09/13/2018	91801	Further	VEBA/HSA submittal Aug	101-42200-1310	1,250.00 M
Total 101422001310:					1,250.00
09/13/2018	152606	Waseca County Highway Department	Monthly billing	101-42200-2120	342.71
Total 101422002120:					342.71
09/13/2018	20180754	Napa Auto Parts	Parts and supplies	101-42200-2170	341.85
09/13/2018	20180768	U.S. Bank - CC	ID Tag	101-42200-2170	56.84
09/13/2018	20180768	U.S. Bank - CC	ID Tag	101-42200-2170	29.57

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422002170:					428.26
09/13/2018	20180746	Jefferson Fire & Safety Inc	Turn out gear	101-42200-2180	9,396.00
Total 101422002180:					9,396.00
09/13/2018	152568	Cintas Corporation	Floor Mat	101-42200-3100	12.77
09/13/2018	152568	Cintas Corporation	Floor Mats	101-42200-3100	12.77
09/13/2018	152572	Emergency Services Consulting Internati	Fire Study Services	101-42200-3100	3,258.00
09/13/2018	20180760	ServiceMaster of Mankato/Waseca	Janitorial Services	101-42200-3100	423.82
09/13/2018	20180773	Waste Management of Southern MN	August Service	101-42200-3100	51.37
Total 101422003100:					3,758.73
09/13/2018	152566	Centerpoint Energy	Monthly Billing	101-42200-3800	16.51
09/13/2018	152566	Centerpoint Energy	Monthly Billing	101-42200-3800	59.31
09/13/2018	91803	City of Waseca	August Utilities	101-42200-3800	1,081.42 M
09/13/2018	91803	City of Waseca	August Utilities	101-42200-3800	52.60 M
Total 101422003800:					1,209.84
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-42400-1300	1,292.00 M
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-42400-1300	170.94 M
Total 101424001300:					1,462.94
09/13/2018	91801	Further	VEBA/HSA submittal Aug	101-42400-1310	500.00 M
09/13/2018	91801	Further	VEBA/HSA submittal Aug	101-42400-1310	82.50 M
Total 101424001310:					582.50
09/13/2018	20180768	U.S. Bank - CC	Car washes	101-42400-2120	40.00
Total 101424002120:					40.00
09/13/2018	20180732	City Building Inspection Services LLC	Monthly Building Inspections	101-42400-3000	3,832.13
Total 101424003000:					3,832.13
09/13/2018	20180750	Lenz Lawn Care & Landscaping Inc.	Mow/trim 605 4th Ave SE	101-42400-3100	25.00
Total 101424003100:					25.00
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-43000-1300	170.94 M
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-43000-1300	3,179.69 M
Total 101430001300:					3,350.63
09/13/2018	91801	Further	VEBA/HSA submittal Aug	101-43000-1310	85.00 M
09/13/2018	91801	Further	VEBA/HSA submittal Aug	101-43000-1310	922.44 M
Total 101430001310:					1,007.44
09/13/2018	152606	Waseca County Highway Department	Monthly billing	101-43000-2120	96.54

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101430002120:					96.54	
09/13/2018	20180771	Waseca Hardware LLC	Parts & Supplies	101-43000-2210	3.89	
Total 101430002210:					3.89	
09/13/2018	152607	Waseca County Information Technology	Cost sharing agreement 2018 portion	101-43000-3100	5,200.00	
Total 101430003100:					5,200.00	
09/13/2018	20180741	Green, Bill	AACE Conference 2018	101-43000-3300	220.96	
Total 101430003300:					220.96	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-43100-1300	3,387.69	M
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-43100-1300	99.32	M
Total 101431001300:					3,487.01	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	101-43100-1310	1,450.71	M
09/13/2018	91801	Further	VEBA/HSA submittal Aug	101-43100-1310	28.68	M
Total 101431001310:					1,479.39	
09/13/2018	152563	Bock's Service Inc.	Fuel	101-43100-2120	73.58	
09/13/2018	152570	Condon Farm Service	propane for paver	101-43100-2120	14.35	
09/13/2018	152570	Condon Farm Service	propane for paver	101-43100-2120	14.36	
09/13/2018	152606	Waseca County Highway Department	Monthly billing	101-43100-2120	2,610.43	
09/13/2018	152606	Waseca County Highway Department	Monthly billing	101-43100-2120	10.00	
09/13/2018	152606	Waseca County Highway Department	Monthly billing	101-43100-2120	218.03	
Total 101431002120:					2,940.75	
09/13/2018	152564	Builders First Source	Lumber	101-43100-2170	147.16	
09/13/2018	152564	Builders First Source	Lumber	101-43100-2170	42.14	
09/13/2018	152564	Builders First Source	Lumber	101-43100-2170	65.54	
09/13/2018	152570	Condon Farm Service	Bolts	101-43100-2170	136.00	
09/13/2018	20180734	Culligan	Culligan Water	101-43100-2170	18.75	
09/13/2018	20180754	Napa Auto Parts	Parts and supplies	101-43100-2170	44.03	
09/13/2018	20180768	U.S. Bank - CC	Safety glasses	101-43100-2170	147.99	
09/13/2018	20180771	Waseca Hardware LLC	Parts & Supplies	101-43100-2170	80.94	
09/13/2018	152611	Waterville Foods & Ice Inc.	Ice	101-43100-2170	60.24	
Total 101431002170:					742.79	
09/13/2018	20180725	AmeriPride Services Inc	uniform service	101-43100-2180	174.25	
09/13/2018	20180725	AmeriPride Services Inc	uniform service	101-43100-2180	188.99	
09/13/2018	20180755	Owatonna Shoe Company	Safety Boots	101-43100-2180	187.00	
Total 101431002180:					550.24	
09/13/2018	20180754	Napa Auto Parts	Parts and supplies	101-43100-2400	14.34	
Total 101431002400:					14.34	

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
09/13/2018	20180760	ServiceMaster of Mankato/Waseca	Janitorial Services	101-43100-3100	286.00
09/13/2018	20180773	Waste Management of Southern MN	August Service	101-43100-3100	145.30
Total 101431003100:					431.30
09/13/2018	152566	Centerpoint Energy	Monthly Billing	101-43100-3800	16.50
09/13/2018	91803	City of Waseca	August Utilities	101-43100-3800	52.59 M
09/13/2018	91803	City of Waseca	August Utilities	101-43100-3800	815.38 M
Total 101431003800:					884.47
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-43125-1300	878.29 M
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-43125-1300	99.32 M
Total 101431251300:					977.61
09/13/2018	91801	Further	VEBA/HSA submittal Aug	101-43125-1310	376.11 M
09/13/2018	91801	Further	VEBA/HSA submittal Aug	101-43125-1310	28.68 M
Total 101431251310:					404.79
09/13/2018	20180749	Kritzer Oil Company Inc.	dyed fuel - street dept.	101-43125-2120	1,103.99
Total 101431252120:					1,103.99
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-43170-1300	188.21 M
Total 101431701300:					188.21
09/13/2018	91801	Further	VEBA/HSA submittal Aug	101-43170-1310	80.60 M
Total 101431701310:					80.60
09/13/2018	20180735	Diamond Vogel Paints	traffic paint	101-43170-2170	80.70
Total 101431702170:					80.70
09/13/2018	91803	City of Waseca	August Utilities	101-43170-3800	125.50 M
Total 101431703800:					125.50
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-43220-1300	313.68 M
Total 101432201300:					313.68
09/13/2018	91801	Further	VEBA/HSA submittal Aug	101-43220-1310	134.33 M
Total 101432201310:					134.33
09/13/2018	20180768	U.S. Bank - CC	NSF Storage Racking for TLCF	101-45100-2500	60.00
09/13/2018	20180768	U.S. Bank - CC	Supplies for TLCF concession stand	101-45100-2500	54.09
09/13/2018	20180768	U.S. Bank - CC	TLCF grand opening ad on facebook	101-45100-2500	25.00
Total 101451002500:					139.09
09/13/2018	20180744	Independent School District #829	City Contribution Community Ed	101-45100-3100	8,333.33

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101451003100:					8,333.33	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-45130-1300	1,033.60	M
Total 101451301300:					1,033.60	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	101-45130-1310	400.00	M
Total 101451301310:					400.00	
09/13/2018	152606	Waseca County Highway Department	Monthly billing	101-45130-2120	36.89	
Total 101451302120:					36.89	
09/13/2018	20180734	Culligan	Culligan Water	101-45130-2170	43.00	
09/13/2018	20180768	U.S. Bank - CC	Shark costume dry cleaned	101-45130-2170	30.00	
09/13/2018	20180768	U.S. Bank - CC	Canopy Tent & gloves for first aid	101-45130-2170	51.21	
Total 101451302170:					124.21	
09/13/2018	20180723	A. H. Hermel Company	Janitorial Supplies	101-45130-2175	39.90	
09/13/2018	152579	Hy-Vee Inc	Bleach	101-45130-2175	7.98	
Total 101451302175:					47.88	
09/13/2018	20180723	A. H. Hermel Company	Concession supplies	101-45130-2500	61.32	
Total 101451302500:					61.32	
09/13/2018	20180768	U.S. Bank - CC	Inventory tracking for waterpark concessions	101-45130-3000	29.00	
09/13/2018	152608	Waseca County Landfill	Garbage	101-45130-3000	4.00	
Total 101451303000:					33.00	
09/13/2018	20180773	Waste Management of Southern MN	August Service	101-45130-3100	131.15	
Total 101451303100:					131.15	
09/13/2018	20180768	U.S. Bank - CC	Registration for Sate MRPA Conference-McKay	101-45130-3300	370.00	
09/13/2018	20180768	U.S. Bank - CC	MRPA meeting parking	101-45130-3300	4.50	
Total 101451303300:					374.50	
09/13/2018	20180768	U.S. Bank - CC	night to unite ad on Facebook	101-45130-3400	10.00	
Total 101451303400:					10.00	
09/13/2018	152566	Centerpoint Energy	Monthly Billing	101-45130-3800	2,897.08	
09/13/2018	91803	City of Waseca	August Utilities	101-45130-3800	4,738.23	M
Total 101451303800:					7,635.31	
09/13/2018	20180742	Horizon Commercial Pool Supply	Automatic chemical feed system	101-45130-4000	1,630.00	

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101451304000:					1,630.00	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-45200-1300	2,199.00	M
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-45200-1300	258.40	M
Total 101452001300:					2,457.40	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	101-45200-1310	873.00	M
09/13/2018	91801	Further	VEBA/HSA submittal Aug	101-45200-1310	100.00	M
Total 101452001310:					973.00	
09/13/2018	20180749	Kritzer Oil Company Inc.	died fuel - park dept.	101-45200-2120	1,103.99	
09/13/2018	20180768	U.S. Bank - CC	Fuel for new city truck from lake crystal	101-45200-2120	75.25	
09/13/2018	152606	Waseca County Highway Department	Monthly billing	101-45200-2120	718.15	
Total 101452002120:					1,897.39	
09/13/2018	152561	Bartelt Landscaping LLC	Roll Fabric	101-45200-2170	45.00	
09/13/2018	20180734	Culligan	Culligan Water	101-45200-2170	36.50	
09/13/2018	20180766	Timm's Trucking Inc.	black dirt	101-45200-2170	440.37	
09/13/2018	20180768	U.S. Bank - CC	New trash can barrels for events and parks	101-45200-2170	258.06	
09/13/2018	20180768	U.S. Bank - CC	Sales tax refunded for barrel purchase	101-45200-2170	18.06	
09/13/2018	152610	Waseca Floral	Flowers	101-45200-2170	51.84	
09/13/2018	20180771	Waseca Hardware LLC	Parts & Supplies	101-45200-2170	68.51	
Total 101452002170:					882.22	
09/13/2018	20180768	U.S. Bank - CC	Staff safety clothing	101-45200-2190	367.40	
Total 101452002190:					367.40	
09/13/2018	20180754	Napa Auto Parts	Parts and supplies	101-45200-2210	41.77	
Total 101452002210:					41.77	
09/13/2018	152574	Ferguson Enterprises Inc	Plumbing Parts	101-45200-2280	150.00	
09/13/2018	20180771	Waseca Hardware LLC	Parts & Supplies	101-45200-2280	392.78	
Total 101452002280:					542.78	
09/13/2018	20180771	Waseca Hardware LLC	Parts & Supplies	101-45200-2400	37.98	
Total 101452002400:					37.98	
09/13/2018	20180770	Waseca Glass Inc.	Park Shop window repairs	101-45200-3100	129.50	
09/13/2018	20180773	Waste Management of Southern MN	August Service	101-45200-3100	981.63	
Total 101452003100:					1,111.13	
09/13/2018	152587	Mediacom	TL Community Field Phone	101-45200-3200	138.94	
Total 101452003200:					138.94	
09/13/2018	20180768	U.S. Bank - CC	State conference registration-Dushaw	101-45200-3300	350.00	

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
09/13/2018	20180768	U.S. Bank - CC	Pesticide recert workshop-Spies	101-45200-3300	145.00
Total 101452003300:					495.00
09/13/2018	91803	City of Waseca	August Utilities	101-45200-3800	567.00 M
Total 101452003800:					567.00
09/13/2018	152564	Builders First Source	Park Sign Lumber	101-45200-4000	517.92
09/13/2018	20180770	Waseca Glass Inc.	Glass for trail info signs	101-45200-4000	300.00
Total 101452004000:					817.92
09/13/2018	152595	Rent 'N' Save Portable Services	Portable toilet rental	101-45200-4100	439.25
Total 101452004100:					439.25
09/13/2018	20180758	Red Feather Paper Company	bathroom supplies	101-45500-2170	121.55
09/13/2018	20180758	Red Feather Paper Company	Paper & Cleaning Products	101-45500-2170	135.80
Total 101455002170:					257.35
09/13/2018	20180760	ServiceMaster of Mankato/Waseca	Janitorial Services	101-45500-3100	790.00
09/13/2018	20180773	Waste Management of Southern MN	Library August Service	101-45500-3100	27.55
Total 101455003100:					817.55
09/13/2018	152566	Centerpoint Energy	Monthly Billing	101-45500-3800	73.37
09/13/2018	91803	City of Waseca	August Utilities	101-45500-3800	1,152.97 M
Total 101455003800:					1,226.34
09/13/2018	152569	Cintas Corporation	First aid cabinet supplies	101-49210-4940	59.83
09/13/2018	152569	Cintas Corporation	First aid cabinet supplies	101-49210-4940	35.56
09/13/2018	152569	Cintas Corporation	First aid cabinet supplies	101-49210-4940	52.12
09/13/2018	152569	Cintas Corporation	First aid cabinet supplies	101-49210-4940	51.80
Total 101492104940:					199.31
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	101-49220-1540	1,099.50 M
Total 101492201540:					1,099.50
Total General Fund:					246,586.17
<b>TIF District #26</b>					
09/13/2018	152605	Waseca County Auditor-Treasurer	Excess TIF #26	226-46690-4800	55,353.00
Total 226466904800:					55,353.00
Total TIF District #26:					55,353.00
<b>Airport</b>					
09/13/2018	152568	Cintas Corporation	Floor Mat	230-49810-2170	3.84

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 230498102170:					3.84
09/13/2018	152598	Stensrud Aviation	Airport Contract payment	230-49810-3100	2,300.00
09/13/2018	20180773	Waste Management of Southern MN	September Service	230-49810-3100	29.25
Total 230498103100:					2,329.25
09/13/2018	152567	CenturyLink	Century Link	230-49810-3200	2.95
Total 230498103200:					2.95
09/13/2018	91803	City of Waseca	August Utilities	230-49810-3800	65.34 M
09/13/2018	152614	Xcel Energy	August Service	230-49810-3800	307.29
Total 230498103800:					372.63
09/13/2018	20180767	Toltz King Duvall Anderson & Assoc Inc.	A/E Services FBO Hangar	230-49810-5200	2,731.13
Total 230498105200:					2,731.13
09/13/2018	20180767	Toltz King Duvall Anderson & Assoc Inc.	A/E Services-Culvert Replacement	230-49810-5300	1,029.76
Total 230498105300:					1,029.76
Total Airport:					6,469.56
<b>Economic Development-General f</b>					
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	261-46700-1300	646.00 M
Total 261467001300:					646.00
09/13/2018	91801	Further	VEBA/HSA submittal Aug	261-46700-1310	416.50 M
Total 261467001310:					416.50
09/13/2018	152579	Hy-Vee Inc	Work Session Lunch	261-46700-3300	107.88
Total 261467003300:					107.88
Total Economic Development-General f:					1,170.38
<b>Safe Haven Grant</b>					
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	279-46350-1300	2,049.90 M
Total 279463501300:					2,049.90
09/13/2018	91801	Further	VEBA/HSA submittal Aug	279-46350-1310	510.10 M
Total 279463501310:					510.10
09/13/2018	20180756	Pantheon Computer Systems Inc.	New PC for Safe Haven	279-46350-2000	788.94
Total 279463502000:					788.94
09/13/2018	20180768	U.S. Bank - CC	Supplies for connections	279-46350-2170	133.01

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 279463502170:					133.01
09/13/2018	152590	Northland Business Systems Inc.	Audio/Video Equipment	279-46350-5400	3,016.00
Total 279463505400:					3,016.00
Total Safe Haven Grant:					6,497.95
<b>PEG Channel</b>					
09/13/2018	20180771	Waseca Hardware LLC	Parts & Supplies	290-41920-2170	44.97
Total 290419202170:					44.97
09/13/2018	152599	Streamline Communications LLC	install & set up of equipt at TLCF for Peg	290-41920-5400	2,450.00
09/13/2018	152599	Streamline Communications LLC	equipment for TLCF for Peg channel	290-41920-5400	4,981.06
Total 290419205400:					7,431.06
Total PEG Channel:					7,476.03
<b>Capital Improvement</b>					
09/13/2018	152559	Anderson Powder Coating	Powder Coating	430-43010-5340	130.00
09/13/2018	20180728	Britton Plumbing & Heating LLC	Pmt #4	430-43010-5340	2,280.00
09/13/2018	152565	Carciofini Company	Pmt #2 Design	430-43010-5340	1,106.75
09/13/2018	20180729	Century Fence Company	Pmt #1 Labor	430-43010-5340	17,380.25
09/13/2018	20180729	Century Fence Company	Pmt #1 Materials	430-43010-5340	8,605.10
09/13/2018	152581	Innovative Building Concepts LLC	Pmt #3	430-43010-5340	8,360.00
09/13/2018	20180748	Koronis Fabricating Inc	Pmt #2	430-43010-5340	33,487.50
09/13/2018	20180759	Reichel Painting Company Inc	Pmt #2	430-43010-5340	1,543.75
09/13/2018	152596	Sampson, Jeff	Stadium Seating	430-43010-5340	470.89
09/13/2018	20180761	Southern MN Construction Co. Inc.	Rip Rap Rock for TLCF	430-43010-5340	74.52
09/13/2018	20180768	U.S. Bank - CC	TLCF Caulking #1623	430-43010-5340	343.82
09/13/2018	20180771	Waseca Hardware LLC	Parts & Supplies	430-43010-5340	15.98
09/13/2018	152612	West Bay Welding	Welding	430-43010-5340	1,629.00
09/13/2018	152613	Widseth Smith Nolting & Assoc Inc	Tink Larson Construction Admin	430-43010-5340	2,924.95
Total 430430105340:					78,352.51
09/13/2018	152563	Bock's Service Inc.	citizen vehicle tow	430-43010-5560	85.00
Total 430430105560:					85.00
Total Capital Improvement:					78,437.51
<b>HWY 14 Reconstruction</b>					
09/13/2018	20180736	Flaherty & Hood PA	August Legal Services	436-43010-3000	108.75
Total 436430103000:					108.75
09/13/2018	152597	Stantec Consulting Services Inc	Elm Project Engineering	436-43010-5560	91,751.32
09/13/2018	152601	Ulland Brothers Inc	Payment 11	436-43010-5560	935,614.24
Total 436430105560:					1,027,365.56

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total HWY 14 Reconstruction:					1,027,474.31
<b>Water</b>					
09/13/2018	20180771	Waseca Hardware LLC	Parts & Supplies	601-49401-2230	27.22
Total 601494012230:					27.22
09/13/2018	20180751	M & R Electric Inc.	Electrician	601-49401-3100	590.66
Total 601494013100:					590.66
09/13/2018	152566	Centerpoint Energy	Monthly Billing	601-49401-3800	20.07
09/13/2018	91803	City of Waseca	August Utilities	601-49401-3800	9,288.06 M
09/13/2018	152614	Xcel Energy	August Service	601-49401-3800	133.35
Total 601494013800:					9,441.48
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	601-49430-1300	518.00 M
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	601-49430-1300	849.76 M
Total 601494301300:					1,367.76
09/13/2018	91801	Further	VEBA/HSA submittal Aug	601-49430-1310	500.00 M
09/13/2018	91801	Further	VEBA/HSA submittal Aug	601-49430-1310	1,365.35 M
Total 601494301310:					1,865.35
09/13/2018	152606	Waseca County Highway Department	Monthly billing	601-49430-2120	298.89
Total 601494302120:					298.89
09/13/2018	20180754	Napa Auto Parts	Parts and supplies	601-49430-2170	46.69
Total 601494302170:					46.69
09/13/2018	152568	Cintas Corporation	Uniform Service	601-49430-2180	3.90
09/13/2018	152568	Cintas Corporation	Uniform Service	601-49430-2180	3.90
Total 601494302180:					7.80
09/13/2018	152582	Itron Inc	Vehicle Power & Antenna Base (3)	601-49430-2215	831.84
09/13/2018	152588	Mid-America Meter Inc	New 2# Drop Meter	601-49430-2215	310.00
Total 601494302215:					1,141.84
09/13/2018	20180772	Waseca Sand & Gravel Inc.	Main Repair	601-49430-2230	489.75
Total 601494302230:					489.75
09/13/2018	20180739	Gopher State One-Call Inc	Location calls - August	601-49430-3100	77.40
09/13/2018	152584	KLM Engineering Inc	Antenna Inspection	601-49430-3100	4,700.00
09/13/2018	152588	Mid-America Meter Inc	Meter Test Repair	601-49430-3100	212.00
09/13/2018	20180762	Sportsmans Stop Inc.	Shipping Charges	601-49430-3100	28.84
Total 601494303100:					5,018.24

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
09/13/2018	20180768	U.S. Bank - CC	Training	601-49430-3300	30.00	
09/13/2018	20180768	U.S. Bank - CC	refund for training	601-49430-3300	30.00-	
Total 601494303300:					.00	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	601-49585-1300	271.32	M
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	601-49585-1300	511.13	M
Total 601495851300:					782.45	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	601-49585-1310	105.00	M
09/13/2018	91801	Further	VEBA/HSA submittal Aug	601-49585-1310	216.93	M
Total 601495851310:					321.93	
09/13/2018	20180745	Innovative Office Solutions LLC	Office Supplies	601-49585-2000	6.80	
Total 601495852000:					6.80	
09/13/2018	20180752	MAS Communications Inc.	Answering service - September	601-49585-3200	50.79	
Total 601495853200:					50.79	
09/13/2018	20180757	Personalized Printing Inc.	Perforated paper and receipts	601-49585-3500	200.70	
Total 601495853500:					200.70	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	601-49586-1300	69.78	M
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	601-49586-1300	426.36	M
Total 601495861300:					496.14	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	601-49586-1310	22.38	M
09/13/2018	91801	Further	VEBA/HSA submittal Aug	601-49586-1310	166.67	M
Total 601495861310:					189.05	
09/13/2018	20180724	ABM Equipment & Supply Inc.	Equipment for VIN 93501	601-49593-5400	17,020.00	
Total 601495935400:					17,020.00	
Total Water:					39,363.54	
<b>Sanitary Sewer</b>						
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	602-49470-1300	1,129.22	M
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	602-49470-1300	99.32	M
Total 602494701300:					1,228.54	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	602-49470-1310	483.56	M
09/13/2018	91801	Further	VEBA/HSA submittal Aug	602-49470-1310	28.68	M
Total 602494701310:					512.24	
09/13/2018	20180739	Gopher State One-Call Inc	Location calls - August	602-49470-3100	77.40	
09/13/2018	152603	Utility Consultants Inc	Bacteria Testing	602-49470-3100	180.00	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494703100:					257.40
09/13/2018	152566	Centerpoint Energy	Monthly Billing	602-49470-3800	22.83
09/13/2018	91803	City of Waseca	August Utilities	602-49470-3800	1,249.24 M
Total 602494703800:					1,272.07
09/13/2018	20180764	Temple Electric Motor Service Inc	lift pump motor capacitors	602-49470-4000	42.00
Total 602494704000:					42.00
09/13/2018	20180771	Waseca Hardware LLC	Parts & Supplies	602-49470-4020	8.35
Total 602494704020:					8.35
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	602-49480-1300	4,238.64 M
Total 602494801300:					4,238.64
09/13/2018	91801	Further	VEBA/HSA submittal Aug	602-49480-1310	208.25 M
Total 602494801310:					208.25
09/13/2018	152606	Waseca County Highway Department	Monthly billing	602-49480-2120	168.11
Total 602494802120:					168.11
09/13/2018	20180726	Applied Specialties Inc	Polymer	602-49480-2170	4,382.40
09/13/2018	20180768	U.S. Bank - CC	Lab supplies	602-49480-2170	46.39
09/13/2018	20180768	U.S. Bank - CC	General supplies	602-49480-2170	20.55
09/13/2018	152602	USA Blue Book	Lab Supplies	602-49480-2170	601.90
09/13/2018	152602	USA Blue Book	Lab Gloves	602-49480-2170	199.02
09/13/2018	20180771	Waseca Hardware LLC	Parts & Supplies	602-49480-2170	46.67
Total 602494802170:					5,296.93
09/13/2018	20180755	Owatonna Shoe Company	Safety Boots Jason	602-49480-2180	199.75
Total 602494802180:					199.75
09/13/2018	20180738	General Repair Service Inc.	Sewer Ball	602-49480-2210	876.77
Total 602494802210:					876.77
09/13/2018	152575	Goodin Company	Plumbing Parts	602-49480-2230	135.23
09/13/2018	20180771	Waseca Hardware LLC	Parts & Supplies	602-49480-2230	45.14
Total 602494802230:					180.37
09/13/2018	152568	Cintas Corporation	Janitorial Supplies	602-49480-3100	16.88
09/13/2018	20180750	Lenz Lawn Care & Landscaping Inc.	Weed Spraying	602-49480-3100	370.00
09/13/2018	20180768	U.S. Bank - CC	Shipping for sending parts in for testing	602-49480-3100	12.74
09/13/2018	152603	Utility Consultants Inc	Permit Testing	602-49480-3100	2,443.39
09/13/2018	20180773	Waste Management of Southern MN	August Service	602-49480-3100	451.13

M = Manual Check, V = Void Check



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 602494803100:					3,294.14	
09/13/2018	20180768	U.S. Bank - CC	MPCA training-Meyer	602-49480-3300	100.00	
09/13/2018	20180768	U.S. Bank - CC	MPCA training-Terrell	602-49480-3300	100.00	
09/13/2018	20180768	U.S. Bank - CC	Meal at training	602-49480-3300	11.54	
09/13/2018	20180768	U.S. Bank - CC	School refresher	602-49480-3300	255.00	
Total 602494803300:					466.54	
09/13/2018	152566	Centerpoint Energy	Monthly Billing	602-49480-3800	26.19	
09/13/2018	91803	City of Waseca	August Utilities	602-49480-3800	601.74	M
Total 602494803800:					627.93	
09/13/2018	152569	Cintas Corporation	WWTP First Aid Cabinet Supplies	602-49480-4940	48.51	
Total 602494804940:					48.51	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	602-49585-1300	271.32	M
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	602-49585-1300	511.13	M
Total 602495851300:					782.45	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	602-49585-1310	105.00	M
09/13/2018	91801	Further	VEBA/HSA submittal Aug	602-49585-1310	216.93	M
Total 602495851310:					321.93	
09/13/2018	20180745	Innovative Office Solutions LLC	Office Supplies	602-49585-2000	6.80	
Total 602495852000:					6.80	
09/13/2018	20180752	MAS Communications Inc.	Answering service - September	602-49585-3200	50.79	
Total 602495853200:					50.79	
09/13/2018	20180757	Personalized Printing Inc.	Perforated paper and receipts	602-49585-3500	200.70	
Total 602495853500:					200.70	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	602-49586-1300	69.78	M
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	602-49586-1300	426.36	M
Total 602495861300:					496.14	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	602-49586-1310	22.38	M
09/13/2018	91801	Further	VEBA/HSA submittal Aug	602-49586-1310	166.67	M
Total 602495861310:					189.05	
09/13/2018	20180756	Pantheon Computer Systems Inc.	Gateway Watchguard - WWTP	602-49586-2050	1,445.00	
Total 602495862050:					1,445.00	
09/13/2018	20180736	Flaherty & Hood PA	August Legal Services	602-49586-3000	2,501.25	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
09/13/2018	152597	Stantec Consulting Services Inc	Engineering Services - MPCA	602-49586-3000	382.50	
Total 602495863000:					2,883.75	
Total Sanitary Sewer:					25,303.15	
<b>Electric Utility</b>						
09/13/2018	91802	SMMPA	Purchased Power	604-49550-3810	505,639.38	M
Total 604495503810:					505,639.38	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	604-49570-1300	140.61	M
Total 604495701300:					140.61	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	604-49570-1310	56.00	M
Total 604495701310:					56.00	
09/13/2018	91803	City of Waseca	August Utilities	604-49570-3800	76.77	M
Total 604495703800:					76.77	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	604-49571-1300	3,102.16	M
Total 604495711300:					3,102.16	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	604-49571-1310	1,235.50	M
Total 604495711310:					1,235.50	
09/13/2018	152606	Waseca County Highway Department	Monthly billing	604-49571-2120	699.22	
Total 604495712120:					699.22	
09/13/2018	152579	Hy-Vee Inc	Water	604-49571-2170	35.80	
09/13/2018	20180754	Napa Auto Parts	Parts and supplies	604-49571-2170	14.64	
09/13/2018	20180771	Waseca Hardware LLC	Parts & Supplies	604-49571-2170	28.12	
Total 604495712170:					78.56	
09/13/2018	20180730	Christensen Properties LLC	Rebate for efficient furnace fan motor	604-49571-2300	125.00	
Total 604495712300:					125.00	
09/13/2018	20180737	Gaerst and Associates INC	City Hall Energy Audit	604-49571-3100	1,100.00	
09/13/2018	20180739	Gopher State One-Call Inc	Location calls - August	604-49571-3100	77.40	
09/13/2018	20180762	Sportsmans Stop Inc.	Shipping Charges	604-49571-3100	37.92	
Total 604495713100:					1,215.32	
09/13/2018	20180753	MN Municipal Utilities Association	Apprentice Training	604-49571-4940	465.00	
Total 604495714940:					465.00	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	604-49572-1300	311.97	M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 604495721300:					311.97	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	604-49572-1310	124.25	M
Total 604495721310:					124.25	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	604-49573-1300	562.43	M
Total 604495731300:					562.43	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	604-49573-1310	224.00	M
Total 604495731310:					224.00	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	604-49574-1300	158.18	M
Total 604495741300:					158.18	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	604-49574-1310	63.00	M
Total 604495741310:					63.00	
09/13/2018	152614	Xcel Energy	August Service	604-49574-3800	487.43	
Total 604495743800:					487.43	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	604-49584-1300	118.65	M
Total 604495841300:					118.65	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	604-49584-1310	47.25	M
Total 604495841310:					47.25	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	604-49585-1300	219.64	M
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	604-49585-1300	514.37	M
Total 604495851300:					734.01	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	604-49585-1310	85.00	M
09/13/2018	91801	Further	VEBA/HSA submittal Aug	604-49585-1310	218.31	M
Total 604495851310:					303.31	
09/13/2018	20180745	Innovative Office Solutions LLC	Office Supplies	604-49585-2000	6.81	
Total 604495852000:					6.81	
09/13/2018	20180752	MAS Communications Inc.	Answering service - September	604-49585-3200	50.79	
Total 604495853200:					50.79	
09/13/2018	20180757	Personalized Printing Inc.	Perforated paper and receipts	604-49585-3500	200.70	

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 604495853500:					200.70	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	604-49586-1300	133.75	M
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	604-49586-1300	439.28	M
Total 604495861300:					573.03	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	604-49586-1310	42.90	M
09/13/2018	91801	Further	VEBA/HSA submittal Aug	604-49586-1310	166.66	M
Total 604495861310:					209.56	
09/13/2018	20180747	Kennedy & Kennedy Law Office	Legal Services	604-49586-3000	84.00	
09/13/2018	152586	McGrann Shea Carnival Straughn & Lam	Attorney	604-49586-3000	245.00	
Total 604495863000:					329.00	
09/13/2018	152589	MN Department of Commerce	DOC Assessment 2nd Qtr 2019	604-49586-4330	1,353.31	
Total 604495864330:					1,353.31	
09/13/2018	152562	BC Electric Service	House Conversion	604-49593-5300	393.00	
09/13/2018	152562	BC Electric Service	House Conversion	604-49593-5300	235.00	
09/13/2018	152562	BC Electric Service	House Conversion	604-49593-5300	227.00	
09/13/2018	152562	BC Electric Service	House Conversion	604-49593-5300	311.00	
09/13/2018	152562	BC Electric Service	House Service	604-49593-5300	294.00	
09/13/2018	152562	BC Electric Service	House Conversion	604-49593-5300	235.00	
09/13/2018	20180727	Border States Electric Supply	Conversion Materials	604-49593-5300	369.25	
09/13/2018	20180727	Border States Electric Supply	Conversion Materials	604-49593-5300	58.36	
Total 604495935300:					2,122.61	
Total Electric Utility:					520,813.81	
<b>Storm Water Utility</b>						
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	651-43140-1300	376.41	M
Total 651431401300:					376.41	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	651-43140-1310	161.19	M
Total 651431401310:					161.19	
09/13/2018	91803	City of Waseca	August Utilities	651-43140-3800	74.43	M
Total 651431403800:					74.43	
09/13/2018	152576	Hancock Concrete Products LLC	Catch Basins	651-43140-4000	412.50	
Total 651431404000:					412.50	
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	651-49585-1300	80.88	M
Total 651495851300:					80.88	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	651-49585-1310	34.33	M
Total 651495851310:					34.33	
Total Storm Water Utility:					1,139.74	
<b>Central Garage Services</b>						
09/13/2018	91812	Blue Cross Blue Shield of MN (ACH)	October Health Insurance	701-43180-1300	1,688.44	M
Total 701431801300:					1,688.44	
09/13/2018	91801	Further	VEBA/HSA submittal Aug	701-43180-1310	487.56	M
Total 701431801310:					487.56	
09/13/2018	152606	Waseca County Highway Department	Monthly billing	701-43180-2120	135.08	
Total 701431802120:					135.08	
09/13/2018	152578	Huber Supply Co Inc	lease on tanks	701-43180-2170	390.00	
09/13/2018	152578	Huber Supply Co Inc	lease on tanks	701-43180-2170	20.64	
09/13/2018	20180743	IFACS	Shop supplies	701-43180-2170	36.48	
09/13/2018	20180754	Napa Auto Parts	Parts and supplies	701-43180-2170	6.69	
09/13/2018	20180754	Napa Auto Parts	Parts and supplies	701-43180-2170	23.98	
09/13/2018	20180754	Napa Auto Parts	Parts and supplies	701-43180-2170	42.60	
09/13/2018	20180768	U.S. Bank - CC	Lunch while delivering truck to ABM	701-43180-2170	17.93	
09/13/2018	20180771	Waseca Hardware LLC	Parts & Supplies	701-43180-2170	7.52	
Total 701431802170:					460.64	
09/13/2018	152558	Accessory Pro Warehouse	water dept new truck acces.	701-43180-2210	139.94	
09/13/2018	152558	Accessory Pro Warehouse	park dept new truck acces.	701-43180-2210	79.94	
09/13/2018	152558	Accessory Pro Warehouse	park new truck acces.	701-43180-2210	181.25	
09/13/2018	152558	Accessory Pro Warehouse	water new truck acces.	701-43180-2210	181.25	
09/13/2018	152560	Asphalt Zipper Inc.	emergency stop switch	701-43180-2210	214.57	
09/13/2018	20180731	Christensen Tire Service	switch tires on skidder	701-43180-2210	127.54	
09/13/2018	20180731	Christensen Tire Service	police car tires	701-43180-2210	733.72	
09/13/2018	152571	Demi Ford Lincoln Mercury Inc	Mudflap kit	701-43180-2210	99.98	
09/13/2018	20180754	Napa Auto Parts	Parts and supplies	701-43180-2210	493.15	
09/13/2018	20180765	Terminal Supply Co	strobe ergency lights	701-43180-2210	628.69	
09/13/2018	20180774	Ziegler Inc	loader parts	701-43180-2210	48.37	
09/13/2018	20180774	Ziegler Inc	brake work on cat loader	701-43180-2210	4,445.65	
Total 701431802210:					7,374.05	
09/13/2018	20180768	U.S. Bank - CC	Diagnostic tool monthly fee	701-43180-3100	149.00	
Total 701431803100:					149.00	
Total Central Garage Services:					10,294.77	
<b>Equipment Replacement Fund</b>						
09/05/2018	152549	Driver and Vehicle Services	new squad expense	705-49920-5400	1,537.62	
Total 705499205400:					1,537.62	

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
09/13/2018	20180733	Crysteel Truck Equipment Inc.	Park Truck Dump Body & Plow	705-49970-5400	16,613.00
Total 705499705400:					16,613.00
Total Equipment Replacement Fund:					18,150.62
Grand Totals:					2,044,530.54

## Report Criteria:

Report type: GL detail

[Report].Amount = {&lt;&gt;} 0

MINUTES  
CITY COUNCIL WORK SESSION  
TUESDAY, SEPTEMBER 4, 2018

6C

The work session began at 6:00 p.m. in the Council Chambers.

Councilmembers present:

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

Staff present:

Duane Hebert, Interim City Manager  
Lee Mattson, City Manager  
Mike Anderson, Assistant to the City Manager  
Shelly Kolling, Finance Director  
Alicia Fischer, Finance Technician

**Budget Discussion**

Hebert gave a hand out to Council (attached) and discussed items for the 2019 budget. The discussion that took place was that a preliminary levy needs to be set by September 28 and a final levy adopted in December.

There being no further questions the Work Session was adjourned with no action taken.

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R. D. SRP  
MAYOR

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Mike Anderson  
Assistant to City Manager



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
445 Minnesota Street, Suite 222, St. Paul, MN 55101  
651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

6D

Name of organization <u>Homestead</u>		Date organized <u>9-05-18</u>	Tax exempt number 
Address <u>917 N. State St.</u>		City <u>Waseca</u>	State <u>Minnesota</u>
Zip Code <u>56093</u>			
Name of person making application <u>Nancy Walters</u>		Business phone <u>507-327-7492</u>	Home phone 
Date(s) of event <u>10-25-18 5:00 - 7:00</u>		Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit	
Organization officer's name <u>Nancy Walters, Owner</u>		City <u>Mapleton</u>	State <u>Minnesota</u>
Zip Code 			
Organization officer's name 		City 	State <u>Minnesota</u>
Zip Code 			
Organization officer's name 		City 	State <u>Minnesota</u>
Zip Code 			
Organization officer's name 		City 	State <u>Minnesota</u>
Zip Code 			

Location where permit will be used. If an outdoor area, describe.

Indoors for two hours 5-7 on Oct. 25<sup>th</sup>

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

No

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

No

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)



<b>Title:</b>	RESOLUTION NO. 18-62 AUTHORIZING AIRPORT ZONING ORDINANCE UPDATE, CITY PROJECT 2019-07		
<b>Meeting Date:</b>	September 18, 2018	<b>Agenda Item Number:</b>	<b>6E</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution 18-62 and Professional Services Agreement
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	City Engineer
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to Adopt Resolution No. 18-62 Approving Professional Services Agreement with TKDA for the Airport Zoning Ordinance Update, City Project 2019-07, contingent upon State funding.		
<b>How does this item pertain to Vision 2030 goals?</b>	Create 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. 18-62 Approving the Professional Services Agreement with TKDA to update the Airport Zoning Ordinance, City Project No. 2019-07 for \$36,600, contingent upon receiving the Minnesota Department of Transportation Office of Aeronautics grant.

**RESOLUTION NO. 18-62**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
APPROVING PROFESSIONAL SERVICES AGREEMENT WITH TKDA FOR THE AIRPORT  
ZONING ORDINANCE UPDATE  
CITY PROJECT NO. 2019-07**

**WHEREAS**, the current Airport Zoning Ordinance is outdated and needs to be updated to reflect the 2018 Airport Layout Plan; and

**WHEREAS**, TKDA has provided a Professional Services Agreement in the amount of \$36,600 to complete the Airport Zoning Ordinance update; and

**NOW, THEREFORE, BE IT RESOLVED**, the Mayor and City Manager are hereby authorized and directed to approve the Professional Services Agreement to complete the Airport Zoning Ordinance update, for and on behalf of the City of Waseca.

Adopted this 18<sup>th</sup> day of September, 2018.

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R.D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

THE CITY OF WASECA, MINNESOTA  
AUTHORIZATION FOR PROFESSIONAL SERVICES

TO: Toltz, King, Duvall, Anderson  
and Associates, Incorporated  
444 Cedar Street, Suite 1500  
St. Paul, Minnesota 55101

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Pursuant to our Professional Services Agreement dated January 1, 2015, you are hereby authorized to proceed with the services described as follows:

2018 Airport Zoning Ordinance Update

I. PROJECT DESCRIPTION

Assist the CLIENT with revisions to their existing Airport Zoning Ordinance to reflect the 2018 Airport Layout Plan (ALP) for the Waseca Municipal Airport. The proposed Airport Zoning Ordinance shall generally conform to the MnDOT Model Airport Safety Zoning Ordinance based on Minnesota Rules Chapter 8800.2400. The airport zoning process shall follow Minnesota Statutes Chapter 360.

The Project is intended to be funded in part by a grant from the Minnesota Department of Transportation Office of Aeronautics. The provisions of Article 11 of the Professional Services Agreement, Federal Contract Compliance, shall not apply to this Authorization.

The responsibilities between the CLIENT and TKDA to accomplish the project are identified in Table 1. TKDA work items are further described in the SERVICES TO BE PROVIDED BY TKDA.

<b>Table 1: Zoning Tasks / Documents</b>	<b>Sponsor</b>	<b>TKDA</b>
Letters to Jurisdictions to Establish Joint Airport Zoning Board (JAZB)	X	
Certified Resolutions from Jurisdictions Establishing JAZB	X	
Prepare Draft Airport Zoning Ordinance & Maps		X
Facilitate MnDOT Aeronautics Review of Draft Ordinance		X
JAZB Meeting #1 - Review Proposed Ordinance, Set Hearing Date		X
Certified Resolution of JAZB Establishing Public Hearing(s)	X	
Advertise Public Hearing(s)	X	
Affidavit of Publication for Public Hearing(s)	X	
Mailing Notice to Affected Property Owners	X	
Affidavit of Mailing Notice	X	
Public Hearing #1		X
Public Hearing #2	X	
Certified Minutes of Each Public Hearing	X	
Submit Ordinance to MnDOT Aeronautics for Commissioner's Order		X
Certified JAZB Resolution to Submit Ordinance for Comm. Order	X	
JAZB Meeting #2 - Adopt Ordinance		X
Certified JAZB Resolution to Adopt Proposed Ordinance	X	

File Ordinance with County Register of Deeds	X	
Certifications as to the filing of the Ordinances with County	X	
Submit Two (2) Certified Copies of the Adopted Ordinance & Maps	X	
Grant Application & Closeout Assistance		X
Grant Reimbursement Credit Applications	X	

## II. SERVICES TO BE PROVIDED

TKDA is requested to provide the following services for the Project:

### A. AIRPORT ZONING ASSISTANCE

1. Prepare draft Airport Zoning Ordinance, which should generally be in conformance with the MnDOT Model Airport Safety Zoning Ordinance, current at the time of this Proposal.
2. Prepare new airport zoning maps based on the future airport configuration identified in the 2018 Airport Layout Plan.
3. Attend Joint Airport Zoning Board meeting to review airport zoning and proposed airport zoning ordinance (one meeting).
4. Attend First Public Hearing on proposed airport zoning ordinance revisions (one meeting).
5. Attend Second Public Hearing on proposed airport zoning ordinance revisions (one meeting).
6. Attend Joint Airport Zoning Board meeting to recommend adoption of Airport Zoning Ordinance (one meeting).
7. Assist CLIENT with airport zoning procedural steps identified in Minnesota Statutes Chapter 360 and coordinate with MnDOT Office of Aeronautics.
8. Assist CLIENT with securing grant funding and reimbursements from MnDOT Office of Aeronautics.
9. Prepare the following deliverables and send to the CLIENT:
  - i. Draft Airport Zoning Ordinance (PDF and Word)
  - ii. Airport Zoning Maps (PDF and GIS Shapefiles)
  - iii. Public Hearing Boards of Airport Zoning Maps

## III. ADDITIONAL SERVICES

If authorized in writing by the CLIENT, we will furnish or obtain from others Additional Services of the types listed below which are not considered as basic services under this Proposal. Additional Services shall be billable on an Hourly Time and Materials basis and such billings shall be over and above any maximum amounts set forth in this Proposal.

- A. Preparing a custom Airport Zoning Ordinance.

- B. Research variances and non-conforming uses in proposed safety zones.
- C. More than three (3) trips by TKDA staff to Waseca, Minnesota.
- D. Preparing joint airport zoning board invitations.
- E. Identification of affected landowners names and addresses in proposed safety zones.
- F. Completing project letters, mailings, minutes, and resolutions.

#### IV. CLIENT'S RESPONSIBILITIES

These responsibilities shall be as set forth in Article 9 of the Professional Services Agreement and as further described or clarified herein below:

- A. Designate one individual to act as a representative with respect to the work to be performed, and such person shall have complete authority to transmit instructions, receive information, interpret and define policies, and make decisions with respect to critical elements pertinent to the Project. This individual shall be identified below.
- B. Provide TKDA with access to the site as required to perform services listed in SECTION II.
- C. Provide reviews of materials furnished by TKDA in a reasonable and prompt manner so that the Project schedule can be maintained.
- D. Complete work task items as identified in Table 1.

CLIENT'S DESIGNATED REPRESENTATIVE:

Name/Title	Phone	Email

#### V. PERIOD OF SERVICE

We would expect to start our services promptly upon receipt of your written acceptance of this Proposal and to complete SECTION II services by December 31, 2019.

#### VI. COMPENSATION

Compensation to TKDA for services provided as described in SECTION II of this Proposal shall be in the Lump Sum amount of \$36,600. Payment shall be made in accordance with Article 3 of the Professional Services Agreement.

The level of effort required to accomplish SECTION II services can be affected by factors which are beyond our control. Therefore, if it appears at any time that charges for services rendered under SECTION II will exceed the above, we agree that we will not perform services or incur costs which will result in billings in excess of such amount until we have been advised by you that additional funds are available and our work can proceed.

VII. CONTRACTUAL INTENT

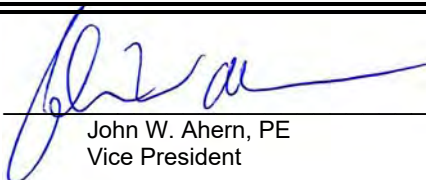
We thank you for the opportunity to submit this Proposal. We agree that this Authorization and attachments constitute a contract between us upon its signature by an authorized official of the City of Waseca and the return of a signed original to us. This Proposal will be open for acceptance for 60 days, unless the provisions herein are changed by us in writing prior to that time.

ATTACHMENTS: PROJECT FEE ESTIMATE

Approved by \_\_\_\_\_, \_\_\_\_\_, 2018  
Authorized City Representative

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Consultant Acceptance by  \_\_\_\_\_, August 1, 2018  
John W. Ahern, PE  
Vice President



## Project Fee Estimate

<b>Client:</b>	City of Waseca					<b>Date:</b>	8/1/2018	
<b>Project:</b>	Airport Zoning Ordinance Update for Waseca Municipal Airport (ACQ)					<b>Prepared By:</b>	JNP	
Task	Task Description	Estimated Person Hours Required					Total Hours	Total Dollars
		Sr Eng	Sr Plan	GIS Tech	Jr Plan	Admin		
<b>A</b>	<b>Airport Zoning Assistance</b>							
1	Prepare Airport Zoning Ordinance	8	24		4	2	38	\$ 5,361
2	Prepare Airport Zoning Maps	2	12	48	24		86	\$ 7,760
3	Attend JAZB Meeting 1	12	24				36	\$ 5,593
4	Attend Public Hearing 1	12	16	4	4	4	40	\$ 5,248
5	Attend Public Hearing 2	12	12				24	\$ 3,752
6	Attend JAZB Meeting 2	8	12				20	\$ 3,115
7	Assist with Zoning Procedures, Coordinate w/ MnDOT	8	12			1	21	\$ 3,186
8	Grant Assistance	10	2			1	13	\$ 1,971
<b>Total Person Hours</b>		72	114	52	32	8	278	
<b>Billing Rate/Hr x Multiplier</b>		\$ 159.30	\$ 153.40	\$ 83.78	\$ 65.79	\$ 70.95		
<b>Total Billable for Charged Time</b>		\$ 11,470	\$ 17,488	\$ 4,357	\$ 2,105	\$ 568		\$ 35,988
<b>Expenses:</b>								
<b>Travel &amp; Subsistence (TS)</b>								\$ 484.80
<b>Reproduction &amp; Reprographics (RR)</b>								\$ 150.00
<b>Miscellaneous (MI)</b>								\$ -
<b>Subconsultants</b>								\$ -
<b>Subconsultant Mark-up</b>								10% \$ -
<b>Total Project Fees</b>								\$ 36,623
<b>Total Not to Exceed</b>								\$ 36,600

## CITY OF WASECA LIQUOR LICENSE APPLICATION

6F

Application for (check all that apply) On Sale ☒ Club On Sale \_\_\_\_\_  
Sunday On Sale \_\_\_\_\_ Off Sale \_\_\_\_\_ Wine \_\_\_\_\_

License period \_\_\_\_\_ to 12-31-2018

Jinfeng Chen 9-11-2018  
LICENSEE NAME DATE

Tasty House Chinese Restaurant  
BUSINESS/TRADE NAME

Type of Business: \_\_\_\_\_ Bar (On Sale)  
\_\_\_\_\_ Liquor Store (Off Sale Only)  
\_\_\_\_\_ Club (On Sale) Number of Members: \_\_\_\_\_  
☒ Restaurant ATTACH FOOD LICENSE

Type of Application: \_\_\_\_\_ Renewal  
☒ New/Transfer \$ \_\_\_\_\_ Investigative Fee

Jinfeng chen 626-500-9503  
APPLICANT'S FULL NAME TELEPHONE NO. ALTERNATE PHONE NO.  
(Last, Middle, First)

109 7th Ave NE Waseca MN 56093  
ADDRESS CITY STATE ZIP

05-14-1987 China  
APPLICANT'S DATE OF BIRTH PLACE OF BIRTH

105 17th Ave NE Waseca 507-835-2699  
BUSINESS ADDRESS TELEPHONE NO.

[REDACTED]  
DRIVER'S LICENSE NUMBER

[REDACTED]  
MINNESOTA TAX ID#

[REDACTED]  
FEDERAL TAX ID#

NAME & ADDRESS OF OWNER OF BUILDING

ARE THERE DELINQUENT TAXES ON THE PROPERTY? NO

PLEASE NOTE: Prior to license issuance, City Staff will review the history and status of the Customer Utility Account, to verify there are no ongoing delinquent balance concerns.

CORPORATE OR PARTNERSHIP TITLE

CORPORATE OR PARTNERSHIP ADDRESS



IF CORPORATION, LIST PARTNERS, OFFICERS, OR DIRECTORS:

Full Name (Last, Middle, First)

Address

D.O.B.

IF THIS IS A TRANSFER APPLICATION, PROVIDE FULL NAME AND ADDRESS OF PERSONS, PARTNERSHIP OR CORPORATION HOLDING THE LICENSE FOR THE PAST YEAR:

WHAT VENDING COMPANY(S) WILL HAVE MACHINES ON THE LICENSED PREMISES?

Company Name

Type of Machine(s)

ARE YOU A MINNESOTA RESIDENT?:

☒ Yes

☐ No

Dates of Residency:

From 03-2018

To 05-14-2022

Residency past ten (10) years:  
(Address & dates)

6-13-2013-9-1-2014 3641 Gibson Rd El Monte, CA  
9/02/14-8/30/17 824 S 14th Ave Washington, D.C.

(use additional sheet if needed)

Employment past ten (10) years:  
(Employer name & address)

(use additional sheet if needed)

HAVE YOU EVER BEEN CONVICTED OF VIOLATING FEDERAL, STATE, OR LOCAL LIQUOR LAWS AND/OR REGULATIONS? ☒ YES ☒ NO

If yes, please explain (specify dates)

THE APPLICANT, AND HIS/HER ASSOCIATES IN THIS APPLICATION, WILL STRICTLY COMPLY WITH ALL THE LAWS OF THE STATE OF MINNESOTA GOVERNING THE TAXATION AND THE SALE OF INTOXICATING LIQUOR, RULES AND REGULATIONS PROMULGATED BY THE LIQUOR CONTROL COMMISSIONER, AND ALL ORDINANCES OF THE CITY OF WASECA. I HEREBY CERTIFY THAT I HAVE READ THE FOREGOING QUESTIONS AND THAT THE ANSWERS TO SAID QUESTIONS ARE TRUE TO MY OWN KNOWLEDGE.

  
SIGNATURE OF APPLICANT

Subscribed and sworn to before me this  
day of \_\_\_\_\_, \_\_\_\_\_.

(Notary Public)

My commission expires \_\_\_\_\_.

# Security National Insurance Company

A Stock Insurance Company

WORKERS COMPENSATION  
AND EMPLOYERS LIABILITY  
INSURANCE POLICY

WC 99 00 01 B  
1 of 5  
INFORMATION PAGE

Neci Code: 40533

MN Un. #: 0000000000

1. Insured:

Tasty House of Waseca Inc  
105 17th Ave NE  
Waseca, MN 56093

Other workplaces not shown above:

None

Producer:

INSURANCE BROKERS OF MINNESOTA, INC.  
900 E. MAIN ST STE 100  
ANOKA, MN 55303-1748

Policy Number: SWC1167561

☐ Individual ☐ Partnership

☒ Corporation

Federal Tax ID: 822673129

Risk Id:

Renewal of: New

2. The policy period is from 9/15/2017 to 9/15/2018 12:01 a.m. at the insured's mailing address.

3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: Minnesota

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in item 3.A. The limits of our liability under Part Two are:

State	Bodily Injury by Accident	Bodily Injury by Disease	Bodily Injury by Disease
	\$500,000 each accident	\$500,000 policy limit	\$500,000 each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:  
All states except ND, OH, WA, WY and State(s) Designated in Item 3A.

D. This policy includes these endorsements and schedules: See Extension of Information Page

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

See Extension of Information Page

**TOTAL ESTIMATED ANNUAL PREMIUM**

**500**

**STATE ASSESSMENT**

**10**

**TOTAL ESTIMATED COST**

**510**

Minimum Premium

500

Deposit Premium

142

Issue Date: 9/18/2017

Countersigned by:




## AGREEMENT FOR MAINTENANCE

**THIS AGREEMENT** is entered into this 18th day of September, 2018, between the City of Waseca, Minnesota (hereinafter referred to as “City”) and the Waseca Baseball Association (hereinafter referred to as “Association”);

**WHEREAS**, the City of Waseca owns the facility known as Tink Larson Community Field, which includes a community baseball field located in a City park; and

**WHEREAS**, Association wishes to provide assistance to City in the maintenance of the Tink Larson Community Field; and

**WHEREAS**, the parties wish to reduce their understanding to writing;

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, it is hereby agreed as follows:

1. Association shall provide the following services:

- Mow the grass
- Drag the infield after games and practices as needed
- Prepare the mound and home plate areas as needed
- Add and spread ag lime on the infield, mound and home plate areas
- Paint the foul lines
- Put protective screens away in fall and put them back out in spring
- Help park department level dirt with equipment owned by the Association if brought in to fill low spots
- General maintenance duties as desired or needed

2. The following services shall be provided by the City:

- Mow the grass if Tink Larson is not available
- Drag the infield dirt if Tink Larson is not available
- Fertilize grass areas
- Spray for weeds on grass areas
- Aerate grass areas
- Overseed grass areas if needed
- Bring in and spread dirt and seed if low spots in grass areas
- Bring in ag lime for Tink Larson to spread on infield, mound and plate areas
- Replace sod as needed

Do repairs on the grandstand and dugouts as needed  
Cut tree branches as needed  
Have light bulbs replaced as needed  
Maintain irrigation system  
Turn water on in spring and off in fall  
Turn on irrigation system in spring and blow out the irrigation lines in the fall  
Address any electrical problems with scoreboard, clubhouse, etc.  
Replace bulbs in scoreboard as needed  
Take care of maintenance and repair of mowers and tractors used by Tink Larson  
Wash down the grandstand and clean up after games or as needed  
Rake up leaves in fall and spring  
Put flag up in spring and take down in the fall

3. It is understood between the parties that the above lists are not all-inclusive and that each will do their best to provide services for the park as needed.
4. The City will pay \$0.00 to Association for their services, which are volunteered. Further, the City will charge nothing to the Association for services provided by the City of Waseca.
5. City shall provide insurance for the Tink Larson Field under coverage through the insurance policy with the League of Minnesota Cities.
6. Any work performed by Association is by volunteers, and they are not employees of the City of Waseca and are not covered under workers' compensation or any other benefits associated with being an employee of the City of Waseca.
7. Association and/or its members occasionally store equipment on site. Association must provide their own insurance for such equipment, as City will bear no responsibility regarding such equipment. Association shall insure their equipment for at least full insurable value.
8. This agreement shall take effect on the date first above written and shall continue in force for an initial period of fifteen (15) years. Thereafter, this agreement shall be automatically renewed for additional periods of five (5) years each unless a party gives the other written notice at least six (6) months prior to the expiration of any lease term.
9. This agreement constitutes the entire agreement of the parties with respect to this subject matter hereof and supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.
10. The parties to this agreement shall at all times conduct their activities hereunder in accordance with all applicable federal, state and local laws, rules and government regulations.

11. Governing Law. The laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement as of the date first written above:

CITY OF WASECA

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

WASECA BASEBALL ASSOCIATION

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

STATE OF MINNESOTA            )  
  ) SS  
COUNTY OF \_\_\_\_\_ )

          This instrument was acknowledged before me on this 18th day of Sept, 2018, by  
\_\_\_\_\_, \_\_\_\_\_ of the City of  
Waseca.

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

STATE OF MINNESOTA            )  
  ) SS  
COUNTY OF \_\_\_\_\_ )

          This instrument was acknowledged before me on this 18th day of Sept, 2018, by  
\_\_\_\_\_, \_\_\_\_\_ of the Waseca  
Baseball Association.

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

**RESOLUTION NO. 18-64****A RESOLUTION OF THE WASECA CITY COUNCIL  
ON PROPOSED ASSESSMENTS**

**WHEREAS**, the City has proposed assessments for the cost of miscellaneous city services and fees as follows:

**Assessment Roll # 18-99 – MISCELLANEOUS ASSESSMENTS** - Collection of unpaid services and fees.

**AND, WHEREAS**, the City staff has notified the City Council that the proposed assessments have been completed and filed in the Finance office for public inspection.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of Waseca,

1. A hearing shall be held on the 16<sup>th</sup> day of October, 2018, in the City Hall at 7:00 p.m. to pass upon such proposed assessments and at such time and place all persons owning property affected by such services shall be given an opportunity to be heard with reference to such assessments.
2. The Finance Director is hereby directed to cause notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing and also cause mailed notice to be given to the owner of each parcel described in the assessment roll.
3. The owner of any property so assessed may, at any time prior to the certification of the assessment to the County Auditor, pay the whole amount of the assessment on such property with interest accrued to the date of payment at the rate of four percent (4.0%) to the Finance Director, except that no interest shall be charged if the entire assessment is paid within fourteen (14) days from the adoption of the assessment. A \$25 administrative charge will be added to the amount certified to the County Auditor. The property owner may at any time thereafter, pay the County Auditor the entire amount of the assessment remaining unpaid with interest accrued.

Adopted this 18<sup>th</sup> day of September, 2018.

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R. D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: September 12, 2018

TO: Mayor & City Council  
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. 4

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

CONTRACTOR: Britton Plumbing &amp; Heating LLC

PAYMENT AMOUNT: \$2,280.00

Approved By:

Tina Kullberg 9/12/18  
Department Head Date

Shelly L. Kolling 9/12/18  
Director of Finance Date

Lee A. Mattson 9-12-18  
City Manager Date

Received

AUG 27 2018

## APPLICATION AND CERTIFICATE FOR PAYMENT CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G732/Cmb

PAGE ONE OF 2 PAGES

TO OWNER: PROJECT: APPLICATION NO: 4 Distribution to:  
 CITY OF WASECA TINK LARSON FIELD PERIOD TO: 08/25/18 ( ) OWNER  
 508 S. STATE ST. 618 4TH ST NE PROJECT NOS. ( ) ARCHITECT  
 WASECA MN 56093 WASECA MN 56093 ( ) CONTRACTOR  
 CONTR VIA  
 ACTOR: CONSTRUCTION  
 BRITTON PLUMBING & HEATING, LLC MANAGER: KRAUS ANDERSON CONTRACT DATE: ( )  
 10740 340TH AVE ( )  
 WASECA MN 56093

Kraus-Anderson  
Construction Comp

VIA ARCHITECT: WIDSETH SMITH NOLTING &amp; ASSOC

CONTRACT FOR: GRANDSTAND

WS 22-14

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM ..... \$55,000.00  
 2. Net change by Change Orders ..... \$2,705.00  
 3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$57,705.00  
 4. TOTAL COMPLETED & STORED TO DATE ..... \$57,705.00  
 (Column G on G703)

## 5. RETAINAGE:

a. 5% of Completed Work ..... \$2,885.25  
 (Columns D + E on G703)  
 b. % of Stored Material .....  
 (Column F on G703)  
 Total Retainage (Line 5a + 5b or  
 Total in Column I of G703) ..... \$2,885.25

6. TOTAL EARNED LESS RETAINAGE ..... \$54,819.75  
 (Line 4 less Line 5 Total)

## 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) ..... \$52,539.75

8. CURRENT PAYMENT DUE ..... \$2,280.00

## 9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 Less Line 6) ..... \$2,885.25

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

CONTRACTOR:

By: *[Signature]*

State of: Minnesota

County of: Waseca

Subscribed and sworn to before

me this 20 day of August, 2019

Notary Public:

My Commission expires:

CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED ..... \$2,280.00

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

CONSTRUCTION MANAGER:

By: *[Signature]*

Date: 9-4-18

ARCHITECT:

By: \_\_\_\_\_

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

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

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



## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: September 12, 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

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

CONTRACTOR: Carciofini Company, Inc

PAYMENT AMOUNT: \$1,106.75

Approved By:

Department Head

Date

Director of Finance

Date

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

### PROJECT:

Tink Larson Field

APPLICATION NO: 2

PERIOD TO: 8/31/18

PROJECT NO: 1711014

CONTRACT DATE: 8/16/17

### Distribution to:

☐ OWNER

☒ CONSTRUCTION

☐ MANAGER

☐ ARCHITECT

☐ CONTRACTOR

Received

AUG 22 2018

CONTRACT FOR: Bid Division WS 7-D Joint Set VIA ARCHITECT:

KACC

Wideth Smith Nolting & Associates, Inc

WS 07-D

Kraus-Anderson Construction Comp

## 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	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	5,825.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	5,825.00
5. RETAINAGE:		
a. 5 % of Completed Work	\$	291.25
(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)	\$	291.25
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	5,533.75
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	4,427.00
8. CURRENT PAYMENT DUE	\$	1,106.75
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	291.25

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

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

CONTRACTOR: Carciofini Company, Inc.

By: Angela LG Ferguson Date: 8/21/18

State of: Minnesota County of: Dakota

Subscribed and sworn to before me this 21st Day of August 2018

Notary Public

My Commission expires: JAN. 31, 2022

JAMES ALLEN PHILLIPS  
Notary Public  
State of Minnesota  
My Commission Expires  
January 31, 2022

## 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

\$ 1,106.75

(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: 9-4-18

ARCHITECT:

By: [Signature] Date: [Signature]

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: September 12, 2018

TO: Mayor & City Council  
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. 1 Labor

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

CONTRACTOR: Century Fence Company

PAYMENT AMOUNT: \$17,380.25

Approved By:

Tom Kellgren 9/12/18  
Department Head Date

Shelly L. Kelling 9/12/18  
Director of Finance Date

Lee A. Mattson 9-12-18  
City Manager Date

RECEIVED

AUG 17 2018

# APPLICATION AND CERTIFICATE FOR PAYMENT

CONSTRUCTION MANAGER-ADVISER EDITION

KRAUS-ANDERSON®

AIA DOCUMENT G702/CMa

TO: CITY OF WASECA  
C/O KRAUS ANDERSON CONT. CO  
501 S 8TH ST  
MINNEAPOLIS, MN 55404

PROJECT: TINK LARSON FIELD

APPLICATION NO: 1  
PERIOD TO: 7/14/2018  
PROJECT NOS: 1711014-02

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

FROM CONTRACTOR: Century Fence Company  
P.O. Box 277  
Forest Lake, MN 55025

CONTRACT DATE: 8/16/2017

CONTRACT FOR: 32D-FENCE AND GATES

VIA CONSTRUCTION MANAGER:  
VIA ARCHITECT:

KRAUS ANDERSON CONSTRUCTION CO  
WIDETH SMITH NOLTING & ASSOCIATES

WS 32-C Labor

## 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 ..... \$4,205.00
2. Net Change By Change Orders ..... \$14,090.00
3. CONTRACT SUM TO DATE ..... \$18,295.00
4. TOTAL COMPLETED & STORED TO DATE ..... \$18,295.00  
(Column G on G702)
5. RETAINAGE:
  - a. 5 % of Completed Work ..... \$914.75  
(Columns 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) ..... \$914.75
6. TOTAL EARNED LESS RETAINAGE ..... \$17,380.25  
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... \$0.00  
(Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE ..... \$17,380.25
9. BALANCE TO FINISH, INCLUDING RETAINAGE ..... \$914.75  
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	14,090.00	0.00
Total approved this Month	0.00	0.00
TOTALS	14,090.00	0.00
NET CHANGES by Change Order	14,090.00	

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.

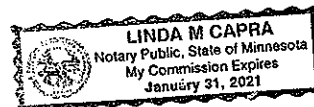
CONTRACTOR: Century Fence Company

By: Cory Capra, Project Manager Date: 8/14/2018

State of: Minnesota  
County of: Washington

Subscribed and sworn to before me this 14 day of August, 2018

Notary Public: Linda M. Capra  
My Commission expires: 1/31/2021



## CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED ..... \$17,380.25

(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: 8-4-18

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.

AIA DOCUMENT G702/CMa

G702/CMa-1992

## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: September 12, 2018

TO: Mayor & City Council  
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. 1 Materials

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

CONTRACTOR: Century Fence Company

PAYMENT AMOUNT: \$8,605.10

Approved By:

Tom Kullberg 9/12/18  
Department Head Date

Shelly L. Kolling 9/12/18  
Director of Finance Date

Lee A. Mattson 9-12-18  
City Manager Date

RECEIVED

AUG 17 2018

# APPLICATION AND CERTIFICATE FOR PAYMENT

CONSTRUCTION MANAGER-ADVISED EDITION

AIA DOCUMENT G702/CMa

TO: CITY OF WASECA C/O KRAUS ANDERSON CONT. CO 501 S 8TH ST MINNEAPOLIS, MN 55404		PROJECT: TINK LARSON FIELD	APPLICATION NO: 1	KRAUS ANDERSON
FROM CONTRACTOR: Century Fence Company P.O. Box 277 Forest Lake, MN 55025		VIA CONSTRUCTION MANAGER:	PERIOD TO: 7/14/2018	( ) OWNER
CONTRACT FOR: 32D-FENCE AND GATES		VIA ARCHITECT:	PROJECT NOS: 1711014-02	( ) CONSTRUCTION MANAGER
			CONTRACT DATE: 8/16/2017	( ) ARCHITECT
				( ) CONTRACTOR
			WS 32-C-MHIS	

## 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	\$2,633.00
2. Net Change By Change Orders	\$6,425.00
3. CONTRACT SUM TO DATE	\$9,058.00
4. TOTAL COMPLETED & STORED TO DATE.	\$9,058.00
(Column G on G702)	
5. RETAINAGE:	
a. 5 % of Completed Work	\$452.90
(Columns 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)	\$452.90
6. TOTAL EARNED LESS RETAINAGE	\$8,605.10
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.	\$0.00
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$8,605.10
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 less Line 6)	\$452.90

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: Century Fence Company  
By: Cory Capra, Project Manager Date: 8/14/2018

State of: Minnesota  
County of: Washington

Subscribed and sworn to before me this 14 day of August, 2018

Notary Public: Linda M. Capra  
My Commission expires: 1/31/2021



## CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$8,605.10

(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: 9-4-18  
ARCHITECT:

By: Date:

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

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	6,425.00	0.00
Total approved this Month	0.00	0.00
TOTALS	6,425.00	0.00
NET CHANGES by Change Order	6,425.00	

AIA DOCUMENT G702/CMa

G702/CMa-1992

## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: September 12, 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 : August 1, 2018-August 31-2018

CONTRACTOR: Innovative Building Concepts LLC

PAYMENT AMOUNT: \$8,360.00

Approved By:

Tom Kullberg 9/12/18  
Department Head Date

Shelly L. Kelling 9/12/18  
Director of Finance Date

Lee A. Mattson 9-12-18  
City Manager Date

# APPLICATION AND CERTIFICATE FOR PAYMENT CONSTRUCTION-MANAGER-ADVISED EDITION

AIA DOCUMENT G702/CMA (Instructions on reverse side)

PAGE ONE OF PAGES

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

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

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

VIA CONSTRUCTION MANAGER:  
VIA ARCHITECT:

APPLICATION NO.: 3  
PERIOD TO: 08/31/2018  
PROJECT NOS.:

Received

Distribution to:  
OWNER  
CONSTRUCTION  
MANAGER  
ARCHITECT  
CONTRACTOR

CONTRACT DATE: 10/25/2017

Kraus-Anderson  
Construction Company

AUG 24 2018

WS 07-C

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM ..... \$ 49,800.00

2. Net Change by Change Orders ..... \$ 0.00

3. CONTRACT SUM TO DATE (Line 1 +/- 2) ..... \$ 49,800.00

4. TOTAL COMPLETED AND STORED TO DATE ..... \$ 49,800.00  
(Column G on G702)

5. RETAINAGE:

a. 5.00 % of Completed Work ..... \$ 2,490.00  
(Columns D + E on G703)

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

Total retainage (Line 5a + 5b or  
Total in Column I of G703) ..... \$ 2,490.00

6. TOTAL EARNED LESS RETAINAGE ..... \$ 47,310.00  
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT  
(Line 6 from prior Certificate) ..... \$ 38,950.00

8. CURRENT PAYMENT DUE ..... \$ 8,360.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 less Line 6) ..... \$ 2,490.00

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

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

CONTRACTOR:

By:

Date:

State of: Minnesota  
County of: Scott  
Subscribed and sworn to before  
me this 21st day of August, 2018

Notary Public: Cindy K. Stavrum  
My Commission expires: Apr. 31, 2020



## CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED .....

\$ 8,360.00

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

CONSTRUCTION MANAGER:

By:

Architect:

Date:

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: September 12, 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

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

CONTRACTOR: Koronis Fabricating Inc

PAYMENT AMOUNT: \$33,487.50

Approved By:

Tom Kelly 9/12/18  
Department Head Date

Shelly L. Kollig 9/12/18  
Director of Finance Date

Lee A. Mattson 9-12-18  
City Manager Date

**AIA****Document G732™ – 2009****Application and Certificate for Payment, Construction Manager as Adviser Edition**

<b>TO OWNER:</b> City of Waseca 508 S State St Waseca, MN 56093	<b>PROJECT:</b> Tink Larson Field Waseca, MN	<b>APPLICATION NO:</b> 001	<b>DISTRIBUTION TO:</b>
<b>FROM CONTRACTOR:</b> Koronls Fabricating Inc 55 E Fifth St #1250 St. Paul, MN 55101	<b>VIA CONSTRUCTION MANAGER:</b> Kraus Anderson	<b>PERIOD TO:</b> 8/1/18 <b>CONTRACT DATE:</b> <b>PROJECT NOS:</b> / /	OWNER <input type="checkbox"/> CONSTRUCTION MANAGER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
<b>CONTRACT FOR:</b> St. Paul, MN 55101			<b>VIA ARCHITECT:</b> Widsoth Smith Nolting & Assoc.

WS 05-A

**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.....\$ 77,750  
2. NET CHANGES IN THE WORK.....\$ 0.00  
3. CONTRACT SUM TO DATE (Line 1 + 2).....\$ 77,750.00  
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703).....\$ 77,750.00

**5. RETAINAGE:**

a. 5 % of Completed Work  
(Column D + E on G703) \$ 3,887.50  
b. % of Stored Material  
(Column F on G703) \$

Total Retainage (Lines 5a + 5b, or Total in Column I on G703).....\$ 3,887.50

6. TOTAL EARNED LESS RETAINAGE.....\$ 73,862.50  
(Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....\$ 40,375.00  
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE.....\$ 33,487.50

9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 minus Line 6) \$ 3,887.50

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month, including Construction Change Directives	\$ 10891	\$
<b>TOTALS</b>	\$ 10891	\$
<b>NET CHANGES IN THE WORK</b>	\$	10891

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

**CONTRACTOR:**

By: *[Signature]*  
State of: Minnesota  
County of: Ramsey  
Subscribed and sworn to before me this 20<sup>th</sup> day of August, 2018  
Notary Public: *[Signature]*  
My Commission expires: 01/31/2022

Date: 8/20/18



ERIC J. ORSON  
Notary Public  
State of Minnesota  
My Commission Expires  
January 31, 2022

**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.....\$ 33,487.50

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

**CONSTRUCTION MANAGER:**

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

Date: 9-4-18

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: September 12, 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

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

CONTRACTOR: Reichel Painting Co, Inc

PAYMENT AMOUNT: \$1,543.75

Approved By:

Tink Larson 9/12/18  
Department Head Date

Shelly L. Lowry 9/12/18  
Director of Finance Date

Lee A. Mattson 9-12-18  
City Manager Date

# APPLICATION AND CERTIFICATE FOR PAYMENT CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G702/Cma (Instructions on reverse side)

<b>TO (OWNER):</b> City of Waseca 508 South State Street Waseca, MN 56093	<b>PROJECT:</b> Tink Larson Field Waseca, Minnesota	Received  AUG 28 2018	<b>APPLICATION NO:</b> 2 Inv 7511 <b>PERIOD TO:</b> 8/17/2018 <b>PROJECT NOS.:</b> 1711014	<b>Distribution to:</b> <input type="checkbox"/> OWNER <input checked="" type="checkbox"/> CONSTRUCTION MANAGER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR
<b>FROM (CONTRACTOR):</b> Reichel Painting Co., Inc. P.O. Box 893 Mankato, MN 56002	<b>VIA CONSTRUCTION MANAGER:</b> Kraus-Anderson Construction Company	<b>CONTRACT DATE:</b> 8/16/2017	WS 09-C	
<b>CONTRACT FOR:</b> Painting	<b>VIA ARCHITECT:</b>			

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

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. 5% of Completed Work .....	\$	1,551.25
(Column D + E on G703)		
b. 5% of Stored Material .....	\$	0.00
(Column F on G703)		
Total Retainage (Line 5a + 5b or Total in Column I of G703) .....	\$	1,551.25
6. TOTAL EARNED LESS RETAINAGE .....	\$	29,473.75
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATE FOR PAYMENT (Line 6 from prior Certificate) .....	\$	27,930.00
8. CURRENT PAYMENT DUE .....	\$	1,543.75
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)		
	\$	1,551.25

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: Douglas P. Reichel Date: 8/23/2018

State of: Minnesota

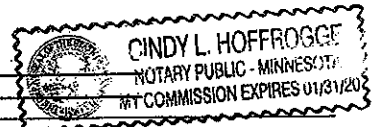
County of: Nicollet

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 ..... \$1,543.75  
(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: 9-4-18

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

**RESOLUTION NO. 18-66**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
SETTING DATE AND CONTINUATION DATE FOR  
TRUTH-IN-TAXATION PUBLIC MEETING**

**WHEREAS**, the City is required by State law to select a public meeting date for public discussion of the City's levy and budget and to select a continuation meeting date.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca, Minnesota that the City's Truth-In-Taxation Meeting for the 2019 Budget be set for:

**Tuesday, December 4, 2018 – 7:00 p.m.**

**Tuesday, December 18, 2018 – 7:00 p.m. (Continuation date if needed)**

This resolution shall become effective upon its passage and without publication.

Adopted this 18<sup>th</sup> day of September, 2018.

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R. D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: September 13, 2018

TO: Mayor & City Council  
Lee Mattson, City Manager

PROJECT NAME: Old TH 14/Elm Avenue Reconstruction

CITY PROJECT NO. 2015-08

PAYMENT REQUEST : NO. 11

PAYMENT PERIOD : July 31, 218-August 30, 2018

CONTRACTOR: Ulland Brothers Inc

PAYMENT AMOUNT: \$935,614.24

Approved By:

 9/13/18  
\_\_\_\_\_  
Department Head Date

 9/13/2018  
\_\_\_\_\_  
Director of Finance Date

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



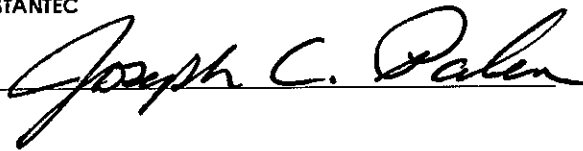
Owner: City of Waseca, 508 State St So, Waseca, MN 56093	Date: September 10, 2018
For Period: 7/31/2018 to 8/30/2108	Request No: 11
Contractor: Ulland Brothers Inc., 2400 Myers Road, Albert Lea, MN 56007	

**CONTRACTOR'S REQUEST FOR PAYMENT**  
OLD TH 14 / ELM AVENUE RECONSTRUCTION  
S.P. 8103-115, S.P. 8104-42, S.P. 172-010-003, S.A.P. 081-602-019  
STANTEC PROJECT NO. 193803196

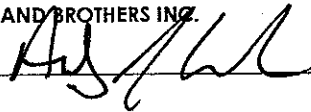
SUMMARY

1	Original Contract Amount		\$ 18,298,652.14
2	Change Order - Addition	\$ 521,461.23	
3	Change Order - Deduction	\$ 69,490.59	
4	Revised Contract Amount		\$ 18,750,622.78
5	Value Completed to Date		\$ 15,105,081.68
6	Material on Hand		\$ 0.00
6a	Erodible Acres Withholding		\$ (14,700.00)
7	Amount Earned		\$ 15,090,381.68
8	Less Retainage 5%		\$ 754,519.08
9	Subtotal		\$ 14,335,862.60
10	Less Amount Paid Previously		\$ 13,400,248.36
11	Liquidated damages -		\$ 0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. 11		\$ 935,614.24

Recommended for Approval by:  
STANTEC



Approved by Contractor:  
ULLAND BROTHERS INC.

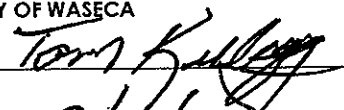


Approved by Owner:  
MN/DOT DANIEL R. PIRKL



Date: 9.13.18

Approved by Owner:  
CITY OF WASECA



Date: 9/13/18

Specified Contract Completion Date:  
Substantial: November 15, 2018  
Final: May 31, 2019

<b>Title:</b>	ADOPTING THE CITY AND ECONOMIC DEVELOPMENT AUTHORITY TAX LEVY COLLETIBLE IN 2019		
<b>Meeting Date:</b>	September 18, 2018	<b>Agenda Item Number:</b>	<b>7A</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input checked="" type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution 18-60 Adopting Preliminary Tax Levy  Resolution 18-65 Adopting Preliminary EDA Levy
<b>Originating Department:</b>	Finance	<b>Presented By:</b>	Finance Director
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> 1) Adopt Resolution 18-60: A Resolution of the Waseca City Council Adopting the Preliminary 2019 Tax Levy 2) Motion to adopt Resolution 18-65: A Resolution Adopting the Preliminary 2019 City of Waseca Economic Development Authority Tax Levy		
<b>How does this item pertain to Vision 2030 goals?</b>	Good Governance and Expanding and Leverage Economic Development Initiative		

**BACKGROUND:** Following Council direction from the most recent September 4<sup>th</sup> work session staff is presenting a resolution to set the 2019 preliminary tax levy. The resolution includes the total preliminary levy for the City of \$4,540,905. This option includes a 5.5% increase in the tax levy amount requested.

The City of Waseca Economic Development Authority (EDA) has met and reviewed their preliminary 2019 budget. Based on the projected expenditure needs in the budget, the EDA requests the 2019 preliminary tax levy in the amount of \$82,452. Under state statute the EDA's maximum allowable levy is 0.1813% of the City's total taxable market value. Since there was a slight increase in the taxable market value for the City in 2018, and the EDA levy calculation is based on the previous year's taxable market value, the maximum allowable tax levy for the EDA increased by \$2,365 from the 2018 adopted levy.

The final levy, which is scheduled to be adopted by City Council on December 18, 2018, cannot be higher than the preliminary levy, but it can be lower.

#### **BUDGET IMPACT:**

The Preliminary 2019 budget includes the following:

- Funding for Capital Improvement for street, storm water, parks, and city facilities improvements.
- Funding for salary adjustments from the Classification and Compensation Study findings. Cost of Living Adjustment (COLA) for employees effective January 1, 2019.
- Funding for projected health, workers compensation and liability insurance increases.
- Capital Equipment needs
- Minor adjustments for department needs.



**RECOMMENDATION:**

- 1) Adopt Resolution 18-60: Approving the City Preliminary Tax Levy Collectible in 2019
- 2) Adopt Resolution 18-65 Approving the Preliminary City of Waseca Economic Development Authority Tax Levy Collectible in 2019

**RESOLUTION NO. 18-60**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
APPROVING THE CITY PRELIMINARY TAX LEVY  
COLLECTIBLE IN 2019**

**WHEREAS**, the City of Waseca, State of Minnesota, requires Property Tax to provide needed and necessary services to the citizens of the City of Waseca; and

**WHEREAS**, State law requires adoption of a proposed 2019 preliminary tax levy by September 28, 2018.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca, Waseca County, Minnesota, that the following sums of money are proposed to be levied for the current year, collectible in 2019 upon the taxable property in said City of Waseca for the following purposes:

**Distributed Based on Tax Capacity**

General Fund & Tax Abatement	\$ 3,877,136
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**Debt Service Levy**

Wastewater Public Facilities	
Authority (PFA) loan	187,119
7 <sup>th</sup> Avenue Bonds	152,225
Public Safety Building Bonds	149,350
Northeast Park	69,475

**Distributed Based on Market Value (Passed Through Referendum)**

Water Park	105,600
<b>Total City Levy</b>	<b><u>\$ 4,540,905</u></b>

**BE IT FURTHER RESOLVED** that the Records Secretary is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Waseca County, Minnesota, as required by law.

Adopted this 18<sup>th</sup> day of September, 2018.

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R.D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

GENERAL  
BUDGET SUMMARY  
Revenues and Expenditures

		2018					
Description		2016	2017	YTD as of	2018	2019	PERCENT
		ACTUAL	ACTUAL	8/31/2018	BUDGET	BUDGET	CHANGE
<b>Revenues</b>							
101-31010-0000	Property Taxes	\$ 3,094,344	\$ 3,264,397	\$ 1,663,775	\$ 3,675,010	\$ 3,877,136	5.5%
101-31016-0000	Unallotment Special Levy	45	409	29	-	-	0.0%
101-31011-0000	PERA Special Levy	22	162	12	-	-	0.0%
101-31012-0000	Tax Abatement Special Levy	597	521	25	-	-	0.0%
101-31013-0000	Market Value Credit	229	-	-	-	-	0.0%
101-31015-0000	Debt Levies	180,834	181,104	81,160	670,481	558,169	-16.8%
	Debt Levy MV Water Park Bond	163,525	164,525	-	-	105,600	100.0%
101-31030-0000	Mobile Home Tax	4,276	4,005	1,008	4,000	4,000	0.0%
101-31410-0000	Lodging Tax - Hotel/Motel	23,945	29,820	14,730	25,000	25,000	0.0%
101-31810-0000	Gas Utility Franchise Fee	97,321	97,197	24,101	100,000	97,000	-3.0%
101-31820-0000	Cable Television	122,115	119,006	59,113	125,000	120,000	-4.0%
101-32110-0000	Licenses - Liquor	29,642	34,278	39,368	27,000	35,000	29.6%
101-32180-0000	Licenses - Other	3,890	3,480	3,535	4,000	3,500	-12.5%
101-32190-0000	Licenses - Rental Housing	11,050	33,660	7,840	22,500	22,500	0.0%
101-32210-0000	Building Permits	99,953	165,702	94,711	170,500	171,000	0.3%
101-32240-0000	Animal Licensing	1,315	1,110	685	1,700	1,250	-26.5%
101-32260-0000	Permits and Fees - Other	5,389	4,008	4,543	8,000	6,500	-18.8%
101-32270-0000	Excavation Permits	5,736	4,633	4,112	7,000	7,000	0.0%
101-32280-0000	Building Permit Surcharge	145	485	1,411	1,500	1,000	-33.3%
101-33100-0000	Federal Grant - Police	488	-	-	2,000	-	-100.0%
101-33140-0000	Federal Grant Funding	-	-	-	2,000	-	-100.0%
101-33401-0000	Local Government Aid	2,689,060	2,695,662	1,393,028	2,786,056	2,792,843	0.2%
101-33421-0000	Insurance Prem. Tax - Police	103,360	133,657	-	120,000	120,000	0.0%
101-33423-0000	State Grant	-	12,572	11,082	-	-	0.0%
101-33425-0000	State Grant Aid	14,976	11,446	5,139	12,000	11,000	-8.3%
101-33426-0000	State Grant - Police Grant	4,065	-	-	-	-	0.0%
101-33428-0000	State Grant - Disabled Officer	3,853	3,529	-	3,500	3,500	0.0%
101-33430-0000	PERA State Aid	9,455	9,455	4,728	9,455	9,455	0.0%
101-33610-0000	County Grant And Aid - Hwys	35,927	29,385	-	25,000	25,000	0.0%
101-33630-0000	County Miscellaneous Payments	1,283	8,465	1,250	4,000	3,000	-25.0%
101-33640-0000	Revenue from School District	67,301	71,128	-	67,000	85,000	26.9%
101-33641-0000	TLCF Revenue from School Dist	-	-	-	-	10,000	100.0%
101-34200-0000	Animal Impound Fees	805	1,190	645	1,500	1,000	-33.3%
101-34204-0000	Rental Housing/Crim Hist Check	7,125	5,955	5,430	8,000	8,000	0.0%
101-34305-0000	Extinguisher Sales Account	934	668	1,138	700	700	0.0%
101-34710-0000	Water Park Passes - Resident	8,103	8,581	7,345	17,000	8,000	-52.9%
101-34711-0000	Water Park Passes - Nonresiden	3,825	2,442	2,522	3,000	2,500	-16.7%
101-34712-0000	Water Park Daily Admissions	73,965	68,324	74,516	76,500	76,500	0.0%
101-34713-0000	Water Park Evening Admissions	-	-	4,342	-	4,000	100.0%
101-34714-0000	Water Park Annual Passes	14,046	16,810	22,065	17,000	21,000	23.5%
101-34715-0000	Water Park Lessons	-	-	154	4,000	-	-100.0%
101-34716-0000	WP - Aquasize & Lap Charges	2,582	2,682	4,216	2,700	2,900	7.4%
101-34717-0000	Water Park Concessions	43,664	39,957	38,421	47,000	47,000	0.0%
101-34718-0000	WP Pool Rental/Bdays/Events	10,445	8,613	5,396	9,000	9,000	0.0%
101-34730-0000	Lifeguard Certification	280	1,850	2,070	1,000	2,000	100.0%
101-34740-0000	TLCF Concessions	-	-	531	-	21,900	100.0%
101-34780-0000	Park Dedication Fee	(9,964)	-	-	-	-	0.0%
101-34785-0000	Park User Fees	5,846	4,891	5,192	6,500	6,000	-7.7%
101-34790-0000	Public Safety Ctr Community Rm	19	178	-	1,000	200	-80.0%
101-34800-0000	Code Enforcement Charges	550	1,540	1,155	3,000	1,250	-58.3%
101-34980-0000	Other Service Charges	1,236	1,242	525	6,000	1,000	-83.3%
101-34985-0000	Service Charge - Fire Response	1,650	300	9,500	11,000	15,000	36.4%
101-34990-0000	Administrative Charges	1,716	4,655	6,115	4,000	5,200	30.0%
101-35101-0000	Court Fines	15,413	10,135	8,114	22,500	22,500	0.0%
101-36210-0000	Interest Earnings	58,098	6,500	104,959	40,000	40,000	0.0%
101-36216-0000	Investment Income	(16,879)	32,496	38,577	19,143	30,000	56.7%
101-36219-0000	Rents - Property	30,750	26,350	18,500	30,000	27,500	-8.3%
101-36221-0000	Rents - Other	40,800	40,800	20,400	40,800	40,800	0.0%
101-36230-0000	Contributions - Charitable	62,454	3,043	7,833	10,000	7,500	-25.0%
101-36235-0000	Misc. Revenue - Fire Dis	32,013	46,616	22,556	35,000	44,000	25.7%
101-36236-0000	Misc. Revenue - Vending	833	913	692	1,000	1,000	0.0%
101-36240-0000	Assessment Searches	6,615	6,704	3,300	6,000	6,000	0.0%
101-36243-0000	SCDIU Reimbursement - Police	-	-	-	50,000	50,000	0.0%
101-36244-0000	Misc Refund/Reimbursements	2,127	11,627	861	1,300	1,300	0.0%

As of 9/14/18

GENERAL  
BUDGET SUMMARY  
Revenues and Expenditures

Description		2016 ACTUAL	2017 ACTUAL	2018 YTD as of 8/31/2018	2018 BUDGET	2019 BUDGET	PERCENT CHANGE
<b>Revenues</b>							
101-36245-0000	POST Reimbursement-State of Mi	-	5,087	15,312	2,000	5,000	150.0%
101-36250-0000	Miscellaneous Revenue	2,234	5,030	1,554	4,000	4,000	0.0%
101-39202-0000	Transfer - Electric Fund	285,000	285,000	142,500	285,000	285,000	0.0%
101-39203-0000	Transfer - Sanitary Sewer	116,468	116,468	58,234	116,468	116,468	0.0%
101-39204-0000	Transfer - Storm Water	6,400	6,400	3,200	6,400	6,400	0.0%
101-39208-0000	Transfer - Water Fund	27,250	27,250	13,625	27,250	27,250	0.0%
101-39209-0000	Transfer - Electric Fund Admin	143,000	143,000	71,500	143,000	143,000	0.0%
101-39210-0000	Transfer - Capital Improvement	38,905	-	-	-	-	0.0%
101-39218-0000	Transfer - Closing Fund	1,669	54,341	-	-	-	0.0%
101-39999-0000	Appropriated Fund Balance	-	-	-	101,604	-	-100.0%
<b>Total Revenues</b>		\$ 7,794,118	\$ 8,081,439	\$ 4,138,380	\$ 9,033,067	\$ 9,185,321	1.7%
<b>Expenditures</b>							
101-41110-0000	Legislative	\$ 214,130	\$ 159,884	\$ 112,869	\$ 152,785	\$ 177,735	16.3%
101-41320-0000	Administration	281,761	311,642	172,483	313,783	317,098	1.1%
101-41410-0000	Elections	12,447	6,721	5,562	22,000	-	-100.0%
101-41500-0000	Finance	346,079	355,073	240,161	356,568	385,577	8.1%
101-41600-0000	Law	99,516	106,737	56,346	105,000	105,000	0.0%
101-41920-0000	Information Technology	119,482	151,059	89,027	148,000	148,000	0.0%
101-41940-0000	City Hall Building & Grounds	128,131	105,140	71,006	146,742	147,742	0.7%
101-41950-0000	Community Development	203,921	251,406	157,323	275,788	277,791	0.7%
101-42100-0000	Police	1,762,859	1,840,310	1,320,712	2,041,157	2,192,964	7.4%
101-42150-0000	Community Service	34,913	30,088	14,296	33,729	33,729	0.0%
101-42200-0000	Fire	453,459	484,244	364,583	538,174	551,866	2.5%
101-42300-0000	Civil Defense Operations	4,332	5,901	3,488	5,000	5,000	0.0%
101-42400-0000	Building and Code Compliance	236,174	254,104	170,534	257,968	283,154	9.8%
101-43000-0000	Engineering	361,001	368,000	232,927	439,563	490,440	11.6%
101-43100-0000	Street Maintenance	620,721	644,241	436,716	754,687	782,917	3.7%
101-43125-0000	Snow Removal	137,287	136,622	198,508	222,686	231,760	4.1%
101-43160-0000	Street Lighting	99,368	102,255	33,580	106,680	-	-100.0%
101-43170-0000	Traffic Signs & Markings	36,901	36,581	47,373	58,100	59,992	3.3%
101-43220-0000	Street Cleaning	52,080	53,745	20,274	54,824	56,612	3.3%
101-45100-0000	Recreation	100,000	100,000	68,929	100,000	128,439	28.4%
101-45130-0000	Waterpark Operations	254,211	246,198	208,800	250,170	258,234	3.2%
101-45200-0000	Park Maintenance	520,219	567,459	364,392	593,478	604,678	1.9%
101-45500-0000	Waseca Lesueur Regional Librar	31,607	33,670	17,996	43,800	34,800	-20.5%
101-45600-0000	Transportation	20,400	20,400	10,200	20,400	20,400	0.0%
101-49210-0000	Non Departmental General Expen	7,716	7,322	13,440	21,000	18,000	-14.3%
101-49220-0000	Insurance	(1,558)	(458)	650	35,541	57,643	62.2%
101-49244-0000	Flexible Benefit Plan	1,682	1,707	1,425	2,000	2,400	20.0%
	Transfer - 2014 B Refunding	163,525	164,525	-	-	-	0.0%
101-49300-0000	Transfers	1,480,623	1,503,017	722,715	1,940,143	1,813,351	-6.5%
<b>Total Expenditures</b>		\$ 7,782,987	\$ 8,047,591	\$ 5,156,316	\$ 9,039,766	\$ 9,185,321	1.6%
<b>Total inc./(dec.) in fund balance</b>		<u>11,131</u>	<u>33,848</u>	<u>(1,017,936)</u>	<u>(6,699)</u>	<u>(0)</u>	

**RESOLUTION NO. 18-65**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
APPROVING THE PRELIMINARY CITY OF WASECA  
ECONOMIC DEVELOPMENT AUTHORITY TAX LEVY  
COLLECTIBLE IN 2019**

**WHEREAS**, the City of Waseca Economic Development Authority, State of Minnesota, requires Property Tax to provide needed and necessary services to the citizens of the City of Waseca; and

**WHEREAS**, State law requires adoption of a proposed 2019 preliminary Economic Development Authority tax levy by September 28, 2018.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca, Waseca County, Minnesota, that the following sum of money is proposed to be levied for the current year, collectible in 2019 upon the taxable property in said City of Waseca for the following purposes:

<b>Economic Development Authority Levy</b>	<b><u>\$ 82,452</u></b>
--	-------------------------

**BE IT FURTHER RESOLVED** that the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Waseca County, Minnesota, as required by law.

Adopted this 18<sup>th</sup> day of September, 2018.

---

R. D. SRP  
MAYOR

ATTEST:

---

MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

EDA GENERAL FUND  
BUDGET SUMMARY REPORT  
Revenues and Expenditures

As of 9/14/18

		2016	2017	2018	2018	2019	PERCENT
		ACTUAL	ACTUAL	YTD as of 6/30/2018	BUDGET	BUDGET	CHANGE
<b>Revenues</b>							
261-31010-0000	Property Taxes	\$ 75,179	\$ 74,890	\$ 35,670	\$ 80,087	\$ 82,452	3.0%
261-31013-0000	Market Value Credit	5	-	-	-	-	0.0%
261-31030-0000	Mobile Home Tax	107	94	24	-	-	0.0%
261-36210-0000	Interest Earnings	4,110	7,955	-	1,500	1,500	0.0%
	<b>Total Revenues</b>	<u>79,401</u>	<u>82,939</u>	<u>35,694</u>	<u>81,587</u>	<u>83,952</u>	2.9%
<b>Expenditures</b>							
<b>Personnel</b>							
261-46700-1010	Regular Employees	26,297	28,995	14,065	31,083	33,272	7.0%
261-46700-1200	FICA	1,516	1,689	817	1,927	2,063	7.1%
261-46700-1210	PERA	1,972	2,175	1,055	2,331	2,495	7.0%
261-46700-1220	Medicare	354	395	191	451	482	6.9%
261-46700-1300	Insurance	7,257	6,894	4,522	7,752	9,295	19.9%
261-46700-1310	VEBA/HSA Trust Funding	4,998	4,998	2,499	3,000	3,000	0.0%
261-46700-1330	Life Insurance	50	50	25	100	100	0.0%
261-46700-1340	Disability Insurance	119	119	63	127	136	7.1%
261-46700-1510	Worker's Comp Expense	-	1,231	-	130	130	0.0%
	<b>Total Personnel</b>	<u>42,563</u>	<u>46,546</u>	<u>23,237</u>	<u>46,901</u>	<u>50,973</u>	
<b>Supplies</b>							
261-46700-2170	General Supplies	77	-	-	-	-	0.0%
	<b>Total Supplies</b>	<u>77</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	0.0%
<b>Services &amp; Charges</b>							
261-46700-3000	Professional Services	4,838	12,400	1,181	10,000	13,579	35.8%
261-46700-3001	Audit Fees	279	80	87	500	250	-50.0%
261-46700-3100	Contractual Services	2,400	146	-	10,000	10,000	0.0%
261-46700-3200	Postage	303	1	3	-	-	0.0%
261-46700-3300	Conferences and Schools	846	659	14	750	750	0.0%
261-46700-3500	Printing and Publishing	1,075	798	160	750	400	-46.7%
261-46700-4330	Dues and Subscriptions	3,500	1,000	5,888	2,000	6,000	200.0%
	<b>Total Services and Charges</b>	<u>13,241</u>	<u>15,084</u>	<u>7,333</u>	<u>24,000</u>	<u>30,979</u>	29.1%
<b>Charges</b>							
261-46700-4820	Land Transaction Expense	-	-	-	2,000	2,000	0.0%
	<b>Total Charges</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,000</u>	<u>2,000</u>	0.0%
	<b>TOTAL EXPENSES</b>	<u>\$ 55,881</u>	<u>\$ 61,630</u>	<u>\$ 30,570</u>	<u>\$ 72,901</u>	<u>\$ 83,952</u>	15.2%
	<b>CHANGE IN NET ASSETS</b>	<u>23,520</u>	<u>21,309</u>	<u>5,124</u>	<u>8,686</u>	<u>0</u>	

**CITY OF WASECA, MINNESOTA**  
**DEVELOPMENT PROGRAM FOR**  
**MUNICIPAL DEVELOPMENT DISTRICT NO. 2**  
**AND**  
**TAX INCREMENT FINANCING PLAN FOR**  
**TAX INCREMENT FINANCING (REDEVELOPMENT)**  
**DISTRICT NO. 28**  
**(DCU WASECA, LLC)**

**PUBLIC HEARING: SEPTEMBER 18, 2018**

*PLAN CONSIDERATION: SEPTEMBER 18, 2018*



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Member NASD and SIPC  
Registered with SEC and MSRB

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## **ARTICLE I – INTRODUCTION AND DEFINITIONS**

### **SECTION 1.01 INTRODUCTION**

The City of Waseca (the “City”) proposes to provide tax increment financing assistance to facilitate redevelopment of property within Development District No. 2. The proposed project involves the construction of a new office and retail complex to be located within the City (the “Project”).

This document contains the plan for achieving the objectives of the Development Program through the establishment and use of Development District No. 2 and Tax Increment Financing District No. 28. The proposed Tax Increment Financing Plan for the District will authorize the use of tax increments to pay for Project Costs.

### **SECTION 1.02 DEFINITIONS**

For the purposes of this document, the terms below have the meanings given in this section, unless the context in which they are used indicates a different meaning:

1. “City” means the City of Waseca, Minnesota.
2. “City Council” means the City Council of the City.
3. “County” means Waseca County, Minnesota.
4. “Developer” means a party or parties undertaking construction or renovation in the TIF District.
5. “Development District” or means Municipal Development District No. 2 in the City, created and established pursuant to and in accordance with the Development District Act.
6. “Development District Act” means Minnesota Statutes, Sections 469.124 through 469.133, as amended and supplemented from time to time.
7. “Development Program” or means the Development Program for the Development District, as modified and supplemented from time to time.
8. “Project” means the construction of an approximately 8,599 square foot office and retail complex.
9. “Project Area” means the geographic area of the Development District.
10. “Project Costs” means the cost of the development activities that will or are expected to occur within the Project Area or TIF District, including land acquisition, site improvements, utilities, other public improvements, and administrative costs.
11. “School District” means Waseca Public Schools (Independent School District No. 829).
12. “State” means the State of Minnesota.
13. “TIF Act” means Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive.
14. “TIF District” means Tax Increment Financing (Redevelopment) District No. 28 (DCU Waseca, LLC).
15. “TIF Plan” means the tax increment financing plan for the TIF District (this document).

### **SECTION 1.03 PLAN PREPARATION**

This document was prepared for the City by Northland Securities, Inc., and project information was provided by City staff. Application materials and supporting information were provided to the City by DCU Waseca, LLC.

## **ARTICLE II - DEVELOPMENT PROGRAM**

### **SECTION 2.01 OVERVIEW**

The Development District and the related Development Program serve as a tool to achieve the objectives described in Section 2.02. The Development District serves as the Project Area for the tax increment financing districts established within its boundaries. The Development Program describes the City's objectives for the development of this area and the use of tax increment financing. Tax Increment Financing District No. 28 will be the only tax increment financing district within the Development District as of the date of establishment of Tax Increment Financing District No. 28.

### **SECTION 2.02 STATEMENT OF OBJECTIVES**

The establishment of the Development District in the City pursuant to the Development District Act is necessary and in the best interests of the City and its residents and is necessary to give the City the ability to meet certain public purpose objectives that would not be obtainable in the foreseeable future without intervention by the City in the normal development process.

The City intends, to the extent permitted by law, to accomplish the following objectives through the implementation of the Development Program:

1. Provide for the acquisition of land and construction and financing of the private development in the Development District which are necessary for the orderly and beneficial development of the Development District and adjacent areas of the City.
2. Encourage the redevelopment of blighted and under-utilized areas of the City.
3. Facilitate the removal of deteriorated structures and encourage redevelopment in residential and commercial areas providing high levels of property maintenance and private investment.
4. Promote and secure the prompt and unified development of certain property in the Development District, which property is not now in productive use or in its highest and best use, with a minimum adverse impact on the environment, and thereby promote and secure the desirable development of other land in the City.
5. Promote and secure additional employment opportunities within the Development District and the City for residents of the City and the surrounding area, thereby improving living standards and reducing unemployment and the loss of skilled and unskilled labor and other human resources in the City.
6. Secure the increase in values of property subject to taxation by the City, the School District, the County, and other taxing jurisdictions in order to better enable such entities to pay for governmental services and programs that they are required to provide.
7. Promote the concentration of new unified development consisting of desirable residential and commercial and other appropriate development in the Development District so as to maintain the area in a manner compatible with its accessibility and prominence in the City.
8. Encourage the expansion and improvement of residential property, local business, economic activity and development, whenever possible.
9. Create a desirable and unique character within the Development District through quality land use alternatives and design quality in new buildings.

### **SECTION 2.03 BOUNDARIES OF DEVELOPMENT DISTRICT**

The boundaries of the Development District are contiguous with the boundaries of Tax Increment Financing District No. 28 and is depicted in Exhibit VI.

### **SECTION 2.04 DEVELOPMENT ACTIVITIES**

The City will perform or cause to be performed, to the extent permitted by law, all project activities pursuant to the Development District Act, the TIF Act and other applicable state laws, and in doing so anticipates that the following may, but are not required, to be undertaken by the City:

1. The making of studies, planning, and other formal and informal activities relating to the Development Program.
2. The implementation and administration of the Development Program.
3. The rezoning of land within the Development District.
4. The acquisition of property, or interests in property, by purchase or condemnation, which acquisition is consistent with the objectives of the Development Program,
5. The preparation of property for use and development in accordance with applicable Land use regulations and development agreements, including demolition of structures, clearance of sites, placement of fill and grading.
6. The resale of property to private parties.
7. The construction or reconstruction of site improvements to property within a tax increment financing district.
8. The issuance of tax increment financing bonds to finance the Project Costs of the Development Program, and the use of tax increments or other funds available to the City to pay or finance the Project Costs of a tax increment financing plan incurred or to be incurred by it pursuant to the Development Program.
9. The use of tax increments to pay debt service on tax increment financing bonds or otherwise pay or reimburse with interest the Project Costs of the Development Program or a tax increment financing plan.

### **SECTION 2.05 PAYMENT OF PROJECT COSTS**

Project Costs and the plan for their payment is described in the tax increment financing plans for the tax increment financing districts within the Development District. It is anticipated that the Project Costs of the Development Program will be paid primarily from tax increments. The City reserves the right to utilize other available sources of revenue which the City may apply to pay a portion of the Project Costs.

### **SECTION 2.06 ENVIRONMENTAL CONTROLS; LAND USE REGULATIONS**

All municipal actions, public improvements and private development shall be carried out in a manner consistent with existing environmental controls and all applicable land use regulations.

### **SECTION 2.07 PARK AND OPEN SPACE TO BE CREATED**

Park and open space within the Development District if created will be created in accordance with the City's Comprehensive Plan and zoning and subdivision ordinances.

## **SECTION 2.08 PROPOSED REUSE OF PROPERTY**

The Development Program reserves the authority for the City to acquire property and reconvey the same to another entity. All parcels in the Development District are eligible for acquisition. In acquiring land, the City Council will require the execution of a binding development agreement with respect thereto and evidence that tax increments or other funds will be available to repay the Project Costs associated with the proposed acquisition. It is the intent of the City to negotiate the acquisition of property whenever possible. Appropriate restrictions regarding the reuse and redevelopment of property shall be incorporated into any Development Agreement to which the City is a party.

## **SECTION 2.09 ADMINISTRATION AND MAINTENANCE OF DEVELOPMENT DISTRICT**

Maintenance and operation of the Development District will be the responsibility of the City Administrator who shall serve as administrator of the Development District. By July 1 of each year the Administrator will submit to the City Council the maintenance and operation budget for the following year, pursuant to the provisions of Section 469.130 of the Development Act.

The Administrator will administer the Development District pursuant to the provisions of Section 469.131 of the Development District Act; provided, however, that such powers may only be exercised at the direction of the City Council. No action taken by the Administrator pursuant to the above-mentioned powers shall be effective without authorization by the City Council.

The City does not anticipate incurring any annual maintenance and operations costs for the Development District.

## **SECTION 2.10 AMENDMENTS**

The City reserves the right to alter and amend the Development Program, subject to the provisions of state law regulating such action. The City specifically reserves the right to enlarge or reduce the size and scope of the Development District, the Development Program and the Project Costs of the Development.

## **ARTICLE III - TAX INCREMENT FINANCING PLAN**

### **SECTION 3.01 STATUTORY AUTHORITY**

The TIF District and this TIF Plan are established under the authority of the TIF Act (Minnesota Statutes 2017).

### **SECTION 3.02 PLANNED DEVELOPMENT**

#### *3.02.1 Project Description*

The Project involves construction of an approximately 8,599 square foot office and retail complex within the City.

#### *3.02.2 City Plans and Development Program*

In addition to achieving the objectives of the Development Program, the proposed development is consistent with and works to achieve the development objectives of the City. The TIF Plan for the TIF District conforms to the general plan for development or redevelopment of the City as a whole.

The reasons and facts supporting this finding are that the City Council has reviewed the Development Program and found that the TIF Plan is consistent with the goals of the comprehensive plan and zoning ordinances and serves to promote the development objectives for the City.

A major objective of the Development Program and TIF Plan is to assist redevelopment and prevent the further deterioration of land located within the Development District. The City believes that the development and construction of the Project are in the best interests of the City, the health, safety, morals and welfare of residents of the City, and in accordance with the public purpose and provisions of the applicable state and local laws and requirements under which the Project has been undertaken and is being assisted.

#### *3.02.3 Land Acquisition*

The City will not acquire land within the TIF District but reserves the authority to do so.

#### *3.02.4 Development Activities*

As of the date of approval of the TIF Plan, there are no development activities proposed in this TIF Plan that are subject to contracts.

#### *3.02.5 Need for Tax Increment Financing*

The reasons and facts supporting this finding are that this commercial area of the City includes a parcel with a blighted building and under-utilized areas which are a detriment to redevelopment by the private sector. Such conditions render properties within the TIF District unsuitable for redevelopment due to the excessive costs involved with redevelopment. It is only through a coordinated and comprehensive redevelopment effort using tax increment revenues to fund certain of these excessive development expenses and provide necessary improvements to public infrastructure serving the commercial area will private redevelopment occur. In the opinion of the City, the Project would not reasonably be expected to occur solely through private investment within the foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan.

A comparative analysis of estimated market values both with and without establishment of

the TIF District and the use of tax increments has been performed as described above and is shown in Exhibit I. This analysis indicates that the increase in estimated market value of the proposed development (less the present value of the projected tax increments for the maximum duration permitted by the TIF Plan) exceeds the estimated market value of the site prior to the establishment of the TIF District.

### **SECTION 3.03 TAX INCREMENT FINANCING DISTRICT**

#### **3.03.1 Designation**

The TIF District is designated Tax Increment Financing (Redevelopment) District No. 28 (DCU Waseca, LLC).

#### **3.03.2 Boundaries of TIF District**

The boundaries of the TIF District are depicted in Exhibit VI and includes the following property inclusive of parcel #17.483.0070 (the "Parcel") and the adjacent roads and right-of-way. The Parcel is legally described, as provided by Waseca County, as follows:

North Ridge 49,300 SQ FT IN SW CORNER OF BLK 2

#### **3.03.3 Type of TIF District**

The TIF District is established as a "redevelopment" district pursuant to Minnesota Statutes Section 469.174, Subd. 10. The City has determined that the property in the TIF District meets the statutory criteria for a redevelopment district as 100% of the area of the TIF District is occupied by improved parcels, and 100% of the buildings within the TIF District are found to be substandard. The substandard building is reasonably distributed. Information provided by the applicant supports the substandard finding in that the condition of the existing building is not in compliance with building code applicable to a new building, and costs exceeding 15% of the cost of constructing a new building of the same square footage would be incurred to modify the building to satisfy the building code. Additional information can be found in Exhibit V.

### **SECTION 3.04 PLAN FOR USE OF TAX INCREMENT**

#### **3.04.1 Estimated Tax Increment**

The original tax capacity of value of the TIF District will be set by the County upon request for certification. The original tax capacity value may change over time based on the use and tax classification of each parcel. For the purposes of this TIF Plan, the estimated original tax capacity is \$5,138. This amount is based on the most recent published combined estimated taxable market value of the property of \$294,400 with tax capacity value calculated for commercial property.

The total tax capacity value of the property after completion of all phases of the project, as described in Section 3.02.1, is estimated to be \$20,801. This amount is based on a total estimated taxable market value of \$1,074,875 with property classified as commercial property. The difference between the total tax capacity value and the original tax capacity value is the captured tax capacity value for the creation of tax increment. It is the City's intent to retain 100% of the captured tax capacity value for the life of the TIF district.

The total local tax rate for taxes payable in 2018 is 184.633%. The original tax rate for the TIF District will be established by the County Auditor and is estimated to be based on the final total local tax rate for taxes payable in 2018.

Under these assumptions, the estimated annual tax increment in the first year upon completion (estimated to be taxes payable year 2021) will be \$8,975 (before deducting for the 0.36% administrative fee charged by the Office of the State Auditor). The actual tax increment will vary

according to the certified original tax capacity value and original tax rate, the actual estimated taxable market value resulting from development and State tax policy over the life of the TIF District. Exhibit II contains the projected tax increment over the life of the TIF District.

#### 3.04.2 Development Activities

The City will use tax increment to pay Project Costs and financing costs. The City anticipates the use of tax increment financing to reimburse the Developer for Project Costs related to the redevelopment of the property within the TIF District. Project Costs eligible for reimbursement are land acquisition and site improvements, this includes activities needed to correct the redevelopment conditions under the TIF Act, including public improvements, earthwork, site utilities, paving, site concrete, landscaping, site accessories, fencing, public and private utility services, building demolition, clearance of the site, abatement of contaminants, on-site parking and other site development expenses, allowed by the TIF Act.

The City plans to enter into a development agreement that defines the means for verifying Project Costs for reimbursement and the means of disbursing tax increments collected by the City to the Developer.

#### 3.04.3 Estimated Sources and Uses of Funds

The estimated sources of revenue, along with the estimated Project Costs of the TIF District, are itemized in Figure 3-1. These estimates are based on the best available information in the sources and uses of funds. Such costs are eligible for reimbursement from tax increments from the TIF District. The City reserves the right to administratively adjust the amount of any of the items listed in Figure 3-1, or to incorporate additional eligible items, so long as the total estimated tax increment project costs is not increased.

Figure 3-1  
City of Waseca  
Tax Increment Financing District No. TIF 28 (Redevelopment)  
Projected Tax Increment  
DCU Waseca, LLC

	Total
<b>Estimated Tax Increment Revenues (from tax increment generated by the district)</b>	
Tax increment revenues distributed from the county	\$775,000
Interest and investment earnings	\$25,000
Sales/lease proceeds	\$0
Market value homestead credit	\$0
<b>Total Estimated Tax Increment Revenues</b>	<b>\$800,000</b>
<b>Estimated Project/Financing Costs (to be paid or financed with tax increment)</b>	
Project costs	
Land/building acquisition	\$0
Site improvements/preparation costs	\$334,000
Utilities	\$0
Other qualifying improvements	\$0
Construction of affordable housing	
Small city authorized costs, if not already included above	\$0
Administrative costs	\$77,000
<b>Estimated Tax Increment Project Costs</b>	<b>\$411,000</b>
Estimated financing costs	
Interest expense	\$389,000
<b>Total Estimated Project/Financing Costs to be Paid from Tax Increment</b>	<b>\$800,000</b>
<b>Estimated Financing</b>	
Total amount of bonds to be issued	\$411,000



#### *3.04.4 Administrative Costs*

The City reserves the right to spend up to a maximum of ten percent (10%) of annual tax increment revenues, less fees paid to the State and County on administrative expenses. The City will use these monies to pay for and reimburse the City for costs of managing and administering the TIF district allowed by the TIF Act. Based on current projections and estimated tax increment project costs, the maximum amount to be spent on administrative costs is shown in Figure 3-1 in Section 3.04.3. Anticipated administrative expenses of the TIF District includes annual audit of the fund for TIF District, preparation of annual reporting, legal publication of annual report, and administration of the development agreement. The City may also reimburse itself for costs associated with the establishment of the TIF District, including the preparation of the TIF Plan, development agreements, and contracts.

#### *3.04.5 County Road Costs*

The proposed development will not substantially increase the use of county roads and necessitate the need to use tax increments to pay for county road improvements.

#### *3.04.6 Bonded Indebtedness*

The total amount of bonds estimated to be issued is shown in Figure 3-1 in Section 3.04.3. Any bond to which payment for tax increment is pledged is a tax increment bond. A tax increment bond issued in connection with "any project for which tax increment financing has been undertaken" must be one of the types of bonds expressly authorized by section 469.178 of the TIF Act. The types of bonds expressly authorized by section 469.178 are: municipality general obligation bonds; authority general obligation bonds; authority revenue bonds (including pay-go); and interfund loans or advances. The City reserves the right to use any of these types of bonds pursuant to the TIF Act and the TIF Plan.

#### *3.04.7 Duration of TIF District*

The City elects that the duration of the TIF District be set at the maximum duration allowed by the TIF Act. The TIF District may remain in existence 25 years from the date of receipt of the first tax increment. The anticipated first year of tax increment is 2020 and the estimated decertification date is December 31, 2045. This is based on construction of the Project beginning in year 2018.

#### *3.04.8 Estimated Impact on Other Taxing Jurisdictions*

Exhibit III and IV shows the estimated impact on other taxing jurisdictions if the maximum projected retained captured net tax capacity of the TIF District was hypothetically available to the other taxing jurisdictions. The City believes that there will be no adverse impact on other taxing jurisdictions during the life of the TIF District, since the proposed development would not have occurred without the establishment of the TIF District and the provision of public assistance. A positive impact on other taxing jurisdictions will occur when the TIF District is decertified and the development therein becomes part of the general tax base.

The City anticipates minimal impact of the proposed development on city-provided services. There should be minimal, if any, impact on water and sewer usage. The City does not anticipate any significant increase in police and fire protection duties due to the development.

#### *3.04.9 Prior Planned Improvements*

There have been no building permits issued in the last 18 months in conjunction with any of the properties within the TIF District. The City will include this statement with the request for certification to the County Auditor. If building permits had been issued during this time period, then the County Auditor would increase the original net tax capacity of the TIF District by the net tax capacity of each improvement for which a building permit was issued.

## **ARTICLE IV – ADMINISTERING THE TIF DISTRICT**

### **SECTION 4.01 FILING AND CERTIFICATION**

The filing and certification of the TIF Plan consists of the following steps:

1. Upon adoption of the TIF Plan, the City shall submit a copy of the TIF Plan to the Minnesota Department of Revenue and the Office of the State Auditor.
2. The City shall request that the County Auditor certify the original net tax capacity and net tax capacity rate of the TIF District. To assist the County Auditor in this process, the City shall submit copies of the TIF Plan, the resolution establishing the TIF District and adopting the TIF Plan, and a listing of any prior planned improvements.
3. The City shall send the County Assessor any assessment agreement establishing the minimum market value of land and improvements in the TIF District, and shall request that the County Assessor review and certify this assessment agreement as reasonable.

### **SECTION 4.02 MODIFICATIONS OF THE TAX INCREMENT FINANCING PLAN**

The City reserves the right to modify the TIF District and the TIF Plan. Under current State Law, the following actions can only be approved only after satisfying all the necessary requirements for approval of the original TIF Plan (including notifications and public hearing):

- Reduction or enlargement in the geographic area of the Development District or the TIF District.
- Increase in the amount of bonded indebtedness to be incurred.
- Increase in the amount of capitalized interest.
- Increase in that portion of the captured net tax capacity to be retained by the City.
- Increase in the total estimated Project Costs.
- Designation of additional property to be acquired by the City.

Other modifications can be made by resolution of the City Council. In addition, the original approval process does not apply if (1) the only modification is elimination of parcels from the TIF District and (2) the current net tax capacity of the parcels eliminated equals or exceeds the net tax capacity of those parcels in the TIF District's original net tax capacity, or the City agrees that the TIF District's original net tax capacity will be reduced by no more than the current net tax capacity of the parcels eliminated.

The City must notify the County Auditor of any modification that reduces or enlarges the geographic area of the TIF District. The geographic area of the TIF District may be reduced but not enlarged after five years following the date of certification.

### **SECTION 4.03 CORRECTING REDEVELOPMENT CONDITIONS**

Section 469.176, Subd. 4j of the TIF Act requires that at least 90% of the revenues derived from tax increments from the TIF District be used to finance the cost of correcting conditions that allow designation as a redevelopment district. These costs include, but are not limited to, acquiring properties containing structurally substandard buildings or improvements or hazardous substances, pollution, or contaminants, acquiring adjacent parcels necessary to provide a site of sufficient size to permit development, demolition and rehabilitation of structures, clearing of the land, the removal of hazardous substances or remediation necessary

to development of the land, and installation of utilities, roads, sidewalks, and parking facilities for the site. The allocated administrative expenses of the City, including the cost of preparation of the development action response plan, may be included in the qualifying costs.

#### **SECTION 4.04 4-YEAR KNOCKDOWN RULE**

The 4-Year Knockdown Rule requires that if after four years from certification of the TIF District no demolition, rehabilitation, renovation or site improvement, including a qualified improvement of an adjacent street, has commenced on a parcel located within the TIF District, then that parcel shall be excluded from the TIF District and the original net tax capacity shall be adjusted accordingly. Qualified improvements of a street are limited to construction or opening of a new street, relocation of a street, or substantial reconstruction or rebuilding of an existing street. The City must submit to the County Auditor, by February 1 of the fifth year, evidence that the required activity has taken place for each parcel in the TIF District.

If a parcel is excluded from the TIF District and the City or owner of the parcel subsequently commences any of the above activities, the City shall certify to the County Auditor that such activity has commenced and the parcel shall once again be included in the TIF District. The County Auditor shall certify the net tax capacity of the parcel, as most recently certified by the Commissioner of Revenue, and add such amount to the original net tax capacity of the TIF District.

#### **SECTION 4.05 POOLING/5-YEAR RULE**

An amount equal to at least 75% of the total revenue derived from tax increments paid by properties in the TIF District must be expended on activities in the TIF District or to pay bonds, to the extent that the proceeds of the bonds were used to finance activities in the TIF District or to pay, or secure payment of, debt service on credit enhanced bonds. Not more than 25% of the total revenue derived from tax increments paid by properties in the TIF District may be expended, through a development fund or otherwise, on activities outside of the TIF District but within the defined geographic area of the Project Area except to pay, or secure payment of, debt service on credit enhanced bonds.

Revenue derived from tax increments paid by properties in the TIF District are considered to have been "spent" within the TIF District if such amounts are:

- actually paid to a third party for activities performed within the TIF District within five years after certification of the district;
- used to pay bonds that were issued and sold to a third party, the proceeds of which are reasonably expected on the date of issuance to be spent within the later of the five-year period or a reasonable temporary period or are deposited in a reasonably required reserve or replacement fund;
- used to make payments or reimbursements to a third party under binding contracts for activities performed within the TIF District, which were entered into within five years after certification of the district; or
- used to reimburse a party for payment of eligible costs (including interest) incurred within five years from certification of the district.

It is anticipated that all revenue derived from tax increments paid by properties in the TIF District will be spent or obligated within the first five years of the TIF District and spent on Project Costs within the boundaries of the TIF District.

#### **SECTION 4.06 FINANCIAL REPORTING AND DISCLOSURE REQUIREMENTS**

The City will comply with the annual reporting requirements of State Law pursuant to the guidelines of the Office of the State Auditor. Under current law, the City must prepare and submit a report on the TIF district on or before August 1 of each year. The City must also annually publish in a newspaper of general circulation in the City an annual statement for each tax increment financing district.

The reporting and disclosure requirements outlined in this section begin with the year the district was certified, and shall end in the year in which both the district has been decertified and all tax increments have been spent or returned to the county for redistribution. Failure to meet these requirements, as determined by the State Auditors Office, may result in suspension of distribution of tax increment.

#### **SECTION 4.07 BUSINESS SUBSIDY COMPLIANCE**

The City will comply with the business subsidies requirements as specified in Minnesota Statutes, Sections 116J.993 to 116J.995.

**Exhibit I****City of Waseca****Tax Increment Financing District No. TIF 28 (Redevelopment)****Present Value Analysis As Required By Statute****Minnesota Statutes 469.175(3)(2)*****DCU Waseca, LLC***

1	Estimated Future Market Value w/ Tax Increment Financing	1,144,109
2	Payable 2019 Market Value	<u>294,400</u>
3	Market Value Increase (1-2)	849,709
4	Present Value of Future Tax Increments	<u>491,167</u>
5	Market Value Increase Less PV of Tax Increments	358,543
6	Estimated Future Market Value w/o Tax Increment Financing	313,363 <sup>1</sup>
7	Payable 2019 Market Value	<u>294,400</u>
8	Market Value Increase (6-7)	<u>18,963</u>
9	Increase in MV From TIF	<u><u>339,580</u></u> <sup>2</sup>

<sup>1</sup> Assume 0.25% annual appreciation over 25 year life of district.

<sup>2</sup> Statutory compliance achieved if increase in market value from TIF (Line 9) is greater than or equal to zero.

**TAX INCREMENT FINANCING (REDEVELOPMENT) DISTRICT NO. 28**

**Exhibit II**

**City of Waseca**

**Tax Increment Financing District No. TIF 28 (Redevelopment)**

**DCU Waseca, LLC**

**Projected Tax Increment Cash Flow <sup>7</sup>**

TIF District Year	Value Year	Taxes Payable Year <sup>a</sup>	Taxable Market Value <sup>1, 4</sup>	New Tax Capacity <sup>1, 10</sup>	Base Tax Capacity <sup>3</sup>	Fiscal Disparities Contribution <sup>9</sup>	Net Captured Tax Capacity	Assumed Original Tax Rate <sup>2</sup>	100.00% Estimated Tax Increment	0.36% Less State Fee	100.00% Estimated Tax Increment <sup>5</sup>	3.00% Present Value of Estimated Tax Increment <sup>6</sup>
1	2020	2021	537,438	9,999	(5,138)		4,861	184.633%	8,975	(32)	8,943	8,322
2	2021	2022	1,077,562	20,801	(5,138)		15,663	184.633%	28,920	(104)	28,816	34,351
3	2022	2023	1,080,256	20,855	(5,138)		15,717	184.633%	29,019	(104)	28,915	59,703
4	2023	2024	1,082,957	20,909	(5,138)		15,771	184.633%	29,119	(105)	29,014	84,396
5	2024	2025	1,085,664	20,963	(5,138)		15,825	184.633%	29,219	(105)	29,114	108,447
6	2025	2026	1,088,378	21,018	(5,138)		15,880	184.633%	29,319	(106)	29,213	131,872
7	2026	2027	1,091,099	21,072	(5,138)		15,934	184.633%	29,419	(106)	29,313	154,687
8	2027	2028	1,093,827	21,127	(5,138)		15,989	184.633%	29,520	(106)	29,414	176,910
9	2028	2029	1,096,562	21,181	(5,138)		16,043	184.633%	29,621	(107)	29,514	198,553
10	2029	2030	1,099,303	21,236	(5,138)		16,098	184.633%	29,722	(107)	29,615	219,634
11	2030	2031	1,102,051	21,291	(5,138)		16,153	184.633%	29,824	(107)	29,717	240,166
12	2031	2032	1,104,806	21,346	(5,138)		16,208	184.633%	29,926	(108)	29,818	260,164
13	2032	2033	1,107,568	21,401	(5,138)		16,263	184.633%	30,028	(108)	29,920	279,642
14	2033	2034	1,110,337	21,457	(5,138)		16,319	184.633%	30,130	(108)	30,022	298,612
15	2034	2035	1,113,113	21,512	(5,138)		16,374	184.633%	30,232	(109)	30,123	317,088
16	2035	2036	1,115,896	21,568	(5,138)		16,430	184.633%	30,335	(109)	30,226	335,084
17	2036	2037	1,118,686	21,624	(5,138)		16,486	184.633%	30,438	(110)	30,328	352,610
18	2037	2038	1,121,482	21,680	(5,138)		16,542	184.633%	30,541	(110)	30,431	369,680
19	2038	2039	1,124,286	21,736	(5,138)		16,598	184.633%	30,645	(110)	30,535	386,306
20	2039	2040	1,127,097	21,792	(5,138)		16,654	184.633%	30,749	(111)	30,638	402,498
21	2040	2041	1,129,915	21,848	(5,138)		16,710	184.633%	30,853	(111)	30,742	418,269
22	2041	2042	1,132,739	21,905	(5,138)		16,767	184.633%	30,957	(111)	30,846	433,628
23	2042	2043	1,135,571	21,961	(5,138)		16,823	184.633%	31,062	(112)	30,950	448,588
24	2043	2044	1,138,410	22,018	(5,138)		16,880	184.633%	31,166	(112)	31,054	463,157
25	2044	2045	1,141,256	22,075	(5,138)		16,937	184.633%	31,272	(113)	31,159	477,347
26	2045	2046	1,144,109	22,132	(5,138)		16,994	184.633%	31,377	(113)	31,264	491,167
<b>TOTAL =</b>									<b>762,388</b>	<b>(2,745)</b>	<b>759,643</b>	

**Key Assumptions**

- 1 Taxable market value annual growth assumption = 0.25%
- 2 Assume Pay 2019 Tax Year for tax rates.
- 3 Base Taxable Market Value = \$294,400      Based on Pay 2018 assessed taxable market value of parcels:      17,483.0070
- 4 Assumption for New Taxable Market Value = \$1,074,875 based on 8,599 SF building at \$125 per SF.
- 5 Estimated total tax increment is after deducting the State Auditor's Office fee of 0.36% of the tax increment distribution.
- 6 Present value is calculated based on semi-annual payments, stated rate in the schedule above, and beginning date of: 1/1/2019.
- 7 All amounts are estimated and do not represent agreement by the City on any amount of assistance or terms.
- 8 Based on construction start in 2018 and completion in 2019. Based on this assumption, the City would receive the first tax increment in year 2020.
- 9 Fiscal disparities to be paid from within the TIF district.

**Exhibit III**  
**City of Waseca**  
**Tax Increment Financing District No. TIF 28 (Redevelopment)**  
**Impact on Other Taxing Jurisdictions**  
**(Taxes Payable 2019)**  
**DCU Waseca, LLC**

**ANNUAL TAX INCREMENT**

Estimated Annual Captured Tax Capacity (Full Development)	\$22,189
Payable 2019 Local Tax Rate	184.633%
Estimated Annual Tax Increment	\$40,969

**Percent of Tax Base**

	Net Tax Capacity (NTC)	Captured Tax Capacity	Percent of Total NTC
City of Waseca	4,801,419	22,189	0.46%
Waseca County	24,145,776	22,189	0.09%
Waseca Public Schools ISD 829	11,498,278	22,189	0.19%

**Dollar Impact of Affected Taxing Jurisdictions**

	Net Tax Capacity (NTC)	% of Total	Tax Increment Share	Added Local Tax Rate
City of Waseca	88.357%	47.855%	19,606	0.408%
Waseca County	63.291%	34.279%	14,044	0.058%
Waseca Public Schools ISD 829	32.985%	17.865%	7,319	0.064%
Other	0.000%	0.000%	0	
Totals	184.633%	100.000%	40,969	

*NOTE NO. 1: Assuming that ALL of the captured tax capacity would be available to all taxing jurisdictions even if the City does not create the Tax Increment District, the creation of the District will reduce tax capacities and increase the local tax rate as illustrated in the above tables.*

*NOTE NO. 2: Assuming that NONE of the captured tax capacity would be available to the taxing jurisdiction if the City did not create the Tax Increment District, then the plan has virtually no initial effect on the tax capacities of the taxing jurisdictions. However, once the District is established, allowable costs paid from the increments, and the District is terminated, all taxing jurisdictions will experience an increase in their tax base.*

TAX INCREMENT FINANCING (REDEVELOPMENT) DISTRICT NO. 28

**Exhibit IV**

**City of Waseca**

**Tax Increment Financing District No. TIF 28 (Redevelopment)**

**DCU Waseca, LLC**

**Estimated Tax Increments Over Maximum Life of District**

Based on Pay 2019 Tax Rate =									
184.633%      88.357%      63.291%      32.985%									
TIF District	Taxes Payable Year	New Taxable Market Value	New Tax Capacity	Base Tax Capacity	Captured Tax Capacity	Estimated Total Tax Increment	City TIF Related Share	County TIF Related Share	School TIF Related Share
1	2021	537,438	9,999	(5,138)	4,861	8,975	4,295	3,076	1,603
2	2022	1,077,562	20,801	(5,138)	15,663	28,920	13,840	9,913	5,167
3	2023	1,080,256	20,855	(5,138)	15,717	29,019	13,887	9,948	5,184
4	2024	1,082,957	20,909	(5,138)	15,771	29,119	13,935	9,982	5,202
5	2025	1,085,664	20,963	(5,138)	15,825	29,219	13,983	10,016	5,220
6	2026	1,088,378	21,018	(5,138)	15,880	29,319	14,031	10,050	5,238
7	2027	1,091,099	21,072	(5,138)	15,934	29,419	14,079	10,085	5,256
8	2028	1,093,827	21,127	(5,138)	15,989	29,520	14,127	10,119	5,274
9	2029	1,096,562	21,181	(5,138)	16,043	29,621	14,175	10,154	5,292
10	2030	1,099,303	21,236	(5,138)	16,098	29,722	14,224	10,189	5,310
11	2031	1,102,051	21,291	(5,138)	16,153	29,824	14,272	10,223	5,328
12	2032	1,104,806	21,346	(5,138)	16,208	29,926	14,321	10,258	5,346
13	2033	1,107,568	21,401	(5,138)	16,263	30,028	14,370	10,293	5,364
14	2034	1,110,337	21,457	(5,138)	16,319	30,130	14,419	10,328	5,383
15	2035	1,113,113	21,512	(5,138)	16,374	30,232	14,468	10,363	5,401
16	2036	1,115,896	21,568	(5,138)	16,430	30,335	14,517	10,399	5,419
17	2037	1,118,686	21,624	(5,138)	16,486	30,438	14,566	10,434	5,438
18	2038	1,121,482	21,680	(5,138)	16,542	30,541	14,616	10,469	5,456
19	2039	1,124,286	21,736	(5,138)	16,598	30,645	14,665	10,505	5,475
20	2040	1,127,097	21,792	(5,138)	16,654	30,749	14,715	10,540	5,493
21	2041	1,129,915	21,848	(5,138)	16,710	30,853	14,765	10,576	5,512
22	2042	1,132,739	21,905	(5,138)	16,767	30,957	14,815	10,612	5,531
23	2043	1,135,571	21,961	(5,138)	16,823	31,062	14,865	10,648	5,549
24	2044	1,138,410	22,018	(5,138)	16,880	31,166	14,915	10,684	5,568
25	2045	1,141,256	22,075	(5,138)	16,937	31,272	14,965	10,720	5,587
26	2046	1,144,109	22,132	(5,138)	16,994	31,377	15,016	10,756	5,606
Total						762,388	364,846	261,340	136,202



**EXHIBIT V**  
**DOCUMENTS AND REPORTS FOR REDEVELOPMENT FINDINGS**



**Property Report**

Boser Construction, Inc. (BCI) has been requested by Inventure Properties, LLC. (IPO) to provide a report on our opinion as to the condition and costs bring the property located at the following address (the “Property”) up to standards and code requirements:

Diversified Credit Union  
105 15<sup>th</sup> Ave. NE  
Waseca, MN 56093

The intent of the report is to help understand the definitions BCI has used in their analysis to confirm a substandard condition exists, identify the associated costs to repair the substandard condition in comparison to the cost of constructing a new building of similar size and construction on the site as required by the blight test.

In determining the condition of the building for purposes of this report, we used the following statutory definitions for the definition of a substandard building:

1. The building defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors, which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance. Minn. Stat. § 469.174, subd. 10(b), and
2. A building is not structurally substandard, if it is in compliance with the building code for new buildings or could be brought into compliance for less than 15 percent of the cost of building a new building of the same type. Minn. Stat. § 469.174, subd. 10(c).

While not exhaustive, the following is a listing of some of the substandard findings at the Property based upon physical inspection of the interior and exterior of the Property:

- A. Exterior doors:  
The exterior doors are found to be substandard. They no longer adequately secure the building in a safe manner. The weather seals have fully deteriorated and require complete door replacement.
- B. Fire Suppression:  
The building contains no fire suppression system, which would need to be added.
- C. HVAC:  
The HVAC system appears to be original to the building and has not properly been maintained to ensure proper air quality, control and flow.
- D. Roof:  
The roof is past its useful life and no longer properly protects the building.



E. Building Sheathing / Siding:

The building siding and sheathing has rampant bird and pest infestation. It is no longer watertight and exposes the structure to further weather exposure and damages.

F. Overgrown vegetation / Plantings:

All of the plantings on the property are either overgrown, diseased, or in functional disrepair and require replacement.

Based upon our inspection of the property, here are our estimated costs to remedy the substandard defects noted above:

Replace exterior doors	\$ 22,400.00
Add Fire suppression	\$ 11,200.00 (due to change in use)
Replace HVAC system	\$ 28,200.00
Replace Roof	\$9,500.00
Replace Siding	\$ 16,062.00
Replace Plantings /Landscaping	\$ 15,500.00
 Total	 \$102,862.00
15% OH&P	\$ 15,429.00
<b>Total Estimate</b>	<b>\$118,291.00</b>

We estimate that the minimum cost to build a new building of similar size and purpose would be \$200.00 psf. At a size of 2,800 sf, the new building cost would be approximately \$560,000. The total estimate of the items identified above of \$118,291 is 21.1% of this amount, exceeding the 15% required to pass the blight test.

We also identified additional items we would need to complete the building for its intended use (replace windows, reconfigure electrical panels, carpet, paint, plumbing, lighting etc.) that represent an additional \$475,000, but only a portion of these expenses would be essential to make the building usable.

We did not complete any further delineation of these items as the calculations show that the corrective actions detailed above already exceeded the amount necessary to pass the blight test.



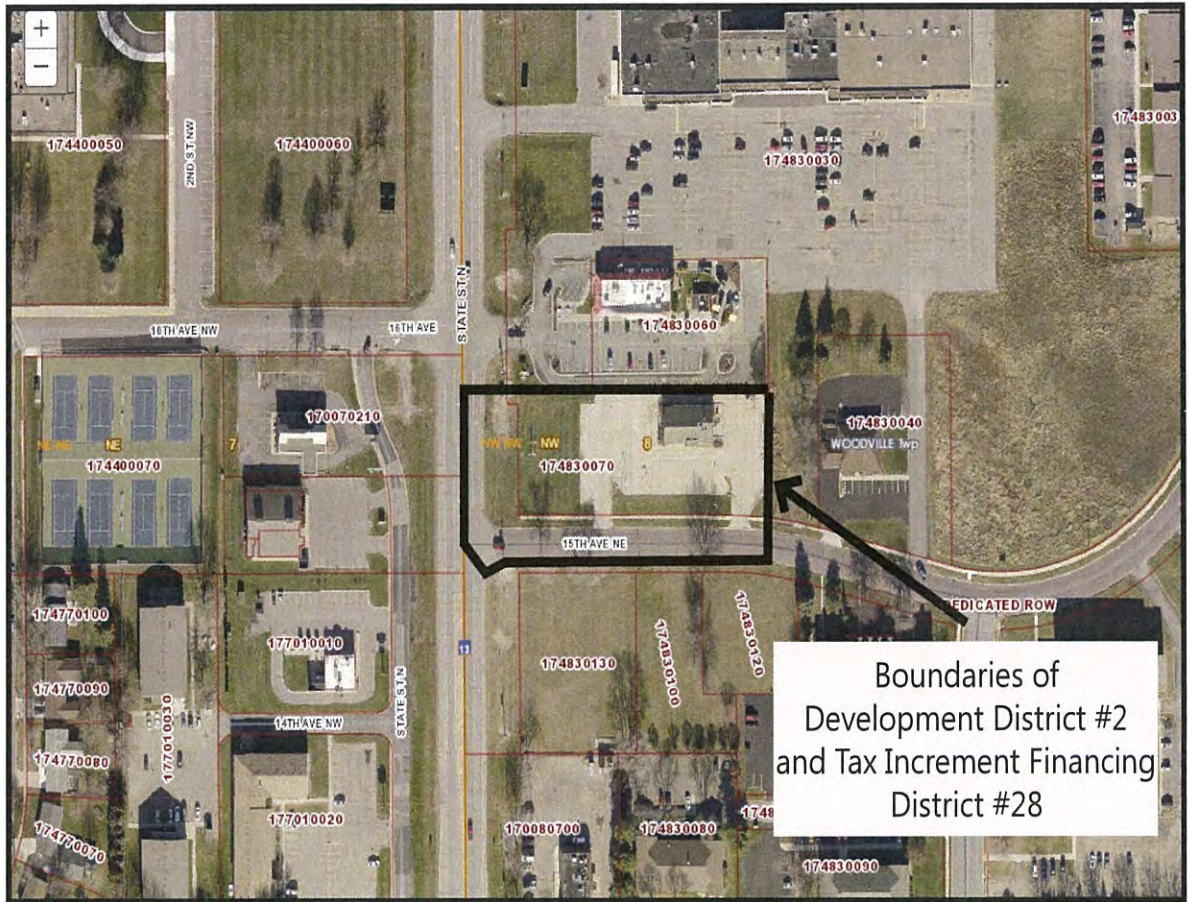
Josh Thieschafer

Senior Project Manager

[JThieschafer@BoserConstruction.com](mailto:JThieschafer@BoserConstruction.com)

(320) 980-5600

EXHIBIT VI



EXTRACT OF MINUTES OF A MEETING OF THE  
CITY COUNCIL OF THE CITY OF  
WASECA, MINNESOTA

HELD: September 18, 2018

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Waseca, Waseca County, Minnesota, was duly held on the 18th day of September, 2018 at 7:00 p.m.

The following members of the Council were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

RESOLUTION NO. 18-63

RESOLUTION APPROVING ESTABLISHING OF MUNICIPAL DEVELOPMENT DISTRICT NO. 2, APPROVING THE DEVELOPMENT PROGRAM THEREFOR, ESTABLISHING TAX INCREMENT FINANCING (REDEVELOPMENT) DISTRICT NO. 28 AND APPROVING THE TAX INCREMENT FINANCING PLAN THEREFOR

WHEREAS:

A. The City of Waseca, Minnesota (the "City") has proposed to establish Municipal Development District No. 2 (the "Development District") and the Development Program therefor (the "Development Program") and has proposed to establish Tax Increment Financing (Redevelopment) District No. 28 (DCU Waseca) (the "TIF District") therein and approve and accept the proposed Tax Increment Financing Plan therefor (the "TIF Plan") under the provisions of Minnesota Statutes, Sections 469.134 through 469.133, both inclusive, as amended and Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive, as amended (collectively, the "Act"); and

B. The City has performed all actions required by law to be performed prior to the establishment of the Municipal Development District and the establishment of the TIF District therein and the adoption of the proposed Development Program and TIF Plan relating thereto, including, but not limited to, notification of Waseca County and

Waseca Public Schools (ISD No. 829) having taxing jurisdiction over the property to be included in the TIF District; and

D. The City Council of the City (the “Council”) has reviewed the contents of the Development Program and the TIF Plan, and on this date conducted a public hearing thereon at which the views of all interested persons were heard.

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

1. Municipal Development District No. 2. The establishment of the Municipal Development District No. 2 and the Development Program are approved and adopted.

2. Tax Increment Financing (Redevelopment) District No 28. Tax Increment Financing (Redevelopment) District No. 28 is hereby established within the Development District. The initial boundaries of the TIF District are fixed and determined as described in the TIF Plan.

3. Tax Increment Financing Plan. The TIF Plan is adopted as the tax increment financing plan for the TIF District.

4. Findings. In taking these actions, the City Council makes the following findings:

(a) The TIF District is a redevelopment district as defined in Minnesota Statutes, Section 469.174, Subd. 10. Parcels consisting of 70 percent of the area of the TIF District are occupied by buildings, streets, utilities, paved or gravel parking lots, or other similar structures and more than 50 percent of the buildings, not including outbuildings, are structurally substandard to a degree requiring substantial renovation or clearance. The basis for these findings is described in Section 3.03.3 of the TIF Plan.

(b) The proposed redevelopment, in the opinion of the City Council, would not occur solely through private investment within the reasonably foreseeable future. The anticipated Developer for the project will not undertake the project as proposed without the City's use of tax increment financing to assist with the costs of redevelopment. The existence of blighting conditions, the additional cost of redevelopment, and local economic conditions contribute to the difficulty of redeveloping this site solely through private financing. Due to the necessity of removing structurally substandard buildings, preparing property for redevelopment, and constructing public improvements, the City Council finds that public financing assistance for the redevelopment activities proposed in the TIF Plan is necessary so that



other development by private enterprise will occur within the Development District and the TIF District. The City Council further finds that the TIF Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of the Development District by private enterprise.

(c) The increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed redevelopment after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan. A comparative analysis of estimated market values both with and without establishment of the TIF District and the use of tax increments has been performed as described above. Such analysis is found in Exhibit I of the TIF Plan, and indicates that the increase in estimated market value of the proposed redevelopment (less the indicated subtractions) exceeds the estimated market value of the site absent the establishment of the TIF District and the use of tax increments.

(d) The TIF Plan for the TIF District conforms to the general plan for development or redevelopment of the City as a whole. Section 3.02.2 of the TIF Plan contains information used in making this finding.

5. Public Purpose. The adoption of the Development Program for the Development District and the TIF Plan for the TIF District conforms in all respects to the requirements of the Act and will help fulfill a need to develop an area of the State which is already built up to provide employment opportunities, to improve the tax base and to improve the general economy of the State and thereby serves a public purpose and will afford maximum opportunity, consistent with the sound needs for the City as a whole, for the development or redevelopment of the project area by private enterprise in that the intent is to provide only that public assistance necessary to make the private developments financially feasible.

6. Certification and Filing. The City Manager is authorized and directed to transmit a certified copy of this resolution together with a certified copy of the TIF Plan for the TIF District to the Auditor of Waseca County with a request that the original tax capacity of the property within the TIF District be certified to the City pursuant to Section 469.177, Subd. 1 of the TIF Act, and to file a copy of the Development Program and the TIF Plan with the Minnesota Commissioner of Revenue and State Auditor as required by the TIF Act.

7. Administration. The administration of the Development District and the

TIF District is assigned to the City Manager who shall from time to time be granted such powers and duties pursuant to the Act as the City Council may deem appropriate.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted this 18<sup>th</sup> day of September, 2018.

\_\_\_\_\_  
R.D. Srp  
Mayor

Attest:

\_\_\_\_\_  
Mike Anderson  
Assistant to the City Manager

STATE OF MINNESOTA  
COUNTY OF WASECA  
CITY OF WASECA

I, the undersigned, being the duly qualified and acting Assistant to the City Manager of the City of Waseca, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to tax increment financing in the City.

WITNESS my hand this 18<sup>th</sup> day of September, 2018.

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Mike Anderson  
Assistant to the City Manager



<b>Title:</b>	Resolution 18-61: Authorizing Execution of an Agreement between the City of Waseca and the Minnesota Department of Public Safety/Office of Traffic Safety.		
<b>Meeting Date:</b>	September 18, 2018	<b>Agenda Item Number:</b>	7C
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution 18-61
<b>Originating Department:</b>	Waseca Police Department	<b>Presented By:</b>	Lt. Angie Grotberg
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to approve the Resolution 18-61 authorizing the City of Waseca to enter into a grant agreement with the Minnesota Department of Public Safety/Office of Traffic Safety for traffic safety enforcement projects during the period from October 1, 2018 through September 30, 2019.		
<b>How does this item pertain to Vision 2030 goals?</b>	Create a vibrant dynamic community		

## BACKGROUND:

In early April of 2018, at the request of Chief Vought, Lieutenant Angie Grotberg contacted the Waseca County Sheriff, the New Richland Chief of Police, and the Janesville Chief of Police to see if there was interest in applying for a Toward Zero Death grant offered by the Minnesota Department of Public Safety/Office of Traffic Safety. There was a resounding affirmative response from the Sheriff and the Chiefs. Lieutenant Grotberg then applied for the grant. On September 5, 2018 she was notified that the Waseca Police Department would receive a TZD grant in the amount of \$20,235.00.

Grant funding will be used for overtime enforcement to address all traffic safety issues with an emphasis on impaired driving, occupant protection, speed and distracted driving. This grant period is from October 1, 2018 through September 20, 2019.

Lt. Grotberg will be the Coordinator and Chief Vought will be the Administrator/Fiscal Agent of this grant. According to their requirements, multiple counties, as well as a county and multiple cities within that county, may partner to apply for one grant. The Office of Traffic Safety will issue a maximum of one enforcement grant per county (with the exception of Hennepin and St. Louis Counties; five grants are allowed for Hennepin County and two for St. Louis County). Each of the applicants was required to partner with at least one agency to be eligible. No single agency applications were allowed to be accepted. Thus, that is why the other agencies are also involved with the grant and the enforcement efforts.

Lt. Grotberg will be responsible for compiling information from our law enforcement partners and submitting plans, reports, and invoices to the Office of Traffic Safety. Our partner agencies are responsible for reporting their enforcement activity on a short report on the Office of Traffic Safety website after designated campaigns on the enforcement calendar, and for providing timely information to the Lt. Grotberg.

Another requirement of accepting the grant is that the law enforcement agency that is the applicant must obtained a resolution from their respective City Council.

**BUDGET IMPACT:**

All expenses of the law enforcement officers who participate in the enforcement of traffic safety issues will be covered by the grant.

**POLICY QUESTION:** N/A

**ALTERNATIVES CONSIDERED:** N/A

**RECOMMENDATION:** City staff recommends that the City of Waseca approved the Resolution 18-61 and accept the grant funding so that the Waseca Police Department officers and other law enforcement officers in Waseca County can participate in the Toward Zero Death program.

**RESOLUTION NO 18-61**

**RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN THE CITY OF WASECA, WASECA POLICE DEPARTMENT AND THE DEPARTMENT OF PUBLIC SAFETY/OFFICE OF TRAFFIC SAFETY FOR TRAFFIC SAFETY ENFORCEMENT EFFORTS IN WASECA COUNTY**

BE IT RESOLVED that City of Waseca and the Waseca Police Department enter into a Toward Zero Death grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED that Waseca Police Chief Penny Vought, on behalf of the City of Waseca, is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Waseca Police Department and to be the fiscal agent and administer the Toward Zero Death grant.

I CERTIFY THAT the above resolution was adopted by the Waseca City Council of Waseca on September 18, 2018.

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R.D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

<b>Title:</b>	Extension of Residential Tax Abatement		
<b>Meeting Date:</b>	September 18, 2018	<b>Agenda Item Number:</b>	<b>7D</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	
<b>Originating Department:</b>		<b>Presented By:</b>	
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Extend the existing Residential Tax Abatement resolution for an additional two years. In the event that the total city property taxes abated in any one year exceed \$120,000, the extension should be reviewed so that capacity remains for commercial abatement.		
<b>How does this item pertain to Vision 2030 goals?</b>	Create High Quality Community Assets Expand & Leverage Economic Development Initiatives Create a Vibrant Dynamic Community		

**BACKGROUND:** Tax Abatement for new homes is coming to the end of its two year authorization. After a modest start in 2017, 2018 is seeing significantly more construction than has been experienced for many years. Seven building permits have been issued inside the city limits with two more expected. The City Tax Abatement combined with the County Tax Abatement plus the waiver of utility connection fees is having the desired impact. At its September 12 meeting, the EDA recommended that the abatement program be extended for an additional two years with a provision to review if the total amount of City taxes abated exceeds \$120,000.

**BUDGET IMPACT:** Overall, the direct impact is minimal. Taxes continue to be collected on the value of properties that exists prior to the improvements being built. Future income is deferred during the abatement period, but the new construction creates an income stream that will last well beyond the abatement period.

**POLICY QUESTION:** Is continued abatement in the best interests of Waseca?

**ALTERNATIVES CONSIDERED:** None

**RECOMMENDATION:** Extend Residential Tax Abatement for an additional two years with a review of the program if the total amount of City taxes abated exceeds \$120,000 in any one year.

<b>Title:</b>	Public Hearing: Ordinance No. 1066, An Ordinance Amending Chapter 37 of the City Code; Boards, Commissions and Authorities Regarding Number of Planning Commission Members.		
<b>Meeting Date:</b>	September 18, 2018	<b>Agenda Item Number:</b>	<b>7E</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Ordinance No. 1066
<b>Originating Department:</b>	Community Development	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	Hold a public hearing and Motion to Approve Ordinance No. 1066		

**BACKGROUND:**

The City of Waseca is requesting an amendment to the Waseca Code of Ordinances, Chapter 37, Boards, Commissions and Authorities to reduce the number of members required on the Planning Commission. The Planning Commission is required to have seven members. All members must be appointed by the City Council to serve a three-year term.

Current membership on the Planning Commission is down to four members and as a result, it is becoming difficult to obtain a quorum for meetings.

There are no restrictions in statute or any other section of City Code that would prohibit the number of members from being changed. Having five members would provide a quorum of three (3). This would alleviate the current problem related to only having four (4) members, and the ongoing challenge of finding new members. In this scenario, one member would still be required to be a City Council representative.

**RECOMMENDATION:** Hold a public hearing and approve Ordinance No. 1066

**ORDINANCE NO. 1066**

**AN ORDINANCE AMENDING CHAPTER 37; BOARDS, COMMISSIONS AND AUTHORITIES  
OF THE WASECA CODE OF ORDINANCES  
REGARDING NUMBER OF PLANNING COMMISSION MEMBERS**

**WHEREAS**, Chapter 37 of the Waseca Code of Ordinances provides for the establishment of the Planning Commission; and

**WHEREAS**, the Planning Commission is required to have seven members, one of which is a City Council Representative and all of which must be appointed by the City Council to serve a three-year term; and

**WHEREAS**, it has grown increasingly difficult to attract volunteers to serve on the Planning Commission, which is therefore causing difficulty in achieving a quorum.

**NOW, THEREFORE**, the City of Waseca does hereby ordain that the amendments to Chapter 37 of the Waseca Code of Ordinances as shown here-in are hereby approved and modified. The modification only amends the specified codes, the remainder of the Ordinance shall remain as previously adopted.

**SECTION 1.** Chapter 37, Boards, Commissions and Authorities of the Waseca Code of Ordinances is hereby amended as follows, underlined text is being added and ~~strikeout text~~ is being deleted:

**§ 37.14 PLANNING COMMISSION.**

The Planning Commission was established by the city pursuant to M.S. Ch. 462, as it may be amended from time to time, through its zoning ordinance in order to provide recommendations to the City Council and the Zoning Administrator in the administration of the zoning ordinance. The Planning Commission will consist of ~~seven~~ five members, appointed pursuant to § 37.01.

**SECTION 2.** This Ordinance shall take and be in force 10 days after its passage.

ADOPTED this 18<sup>th</sup> day of September 2018.

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R. D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

Introduced: August 21, 2018  
Adopted: September 18, 2018  
Published: September 28, 2018  
Effective: September 28, 2018

<b>Title:</b>	<b>Senior Citizens Center Partnership</b>		
<b>Meeting Date:</b>	9/18/18	<b>Agenda Item Number:</b>	<b>7F</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	
<b>Originating Department:</b>	City Manager	<b>Presented By:</b>	Duane Hebert
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action: Authorize City Manager to negotiate partnership agreement with Senior Citizens Board for Building ownership, and Senior Director employment</b>		
<b>How does this item pertain to Vision 2030 goals?</b>	<b>Developing High Quality Community Assets, and, Creating a Vibrant Dynamic Community</b>		

**BACKGROUND:** The Senior Board approached Mayor Srp about cooperative efforts. After several meetings with City representatives the Senior Board voted to advance the partnership. Additional details are found in the white paper attached.

**BUDGET IMPACT:** Budget neutral with negotiated lease agreement that shares costs for associated services.

**POLICY QUESTION:** Does the City Council wish to take ownership of the Senior Center for the purposes of maintaining existing community services and programs, and expanding services in programs to the broader community including a “Community Center” concept through a partnership with the Senior Board?

**ALTERNATIVES CONSIDERED:** There is only one Senior Center in Waseca and it happens to have a commercial kitchen, office space, and additional space available for community programming.

**RECOMMENDATION:** City staff strongly supports further advancement of this partnership to provide new opportunities for intergenerational programming, enhanced senior programming (seniors make up 25% of the City population), and economic development opportunities.

**DRAFT**

TO: Waseca City Council

FROM: Duane Hebert, former interim City Manager

DATE: September 7, 2018

SUBJECT: Senior Center

At a meeting on September 5, 2018, the Senior Board passed a motion on a 5-1 vote to move forward discussions on more cooperative efforts with the City Council. The two main points identified at the meeting were the Senior Board turning over the Senior Center building to the City of Waseca, and the City of Waseca becoming the employer of the Director of Senior services. It was identified there would be several other items that would need to be resolved related to lease agreement(s) and financial structure, but these two items took priority.

As noted in an earlier email the primary impetus for the Senior Board approaching the city is the pending retirement of the current Director, Lela Jones towards the end of the year, and the recent retirement of the "second-in-command", another long term employee. The Senior Board was looking for assistance on the best approach to hiring their replacement(s) to ensure maintenance of the high-quality services provided by the Senior Board.

Many Senior Centers throughout the state have closed, reduced services significantly, or have drastically altered structures due to demographic change, changes in services to Seniors from other providers, and reductions in funding for such programs. Generally, once a Senior Center in a smaller community moves from a paid staff structure to a volunteer structure there is a strong chance of the Senior Center closing shortly thereafter. Volunteers age, and there are fewer volunteers to replace them.

The Senior Citizens Board is a non-profit entity made up of Board volunteers with paid staff to run the programs and services of the Senior Center. The Center provides traditional and non-traditional programs. Traditional programs such as cards, social events, and meals are augmented by non-traditional programs such as on-site fitness, and work services for private businesses.

Several conversations have been held with representatives of the Senior Board and numerous ideas discussed since the City Council provided authorization for City staff to further investigate partnership with the Senior Board. City staff was present at the September 5<sup>th</sup> Senior Board meeting for additional discussions. Legal Counsel for the Senior Board was present and helped guide the Senior Board in their



deliberation. After extensive discussion the Senior Board voted on the motion to take the next steps in the partnership opportunity.

An earlier staff email to the City Council identified several benefits of this transaction on behalf of the City. Having a "Community Center" is a desire of almost every city. Having space in that community center for additional community programming including health, wellness, safety, fitness, etc. makes it even more attractive. The building contains a commercial kitchen which could provide economic development opportunities for the City, and space is available in the event a business incubator concept moves forward through the City's Economic Development Authority.

The Senior Board is in a strong financial position. Revenues received from work performed for private industries ensure a positive cash flow to support their programming, and the Board has a healthy savings account. The Senior Board could conceivably continue down their current path without the additional partnership with the City, but it appears the Board has the foresight to understanding changing demographics and forces beyond their control warrants consideration of new models to ensure the sustainability of Senior specific programs, and help expand services and programs throughout the community.

A question raised during the previous City Council discussion revolved around the financial impact of this action. That would ultimately depend on the many details that still need to be decided. For the sake of advancing the discussion the end of the year 2017 financials of the Senior Board will be used for the following fiscal analysis.

**Revenues and Expenditures for the Senior Board (not including revenue from work services for private businesses):**

Rent payments for kitchen use by Lutheran Social Services for meals on wheels - \$3,720 (that figure increases to \$3,960 for 2018 based on a rent adjustment)

Rent payments MVAC (SMART transportation offices) - \$8,400

Other facility rental - \$975

Donations - \$3,289

Waseca County - \$2,500

City of Waseca - \$13,500

Charges for Internal Activities - \$5,094

Membership Dues - \$2,350

United Way contribution - \$7,000

**Total Revenues = \$46,828**

**Total Expenditures = \$101,536** (includes \$39,380 for the Director wages and related, and \$16,106 for additional staff that is no longer employed – with these items removed **Total Expenses = \$46,050**).

The Senior Board financial statement does not distinguish work performed by the Director for the Senior programs and the work performed for private businesses. A breakdown of the time commitment for this work may be useful if discussions move forward.

The Director is currently the only staff person for the Senior programs. Additional staff is hired for work performed for private businesses. The City of Waseca employs a Recreation Coordinator. This position supervises the Water Park when that facility is operating. In the other months the position works on the development of recreation programs. The program area of "recreation" has not been fully developed within the City. This has created a situation of a program idea with related resources not being fully utilized. The partnership opportunity with the Senior Board affords the chance to maximize the resources in an even more efficient and program-expanding manner.

The Senior Center is a large, multi-function building. It is in good shape, has many new features, and the mechanical equipment has many more years of useful life. Like any building that has been around it could use a few cosmetic upgrades, but large expenditures are not expected in the next ten years. The Senior Board is currently making exterior upgrades. If the building comes under the oversight of the City the building and its larger equipment would be included in the City's Capital improvement Plan (CIP). This would provide for planning and scheduling of repairs/upgrades and necessary funding as with any other City facility.

Assuming the City assigns an existing position to serve as the Director, none of the Director's time for the private company work is compensated, and all other revenues and expenditures remain fairly constant the impact of the proposed arrangement with the Senior Board could be tax levy neutral to the City. Impact on the CIP and changes based on future CIP funding would need to be considered, but that impact must be considered in relation to the added community programming, flexible space availability, and economic development opportunities.

An important benefit of this opportunity is the chance for intergeneration socialization. The ability for people of all ages to come together in one location affords numerous community benefits. Communities with strong intergenerational programs have an overall greater sense of community. Seniors mentoring younger families and individuals, younger people helping keep Seniors active and involved helps reduce social isolation and builds a more communal feel.

This opportunity has been discussed with the Directors of the City departments. There is unanimous support for this arrangement due to the advancement of services to citizens it would provide. Moving this forward would provide maximization of existing resources, and open new opportunities for City-wide programs and services for the benefit of all citizens of Waseca and the surrounding area.