

REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, JULY 16 2019, 7 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

2018 Audit Report: Tom Olinger from Abdo, Eick & Meyers

- 6 CONSENT AGENDA

- A. Minutes – Regular City Council Meeting/Work Session : July 2, 2019
- B. Payroll & Expenditures
- C. Approval of City Contract: Animal Professional Services

- 7 ACTION AGENDA

- A. **Ordinance 1072 & 1073:** Cable Franchise Extensions - Public Hearing
- B. **RCCA:** Approval of Final Contract Payment: Crack and Seal Project -2019-03 Project
- C. Approval of City Contract: CivicCMS (website redesign)

- 8 REPORTS

- A. City Manager's Report
 - B.E.S.T. of Waseca Funding Request
- B. Commission Reports
 - EDA (Srp, Johnson)
 - Park Board (Christiansen)
 - Airport Board (Rose)
 - Discovery Waseca Tourism (Conrath)

9 ANNOUNCEMENTS

10 ADJOURNMENT

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, JULY 2, 2019

6A

CALL TO ORDER/ROLL CALL

- 1 The regular Waseca City Council meeting was called to order by Mayor Pro Tem Allan Rose at 7:00 p.m.

Councilmembers Present: Jeremy Conrath Allan Rose
 Daren Arndt
 Mark Christiansen Les Tlougan

Councilmembers Absent: Roy Srp, Larry Johnson

Staff Present: Lee Mattson, City Manager
 Mike Anderson, Assistant to the City Manager

Others Present: Chad Anderson, Resident

MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

- 3 It was moved by Arndt, seconded by Conrath, to approve the agenda as presented. Motion carried 5-0.

PUBLIC COMMENT

- 4 Chad Anderson spoke to the City Council in opposition of allowing private docks on public property. He asked that his email to Council, along with his neighbors, to be entered into the Public Record. (see attached)

REQUESTS AND PRESENTATIONS

- 5 None.

CONSENT AGENDA

- 6 It was moved by Tlougan, seconded by Conrath, to approve the Consent Agenda as presented. The motion carried 5-0, and included the following:
- A. Minutes – Regular City Council Meeting – June 18, 2019
 - B. Payroll & Expenditures
 - C. Approval of FBO Hanger Payment
 - D. Approval of 3rd Street NE Improvement Project – Payment Request #2

E. **Resolution 19-33:** A Resolution Amending City of Waseca Budget for Calendar Year 2018

ACTION AGENDA

7A **Resolution 19-32** – A Resolution of the City of Waseca Discontinuing Subdivision Regulations to the Unincorporated Territory within Two Miles of the City of Waseca

In 2003, the City Council extended subdivision authority into the entire two mile extraterritorial area. Council deliberated whether or not this was a good option, and if property owners would take advantage of the opportunity to do as they please right outside of City Limits. During the discussions it was decided to have the Planning Commission look into some designated areas the City could consider taking authority over in a new resolution to be presented at a future meeting.

Motion was made by Conrath, seconded by Tlougan, to approve Resolution 19-32. Motion carried 4-1 (Christiansen against).

Council Member Tlougan made a motion to have the Planning Commission bring back suggestions on designated areas surrounding City limits within 90 days, seconded by Conrath. Motion carried 5-0.

7B **RCCA:** Private Docks on Public Property

City Council discussed allowing private docks on public property. Council was provided with a lease agreement for the individual dock located in public property. This agreement would end on September 30, 2019, and require the dock owner to provide liability insurance.

Motion was made by Christiansen, seconded by Tlougan, to require the applicant to pay a \$250 fee and present proof of liability insurance or the dock will be removed in 21 days on July 24, 2019. Motion passed 3-2 (Conrath, Arndt)

REPORTS

8A **City Manager's Report**

City Manager presented on the following items

- Parks Department was awarded a \$150,000 grant from the DNR for the connection of trails. Congrats Brad Dushaw and all who assisted on the grant writing!
- Interviews for the Finance Director position were held yesterday and an offer is expected to be considered on Friday
- Vision 2030 representatives from BEST met with REDA last week
- Recognized Utility Billing staff for all their hard work on the DER-renewable energy policy
- The State St/2nd Ave pilot project is complete. Some pipe bollards have been removed, benches improved, and trees planted

8B **Commission Reports**

- Fire Relief Association: Conrath
 - City Manager was in attendance at the meeting, which focused primarily on beginning the process of updating the association's bylaws.
 - Approved bills

- HPC: Tlougan
 - Discussed Mission Statements
 - Downtown Historic District in under review by the State
 - State Preservation Conference is in September
 - Speckled Hen has moved into the old EF Johnson Museum

ANNOUNCEMENTS

- 9 All Councilmembers wished everyone a safe and happy 4th of July!

ADJOURNMENT

- 10 There being no further business to be brought before the Council, it was moved by Conrath, seconded by Tlougan, to adjourn the meeting at 8:05 p.m.; the motion carried 5-0.

R.D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

Clear Lake private dock on public land issue.

From: Chad Anderson [REDACTED]

Cc: jeremyc@ci.waseca.mn.us; LarryJ@ci.waseca.mn.us; lest@ci.waseca.mn.us; allanr@ci.waseca.mn.us;
markc@ci.waseca.mn.us; darena@ci.waseca.mn.us

Date: Tuesday, July 2, 2019, 10:49 AM CDT

Mayor Srp and City Council,

My name is Chad Anderson and I live on the corner of 10th Street NE and 3rd Ave NE overlooking Clear Lake. I have serious concerns regarding statements made in a recent Waseca County News article by council members towards private dock ownership on public lands.

We have lived in our home for nearly eight years. We purchased the home knowing full well that the southwest side of the lake was public land with a small access points to allow citizens use of the lake. We as homeowners have an intrinsic value to our property overlooking the lake unmolested. For decades, there have not been docks on this side of the lake that would alter this view.

This is not a city park. We live in a small quiet neighborhood that has numerous small children. Any changes brought up by the council can't minimize the effects of such a change. The strip of public land is well used anyways, numerous citizens every day use this space to fish and enjoy the lake.

We have numerous official parks on the lake already. There are two locations on the lake that allow for renting boat slips already. I think your decision to revisit the city's policy and code on private docks on Clear Lake is hasty and unnecessary.

If someone has proof of deeded lakeshore, by all means they are allowed to use their property as such. If not, the dock(s) in question should be removed immediately and the city should continue to stay out of the leasing public land business.

Thank You.

Chad Anderson
204 10th Street NE
Waseca, MN 56093

Quintin Pettigrew

From: Quintin Pettigrew [REDACTED]
Sent: Sunday, June 30, 2019 8:04 PM
To: 'roys@ci.waseca.mn.us'
Subject: Clear Lake

Roy,

Would you pass this e-mail on to the other city council members. It appears that your web page is not up to date; so I am not sure who to send it to.

I have heard that the city council may rent or lease spaces for docks on city property on Clear Lake. I would like to express my concern.

1. We live at 1009 East Elm Avenue. When we purchased the property, we were told that the lake shore in front was city property and docks were not permitted. Neither Karen nor I are boat people and just wanted the view from our home. We would like it if the city would not change that policy. We would like the view without the clutter. We don't think it is fair to change the rules after we purchased our home.
2. I walk around the lake on a regular basis. The stretch from the Boat House to the last house going east is a popular fishing spot for people from the community. In the spring when the weather turns nice people of all ages, young and old, are along that segment fishing. I have even observed families with picnic lunches. They fish from morning till evening. They move all along the shore looking for the best spot to catch a fish. I suspect that most of these are people who do not have or cannot afford a boat or they would be out on the lake in a boat fishing. Most of the lake shore seems to be privately owned. There is no other location that I have observed where so many can fish from shore with the exception of the inlet across from Barney's and generally there are only two or three at most fishing at one time in that location. To have a mix of fishing from shore and docks is not workable since there is the inevitable fuel from boats in the area. It is no fun to fish from shore with fuel in the water.

If you are considering the leasing of dock rights, let me recommend a compromise. Designate the area from the Boat House to the last house east as a city fishing zone without docks and boats—much as it is now. I could be considered part of the Waseca park system. The area between the last house and Kiestler's, if city owned, could be rented or leased assuming that is city owned; since there seems to be very few who fish in that zone. This would better meet the needs of the community.

Thank you for your consideration.

Quintin Pettigrew
1009 East Elm Avenue
Waseca MN
507-833-2153

MINUTES
CITY COUNCIL WORK SESSION
TUESDAY, JULY 2, 2019

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

Councilmembers present:	Daren Arndt	
	Mark Christiansen	Allan Rose
	Jeremy Conrath	Les Tlougan

Councilmembers absent:	Mayor Srp	Larry Johnson
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Staff present:	Lee Mattson, City Manager
	Mike Anderson, Assistant to the City Manager
	Carl Sonnenberg, Utilities Director
	Alicia Fischer, Finance Technician

Budget Kickoff

Allan Rose opened the work session at 6 p.m.

City Manager Mattson asked for Council discussion regarding items they would like to potentially see in the budget for 2020.

Councilmembers talked about items that staff will research. Those items will be brought back in future work sessions for possible inclusion in the Capital Improvement Plan and/or 2020 Budget.

There being no further discussion, the work session ended at 6:55 p.m.

R. D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

**6B**

LIST OF EXPENDITURES

July 16, 2019



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City Council	0.00
Streets	25,069.39
Parks	13,731.84
Wastewater	9,883.76
Utility Administration	4,419.73
Utility Billing	7,322.47
Electric	12,753.54
Water	5,117.00
Building and Code Compliance	2,416.81
Police	53,616.81
Administration	4,440.31
Community Aides	60.00
Fire	9,242.93
Paid On Call Fire Department	5,778.30
Election Judges	0.00
PEG	0.00
Finance	7,706.73
Connections	3,937.13
Community Development	4,857.94
Engineering	14,996.76
Recreation	16,360.48
Econ Development	<u>2,510.96</u>
 Total Gross Payroll	 204,222.89
 *Less- Payroll Deductions	 <u>(67,314.11)</u>
 Net Payroll Cost	 \$ 136,908.78

*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:
June 28, 2019-July 12, 2019
Includes check #'s 153823-153887
Bank ACH Withdrawals.....933,002.22

GRAND TOTAL EXPENDITURES \$ 1,069,911.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
General Fund						
07/12/2019	71906	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 6/30/2019	101-21701-0000	17,481.26	M
Total 101217010000:					17,481.26	
07/12/2019	71902	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 6/30/2019	101-21702-0000	8,569.78	M
Total 101217020000:					8,569.78	
07/12/2019	71906	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 6/30/2019	101-21703-0000	8,628.63	M
07/12/2019	71906	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 6/30/2019	101-21703-0000	8,628.63	M
Total 101217030000:					17,257.26	
07/12/2019	71903	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 6/30/2019	101-21704-0000	1,219.96	M
07/12/2019	71903	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 6/30/2019	101-21704-0000	7,929.32	M
07/12/2019	71903	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 6/30/2019	101-21704-0000	6,476.00	M
07/12/2019	71903	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 6/30/2019	101-21704-0000	7,929.32	M
07/12/2019	71903	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 6/30/2019	101-21704-0000	9,713.96	M
Total 101217040000:					33,268.56	
07/12/2019	153856	IBEW	IBEW UNION DUES Pay Period: 6/30/2019	101-21707-0000	315.28	
07/12/2019	153857	IUOE Local #70	FIRE UNION DUES Pay Period: 6/30/2019	101-21707-0000	128.28	
07/12/2019	153857	IUOE Local #70	IUOE UNION DUES Pay Period: 6/30/2019	101-21707-0000	649.08	
07/12/2019	153861	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 6/30/2019	101-21707-0000	612.00	
Total 101217070000:					1,704.64	
07/12/2019	20190600	Greater Mankato Area United Way	UNITED WAY Pay Period: 6/30/2019	101-21708-0000	15.00	
Total 101217080000:					15.00	
07/12/2019	153867	MN Life	July Life Insurance	101-21710-0000	625.50	
Total 101217100000:					625.50	
07/12/2019	71906	ACH Internal Revenue Service	MEDICARE Pay Period: 6/30/2019	101-21712-0000	2,773.94	M
07/12/2019	71906	ACH Internal Revenue Service	MEDICARE Pay Period: 6/30/2019	101-21712-0000	2,773.94	M
Total 101217120000:					5,547.88	
07/12/2019	71908	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 6/30/2019	101-21713-0000	885.00	M
07/12/2019	71908	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 6/30/2019	101-21713-0000	395.00	M
Total 101217130000:					1,280.00	
07/12/2019	71905	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 6/30/2019	101-21714-0000	1,315.00	M
Total 101217140000:					1,315.00	
07/12/2019	71913	Further	Flex/HSA Reimbursement	101-21716-0000	669.91	M
07/12/2019	71909	Further	HSA DEDUCTION Pay Period: 6/30/2019	101-21716-0000	442.84	M
Total 101217160000:					1,112.75	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
07/12/2019	71904	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 6/30/2019	101-21717-0000	1,220.57	M
Total 101217170000:					1,220.57	
07/12/2019	71907	Delta Dental	DENTAL EE + SPOUSE Pay Period: 6/30/2019	101-21719-0000	346.20	M
07/12/2019	71907	Delta Dental	DENTAL SINGLE Employee Pay Period: 6/30/2019	101-21719-0000	534.85	M
07/12/2019	71907	Delta Dental	DENTAL FAMILY Employee Pay Period: 6/30/2019	101-21719-0000	1,217.70	M
07/12/2019	71907	Delta Dental	Cobra	101-21719-0000	28.15	M
Total 101217190000:					2,126.90	
07/12/2019	153851	Fidelity Security Life	VISION FAMILY Employee Pay Period: 6/30/2019	101-21722-0000	54.54	
07/12/2019	153851	Fidelity Security Life	VISION SINGLE Employee Pay Period: 6/30/2019	101-21722-0000	41.94	
07/12/2019	153851	Fidelity Security Life	VISION + ONE Employee Pay Period: 6/30/2019	101-21722-0000	36.72	
07/12/2019	153851	Fidelity Security Life	Cobra	101-21722-0000	6.99	
Total 101217220000:					140.19	
07/12/2019	153866	MN Department of Labor & Industry	2nd Qtr surcharge to state	101-32280-0000	2,277.14	
Total 101322800000:					2,277.14	
07/12/2019	20190624	Waseca Area Chamber of Commerce	Mayor Public Appearance Lunch	101-41110-3300	14.50	
Total 101411103300:					14.50	
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-41320-1310	286.50	M
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-41320-1310	256.59	M
Total 101413201310:					543.09	
07/12/2019	153867	MN Life	July Life Insurance	101-41320-1330	28.87	
07/12/2019	153867	MN Life	July Life Insurance	101-41320-1330	3.47	
Total 101413201330:					32.34	
07/12/2019	20190583	APG Media of So MN LLC	Ordinance Notice 1072	101-41320-3400	58.50	
Total 101413203400:					58.50	
07/12/2019	153843	Cintas Corporation	First aid cabinet supplies	101-41320-4940	37.79	
07/12/2019	153843	Cintas Corporation	First aid cabinet supplies	101-41320-4940	35.01	
07/12/2019	153844	Coborn's	Snack for training	101-41320-4940	23.96	
07/12/2019	153844	Coborn's	snack for training	101-41320-4940	41.94	
07/12/2019	153874	South Central College	Safety Program	101-41320-4940	1,260.00	
07/12/2019	20190623	U.S. Bank - CC	Coffee for training	101-41320-4940	15.98	
Total 101413204940:					1,414.68	
07/12/2019	20190581	A. H. Hermel Company	Pop for vending machine	101-41320-4945	76.60	
07/12/2019	20190623	U.S. Bank - CC	Pop for vending machines	101-41320-4945	29.98	
Total 101413204945:					106.58	
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-41500-1310	1,047.18	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101415001310:					1,047.18
07/12/2019	153867	MN Life	July Life Insurance	101-41500-1330	36.28
Total 101415001330:					36.28
07/12/2019	71901	Further	Flex/HSA Reimbursement	101-41500-1600	2,475.48 M
Total 101415001600:					2,475.48
07/12/2019	20190603	Innovative Office Supply	Office supplies	101-41500-2000	2.49
Total 101415002000:					2.49
07/12/2019	20190623	U.S. Bank - CC	Trail mix for wellness activity	101-41500-2200	64.11
Total 101415002200:					64.11
07/03/2019	153813	U.S. Treasury	PCORI Fees	101-41500-3000	197.81- V
07/12/2019	153877	U.S. Treasury	PCORI Taxes	101-41500-3000	245.31
Total 101415003000:					47.50
07/12/2019	153872	Quality Resource Group Inc	AP Checks	101-41500-3500	724.35
Total 101415003500:					724.35
07/12/2019	20190598	Flaherty & Hood PA	June Legal Services	101-41600-3000	3,987.50
07/12/2019	20190608	Kennedy & Kennedy Law Office	June Legal Services	101-41600-3000	900.00
Total 101416003000:					4,887.50
07/12/2019	153829	American Legal Publishing Corporation	2019 Ordinances	101-41600-3100	203.00
Total 101416003100:					203.00
07/12/2019	20190591	Civic Systems LLC	2nd half software support	101-41920-4950	6,884.50
Total 101419204950:					6,884.50
07/12/2019	20190603	Innovative Office Supply	Office supplies	101-41940-2000	13.70
07/12/2019	153864	MailFinance	Postage Machine	101-41940-2000	870.00
Total 101419402000:					883.70
07/12/2019	20190581	A. H. Hermel Company	Coffee for break room	101-41940-2170	29.91
07/12/2019	153873	Red Feather Paper Company	Janitor Supplies	101-41940-2170	147.55
07/12/2019	20190623	U.S. Bank - CC	Coffee creamer for employee breakroom	101-41940-2170	12.00
Total 101419402170:					189.46
07/12/2019	153842	Cintas Corporation	Floor Mat	101-41940-3100	63.45
07/12/2019	153842	Cintas Corporation	Floor Mat	101-41940-3100	3.84
07/12/2019	20190594	Culligan	RO lease	101-41940-3100	28.95
07/12/2019	20190617	ServiceMaster of Mankato/Waseca	Janitorial Services	101-41940-3100	1,556.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
07/12/2019	20190627	Waste Management of Southern MN	June Service	101-41940-3100	181.44	
Total 101419403100:					1,833.68	
07/12/2019	71912	City of Waseca	June Utilities	101-41940-3800	1,466.47	M
Total 101419403800:					1,466.47	
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-41950-1310	757.98	M
Total 101419501310:					757.98	
07/12/2019	153867	MN Life	July Life Insurance	101-41950-1330	30.19	
Total 101419501330:					30.19	
07/12/2019	20190628	WSB & Associates Inc	May Planning Assistance	101-41950-3000	2,736.00	
Total 101419503000:					2,736.00	
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-42100-1310	7,044.64	M
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-42100-1310	323.60	M
Total 101421001310:					7,368.24	
07/12/2019	153867	MN Life	July Life Insurance	101-42100-1330	330.00	
Total 101421001330:					330.00	
07/12/2019	20190603	Innovative Office Supply	Office supplies	101-42100-2000	58.52	
Total 101421002000:					58.52	
07/12/2019	153884	Waseca County Highway Department	Monthly billing	101-42100-2120	2,290.41	
Total 101421002120:					2,290.41	
07/12/2019	20190594	Culligan	Culligan	101-42100-2170	29.95	
07/12/2019	20190623	U.S. Bank - CC	Swat ruck keys	101-42100-2170	9.85	
Total 101421002170:					39.80	
07/12/2019	20190589	Chrz, Jared	Uniform Allowance	101-42100-2180	40.50	
07/12/2019	20190589	Chrz, Jared	Uniform Allowance	101-42100-2180	29.99	
07/12/2019	153852	Gall's LLC	Uniform Allowance	101-42100-2180	89.83	
07/12/2019	20190612	Matson, Arik	Uniform Allowance	101-42100-2180	45.10	
07/12/2019	20190619	Streicher's	Uniforms	101-42100-2180	128.49	
07/12/2019	20190623	U.S. Bank - CC	Handcuff and mag pouch-Brass	101-42100-2180	104.00	
Total 101421002180:					437.91	
07/12/2019	153837	Bureau of Crim Apprehension	Access Fee	101-42100-3100	270.00	
07/12/2019	153842	Cintas Corporation	Floor Mats	101-42100-3100	15.28	
07/12/2019	153842	Cintas Corporation	Floor Mats	101-42100-3100	15.29	
07/12/2019	20190617	ServiceMaster of Mankato/Waseca	Janitorial Services	101-42100-3100	423.81	
07/12/2019	20190627	Waste Management of Southern MN	June Service	101-42100-3100	57.54	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101421003100:					781.92	
07/12/2019	71914	Verizon Wireless	Monthly Billing	101-42100-3200	1,043.50	M
07/12/2019	71914	Verizon Wireless	Monthly Billing	101-42100-3200	1,492.24	M
Total 101421003200:					2,535.74	
07/12/2019	20190623	U.S. Bank - CC	Women's police conference-Gruenhagen	101-42100-3300	275.00	
07/12/2019	20190623	U.S. Bank - CC	2019 Seminar-Markeson	101-42100-3300	130.00	
07/12/2019	20190623	U.S. Bank - CC	Overpayment refund for seminar	101-42100-3300	60.00-	
07/12/2019	20190623	U.S. Bank - CC	Meal at swat training	101-42100-3300	20.76	
07/12/2019	20190623	U.S. Bank - CC	Refund for extra night charge	101-42100-3300	362.22-	
07/12/2019	20190623	U.S. Bank - CC	Room for MN Assoc of Emergency Mgmnt conference	101-42100-3300	615.00	
Total 101421003300:					618.54	
07/12/2019	153840	Centerpoint Energy	Monthly Billing	101-42100-3800	56.73	
07/12/2019	71912	City of Waseca	June Utilities	101-42100-3800	809.67	M
Total 101421003800:					866.40	
07/12/2019	20190623	U.S. Bank - CC	Post license renewal-Luiken	101-42100-4330	90.00	
Total 101421004330:					90.00	
07/12/2019	20190623	U.S. Bank - CC	Dare graduation supplies	101-42100-4600	29.64	
Total 101421004600:					29.64	
07/12/2019	153885	Waseca County Public Health	Nite to Unite expense	101-42100-4640	55.00	
Total 101421004640:					55.00	
07/12/2019	20190616	Premier Veterinary Center LLC	Animal Clinic Contract Payment	101-42150-3100	3,727.99	
Total 101421503100:					3,727.99	
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-42200-1310	1,380.86	M
Total 101422001310:					1,380.86	
07/12/2019	153867	MN Life	July Life Insurance	101-42200-1330	49.50	
Total 101422001330:					49.50	
07/12/2019	20190623	U.S. Bank - CC	Office Supplies	101-42200-2000	42.30	
Total 101422002000:					42.30	
07/12/2019	153884	Waseca County Highway Department	Monthly billing	101-42200-2120	153.48	
Total 101422002120:					153.48	
07/12/2019	153832	Aspen Mills Inc	Uniform	101-42200-2180	122.20	
07/12/2019	20190615	Owatonna Shoe Company	Safety boots McMurphy	101-42200-2180	155.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422002180:					277.20
07/12/2019	20190614	Napa Auto Parts	Parts	101-42200-2210	3.00
Total 101422002210:					3.00
07/12/2019	153842	Cintas Corporation	Floor Mats	101-42200-3100	15.29
07/12/2019	153842	Cintas Corporation	Floor Mats	101-42200-3100	15.28
07/12/2019	20190617	ServiceMaster of Mankato/Waseca	Janitorial Services	101-42200-3100	423.82
07/12/2019	20190627	Waste Management of Southern MN	June Service	101-42200-3100	57.54
Total 101422003100:					511.93
07/12/2019	71914	Verizon Wireless	Monthly Billing	101-42200-3200	47.40 M
Total 101422003200:					47.40
07/12/2019	153840	Centerpoint Energy	Monthly Billing	101-42200-3800	15.38
07/12/2019	153840	Centerpoint Energy	Monthly Billing	101-42200-3800	56.73
07/12/2019	71912	City of Waseca	June Utilities	101-42200-3800	809.66 M
07/12/2019	71912	City of Waseca	June Utilities	101-42200-3800	47.09 M
Total 101422003800:					928.86
07/12/2019	20190623	U.S. Bank - CC	Weather radio subscription	101-42200-4330	227.63
Total 101422004330:					227.63
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-42400-1310	513.18 M
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-42400-1310	116.99 M
Total 101424001310:					630.17
07/12/2019	153867	MN Life	July Life Insurance	101-42400-1330	5.45
07/12/2019	153867	MN Life	July Life Insurance	101-42400-1330	16.50
Total 101424001330:					21.95
07/12/2019	20190590	City Building Inspection Services LLC	building inpsctions	101-42400-3000	4,259.95
Total 101424003000:					4,259.95
07/12/2019	20190609	Lenz Lawn Care & Landscaping Inc.	Lawn Mowing-605 4th Ave SE	101-42400-3100	100.00
Total 101424003100:					100.00
07/12/2019	71914	Verizon Wireless	Monthly Billing	101-42400-3200	25.06 M
Total 101424003200:					25.06
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-43000-1310	120.53 M
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-43000-1310	1,116.44 M
Total 101430001310:					1,236.97

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
07/12/2019	153867	MN Life	July Life Insurance	101-43000-1330	5.61
07/12/2019	153867	MN Life	July Life Insurance	101-43000-1330	74.74
Total 101430001330:					80.35
07/12/2019	153884	Waseca County Highway Department	Monthly billing	101-43000-2120	93.42
Total 101430002120:					93.42
07/12/2019	20190623	U.S. Bank - CC	Battery for sewer camera	101-43000-2170	162.33-
07/12/2019	20190623	U.S. Bank - CC	Return charge to adjust for sales tax for sewer camera	101-43000-2170	162.33
07/12/2019	20190623	U.S. Bank - CC	Battery for sewer camera	101-43000-2170	150.48
Total 101430002170:					150.48
07/12/2019	153876	Troxler Electronic Laboratories Inc.	Troxler badge monitoring services	101-43000-3100	62.00
Total 101430003100:					62.00
07/12/2019	71914	Verizon Wireless	Monthly Billing	101-43000-3200	42.40 M
07/12/2019	71914	Verizon Wireless	Monthly Billing	101-43000-3200	42.40 M
Total 101430003200:					84.80
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-43100-1310	1,943.21 M
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-43100-1310	33.91 M
Total 101431001310:					1,977.12
07/12/2019	153867	MN Life	July Life Insurance	101-43100-1330	89.10
07/12/2019	153867	MN Life	July Life Insurance	101-43100-1330	1.65
Total 101431001330:					90.75
07/12/2019	153845	Condon Farm Service	propane for paver	101-43100-2120	14.00
07/12/2019	20190601	H & J Fuel Inc	fuel	101-43100-2120	2,044.78
07/12/2019	153884	Waseca County Highway Department	Monthly billing	101-43100-2120	2,046.84
07/12/2019	153884	Waseca County Highway Department	Monthly billing	101-43100-2120	134.81
Total 101431002120:					4,240.43
07/12/2019	153836	Builders First Source Inc	lumber	101-43100-2170	20.35
07/12/2019	153836	Builders First Source Inc	forms- concrete	101-43100-2170	181.95
07/12/2019	153836	Builders First Source Inc	forms- concrete	101-43100-2170	206.31
07/12/2019	153836	Builders First Source Inc	lumber-forms	101-43100-2170	259.33
07/12/2019	20190594	Culligan	Culligan	101-43100-2170	18.75
07/12/2019	153848	Earl F. Andersen Inc.	tips for sprayer	101-43100-2170	292.01
07/12/2019	20190602	Holtmeier Construction Inc.	crushed rock	101-43100-2170	102.62
07/12/2019	20190623	U.S. Bank - CC	Wireless headsets-Streets	101-43100-2170	1,511.88
07/12/2019	20190625	Waseca Hardware LLC	Parts & Supplies	101-43100-2170	52.54
07/12/2019	153886	Waseca Rent N Save	bit	101-43100-2170	8.64
07/12/2019	20190626	Waseca Sand & Gravel Inc.	Concrete	101-43100-2170	655.00
07/12/2019	20190626	Waseca Sand & Gravel Inc.	black dirt	101-43100-2170	482.80
Total 101431002170:					3,792.18

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
07/12/2019	153881	W W Blacktopping Inc.	Hot Mix	101-43100-2171	162.18
Total 101431002171:					162.18
07/12/2019	153881	W W Blacktopping Inc.	Street Enhancement	101-43100-2172	8,790.05
07/12/2019	153881	W W Blacktopping Inc.	Street Enhancement	101-43100-2172	2,338.36
Total 101431002172:					11,128.41
07/12/2019	20190582	AmeriPride Services Inc	uniform srvice	101-43100-2180	170.01
07/12/2019	20190582	AmeriPride Services Inc	uniform-service	101-43100-2180	194.30
Total 101431002180:					364.31
07/12/2019	20190625	Waseca Hardware LLC	Parts & Supplies	101-43100-2400	40.98
Total 101431002400:					40.98
07/12/2019	20190617	ServiceMaster of Mankato/Waseca	janitorial service	101-43100-3100	286.00
07/12/2019	20190627	Waste Management of Southern MN	June Service	101-43100-3100	150.10
Total 101431003100:					436.10
07/12/2019	20190592	Clarke Environmental Mosquito Mgmt Inc	payment per contract	101-43100-3101	4,268.75
Total 101431003101:					4,268.75
07/12/2019	153840	Centerpoint Energy	Monthly Billing	101-43100-3800	15.37
07/12/2019	71912	City of Waseca	June Utilities	101-43100-3800	47.08 M
07/12/2019	71912	City of Waseca	June Utilities	101-43100-3800	746.93 M
Total 101431003800:					809.38
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-43125-1310	503.80 M
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-43125-1310	33.91 M
Total 101431251310:					537.71
07/12/2019	153867	MN Life	July Life Insurance	101-43125-1330	23.10
07/12/2019	153867	MN Life	July Life Insurance	101-43125-1330	1.65
Total 101431251330:					24.75
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-43170-1310	107.96 M
Total 101431701310:					107.96
07/12/2019	153867	MN Life	July Life Insurance	101-43170-1330	4.95
Total 101431701330:					4.95
07/12/2019	20190625	Waseca Hardware LLC	Parts & Supplies	101-43170-2170	18.36
Total 101431702170:					18.36
07/12/2019	71912	City of Waseca	June Utilities	101-43170-3800	173.00 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101431703800:					173.00	
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-43220-1310	179.93	M
Total 101432201310:					179.93	
07/12/2019	153867	MN Life	July Life Insurance	101-43220-1330	8.25	
Total 101432201330:					8.25	
07/12/2019	153845	Condon Farm Service	Broom	101-43220-2170	18.93	
Total 101432202170:					18.93	
07/12/2019	20190581	A. H. Hermel Company	Concessions for TLCF	101-45100-2500	323.00	
07/12/2019	20190581	A. H. Hermel Company	Concessions for TLCF	101-45100-2500	467.25	
07/12/2019	153860	Lau's Meat Market	Hot dogs and buns for TLCF	101-45100-2500	38.03	
07/12/2019	153860	Lau's Meat Market	Hot dogs and buns for TLCF	101-45100-2500	151.98	
07/12/2019	20190623	U.S. Bank - CC	Brats for concession	101-45100-2500	112.25	
Total 101451002500:					1,092.51	
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-45130-1310	283.60	M
Total 101451301310:					283.60	
07/12/2019	153867	MN Life	July Life Insurance	101-45130-1330	19.80	
Total 101451301330:					19.80	
07/12/2019	153884	Waseca County Highway Department	Monthly billing	101-45130-2120	133.89	
Total 101451302120:					133.89	
07/12/2019	153854	Hawkins Inc	Chemicals WWP	101-45130-2165	2,107.36	
07/12/2019	20190625	Waseca Hardware LLC	Parts & Supplies	101-45130-2165	33.95	
Total 101451302165:					2,141.31	
07/12/2019	20190623	U.S. Bank - CC	watering wand for baskets	101-45130-2170	21.18	
07/12/2019	20190623	U.S. Bank - CC	watering wand for baskets	101-45130-2170	24.90	
07/12/2019	20190623	U.S. Bank - CC	Pool thermometer	101-45130-2170	8.44	
07/12/2019	20190623	U.S. Bank - CC	Fertilizer watering can	101-45130-2170	10.72	
07/12/2019	20190623	U.S. Bank - CC	supplies for father's day beach blast	101-45130-2170	17.81	
07/12/2019	20190625	Waseca Hardware LLC	Parts & Supplies	101-45130-2170	62.02	
Total 101451302170:					145.07	
07/12/2019	20190625	Waseca Hardware LLC	Parts & Supplies	101-45130-2175	5.98	
Total 101451302175:					5.98	
07/12/2019	20190595	Fastenal Company	Parts for water walk	101-45130-2210	13.38	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101451302210:					13.38
07/12/2019	20190581	A. H. Hermel Company	Concession supplies WWP	101-45130-2500	1,136.81
07/12/2019	20190581	A. H. Hermel Company	Concession supplies WWP	101-45130-2500	281.77
07/12/2019	20190581	A. H. Hermel Company	Concession supplies WWP	101-45130-2500	1,349.28
07/12/2019	20190581	A. H. Hermel Company	Concession supplies WWP	101-45130-2500	770.41
07/12/2019	20190581	A. H. Hermel Company	concessions	101-45130-2500	28.21-
07/12/2019	153844	Coborn's	concessions	101-45130-2500	31.50
07/12/2019	153844	Coborn's	WWP concessions	101-45130-2500	31.50
07/12/2019	153844	Coborn's	concessions	101-45130-2500	13.45
07/12/2019	153844	Coborn's	Concession supplies	101-45130-2500	7.58
07/12/2019	153844	Coborn's	Concession supplies	101-45130-2500	11.92
07/12/2019	153844	Coborn's	concessions	101-45130-2500	54.99
07/12/2019	153844	Coborn's	Hot dog buns	101-45130-2500	10.00
07/12/2019	153860	Lau's Meat Market	Hot dogs and buns	101-45130-2500	38.03
Total 101451302500:					3,709.03
07/12/2019	20190627	Waste Management of Southern MN	Garbage service with overage charge	101-45130-3100	230.60
Total 101451303100:					230.60
07/12/2019	20190623	U.S. Bank - CC	Parking for Hubbard digital academy	101-45130-3300	12.00
Total 101451303300:					12.00
07/12/2019	153840	Centerpoint Energy	Monthly Billing	101-45130-3800	3,953.20
07/12/2019	71912	City of Waseca	June Utilities	101-45130-3800	3,968.81 M
Total 101451303800:					7,922.01
07/12/2019	20190623	U.S. Bank - CC	Shower curtains for shower stalls/family changing rooms	101-45130-4000	67.95
Total 101451304000:					67.95
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-45200-1310	1,282.00 M
07/12/2019	71910	Further	VEBA/HSA submittal Jul	101-45200-1310	70.90 M
Total 101452001310:					1,352.90
07/12/2019	153867	MN Life	July Life Insurance	101-45200-1330	74.25
07/12/2019	153867	MN Life	July Life Insurance	101-45200-1330	4.95
Total 101452001330:					79.20
07/12/2019	153834	Bock's Service Inc.	Diesel fuel	101-45200-2120	23.00
07/12/2019	153834	Bock's Service Inc.	Toro Diesel fuel	101-45200-2120	18.10
07/12/2019	153884	Waseca County Highway Department	Monthly billing	101-45200-2120	576.87
Total 101452002120:					617.97
07/12/2019	20190594	Culligan	Culligan Water	101-45200-2170	95.50
07/12/2019	153868	MPeters Enterprises Inc.	Flag for TLCF	101-45200-2170	63.00
07/12/2019	20190613	MTI Distributing Inc.	Hoses	101-45200-2170	32.70
07/12/2019	20190614	Napa Auto Parts	Parts	101-45200-2170	63.52

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
07/12/2019	20190623	U.S. Bank - CC	Tennis net straps	101-45200-2170	40.70
07/12/2019	20190623	U.S. Bank - CC	Wireless headsets-Parks	101-45200-2170	358.00
07/12/2019	20190625	Waseca Hardware LLC	Parts & Supplies	101-45200-2170	23.97
Total 101452002170:					677.39
07/12/2019	20190613	MTI Distributing Inc.	Toro parts	101-45200-2210	208.39
07/12/2019	20190613	MTI Distributing Inc.	Toro Parts	101-45200-2210	28.36
Total 101452002210:					236.75
07/12/2019	153836	Builders First Source Inc	Library Door Project	101-45200-2230	17.08
Total 101452002230:					17.08
07/12/2019	20190625	Waseca Hardware LLC	Parts & Supplies	101-45200-2280	238.42
Total 101452002280:					238.42
07/12/2019	20190623	U.S. Bank - CC	Air compressor combo kit	101-45200-2400	224.95
07/12/2019	20190625	Waseca Hardware LLC	Parts & Supplies	101-45200-2400	71.20
Total 101452002400:					296.15
07/12/2019	20190606	Jobs Plus Inc.	City Parks - June cleaning	101-45200-3100	1,091.75
07/12/2019	20190627	Waste Management of Southern MN	June parks - waste management	101-45200-3100	1,210.53
Total 101452003100:					2,302.28
07/12/2019	153865	Mediacom	TLCF Communications	101-45200-3200	140.65
Total 101452003200:					140.65
07/12/2019	71912	City of Waseca	June Utilities	101-45200-3800	446.49 M
Total 101452003800:					446.49
07/12/2019	153836	Builders First Source Inc	Library Project - Parks	101-45200-4000	1,200.02
07/12/2019	153853	GameTime	Playground Equipment Parts	101-45200-4000	236.46
07/12/2019	20190626	Waseca Sand & Gravel Inc.	Concrete Footings and Curb	101-45200-4000	1,033.00
Total 101452004000:					2,469.48
07/12/2019	20190617	ServiceMaster of Mankato/Waseca	Monthly Janitorial	101-45500-3100	790.00
07/12/2019	20190627	Waste Management of Southern MN	Library service	101-45500-3100	232.36
Total 101455003100:					1,022.36
07/12/2019	153840	Centerpoint Energy	Monthly Billing	101-45500-3800	73.12
07/12/2019	71912	City of Waseca	June Utilities	101-45500-3800	865.96 M
Total 101455003800:					939.08
Total General Fund:					204,977.17

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Airport						
07/12/2019	20190598	Flaherty & Hood PA	June Legal Services	230-49810-3000	580.00	
Total 230498103000:					580.00	
07/12/2019	153841	CenturyLink	Airport Phone	230-49810-3200	2.95	
Total 230498103200:					2.95	
07/12/2019	71912	City of Waseca	June Utilities	230-49810-3800	67.21	M
Total 230498103800:					67.21	
07/12/2019	20190588	Christensen Tire Service	tire repair	230-49810-4000	41.85	
07/12/2019	20190625	Waseca Hardware LLC	Parts & Supplies	230-49810-4000	203.96	
Total 230498104000:					245.81	
07/12/2019	153830	APX Construction Group LLC	Pay Request No. 5	230-49810-5200	86,497.50	
07/12/2019	153850	Ferguson Enterprises Inc	FBO Hangar Sewer	230-49810-5200	485.64	
07/12/2019	20190604	James Brothers Construction Inc.	FBO Hangar Sewer	230-49810-5200	1,108.80	
Total 230498105200:					88,091.94	
Total Airport:					88,987.91	
Economic Development-General f						
07/12/2019	71910	Further	VEBA/HSA submittal Jul	261-46700-1310	256.59	M
Total 261467001310:					256.59	
07/12/2019	153867	MN Life	July Life Insurance	261-46700-1330	4.13	
Total 261467001330:					4.13	
07/12/2019	20190608	Kennedy & Kennedy Law Office	June Legal Services	261-46700-3000	156.00	
Total 261467003000:					156.00	
07/12/2019	153849	EsseX Capital LLC	2019 Membership	261-46700-4330	2,500.00	
Total 261467004330:					2,500.00	
Total Economic Development-General f:					2,916.72	
Police Reserve						
07/12/2019	20190618	Stoltz, Jon	Police Reserve Security-10/01/16, 10/15/16 Wedding da	275-49212-3100	120.00	
07/12/2019	20190620	Teachout, Jason	Police Reserve Security-9/16/16, 9/30/16	275-49212-3100	120.00	
Total 275492123100:					240.00	
Total Police Reserve:					240.00	
Safe Haven Grant						
07/12/2019	71910	Further	VEBA/HSA submittal Jul	279-46350-1310	610.10	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 279463501310:					610.10
07/12/2019	153867	MN Life	July Life Insurance	279-46350-1330	33.00
Total 279463501330:					33.00
07/12/2019	20190623	U.S. Bank - CC	Supplies for connections	279-46350-2170	15.94
07/12/2019	20190623	U.S. Bank - CC	Supplies for connections	279-46350-2170	10.94
07/12/2019	20190623	U.S. Bank - CC	Supplies for connections	279-46350-2170	193.11
07/12/2019	20190623	U.S. Bank - CC	Supplies for connections	279-46350-2170	36.88
07/12/2019	20190623	U.S. Bank - CC	Supplies for connections	279-46350-2170	29.35
07/12/2019	20190623	U.S. Bank - CC	Supplies for connections	279-46350-2170	18.37
07/12/2019	20190623	U.S. Bank - CC	Supplies for connections	279-46350-2170	234.29
07/12/2019	20190623	U.S. Bank - CC	Supplies for connections	279-46350-2170	12.95
Total 279463502170:					551.83
07/12/2019	71914	Verizon Wireless	Monthly Billing	279-46350-3200	42.40 M
Total 279463503200:					42.40
Total Safe Haven Grant:					1,237.33
Capital Improvement					
07/12/2019	153870	Pearson Brothers Inc.	2019-03 Final Payment	430-43010-3102	56,186.23
Total 430430103102:					56,186.23
07/03/2019	153823	Heselton Construction LLC	Payment No. 2	430-43010-5560	323,460.18
07/03/2019	20190547	Heselton Construction LLC	Payment No. 2	430-43010-5560	323,460.18- V
Total 430430105560:					.00
07/12/2019	153839	Cemstone Concrete Materials LLC	Alum Pond Cleaning	430-43010-5740	5,610.00
Total 430430105740:					5,610.00
Total Capital Improvement:					61,796.23
HWY 14 Reconstruction					
07/12/2019	153835	Braun Intertec Corporation	Construction and Materials Testing	436-43010-3000	782.50
Total 436430103000:					782.50
Total HWY 14 Reconstruction:					782.50
Water					
07/12/2019	20190610	M & R Electric Inc.	Electrician	601-49401-3100	1,036.43
Total 601494013100:					1,036.43
07/12/2019	153840	Centerpoint Energy	Monthly Billing	601-49401-3800	18.04
07/12/2019	71912	City of Waseca	June Utilities	601-49401-3800	7,355.16 M
07/12/2019	153887	Xcel Energy	June Service	601-49401-3800	145.80

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 601494013800:					7,519.00	
07/12/2019	71910	Further	VEBA/HSA submittal Jul	601-49430-1310	354.50	M
07/12/2019	71910	Further	VEBA/HSA submittal Jul	601-49430-1310	1,762.18	M
Total 601494301310:					2,116.68	
07/12/2019	153867	MN Life	July Life Insurance	601-49430-1330	16.50	
07/12/2019	153867	MN Life	July Life Insurance	601-49430-1330	20.62	
Total 601494301330:					37.12	
07/12/2019	153884	Waseca County Highway Department	Monthly billing	601-49430-2120	320.47	
Total 601494302120:					320.47	
07/12/2019	20190593	Core & Main LP	Main Supplies	601-49430-2230	43.86	
Total 601494302230:					43.86	
07/12/2019	20190582	AmeriPride Services Inc	uniform service	601-49430-3100	10.00	
07/12/2019	20190582	AmeriPride Services Inc	uniform service	601-49430-3100	12.99	
07/12/2019	20190582	AmeriPride Services Inc	uniform service	601-49430-3100	12.84	
07/12/2019	20190599	Gopher State One-Call Inc	Location calls - June	601-49430-3100	75.15	
07/12/2019	20190604	James Brothers Construction Inc.	water service reapiir	601-49430-3100	201.60	
07/12/2019	20190605	Javens Mechanical Contracting Co.	RPZ Test	601-49430-3100	140.00	
Total 601494303100:					452.58	
07/12/2019	71914	Verizon Wireless	Monthly Billing	601-49430-3200	40.01	M
Total 601494303200:					40.01	
07/12/2019	71910	Further	VEBA/HSA submittal Jul	601-49585-1310	107.77	M
07/12/2019	71910	Further	VEBA/HSA submittal Jul	601-49585-1310	314.58	M
Total 601495851310:					422.35	
07/12/2019	153867	MN Life	July Life Insurance	601-49585-1330	18.25	
Total 601495851330:					18.25	
07/12/2019	153864	MailFinance	Folding Machine	601-49585-3100	1,110.00	
Total 601495853100:					1,110.00	
07/12/2019	20190611	MAS Communications Inc.	Answering service - June	601-49585-3200	50.98	
Total 601495853200:					50.98	
07/12/2019	71910	Further	VEBA/HSA submittal Jul	601-49586-1310	34.38	M
07/12/2019	71910	Further	VEBA/HSA submittal Jul	601-49586-1310	171.06	M
Total 601495861310:					205.44	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
07/12/2019	153867	MN Life	July Life Insurance	601-49586-1330	3.47	
07/12/2019	153867	MN Life	July Life Insurance	601-49586-1330	1.98	
07/12/2019	153867	MN Life	July Life Insurance	601-49586-1330	2.72	
Total 601495861330:					8.17	
07/12/2019	20190591	Civic Systems LLC	2nd half software support	601-49586-4950	983.50	
Total 601495864950:					983.50	
07/12/2019	20190625	Waseca Hardware LLC	Parts & Supplies	601-49593-5300	10.36	
Total 601495935300:					10.36	
Total Water:					14,375.20	
Sanitary Sewer						
07/12/2019	71910	Further	VEBA/HSA submittal Jul	602-49470-1310	647.73	M
07/12/2019	71910	Further	VEBA/HSA submittal Jul	602-49470-1310	33.91	M
Total 602494701310:					681.64	
07/12/2019	153867	MN Life	July Life Insurance	602-49470-1330	29.70	
07/12/2019	153867	MN Life	July Life Insurance	602-49470-1330	1.65	
Total 602494701330:					31.35	
07/12/2019	153845	Condon Farm Service	Mouse poison for generators	602-49470-2170	78.95	
07/12/2019	20190625	Waseca Hardware LLC	Parts & Supplies	602-49470-2170	34.50	
Total 602494702170:					113.45	
07/12/2019	20190587	Border States Electric Supply	Lift Station	602-49470-2210	164.64	
Total 602494702210:					164.64	
07/12/2019	20190623	U.S. Bank - CC	10 tube case of grease for jetter truck fan	602-49470-2240	96.13	
Total 602494702240:					96.13	
07/12/2019	20190599	Gopher State One-Call Inc	Location calls - June	602-49470-3100	75.15	
Total 602494703100:					75.15	
07/12/2019	71914	Verizon Wireless	Monthly Billing	602-49470-3200	40.01	M
07/12/2019	71914	Verizon Wireless	Monthly Billing	602-49470-3200	40.01	M
Total 602494703200:					80.02	
07/12/2019	153840	Centerpoint Energy	Monthly Billing	602-49470-3800	21.02	
07/12/2019	71912	City of Waseca	June Utilities	602-49470-3800	1,692.72	M
Total 602494703800:					1,713.74	
07/12/2019	71910	Further	VEBA/HSA submittal Jul	602-49480-1310	265.88	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494801310:					265.88
07/12/2019	153867	MN Life	July Life Insurance	602-49480-1330	61.88
Total 602494801330:					61.88
07/12/2019	153884	Waseca County Highway Department	Monthly billing	602-49480-2120	176.59
Total 602494802120:					176.59
07/12/2019	20190584	Applied Specialties Inc	Polymer Zetag	602-49480-2170	4,558.40
07/12/2019	153854	Hawkins Inc	Chemical WWP	602-49480-2170	5,368.38
07/12/2019	153854	Hawkins Inc	Chlorine Sulfur Dioxide	602-49480-2170	2,314.00
07/12/2019	20190623	U.S. Bank - CC	Lab supplies	602-49480-2170	29.39
07/12/2019	20190623	U.S. Bank - CC	Lab supplies	602-49480-2170	13.18
07/12/2019	153878	USA Blue Book	Lab Supplies	602-49480-2170	100.94
Total 602494802170:					12,384.29
07/12/2019	153863	Lube-Tech & Partners LLC	Oil	602-49480-2210	102.75
07/12/2019	20190625	Waseca Hardware LLC	Parts & Supplies	602-49480-2210	5.99
Total 602494802210:					108.74
07/12/2019	153838	C & D Oil Services of Waseca LLC	Oil recycle	602-49480-3100	25.00
07/12/2019	153842	Cintas Corporation	Janitorial supplies	602-49480-3100	19.28
07/12/2019	20190596	Fireline Sprinkler LLC	Sprinkler Inspection	602-49480-3100	460.00
07/12/2019	20190617	ServiceMaster of Mankato/Waseca	Janitorial Services	602-49480-3100	350.00
07/12/2019	153879	Utility Consultants Inc	Permit Testing	602-49480-3100	2,499.10
07/12/2019	20190627	Waste Management of Southern MN	Waste Mgmt	602-49480-3100	292.75
Total 602494803100:					3,646.13
07/12/2019	71914	Verizon Wireless	Monthly Billing	602-49480-3200	42.44 M
Total 602494803200:					42.44
07/12/2019	153840	Centerpoint Energy	Monthly Billing	602-49480-3800	23.63
07/12/2019	71912	City of Waseca	June Utilities	602-49480-3800	605.45 M
Total 602494803800:					629.08
07/12/2019	153875	Stantec Consulting Services Inc	EPA Chlorine Compliance	602-49480-4000	1,705.00
Total 602494804000:					1,705.00
07/12/2019	20190595	Fastenal Company	Hardware	602-49584-2170	22.89
Total 602495842170:					22.89
07/12/2019	71910	Further	VEBA/HSA submittal Jul	602-49585-1310	107.77 M
07/12/2019	71910	Further	VEBA/HSA submittal Jul	602-49585-1310	314.58 M
Total 602495851310:					422.35

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
07/12/2019	153867	MN Life	July Life Insurance	602-49585-1330	18.25	
Total 602495851330:					18.25	
07/12/2019	153864	MailFinance	Folding Machine	602-49585-3100	1,110.00	
Total 602495853100:					1,110.00	
07/12/2019	20190611	MAS Communications Inc.	Answering service - June	602-49585-3200	50.97	
Total 602495853200:					50.97	
07/12/2019	71910	Further	VEBA/HSA submittal Jul	602-49586-1310	34.38	M
07/12/2019	71910	Further	VEBA/HSA submittal Jul	602-49586-1310	171.06	M
Total 602495861310:					205.44	
07/12/2019	153867	MN Life	July Life Insurance	602-49586-1330	3.47	
07/12/2019	153867	MN Life	July Life Insurance	602-49586-1330	1.98	
07/12/2019	153867	MN Life	July Life Insurance	602-49586-1330	2.72	
Total 602495861330:					8.17	
07/12/2019	20190598	Flaherty & Hood PA	June Legal Services	602-49586-3000	145.00	
Total 602495863000:					145.00	
07/12/2019	20190591	Civic Systems LLC	2nd half software support	602-49586-4950	983.50	
Total 602495864950:					983.50	
Total Sanitary Sewer:					24,942.72	
Electric Utility						
07/12/2019	153858	Lake Shore Inn Nursing Home Inc.	Energy Management Program	604-37180-3721	290.00	
07/12/2019	153859	Latham Place	Energy Management Program	604-37180-3721	120.00	
07/12/2019	153882	Waseca County Courthouse	Energy Management Program	604-37180-3721	345.00	
07/12/2019	153883	Waseca County Garage	Energy Management Program	604-37180-3721	125.00	
Total 604371803721:					880.00	
07/12/2019	71911	SMMMPA	SMMMPA Power	604-49550-3810	434,514.81	M
Total 604495503810:					434,514.81	
07/12/2019	71910	Further	VEBA/HSA submittal Jul	604-49570-1310	60.61	M
Total 604495701310:					60.61	
07/12/2019	153867	MN Life	July Life Insurance	604-49570-1330	2.11	
Total 604495701330:					2.11	
07/12/2019	71912	City of Waseca	June Utilities	604-49570-3800	63.31	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495703800:					63.31
07/12/2019	71910	Further	VEBA/HSA submittal Jul	604-49571-1310	1,337.19 M
Total 604495711310:					1,337.19
07/12/2019	153867	MN Life	July Life Insurance	604-49571-1330	46.60
Total 604495711330:					46.60
07/12/2019	153884	Waseca County Highway Department	Monthly billing	604-49571-2120	566.47
Total 604495712120:					566.47
07/12/2019	20190586	Batteries Plus Bulbs	Batteries	604-49571-2170	110.00
07/12/2019	20190614	Napa Auto Parts	Parts	604-49571-2170	2.18
07/12/2019	20190625	Waseca Hardware LLC	Parts & Supplies	604-49571-2170	92.45
Total 604495712170:					204.63
07/12/2019	20190587	Border States Electric Supply	Meters	604-49571-2215	681.09
Total 604495712215:					681.09
07/12/2019	20190610	M & R Electric Inc.	Electrician	604-49571-2295	114.74
07/12/2019	20190610	M & R Electric Inc.	Electrician	604-49571-2295	114.84
07/12/2019	20190610	M & R Electric Inc.	Electrician	604-49571-2295	59.43
Total 604495712295:					289.01
07/12/2019	153880	Vesely, Ryan	Residential Rebate	604-49571-2300	125.00
Total 604495712300:					125.00
07/12/2019	20190599	Gopher State One-Call Inc	Location calls - June	604-49571-3100	75.15
07/12/2019	20190610	M & R Electric Inc.	Electrician	604-49571-3100	59.00
Total 604495713100:					134.15
07/12/2019	71914	Verizon Wireless	Monthly Billing	604-49571-3200	80.02 M
Total 604495713200:					80.02
07/12/2019	71910	Further	VEBA/HSA submittal Jul	604-49572-1310	134.48 M
Total 604495721310:					134.48
07/12/2019	153867	MN Life	July Life Insurance	604-49572-1330	4.69
Total 604495721330:					4.69
07/12/2019	153833	Bartelt Construction LLC	Soffitt Repair	604-49572-3100	894.30
Total 604495723100:					894.30

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
07/12/2019	71910	Further	VEBA/HSA submittal Jul	604-49573-1310	242.44	M
Total 604495731310:					242.44	
07/12/2019	153867	MN Life	July Life Insurance	604-49573-1330	8.45	
Total 604495731330:					8.45	
07/12/2019	20190625	Waseca Hardware LLC	Parts & Supplies	604-49573-2230	14.99	
Total 604495732230:					14.99	
07/12/2019	71910	Further	VEBA/HSA submittal Jul	604-49574-1310	68.19	M
Total 604495741310:					68.19	
07/12/2019	153867	MN Life	July Life Insurance	604-49574-1330	2.38	
Total 604495741330:					2.38	
07/12/2019	20190607	JT Services of MN	Street lights	604-49574-2230	86.11	
Total 604495742230:					86.11	
07/12/2019	153887	Xcel Energy	June Service	604-49574-3800	473.30	
Total 604495743800:					473.30	
07/12/2019	71910	Further	VEBA/HSA submittal Jul	604-49584-1310	51.13	M
Total 604495841310:					51.13	
07/12/2019	153867	MN Life	July Life Insurance	604-49584-1330	1.77	
Total 604495841330:					1.77	
07/12/2019	71910	Further	VEBA/HSA submittal Jul	604-49585-1310	87.24	M
07/12/2019	71910	Further	VEBA/HSA submittal Jul	604-49585-1310	316.56	M
Total 604495851310:					403.80	
07/12/2019	153867	MN Life	July Life Insurance	604-49585-1330	18.36	
Total 604495851330:					18.36	
07/12/2019	153864	MailFinance	Folding Machine	604-49585-3100	1,110.00	
Total 604495853100:					1,110.00	
07/12/2019	20190611	MAS Communications Inc.	Answering service - June	604-49585-3200	50.98	
Total 604495853200:					50.98	
07/12/2019	71910	Further	VEBA/HSA submittal Jul	604-49586-1310	65.90	M
07/12/2019	71910	Further	VEBA/HSA submittal Jul	604-49586-1310	171.06	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495861310:					236.96
07/12/2019	153867	MN Life	July Life Insurance	604-49586-1330	2.81
07/12/2019	153867	MN Life	July Life Insurance	604-49586-1330	3.80
07/12/2019	153867	MN Life	July Life Insurance	604-49586-1330	2.81
Total 604495861330:					9.42
07/12/2019	20190608	Kennedy & Kennedy Law Office	June Legal Services	604-49586-3000	336.00
Total 604495863000:					336.00
07/12/2019	20190591	Civic Systems LLC	2nd half software support	604-49586-4950	983.50
Total 604495864950:					983.50
07/12/2019	20190585	Barr Engineering Company	Primary Bus Project	604-49593-5300	260.00
07/12/2019	20190587	Border States Electric Supply	Conversion Materials	604-49593-5300	63.48
07/12/2019	20190587	Border States Electric Supply	Conversion Materials	604-49593-5300	166.51
07/12/2019	20190607	JT Services of MN	Conversion Supplies	604-49593-5300	393.92
07/12/2019	20190607	JT Services of MN	Street Light Poles	604-49593-5300	12,659.34
07/12/2019	20190609	Lenz Lawn Care & Landscaping Inc.	lawn restoration	604-49593-5300	1,770.50
07/12/2019	20190610	M & R Electric Inc.	House Converions (11)	604-49593-5300	4,409.34
Total 604495935300:					19,723.09
07/12/2019	153846	Cooper Power Systems LLC	Form 5 recloser rebuilt	604-49593-5400	12,773.33
Total 604495935400:					12,773.33
Total Electric Utility:					476,612.67
Storm Water Utility					
07/12/2019	71910	Further	VEBA/HSA submittal Jul	651-43140-1310	215.91 M
Total 651431401310:					215.91
07/12/2019	153867	MN Life	July Life Insurance	651-43140-1330	9.90
Total 651431401330:					9.90
07/12/2019	71912	City of Waseca	June Utilities	651-43140-3800	86.66 M
Total 651431403800:					86.66
07/12/2019	20190626	Waseca Sand & Gravel Inc.	storm sewer repair	651-43140-4000	616.00
Total 651431404000:					616.00
07/12/2019	71910	Further	VEBA/HSA submittal Jul	651-49585-1310	49.78 M
Total 651495851310:					49.78
07/12/2019	153867	MN Life	July Life Insurance	651-49585-1330	2.89

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 651495851330:					2.89
Total Storm Water Utility:					981.14
Central Garage Services					
07/12/2019	71910	Further	VEBA/HSA submittal Jul	701-43180-1310	576.37 M
Total 701431801310:					576.37
07/12/2019	153867	MN Life	July Life Insurance	701-43180-1330	28.05
Total 701431801330:					28.05
07/12/2019	153884	Waseca County Highway Department	Monthly billing	701-43180-2120	217.11
Total 701431802120:					217.11
07/12/2019	153855	Huber Supply Co Inc	tank lease	701-43180-2170	21.48
07/12/2019	20190614	Napa Auto Parts	Parts	701-43180-2170	60.94
07/12/2019	20190623	U.S. Bank - CC	Lunch	701-43180-2170	7.54
07/12/2019	20190625	Waseca Hardware LLC	Parts & Supplies	701-43180-2170	1.56
Total 701431802170:					91.52
07/12/2019	153831	Aspen Equipment Co	hose reel swivel	701-43180-2210	291.77
07/12/2019	153847	Deml Ford Lincoln Mercury Inc	seat belt repair	701-43180-2210	314.23
07/12/2019	20190614	Napa Auto Parts	Parts	701-43180-2210	986.63
07/12/2019	153869	Northern Sewer Equipment Co Inc	sewer camera repair	701-43180-2210	817.34
07/12/2019	153871	PowerPlan - RDO Equipment Co.	AC Part	701-43180-2210	32.14
07/12/2019	20190621	Tesch Service Center Co.	Recharge AC	701-43180-2210	75.60
07/12/2019	20190621	Tesch Service Center Co.	Tire Repair	701-43180-2210	20.00
Total 701431802210:					2,537.71
07/12/2019	20190614	Napa Auto Parts	Parts	701-43180-2400	7.02
07/12/2019	20190622	Tool Sales Company	Shop Light	701-43180-2400	60.00
07/12/2019	20190623	U.S. Bank - CC	Hole Cutter's	701-43180-2400	372.59
07/12/2019	20190625	Waseca Hardware LLC	Parts & Supplies	701-43180-2400	141.45
Total 701431802400:					581.06
07/12/2019	20190623	U.S. Bank - CC	Monthly diagnostic scan tool charge	701-43180-3100	149.00
Total 701431803100:					149.00
07/12/2019	20190623	U.S. Bank - CC	DOT recertification	701-43180-3300	100.00
Total 701431803300:					100.00
Total Central Garage Services:					4,280.82
Property and Liability Insuran					
07/12/2019	20190597	First National Insurance	July Agency Fee	702-49955-3000	800.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 702499553000:					800.00
Total Property and Liability Insuran:					800.00
Worker's Compensation Insuranc					
07/12/2019	153862	League of MN Cities Insurance Trust	3rd Qtr Work Comp	703-49956-1510	49,424.00
Total 703499561510:					49,424.00
Total Worker's Compensation Insuranc:					49,424.00
Equipment Replacement Fund					
07/12/2019	20190591	Civic Systems LLC	Server upgrade assistance	705-49910-5400	450.00
Total 705499105400:					450.00
Total Equipment Replacement Fund:					450.00
Grand Totals:					932,804.41

Report Criteria:

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

Title:	Animal Services Professional Services Agreement		
Meeting Date:	7/16/19	Agenda Item Number:	6C
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Professional Services Contract
Originating Department:	Public Safety	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to approve the Professional Services Contract.		
How does this item pertain to Vision 2030 goals?	Good government and the maintenance of high quality community assets.		

BACKGROUND: The former provider of animal impound service to the City of Waseca has ceased operations in Waseca and sold their building. The new owner of the building, Bill Kortuem, has indicated a desire to continue to provide this service to the City. Public Safety Director Vought has worked with Mr. Kortuem and City Attorney Kennedy to update the prior Professional Services Contract to reflect the new ownership of the building. Terms and conditions are very similar to the previous contract.

BUDGET IMPACT: The City will pay \$13,200 for a year's service. This is the same rate as the previous contract.

POLICY QUESTION: How will the City provide for the care of lost/stray animals?

ALTERNATIVES CONSIDERED: The Waseca Humane Society was consulted and indicated that, without a building, they were unable to offer this service to the City. Had the Humane Society wishes to be considered, the City would have conducted a Request for Proposals for the Service. No other potential service providers were identified. The recommended option does not require any City assistance in building acquisition.

RECOMMENDATION: Move approval of the Professional Services Contract.

PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT, is between City of Waseca (hereinafter "City") and Bill Kortuem, independent contractor, not an employee of the City of Waseca (hereinafter "Contractor")

WHEREAS, City is in need of professional services; and

WHEREAS, the Contractor represents they are duly qualified and willing to perform the services set forth in this Contract.

WHEREAS, It is the intent of the parties to provide a cooperative endeavor between the City and Bill Kortuem for the purpose of providing general animal services to the City of Waseca and its citizens.

NOW, THEREFORE, it is agreed:

TERM OF CONTRACT:

This contract shall be for a period of six months effective as of July 1, 2019 and shall continue until either party exercises its termination rights.

CONTRACTOR'S DUTIES:

The Contractor will provide the following services:

- Maintain a 24-hour, seven-day facility available to the City; specifically the Waseca Police Department acting as the "Animal Control Officer" (as that term is defined in Minnesota Statute 343.20 Sub 5) for the City of Waseca.
- Provide an animal boarding facility that is in compliance with all local, state and federal laws and regulations;
- Provide all necessary veterinary services, including but not limited to: euthanization, internal parasite treatment, external flea treatment, and burial services This may be provided by a 3rd party veterinarian at the City's approval.
- The contractor will be provided with an "Animal Release Form" authorizing the release of said animal(s) by the Waseca Police Department, most commonly delivered through the owner of the animal(s). The owner of the animal(s) will receive the "Animal Release Form" from the Waseca Police Department. The contractor will not release any animal(s) prior to receiving the "Animal Release Form";
- The Waseca Police Department is NOT responsible for collecting any fee/charge relating to the impound and/or any service incurred or rendered by the contractors. Any and all fees will be collected from the owner of said animal(s) by the contractors in accordance with its policies, procedures and directives for services rendered. The contractor's personnel should retain the "Animal Release Form" for their records.

CONSIDERATION AND TERMS OF PAYMENT:

The City will pay the contractor for all services performed under this contract equal to \$3,300 per quarter, for a total of \$13,200 for the full year ("Contract Amount"). The services shall include animal boarding, medical services/expenses, and any other services requested by the City. The Contractor shall provide the City with itemized invoices on a quarterly basis. Invoices shall only cover the Contractor's reasonable expenditures which were incurred since the effective date of the agreement and that are directly related to the outlined services. The invoices/payments shall not include any costs incurred by the contractor from the adoption of animals by 3rd parties.

CANCELLATION AND TERMINATION:

This Contract may be cancelled by either party at any time upon 60 day written notice given to the other. In the event of such a cancellation, the Contractor shall be entitled to payment determined on a pro rata basis for work or services satisfactorily performed.

ASSIGNMENT:

The Contractors shall neither assign nor transfer any rights and obligations under this Contract without the prior written consent of City.

DATA DISCLOSURE:

The Contractors agree to not disclose any confidential and/or private information during the course of the agreement and upon termination of the agreement. The Contractors agree to indemnify, hold harmless, and defend the City from and against any and all claims brought, or actions filed in any manner for damages related to third persons arising out of the disclosure of any confidential and/or private information by the Contractors or any of their agents or employees. The Contractors understand that they must comply with the Minnesota Government Data Practices Act (Minnesota Statute Chapter 13) as it applies to all data provided by the City under this agreement. The contractors agree to sign a confidentiality agreement.

LIABILITY:

Except as otherwise provided in this agreement, animals held by the Contractor on behalf of the Waseca Police Department acting as the Animal Control Officer for the City shall be the responsibility of the City and City shall remain liable to the owners of such animals (or such person or entities having legitimate ownership rights in such animals) for the first five (5) regular business days (as that term is defined under Minnesota Law).

Until such time as the City properly delivers and impounds an animal at the Contractors' facilities, the City remains liable, and shall not seek damages and/or reimbursement in any form or manner from the Contractors, for injury (including but not limited to death) and/or damages to property caused directly or indirectly by such animal and/or the process of its delivery and impoundment. Notwithstanding anything to the contrary contained herein, upon the proper delivery and impoundment of an animal by the City to the Contractor, the City's liability shall cease with respect to damages or injury (including but not limited to death) to either person(s) or property (excluding the City's continuing liability to owners denoted above), caused directly or indirectly by such animal and/or the

process of its proper delivery and impoundment of such animal by the City, and the Contractors agree to indemnify the City and hold the City harmless from and against any and all claims brought, or actions filed against the City or its agents thereto.

Under no circumstances shall this language be read to increase the limits of liability for the City beyond those limits established under Minnesota Statutes in determining the total amount of liability arising from a cause of action.

The contractor shall maintain in force liability insurance in an amount of not less than \$1,000,000 per occurrence, naming the city as an additional insured. The contractor will provide proof that this policy is in force and effect if requested by the City.

WORKER'S COMPENSATION:

The Contractor certifies it is in compliance with Minnesota Statute §176.181, Subd. 2 pertaining to worker's compensation insurance coverage. The Contractor will not be considered a City employee. Any claims that may arise under the Minnesota Worker's Compensation Act on behalf of Contractor are in no way City's obligation or responsibility.

GOVERNMENT DATA PRACTICES ACT:

The Contractor and City must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by City in accordance with this Contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the Contractor in accordance with this Contract. The civil remedies of Minnesota Statute §13.08 apply to the release of data referred to in this clause by either the Contractor or City.

In the event Contractor receives a request to release the data referred to in this clause, the Contractor must immediately notify City. City will give Contractor instructions concerning release of the data to the requesting party before the data is released.

OWNERSHIP OF THE MATERIALS AND INTELLECTUAL PROPERTY RIGHTS:

City will retain ownership of any materials personally owned by City. This Contract will not transfer, modify or change any pre-existing intellectual property rights of any materials of the Contractor or City.

GOVERNING LAW, JURISDICTION, AND VENUE:

This Contract shall be governed by the laws of the State of Minnesota. The venue for all legal proceedings arising out of this Contract, or breach thereof, shall be in the State Court with competent jurisdiction in Waseca County, Minnesota.

AMENDMENTS:

Any amendments to this Contract shall be in writing executed by the same parties who executed the original Contract, or their successors in office.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

WITNESSES

CITY OF WASECA

By: _____
Lee Mattson, City Manager
City of Waseca
Waseca, MN 56093

CONTRACTOR

By: _____
Bill Kortuem
Waseca, MN 56093

Title:	Public Hearing – Cable Franchise Extensions		
Meeting Date:	July 16, 2019	Agenda Item Number:	7A
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Extension Franchises for Mediacom and Consolidated
Originating Department:	Administration	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Conduct a public hearing and approve two ordinances to temporarily extend the existing cable franchise agreements with Mediacom and Consolidated.		
How does this item pertain to Vision 2030 goals?	Development of High Quality Community Assets. Access to telecommunications technology is essential for the growth of a community.		

BACKGROUND: The current franchise agreements with Mediacom and Consolidated expired earlier this year. Negotiations are still underway on some proposed changes in how we fund the PEG channel, with Mediacom seeking authority to create a pass-through charge instead of making a payment that is not identified on the bill. While these issues are worked out, extensions keeps the existing franchise agreements active.

BUDGET IMPACT: This action should have no budget impact as the extensions expire this year. The new franchise agreement, when completed, will have potential budget impacts.

POLICY QUESTION: Does the City wish to have a franchise agreement in place while the new one is negotiated?

ALTERNATIVES CONSIDERED: No extension.

RECOMMENDATION: Hold the required public hearing and, in the absence of a compelling reason not to, approve the two ordinances 1072 & 1073 by separate motion.

ORDINANCE NO. 1073

AN ORDINANCE EXTENDING THE EXPIRATION DATE OF THE CABLE TELEVISION FRANCHISE AGREEMENT AUTHORIZING THE OPERATION OF A CABLE TELEVISION SYSTEM

WHEREAS, the City of Waseca, Minnesota (“Grantor”) has an agreement with Consolidated Communications Enterprise Services, Inc. (“Grantee”), for the operation and construction of a cable television system within the City of Waseca (the “Agreement”); and

WHEREAS, a copy of the Agreement is attached hereto and incorporated herein by reference as Exhibit 1; and

WHEREAS, in accordance with 47 U.S.C § 546 (the “Federal Cable Act”), Grantee requested to commence the process for renewal of the Agreement through the informal renewal process; and

WHEREAS, Grantor responded to Grantee’s request and commenced the process for renewal of the Agreement through the informal renewal process; and

WHEREAS, as of the date of this extension, Grantor and Grantee are involved in the informal franchise renewal process to renew the Agreement for another term; and

WHEREAS, it is understood by the Grantor and Grantee that the franchise renewal process is not complete and it is in the interest of the Grantor and Grantee to have a written acknowledgment of the extension of the term of the Agreement and to allow sufficient time to complete negotiations with the understanding that neither the Grantor or Mediacom prejudice or waive any of their rights afforded them under the Federal Cable Act to either an informal renewal process or formal renewal process should negotiations fail; and

WHEREAS, Grantee and Grantor agree on execution of an extension of the expiration date of the Agreement to December 31, 2019:

NOW, THEREFORE, BE IT ORDAINED by the City of Waseca, Minnesota as follows:

1. That the Agreement between the Grantor and Grantee remains in full force and effect notwithstanding the current expiration date.
2. That the term of the Agreement is hereby extended to expire December 31, 2019 unless Grantor and Grantee execute and adopt a new cable television franchise agreement prior to that date, in which case the Agreement shall expire and terminate upon the effective date of such new franchise agreement.

3. Except as modified by Paragraph 2, all other terms, conditions, provisions and requirements of the Agreement shall remain in force and effect. Neither party waives any right it may have pursuant to the Agreement or pursuant to state or federal law.

4. Grantee, if it accepts this Ordinance and the rights and obligations hereby granted, shall acknowledge its acceptance by signing this Ordinance where indicated below.

5. This Ordinance shall be effective upon its passage and publication in accordance with law.

ADOPTED this 16 day of July 2019.

City of Waseca, Minnesota

ACCEPTED BY:

Mediacom Minnesota LLC

Exhibit I

ORDINANCE NO. 1072

AN ORDINANCE EXTENDING THE EXPIRATION DATE OF THE CABLE TELEVISION FRANCHISE AGREEMENT AUTHORIZING THE OPERATION OF A CABLE TELEVISION SYSTEM

WHEREAS, the City of Waseca, Minnesota (“Grantor”) has an agreement with Mediacom Minnesota LLC (“Mediacom”), for the operation and construction of a cable television system within the City of Waseca (the “Agreement”); and

WHEREAS, a copy of the Agreement is attached hereto and incorporated herein by reference as Exhibit 1; and

WHEREAS, in accordance with 47 U.S.C § 546 (the “Federal Cable Act”), Mediacom requested to commence the process for renewal of the Agreement through the informal renewal process; and

WHEREAS, Grantor responded to Mediacom’s request and commenced the process for renewal of the Agreement through the informal renewal process; and

WHEREAS, as of the date of this extension, Grantor and Mediacom are involved in the informal franchise renewal process to renew the Agreement for another term; and

WHEREAS, it is understood by the Grantor and Mediacom that the franchise renewal process is not complete and it is in the interest of the Grantor and Mediacom to have a written acknowledgment of the extension of the term of the Agreement and to allow sufficient time to complete negotiations with the understanding that neither the Grantor or Mediacom prejudice or waive any of their rights afforded them under the Federal Cable Act to either an informal renewal process or formal renewal process should negotiations fail; and

WHEREAS, Mediacom and Grantor agree on execution of an extension of the expiration date of the Agreement to December 31, 2019:

NOW, THEREFORE, BE IT ORDAINED by the City of Waseca, Minnesota as follows:

1. That the Agreement between the Grantor and Mediacom remains in full force and effect notwithstanding the current expiration date.
2. That the term of the Agreement is hereby extended to expire December 31, 2019 unless Grantor and Mediacom execute and adopt a new cable television franchise agreement prior to that date, in which case the Agreement shall expire and terminate upon the effective date of such new franchise agreement.

3. Except as modified by Paragraph 2, all other terms, conditions, provisions and requirements of the Agreement shall remain in force and effect. Neither party waives any right it may have pursuant to the Agreement or pursuant to state or federal law.

4. Mediacom, if it accepts this Ordinance and the rights and obligations hereby granted, shall acknowledge its acceptance by signing this Ordinance where indicated below.

5. This Ordinance shall be effective upon its passage and publication in accordance with law.

ADOPTED this 16 day of July 2019.

City of Waseca, Minnesota

ACCEPTED BY:

Mediacom Minnesota LLC

Exhibit I

Title:	Final Payment and Change Order No. One for 2019 Crack Seal/Seal Coat Project-Municipal Project No. 2019-03		
Meeting Date:	July 16 th , 2019	Agenda Item Number:	7B
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Pay Estimate No. Two, Change Order No. One and Area Map
Originating Department:	Engineering	Presented By:	City Engineer
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to Approve Final Payment and Change Order No. One for Municipal Project 2019-03.		
How does this item pertain to Vision 2030 goals?	Create High Quality Community Assets		

BACKGROUND: The work on the 2019 Crack Seal/Seal Coat Project has been completed and all work has been approved and accepted by staff. The project is ready for final acceptance and final payment. The total cost of the project is \$70,246.71. The original contract amount was \$70,363.12.

Change Order No. One adjusts the contract price to account for decreased quantities of contract items from the original contract. The contractor has provided the required IC134 forms for release of the final payment.

BUDGET IMPACT: The work is a budgeted expense being paid from the CIP Fund 430-43010-3102.

RECOMMENDATION: Motion to accept the project work, approve Change Order No. One and final payment of \$56,186.23 to Pearson Brothers, Inc. for Municipal Project 2019-03.

2019 Crack Seal & Seal Coat Locations

Municipal Project #2019-03



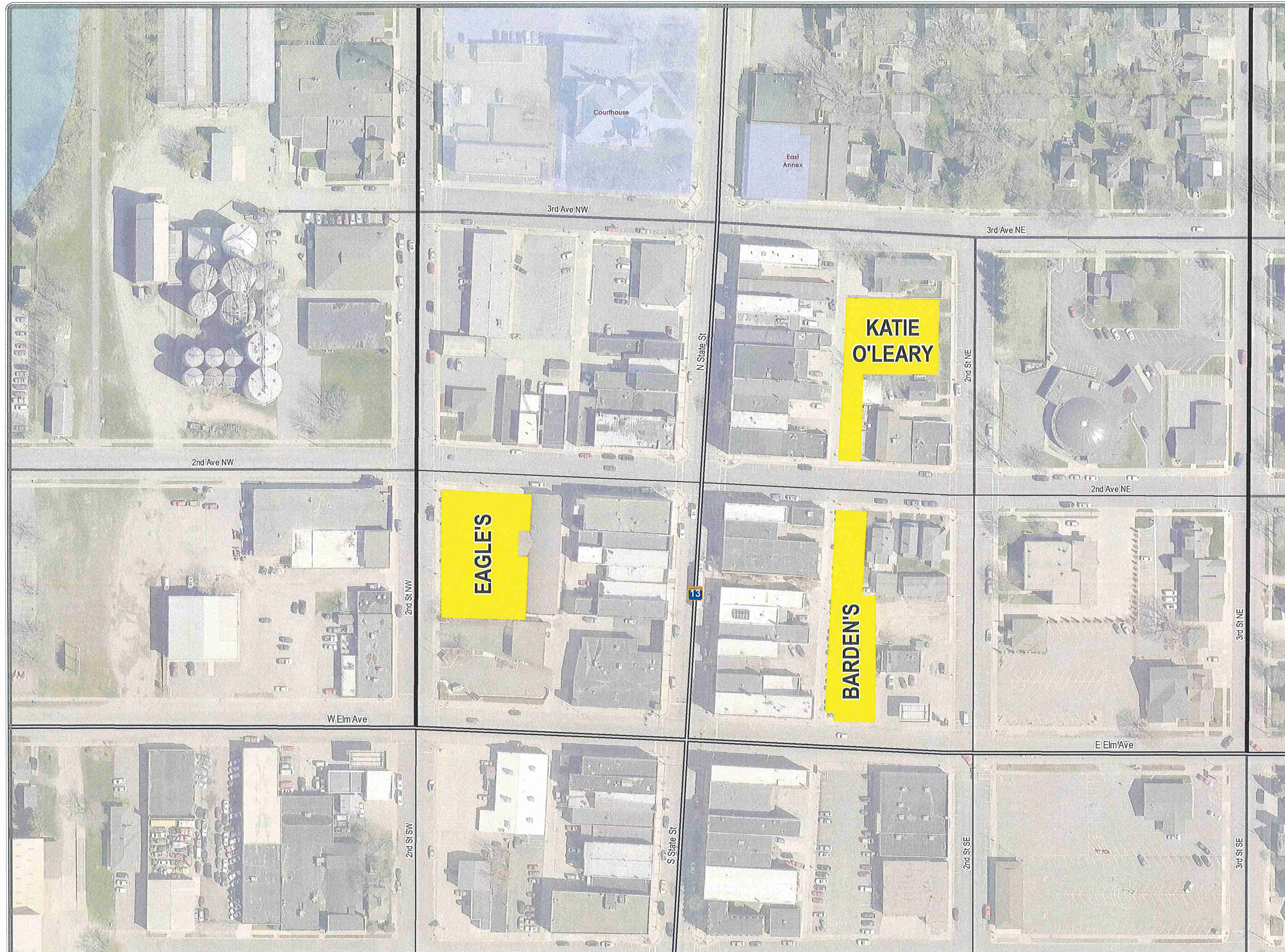
Parking Lots
to be Crack Sealed
and Seal Coated

PUBLIC PARKING LOTS



0 125 250
Feet

Disclaimer: The data represented on this document is neither a legally recorded map nor a survey, and is intended for reference purposes only. The information presented has not been verified and neither the City of Waseca, nor its employees or agents makes any representation to the accuracy of the features and data presented here within. This map was created through the use of several city, county, state and federal data sources. For specific information regarding this map, or to report errors or omissions, contact the City of Waseca Engineering Department.



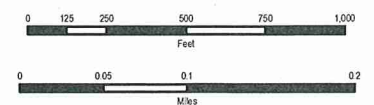
2019 Crack Seal & Seal Coat Locations

Municipal Project #2019-03

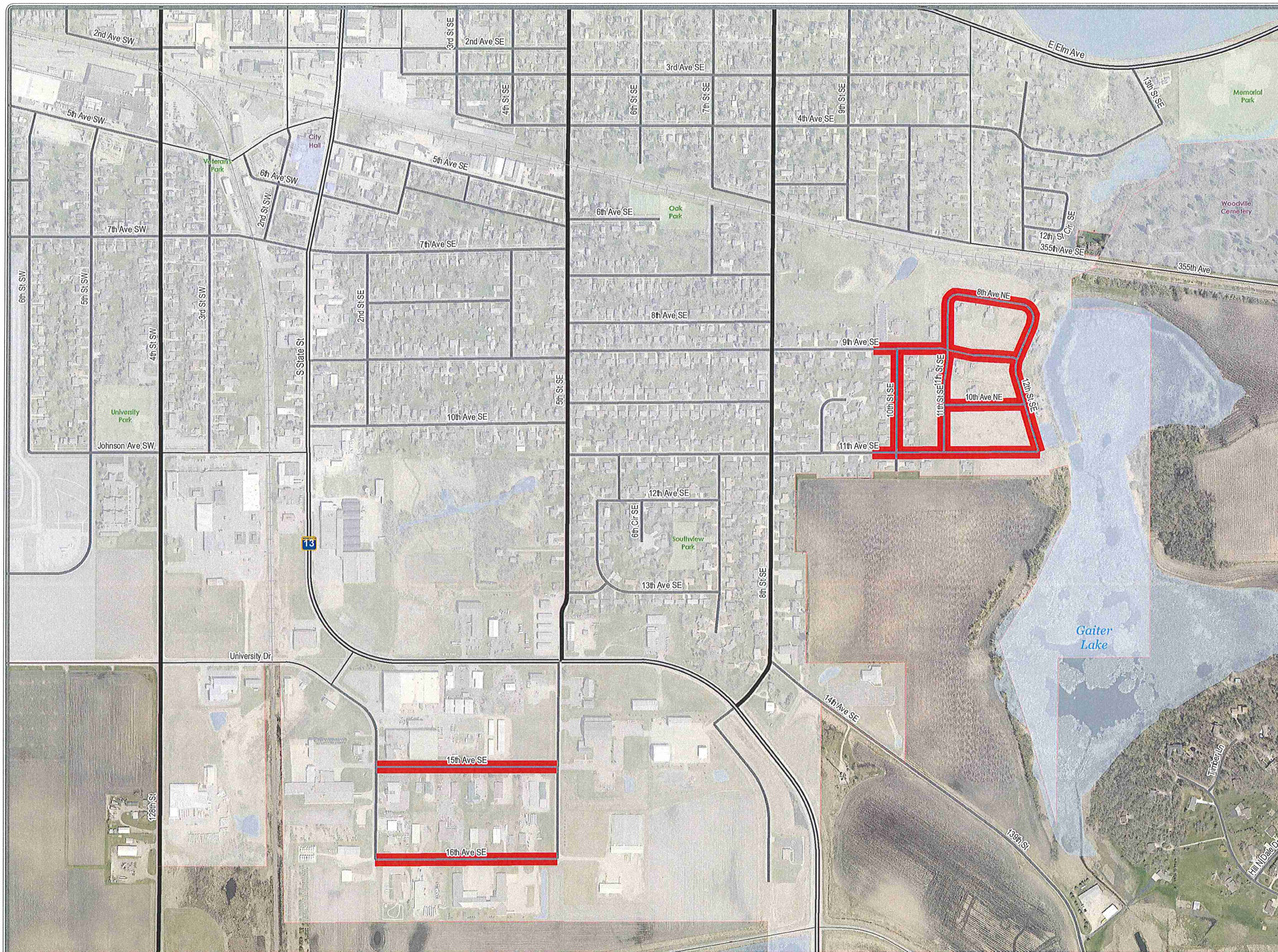


**Road Segments
to be Crack Sealed
and Seal Coated**

**PUBLIC
STREETS**



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CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: July 5, 2019

TO: Mayor & City Council
Lee Mattson, City Manager

PROJECT NAME: 2019 Crack Seal/Seal Coat

CITY PROJECT NO. 2019-03

PAYMENT REQUEST : NO. TWO - FINAL PAYMENT

PAYMENT PERIOD : June 8, 2019 to July 5, 2019

CONTRACTOR: Pearson Brothers, Inc..

PAYMENT AMOUNT: \$56,186.23

Approved By:

 7/10/19
Department Head Date

 7/10/19
Director of Finance Date

 7-10-19
City Manager Date

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: July 5, 2019

TO: Mayor & City Council
Lee Mattson City Manager

PROJECT NAME: 2019 CRACK SEAL / SEAL COAT PROJECT

CITY PROJECT NOS. : 2019-03

PAYMENT REQUEST : NO. 2 - FINAL PAYMENT

PAYMENT PERIOD : June 8, 2019 to June 28, 2019

CONTRACTOR: PEARSON BROTHERS, INC.
11079 LAMONT AVE NE
HANOVER, MN 55341

CONTRACT

Original Contract sum:	<u>\$ 70,363.12</u>
Change Orders	
No. One (7/5/2019)	<u>\$ (116.41)</u>
Net change by change orders:	<u>\$ (116.41)</u>
Contract Sum to date:	<u>\$ 70,246.71</u>

PAYMENT

Contract Amount to date:	<u>\$ 70,246.71</u>
Change Orders to date:	<u>-\$116.41</u>
Total completed to date (earned):	<u>\$ 70,246.71</u>
Retainage: 0%	<u>\$ -</u>
Total earned less retainage:	<u>\$ 70,246.71</u>
Less previous payment requests:	<u>\$ 14,060.48</u>
Payment due this request:	<u>\$ 56,186.23</u>
% Contract completed to date:	<u>100%</u>
Amount remaining on contract	<u>\$ -</u>
Total Amount Due	<u>\$ 56,186.23</u>

Approved By:


Contractor Date

 7/10/19
City Engineer Date

 7/10/19
Director of Finance Date

 7-10-19
City Manager Date

CHANGE ORDER

CHANGE ORDER NO. ONE

CITY OF WASECA PROJECT NO. 2019-03

DATE: JULY 5, 2019

PROJECT NAME: 2019 CRACK SEAL / SEAL COAT PROJECT

CONTRACTOR: PEARSON BROTHERS, INC.
11079 LAMONT AVE NE
HANOVER, MN 55341

THE JUSTIFICATION FOR THIS CHANGE ORDER IS:
Actual contract quantities were less than estimated quantities.

ITEM	UNIT	QTY.	UNIT PRICE	INCREASE (DECREASE)
Decreased Contract Quantities	L.S.	1	-\$116.41	-\$116.41
TOTAL CHANGE ORDER NO. ONE				-\$116.41

ORIGINAL CONTRACT PRICE	\$70,363.12
PREVIOUS CHANGE ORDERS	\$0.00
AMOUNT OF THIS CHANGE ORDER	-\$116.41
REVISED CONTRACT AMOUNT	\$70,246.71

APPROVED BY:

Jack E. Pearn
CONTRACTOR DATE

Tom K. Hagg 7/10/19
CITY ENGINEER DATE

Maria Fischer 7/10/19
DIRECTOR OF FINANCE DATE

Ed A. Mitts 7-10-19
CITY MANAGER DATE

CERTIFICATE OF PAYMENT

PROJECT: 2019 CRACK SEAL / SEAL COAT PROJECT

CITY PROJECT NO. 2019-03

PAYMENT REQUEST NO. TWO-FINAL

DATE: JULY 5, 2019

CONTRACTOR:
PEARSON BROTHERS, INC.
11079 LAMONT AVE NE
HANOVER, MN 55341PAYMENT PERIOD
FROM: JUNE 8, 2019
TO: JULY 5, 2019

ORIGINAL CONTRACT AMOUNT: \$70,363.12

REVISED CONTRACT AMOUNT: \$70,246.71

CONTRACT APPROVAL DATE: MARCH 19, 2019

CONTRACT COMPLETION DATE: AUGUST 23, 2019

To the City Council of the City of Waseca, the following payment is requested in accordance with the plans, specifications and conditions of the contract.

			PLAN QUANTITIES				THIS PERIOD		TOTAL TO DATE	
NO.	MNDOT NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	UNIT TOTAL	QUANTITY	UNIT TOTAL	QUANTITY	UNIT TOTAL
CITY ROADWAYS										
1	2356.507	BITUMINOUS SEAL COAT	SQ. YD.	29556	\$ 0.87	\$ 25,713.72	29718	\$ 25,854.66	29718	\$ 25,854.66
2	2356.505	BITUMINOUS MATERIAL FOR SEAL COAT (CRS-2)	GAL.	9162	\$ 2.00	\$ 18,324.00	8321	\$ 16,642.00	8321	\$ 16,642.00
3	3723.000	BITUMINOUS PAVEMENT CRACK TREATMENT	LB.	3842	\$ 3.25	\$ 12,486.50	0	\$ -	3837	\$ 12,470.25
TOTAL CITY ROADWAYS						\$ 56,524.22		\$ 42,496.66		\$ 54,966.91
PARKING LOTS										
1	2356.507	BITUMINOUS SEAL COAT	SQ. YD.	5552	\$ 1.45	\$ 8,050.40	6379	\$ 9,249.55	6379	\$ 9,249.55
2	2356.505	BITUMINOUS MATERIAL FOR SEAL COAT (CRS-2)	GAL.	1721	\$ 2.00	\$ 3,442.00	1850	\$ 3,700.00	1850	\$ 3,700.00
3	3723	BITUMINOUS PAVEMENT CRACK TREATMENT	LB.	722	\$ 3.25	\$ 2,346.50	0	\$ -	717	\$ 2,330.25
						\$ 13,838.90		\$ 12,949.55		\$ 15,279.80
TOTAL PROJECT 2019-03						\$ 70,363.12		\$ 55,446.21		\$ 70,246.71

Title:	Website Redesign Contract: CivicCMS		
Meeting Date:	7/16/19	Agenda Item Number:	7C
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Contract
Originating Department:	Administration	Presented By:	Administration
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Approve the attached to allow the City Manager to execute such contract to begin working with CivicCMS to design a new City Website.		
How does this item pertain to Vision 2030 goals?	High Quality Community Assets		

BACKGROUND: City staff sent out a Request For Proposal for a new website redesign in June 2019. Staff received 11 submittals and reviewed them individually. The top three were selected to give staff a presentation on what their company can offer and how their designs will fit the City's needs. After those presentations, staff deliberated and selected CivicCMS to become the primary vendor for this project. Once the contract is executed, the timeline for website rollout will be 3-4 months.

A new website design will make posting updates, adding material, and engaging with the public much easier for staff. We believe this will increase public traffic on our website and help awareness of city happenings throughout the city.

BUDGET IMPACT: First year cost: \$13,350 which includes the redesign and one year of maintenance. An annual cost of \$2,250 for maintenance will continue yearly with a potential 5% increase beginning year 3.

These amounts are well within the budgeted amount designated for website redesign for 2019.

POLICY QUESTION: None

ALTERNATIVES CONSIDERED: None

RECOMMENDATION: Approve the attached contract and allow the City Manager to execute the contract to begin website redesign.



License and Service Agreement

Date: July 10, 2019

Client: City of Waseca

Client Address: 508 South State Street, Waseca, MN 56093

Phone: (507) 835-9700

This License and Service Agreement ("Agreement") sets forth the agreed upon terms and conditions under which CivicPlus, LLC ("CivicPlus") will provide the Services, as outlined and defined in the attached Exhibit A – Statement of Work ("SOW").

Term and Termination

1. This agreement shall be for a one-year period, starting at signing, and shall automatically renew, year-to-year, unless terminated by either party.
2. Either party may terminate the Services by providing the other party with at least 60 days written notice prior to the renewal date.
3. Client may terminate this Agreement at any time if CivicPlus is found in default of any obligation defined within this Agreement which has not been cured within thirty days after receipt of written notice of such default.
4. Notwithstanding the above, in the event this Agreement and the Services are terminated, any outstanding invoices for Services performed shall become due in full and any outstanding fees for annual services shall be prorated from the beginning of the renewal term to the date of termination.

Intellectual Property & Ownership

5. This Agreement is not a sale of CivicCMS Content Management System (the "CMS") and its associated applications and modules. CivicPlus provides a right of use to the Client during the period of this Agreement. Rights are non-transferable.
6. The Client will own the graphic designs and web content that are incorporated into the CMS; ownership assumes all invoices for development have been paid by the Client. Upon completion and delivery of the website to Client, Client will assume full responsibility of the content maintenance and administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Client Content.
7. Regarding the CMS, Client may not: a) license, sublicense or in any way commercially exploit or make it available to any third party, b) make derivative works based upon it, c) reverse engineer or access it in order to build a similar product, copy features or functions, or share it with third parties, or d) copy any ideas, features, functions or graphics.
8. The CivicPlus name, the CivicPlus and CivicCMS logo, and the products and modules associated with these services provided are trademarks of CivicPlus, and no right or license is granted to use them.



Billing & Payment Terms

9. The project charges include the one-time development costs (\$11,100) and the annual services (\$2,250) as detailed on Exhibit A. The client will be invoiced as follows:
 - a. 50% (\$6,675) will be invoiced 30 days after the signing of this agreement.
 - b. 50% (\$6,675) will be invoiced 90 days after the signing of this agreement.
10. Annual services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in Year 3 of service.
11. The Client shall only pay those expenses which are specifically defined in this Agreement or defined in writing and approved as an addendum to this Agreement.
12. If the Client's account exceeds 90 days past due, the web service may be temporarily removed from service until the Client's account is made current. Client will be given 30 days' notice prior to any removal of the website for non-payment.
13. The Client will be invoiced electronically through email. Upon request CivicPlus will mail invoices and the Client will be charged a \$5.00 convenience fee.

Taxes

14. It is CivicPlus' policy to pass through sales tax in those jurisdictions where such tax is required. If the Client is tax-exempt, the Client must provide CivicPlus proof of their tax-exempt status, within fifteen (15) days of contract signing, and this Agreement will not be taxed. If the Client's state taxation laws change, the Client will begin to be charged sales tax in accordance with their jurisdiction's tax requirements and CivicPlus has the right to collect payment from the Client for past due taxes

Marketing

15. Client allows CivicPlus to display a "Government Websites by CivicPlus" insignia, and web link at the bottom of their web pages.
16. Client agrees to allow CivicPlus to include a reference(s) to the Client's website on the CivicPlus corporate website. This may include a mention of the Client, a picture of the Client's home page, and/or a case study of the Client's project.

Liability

17. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier or other service provider whose facilities or services are used in furnishing any portion of the service received by the Client.
18. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Client or any entity employed/contracted on the Client's behalf
19. Client agrees that it is solely responsible for any solicitation, collection, storage, or other use of end-users' Personal Data on any website or online service provided by CivicPlus. Client further agrees that CivicPlus has no responsibility for the use or storage of end-users' Personal Data in connection with the website or the



consequences of the solicitation, collection, storage, or other use by Client or by any third party of Personal Data.

20. To the extent it may apply to any service or deliverable of any SOW, user logins are for designated individuals chosen by Client ("Users") and cannot be shared or used by more than one User. Client will be responsible for the confidentiality and use of User's passwords and user names. Client will also be responsible for all Electronic Communications, including those containing business information, account registration, account holder information, financial information, Client Data, and all other data of any kind contained within emails or otherwise entered electronically through any CivicPlus Property or under Client's account. CivicPlus will act as though Client will have sent any Electronic Communications it receives under Client's passwords, user name, and/or account number. Client shall use commercially reasonable efforts to prevent unauthorized access to or use of any CivicPlus Property and shall promptly notify CivicPlus of any unauthorized access or use of any CivicPlus Property and any loss or theft or unauthorized use of any User's password or name and/or user personal information.
21. Client shall comply with all applicable local, state, and federal laws, treaties, regulations, and conventions in connection with its use of any CivicPlus Property.

Indemnification

22. To the extent allowed by law, CivicPlus agrees to indemnify and hold Client harmless from any and all claims for bodily injury, death, personal injury and property damage and for any other expenses (including attorney's fees) which arise out of the negligent actions or omissions of CivicPlus during the performance of this Agreements.

Force Majeure

23. Neither party will be liable to the other for any failure or delay in rendering performance arising out of causes beyond its control and without its fault or negligence. Such causes may include, but not be limited to, acts of God or the public enemy, freight embargoes, power outages, and unusually severe weather; but the failure or delay must be beyond its control and without its fault or negligence and shall only be for the period causing the delay.

Miscellaneous

24. At all times and for all purposes hereunder, CivicPlus is an independent contractor and not an employee of the Client.
25. Any and all modifications of the services and/or terms of this agreement, shall be accomplished by an amendment, which must be approved in writing by both parties.
26. The invalidity, in whole or in part, of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
27. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized



and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and consent to the terms & conditions of this Agreement.

Client	CivicPlus
By: _____	By: _____
Name: _____	Name: Bill Letsky
Title: _____	Title: Sales Director
Date: _____	Date: _____



Standard Website Services

Exhibit A

City of Waseca

Initial Services

Phase 1: Website Design

- **Create Custom Site Homepage Design & Layout**
- **Create Subpage Design & Layout**
- **Modify Design with Client Input until Approved**

Phase 2: Site Implementation

- **Identify Global Navigation, Cascading Navigation, Mega-Menus & Related Links**
- **Implement Design within CMS**
- **Develop Department Landing Pages**

Phase 3: Content Development

- **Create All Department & Board Landing Pages**
 - **Contact Information**
 - **Staff Table**
 - **Welcome Text**
- **Build out ALL Additional Pages/Files of Content**
- **Build out ALL Historic Meeting Minutes**

Phase 4: User Training

- **One Day of Online User training sessions: Group & Individual, as needed**

Phase 5: Website Deployment

- **Final Site Review and Link Checking**
- **Install & Activate related modules**
- **DNS Activities**

Total Project Cost:

\$11,100



Annual Services

Exhibit A

Hosting

- **Secure Hosting in domestic data center**
- **Shared Web/SQL Server**
- **Redundant ISP**
- **24/7 Monitored facility**
- **Redundant Power supplies with back-up generator**
- **Daily backups off-site**
- **99.9% Uptime**
- **Intrusion Detection & Prevention**

Support

- **24/7 Emergency Support**
- **Up to Four (4) Designated Support Users**
- **Unlimited Number of Content Editors**
- **Unlimited User Support, 9am to 5pm, Monday – Friday**
- **Personnel dedicated solely to User Support**
- **Same day response (24 Hour Window)**
- **Online Training Documentation**
- **Monthly User Tutorials**

CMA Application & Modules

- **Annual CMS Usage License**
- **Periodic CMS Upgrades**
- **Core Drupal Upgrades, as Applicable**
- **Periodic Module Upgrades**
- **Install Service Patches, as Applicable**

Total Annual Cost

\$2,250

Additional supported users may be added at an annual cost of \$250 per user.

Included in your website package:

- **Apache Solr Search Appliance**
- **Google Analytics for Traffic Statistics**
- **E-Subscriber Mail Lists**
- **Online Web Forms**
- **Online Monthly User Webinars**
- **No Limit as to the Number of Pages You Can Add Over Time**