

**6 PM Work Session: Park Board Meeting**

REGULAR WASECA CITY COUNCIL MEETING

TUESDAY, March 5, 2019, 7 p.m.

AGENDA

***Item 10: CLOSED SESSION PER M.S. 13D.05, Subdvs. 1(d), 3(a)***

***Individual Performance Evaluation re: City Manager***

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

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

- 5 REQUESTS AND PRESENTATIONS
- 6 CONSENT AGENDA
  - A. Minutes – Regular City Council Meeting/Work Session – February 19, 2019
  - B. Payroll & Expenditures
  - C. Approval of Contract Payments: TLCF
- 7 ACTION AGENDA
  - A. EDA Board Composition
  - B. DNR Local Trails Grant Application Discussion
  - C. Downtown Amenities Discussion
- 8 REPORTS
  - A. City Manager's Report
  - B. Commission Reports
    - HPC - Tlougan
    - Park Board - Christiansen
    - Fire Relief - Conrath
    - Airport Board - Rose

9      ANNOUNCEMENTS

10     **CLOSED SESSION PER M.S. 13D.05, Subdvs. 1(d), 3(a)**  
***Individual Performance Evaluation re: City Manager***

11     ADJOURNMENT

MINUTES  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, FEBRUARY 19, 2019

6A

**CALL TO ORDER/ROLL CALL**

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

Councilmembers present: Mayor Roy Srp                      Jeremy Conrath  
Daren Arndt                                      Les Tlougan  
Mark Christiansen

Councilmembers absent: Ann Fitch  
Allan Rose

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

**MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

- 4 Representatives from the Waseca County Library approached the Council and informed them of the Wellness day they will be hosting this Saturday. There will be numerous sessions throughout the morning and they hope you can join them. They also challenged the mayor to a reading contest. The challenge is to read three of the books from a list he was given. When he is done, he needs to post his completion on social media and challenge someone else.

**REQUESTS AND PRESENTATIONS**

- 5A Councilmember Christiansen asked that a park fee be waived for the boy scouts who had a camp out on top of Maplewood Park. A motion was made by Councilmember Conrath and seconded Arndt to waive the fee. Motion passed 7-0.

**CONSENT AGENDA**

- 6 It was moved by Christiansen, seconded by Conrath to approve the Consent Agenda as presented. Motion carried 7-0 and included the following:

- A. Minutes –Regular City Council Meeting – February 5, 2019
- B. Payroll & Expenditures
- C. **Resolution 19-09:** Authorizing the Creation of Airport Zoning Board
- D. Accepting Les Tlougan’s resignation from the Planning Commission
- E. Accepting Mike Tate’s Planning Commission Application
- F. Appointing Representatives to the Heritage Preservation Commission

**ACTION AGENDA**

**7A Resolution 19-08: Amending Resolution 16-56 & Public Hearing: Residential Tax Abatement Program:**

Mr. Anderson presented information regarding the tax abatement program. He informed Council that there is a need for a public hearing in order to amend Resolution 16-56. Those amendments are extending the program through 2020, ability to add a parcel by resolution, calculating the abatement upon receiving application and having that amount set for the duration of the term, and beginning the abatement once the applicant received a Certificate of Occupancy.

The public hearing was held, nobody approached Council.

Motion was made by Tloutan, seconded by Fitch to approve Resolution 19:08. Motion carried 7-0.

**7B Resolution 19-10: Granting a Conditional Use Permit & Variance to Waseca Public Schools**

Mr. Mattson presented information to Council regarding the request. The school requested to extend the parking area by the hockey arena by 10 feet to allow for additional space. The other request was to build an accessory structure at the football field for a concession stand that requires more square footage than allowed by city code. The Planning Commission is recommending approval of the variance and conditional use permit.

Motion was made by Conrath, seconded by Rose to approve Resolution 19-10. Motion carried 7-0.

**7C Resolution 19-03: Approval of Tax Abatement Applications**

Mr. Anderson informed the Council that the City had received three additional applications needing approval. With Resolution 19-08 being approved earlier in the evening, Council can now approve these applications.

Motion was made by Fitch, seconded by Tloutan. Motion carried 7-0.

**7D RCCA: Authorizing Staff to have FEMA add Gaiter Lake to Flood Plain Map:**

Mr. Mattson informed Council that FEMA will be updating their flood plain maps in the coming years. The City requested having Gaiter Lake added to the list for FEMA to include in these updates. City Council would like to hold a public hearing and include residents who might be impacted in this decision. Once in the flood plain, residents would be required to have flood insurance. Council has asked for more information and to invite residents to the March 19 meeting for further discussion.

7E **RCCA: EDA Membership Criteria:**

Mr. Mattson discussed the membership criteria with the Council. After being informed by the City Attorney, the EDA can only approve residents to be a part of the EDA. There was discussion about having an EDA seat be reserved for an HRA representative. Staff will continue to investigate and report back at a future Council Meeting.

**REPORTS**

8A **City Manager's Report**

- Adopt a Fire Hydrant program is going on. We encourage residents to clear them if able.
- The Hemp Summit was held last week. Gary Sandholm and Ranae Schult helped make it possible.
- The Recovery Coordinator Grant is back on track. Region 9 is hoping to get feedback this week.
- The U of M and Mankato University is now partnering with Region 9 for a Planning Grant for a Manufacturing Resource Center.
- The City's offer to repurchase the 2014 Police Interceptor has been accepted.
- Recognized the Street Crews for all the hard work they have done this winter with the amount of snow we have received.

8B **Commission Reports**

- Airport Board: Rose
  - FBO Hanging is becoming an issue. The process will be slowed down in hopes the end product is the best quality.
  - Authorized staff to move forward with the Airport Zoning Board.
  - Discussed Board Membership requirements and residency.
- Planning Commission: Arndt, Srp, Tloutan
  - Passed the Variance and the CUP for Waseca Public Schools
  - Voted the Chair and Co-Chair and welcomed new members
  - William Kasper is the Planning Commission representative on the Heritage Preservation Commission
- EDA
  - The EDA hosted the Hemp Summit that was held at the Public Safety Building.
  - Hemp is an agriculture product, not marijuana and contains no THC.
  - The 2-mile limit was approved for Council discussion.

**ANNOUNCEMENTS**

9 The following miscellaneous announcements were made by Councilmembers:

- Councilmember Fitch:
  - Wished Happy Retirement to Lela Jones from the Senior Center
  - Chamber of Commerce will be moving one block north.

- Mayor Srp
  - Thanked Mike Tate for applying for the Planning Commission and is pleased he volunteered.

**ADJOURNMENT**

- 10      It was moved by Conrath, seconded by Arndt, to adjourn the meeting at 8:22 p.m.; motion carried 7-0.

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R. D. SRP  
MAYOR

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

MINUTES  
CITY COUNCIL WORK SESSION  
TUESDAY, FEBRUARY 19, 2019

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

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

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

**Diversity Training**

Instructor Ruthie Johnson introduced herself and gave background information on herself and the YWCA.

Ruthie handed out some information that the Council had discussions with each other, and then they discussed that information more in depth as a group.

This discussion was informational to the Council Members who thanked Ruthie for coming in and discussing Diversity with them.

The discussion ended at 6:53 p.m.

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R. D. SRP  
MAYOR

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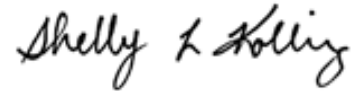
Mike Anderson  
Assistant to the City Manager



6B

## LIST OF EXPENDITURES

March 5, 2019



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City Council	4,250.00
Streets	30,007.44
Parks	10,272.72
Wastewater	8,940.86
Utility Administration	4,419.74
Utility Billing	7,421.59
Electric	12,888.65
Water	5,488.02
Building and Code Compliance	2,449.81
Police	54,927.96
Administration	4,635.53
Community Aides	700.00
Fire	7,714.70
Paid On Call Fire Department	605.02
Election Judges	0.00
PEG	0.00
Finance	10,765.34
Connections	3,707.28
Community Development	5,158.33
Engineering	15,283.11
Recreation	2,578.96
Econ Development	<u>2,510.96</u>
 Total Gross Payroll	 194,726.02
 *Less- Payroll Deductions	 <u>(66,058.65)</u>

Net Payroll Cost	\$	128,667.37
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\*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:  
February 15, 2019-March 1, 2019  
Includes check #'s 153262-153301  
Bank ACH Withdrawals.....372,147.14

GRAND TOTAL EXPENDITURES	\$	<u>500,814.51</u>
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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
<b>General Fund</b>						
02/28/2019	21918	MN Sales and Use Tax Payable	Sales tax payable	101-20210-0000	64.33	M
Total 101202100000:					64.33	
02/28/2019	21926	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 2/24/2019	101-21701-0000	18,392.91	M
Total 101217010000:					18,392.91	
03/01/2019	21922	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 2/24/2019	101-21702-0000	8,738.29	M
Total 101217020000:					8,738.29	
02/28/2019	21926	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 2/24/2019	101-21703-0000	7,904.19	M
02/28/2019	21926	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 2/24/2019	101-21703-0000	7,904.19	M
Total 101217030000:					15,808.38	
02/28/2019	21923	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 2/24/2019	101-21704-0000	1,270.58	M
02/28/2019	21923	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 2/24/2019	101-21704-0000	8,258.73	M
02/28/2019	21923	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 2/24/2019	101-21704-0000	6,420.76	M
02/28/2019	21923	Public Employees Retirement Assn (ACH	DEF CONTRIBUTION/EMPL Pay Period: 2/24/2019	101-21704-0000	117.40	M
02/28/2019	21923	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 2/24/2019	101-21704-0000	8,258.73	M
02/28/2019	21923	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 2/24/2019	101-21704-0000	9,631.09	M
02/28/2019	21923	Public Employees Retirement Assn (ACH	DEF CONT Employer Pay Period: 2/24/2019	101-21704-0000	117.40	M
Total 101217040000:					34,074.69	
03/01/2019	20190163	Greater Mankato Area United Way	UNITED WAY Pay Period: 2/24/2019	101-21708-0000	25.00	
Total 101217080000:					25.00	
03/01/2019	153284	NCPERS Minnesota - 8266711	LIFE INSURANCE - PERA Pay Period: 2/24/2019	101-21711-0000	224.00	
Total 101217110000:					224.00	
02/28/2019	21926	ACH Internal Revenue Service	MEDICARE Pay Period: 2/24/2019	101-21712-0000	2,644.61	M
02/28/2019	21926	ACH Internal Revenue Service	MEDICARE Pay Period: 2/24/2019	101-21712-0000	2,644.61	M
Total 101217120000:					5,289.22	
03/01/2019	21927	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 2/24/2019	101-21713-0000	885.00	M
03/01/2019	21927	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 2/24/2019	101-21713-0000	495.00	M
Total 101217130000:					1,380.00	
03/01/2019	21925	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 2/24/2019	101-21714-0000	2,065.00	M
Total 101217140000:					2,065.00	
03/01/2019	21910	AFLAC	AFLAC AFTER TAX Pay Period: 2/10/2019	101-21715-0000	275.34	M
03/01/2019	21910	AFLAC	AFLAC PRE TAX Pay Period: 2/10/2019	101-21715-0000	659.79	M
03/01/2019	21910	AFLAC	AFLAC AFTER TAX Pay Period: 2/24/2019	101-21715-0000	275.34	M
03/01/2019	21910	AFLAC	AFLAC PRE TAX Pay Period: 2/24/2019	101-21715-0000	659.79	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101217150000:					1,870.26	
02/28/2019	21919	Further	Flex/HSA Reimbursement	101-21716-0000	661.91	M
02/28/2019	21921	Further	Flex/HSA Reimbursement	101-21716-0000	1,607.37	M
03/01/2019	21928	Further	HSA DEDUCTION Pay Period: 2/24/2019	101-21716-0000	552.09	M
Total 101217160000:					2,821.37	
03/01/2019	21924	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 2/24/2019	101-21717-0000	1,194.73	M
Total 101217170000:					1,194.73	
03/01/2019	20190186	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00	
Total 101411104455:					1,125.00	
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-41320-1340	37.98	M
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-41320-1340	4.02	M
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-41320-1340	11.15	M
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-41320-1340	4.46	M
Total 101413201340:					57.61	
03/01/2019	153288	Public Sector Professionals	Public Sector Prof	101-41320-3000	1,120.62	
Total 101413203000:					1,120.62	
03/01/2019	153291	Shred-it USA LLC	Shredding service	101-41320-3100	13.77	
Total 101413203100:					13.77	
03/01/2019	153271	Cintas Corporation	First aid cabinet supplies	101-41320-4940	56.30	
03/01/2019	153271	Cintas Corporation	First aid cabinet supplies	101-41320-4940	27.19	
Total 101413204940:					83.49	
03/01/2019	20190153	A. H. Hermel Company	Pop for vending machine	101-41320-4945	28.95	
Total 101413204945:					28.95	
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-41500-1340	75.85	M
Total 101415001340:					75.85	
03/01/2019	21920	Further	Admin Fees Flex/HSA	101-41500-1600	418.90	M
Total 101415001600:					418.90	
03/01/2019	20190161	Flaherty & Hood PA	January Legal Services	101-41600-3000	3,153.75	
03/01/2019	20190161	Flaherty & Hood PA	Labor and employment consult	101-41600-3000	457.60	
03/01/2019	153297	Waseca County Auditor-Treasurer	Legal Services contract payment	101-41600-3000	5,370.33	
Total 101416003000:					8,981.68	
03/01/2019	20190178	Pantheon Computer Systems Inc.	Computer Replacement PD	101-41920-2050	813.90	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101419202050:					813.90
03/01/2019	20190178	Pantheon Computer Systems Inc.	March billing	101-41920-3100	6,266.75
Total 101419203100:					6,266.75
03/01/2019	20190169	Innovative Office Supply	Office supplies	101-41940-2000	14.53
03/01/2019	20190169	Innovative Office Supply	Office supplies	101-41940-2000	2.97-
Total 101419402000:					11.56
03/01/2019	153290	Red Feather Paper Company	bathroom supplies	101-41940-2170	65.53
Total 101419402170:					65.53
03/01/2019	153293	Streamline Communications LLC	Key Fobs for Access Control	101-41940-2230	550.00
Total 101419402230:					550.00
03/01/2019	153287	Orkin Pest Control Inc.	City Hall Pest Control	101-41940-3100	88.85
Total 101419403100:					88.85
03/01/2019	153272	Consolidated Communications	Monthly Billing	101-41940-3200	157.93
03/01/2019	153272	Consolidated Communications	Monthly Billing	101-41940-3200	81.69
Total 101419403200:					239.62
03/01/2019	153268	Centerpoint Energy	Monthly Billing	101-41940-3800	1,242.11
Total 101419403800:					1,242.11
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-41950-1340	49.22 M
Total 101419501340:					49.22
03/01/2019	20190188	WSB & Associates Inc	January Planning	101-41950-3100	285.75
Total 101419503100:					285.75
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-42100-1340	461.60 M
Total 101421001340:					461.60
03/01/2019	153275	Gall's LLC	Uniform Allowance	101-42100-2180	462.77
03/01/2019	153275	Gall's LLC	Uniform Allowance	101-42100-2180	80.48
03/01/2019	20190182	Streicher's	Uniform expense	101-42100-2180	328.58
03/01/2019	20190182	Streicher's	Uniforms	101-42100-2180	152.95
03/01/2019	20190182	Streicher's	Uniforms	101-42100-2180	56.99
03/01/2019	20190182	Streicher's	Uniforms	101-42100-2180	67.18
03/01/2019	20190182	Streicher's	Uniforms	101-42100-2180	274.99
Total 101421002180:					1,423.94
03/01/2019	20190185	Thornhill, Lawrence E.	Vehicle Detailing	101-42100-2220	42.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421002220:					42.00
03/01/2019	153291	Shred-it USA LLC	Shred Service	101-42100-3000	226.00
Total 101421003000:					226.00
03/01/2019	153270	Cintas Corporation	Floor Mats	101-42100-3100	15.28
03/01/2019	153270	Cintas Corporation	Floor Mats	101-42100-3100	15.29
03/01/2019	153286	Northland Business Systems Inc.	2019 Service	101-42100-3100	1,928.62
03/01/2019	153291	Shred-it USA LLC	Shredding service	101-42100-3100	13.77
Total 101421003100:					1,972.96
03/01/2019	153272	Consolidated Communications	Monthly Billing	101-42100-3200	157.93
03/01/2019	153272	Consolidated Communications	Monthly Billing	101-42100-3200	256.11
03/01/2019	153272	Consolidated Communications	Monthly Billing	101-42100-3200	24.72
03/01/2019	21930	Verizon Wireless	Monthly Billing	101-42100-3200	935.07 M
03/01/2019	21930	Verizon Wireless	Monthly Billing	101-42100-3200	51.01 M
Total 101421003200:					1,424.84
03/01/2019	20190187	Waseca Glass Inc.	veh repair - PD	101-42100-4040	418.75
Total 101421004040:					418.75
03/01/2019	153296	Waseca Community Education	Fee for 2019 Early Childhood Fair	101-42100-4330	10.00
Total 101421004330:					10.00
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-42200-1340	56.97 M
Total 101422001340:					56.97
03/01/2019	153264	Ancom Communications Inc	parts	101-42200-2210	52.95
Total 101422002210:					52.95
03/01/2019	153270	Cintas Corporation	Floor Mats	101-42200-3100	15.29
03/01/2019	153270	Cintas Corporation	Floor Mats	101-42200-3100	15.28
03/01/2019	20190176	Municipal Emergency Services Inc.	SCBA Function Tests	101-42200-3100	2,017.00
Total 101422003100:					2,047.57
03/01/2019	153272	Consolidated Communications	Monthly Billing	101-42200-3200	24.73
03/01/2019	21930	Verizon Wireless	Monthly Billing	101-42200-3200	61.01 M
Total 101422003200:					85.74
03/01/2019	153272	Consolidated Communications	Monthly Billing	101-42200-3800	26.48
Total 101422003800:					26.48
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-42400-1340	21.47 M
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-42400-1340	6.76 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101424001340:					28.23
03/01/2019	20190158	City Building Inspection Services LLC	Monthly Building Inspections	101-42400-3000	3,864.83
Total 101424003000:					3,864.83
03/01/2019	21930	Verizon Wireless	Monthly Billing	101-42400-3200	31.51 M
Total 101424003200:					31.51
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-43000-1340	6.97 M
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-43000-1340	97.66 M
Total 101430001340:					104.63
03/01/2019	20190156	Cady Business Technologies Inc	January Phone	101-43000-3200	262.62
03/01/2019	21930	Verizon Wireless	Monthly Billing	101-43000-3200	51.09 M
03/01/2019	21930	Verizon Wireless	Monthly Billing	101-43000-3200	51.01 M
03/01/2019	21930	Verizon Wireless	Monthly Billing	101-43000-3200	51.01 M
Total 101430003200:					415.73
03/01/2019	153263	American Public Works Association	Annual Membership Renewal	101-43000-4330	850.00
Total 101430004330:					850.00
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-43100-1340	98.34 M
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-43100-1340	1.95 M
Total 101431001340:					100.29
03/01/2019	20190155	Bomgaars Supply	Parts & Supplies	101-43100-2170	918.91
03/01/2019	153289	QC Supply LLC	Pressure washer parts	101-43100-2170	98.03
Total 101431002170:					1,016.94
03/01/2019	20190154	AmeriPride Services Inc	uniform-service	101-43100-2180	180.50
03/01/2019	20190154	AmeriPride Services Inc	uniform-service	101-43100-2180	204.72
Total 101431002180:					385.22
03/01/2019	20190179	R.I.C Properties LLC	Kritzer Building	101-43100-3100	650.00
Total 101431003100:					650.00
03/01/2019	153272	Consolidated Communications	Monthly Billing	101-43100-3200	26.48
Total 101431003200:					26.48
03/01/2019	153268	Centerpoint Energy	Monthly Billing	101-43100-3800	1,839.98
Total 101431003800:					1,839.98
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-43125-1340	25.50 M
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-43125-1340	1.95 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101431251340:					27.45
03/01/2019	153266	Auto Value Waseca	Parts	101-43125-2120	101.94
03/01/2019	20190155	Bomgaars Supply	Parts & Supplies	101-43125-2120	80.04
03/01/2019	20190164	H & J Fuel Inc	dyed fuel	101-43125-2120	2,174.76
03/01/2019	20190164	H & J Fuel Inc	dyed fuel	101-43125-2120	2,385.12
03/01/2019	20190164	H & J Fuel Inc	dyed fuel	101-43125-2120	1,499.37
Total 101431252120:					6,241.23
03/01/2019	153262	Affordable Lawn Care Inc	2019 Snow hauling	101-43125-3100	1,020.00
03/01/2019	153262	Affordable Lawn Care Inc	2019 Snow hauling	101-43125-3100	2,040.00
03/01/2019	153262	Affordable Lawn Care Inc	2019 Snow hauling	101-43125-3100	2,040.00
03/01/2019	20190171	James Brothers Construction Inc.	2019 snow hauling	101-43125-3100	2,040.00
03/01/2019	20190171	James Brothers Construction Inc.	2019 snow hauling	101-43125-3100	2,167.50
Total 101431253100:					9,307.50
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-43170-1340	5.46 M
Total 101431701340:					5.46
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-43220-1340	9.11 M
Total 101432201340:					9.11
03/01/2019	20190168	Independent School District #829	City Contribution Com Ed	101-45100-3100	8,333.33
Total 101451003100:					8,333.33
03/01/2019	153272	Consolidated Communications	Monthly Billing	101-45100-3200	22.98
Total 101451003200:					22.98
03/01/2019	153272	Consolidated Communications	Monthly Billing	101-45130-3200	156.36
Total 101451303200:					156.36
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-45200-1340	81.97 M
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	101-45200-1340	17.85 M
Total 101452001340:					99.82
03/01/2019	153266	Auto Value Waseca	Parts	101-45200-2170	35.38
Total 101452002170:					35.38
03/01/2019	20190181	Spies, Loy	Uniform reimbursement-Spies	101-45200-2180	104.48
Total 101452002180:					104.48
03/01/2019	153285	North American Safety Inc	Safety Gloves	101-45200-2190	354.00
Total 101452002190:					354.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
03/01/2019	153268	Centerpoint Energy	Monthly Billing	101-45200-3800	601.44
03/01/2019	153268	Centerpoint Energy	Monthly Billing	101-45200-3800	59.07
Total 101452003800:					660.51
03/01/2019	20190157	Century Fence Company	Fencing - NEP Soccer Field	101-45200-4000	3,200.00
Total 101452004000:					3,200.00
03/01/2019	153272	Consolidated Communications	Monthly Billing	101-45500-3800	47.38
03/01/2019	153272	Consolidated Communications	Monthly Billing	101-45500-3800	3.51
Total 101455003800:					50.89
Total General Fund:					159,639.48
<b>Airport</b>					
03/01/2019	153270	Cintas Corporation	Floor mat	230-49810-2170	3.84
Total 230498102170:					3.84
03/01/2019	153292	Stensrud Aviation	Airport Contract Payment	230-49810-3100	2,300.00
Total 230498103100:					2,300.00
03/01/2019	153269	CenturyLink	Airport Phone	230-49810-3200	104.19
Total 230498103200:					104.19
03/01/2019	153268	Centerpoint Energy	Monthly Billing	230-49810-3800	55.14
03/01/2019	153301	Xcel Energy	January Service	230-49810-3800	138.67
Total 230498103800:					193.81
Total Airport:					2,601.84
<b>Hisorical Preservation</b>					
03/01/2019	20190188	WSB & Associates Inc	January HPC Project	255-46500-3100	793.75
Total 255465003100:					793.75
Total Hisorical Preservation:					793.75
<b>Economic Development-General f</b>					
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	261-46700-1340	11.16 M
Total 261467001340:					11.16
Total Economic Development-General f:					11.16
<b>Police Reserve</b>					
03/01/2019	20190182	Streicher's	Police Reserve Expense	275-49212-2180	54.99
03/01/2019	20190182	Streicher's	Police Reserve Expense	275-49212-2180	54.99
03/01/2019	20190182	Streicher's	Police Reserve Expense	275-49212-2180	59.99

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 275492122180:					169.97	
Total Police Reserve:					169.97	
<b>Safe Haven Grant</b>						
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	279-46350-1340	31.09	M
Total 279463501340:					31.09	
03/01/2019	21930	Verizon Wireless	Monthly Billing	279-46350-3200	51.01	M
Total 279463503200:					51.01	
Total Safe Haven Grant:					82.10	
<b>PEG Channel</b>						
03/01/2019	20190178	Pantheon Computer Systems Inc.	PEG Antivirus	290-41920-2170	60.00	
Total 290419202170:					60.00	
Total PEG Channel:					60.00	
<b>Capital Improvement</b>						
03/01/2019	20190157	Century Fence Company	TLCF Fence/Gate	430-43010-5340	1,060.00	
03/01/2019	153274	Ditch Creek Landscape LLC	Tink Larson Field	430-43010-5340	413.25	
03/01/2019	153274	Ditch Creek Landscape LLC	Tink Larson Field (Materials)	430-43010-5340	336.30	
03/01/2019	20190170	J & K Masonry	Tink Larson Field	430-43010-5340	1,726.75	
03/01/2019	20190177	Muska Electric Co	TLCF Final Payment-Labor	430-43010-5340	3,515.53	
03/01/2019	20190177	Muska Electric Co	TLCF Final Payment-Materials	430-43010-5340	2,621.42	
Total 430430105340:					9,673.25	
03/01/2019	20190188	WSB & Associates Inc	3rd St NE Reconstruction	430-43010-5560	33,469.25	
Total 430430105560:					33,469.25	
03/01/2019	20190155	Bomgaars Supply	Parts & Supplies	430-43010-5770	38.45	
Total 430430105770:					38.45	
Total Capital Improvement:					43,180.95	
<b>Water</b>						
02/28/2019	21918	MN Sales and Use Tax Payable	Sales tax payable	601-20210-0000	873.56	M
Total 601202100000:					873.56	
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	601-49430-1340	20.36	M
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	601-49430-1340	24.88	M
Total 601494301340:					45.24	
03/01/2019	20190154	AmeriPride Services Inc	uniform service	601-49430-2180	10.00	
03/01/2019	20190154	AmeriPride Services Inc	uniform srevice	601-49430-2180	10.00	



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 601494302180:					20.00	
03/01/2019	153278	Itron Inc	Water Meter ERTs	601-49430-2215	9,205.00	
Total 601494302215:					9,205.00	
03/01/2019	153283	Mid-America Meter Inc	Meter Test Repair	601-49430-3100	212.80	
03/01/2019	153283	Mid-America Meter Inc	Meter Test Repair	601-49430-3100	257.80	
03/01/2019	153283	Mid-America Meter Inc	Meter Test Repair	601-49430-3100	250.00	
Total 601494303100:					720.60	
03/01/2019	21930	Verizon Wireless	Monthly Billing	601-49430-3200	40.01	M
Total 601494303200:					40.01	
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	601-49585-1340	20.56	M
Total 601495851340:					20.56	
03/01/2019	153272	Consolidated Communications	Monthly Billing	601-49585-3200	42.11	
03/01/2019	153294	U.S. Postal Service	Postage - March utility bills	601-49585-3200	434.18	
Total 601495853200:					476.29	
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	601-49586-1340	4.02	M
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	601-49586-1340	2.48	M
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	601-49586-1340	12.96	M
Total 601495861340:					19.46	
03/01/2019	20190178	Pantheon Computer Systems Inc.	March billing	601-49586-4950	895.25	
Total 601495864950:					895.25	
Total Water:					12,315.97	
<b>Sanitary Sewer</b>						
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	602-49470-1340	32.78	M
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	602-49470-1340	1.95	M
Total 602494701340:					34.73	
03/01/2019	153272	Consolidated Communications	Monthly Billing	602-49470-3200	410.20	
03/01/2019	21930	Verizon Wireless	Monthly Billing	602-49470-3200	40.01	M
03/01/2019	21930	Verizon Wireless	Monthly Billing	602-49470-3200	40.01	M
Total 602494703200:					490.22	
03/01/2019	153268	Centerpoint Energy	Monthly Billing	602-49470-3800	212.66	
Total 602494703800:					212.66	
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	602-49480-1340	61.09	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494801340:					61.09
03/01/2019	20190155	Bomgaars Supply	Parts & Supplies	602-49480-2000	9.98
Total 602494802000:					9.98
03/01/2019	20190155	Bomgaars Supply	Parts & Supplies	602-49480-2120	160.37
03/01/2019	153281	Lube-Tech & Partners LLC	Lube	602-49480-2120	126.84
Total 602494802120:					287.21
03/01/2019	153295	Viking Industrial Center	Respirator	602-49480-2190	401.90
Total 602494802190:					401.90
03/01/2019	20190184	Temple Electric Motor Service Inc	Pump	602-49480-2210	1,100.00
Total 602494802210:					1,100.00
03/01/2019	20190155	Bomgaars Supply	Parts & Supplies	602-49480-2230	10.99
Total 602494802230:					10.99
03/01/2019	153267	Automatic Systems Company	SCADA Repair	602-49480-3100	724.00
03/01/2019	153270	Cintas Corporation	Janitorial supplies	602-49480-3100	16.88
03/01/2019	20190174	M & R Electric Inc.	Electrician	602-49480-3100	76.00
Total 602494803100:					816.88
03/01/2019	153272	Consolidated Communications	Monthly Billing	602-49480-3200	145.42
03/01/2019	21930	Verizon Wireless	Monthly Billing	602-49480-3200	51.01 M
Total 602494803200:					196.43
03/01/2019	153268	Centerpoint Energy	Monthly Billing	602-49480-3800	3,830.73
Total 602494803800:					3,830.73
03/01/2019	153271	Cintas Corporation	WWTP First Aid Cabinet Supplies	602-49480-4940	38.46
Total 602494804940:					38.46
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	602-49585-1340	20.56 M
Total 602495851340:					20.56
03/01/2019	153272	Consolidated Communications	Monthly Billing	602-49585-3200	42.11
03/01/2019	153294	U.S. Postal Service	Postage - March utility bills	602-49585-3200	434.17
Total 602495853200:					476.28
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	602-49586-1340	4.02 M
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	602-49586-1340	2.48 M
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	602-49586-1340	12.96 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 602495861340:					19.46	
03/01/2019	20190178	Pantheon Computer Systems Inc.	March billing	602-49586-4950	895.25	
Total 602495864950:					895.25	
Total Sanitary Sewer:					8,902.83	
<b>Electric Utility</b>						
02/28/2019	21918	MN Sales and Use Tax Payable	Sales tax payable	604-20210-0000	30,726.11	M
Total 604202100000:					30,726.11	
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	604-49570-1340	3.14	M
Total 604495701340:					3.14	
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	604-49571-1340	69.28	M
Total 604495711340:					69.28	
03/01/2019	20190155	Bomgaars Supply	Parts & Supplies	604-49571-2170	83.38	
03/01/2019	20190173	JT Services of MN	Locks	604-49571-2170	635.81	
Total 604495712170:					719.19	
03/01/2019	153273	Dahnert, Brian S.	Residential Rebate	604-49571-2300	125.00	
03/01/2019	153299	Wendland, Brad	Residential Rebate	604-49571-2300	125.00	
Total 604495712300:					250.00	
03/01/2019	20190183	Stuart C. Irby Company	Testing Tools	604-49571-3100	208.18	
Total 604495713100:					208.18	
03/01/2019	21930	Verizon Wireless	Monthly Billing	604-49571-3200	80.02	M
Total 604495713200:					80.02	
03/01/2019	153300	Wesco Receivables Corp	Tools	604-49571-4000	3,998.19	
Total 604495714000:					3,998.19	
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	604-49572-1340	6.97	M
Total 604495721340:					6.97	
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	604-49573-1340	12.56	M
Total 604495731340:					12.56	
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	604-49574-1340	3.53	M
Total 604495741340:					3.53	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/01/2019	20190173	JT Services of MN	Psot Top Screens	604-49574-2230	719.33	
Total 604495742230:					719.33	
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	604-49584-1340	2.65	M
Total 604495841340:					2.65	
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	604-49585-1340	20.68	M
Total 604495851340:					20.68	
03/01/2019	153272	Consolidated Communications	Monthly Billing	604-49585-3200	78.96	
03/01/2019	153272	Consolidated Communications	Monthly Billing	604-49585-3200	26.48	
03/01/2019	153294	U.S. Postal Service	Postage - March utility bills	604-49585-3200	434.18	
Total 604495853200:					539.62	
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	604-49586-1340	3.26	M
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	604-49586-1340	4.75	M
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	604-49586-1340	13.34	M
Total 604495861340:					21.35	
03/01/2019	153282	McGrann Shea Carnival Straughn & Lam	Attorney	604-49586-3000	288.00	
Total 604495863000:					288.00	
03/01/2019	153291	Shred-it USA LLC	Shredding service	604-49586-3100	13.77	
Total 604495863100:					13.77	
03/01/2019	20190175	MN Municipal Utilities Association	Training	604-49586-3300	600.00	
Total 604495863300:					600.00	
03/01/2019	20190178	Pantheon Computer Systems Inc.	March billing	604-49586-4950	895.25	
Total 604495864950:					895.25	
03/01/2019	20190173	JT Services of MN	LED Project	604-49593-5300	1,752.71	
03/01/2019	20190173	JT Services of MN	Conversion Supplies	604-49593-5300	734.77	
Total 604495935300:					2,487.48	
Total Electric Utility:					41,665.30	
<b>Storm Water Utility</b>						
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	651-43140-1340	10.93	M
Total 651431401340:					10.93	
03/01/2019	153280	League of MN Cities	LMC Stormwater Coalition	651-43140-4500	639.00	
Total 651431404500:					639.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	651-49585-1340	3.25	M
Total 651495851340:					3.25	
Total Storm Water Utility:					653.18	
<b>Central Garage Services</b>						
03/01/2019	21929	Reliance Standard	Mar LTD Insurance	701-43180-1340	33.20	M
Total 701431801340:					33.20	
03/01/2019	153266	Auto Value Waseca	Parts	701-43180-2170	186.43	
03/01/2019	20190167	IFACS	shop supplies	701-43180-2170	25.10	
03/01/2019	20190167	IFACS	screws,nuts,bolts	701-43180-2170	81.36	
03/01/2019	20190167	IFACS	shop supplies	701-43180-2170	130.20	
Total 701431802170:					423.09	
03/01/2019	153265	Aspen Equipment Co	sander motor	701-43180-2210	1,033.66	
03/01/2019	153266	Auto Value Waseca	Parts	701-43180-2210	124.42	
03/01/2019	20190155	Bomgaars Supply	Parts & Supplies	701-43180-2210	84.99	
03/01/2019	20190159	Crysteel Truck Equipment Inc.	DXT formed edge	701-43180-2210	500.66	
03/01/2019	20190160	Fastenal Company	bolts for wing posts	701-43180-2210	81.06	
03/01/2019	20190165	H & L Mesabi	face plate 14' hla	701-43180-2210	67.56	
03/01/2019	20190166	Harrison Truck Centers	mirror asem. for 20	701-43180-2210	341.48	
03/01/2019	153277	Interstate Battery Systems	Batteries for #523	701-43180-2210	523.90	
03/01/2019	153279	Kibble Equipment	Knob	701-43180-2210	28.58	
03/01/2019	20190189	Zarnoth Brush Works Inc.	park toro broom	701-43180-2210	358.00	
03/01/2019	20190190	Ziegler Inc	cat loader parts	701-43180-2210	834.67	
03/01/2019	20190190	Ziegler Inc	backhoe hammer repair	701-43180-2210	2,779.92	
Total 701431802210:					6,758.90	
03/01/2019	153266	Auto Value Waseca	Parts	701-43180-2400	43.98	
03/01/2019	20190155	Bomgaars Supply	Parts & Supplies	701-43180-2400	19.98	
03/01/2019	20190162	GMS Industrial Supplies Inc.	equipment	701-43180-2400	36.30	
Total 701431802400:					100.26	
Total Central Garage Services:					7,315.45	
<b>Equipment Replacement Fund</b>						
03/01/2019	153298	Waseca County License Bureau	Vehicle Registration	705-49920-5400	654.13	
Total 705499205400:					654.13	
03/01/2019	20190172	Jefferson Fire & Safety Inc	NEW TRUCK LOOSE EQUIP	705-49930-5400	964.03	
03/01/2019	20190172	Jefferson Fire & Safety Inc	NEW TRUCK LOOSE EQUIP	705-49930-5400	1,133.00	
Total 705499305400:					2,097.03	
03/01/2019	153276	I State Truck Center Inc	New Dump truck	705-49950-5400	85,404.00	
Total 705499505400:					85,404.00	
03/01/2019	20190180	Sanco Equipment LLC	Parks - Snow Pusher	705-49970-5400	6,600.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 705499705400:					6,600.00
Total Equipment Replacement Fund:					94,755.16
Grand Totals:					372,147.14

## Report Criteria:

Report type: GL detail

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

**CONTRACT CONSTRUCTION PAYMENT REQUEST**

DATE: February 07, 2019

TO: Mayor & City Council  
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST: Final-Labor

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

CONTRACTOR: Ditch Creek Landscape

PAYMENT AMOUNT: \$413.25

Approved By:

Tom Kilgus 2/11/19  
Department Head Date

Shelly L. Koling 2-26-2019  
Director of Finance Date

[Signature] 2-12-19  
City Manager Date

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

**TO OWNER:** City Of Waseca  
508 South State St  
Waseca, MN 56093

**PROJECT:** Tink Larson Field  
Waseca, Mn

**FROM CONTRACTOR:** Ditch Creek Landscape, LLC  
16569 410TH Ave  
Waseca, MN 56093

**VIA CONSTRUCTION MANAGER:** Kraus Anderson Construction Co

**CONTRACT FOR:** Retaining Walls Labor

**VIA ARCHITECT:** Widseth Smith Nolting & Associates

APPLICATION NO: 002

PERIOD TO: 12/4/2018  
CONTRACT DATE: 8/16/2017  
PROJECT NOS: / /

DISTRIBUTION TO:

OWNER	
CONSTRUCTION MANAGER	
ARCHITECT	
CONTRACTOR	
FIELD	
OTHER	

**CONTRACTOR'S APPLICATION FOR PAYMENT**

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

1. ORIGINAL CONTRACT SUM.....\$ 8265.00

2. NET CHANGES IN THE WORK.....\$ 0

3. CONTRACT SUM TO DATE (Line 1 + 2).....\$ 8265.00

4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703).....\$ 8265.00

5. RETAINAGE:

a. 0 % of Completed Work  
(Column D + E on G703) \$ 0.00

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

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

6. TOTAL EARNED LESS RETAINAGE.....\$ 8265.00  
(Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....\$ 7851.75  
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE.....\$ 413.25

9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 minus Line 6) \$ 0.00

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

CONTRACTOR: Ditch Creek Landscape, LLC  
By: Theresa Marie Johnson  
State of: MINNESOTA  
County of: WASECA  
Subscribed and sworn to before me this 4th day of DECEMBER, 2018  
Notary Public: Theresa Marie Johnson  
My Commission expires: 01-31-2021

Date: 12-04-2018

**CERTIFICATE FOR PAYMENT**

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

AMOUNT CERTIFIED.....\$ 413.25  
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**CONSTRUCTION MANAGER:**

By: Theresa Marie Johnson Date: 1-4-19  
ARCHITECT: (NOTE: If Multiple Prime Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

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

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

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AIA Document G702™-1992, Application and Certification for Payment, or G736™-2009, Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

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

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

APPLICATION DATE: 6/28/18

ARCHITECT'S PROJECT NO:

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## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: February 07, 2019

TO: Mayor & City Council  
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : Final-Materials

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

CONTRACTOR: Ditch Creek Landscape

PAYMENT AMOUNT: \$336.30

Approved By:

Tom Kellogg 2/11/19  
Department Head Date

Shelly L. Kelling 2-26-2019  
Director of Finance Date

Lee Mattson 2.12.19  
City Manager Date

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

TO OWNER: City Of Waseca  
508 South State St  
Waseca, MN 56093

FROM CONTRACTOR: Ditch Creek Landscape, LLC  
16569 410TH AVE  
Waseca MN 56093,

PROJECT: Tink Larson Field  
Waseca, Mn

VIA CONSTRUCTION  
MANAGER: Kraus Anderson Construction Co

CONTRACT FOR: Retaining Walls materials

VIA ARCHITECT: Wiseth Smith Nolting & Associates

APPLICATION NO: 002

PERIOD TO: 12/4/2018  
CONTRACT DATE: 8/16/2017  
PROJECT NOS: / /

DISTRIBUTION TO:  
OWNER  
CONSTRUCTION MANAGER  
ARCHITECT  
CONTRACTOR  
FIELD  
OTHER

WS 32-D-Mty

**CONTRACTOR'S APPLICATION FOR PAYMENT**

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

1. ORIGINAL CONTRACT SUM.....\$ 6726.15
2. NET CHANGES IN THE WORK.....\$ 0
3. CONTRACT SUM TO DATE (Line 1 ± 2).....\$ 6726.15
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703).....\$ 6726.15
5. RETAINAGE:
  - a. 0 % of Completed Work  
(Column D + E on G703) \$ 0.00
  - b. % of Stored Material  
(Column F on G703) \$
- Total Retainage (Lines 5a + 5b, or Total in Column I on G703).....\$ 0.00
6. TOTAL EARNED LESS RETAINAGE.....\$ 6,726.15  
(Line 4 minus Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....\$ 6389.85  
(Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE.....\$ 336.30
9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 minus Line 6) \$ 0.00

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

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

CONTRACTOR: Ditch Creek Landscape, LLC  
By: Theresa Johnson

Date: 12-04-2018

State of: MINNESOTA

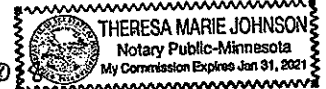
County of: WASECA

Subscribed and sworn to before

me this 4th day of DECEMBER, 20

Notary Public: Theresa Johnson

My Commission expires: 01-31-2021

**CERTIFICATE FOR PAYMENT**

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

AMOUNT CERTIFIED.....\$ 336.30

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

CONSTRUCTION MANAGER:

By: Theresa Johnson

Date: 1-4-19

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

By:

Date:

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

# **AIA® Document G703™ – 1992**

## Continuation Sheet

AIA Document G702™-1992, Application and Certification for Payment, or G736™-2009, Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.  
In tabulations below, amounts are stated to the nearest dollar.  
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 001  
APPLICATION DATE: 6/28/18  
PERIOD TO: 6/28/18  
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G + C)	BALANCE TO FINISH (C - G)	RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Retaining wall installation material	6726.15	6726.15		0	6726.15	100%	0	
	GRAND TOTAL	6726.15	6726.15			6726.15			

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RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: 12/14, 2018

The undersigned hereby acknowledges receipt of the sum of \$ 749.55

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

CHECK ONLY ONE

- 1.)        as partial payment for labor, skill and material furnished.
- 2.)        as payment for all labor, skill and material furnished or to be furnished (except the sum of \$        retainage or holdback)
- 3.) X as full and final payment for all labor, skill and material furnished or to be furnished to the following described real property: (legal description, street address or project name)

*Tink Larson Field*  
*Waseca, MN*

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked). The undersigned affirms that all material furnished by the undersigned has been paid for, and all subcontractors employed by the undersigned have been paid in full, EXCEPT:

By: *Charles M. M...*  
VP

*Ditch Creek Landscape, LLC*

NOTE: If this instrument is executed by a corporation, it must be signed by an officer and if executed by a partnership, it must be signed by a partner.

## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: February 07, 2019

TO: Mayor & City Council  
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

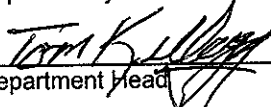
PAYMENT REQUEST: Final

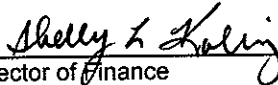
PAYMENT PERIOD: December 1, 2018-December 31, 2018

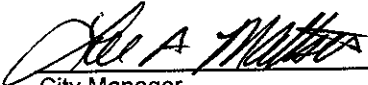
CONTRACTOR: J & K Masonry

PAYMENT AMOUNT: \$1,726.75

Approved By:

  
\_\_\_\_\_  
Department Head      Date      2/11/19

  
\_\_\_\_\_  
Director of Finance      Date      2-26-2019

  
\_\_\_\_\_  
City Manager      Date      2-12-19

# AIA® Document G732™ – 2009

## Application and Certificate for Payment, Construction Manager as Adviser Edition

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

PROJECT: Tink Larson Field  
Waseca, MN 56093

FROM CONTRACTOR: J&K Masonry  
PO Box 156  
Faribault, MN 55021

VIA CONSTRUCTION MANAGER: Kraus-Anderson Construction

VIA ARCHITECT:

APPLICATION NO: 5017300003

PERIOD TO: 8/16/2017 / 50173

CONTRACT DATE: 8/16/2017

PROJECT NOS: 50173

Retention WS 04-A

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

RECEIVED OCT 26 2018 Kraus-Anderson Construction Company

### CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM.....\$ 32,500.00

2. NET CHANGES IN THE WORK.....\$ 2,055.00

3. CONTRACT SUM TO DATE (Line 1 + 2).....\$ 34,555.00

4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703).....\$ 34,555.00

5. RETAINAGE:

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

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

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

6. TOTAL EARNED LESS RETAINAGE.....\$ 34,555.00 (Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....\$ 32,808.25 (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE.....\$ 1,726.75

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 0.00 (Line 3 minus Line 6)

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 2,055.00	\$
Total approved this month, including Construction Change Directives	\$	\$
TOTALS	\$ 2,055.00	\$
NET CHANGES IN THE WORK	\$ 2,055.00	

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

CONTRACTOR: By: Debra Lynn Quandt Date: 10/24/18

State of: MINN

County of: Rice

Subscribed and sworn to before me this 24 day of October, 2018

Notary Public: Debra Lynn Quandt

My Commission expires: 11/21/23



### CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED.....\$ 1,726.75

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

CONSTRUCTION MANAGER: By: Debra Lynn Quandt Date: 1-4-19

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

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

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

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# **AIA® Document G703™ – 1992**

2 2

## Continuation Sheet

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

APPLICATION NO: 5017300003  
APPLICATION DATE: 10/24/2018  
PERIOD TO: 10/31/2018  
ARCHITECT'S PROJECT NOs 0173

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			% (G ÷ C)		
30000	Masonry Complete Change Order #1	32,500.00 2,035.00	32,500.00 2,035.00			32,500.00 2,035.00	100.00 100.00		
	Totals	34,535.00	34,535.00			34,535.00	100.00		
	GRAND TOTAL								

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901216ACD04



## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: December 13, 2018

TO: Mayor & City Council  
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : Final

PAYMENT PERIOD : 31-Oct-18

CONTRACTOR: Muska Electric-Labor

PAYMENT AMOUNT: \$3,515.53

Approved By:

  
Department Head

2/19/19  
Date

  
Director of Finance

2-26-2019  
Date

  
City Manager

2-19-19  
Date



# AIA Document G732™ – 2009

## Application and Certificate for Payment, Construction Manager as Adviser Edition

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

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

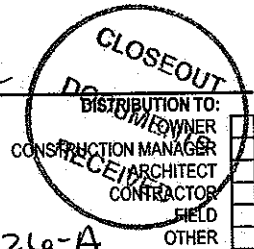
CONTRACT FOR: Electrical Labor

PROJECT: 558 7th ave NE  
WASECA, MN 56093

VIA CONSTRUCTION MANAGER: Anderson Construction

VIA ARCHITECT:

APPLICATION NO: 18187  
INVOICE NO: 10/31/2018  
PERIOD TO: 9/29/2017  
CONTRACT DATE: C75853-L  
PROJECT NOS:



WS 26-A

### CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM.....\$ 48,900.00  
2. NET CHANGES IN THE WORK.....\$ 21,410.41  
3. CONTRACT SUM TO DATE (Line 1 + 2).....\$ 70,310.41  
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703).....\$ 70,310.41

5. RETAINAGE:

a. 0 % of Completed Work  
(Column D + E on G703) \$ 0.00

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

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

6. TOTAL EARNED LESS RETAINAGE.....\$ 70,310.41  
(Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....66,794.88  
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE.....\$ 3,515.53

9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 minus Line 6) \$ 0.00

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

CONTRACTOR: Muska Electric Company

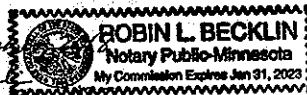
By: *[Signature]*

Date: 10.23.18

State of: MN  
County of: Ramsey

Subscribed and sworn to before me this 23rd day of October

Notary Public: *[Signature]*  
My Commission expires: Jan 31, 2023



### CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED.....\$ 3,515.53

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

CONSTRUCTION MANAGER:

By: *[Signature]*

Date: 2/4/19

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

By:

Date:

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

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 21,410.41	\$ 0.00
Total approved this month, including Construction Change Directives	\$ 0.00	\$ 0.00
TOTALS	\$ 21,410.41	\$ 0.00
NET CHANGES IN THE WORK	\$ 21,410.41	

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# AIA® Document G703™ – 1992

## Continuation Sheet

Page 2

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

APPLICATION NO: 4  
APPLICATION DATE: 10/23/2018  
PERIOD TO: 10/31/2018  
ARCHITECT'S PROJECT NO: C75853-1

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C – G)	RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Electrical Labor	48,900.00	48,900.00	0.00	0.00	48,900.00	100	0.00	0.00
2	CO#1	16,082.33	16,082.33	0.00	0.00	16,082.33	100	0.00	0.00
3	CO#2	2,058.32	2,058.32	0.00	0.00	2,058.32	100	0.00	0.00
4	CO#3	3,269.76	3,269.76	0.00	0.00	3,269.76	100	0.00	0.00

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

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## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: December 13, 2018

TO: Mayor & City Council  
Lee Mattson, City Manager

PROJECT NAME: Tink Larson Community Field Reconstruction

CITY PROJECT NO. 2016-23

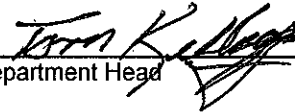
PAYMENT REQUEST : Final

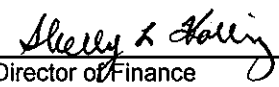
PAYMENT PERIOD : 31-Oct-18


CONTRACTOR: Muska Electric-Materials

PAYMENT AMOUNT: \$2,621.42

Approved By:

  
\_\_\_\_\_  
Department Head      Date: 2/19/19

  
\_\_\_\_\_  
Director of Finance      Date: 2-26-2019

  
\_\_\_\_\_  
City Manager      Date: 2-19-19



# Document G732™ – 2009

## Application and Certificate for Payment, Construction Manager as Adviser Edition

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

**PROJECT:** 558 7th ave NE  
WASECA, MN 56093

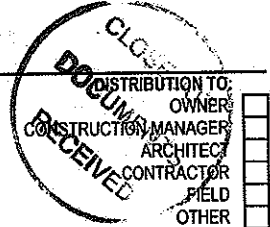
**FROM CONTRACTOR:** Muska Electric Company  
1985 Oakcrest Avenue  
Roseville, MN 55113

**VIA CONSTRUCTION MANAGER:** Kous Anderson Construction

**CONTRACT FOR:** Electrical Material

**VIA ARCHITECT:**

**APPROPRIATION NO:** 18185  
**PERIOD TO:** 10/31/2018  
**CONTRACT DATE:** 9/29/2017  
**PROJECT NOS:** C75853-1



### CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

5. RETAINAGE:

a. 0% of Completed Work  
(Column D + E on G703).....\$ 0.00

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

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

6. TOTAL EARNED LESS RETAINAGE.....\$ 52,428.43  
(Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....49,807.01  
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE.....\$ 2,621.42

9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 minus Line 6).....\$ 0.00

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

**CONTRACTOR:** Muska Electric Company  
By: [Signature]  
State of: MN  
County of: Ramsey

Date: 10.23.18

Subscribed and sworn to before  
me this 23 day of October  
Notary Public: [Signature]  
My Commission expires: Jan 31, 2022

**ROBIN L. BECKLIN**  
Notary Public-Minnesota  
My Commission Expires Jan 31, 2022

### CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED.....\$ 2,621.42

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

**CONSTRUCTION MANAGER:**

By: [Signature]

Date: 2/4/19

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

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

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

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

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

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# **AIA® Document G703™ – 1992**

## Continuation Sheet

Page 2

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

APPLICATION NO: 3  
APPLICATION DATE: 10/23/2018  
PERIOD TO: 10/31/2018  
ARCHITECT'S PROJECT NO: C75853-1

Use Column I on Contracts where variable retainage for line items may apply.									
A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Material	34,700.00	34,700.00	0.00	0.00	34,700.00	100	0.00	0.00
2	CO#1	13,808.63	13,808.63	0.00	0.00	13,808.63	100	0.00	0.00
3	CO#2	3,919.80	3,919.80	0.00	0.00	3,919.80	100	0.00	0.00
4	Co	0.00	0.00	0.00	0.00	0.00	***	0.00	0.00
GRAND TOTAL		52,428.43	52,428.43	0.00	0.00	52,428.43	100	0.00	0.00

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1012104204

<b>Title:</b>	EDA Board Composition		
<b>Meeting Date:</b>	March 5, 2019	<b>Agenda Item Number:</b>	7A
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to direct staff to proceed as Council determines.		
<b>How does this item pertain to Vision 2030 goals?</b>	Good Government. This issue also relates to how the City pursues all pillars of Vision 2030.		

**BACKGROUND:** The Council has received previous information from staff on a proposal to remove the residency requirements for membership on the EDA Board. Initially, the EDA Board and the City Council sought to allow board members who resided within the 2-mile extraterritorial area of the City to serve on the Board. Attorney Robert Scott had given a preliminary opinion to the City that state statute prohibited individuals who did not reside within city limits to serve on the EDA Board. Council asked that Mr. Scott continue to research this issue and he has issued a final opinion that M.S. 351.02 does requires City EDA Board Members to be city residents. Specifically, the statute states that a vacancy on the EDA will occur if, “the incumbent’s ceasing to be an inhabitant of the state, or if the office is local , of the district, county or city for which the incumbent was elected or appointed, or within which the duties of the office are required to be discharged.” As the EDA is limited to operating within city limits, the board member must living with the “district” in which the local board has authority. Mr. Scott has investigated a number of cross references and has been unable to find one that would authorize non-resident membership on the EDA Board.

The second part of the EDA Board Membership discussion is the dedication of specific seats for representatives of various organizations. Staff has inquired about the benefits of reserving a seat on the EDA for the Housing and Redevelopment Authority. Staff believes a public hearing would be necessary to move forward with altering this requirement. The City Manager did meet with the HRA Board earlier this week and the board did not take a formal stance on the issue of a dedicated seat. Staff believes that any necessary liaison can be accomplished without a dedicated seat but will of course defer to the Council’s opinion on the matter.

**BUDGET IMPACT:** None

**POLICY QUESTION:** Does the Council wish to dedicate additional resources to exploring the residency requirements for the EDA Board or will it accept the opinion of our attorney? How should seats on the EDA Board be designated or assigned?

**ALTERNATIVES CONSIDERED:** Staff has considered no new alternatives since the Council provided direction at the February 19 Meeting.

**RECOMMENDATION:** Staff asks that the Council instruct staff to cease investigation of the residency requirement issue and provide direction on whether or not to pursue an amendment to the enabling resolution of the EDA to remove the dedication of one seat on the EDA Board to an HRA representative.



## City of Waseca – Parks Department

**Project Name:** Northeast Park – Clear Lake Trail Connector

**Project Summary:** Construct bituminous trail to connect Clear Lake Trail System with Northeast Park and rest of the City of Waseca's trail system.

**Project Completion Date:** June 1, 2021

**Trail Name:** Northeast Trail

### **Project Description:**

The proposed trail (noted as Northeast Trail on the attached map) will be an off-street trail that connects from the Clear Lake Trail through the Treatment Marsh. A bridge will be installed to cross the city ditch which will connect to an on-street trail along 19<sup>th</sup> Ave NE, then connecting to a sidewalk system on 4<sup>th</sup> St NE that connects to the off-street trail system in Northeast Park.

Once constructed this trail segment will immediately provide a walking/biking route that connects the City's two main trails to make a connected 10-mile trail system. The Northeast Trail is an important segment in the local trail loop that will encircle northern Waseca and provide links to 8 local parks and other local destinations for both commuter and recreational bicyclists. When combined with the multi-modal enhancements (directional on-street bike lanes and sidewalks) along Old TH 14 this will provide a recreational walking/biking loop of over 8 miles.

These grant funds will be used directly for construction and engineering related to the proposed trail connection. Construction will generally include the bituminous trail and associated grading as well as one Prefabricated Steel Truss Recreation Bridge for the ditch crossing at 19th Ave NE. This trail has been identified as the City's top priority trail connection according to the City's most recent comprehensive plan completed in 2013.

Strong consideration was given to the trail users needs to connect the Clear Lake Trail system to Northeast Park and the Loon Lake Trail System as there is currently not a dedicated trail between the two main trail systems. This trail connection is the most economical and requires no property acquisition as the City owns all the land/right-of-way. The trail is also proposed to go through an undeveloped parcel that contains both wetland and upland areas that will provide additional recreational opportunities.

### **Funding:**

- DNR Grant Request: **\$150,000**
- 25% Non-State Cash Matching Funds: **\$96,600**
- Total Project Estimated Cost: **\$246,600**

**Project Cost Breakdown:**

<b>Trail/Facility</b>	<b>Description</b>	<b>Estimated Cost</b>	<b>Expected Completion Date</b>
Northeast Trail	Engineering and Construction of approximately 1400 linear feet of 10-ft wide bituminous trail with prefabricated steel truss recreation bridge for ditch crossing.		June 1, 2021
	Professional Services & Project Administration (in-kind)	\$41,100	
	Soil Borings	\$6,000	
	Common Excavation	\$4,400	
	Wetland Mitigation Planning	\$17,000	
	Prefabricated steel truss recreation bridge (Materials only)	\$49,000	
	4' Abutment wings for bridge with 45 deg. (Qty. 2) \$8,800 each	\$17,600	
	Bridge Installation and Construction	\$66,000	
	Aggregate base (560 tons at 6" thick)	\$8,500	
	1400 linear feet of 10-ft wide of bituminous trail (280 tons at 3" thick)	\$28,000	
	Erosion Control (bio rolls or silt fence)	\$6,000	
	Seeding	\$3,000	
<b>Total</b>		<b>\$ 246,600</b>	

<b>Title:</b>	Downtown Amenities Discussion		
<b>Meeting Date:</b>	March 5, 2019	<b>Agenda Item Number:</b>	7C
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input checked="" type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	None
<b>Originating Department:</b>		<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Provide direction or feedback to the staff on the maintenance of some downtown amenities.		
<b>How does this item pertain to Vision 2030 goals?</b>	High Quality Community Assets		

**BACKGROUND:** The Council has asked for staff to investigate the pipe bollards and other amenities along State Street in the downtown area. Specifically, the Council asked to see a plan on the pipe bollards. Preliminary information is being presented as follows:

- All pipe bollards could be sandblasted and powder coated for approximately \$250 each.
- Staff strongly recommends against maintaining all existing bollards (5 on each corner).
- Refinishing three pipe bollards for each corner would cost an estimated \$9,000.
- Additional bollards would need to be refinished as spares as truck traffic will continue to damage the pipe bollards. All corner bollards have historically been subject to damage with no current placement showing immunity to damage.
- It is possible every pipe bollard would have to be replaced/refinished at least once every year.
- Staff is investigating the costs to refinish the garbage can domes on State Street to match the pipe bollards. New can domes would be \$3,300 to replace all downtown domes.
- Staff suggests removing two trees in front of City Hall to experiment with large planters holding decorative tree species.

**BUDGET IMPACT:** Initial funds would need to be identified and a long-term maintenance budget would need to be created. Annual costs would easily run to the thousands each year.

**POLICY QUESTION:** How does the Council wish to highlight and enhance the downtown area?

**ALTERNATIVES CONSIDERED:** Removal of all pipe bollards.

**RECOMMENDATION:** At a minimum, the City should reduce the number of bollards it is trying to maintain.