

**COUNCIL WORK SESSION: SPECIAL REVENUE FUNDS**

**6 p.m. COUNCIL CHAMBERS**

REGULAR WASECA CITY COUNCIL MEETING

WEDNESDAY, NOVEMBER 6, 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

American Legion – Mike Parry

- 6 CONSENT AGENDA

- A. Minutes –Regular City Council Meeting & Work Session October 15, 2019
- B. Payroll & Expenditures
- C. Resolution 19-54: Denying Tax Forfeited Property
- D. Approval of Change Order Requests: 3<sup>rd</sup> St project
- E. Approval of Contract Payments: 3<sup>rd</sup> St, FBO Hangar, Elm Ave

- 7 ACTION AGENDA

- A. Public Hearing: **Resolution 19-53** – Adding additional Vacant Lots to Tax Abatement List  
& **Resolution 19-55**: Approving Tax Abatement Applications for newly added lots

- B. RCCA: Recovery Coordinator Grant Approval

- 8 REPORTS

- A. City Manager's Report
- B. Commission Reports
  - Park Board (Christiansen)
  - Airport Board (Rose)

- 9 ANNOUNCEMENTS

- 10 ADJOURNMENT





5A

508 South State Street ■ Waseca, Minnesota 56093-3097  
507-835-9700 ■ FAX 507-835-8871 ■ [www.ci.waseca.mn.us](http://www.ci.waseca.mn.us)

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To: Mayor Srp, Councilmembers

From: Bill Green, Planning and Zoning Coordinator

Date: October 31, 2019

Subject: 708 State St S

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#### BACKGROUND

The property is Zoned B-3, Neighborhood Transition Business District. The property was previously a single family home which had been vacant for over 5 years. The American Legion purchased the property with the intent of demolition for a future parking lot.

#### PLAN REVIEW

A site plan was submitted for the proposed parking lot on October 7<sup>th</sup>, with a revised plan submitted October 16th, 2019. City staff has reviewed the submitted plan with the following comments:

- Show all required dimensions: parcel, property lines, all setbacks, parking stalls, and entrance/exit.
- Plan needs a scale, minimum sheet size should be 22x34, or half scale at 11x17.
- Plan needs North arrow.
- Plan to show existing and proposed contours, include 25' in to adjacent properties.
- Plan to show parking lot grades.
- Include a pavement typical cross section.
- Show location of required water line hydrant.
- Include pervious & impervious surface calculations, dimension areas.
- Show concrete curbing where required.
- Provide the City with proof that MN Dot will approve an added or expanded entrance via curb cut.
- Provide proof MN Dot has commented on change of use from single family residential property to business parking lot use.
- Label traffic pattern, including signage.
- An access easement is required for any existing or proposed ingress/egress on to adjacent properties.
- Landscaping: trees meet ordinance requirement, but shrubs are missing.



## RECOMMENDATION – Immediate

- City staff recommends removal of gravel base to a depth of 4", infill with black dirt and sod per requirements of issued Demolition Permit #2019-00328. No parking shall be allowed until the property can be developed per an approved plan meeting City Code for a new parking lot.

## RECOMMENDATION (winter option)

If the area is unable to be restored to pervious surface as required due to weather:

- The perimeter of the gravel base area shall be contained with a minimum 18" silt fence plus bio-rolls to mitigate the amount of extra gravel and silt from being washed down the existing storm drain on the NW corner of the parcel.
- No parking shall be allowed on this parcel - Additional signage / fencing shall be installed for the snow season.
- Snow storage will not be permitted on this parcel.

## HISTORY

- April of 2016 the American Legion requested that they be allowed to remove a partially grass and dirt area, and a tree on the west end of the property and replace it with crushed rock to alleviate a muddy area and make it more conducive to parking, snow plowing, and maintenance. This was to be done in conjunction with the repaving of their parking lot in May of 2016.
- May 17, 2016, Bill Green reviewed the information and also spoke with Paul Bruder and Mark Duchene. The conclusion is that they can grade the area in question and cover in crushed rock. They are raising the existing storm sewer inlet about 4" to 6". We are requiring a 3' radius buffer of 1-1/2" rock around the inlet to help catch sediment. We feel this is equal to or better than leaving it as is with dirt and mud. However, should they do any future parking lot expansion, this area needs to be included as impervious surface for calculation for parking, storm water management, etc. I spoke to Mike Parry about this on 5-17-16 about 8:45am and he was in agreement. (the buffer around the inlet was completed, but has since filled in with sediment and has not been maintained, rendering it ineffective)
- November 20, 2018. City Council meeting. Mike Parry, on behalf of the American Legion presented information and a request for assistance from the City to raze the building located at 708 State St S to help with costs. Mr. Parry stated the end goal is to have a parking lot, but until they raise the funds for a parking lot, it would remain a grassy area, with a picnic area under the big trees. Mr. Parry stated that after this first part of the process was completed, they could sit down with the City Manager and Development Director and discuss when they want to put a parking lot in there, what would be their next step.
- August 1, 2019. A demolition permit was issued (#2019-00328) to the Waseca American Legion for the property located at 708 State St S. The permit had 7 conditions, including that the lot must be graded and seeded with grass seed, no hard surface may be added to the property – parking on the vacant lot is prohibited.
- The controlled burn by the Waseca Fire Department was scheduled for August 13, 2019. Approximately 1 week after the burn, the debris was removed and fill was brought into the site. About 25% of the lot on the west side of the property was restored with black dirt and sod; the remaining 75% had a gravel type base brought in, and was compacted for a parking lot. No plans were submitted to the City for the parcel.
- I called Mr. Parry September 12, 2019 and we met at City Hall and discussed the letter I was sending out dated 9/12/2019 outlining the zoning violations and compliance required.
- As of October 31, 2019, one tree has been planted in the grassy area, the required water hydrant has not been installed, and the gravel area is being used on a daily basis for parking. Silt, gravel and sediment run uncontrolled into the storm water catch basin from newly created parking lot.







**CITY OF WASECA**  
**508 SOUTH STATE STREET**  
**WASECA, MN 56093-3097**  
**(507) 835-9700 FAX: (507) 835-8871**



**Permit #: 2019-00328**

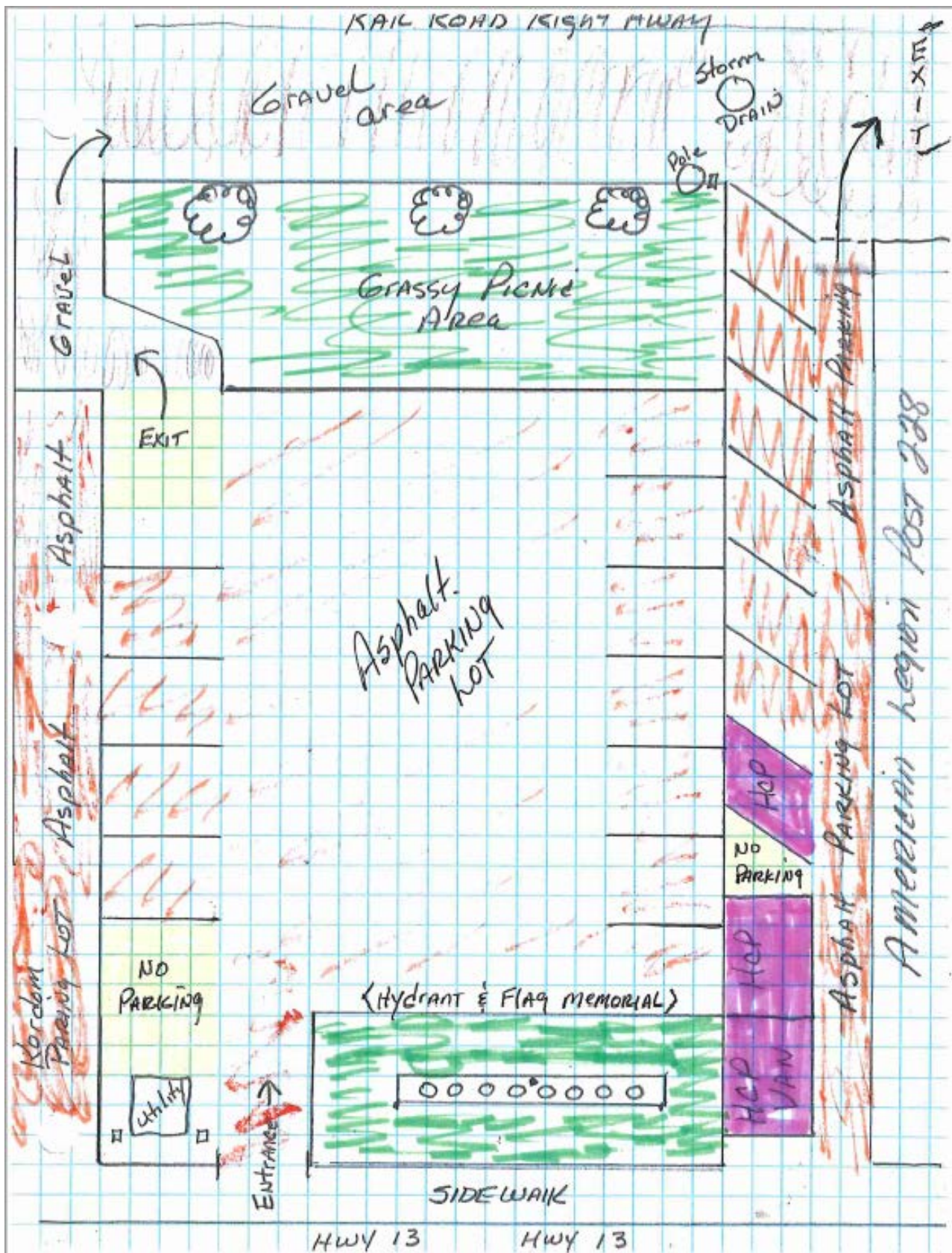
**ADDRESS** : 708 STATE ST S  
**PIN** : R17.125.0030  
**LEGAL DESC** : SEE LONG LEGAL DESC  
: LOT 3 BLOCK 1  
**PERMIT TYPE** : BUILDING  
**PROPERTY TYPE** : RESIDENTIAL  
**CONSTRUCTION TYPE** : DEMOLITION  
**VALUATION** : \$ 5,000.00

NOTE: (1). ALL CONSTRUCTION MATERIALS MUST BE REMOVED AND CLEAN FILL BROUGHT BACK IN. (2). LOT MUST BE GRADED AND SEEDED WITH GRASS SEED NO HARD SURFACE MAY BE ADDED TO THE PROPERTY - PARKING ON THE VACANT LOT IS PROHIBITED (SEE ATTACHMENT A) (3). WATER SHALL BE DISCONNECTED AT THE WATER MAIN OR A WOODWARD Y-2 ANTI-SIPHON YARD HYDRANT MAY BE INSTALLED ON THE EXISTING WATER SERVICE. (4). SEWER SHALL BE TELEVISED TO MAIN - CITY WILL REVIEW AND DETERMINE IF IT CAN BE CAPPED AT THE PROPERTY LINE OR NEEDS TO BE CAPPED AT THE MAIN. (5) ENVIRONMENTAL ASSESSMENT FOR HAZARDOUS MATERIAL BY LICENSED CONTRACTOR WITH ABATEMENT REPORT (6). NO TREE REMOVAL UNLESS APPROVED. LARGE TREES (12" DIAMETER OR LARGER) MUST BE REPLACED ON A 1:1 RATIO WITH APPROVED LANDSCAPE PLAN. (7) CONTRACTOR SHALL FOLLOW ALL STATE AND FEDERAL REGULATIONS.

APPLICANT	
WASECA AMERICAN LEGION 708 STATE STREET SOUTH WASECA, MN	DEMOLITION FEE 101-32260-0000 10.00
	STATE SURCHRG, VAL BLDG 101-32280- 2.50
	TOTAL 12.50
	Payment(s) CASH 12.50
OWNER	
WASECA AMERICAN LEGION 708 STATE STREET SOUTH WASECA, MN	
AGREEMENT AND SWORN STATEMENT	
<p>The undersigned hereby agrees that all work to be done and all materials to be used shall comply with the plans and specifications submitted with this application and complies with all the codes and ordinances of the City of Waseca. Additional charges may apply to this permit and can be billed by the City at a later date.</p> <p>Please call GOPHER STATE ONE CALL 1-800-252-1166 before digging.</p> <p>NOTICE TO EXCAVATORS: A copy of the Gopher State One Call - One Call Excavation Notice Law - Sections 216D.03 to 216D.07 is available upon request at Waseca City Hall or on-line at <a href="http://www.ci.waseca.mn.us">www.ci.waseca.mn.us</a></p>	

SEPARATE PERMITS REQUIRED FOR WORK OTHER THAN DESCRIBED ABOVE.







<b>Title:</b>	American Legion – Mike Parry		
<b>Meeting Date:</b>	November 6, 2019	<b>Agenda Item Number:</b>	5A
<b>Action:</b>	<input checked="" 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>	
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Council approve a motion instructing staff how to proceed in handing a violation of City Code pertaining to parking lots.		
<b>How does this item pertain to Vision 2030 goals?</b>	Good government. The City Code also is a guide for the creation of high quality community assets.		

**BACKGROUND:** Planning and Zoning Coordinator Bill Green has submitted a brief history of this issue in his memorandum. Essentially, the City is faced with a situation where a property owner has violated the terms of the demolition permit that was issued pursuant to City Code and the City Council is being asked how they wish to proceed with regard to enforcing the code.

The Legion has indicated a dislike for either of the options suggested in Mr. Green's memo. It appears that they believe they should be able to use the site as a parking lot immediately and that this use should be allowed to continue until such time as the Legion has raised sufficient funds to pay for a parking lot. I do not believe that the City should provide an open ended agreement on compliance with the code as this amounts to a permanent waiver of the code. I also recommend against the Council merely setting a compliance deadline. The establishment of a deadline with no enforcement mechanism will likely result in the issue coming before the Council again (and possibly again) until the property does come into compliance.

A compromise position that might provide a solution would be for the City and Legion to sign an agreement stating that the City will hire a contractor to construct a parking lot on the site in 2020 and will then assess all costs against the property over a period of five years at something like 4 percent interest. This would allow the Legion time to raise money to pay for the project, would bring the property speedily into compliance with City Code, and would allow the Legion the benefit of immediate enjoyment of the parking facilities. I have spoken with City Attorney Robert Scott and he has indicated that an agreement of this type would not be unusual. An agreement might include the following:

- Define which party will complete a design for the parking lot and specify that the City must approve any design of what will be constructed.
- Define if the design of the project will be part of the costs to be assessed or immediately paid by the Legion.



- Indicate that, upon the City receiving quotes for the performance of the work and advising the Legion of the costs, the Legion may instruct the City to either proceed with the work as designed or instruct the City to remove the current surface and install topsoil and seed in compliance with City Code.
- Confirm that, if the work is completed in 2020, with the exception of a final wear course installation in 2021 if applicable, the assessments will be certified in 2020 and payments will begin in 2021. Payments will occur over a five year period at 4 percent interest.
- Specify a date that the assessments will be certified to the County by and provide for the partial payment of the assessment to the City prior to that date. After certification of the assessments, payment must either be made in full or in accordance with the assessments five year amortization schedule.
- In the event that the Legion indicates they will build a parking lot on their own next year, staff still believes that an agreement should be signed. The agreement could include language that allows the City to construct under the agreement if the Legion has not begun construction by a certain date or if the Legion is not under contract with a company to complete the work.

**BUDGET IMPACT:** This proposal will have an impact upon City cash reserves. The Legion has verbally indicated to Mr. Green that the project might have a cost of \$100,000. The City has not completed any cost estimates to verify this information. Finance Director Fischer has indicated that the City can cash flow this project without difficulty.

It should be noted that this project might be considered to create a precedent that the City would be compelled to follow in future situations. The Council will retain the ability to decide when it feels this type of assistance is warranted and when it is not.

The Legion should receive better pricing on a parking lot now compared to waiting several years to build the lot.

**POLICY QUESTION:** Does the City wish to engage in assisting a private development of parking lot space to support a local club/business.

**ALTERNATIVES CONSIDERED:** Staff is bound to recommend following the City Code. This memorandum is intended to provide the Council with an alternative, middle course of action should they desire to have one.

**RECOMMENDATION:** The Council should instruct staff on how they wish to proceed.



MINUTES  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, OCTOBER 15, 2019

**6A**

**CALL TO ORDER/ROLL CALL**

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

Councilmembers Present:      Jeremy Conrath  
                                         Allan Rose                      Larry Johnson  
                                         Roy Srp                         Les Tlougan  
                                         Mark Christiansen

Council Members Absent:      Darren Arndt

Staff Present:                      Lee Mattson, City Manager  
                                         Alicia Fischer, Finance Director  
                                         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 Conrath, seconded by Rose, to approve the agenda as presented. Motion carried 6-0.

**PUBLIC COMMENT**

- 4 None

**REQUESTS AND PRESENTATIONS**

- 5 Proclamation: Catholic Daughters of the America's

Mayor Srp read the proclamation to the crowd, signed it, and posed for pictures with the representatives who were present.

**CONSENT AGENDA**

- 6 It was moved by Conrath, seconded by Rose, to approve the Consent Agenda. The motion carried 6-0, and included the following:
- A. Minutes – Regular City Council Meeting: October 1, 2019
  - B. Payroll & Expenditures
  - C. Approval of Payment Request: FBO Hanger
  - D. Resolution 19-51: Appointments for the Joint Airport Zoning Board
  - E. Resolution 19-52: Approving Professional Services – Insurance Agent of the Record for City of Waseca
  - F. Approval of Change Order Requests: Heselton Construction/3<sup>rd</sup> St Project



G. Resolution 19-48: Approval of Toward Zero Death Grant agreement

**ACTION AGENDA**

**7A Miscellaneous Assessments: Public Hearing**

The Public Hearing opened at 7:11 p.m. Nobody approached the Council on this topic.

The Public Hearing closed at 7:13 p.m.

**7B Resolution 19-49: Adopting Misc. Assessment Roll #19-99 for City Services and Fees**

Finance Director Fischer presented information on properties totaling \$455 worth of fees to be added to this assessment roll.

Motion was made by Christiansen, seconded by Tlougan to approve Resolution 19-49. Motion carried 6-0.

**7C Resolution 19-50: Approval of Variance Request for Garage Addition at 1208 6<sup>th</sup> St SE**

City Manager Mattson provided information to the Council stating the Planning Commission held a public hearing regarding the variance request at their last meeting. The Planning Commission is recommending approval to the City Council on Resolution 19-50.

Motion was made by Conrath, seconded by Rose to approve Resolution 19-50. Motion passed 6-0.

**REPORTS**

**8A City Manager's Report**

- Thank you to the Public Works Crew for their response and hard work during this last rain fall.
- Met with the County Commissioners regarding the two-mile Subdivision ordinance.
- Public Safety Building hosted 1-Million Cups event. Trio and Waseca Auto were the presenters.
- Fire Department Strategic Plan continues to move forward.
- Fire Department Task Force is making progress on the recommendations from the fire study.
- The New Payroll & Administrative Clerk position is posted.
- City Manager will be at the ICMA Conference in mid-October.

**8B Commission Reports**

- HPC: Tlougan
  - Met at the Chamber Office last week.
  - Staff presented information from the State Preservation Conference.
  - Came up with a list of items for future discussions.
- EDA: Srp, Johnson
  - B.E.S.T. Fall Summit will be on November 6.



- Reviewed the status of the loan approved for South Side Marine. The loan was approved some time ago.
- RFP's for the South Interchange went out.
- Discover Waseca Tourism: Conrath
  - Planning Session was held with Sinister Forest
  - Sleigh and Cutter "Only MN" Sign will be in town.
  - Approved putting Brochures at the Mall of America.
  - Holiday Train will be here December 5.
- Planning Commission: Srp
  - No traffic safety issues at this month's meeting.
  - Recommended approval for a variance for a garage.

### **ANNOUNCEMENTS**

9        Tlougan – Presented information regarding the Library Events.

Conrath – The first meeting in November will be Wednesday the 6<sup>th</sup> due to elections.

Srp – Provided condolences to the family of former County Sherriff Mert Swartz who was 101 years old when he passed. Leaf pickup has begun and will continue through October. Mayor spoke at the SCORE annual meeting.

### **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 7:41 p.m.; the motion carried 6-0.

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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, OCTOBER 15, 2019

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

Councilmembers present:      Roy Srp                      Larry Johnson  
                                         Allan Rose  
                                         Jeremy Conrath              Les Tlougan

Councilmembers absent:      Daren Arndt, Mark Christiansen

Staff present:                      Lee Mattson, City Manager  
                                         Carl Sonnenberg, Utilities & Public Works Director  
                                         Mike Anderson, Assistant to the City Manager

**Docks & Grinder Pumps Discussion**

The Work Session began at 6:00 P.M.

City Manager Mattson began the work session by presenting information on and regarding Grinder Pumps throughout the City. He informed Council that the pump located by Barney's Drive-Thru is the one in question and staff would like discussion on it.

The Council then discussed the Grinder pumps located throughout the City and asked Staff to come back at a future work session with more information and some ideas based on discussion.

The Council then discussed Docks on public property. They talked about whether or not it was appropriate to have or not have them on City property. There was minor discussion on adding a fishing pier.

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

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R. D. SRP  
MAYOR

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER





## LIST OF EXPENDITURES

November 6, 2019

**6B**

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City Council	4,250.00	
Streets	26,697.13	
Parks	13,761.81	
Wastewater	10,544.24	
Utility Administration	4,632.46	
Utility Billing	7,624.38	
Electric	13,623.56	
Water	5,577.69	
Building and Code Compliance	2,669.72	
Police	57,163.21	
Administration	4,800.31	
Community Aides	760.00	
Fire	10,393.93	
Paid On Call Fire Department	455.05	
Election Judges	0.00	
PEG	0.00	
Finance	9,683.86	
Connections	2,214.28	
Community Development	5,075.62	
Engineering	15,754.81	
Recreation	2,675.74	
Econ Development	<u>2,607.74</u>	
 Total Gross Payroll	 200,965.54	
 *Less- Payroll Deductions	 <u>(65,573.49)</u>	
 Net Payroll Cost		\$ 135,392.05

\*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:  
October 11, 2019-November 1, 2019  
Includes check #'s 154273-154324  
Bank ACH Withdrawals.....1,557,342.91

GRAND TOTAL EXPENDITURES      \$ 1,692,734.96



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
<b>Cash Allocation Fund</b>						
10/31/2019	154300	MN Department of Commerce	2019 Unclaimed property report	001-10002-0000	997.44	
Total 001100020000:					997.44	
Total Cash Allocation Fund:					997.44	
<b>General Fund</b>						
10/31/2019	154305	NeoFunds	Postage	101-15510-0000	1,000.00	
Total 101155100000:					1,000.00	
10/31/2019	101923	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 10/20/201	101-21701-0000	18,851.38	M
Total 101217010000:					18,851.38	
10/31/2019	101935	MN Department of Revenue	Duplicate Levy payment	101-21702-0000	35.00	M
10/31/2019	101918	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 10/20/2019	101-21702-0000	8,524.28	M
Total 101217020000:					8,559.28	
10/31/2019	101923	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 10/20/2019	101-21703-0000	8,075.29	M
10/31/2019	101923	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 10/20/2019	101-21703-0000	8,075.29	M
Total 101217030000:					16,150.58	
10/31/2019	101920	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 10/20/2019	101-21704-0000	1,267.22	M
10/31/2019	101920	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 10/20/20	101-21704-0000	8,236.76	M
10/31/2019	101920	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 10/20/2019	101-21704-0000	6,916.10	M
10/31/2019	101920	Public Employees Retirement Assn (ACH	DEF CONTRIBUTION/EMPL Pay Period: 10/20/2019	101-21704-0000	88.05	M
10/31/2019	101920	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 10/20/20	101-21704-0000	8,236.76	M
10/31/2019	101920	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 10/20/2019	101-21704-0000	10,374.19	M
10/31/2019	101920	Public Employees Retirement Assn (ACH	DEF CONT Employer Pay Period: 10/20/2019	101-21704-0000	88.05	M
Total 101217040000:					35,207.13	
10/31/2019	20190917	Greater Mankato Area United Way	UNITED WAY Pay Period: 10/20/2019	101-21708-0000	15.00	
Total 101217080000:					15.00	
10/31/2019	154304	NCPERS Minnesota - 8266711	LIFE INSURANCE - PERA Pay Period: 10/20/2019	101-21711-0000	208.00	
Total 101217110000:					208.00	
10/31/2019	101923	ACH Internal Revenue Service	MEDICARE Pay Period: 10/20/2019	101-21712-0000	2,738.64	M
10/31/2019	101923	ACH Internal Revenue Service	MEDICARE Pay Period: 10/20/2019	101-21712-0000	2,738.64	M
Total 101217120000:					5,477.28	
10/31/2019	101924	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 10/20/2019	101-21713-0000	785.00	M
10/31/2019	101924	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 10/20/2019	101-21713-0000	495.00	M
Total 101217130000:					1,280.00	
10/31/2019	101922	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 10/20/2019	101-21714-0000	415.00	M



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101217140000:					415.00	
10/31/2019	101919	AFLAC	AFLAC AFTER TAX Pay Period: 10/6/2019	101-21715-0000	289.38	M
10/31/2019	101919	AFLAC	AFLAC PRE TAX Pay Period: 10/6/2019	101-21715-0000	630.15	M
10/31/2019	101919	AFLAC	AFLAC AFTER TAX Pay Period: 10/20/2019	101-21715-0000	289.38	M
10/31/2019	101919	AFLAC	AFLAC PRE TAX Pay Period: 10/20/2019	101-21715-0000	630.15	M
Total 101217150000:					1,839.06	
10/31/2019	101915	Further	Flex/HSA Reimbursement	101-21716-0000	212.40	M
10/31/2019	101916	Further	Flex/HSA Reimbursement	101-21716-0000	836.00	M
10/31/2019	101933	Further	Flex/HSA Reimbursement	101-21716-0000	188.28	M
10/31/2019	101925	Further	HSA DEDUCTION Pay Period: 10/20/2019	101-21716-0000	442.84	M
Total 101217160000:					1,679.52	
10/31/2019	101921	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 10/20/2019	101-21717-0000	1,220.57	M
Total 101217170000:					1,220.57	
10/31/2019	101917	Blue Cross & Blue Shield of MN	BCBS High Ded FAMILY Pay Period: 10/6/2019	101-21720-0000	2,951.20	M
10/31/2019	101917	Blue Cross & Blue Shield of MN	BCBS High Ded FAMILY Pay Period: 10/6/2019	101-21720-0000	11,804.80	M
10/31/2019	101917	Blue Cross & Blue Shield of MN	BCBS High Ded SINGLE Pay Period: 10/6/2019	101-21720-0000	8,912.00	M
10/31/2019	101917	Blue Cross & Blue Shield of MN	BCBS 3375 Ded SINGLE Pay Period: 10/6/2019	101-21720-0000	3,437.50	M
10/31/2019	101917	Blue Cross & Blue Shield of MN	BCBS 3375 Ded FAMILY Pay Period: 10/6/2019	101-21720-0000	1,381.10	M
10/31/2019	101917	Blue Cross & Blue Shield of MN	BCBS 3375 Ded FAMILY Pay Period: 10/6/2019	101-21720-0000	5,524.40	M
10/31/2019	101917	Blue Cross & Blue Shield of MN	Buenzow Cobra	101-21720-0000	625.00	M
10/31/2019	101917	Blue Cross & Blue Shield of MN	Timlin	101-21720-0000	1,973.00	M
10/31/2019	101917	Blue Cross & Blue Shield of MN	Schroeder Cobra	101-21720-0000	557.00	M
10/31/2019	101917	Blue Cross & Blue Shield of MN	BCBS High Ded FAMILY Pay Period: 10/20/2019	101-21720-0000	2,951.20	M
10/31/2019	101917	Blue Cross & Blue Shield of MN	BCBS High Ded FAMILY Pay Period: 10/20/2019	101-21720-0000	11,804.80	M
10/31/2019	101917	Blue Cross & Blue Shield of MN	BCBS High Ded SINGLE Pay Period: 10/20/2019	101-21720-0000	8,912.00	M
10/31/2019	101917	Blue Cross & Blue Shield of MN	BCBS 3375 Ded SINGLE Pay Period: 10/20/2019	101-21720-0000	3,437.50	M
10/31/2019	101917	Blue Cross & Blue Shield of MN	BCBS 3375 Ded FAMILY Pay Period: 10/20/2019	101-21720-0000	1,381.10	M
10/31/2019	101917	Blue Cross & Blue Shield of MN	BCBS 3375 Ded FAMILY Pay Period: 10/20/2019	101-21720-0000	5,524.40	M
Total 101217200000:					71,177.00	
10/31/2019	20190922	Innovative Office Supply	CD/DVD Case	101-41110-2000	26.24	
Total 101411102000:					26.24	
10/31/2019	20190941	Tlougan, Les	Technology reimbursement-printer ink	101-41110-3200	91.27	
10/31/2019	20190941	Tlougan, Les	Technology reimbursement-back up drive	101-41110-3200	64.71	
Total 101411103200:					155.98	
10/31/2019	20190935	Personalized Printing Inc.	Winter Newsletter	101-41110-3500	678.20	
Total 101411103500:					678.20	
10/31/2019	20190913	Discover Waseca Tourism	September Lodging Tax	101-41110-4440	2,612.22	
Total 101411104440:					2,612.22	



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/31/2019	20190945	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00
Total 101411104455:					1,125.00
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-41320-1340	39.44 M
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-41320-1340	4.18 M
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-41320-1340	11.58 M
Total 101413201340:					55.20
10/31/2019	20190922	Innovative Office Supply	Planner	101-41320-2000	8.23
Total 101413202000:					8.23
10/31/2019	154314	Shred-it USA LLC	Monthly Service	101-41320-3100	32.12
Total 101413203100:					32.12
10/31/2019	20190930	Mattson, Lee	Hotel reimbursment for Conference	101-41320-3300	227.24
Total 101413203300:					227.24
10/31/2019	20190927	Larson, Kristy	Mileage reimbursement	101-41320-3350	63.80
Total 101413203350:					63.80
10/31/2019	154292	ICMA	ICMA Membership	101-41320-4330	923.58
Total 101413204330:					923.58
10/31/2019	20190944	Waseca Area Chamber of Commerce	Employee Recognition	101-41320-4930	50.00
Total 101413204930:					50.00
10/31/2019	154280	Cintas Corporation	First aid cabinet supplies	101-41320-4940	40.22
10/31/2019	154280	Cintas Corporation	First aid cabinet supplies	101-41320-4940	54.78
10/31/2019	154280	Cintas Corporation	First aid cabinet supplies	101-41320-4940	33.77
Total 101413204940:					128.77
10/31/2019	20190896	A. H. Hermel Company	Pop for vending machine	101-41320-4945	42.04
Total 101413204945:					42.04
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-41500-1340	86.57 M
Total 101415001340:					86.57
10/31/2019	20190916	Flaherty & Hood PA	September Legal Services	101-41600-3000	326.25
10/31/2019	20190916	Flaherty & Hood PA	Environmental Issues	101-41600-3000	3,407.50
10/31/2019	20190916	Flaherty & Hood PA	Labor and employment consult services	101-41600-3000	334.30
10/31/2019	154320	Waseca County Treasurer	Legal Services contract payment	101-41600-3000	5,370.33
Total 101416003000:					9,438.38
10/31/2019	20190934	Pantheon Computer Systems Inc.	Council replacement	101-41920-2050	773.95



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/31/2019	20190934	Pantheon Computer Systems Inc.	Monitor - C Lang	101-41920-2050	249.00
10/31/2019	20190934	Pantheon Computer Systems Inc.	Monitor - PD Detective	101-41920-2050	294.15
Total 101419202050:					1,317.10
10/31/2019	20190934	Pantheon Computer Systems Inc.	2019 Maintenance Agreement	101-41920-3100	6,319.25
10/31/2019	20190934	Pantheon Computer Systems Inc.	2019 Maintenance Agreement	101-41920-3100	6,319.25
Total 101419203100:					12,638.50
10/31/2019	20190922	Innovative Office Supply	office supplies	101-41940-2000	17.64
10/31/2019	20190922	Innovative Office Supply	Office Supplies	101-41940-2000	38.79
10/31/2019	20190935	Personalized Printing Inc.	Envelopes	101-41940-2000	220.00
Total 101419402000:					276.43
10/31/2019	154312	Red Feather Paper Company	Bathroom Supplies	101-41940-2170	120.60
Total 101419402170:					120.60
10/31/2019	20190906	Cady Business Technologies Inc	Monthly Phone Support Plan	101-41940-3100	262.62
10/31/2019	154279	Cintas Corporation	Floor mat	101-41940-3100	84.24
10/31/2019	154279	Cintas Corporation	Floor Mats	101-41940-3100	84.24
10/31/2019	154306	Orkin Pest Control Inc.	Pest Control City Hall	101-41940-3100	93.29
Total 101419403100:					524.39
10/31/2019	154283	Consolidated Communications	Monthly Billing	101-41940-3200	168.70
10/31/2019	154283	Consolidated Communications	Monthly Billing	101-41940-3200	81.96
Total 101419403200:					250.66
10/31/2019	154278	Centerpoint Energy	Monthly Billing	101-41940-3800	63.50
Total 101419403800:					63.50
10/31/2019	20190911	Connors Plumbing & Heating Inc.	plumbing	101-41940-4000	193.00
Total 101419404000:					193.00
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-41950-1340	49.90 M
Total 101419501340:					49.90
10/31/2019	20190922	Innovative Office Supply	Office Supplies	101-41950-2000	9.59
Total 101419502000:					9.59
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-42100-1340	477.50 M
Total 101421001340:					477.50
10/31/2019	20190922	Innovative Office Supply	Scissors	101-42100-2000	5.28
10/31/2019	20190922	Innovative Office Supply	office supplies	101-42100-2000	111.85
10/31/2019	20190922	Innovative Office Supply	Office Supplies	101-42100-2000	36.32
10/31/2019	20190922	Innovative Office Supply	Office Supplies	101-42100-2000	16.92



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421002000:					170.37
10/31/2019	154312	Red Feather Paper Company	Janitor Supplies	101-42100-2170	78.25
Total 101421002170:					78.25
10/31/2019	20190939	Streicher's	Uniform expense	101-42100-2180	19.99
10/31/2019	20190939	Streicher's	Uniform expense	101-42100-2180	169.98
10/31/2019	20190939	Streicher's	Uniform expense	101-42100-2180	139.99
10/31/2019	20190939	Streicher's	Uniform expense	101-42100-2180	114.99
Total 101421002180:					444.95
10/31/2019	20190907	Central Fire Protection Inc.	Extinguisher Refill	101-42100-2190	23.00
Total 101421002190:					23.00
10/31/2019	20190926	L & L Street Rod & Sports Truck LLC	equipment pads install	101-42100-2210	260.00
Total 101421002210:					260.00
10/31/2019	20190940	Thornhill, Lawrence E.	Vehicle Detailing	101-42100-2220	28.00
Total 101421002220:					28.00
10/31/2019	20190902	Blue Earth County	Patrol MTD's 3rd Qtr	101-42100-3100	540.00
10/31/2019	154279	Cintas Corporation	Floor Mats	101-42100-3100	14.29
10/31/2019	154279	Cintas Corporation	Floor Mats	101-42100-3100	14.29
10/31/2019	154279	Cintas Corporation	Floor Mats	101-42100-3100	14.29
10/31/2019	154314	Shred-it USA LLC	Monthly Service	101-42100-3100	32.12
Total 101421003100:					614.99
10/31/2019	154283	Consolidated Communications	Monthly Billing	101-42100-3200	168.70
10/31/2019	154283	Consolidated Communications	Monthly Billing	101-42100-3200	256.74
10/31/2019	154283	Consolidated Communications	Monthly Billing	101-42100-3200	24.82
Total 101421003200:					450.26
10/31/2019	154278	Centerpoint Energy	Monthly Billing	101-42100-3800	49.27
Total 101421003800:					49.27
10/31/2019	154323	Waseca Rotary Club	Rotary Dues	101-42100-4330	187.00
Total 101421004330:					187.00
10/31/2019	154277	Canine Central	7/1/19-9/30/19	101-42150-3100	3,300.00
Total 101421503100:					3,300.00
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-42200-1340	61.74 M
Total 101422001340:					61.74



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/31/2019	20190924	Jefferson Fire & Safety Inc	turn out gear	101-42200-2180	7,611.00
10/31/2019	20190932	Municipal Emergency Services Inc.	Leather Gloves	101-42200-2180	97.91
Total 101422002180:					7,708.91
10/31/2019	154286	Emergency Response Solutions	Repair TIC	101-42200-2210	1,458.00
10/31/2019	154287	Express Pressure Washers Inc	Pressure washer	101-42200-2210	189.30
Total 101422002210:					1,647.30
10/31/2019	154279	Cintas Corporation	Floor Mats	101-42200-3100	14.29
10/31/2019	154279	Cintas Corporation	Floor Mats	101-42200-3100	14.29
10/31/2019	154279	Cintas Corporation	Floor Mats	101-42200-3100	14.29
Total 101422003100:					42.87
10/31/2019	154273	Ancom Communications Inc	pager repair	101-42200-3200	13.00
10/31/2019	154283	Consolidated Communications	Monthly Billing	101-42200-3200	24.82
Total 101422003200:					37.82
10/31/2019	154302	MN State Fire Chiefs Association	Conference registration	101-42200-3300	440.00
Total 101422003300:					440.00
10/31/2019	154301	MN Fire Service Certification Board	Retest Fee	101-42200-3310	25.00
Total 101422003310:					25.00
10/31/2019	154278	Centerpoint Energy	Monthly Billing	101-42200-3800	49.26
11/01/2019	101927	Centerpoint Energy	Monthly billing	101-42200-3800	15.04 M
10/31/2019	154283	Consolidated Communications	Monthly Billing	101-42200-3800	26.57
Total 101422003800:					90.87
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-42400-1340	22.26 M
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-42400-1340	6.76 M
Total 101424001340:					29.02
10/31/2019	20190922	Innovative Office Supply	Office Supplies	101-42400-2000	15.58
Total 101424002000:					15.58
10/31/2019	20190909	City Building Inspection Services LLC	building inspections	101-42400-3000	7,915.06
Total 101424003000:					7,915.06
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-43000-1340	6.97 M
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-43000-1340	101.22 M
Total 101430001340:					108.19
10/31/2019	20190903	Bomgaars Supply	Parts & Supplies	101-43000-2170	29.99



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101430002170:					29.99	
11/01/2019	101928	Verizon Wireless	GPS System	101-43000-3200	115.46	M
Total 101430003200:					115.46	
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-43100-1340	102.01	M
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-43100-1340	2.03	M
Total 101431001340:					104.04	
10/31/2019	20190922	Innovative Office Supply	office supplies	101-43100-2000	12.98	
Total 101431002000:					12.98	
10/31/2019	20190918	H & J Fuel Inc	fuel	101-43100-2120	987.92	
Total 101431002120:					987.92	
10/31/2019	154275	Auto Value Waseca	Parts	101-43100-2170	490.39	
10/31/2019	20190903	Bomgaars Supply	Parts & Supplies	101-43100-2170	45.91	
Total 101431002170:					536.30	
10/31/2019	154319	W W Blacktopping Inc.	blacktop	101-43100-2172	6,809.97	
10/31/2019	154319	W W Blacktopping Inc.	Blacktop	101-43100-2172	5,989.00	
Total 101431002172:					12,798.97	
10/31/2019	20190897	AmeriPride Services Inc	uniform-service	101-43100-2180	192.75	
10/31/2019	20190897	AmeriPride Services Inc	uniform srvice	101-43100-2180	192.53	
Total 101431002180:					385.28	
10/31/2019	20190936	R.I.C Properties LLC	Kritzer Building Lease	101-43100-3100	650.00	
Total 101431003100:					650.00	
10/31/2019	154283	Consolidated Communications	Monthly Billing	101-43100-3200	26.57	
Total 101431003200:					26.57	
10/31/2019	154278	Centerpoint Energy	Monthly Billing	101-43100-3800	106.08	
11/01/2019	101927	Centerpoint Energy	Monthly billing	101-43100-3800	15.03	M
Total 101431003800:					121.11	
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-43125-1340	26.44	M
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-43125-1340	2.03	M
Total 101431251340:					28.47	
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-43170-1340	5.67	M



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101431701340:					5.67	
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-43220-1340	9.44	M
Total 101432201340:					9.44	
10/31/2019	20190921	Independent School District #829	City Contribution Com Ed	101-45100-3100	8,333.33	
Total 101451003100:					8,333.33	
10/31/2019	154283	Consolidated Communications	Monthly Billing	101-45100-3200	23.07	
Total 101451003200:					23.07	
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-45130-1340	18.54	M
Total 101451301340:					18.54	
10/31/2019	154283	Consolidated Communications	Monthly Billing	101-45130-3200	158.63	
Total 101451303200:					158.63	
10/31/2019	154278	Centerpoint Energy	Monthly Billing	101-45130-3800	553.50	
Total 101451303800:					553.50	
10/31/2019	20190911	Connors Plumbing & Heating Inc.	repair of outside hosebib	101-45130-4000	375.00	
10/31/2019	154311	Recreation Supply Co. Inc.	Superflow	101-45130-4000	2,500.85	
Total 101451304000:					2,875.85	
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-45200-1340	84.35	M
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	101-45200-1340	4.63	M
Total 101452001340:					88.98	
10/31/2019	20190918	H & J Fuel Inc	fuel	101-45200-2120	876.08	
Total 101452002120:					876.08	
10/31/2019	154275	Auto Value Waseca	Parts	101-45200-2170	58.50	
10/31/2019	20190903	Bomgaars Supply	Parts & Supplies	101-45200-2170	267.32	
10/31/2019	154282	Condon Farm Service	Starter Fertilizer	101-45200-2170	15.25	
10/31/2019	154312	Red Feather Paper Company	Janitor Supplies	101-45200-2170	363.30	
Total 101452002170:					704.37	
10/31/2019	20190907	Central Fire Protection Inc.	Park Shop Fire Extgts	101-45200-2190	85.00	
10/31/2019	154296	Locators & Supplies Inc.	Winter Safety Jacket & Gloves	101-45200-2190	163.50	
Total 101452002190:					248.50	
10/31/2019	20190903	Bomgaars Supply	Parts & Supplies	101-45200-2230	19.92	
10/31/2019	20190907	Central Fire Protection Inc.	Fire Extinguisher Repair	101-45200-2230	21.45	
10/31/2019	154298	Manthe Garage Doors	Park Shop Garage Door Openers	101-45200-2230	350.00	



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101452002230:					391.37
10/31/2019	20190903	Bomgaars Supply	Parts & Supplies	101-45200-2280	11.58
Total 101452002280:					11.58
10/31/2019	154299	Mediacom	TLCF Communications	101-45200-3200	161.05
Total 101452003200:					161.05
10/31/2019	154278	Centerpoint Energy	Monthly Billing	101-45200-3800	37.75
10/31/2019	154278	Centerpoint Energy	Monthly Billing	101-45200-3800	16.80
Total 101452003800:					54.55
10/31/2019	154284	Corchran Inc	Ice Rink Posts	101-45200-4000	58.53
10/31/2019	154290	H & H Excavating Inc.	Clear Lake Boat Landing repairs	101-45200-4000	2,310.00
10/31/2019	154303	Nagel Sod and Nursery	Sod repairs at NEP and TLCF	101-45200-4000	201.87
10/31/2019	154309	Prime Finish Painting	Interior painting on Parks building	101-45200-4000	1,550.00
10/31/2019	154319	W W Blacktopping Inc.	Clear Lake Trail Repair	101-45200-4000	1,394.96
Total 101452004000:					5,515.36
10/31/2019	154294	Kibble Equipment	Parts	101-45200-4040	227.85
10/31/2019	20190937	Sanco Equipment LLC	Bobcat Broom Parts	101-45200-4040	43.70
Total 101452004040:					271.55
10/31/2019	154313	Rent 'N' Save Portable Services	August Parks - Portable Toilets	101-45200-4100	517.00
10/31/2019	154313	Rent 'N' Save Portable Services	September Parks - Portobale Toilets	101-45200-4100	517.00
Total 101452004100:					1,034.00
10/31/2019	154280	Cintas Corporation	First aid cabinet	101-45200-4940	113.77
Total 101452004940:					113.77
10/31/2019	154312	Red Feather Paper Company	Restroom Toilet Tissue	101-45500-2170	416.35
Total 101455002170:					416.35
10/31/2019	20190938	ServiceMaster of Mankato/Waseca	Extra Janitorial Cleaning	101-45500-3100	100.00
Total 101455003100:					100.00
10/31/2019	154278	Centerpoint Energy	Monthly Billing	101-45500-3800	79.32
10/31/2019	154283	Consolidated Communications	Monthly Billing	101-45500-3800	50.61
Total 101455003800:					129.93
10/31/2019	154308	Premier Lift Products Inc	lift inspection	101-45500-4000	410.00
Total 101455004000:					410.00



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total General Fund:					256,685.55
<b>Waseca Village TIF</b>					
10/28/2019	153819	Waseca Leased Housing Association	1st half TIF 2019	224-46670-4300	3,454.48- V
10/31/2019	154321	Waseca Leased Housing Association	1st half TIF 2019	224-46670-4300	3,454.48
Total 224466704300:					.00
Total Waseca Village TIF:					.00
<b>Airport</b>					
10/31/2019	20190942	Toltz King Duvall Anderson & Assoc Inc.	Airport Zoning Ordinance Update	230-49810-3000	7,320.00
Total 230498103000:					7,320.00
10/31/2019	154316	Stensrud Aviation	Airport Contract Payment	230-49810-3100	2,300.00
Total 230498103100:					2,300.00
11/01/2019	101934	CenturyLink	Airport Phone and Internet	230-49810-3200	85.33 M
Total 230498103200:					85.33
10/31/2019	154278	Centerpoint Energy	Monthly Billing	230-49810-3800	17.46
10/31/2019	101929	Xcel Energy	September Service	230-49810-3800	121.27 M
10/31/2019	101932	Xcel Energy	September Service	230-49810-3800	280.20 M
Total 230498103800:					418.93
10/31/2019	20190898	APX Construction Group LLC	Pay Request No. 8	230-49810-5200	2,280.03
10/31/2019	154319	W W Blacktopping Inc.	FBO Hangar Parking Lot	230-49810-5200	1,379.59
Total 230498105200:					3,659.62
10/31/2019	20190905	Borneke Construction Inc.	Airport Runway Culvert Replacement Final Payment	230-49810-5300	13,675.18
Total 230498105300:					13,675.18
Total Airport:					27,459.06
<b>Economic Development-General f</b>					
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	261-46700-1340	11.59 M
Total 261467001340:					11.59
10/31/2019	20190901	Blane, Canada Ltd	Prime users fee	261-46700-3100	2,600.00
Total 261467003100:					2,600.00
10/31/2019	154295	Limberg Productions LLC	Livestream event-one million cups	261-46700-3300	400.00
Total 261467003300:					400.00
Total Economic Development-General f:					3,011.59



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
<b>Safe Haven Grant</b>						
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	279-46350-1340	17.69	M
Total 279463501340:					17.69	
Total Safe Haven Grant:					17.69	
<b>Capital Improvement</b>						
10/31/2019	20190916	Flaherty & Hood PA	September Legal Services	430-43010-3000	2,175.00	
Total 430430103000:					2,175.00	
10/31/2019	154284	Corchran Inc	Ice Rink Posts	430-43010-5320	262.35	
Total 430430105320:					262.35	
10/31/2019	20190935	Personalized Printing Inc.	Donor Wall Signage	430-43010-5340	3,546.00	
Total 430430105340:					3,546.00	
10/31/2019	20190919	Heselton Construction LLC	Pay Request No. 6	430-43010-5560	445,341.93	
10/31/2019	20190928	Lenz Lawn Care & Landscaping Inc.	7th Ave SE Landscape restoration	430-43010-5560	250.00	
10/31/2019	20190946	WSB & Associates Inc	3rd St NE Engineering Services	430-43010-5560	67,638.00	
Total 430430105560:					513,229.93	
Total Capital Improvement:					519,213.28	
<b>HWY 14 Reconstruction</b>						
10/31/2019	20190943	Ulland Brothers Inc	Pay Request No. 17	436-43010-5560	71,037.13	
Total 436430105560:					71,037.13	
Total HWY 14 Reconstruction:					71,037.13	
<b>Water</b>						
10/31/2019	154291	Hawkins Inc	BEF Chemical Well 4	601-49401-2170	3,085.80	
10/31/2019	154291	Hawkins Inc	City Wells Chemicals	601-49401-2170	4,789.89	
Total 601494012170:					7,875.69	
10/31/2019	20190934	Pantheon Computer Systems Inc.	SCADA battery back up	601-49401-2210	84.95	
Total 601494012210:					84.95	
10/31/2019	154278	Centerpoint Energy	Monthly Billing	601-49401-3800	27.92	
10/31/2019	101931	Xcel Energy	September service	601-49401-3800	146.54	M
Total 601494013800:					174.46	
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	601-49430-1340	25.37	M
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	601-49430-1340	25.74	M
Total 601494301340:					51.11	
10/31/2019	20190903	Bomgaars Supply	Parts & Supplies	601-49430-2180	124.48	



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601494302180:					124.48
10/31/2019	154293	Itron Inc	ERT Project	601-49430-2215	10,500.00
10/31/2019	20190931	Metering & Technology Solutions	Copper horns	601-49430-2215	887.91
Total 601494302215:					11,387.91
10/31/2019	20190912	Core & Main LP	replace hydrant parts used	601-49430-2230	975.31
10/31/2019	20190912	Core & Main LP	valve repair	601-49430-2230	99.06
10/31/2019	154319	W W Blacktopping Inc.	Blacktop	601-49430-2230	371.00
Total 601494302230:					1,445.37
10/31/2019	20190897	AmeriPride Services Inc	uniform service	601-49430-3100	12.84
10/31/2019	20190897	AmeriPride Services Inc	Uniform Service	601-49430-3100	12.84
10/31/2019	20190897	AmeriPride Services Inc	uniform service	601-49430-3100	12.84
Total 601494303100:					38.52
10/31/2019	154315	Srp Heating & A/C Inc.	MJ properties 6" meter	601-49430-4000	4,381.55
Total 601494304000:					4,381.55
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	601-49585-1340	20.85 M
Total 601495851340:					20.85
10/31/2019	20190922	Innovative Office Supply	Laminate Pouch - UB	601-49585-2000	1.46
10/31/2019	20190922	Innovative Office Supply	Office Supplies	601-49585-2000	1.51
Total 601495852000:					2.97
10/31/2019	154283	Consolidated Communications	Monthly Billing	601-49585-3200	44.99
10/31/2019	154318	U.S. Postal Service	Postage - November utility bills	601-49585-3200	428.17
Total 601495853200:					473.16
10/31/2019	20190933	On Target Inc.	Quarterly CASS certification	601-49585-3500	42.65
10/31/2019	20190935	Personalized Printing Inc.	Envelopes	601-49585-3500	528.10
Total 601495853500:					570.75
10/31/2019	154281	City of Waseca	Summit AR	601-49585-4320	16.05
Total 601495854320:					16.05
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	601-49586-1340	4.18 M
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	601-49586-1340	2.58 M
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	601-49586-1340	13.40 M
Total 601495861340:					20.16
10/31/2019	20190934	Pantheon Computer Systems Inc.	2019 Maintenance Agreement	601-49586-4950	902.75
10/31/2019	20190934	Pantheon Computer Systems Inc.	2019 Maintenance Agreement	601-49586-4950	902.75



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601495864950:					1,805.50
10/31/2019	20190912	Core & Main LP	Hydrant supplies	601-49593-5300	3,454.73
10/31/2019	20190912	Core & Main LP	Hydrant Parts	601-49593-5300	5,784.89
10/31/2019	20190923	James Brothers Construction Inc.	James Brothers	601-49593-5300	2,708.42
Total 601495935300:					11,948.04
Total Water:					40,421.52
<b>Sanitary Sewer</b>					
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	602-49470-1340	34.00 M
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	602-49470-1340	2.03 M
Total 602494701340:					36.03
10/31/2019	154283	Consolidated Communications	Monthly Billing	602-49470-3200	408.48
Total 602494703200:					408.48
10/31/2019	154278	Centerpoint Energy	Monthly Billing	602-49470-3800	20.68
10/31/2019	154278	Centerpoint Energy	Monthly Billing	602-49470-3800	16.80
Total 602494703800:					37.48
10/31/2019	20190900	Batteries Plus Bulbs	batteries	602-49470-4020	27.50
10/31/2019	20190903	Bomgaars Supply	Parts & Supplies	602-49470-4020	59.99
Total 602494704020:					87.49
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	602-49480-1340	76.12 M
Total 602494801340:					76.12
10/31/2019	20190934	Pantheon Computer Systems Inc.	WWTP Repair	602-49480-2050	240.00
Total 602494802050:					240.00
10/31/2019	20190903	Bomgaars Supply	Parts & Supplies	602-49480-2170	15.98
10/31/2019	154312	Red Feather Paper Company	Janitorial supplies	602-49480-2170	331.85
Total 602494802170:					347.83
10/31/2019	20190903	Bomgaars Supply	Parts & Supplies	602-49480-2180	194.71
Total 602494802180:					194.71
10/31/2019	154276	Barnum Gate Services Inc	Labor	602-49480-2210	540.00
10/31/2019	154288	Fire Safety USA Inc.	Fire hose parts	602-49480-2210	27.50
Total 602494802210:					567.50
10/31/2019	20190903	Bomgaars Supply	Parts & Supplies	602-49480-2230	21.99



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494802230:					21.99
10/31/2019	154276	Barnum Gate Services Inc	Service	602-49480-3100	300.00
10/31/2019	154279	Cintas Corporation	Floor mat service	602-49480-3100	19.28
10/31/2019	20190929	M & R Electric Inc.	Electrician	602-49480-3100	160.00
10/31/2019	20190929	M & R Electric Inc.	Electrician	602-49480-3100	104.08
10/31/2019	20190929	M & R Electric Inc.	Electrician	602-49480-3100	64.00
10/31/2019	154307	Pace Analytical Services Inc	Permit testing	602-49480-3100	2,813.00
Total 602494803100:					3,460.36
10/31/2019	154283	Consolidated Communications	Monthly Billing	602-49480-3200	145.78
Total 602494803200:					145.78
10/31/2019	154278	Centerpoint Energy	Monthly Billing	602-49480-3800	225.63
10/31/2019	154324	Xcel Energy	Oct. Bill	602-49480-3800	11,883.62
Total 602494803800:					12,109.25
10/31/2019	154280	Cintas Corporation	WWTP First Aid Cabinet Supplies	602-49480-4940	56.14
Total 602494804940:					56.14
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	602-49585-1340	20.85 M
Total 602495851340:					20.85
10/31/2019	20190922	Innovative Office Supply	Laminate Pouch - UB	602-49585-2000	1.46
10/31/2019	20190922	Innovative Office Supply	Office Supplies	602-49585-2000	1.51
Total 602495852000:					2.97
10/31/2019	154283	Consolidated Communications	Monthly Billing	602-49585-3200	44.99
10/31/2019	154318	U.S. Postal Service	Postage - November utility bills	602-49585-3200	428.18
Total 602495853200:					473.17
10/31/2019	20190933	On Target Inc.	Quarterly CASS certification	602-49585-3500	42.66
10/31/2019	20190935	Personalized Printing Inc.	Envelopes	602-49585-3500	528.10
Total 602495853500:					570.76
10/31/2019	154281	City of Waseca	Summit AR	602-49585-4320	30.76
Total 602495854320:					30.76
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	602-49586-1340	4.18 M
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	602-49586-1340	2.58 M
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	602-49586-1340	13.40 M
Total 602495861340:					20.16
10/31/2019	20190934	Pantheon Computer Systems Inc.	2019 Maintenance Agreement	602-49586-4950	902.75
10/31/2019	20190934	Pantheon Computer Systems Inc.	2019 Maintenance Agreement	602-49586-4950	902.75



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 602495864950:					1,805.50	
Total Sanitary Sewer:					20,713.33	
<b>Electric Utility</b>						
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	604-49570-1340	3.20	M
Total 604495701340:					3.20	
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	604-49571-1340	70.49	M
Total 604495711340:					70.49	
10/31/2019	20190903	Bomgaars Supply	Parts & Supplies	604-49571-2170	5.98	
10/31/2019	20190904	Border States Electric Supply	Supplies	604-49571-2170	192.07	
10/31/2019	20190904	Border States Electric Supply	Supplies	604-49571-2170	292.00	
10/31/2019	20190914	Fastenal Company	Shop Supplies	604-49571-2170	197.70	
10/31/2019	154296	Locators & Supplies Inc.	Locate Supplies	604-49571-2170	161.40	
Total 604495712170:					849.15	
10/31/2019	20190904	Border States Electric Supply	meters	604-49571-2215	1,211.75	
Total 604495712215:					1,211.75	
10/31/2019	154289	Grunwald, Chad	Energy Star Fixture Rebate	604-49571-2300	973.82	
Total 604495712300:					973.82	
10/31/2019	154322	Waseca Public Schools	Commercial rebates for Hartley and JR/SR High	604-49571-2330	170,440.90	
Total 604495712330:					170,440.90	
10/31/2019	20190916	Flaherty & Hood PA	September Legal Services	604-49571-3000	72.50	
Total 604495713000:					72.50	
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	604-49572-1340	7.09	M
Total 604495721340:					7.09	
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	604-49573-1340	12.78	M
Total 604495731340:					12.78	
10/31/2019	20190904	Border States Electric Supply	Supplies	604-49573-2170	237.10	
Total 604495732170:					237.10	
10/31/2019	20190925	JT Services of MN	transformer markers	604-49573-2230	411.06	
Total 604495732230:					411.06	
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	604-49574-1340	3.59	M



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 604495741340:					3.59	
10/31/2019	101930	Xcel Energy	September Service	604-49574-3800	479.15	M
Total 604495743800:					479.15	
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	604-49584-1340	2.70	M
Total 604495841340:					2.70	
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	604-49585-1340	20.98	M
Total 604495851340:					20.98	
10/31/2019	20190922	Innovative Office Supply	Laminate Pouch - UB	604-49585-2000	1.51	
10/31/2019	20190922	Innovative Office Supply	Office Supplies	604-49585-2000	1.50	
Total 604495852000:					3.01	
10/31/2019	154283	Consolidated Communications	Monthly Billing	604-49585-3200	84.35	
10/31/2019	154283	Consolidated Communications	Monthly Billing	604-49585-3200	26.57	
10/31/2019	154318	U.S. Postal Service	Postage - November utility bills	604-49585-3200	428.18	
Total 604495853200:					539.10	
10/31/2019	20190933	On Target Inc.	Quarterly CASS certification	604-49585-3500	42.66	
10/31/2019	20190935	Personalized Printing Inc.	Envelopes	604-49585-3500	528.10	
Total 604495853500:					570.76	
10/31/2019	154281	City of Waseca	Summit AR	604-49585-4320	86.91	
Total 604495854320:					86.91	
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	604-49586-1340	3.38	M
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	604-49586-1340	4.94	M
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	604-49586-1340	13.82	M
Total 604495861340:					22.14	
10/31/2019	20190899	Barr Engineering Company	Solar Engineering Elegant Creations	604-49586-3000	400.00	
Total 604495863000:					400.00	
10/31/2019	154314	Shred-it USA LLC	Monthly Service	604-49586-3100	32.12	
Total 604495863100:					32.12	
10/31/2019	20190934	Pantheon Computer Systems Inc.	2019 Maintenance Agreement	604-49586-4950	902.75	
10/31/2019	20190934	Pantheon Computer Systems Inc.	2019 Maintenance Agreement	604-49586-4950	902.75	
Total 604495864950:					1,805.50	
10/31/2019	20190899	Barr Engineering Company	Substation Project	604-49593-5300	245.00	
10/31/2019	20190925	JT Services of MN	Street lights	604-49593-5300	996.56	



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
10/31/2019	20190928	Lenz Lawn Care & Landscaping Inc.	7th Ave SE Landscape restoration	604-49593-5300	245.00	
Total 604495935300:					1,486.56	
Total Electric Utility:					179,742.36	
<b>Storm Water Utility</b>						
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	651-43140-1340	11.33	M
Total 651431401340:					11.33	
10/31/2019	20190903	Bomgaars Supply	Parts & Supplies	651-43140-4000	131.42	
10/31/2019	154319	W W Blacktopping Inc.	blacktop	651-43140-4000	795.00	
Total 651431404000:					926.42	
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	651-49585-1340	3.30	M
Total 651495851340:					3.30	
Total Storm Water Utility:					941.05	
<b>Central Garage Services</b>						
10/31/2019	101926	Reliance Standard	Nov LTD Insurance	701-43180-1340	34.44	M
Total 701431801340:					34.44	
10/31/2019	154275	Auto Value Waseca	Parts	701-43180-2170	52.97	
10/31/2019	20190920	IFACS	nuts & bolts	701-43180-2170	8.13	
Total 701431802170:					61.10	
10/31/2019	154274	Aspen Equipment Co	power dist. box	701-43180-2210	259.34	
10/31/2019	154275	Auto Value Waseca	Parts	701-43180-2210	223.25	
10/31/2019	20190908	Christensen Tire Service	New tires	701-43180-2210	770.32	
10/31/2019	20190908	Christensen Tire Service	New Tires	701-43180-2210	770.32	
10/31/2019	154297	MacQueen Equipment Inc.	523 handle brackets	701-43180-2210	114.03	
10/31/2019	154310	QC Supply LLC	Ring-o-matic	701-43180-2210	165.55	
10/31/2019	20190937	Sanco Equipment LLC	Oil filters and parts	701-43180-2210	494.50	
10/31/2019	20190937	Sanco Equipment LLC	Credit	701-43180-2210	55.97-	
10/31/2019	154317	Tire Associates	skid loader tires	701-43180-2210	116.84	
10/31/2019	20190947	Zarnoth Brush Works Inc.	toro broom spare	701-43180-2210	358.00	
Total 701431802210:					3,216.18	
10/31/2019	154275	Auto Value Waseca	Parts	701-43180-2400	34.99	
Total 701431802400:					34.99	
Total Central Garage Services:					3,346.71	
<b>Property and Liability Insuran</b>						
10/31/2019	20190915	First National Insurance	November Agency Fee	702-49955-3000	800.00	
Total 702499553000:					800.00	



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total Property and Liability Insuran:					800.00
<b>Equipment Replacement Fund</b>					
10/31/2019	20190910	CivicPlus	Website Redesign	705-49910-5400	6,675.00
Total 705499105400:					6,675.00
10/31/2019	154285	Custom Fire Apparatus Inc.	New Truck	705-49930-5400	426,281.20
Total 705499305400:					426,281.20
Total Equipment Replacement Fund:					432,956.20
Grand Totals:					1,557,342.91

## Report Criteria:

Report type: GL detail

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



RESOLUTION NO. 19-54

6C

**A RESOLUTION OF THE CITY OF WASECA, MINNESOTA,  
ACQUISITION OF TAX FORFEITED PROPERTY  
FROM THE STATE OF MINNESOTA FOR PUBLIC PURPOSE**

**WHEREAS**, the parcel commonly identified as 512 4<sup>th</sup> Ave SE, Parcel Identification Number 17.276.0710, has been legally identified as:

**Lot 4, Block 6, First Addition to the Village, now City of Waseca, according to the Plat thereof on file and of the record in the Office of the County Recorder (formerly Register of Deeds) in and for Waseca County.**

**WHEREAS**, the property listed above has been forfeited to the State of Minnesota for non-payment of taxes and is eligible for public auction under MN State Statutes, Chapter 282; and

**WHEREAS**, the City of Waseca has not identified a public use for the attached properties.

**NOW, THEREFORE**, the City Council for the City of Waseca, that a request for the attached properties be released to public auction/sale.

Adopted this 6th day of November, 2019.

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R.D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSITANT TO THE CITY MANAGER



SP/SAP(s)	081-613-009 & 172-102-011	Change Order No.	005
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Project Location	On 3 <sup>rd</sup> St NE, From 4 <sup>th</sup> Ave. to 11 <sup>th</sup> Ave. NE in the City of Waseca		
Local Agency	City of Waseca	Local Project No.	
Contractor	Heselton Construction	Contract No.	
Address/City/State/Zip	680 NW 24 <sup>th</sup> Street, Faribault, MN 55021		
<b>Total Change Order Amount \$</b>		<b>1,736.38</b>	

**Issue:**

During storm sewer removals in the westerly half of 6<sup>th</sup> Ave intersection, an existing 15" storm sewer line was discovered in the NW quadrant.

The Engineer has determined that the Contract needs to be revised.

**Resolution:**

The Engineer ordered the Contractor to install 14' of 8" PVC pipe between the in-place storm sewer pipe to structure 5026, bulkhead at the tie-in, modify structure 5026 to fit the alignment and work around utility lines in conflict.

The Contractor will be compensated for labor, materials and equipment at the Lump Sum price indicated in the table below. The time, labor and equipment was tracked using Force Account and was submitted as Work Order. No. 10.

The Contract time will not be revised.

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)						
	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
	2503.503	Connect 15” RCP to structure 5026	LS	\$1,736.38	1	\$1,736.38
		Total Net Change				\$1,736.38
Due to this change, the contract time: (check one)						
( X ) Is NOT changed		( ) May be revised as provided in MnDOT Specification 1806				
( ) Is Increased by ____ Working Days			( ) Is Increased by ____ Calendar Days			
( ) Is Decreased by ____ Working Days			( ) Is Decreased by ____ Calendar Days			

Approved by Project Engineer\Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Approved by Waseca City Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Approved by Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**DSAE Portion:** The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: \_\_\_\_ Federal Funding \_\_\_\_ State Aid Funding \_\_\_\_ Local funds



**Contractor/Sub** **Heslton Construction**  
**Engineer** **WSB**

WORK ORDER No. 10 (Heselton)

S.P. No.	172-102-011	Fed. Proj. No.

**Contract No.**

For Period from/to: 8/22/2019

**LABOR**

[illegible]

Send Original and two copies to Central Office with Final Estimate. All copies must be signed by the Engineer, and the Contractor or their Authorized Agent.

**Note: When material is billed on this sheet, receipted invoices must accompany same.**

Contractor: **Heselson Construction**

See Const. Manual 5-591.484 for instruction in preparation.

The above report includes only items chargeable to Supplemental Agreement No. \_\_\_\_\_  
Work Order No. \_\_\_\_\_



# Benefits Breakdown

Transportation  
SUMMARY OF DAILY FORCE ACCOUNT  
Page 1 of 1

8/22/2019

<u>Position</u>	<u>HRS</u>	<u>HR RT H&amp;W</u>	<u>HR RT Pension</u>	<u>HR RT Other</u>	<u>Union</u>			
Foreman	2	\$ 8.15	\$ 16.30	\$ 9.10	\$ 18.20	\$ 2.92	\$ 5.84	Labor
Pipelayer	2	8.15	16.30	9.10	18.20	2.92	5.84	Labor
Common/Topman	2	8.15	16.30	9.10	18.20	2.92	5.84	Labor
Excavator Operator GP 2	2	9.90	19.80	9.10	18.20	1.50	3.00	Local 49
Operator Gp 4	2	9.90	19.80	9.10	18.20	1.50	3.00	Local 49
Triaxle Driver		10.40	-	7.85	-	-	-	Teamster
Lowboy Driver		7.39	-	3.60	-	-	-	CLA
<b>Total</b>			<b>\$ 88.50</b>		<b>\$ 91.00</b>		<b>\$ 23.52</b>	



## MINNESOTA DEPARTMENT OF TRANSPORTATION

## DAILY EQUIPMENT - LABOR RENTAL RECORD

Date 8/22/2019Supplemental Agreement/Work Order # 10 (Heselton)Shift No. 1

Time \_\_\_\_\_ to \_\_\_\_\_ Hours \_\_\_\_\_

S.P. No. 172-102-011Contract No. \_\_\_\_\_ Engineer WSBContractor Heselton Construction

Subcontractor \_\_\_\_\_

Equipment Description	Unit #	Labor		Regular		Overtime		Remarks
		Employee and Position		Hours		Hours		List Materials used here
		Jeff Sokoloski		2		0		
		Foreman						
		Lowell Steffel		2		0		
		Oper. Gp 2						
		Jeff Gleason		2		0		
		Oper. GP 4						
		Dan Ruch		2				
		Pipelayer						
		Domenic Adreon		2		0		
		Common Labor						
		Dave Passe		0				
		Oper. GP 4						
								Dug down into existing 15" Dia Storm
								located in the NW quad of 6th Ave.
								Lamped line both ways and slid 8"
								PVC into the line and made a construction
								joint to tie in to MH 5026.

Dean Sammon

Signature for Contractor

Signature for Department of Transportation

This form to be used only for pay items authorized by the Contract, Supplemental Agreement, or Work Order.

Keep Original in Project File  
Give Copy to Contractor



## DAILY EQUIPMENT - LABOR RENTAL RECORD

## Contractor Heselton Construction

Dean Sammon

**Signature for Contractor**

**This form to be used only for pay items authorized by the Contract, Supplemental Agreement, or Work Order.**







**Benefits Breakdown**

8/27/2019

<u>Position</u>	<u>HRS</u>	<u>HR RT H&amp;W</u>	<u>HR RT Pension</u>	<u>HR RT Other</u>	<u>Union</u>
Foreman	1	\$ 8.15	\$ 9.10	\$ 2.92	2.92 Labor
Pipelayer	1	8.15	9.10	2.92	2.92 Labor
Common/Topman	1	8.15	9.10	2.92	2.92 Labor
Excavator Operator GP 2	0	9.90	9.10	1.50	- Local 49
Operator Gp 4	0	9.90	9.10	1.50	- Local 49
Triaxle Driver		10.40	7.85	-	- Teamster
Lowboy Driver		7.39	3.60	-	- CLA
<b>Total</b>		<b>\$ 24.45</b>	<b>\$ 27.30</b>	<b>\$ 8.76</b>	



## MINNESOTA DEPARTMENT OF TRANSPORTATION

## DAILY EQUIPMENT - LABOR RENTAL RECORD

Date 8/27/2019 Supplemental Agreement/Work Order # 10 (Heselton)

Shift No. 1 Time \_\_\_\_\_ to \_\_\_\_\_ Hours \_\_\_\_\_

S.P. No. 172-102-011 Contract No. \_\_\_\_\_ Engineer WSB

Contractor Heselton Construction Subcontractor \_\_\_\_\_

Equipment		Labor		Regular		Overtime		Remarks	
Description	Unit #	Employee and Position		Hours	Hours	Hours	Hours	List Materials used here	
		Jeff Sokoloski		1		0			
		Foreman							
		Lowell Steffel		0		0			
		Oper. Gp 2							
		Jeff Gleason		0		0			
		Oper. GP 4							
		Dan Ruch		1					
		Pipelayer							
		Domenic Adreon		1		0			
		Common Labor							
		Dave Passe		0					
		Oper. GP 4							
								Extended 8" PVC from existing	
								15" Storm line southeasterly	
								into MH 5026. This line was going to be	
								abandoned, but was reconnected	
								instead.	

Dean Sammon

Signature for Contractor

Signature for Department of Transportation

This form to be used only for pay items authorized by the Contract, Supplemental Agreement, or Work Order.

Keep Original in Project File  
Give Copy to Contractor



## DAILY EQUIPMENT - LABOR RENTAL RECORD

[illegible]

<div style="text-align: center;">   <b>Dean Sammon</b>  Signature for Contractor </div>	<div style="text-align: center;">   Signature for Department of Transportation </div>
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This form to be used only for pay items authorized by the Contract, Supplemental Agreement, or Work Order.



### DAILY REPORT OF "EXTRA" WORK

Date In: \_\_\_\_\_ Hour Meter: \_\_\_\_\_

Foreman's Signature \_\_\_\_\_



P.O. BOX 246 • FARIBAULT, MN 55021

### DAILY REPORT OF "EXTRA" WORK

Date: 8-22-19 Project Number: 201962 Work Code: #10

Billing Address: City of Waseca Rental Unit #: \_\_\_\_\_

3rd St NE + 6th Ave. Date Out: \_\_\_\_\_ Hour Meter: \_\_\_\_\_

\_\_\_\_\_ Date In: \_\_\_\_\_ Hour Meter: \_\_\_\_\_

[illegible]

Description of work: Dug down on existing 15" storm ~~man~~ west of intersection  
broke into & lapped both ways. Slid 8" PVC in & made a  
construction joint to tie it into MH-5026.

Location of work: 6th Ave & 3rd St NE

Foreman's Signature

Authorized by:





STATE AID FOR LOCAL TRANSPORTATION  
**CHANGE ORDER**

Rev. February 2018

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SP/SAP(s)	081-613-009 & 172-102-011	Change Order No.	<b>005</b>
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STATE AID FOR LOCAL TRANSPORTATION  
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	081-613-009 & 172-102-011	Change Order No.	006
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Project Location	On 3 <sup>rd</sup> St NE, From 4 <sup>th</sup> Ave. to 11 <sup>th</sup> Ave. NE in the City of Waseca		
Local Agency	City of Waseca	Local Project No.	
Contractor	Heselton Construction	Contract No.	
Address/City/State/Zip	680 NW 24 <sup>th</sup> Street, Faribault, MN 55021		
Total Change Order Amount \$		6,843.59	

**Issue:**

During construction of sanitary sewer along 3<sup>rd</sup> Street NE, between 6<sup>th</sup> Ave NE and 7<sup>th</sup> Ave NE, the City of Waseca requested 7<sup>th</sup> Ave NE intersection to remain open. Sanitary sewer manhole No. 6 was moved to approximately station 23+30. During removal of the existing manhole on September 3, an existing sanitary sewer line ran from the west into the intersection. The Engineer has determined that the Contract needs to be revised.

**Resolution:**

The Engineer ordered the Contractor to install a new sanitary manhole, at the previous planned location, install sanitary sewer pipe, core drill into sanitary manhole 7 and bypass pump during all work. The Contractor will be compensated for labor, materials and equipment at the Lump Sum price indicated in the table below. The new sanitary manhole and pipe will be paid a Contract prices. This work was tracked using Force Account and was submitted as Work Order. No.12. The Contract time will not be revised.

**Estimate Of Cost:** (Include any increases or decreases in contract items, any negotiated or force account items.)

Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
2503.503	Sanitary Sewer exploration and structure modifications	LS	\$6,843.59	1	\$6,843.59
Total Net Change					\$6,843.59

**Due to this change, the contract time:** (check one)

( X ) Is NOT changed      ( ) May be revised as provided in MnDOT Specification 1806

( ) Is Increased by \_\_\_\_ Working Days      ( ) Is Increased by \_\_\_\_ Calendar Days  
( ) Is Decreased by \_\_\_\_ Working Days      ( ) Is Decreased by \_\_\_\_ Calendar Days

Approved by Project Engineer/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Approved by Waseca City Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Approved by Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**DSAE Portion:** The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: \_\_\_\_ Federal Funding      \_\_\_\_ State Aid Funding      \_\_\_\_ Local funds

District State Aid Engineer: \_\_\_\_\_ Date: \_\_\_\_\_





STATE AID FOR LOCAL TRANSPORTATION  
**CHANGE ORDER**

Rev. February 2018

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SP/SAP(s)	081-613-009 & 172-102-011	Change Order No.	<b>006</b>
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**Benefits Breakdown**

Transportation  
SUMMARY OF DAILY FORCE ACCOUNT  
Page 1 of 1

**9/3/2019**

<u>Position</u>	<u>HRS</u>	<u>HR RT</u> <u>H&amp;W</u>	<u>HR RT</u> <u>Pension</u>	<u>HR RT</u> <u>Other</u>	<u>Union</u>
Foreman	3	\$ 8.15	\$ 24.45	\$ 27.30	\$ 2.92 Labor
Pipelayer	3	8.15	24.45	27.30	2.92 Labor
Common/Topman	3	8.15	24.45	27.30	2.92 Labor
Excavator Operator GP 2	3	9.90	29.70	27.30	1.50 Local 49
Operator Gp 4	6	9.90	59.40	54.60	1.50 Local 49
Triaxle Driver		10.40	-	-	- Teamster
Lowboy Driver		7.39	-	-	- CLA
<b>Total</b>			<b>\$ 162.45</b>	<b>\$ 163.80</b>	<b>\$ 39.78</b>



## MINNESOTA DEPARTMENT OF TRANSPORTATION

## DAILY EQUIPMENT - LABOR RENTAL RECORD

Date 9/3/2019 Supplemental Agreement/Work Order # 12 (Heselton)  
Shift No. 1 Time      to      Hours       
S.P. No. 172-102-011 Contract No.      Engineer WSB  
Contractor Heselton Construction Subcontractor     

Equipment Description	Unit #	Labor		Regular		Overtime	Remarks
		Employee and Position		Hours	Hours	Hours	
		Jeff Sokoloski		3		0	List Materials used here
		Foreman					
		Lowell Steffel		3		0	
		Oper. Gp 2					
		Dave Passe		3		0	
		Oper. Gp 4					
		Jeff Gleason		3		0	
		Oper. GP 4					
		Dan Ruch		3			
		Pipelayer					
		Domenic Adreon		3		0	
		Common Labor					
							Exploration for existing sanitary sewer
							at 7th Ave to the west. Shut down 15"
							installation & backfilled to explore for
							existing 8". Rocked in pump &
							pumped sewer into new MH overnight.

Dean Sammon

Signature for Contractor

Signature for Department of Transportation

This form to be used only for pay items authorized by the Contract, Supplemental Agreement, or Work Order.

Keep Original in Project File  
Give Copy to Contractor



## DAILY EQUIPMENT - LABOR RENTAL RECORD

[illegible]

Signature for Department of Transportation

**This form to be used only for pay items authorized by the Contract, Supplemental Agreement, or Work Order.**







**Benefits Breakdown****Transportation  
SUMMARY OF DAILY FORCE ACCOUNT  
Page 1 of 1****9/4/2019**

<u>Position</u>	<u>HRS</u>	<u>HR RT</u> <u>H&amp;W</u>	<u>HR RT</u> <u>Pension</u>	<u>HR RT</u> <u>Other</u>	<u>Union</u>	
Foreman	3	\$ 8.15	\$ 24.45	\$ 27.30	\$ 2.92	\$ 8.76 Labor
Pipelayer	3	8.15	24.45	27.30	2.92	8.76 Labor
Common/Topman	3	8.15	24.45	27.30	2.92	8.76 Labor
Excavator Operator GP 2	3	9.90	29.70	27.30	1.50	4.50 Local 49
Operator Gp 4	4	9.90	39.60	36.40	1.50	6.00 Local 49
Triaxle Driver		10.40	-	-		- Teamster
Lowboy Driver		7.39	-	-		- CLA
<b>Total</b>			<b>\$ 142.65</b>	<b>\$ 145.60</b>		<b>\$ 36.78</b>



**MINNESOTA DEPARTMENT OF TRANSPORTATION**  
**DAILY EQUIPMENT - LABOR RENTAL RECORD**

MnDOT 2137 (5/13)

Date 9/4/2019 Supplemental Agreement/Work Order # 12 (Heselton)  
Shift No. 1 Time      to      Hours       
S.P. No. 172-102-011 Contract No.      Engineer WSB  
Contractor Heselton Construction Subcontractor     

Equipment Description	Unit #	Labor		Regular Hours	Overtime Hours	Remarks
		Employee and Position				List Materials used here
		Jeff Sokoloski		3	0	
		Foreman				
		Lowell Steffel		3	0	
		Oper. Gp 2				
		Dave Passe		3	0	
		Oper. Gp 4				
		Jeff Gleason		1	0	
		Oper. GP 4				
		Dan Ruch		3	0	
		Pipelayer				
		Domenic Adreon		3	0	
		Common Labor				
						Lost time due to working around
						ditch for sewer bypass pumping.
						Installed Temp. pipe from existing &
						Installed Temp. pipe from existing
						8" VCP sewer to new connection at
						MH 7 Rocked in Temp. & backfilled.

Dean Sammon \_\_\_\_\_ Signature for Contractor  
\_\_\_\_\_  
Signature for Department of Transportation

This form to be used only for pay items authorized by the Contract, Supplemental Agreement, or Work Order.

Keep Original in Project File  
Give Copy to Contractor



## DAILY EQUIPMENT - LABOR RENTAL RECORD

[illegible]

**Signature for Department of Transportation**

**This form to be used only for pay items authorized by the Contract, Supplemental Agreement, or Work Order.**





*Please Code*

**Stordahl Contracting LLC.**  
2660 Pine Ridge Blvd.  
Red Wing, MN 55066  
(612) 363-7983  
dan@stordahlcontracting.com

**Invoice 1237**

*201902*  
*WO # 12*

**BILL TO**

Heselton Construction  
B. H. Heselton Co  
680 24th St NW  
Faribault, MN 550212307 USA

DATE  
09/03/2019

PLEASE PAY  
\$1,369.03

DUE DATE  
10/08/2019

DATE	ACTIVITY	QTY	RATE	AMOUNT
09/04/2019	core drill:8" Core & Boot Core & Boot for 8" pipe	1	650.00	650.00T
09/04/2019	core drill:Drill For Invert Drill for Invert trough	1	500.00	500.00T
09/04/2019	core drill:8" Kor-n-seal 8" Kor-n-Seal	1	125.00	125.00T

SUBTOTAL	1,275.00
TAX	94.03
TOTAL	1,369.03

TOTAL DUE

**\$1,369.03**

THANK YOU.



P.O. BOX 246 • FARIBAULT, MN 55021

**HESELTON CONSTRUCTION, LLC**

Date: 9-3-19 Project Number: 201902 Work Code: #12

Billing Address: City of Wasco Rental Unit #: \_\_\_\_\_


Date Out: \_\_\_\_\_ Hour Meter: \_\_\_\_\_

Date In: \_\_\_\_\_ Hour Meter: \_\_\_\_\_

[illegible]

Description of work: Exploratory for existing sanitary sewer at 7th Ave & 3rd St to west. Shut down 95" sanitary sewer installation & backfilled to get back into intersection to dig for exploratory. Racked in pump. Pumped sewage into new

Location of work: manhole overnight  
7th Ave & 3rd St.

  
Foreman's Signature

Authorized by:



### DAILY REPORT OF "EXTRA" WORK

#12

Date In: \_\_\_\_\_ Hour Meter: \_\_\_\_\_

Authorized by:



# HESELTON CONSTRUCTION, LLC

P.O. BOX 246 • FARIBAULT, MN 55021

## DAILY REPORT OF "EXTRA" WORK

Date: 7-5-19 Project Number: 201902 Work Code: #12

Billing Address: \_\_\_\_\_ Rental Unit #: \_\_\_\_\_

Date Out: \_\_\_\_\_ Hour Meter: \_\_\_\_\_

Date In: \_\_\_\_\_ Hour Meter: \_\_\_\_\_

LABOR		Hours	Rate		
<u>Ruck</u>		<u>4</u>			
<u>Adrian</u>		<u>4</u>			
<u>Gleason</u>		<u>3</u>			
<u>Passe</u>		<u>3</u>			
EQUIPMENT					
<u>Sokoloski</u>	<u>A-21</u>	<u>4</u>			
<u>Steppi</u>	<u>H-29</u>	<u>4</u>			
<u>Passe</u>	<u>H-26</u>	<u>1</u>			
<u>Gleason</u>	<u>RT-20</u>	<u>1</u>			
MATERIALS		QUANTITY	UNITS	COST PER UNIT	
<u>8" PVC</u>		<u>43'</u>			
<u>48" MH</u>		<u>11' build</u>			
<u>connect to existing</u>		<u>1 ea</u>			
<u>rock 1 1/2" + 400</u>	<u>9-3-19</u>	<u>10 cy + 4 = 14 cy</u>		<u>= 19.6 TN</u>	
<u>insulation 4"x4"x4'</u>		<u>1.8 sq yd</u>			
<u>burned 8" VCP x 8" PVC</u>		<u>1 ea.</u>			
<u>pipe removal</u>		<u>43'</u>			

Description of work: Tied existing 8" VCP on 7th Ave West into  
sanitary MH-7 with 8" PVC & 48" MH. Crossed multiple  
utilities to install.

Location of work: 7th Ave & 3rd St

Jeff Luv  
 Foreman's Signature

Authorized by: \_\_\_\_\_





# STATE AID FOR LOCAL TRANSPORTATION CHANGE ORDER

Rev. February 2018

SP/SAP(s)	081-613-009 & 172-102-011	Change Order No.	007
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Project Location	On 3 <sup>rd</sup> St NE, From 4 <sup>th</sup> Ave. to 11 <sup>th</sup> Ave. NE in the City of Waseca		
Local Agency	City of Waseca	Local Project No.	
Contractor	Heselton Construction	Contract No.	
Address/City/State/Zip	680 NW 24 <sup>th</sup> Street, Faribault, MN 55021		
<b>Total Change Order Amount \$</b>		<b>6,791.90</b>	

**Issue:**

During construction of the hydrant installation, the City of Waseca requested the hydrants along 3<sup>rd</sup> Street NE between 4<sup>th</sup> Ave NE and 7<sup>th</sup> Ave NE be moved from the east side of the street to the west side. In doing so, at approximately station 15+44, the hydrant that was installed, reduced the available parking for the resident located at 501 3<sup>rd</sup> Street NE. The Owner directed the hydrant be relocated.

The Engineer has determined that the Contract needs to be revised.

**Resolution:**

The Engineer ordered the Contractor to remove the hydrant install at station 15+44 and reinstall at station 15+02 to maximize the available parking.

The Contractor will be compensated for labor, materials and equipment at the Lump Sum price indicated in the table below. The work was tracked using Force Account and was submitted as Work Order No. 5.

The Contract time will not be revised.

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)						
	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
	2504.602	Hydrant relocation	LS	\$6,791.90	1	\$6,791.90
		Total Net Change				\$6,791.90
Due to this change, the contract time: (check one)						
( X ) Is NOT changed		( ) May be revised as provided in MnDOT Specification 1806				
( ) Is Increased by _____ Working Days			( ) Is Increased by _____ Calendar Days			
( ) Is Decreased by _____ Working Days			( ) Is Decreased by _____ Calendar Days			

Approved by Project Engineer\Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Approved by Waseca City Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Approved by Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**DSAE Portion:** The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: \_\_\_\_ Federal Funding \_\_\_\_ State Aid Funding \_\_\_\_ Local funds





STATE AID FOR LOCAL TRANSPORTATION  
**CHANGE ORDER**

Rev. February 2018

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SP/SAP(s)	081-613-009 & 172-102-011	Change Order No.	<b>007</b>
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**Contract No.**

See Const. Manual 5-591.484 for instruction in preparation.	By:
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**Benefits Breakdown**

Transportation  
SUMMARY OF DAILY FORCE ACCOUNT  
Page 1 of 1

**7/15/2019**

<u>Position</u>	<u>HRS</u>	<u>HR RT</u> <u>H&amp;W</u>	<u>HR RT</u> <u>Pension</u>	<u>HR RT</u> <u>Other</u>	<u>Union</u>			
Foreman	2	\$ 8.15	\$ 16.30	\$ 9.10	\$ 18.20	\$ 2.92	\$ 5.84	Labor
Pipelayer	2	8.15	16.30	9.10	18.20	2.92	5.84	Labor
Common/Topman	2	8.15	16.30	9.10	18.20	2.92	5.84	Labor
Excavator Operator GP 2	4	9.90	39.60	9.10	36.40	1.50	6.00	Local 49
Operator Gp 4	2	9.90	19.80	9.10	18.20	1.50	3.00	Local 49
Triaxle Driver		10.40	-	7.85	-	-	-	Teamster
Lowboy Driver		7.39	-	3.60	-	-	-	CIA
<b>Total</b>			<b>\$ 108.30</b>		<b>\$ 109.20</b>		<b>\$ 26.52</b>	







**Benefits Breakdown**

Transportation  
SUMMARY OF DAILY FORCE ACCOUNT  
Page 1 of 1

**7/31/2019**

<u>Position</u>	<u>HRS</u>	<u>HR RT H&amp;W</u>	<u>HR RT Pension</u>	<u>HR RT Other</u>	<u>Union</u>
Foreman	4.5	\$ 8.15	\$ 36.68	\$ 40.95	\$ 13.14 Labor
Pipelayer	3.5	8.15	28.53	31.85	10.22 Labor
Common/Topman	9	8.15	73.35	81.90	26.28 Labor
Excavator Operator GP 2	4.5	9.90	44.55	40.95	6.75 Local 49
Operator Gp 4	4	9.90	39.60	36.40	6.00 Local 49
Triaxle Driver		10.40	-	-	- Teamster
Lowboy Driver		7.39	-	-	- CLA
<b>Total</b>			<b>\$ 222.70</b>	<b>\$ 232.05</b>	<b>\$ 62.39</b>







## DAILY EQUIPMENT - LABOR RENTAL RECORD

## Contractor Heselton Construction

**Dean Sammon**

**Signature for Department of Transportation**

This form to be used only for pay items authorized by the Contract, Supplemental Agreement, or Work Order.



P.O. BOX 246 • FARIBAULT, MN 55021

Date: 7-15-19 Project Number: 201902 Work Code: #5

## Hydrant Removal

Date In: \_\_\_\_\_ Hour Meter: \_\_\_\_\_

Description of work: Removed hydrant, 6" GV + box, installed 6" MS plug in hydrant TEE  
Working around Phone Bank, Media Com, Electric wires.

Location of work: \_\_\_\_\_

Foreman's Signature

Authorized by:



Dean.

On work order #5. Hydrant removal & installation. Rick Groth with WSB told me that Eric with WSB only wants to pay for 2 hrs. I told Rick that I am taking 4 hrs.

We started at 7:00 & the hydrant didn't come out until 9:45 & we still had to pull pipe, GV & plug the 8x6 TEE. This takes into account that we still have to backfill. "Utilities" On their behalf we did use that same trench to install the water service for 501 3rd St. using some of the 6" pipe for a casing. Total time for the removal & service was  $8\frac{1}{2}$  hrs. 4 hrs for removal &  $4\frac{1}{2}$  for service. I split the sand backfill around utilities between the hydrant & service.



**Dean Sammon**

---

**From:** Wersal, Tom [Tom.Wersal@coreandmain.com]  
**Sent:** Friday, July 26, 2019 9:50 AM  
**To:** Dean Sammon  
**Subject:** RE: Waseca 3rd ST NE Bid # 872735

1 each – 6" MJ Plug – Epoxy USA = \$87.81 each.

**Tom Wersal**

Senior Estimator  
Core & Main  
5145 211th Street West  
Farmington, MN. 55024  
Office - (651) 463-6090  
Cell - (651) 260-7759  
[tom.wersal@coreandmain.com](mailto:tom.wersal@coreandmain.com)  
[www.coreandmain.com](http://www.coreandmain.com)



This message is for intended addressee(s) only and may contain confidential, proprietary or privileged information, exempt from disclosure, and subject to terms at: <http://emailterms.coreandmain.com>

**From:** Dean Sammon <[Dean@heseltonconstruction.com](mailto:Dean@heseltonconstruction.com)>  
**Sent:** Friday, July 26, 2019 9:45 AM  
**To:** Wersal, Tom <[Tom.Wersal@coreandmain.com](mailto:Tom.Wersal@coreandmain.com)>  
**Subject:** RE: Waseca 3rd ST NE Bid # 872735

CAUTION: External

Tom:

It is a 6" Plug in the Tee.

Thanks

**From:** Wersal, Tom [<mailto:Tom.Wersal@coreandmain.com>]  
**Sent:** Friday, July 26, 2019 6:57 AM  
**To:** Dean Sammon  
**Subject:** RE: Waseca 3rd ST NE Bid # 872735

Do you need a plug to go into the tee or a cap for the end of the pipe?

**Tom Wersal**

Senior Estimator  
Core & Main  
5145 211th Street West



# Quote

Date	Estimate #
3/18/2019	101123

Name / Address
HESELTON CONSTRUCTION P. O. BOX 246 FARIBAULT, MN 55021

Project
Waseca 3rd & 4th st

*Heseltan will haul all materials*

Description	Unit of Meas	Cost	Qty	U/M	Total
Select granular embankment/bedding - delivered	Ton	10.05	12,900		129,645.00T
Select granular embankment/bedding - Loaded FOB	Ton	4.15	12,900		53,535.00T
Class 5 - Delivered <i>use Reclaim</i>	Ton	12.40	7,000		86,800.00T
Class 5 - Loaded FOB <i>From Site</i>	Ton	6.45	7,000		45,150.00T
Concrete With Rebar/block - Recycling fee	Ton	5.00	4,000		20,000.00
<del>Clean Concrete Recycling fee</del>	<del>Ton</del>	<del>3.00</del>	<del>600</del>		<del>1,800.00</del>
Concrete -storm sewer and manhole	Ton	10.00	500	ton	5,000.00
Quad or Triaxle dump truck - 16 to 18.5 ton	Hour	103.00			103.00
Tractor & Side dump - 23 ton	Hour	115.00			115.00
Proposal does not include sales tax. Aggregate tax IS included. Included PW. Sales Tax		0.00%			0.00
<b>Total</b>					<b>\$342,148.00</b>

Note: Proposal may be withdrawn by us if not accepted within 30 days. All materials are guaranteed to be as specified and the above work to be performed in accordance with drawings and specifications and completed in substantial workmanlike manner. All payments to be made per monthly draw. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Owner to carry fire, tornado and other necessary insurance.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



Date: 7-31-14 Project Number: 201902 Work Code: 5

Billing Address: 3rd ST NE Rental Unit #: \_\_\_\_\_

Reinstall Relocated Hyd. Date Out: \_\_\_\_\_ Hour Meter: \_\_\_\_\_

Date In: \_\_\_\_\_ Hour Meter: \_\_\_\_\_

LABOR	Hours	Rate		
676 Matt Foreman (Seykora)	4.5		RT	
703 Rex Hoe operator (Stoecker)	4.5		RT	
695 Jake Top man (Sprinter)	4.5		RT	
691 Nate Backfiller (Avery)	3		RT	
708 Tyler Bottom man (Vangrinsven)	4.5		RT	
690 Ryan Pipe layer (Neuman)	4.5		RT	

EQUIPMENT				
H-27 CAT 345 D	3	Ray S.		
Mustang mini Exc. H-26	3	Matt S.		
D-46 650 JD Dozer	2	Nate A.		
V5-16 97 IR Sheepsfoot	1	Ryan N.		
Foreman: Frank A67	4 hrs			

MATERIALS	QUANTITY	UNITS	COST PER UNIT	
<del>2000</del> Bolts 3/4" x 3 1/2"		36	\$3.65	131.40
Zinc nuts		36	3.49	125.64
6" mega 100's (PVC)		6	31.63	189.78
8" mega 100's (PVC)		2	46.83	93.66
506 Maj Tee Epoxy		1	\$295.40	295.40
Anote Bed		1	39.60	39.60
Bedding Sand Delivered	5 x 100's	7 TN	10.79	75.53
River Rock 3/4" washed	1 yard	1.4 TN	17.34	24.28

Description of work: Relocate Hydrant  
Crossing Phone Duct, Media Com, Electric Lines

Location of work: 3rd St N.E.

Matt Seykora  
Foreman's Signature

Authorized by: \_\_\_\_\_



W.O. No 5  
Material Pricing



Bid Proposal for 3rd Street NE Improvement Project

Bid #: 872735

Seq#	Qty	Description	Units	Price	Ext Price
<b>ITEM #63</b>					
780					
790	577	15" SDR35 PVC SEWER PIPE	FT	12.13	6,999.01
800	577	12 GAUGE GREEN DB TRACER WIRE	FT	0.13	75.01
810	2	1/2" B.GROUNDING ANODE ROD	EA	36.88	73.76
				<b>SUBTOTAL</b>	<b>7,147.78</b>
				Average price per	LF 12.39
<b>ITEM #68</b>					
830					
840	0	3" MJ LONG SLEEVE EPOXY USA	EA	76.03	0.00
850	0	6" MJ LONG SLEEVE EPOXY USA	EA	134.82	0.00
860	0	3" MJ PVC RESTRAINT - USA	EA	25.36	0.00
870	0	6" MJ PVC RESTRAINT - USA	EA	29.46	0.00
880	0	3" MJ GASKET	EA	2.89	0.00
890	0	6" MJ GASKET	EA	3.80	0.00
900	0	5/8X3 COR-BLUE T-HEAD B&N	EA	3.58	0.00
910	0	3/4" X 3-1/2" BLUE MJ B&N USA	EA	3.40	0.00
<b>ITEM #69</b>					
930					
940	0	3/4" X 1" "Q" COMP COUPLING	EA	30.12	0.00
950	0	1" "Q" COMPRESSION COUPLING	EA	29.67	0.00
960	0	1" X 3/4" TRANSITION COUPLING	EA	135.23	0.00
970	0	1" TRANSITION COUPLING	EA	132.72	0.00
980	0	1-1/2" "Q" COMP COUPLING	EA	99.25	0.00
<b>ITEM #70</b>					
1000					
1010	6	WB67 HYD 8'6"B DDP 16 BO O/L	EA	3,168.97	19,013.82
1020	6	5' HYDRAFINDER FLAG	EA	22.07	132.42
1030	6	T3 2 TERMINAL TEST STATION RED	EA	34.68	208.08
1040	12	1" SCH40 PVC PIPE SWB 20'	FT	0.41	4.92
1050	6	6" MJ PVC RESTRAINT - USA	EA	29.46	176.76
1060	6	6" MJ GASKET	EA	3.80	22.80
1070	36	3/4" X 3-1/2" BLUE MJ B&N USA	EA	3.40	122.40
				<b>SUBTOTAL</b>	<b>19,681.20</b>
				Average price per	EA 3,280.20
<b>ITEM #71</b>					
1090					
1100	44	8" X 1" CC SS SERVICE SADDLE	EA	76.63	3,371.72
1110	44	1" "Q" COMP BALL CORPORATION	EA	65.28	2,872.32
1120	44	1" SS INSERT FOR CTS PE	EA	2.02	88.88
				<b>SUBTOTAL</b>	<b>6,332.92</b>
				Average price per	EA 143.93
<b>ITEM #72</b>					
1140					
1150	4	8" X 1-1/2" CC SS SERVICE SDL	EA	111.60	446.40
1160	4	1-1/2" "Q" COMP BALL CORP	EA	146.35	585.40
1170	4	1-1/2" SS INSERT FOR CTS PE	EA	2.77	11.08
				<b>SUBTOTAL</b>	<b>1,042.88</b>
				Average price per	EA 260.72

Zinc Nuts \$ 3.25 / EA + TAX Phone Quote





# Bid Proposal for 3rd Street NE Improvement Project

Bid #: 872735

Seq#	Qty	Description	Units	Price	Ext Price
2140	6	8" X 6" MJ TEE EPOXY USA	EA	275.11	1,650.66
2150	4	8" MJ TEE EPOXY USA	EA	326.04	1,304.16
2160	2	8" MJ CROSS EPOXY USA	EA	465.55	931.10
2170		ABOVE FTGS 1559# PER OUR EST			
2180	1	3" MJ PVC RESTRAINT - USA	EA	25.36	25.36
2190	1	4" MJ DI RESTRAINT - USA	EA	20.95	20.95
2200	1	4" MJ PVC RESTRAINT - USA	EA	25.73	25.73
2210	13	6" MJ PVC RESTRAINT - USA	EA	29.46	382.98
2220	45	8" MJ PVC RESTRAINT - USA	EA	43.61	1,962.45
2230	1	3" MJ GASKET	EA	2.89	2.89
2240	2	4" MJ GASKET	EA	3.01	6.02
2250	13	6" MJ GASKET	EA	3.80	49.40
2260	45	8" MJ GASKET	EA	4.35	195.75
2270	4	5/8X3 COR-BLUE T-HEAD B&N	EA	3.58	14.32
2280	356	3/4" X 3-1/2" BLUE MJ B&N USA	EA	3.40	1,210.40
				<b>SUBTOTAL</b>	<b>9,474.40</b>
				Average price per	LB 6.08
2300		<b>INCIDENTALS AS REQUIRED</b>			
2310	0	SNAKEBITE 3W LOCK CONN 12G BLU	EA	8.03	0.00
2320	0	DRYCONN 90220 DIRECT BURY LUG	EA	8.76	0.00
2330	0	3/4X12' ALL THREAD ROD PLAIN	EA	19.93	0.00
2340	0	3/4" TIEBOLT	EA	4.11	0.00
2350	0	PERMATEX 81833 RUBBERIZED UNDE	EA	6.99	0.00
2360	0	5LB BOTTLE HTH	EA	21.20	0.00
2370	0	5# BOTTLE HTH GRANULAR	EA	21.20	0.00
2380	0	PRIMER- PVC - QUART	EA	13.60	0.00
2390	0	CLEAR PVC CEMENT / QUART	EA	12.49	0.00
				<b>Sub Total</b>	<b>165,366.33</b>
				<b>Tax</b>	<b>0.00</b>
				<b>Total</b>	<b>165,366.33</b>

## Branch Terms:

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES UPON THIRTY (30) CALENDAR DAYS' NOTICE TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>





Hydramt Relocate to Sta. 15+00, Lt.

## DAILY EQUIPMENT - LABOR RENTAL RECORD

WSO

Date  
Shift No.  
S.A.P. No.  
Contractor

Change Order # \_\_\_\_\_  
Time \_\_\_\_\_  
Contract No. **WSB - 11736-000**

Reason: Hydrant Relocate  
to \_\_\_\_\_ Hours  
Project Manager: Eric Breitsprecher  
Subcontractor \_\_\_\_\_

Reason: Hydrant Relocate to Sta 15+00, Lt.[illegible]

Matt Engelke  
Signature for Contractor

(Matt's Crew)

Richard Smith

Signature for Contractor

**Signature for WCD**

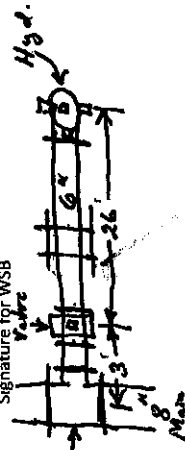
***This form to be used by completed by the Contractor and must acquire WSB's signature by noon the proceeding day.***

1 - 8" x 6" Tee ✓  
2 - 8" Mega Lug ✓  
6 - 6" Mega Lug ✓  
(2 for Rod Clamps)  
36 - Bolts & Nuts ✓  
36 - Anvils ✓

***signature by noon the proceeding day.***

2 - 3' Thanded Rods #4 Nuts  
40' - Trace Wire  
1 - Trace Wire Connector  
1 - Trace Wire Ground  
1 - 48" Dmin Rock  
5 - 48" Sand/Bedding  
19' - 6" PVC Pipe (3+)

**Keep Original in Project File  
Give Copy to Contractor**



- 1 - 1" x 3" Wire Grout
- 1 - 4" Dr. in Rock
- 5 - 4" Sand/Bedding
- 19' - 6" PVC Pipe (3+26=29)

$(29' \times 2 \times 2 = 116' = 4.3 \text{ yds} + 46d. = 5.0)$





# STATE AID FOR LOCAL TRANSPORTATION CHANGE ORDER

Rev. February 2018

SP/SAP(s)	081-613-009 & 172-102-011	Change Order No.	012
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Project Location	On 3 <sup>rd</sup> St NE, From 4 <sup>th</sup> Ave. to 11 <sup>th</sup> Ave. NE in the City of Waseca		
Local Agency	City of Waseca	Local Project No.	
Contractor	Heselton Construction	Contract No.	
Address/City/State/Zip	680 NW 24 <sup>th</sup> Street, Faribault, MN 55021		
<b>Total Change Order Amount \$</b>		<b>12,959.52</b>	

## Issue:

Work surrounding CenturyLink facilities not previously identified within the southbound travel lane of 3<sup>rd</sup> Street between 4<sup>th</sup> and 6<sup>th</sup> Avenue. The Contractor was required to complete public utility installation adjacent to the CenturyLink facility represents under the terms of Differing Site Conditions as defined by MnDOT 1402.2(2).

The Engineer has determined that the Contract needs to be revised.

## Resolution:

The Contractor was required to alter means and methods associated with public utility installation to avoid conflicts with the previously unmarked and unknown CenturyLink facilities. The Contractor will be paid a lump sum payment that covers all cost associated with the work ordered by the engineer.

The Contract time will not be revised.

## **Estimate Of Cost:** *(Include any increases or decreases in contract items, any negotiated or force account items.)*

Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
2503.602	Sanitary Sewer exploration	LS	\$12,959.52	1	\$12,959.52
Total Net Change					\$12,959.52

## **Due to this change, the contract time:** *(check one)*

( ☒ ) Is NOT changed      ( ☐ ) May be revised as provided in MnDOT Specification 1806

( ☐ ) Is Increased by \_\_\_\_\_ Working Days

( ☐ ) Is Increased by \_\_\_\_\_ Calendar Days

( ☐ ) Is Decreased by \_\_\_\_\_ Working Days

( ☐ ) Is Decreased by \_\_\_\_\_ Calendar Days

Approved by Project Engineer\Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Approved by Waseca City Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Approved by Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**DSAE Portion:** The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: \_\_\_\_ Federal Funding      \_\_\_\_ State Aid Funding      \_\_\_\_ Local funds

District State Aid Engineer: \_\_\_\_\_ Date: \_\_\_\_\_





STATE AID FOR LOCAL TRANSPORTATION  
**CHANGE ORDER**

Rev. February 2018

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SP/SAP(s)	081-613-009 & 172-102-011	Change Order No.	<b>012</b>
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SUPPLEMENTAL AGREEMENT NO:		WORK ORDER No. 3 (Heselton) Revised	Contractor/Sub	Heselton Construction
S.P. No.	172-102-011	Fed. Proj. No.	Engineer	WSB

S.P. No.	172-102-011	Fed. Proj. No.
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Contract No. \_\_\_\_\_

For Period from/to: 6/27/2019

[illegible]

Send Original and two copies to Central Office with Final Estimate. All copies must be signed by the Engineer, and the Contractor or their Authorized Agent.

**Note:** When material is billed on this sheet, receipted invoices must accompany same.

See Const. Manual 5-591.484 for instruction in preparation.

Engineer:

Contractor:

Heselton Construction

Work Order No.



**Benefits Breakdown**

6/27/2019

Transportation

**SUMMARY OF DAILY FORCE ACCOUNT**

Page 1 of 1

<u>Position</u>	<u>HRS</u>	<u>HR RT H&amp;W</u>	<u>HR RT Pension</u>	<u>HR RT Other</u>	<u>Union</u>
Foreman	3	\$ 8.15	\$ 24.45	\$ 27.30	\$ 8.76 Labor
Pipelayer	1	8.15	8.15	9.10	2.92 Labor
Common/Topman	1	8.15	8.15	9.10	2.92 Labor
Excavator Operator GP 2	4	9.90	39.60	36.40	6.00 Local 49
Operator Gp 4	5	9.90	49.50	45.50	7.50 Local 49
Triaxle Driver		10.40	-	-	- Teamster
Lowboy Driver		7.39	-	-	- CLA
<b>Total</b>			<b>\$ 129.85</b>	<b>\$ 127.40</b>	<b>\$ 28.10</b>







**Benefits Breakdown**

6/28/2019

Transportation

**SUMMARY OF DAILY FORCE ACCOUNT**

Page 1 of 1

<u>Position</u>	<u>HRS</u>	<u>HR RT H&amp;W</u>	<u>HR RT Pension</u>	<u>HR RT Other</u>	<u>Union</u>
Foreman	4	\$ 8.15	\$ 32.60	\$ 9.10	\$ 36.40
Pipelayer	3	8.15	24.45	9.10	27.30
Common/Topman	0	8.15	-	9.10	-
Excavator Operator GP 2	3	9.90	29.70	9.10	27.30
Operator Gp 4	6	9.90	59.40	9.10	54.60
Triaxle Driver		10.40	-	7.85	-
Lowboy Driver		7.39	-	3.60	-
<b>Total</b>			<b>\$ 146.15</b>	<b>\$ 145.60</b>	<b>\$ 33.94</b>







**Benefits Breakdown**

8/21/2019

Transportation  
SUMMARY OF DAILY FORCE ACCOUNT  
Page 1 of 1

<u>Position</u>	<u>HRS</u>	<u>HR RT H&amp;W</u>	<u>HR RT Pension</u>	<u>HR RT Other</u>	<u>Union</u>
Foreman	1	\$ 8.15	\$ 8.15	\$ 9.10	\$ 2.92 Labor
Pipelayer	1	8.15	8.15	9.10	2.92 Labor
Common/Topman	1	8.15	8.15	9.10	2.92 Labor
Excavator Operator GP 2	1	9.90	9.90	9.10	1.50 Local 49
Operator Gp 4	2	9.90	19.80	18.20	3.00 Local 49
Triaxle Driver		10.40	-	-	- Teamster
Lowboy Driver		7.39	-	-	- CLA
<b>Total</b>		<b>\$ 54.15</b>	<b>\$ 54.60</b>	<b>\$ 13.26</b>	



## MINNESOTA DEPARTMENT OF TRANSPORTATION

## DAILY EQUIPMENT - LABOR RENTAL RECORD

Date 8/21/2019Shift No. 1S.P. No. 172-102-011Contractor Heselton ConstructionSupplemental Agreement/Work Order # 3 (Heselton)Time          to          Hours         Contract No.          Engineer WSBSubcontractor         

Equipment		Unit #	Labor		Regular Hours	Overtime		Remarks
Description			Employee and Position			Hours	Hours	List Materials used here
			Jeff Sokoloski			1	0	
			Foreman					
			Lowell Steffel			1	0	
			Oper. Gp 2 Excavator					
			Dave Passe			1	0	
			Oper. GP 4					
			Dave Passe			0	0	
			Oper. Gp 2 Excavator					
			Jeff Gleason			1	0	
			Oper. GP 4					
			Dan Ruch			1		
			Pipelayer					
			Domenic Adreon			1	0	
			Common Labor					
								Install Century Link PVC Duct Bank
								provided by Century Link under the
								existing storm sewer.

Dean Sammon

Signature for Contractor

Signature for Department of Transportation

This form to be used only for pay items authorized by the Contract, Supplemental Agreement, or Work Order.

Keep Original in Project File

Give Copy to Contractor



## DAILY EQUIPMENT - LABOR RENTAL RECORD

[illegible]

**This form to be used only for pay items authorized by the Contract, Supplemental Agreement, or Work Order.**



#3

Date: 8-21-17 Project Number: 201902

Billing Address: Utility Conflicts

Work Code:

Rental Unit #:

Date Out:

Hour Meter:

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

Hour Meter:

[illegible]

Description of work:

Installation of work: Install duct bank under existing 42" storm sewer at 6th Ave & 3rd St NE. PVC duct provided by Century Link (West of 120" MH)

Location of work:

Foreman's Signature

Authorized by:



## SUMMARY OF DAILY FORCE ACCOUNT

Page 1 of 4

Contractor/Sub Heselton Construction

Engineer WSB

For Period from/to: 7/30/2019

LABOR					MATERIAL				EQUIPMENT RENTAL				
# Of Men	Position Title	Hours	Pay Rate	Amount	No.	Kind of Material	Rate	Amount	No.	Description	Total Hours	Rate	Amount
1	Foreman	6.00	\$40.00	\$240.00					1	Cat 345E Excavator	6.00	\$56.21	\$337.26
1	Foreman OT		\$60.00						1	Komatsu 400 Excav.		\$204.37	
1	Excavator Operator	4.00	\$40.64	\$162.56					1	Mustang Mini Excav		\$51.63	
1	Excavator Oper. OT		\$60.96						1	JD 650K Dozer	4.00	\$21.80	\$87.20
1	Excavator Op GP 2		\$35.93						1	Volvo L90D Loader	2.00	\$52.74	\$105.48
1	Excavator Op GP 2 OT		\$53.90						1	Case 70XT Skid Ldr		\$36.02	
1	Equip Operator GP 4	5.25	\$35.18	\$184.70					1	GMC Pickup	6.00	\$4.08	\$24.48
1	Equip Oper GP 4 OT		\$52.77						1	IR Sheepsfoot	2.00	\$14.43	\$28.86
1	Pipelayer	6.00	\$35.30	\$211.80									
1	Pipelayer OT		\$52.95							Equipment Standby Time			
1	Labor/Topman	12.00	\$28.08	\$336.96									
1	Labor/Topman OT		\$42.12										
Total Regular Time				\$1,136.02	SUB-TOTAL								
Total Overtime					Plus 15%								
SUB-TOTAL (Taxable Wage)				\$1,136.02	TOTAL OF MATERIAL								
PLUS 62% OF Taxable Wage				\$704.33	1904(7) SPECIALTY CONTRACTOR								
SUB-TOTAL				\$1,840.34	Invoice Cost Specialty Contractor				SUB-TOTAL				\$583.28
OtherLabor - Related costs chargeable to this Supplemental Agreement/Work Order					(A)		@5% =		Plus %				
					(B)		@2% =		TOTAL OF EQUIPMENT				\$583.28
Health and Welfare				\$287.18	TOTAL SPECIALTY CONTR.				Computation of Prime Contractor Allowance				
Pension Fund				\$302.58	1904(4) MISC. COMPENSATION				(A)<\$50K	\$3,097.34	@10%		\$309.73
Other Fringe Benefits				\$83.96	Type: i.e. dump fees, permits, etc.				(B)>\$50K		@2%		\$0
Travel									TOTAL ALLOWANCE (A + B)				\$309.73
Subsistence									Total of page 1				\$3,407.08
TOTAL OF LABOR				\$2,514.06	TOTAL MISC. COMP.				GRAND TOTAL ALL PAGES				\$6,487.86

The above report includes only items chargeable to Supplemental Agreement No.	
Work Order No.	

Engineer: \_\_\_\_\_ Contractor: \_\_\_\_\_  
Heslton Construction

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



## SUMMARY OF DAILY FORCE ACCOUNT

Expose Duct Bank North of 4th Ave and Break Concrete to relocate cables to a  
and removal of 42" RCP Storm Sewer.

Contractor/Sub Heselton Construction

Engineer WSB

For Period from/to:	7/31/2019
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<p>Send Original and two copies to Central Office with Final Estimate. All copies must be signed by the Engineer, and the Contractor or their Authorized Agent.</p> <p><b>Note: When material is billed on this sheet, receipted invoices must accompany same.</b></p> <p>See Const. Manual 5-591.484 for instruction in preparation.</p>	<p>The above report includes only items chargeable to Supplemental Agreement No. _____</p>		<p>_____</p>
			<p>Work Order No. _____</p>
	<p>Engineer: _____</p>	<p>Contractor: _____</p> <p>Heselton Construction</p>	
	<p>By: _____</p>		



## State of Minnesota-Department of Transportation

## SUMMARY OF DAILY FORCE ACCOUNT

Page 3 of 4

Expose concrete phone duct north of 4th and break concrete from duct to allow cables to be moved west away from the Sanitary sewer installation and storm sewer removal.

SUPPLEMENTAL AGREEMENT NO:

WORK ORDER No. 3 (Heselton)

Contractor/Sub Heselton Construction

S.P. No. 172-102-011 Fed. Proj. No.

Engineer WSB

Contract No.

For Period from/to: 8/1/2019

LABOR					MATERIAL				EQUIPMENT RENTAL				
# Of Men	Position Title	Hours	Pay Rate	Amount	No.	Kind of Material	Rate	Amount	No.	Description	Total Hours	Rate	Amount
1	Foreman	1.00	\$40.00	\$40.00					1	Cat 345E Excavator	2.00	\$220.44	\$440.88
1	Foreman OT		\$60.00						1	Komatsu 400 Excav.		\$204.37	
1	Excavator Operator	2.00	\$40.64	\$81.28					1	Mustang Mini Excav		\$51.63	
1	Excavator Oper. OT		\$60.96						1	JD 650K Dozer		\$85.47	
1	Excavator Op GP 2		\$35.93						1	Volvo L90D Loader		\$125.00	
1	Excavator Op GP 2 OT		\$53.90						1	Case 70XT Skid Ldr		\$36.02	
1	Equip Operator GP 4	1.00	\$35.18	\$35.18					1	GMC Pickup	1.00	\$16.00	\$16.00
1	Equip Oper GP 4 OT		\$52.77						1	Bomag BW177 SF		\$56.56	
1	Pipelayer	1.00	\$35.30	\$35.30									
1	Pipelayer OT		\$52.95										
1	Labor/Topman	2.00	\$28.08	\$56.16									
1	Labor/Topman OT		\$42.12										
Total Regular Time				\$247.92	SUB-TOTAL								
Total Overtime					Plus 15%								
SUB-TOTAL (Taxable Wage)				\$247.92	TOTAL OF MATERIAL								
PLUS 62% OF Taxable Wage				\$153.71	1904(7) SPECIALTY CONTRACTOR								
SUB-TOTAL				\$401.63	Invoice Cost Specialty Contractor				SUB-TOTAL				\$456.88
Other Labor - Related costs chargeable to this Supplemental Agreement/Work Order					(A)		@5% =		Plus %				
					(B)		@2% =		TOTAL OF EQUIPMENT				\$456.88
Health and Welfare				\$62.30	TOTAL SPECIALTY CONTR.				Computation of Prime Contractor Allowance				
Pension Fund				\$63.70	1904(4) MISC. COMPENSATION				(A)<\$50K	\$1,000.69	@10%		\$100.07
Other Fringe Benefits				\$16.18	Type: i.e. dump fees, permits, etc.				(B)>\$50K		@ 2%		\$0
Travel									TOTAL ALLOWANCE (A + B)				\$100.07
Subsistence									Total of page 3				\$1,100.76
TOTAL OF LABOR				\$543.81	TOTAL MISC. COMP.								

Send Original and two copies to Central Office with Final Estimate. All copies must be signed by the Engineer, and the Contractor or their Authorized Agent.

The above report includes only items chargeable to Supplemental Agreement No.

Work Order No.

**Note: When material is billed on this sheet, receipted invoices must accompany same.**

Engineer:

Contractor:

Heselton Construction

See Const. Manual 5-591.484 for instruction in preparation.

By:



## State of Minnesota-Department of Transportation

Backfill phone duct north of 4th Ave after Jivery installed temp phone duct for Century Link

## SUMMARY OF DAILY FORCE ACCOUNT

Page 4 of 4

SUPPLEMENTAL AGREEMENT NO: [REDACTED]

WORK ORDER No. 3 (Heselton)

Contractor/Sub Heselton Construction

S.P. No. 172-102-011 Fed. Proj. No. [REDACTED]

Engineer WSB

Contract No. [REDACTED]

For Period from/to: 8/2/2019

LABOR					MATERIAL				EQUIPMENT RENTAL				
# Of Men	Position Title	Hours	Pay Rate	Amount	No.	Kind of Material	Rate	Amount	No.	Description	Total Hours	Rate	Amount
1	Foreman		\$40.00						1	Cat 345E Excavator	1.00	\$220.44	\$220.44
1	Foreman OT		\$60.00						1	Komatsu 400 Excav.		\$204.37	
1	Excavator Operator	1.00	\$40.64	\$40.64					1	Mustang Mini Excav		\$51.63	
1	Excavator Oper. OT		\$60.96						1	JD 650K Dozer	1.00	\$85.47	\$85.47
1	Excavator Op GP 2		\$35.93						1	Volvo L90D Loader		\$125.00	
1	Excavator Op GP 2 OT		\$53.90						1	Case 70XT Skid Ldr		\$36.02	
1	Equip Operator GP 4	1.00	\$35.18	\$35.18					1	GMC Pickup		\$16.00	
1	Equip Oper GP 4 OT		\$52.77						1	Bomag BW177 SF		\$56.56	
1	Pipelayer		\$35.30										
1	Pipelayer OT		\$52.95										
1	Labor/Topman		\$28.08										
1	Labor/Topman OT		\$42.12										
Total Regular Time				\$75.82	SUB-TOTAL								
Total Overtime					Plus 15%								
SUB-TOTAL (Taxable Wage)				\$75.82	TOTAL OF MATERIAL								
PLUS 62% OF Taxable Wage				\$47.01	1904(7) SPECIALTY CONTRACTOR								
SUB-TOTAL				\$122.83	Invoice Cost Specialty Contractor				SUB-TOTAL				\$305.91
Other Labor - Related costs chargeable to this Supplemental Agreement/Work Order					(A)		@5% =		Plus %				
					(B)		@2% =		TOTAL OF EQUIPMENT				\$305.91
Health and Welfare				\$19.80	TOTAL SPECIALTY CONTR.				Computation of Prime Contractor Allowance				
Pension Fund				\$18.20	1904(4) MISC. COMPENSATION				(A)<\$50K	\$469.74	@10%		\$46.97
Other Fringe Benefits				\$3.00	Type: i.e. dump fees, permits, etc.				(B)>\$50K		@ 2%		\$0
Travel									TOTAL ALLOWANCE (A + B)				\$46.97
Subsistence									Total of page 4				\$516.71
TOTAL OF LABOR				\$163.83	TOTAL MISC. COMP.								

Send Original and two copies to Central Office with Final Estimate. All copies must be signed by the Engineer, and the Contractor or their Authorized Agent.

The above report includes only items chargeable to Supplemental Agreement No. [REDACTED]

Work Order No. [REDACTED]

**Note: When material is billed on this sheet, receipted invoices must accompany same.**

Engineer:

Contractor:

Heselton Construction

See Const. Manual 5-591.484 for instruction in preparation.

By: [REDACTED]



## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: October 23, 2019

6E

TO: Mayor & City Council  
Lee Mattson, City Manager

PROJECT NAME: Airport Hangar Project

CITY PROJECT NO. 2016-11

PAYMENT REQUEST : NO. 8

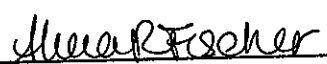
PAYMENT PERIOD : 09/01/2019-10/01/2019

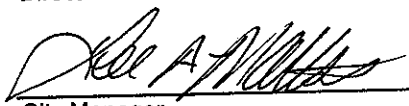
CONTRACTOR: APX Construction Group

PAYMENT AMOUNT: \$2,280.03

Approved By:

  
\_\_\_\_\_  
Department Head Date

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

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



# Application and Certificate for Payment

TO OWNER: City of Waseca  
508 S State Street  
Waseca MN 56093

PROJECT 18011  
NAME AND Waseca Municipal Airport  
LOCATION: 35493 110th Street  
Waseca MN 56093  
INVOICE #: 19104

FROM CONTRACTOR: APX Construction Group LLC  
1020 Innovation Lane  
Mankato MN 56001

ARCHITECT: TKDA  
444 Cedar St. Ste 1500  
St Paul MN 55101

APPLICATION NO: 8  
PERIOD THRU: 10/01/19  
Owner Project #: A8101-31  
DATE OF CONTRACT: 05/15/18

Distribution to:  
Owner ☐  
Architect ☐  
Contractor ☐  
Field ☐  
Other ☐

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM..... \$ 654,946.60  
2. NET CHANGE BY CHANGE ORDERS..... \$ 24,380.00  
3. CONTRACT SUM TO DATE (Line 1 + 2)..... \$ 679,326.60  
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)..... \$ 674,626.60

## 5. RETAINAGE:

a. 5 % of Completed Work \$ 33,731.33  
(Column D + E on G703)  
b. % of Stored Material \$ 0.00  
(Column F on G703)

Total Retainage (Line 5a + 5b or Total in Column I of G703)..... 33,731.33

6. TOTAL EARNED LESS RETAINAGE..... \$ 640,895.27  
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT..... \$ 638,615.24  
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE  
\$2,280.03

9. BALANCE TO FINISH, INCLUDING RETAINAGE..... \$ 38,431.33  
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$23,880.00	
Total approved this month		\$0.00
<b>TOTAL</b>	<b>\$23,880.00</b>	<b>\$0.00</b>
<b>NET CHANGES by Change Order</b>	<b>\$23,880.00</b>	

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

CONTRACTOR: APX Construction Group LLC

By: Michael Polley Date: 10-1-19

State of: Minnesota  
County of: Blue Earth

Subscribed and sworn to before me this

1st day of October 2019  
Notary Public: Dawn Marie Quam  
State of Minnesota  
My commission expires: January 31, 2020

## ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED..... 2,280.03

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

ARCHITECT: TKDA  
By: [Signature] Date: 10/10/19

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



Customer: City of Waseca  
Project: Waseca Municipal Airport

PAYMENT APPLICATION DETAILS

APPLICATION NUMBER: 8  
FOR PERIOD ENDING: 10/01/19

A	B	C	D		E	F	G		H	I
			WORK COMPLETED				Materials Presently Stored	Completed and Stored To Date		
Item No.	Description	Scheduled Value	From Previous Applications	This Period Value						
1	40-1 Mobilization	\$5,500.00	\$5,500.00	\$0.00	\$0.00	\$5,500.00	100%	\$0.00	\$275.00	
2	43-1 Remove bituminous pavement	\$990.00	\$990.00	\$0.00	\$0.00	\$990.00	100%	\$0.00	\$49.50	
3	43-2 Remove and salvage 60" chain link fence	\$1,260.00	\$1,260.00	\$0.00	\$0.00	\$1,260.00	100%	\$0.00	\$63.00	
4	51-1 Common excavation	\$2,600.00	\$2,600.00	\$0.00	\$0.00	\$2,600.00	110%	\$260.00	\$143.00	
5	51-2 Subgrade excavation	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100%	\$0.00	\$60.00	
6	51-4 Granular material (CV)	\$1,400.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	100%	\$0.00	\$70.00	
7	51-7 Water	\$4,700.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$4,700.00	\$0.00	
8	51-12 Topsoil placement	\$1,387.50	\$1,387.50	\$0.00	\$0.00	\$1,387.50	100%	\$0.00	\$69.38	
9	72-1 4" aggregate base	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100%	\$0.00	\$25.00	
10	72-2 6" aggregate base	\$2,296.00	\$2,296.00	\$0.00	\$0.00	\$2,296.00	100%	\$0.00	\$114.80	
11	75-1 Filter fabric	\$720.00	\$720.00	\$0.00	\$0.00	\$720.00	100%	\$0.00	\$36.00	
12	82-1 Wearing course mixture, Type SPW/EB340F	\$11,700.00	\$11,700.00	\$0.00	\$0.00	\$11,700.00	100%	\$0.00	\$585.00	
13	82-6 Bituminous tack coat	\$225.00	\$225.00	\$0.00	\$0.00	\$225.00	100%	\$0.00	\$11.25	
14	91-1 Concrete walk, 4" thick	\$2,145.00	\$2,145.00	\$0.00	\$0.00	\$2,145.00	100%	\$0.00	\$107.25	
15	91-2 Concrete apron, 6" thick	\$4,387.50	\$4,387.50	\$0.00	\$0.00	\$4,387.50	100%	\$0.00	\$219.38	
16	91-3 Concrete landscaping edging	\$1,035.00	\$1,035.00	\$0.00	\$0.00	\$1,035.00	100%	\$0.00	\$51.75	
17	91-4 Concrete parking stop	\$300.00	\$300.00	\$0.00	\$0.00	\$300.00	100%	\$0.00	\$15.00	
18	105-1 Pavement marking	\$900.00	\$900.00	\$0.00	\$0.00	\$900.00	100%	\$0.00	\$45.00	
19	111-1 Seeding, Class II	\$1,770.60	\$1,770.60	\$0.00	\$0.00	\$1,770.60	100%	\$0.00	\$88.53	
20	111-2 Sodding	\$1,600.00	\$1,600.00	\$0.00	\$0.00	\$1,600.00	100%	\$0.00	\$80.00	
21	111-3 Water	\$2,400.00	\$0.00	\$2,400.00	\$0.00	\$2,400.00	100%	\$0.00	\$120.00	
22	111-7 Wood fiber blanket	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100%	\$0.00	\$75.00	
23	111-8 Landscaping rock	\$2,000.00	\$2,240.00	\$0.00	\$0.00	\$2,240.00	112%	\$240.00	\$112.00	
24	112-1 Silt fence	\$900.00	\$900.00	\$0.00	\$0.00	\$900.00	100%	\$0.00	\$45.00	
25	112-2 Sediment log	\$450.00	\$450.00	\$0.00	\$0.00	\$450.00	100%	\$0.00	\$22.50	
26	114-1 Install salvaged 60" chain link fence	\$760.00	\$760.00	\$0.00	\$0.00	\$760.00	100%	\$0.00	\$38.00	
27	200-1 Hangar electrical construction	\$64,000.00	\$64,000.00	\$0.00	\$0.00	\$64,000.00	100%	\$0.00	\$3,200.00	
28	300-1 Hangar mechanical construction	\$47,000.00	\$47,000.00	\$0.00	\$0.00	\$47,000.00	100%	\$0.00	\$2,350.00	
29	500-1 Pre-engineered metal hangar building	\$416,000.00	\$416,000.00	\$0.00	\$0.00	\$416,000.00	100%	\$0.00	\$20,800.00	
30	500-2 Suspended mezzanine	\$73,320.00	\$73,320.00	\$0.00	\$0.00	\$73,320.00	100%	\$0.00	\$3,666.00	
C001	Soil Correction	\$23,880.00	\$23,880.00	\$0.00	\$0.00	\$23,880.00	100%	\$0.00	\$1,194.00	
TOTALS		\$678,826.60	\$672,226.60	\$2,400.00	\$0.00	\$674,626.60	99%	\$4,200.00	\$33,731.33	



## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: October 30, 2019

TO: Mayor & City Council  
Lee Mattson, City Manager

PROJECT NAME: 3rd St Improvement project

CITY PROJECT NO. 2019-01

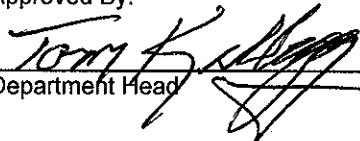
PAYMENT REQUEST : NO. 6

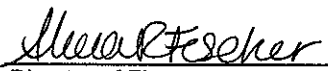
PAYMENT PERIOD : 9/25/19-10/29/2019

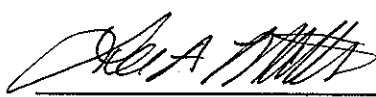
CONTRACTOR: Heselton Construction LLC

PAYMENT AMOUNT: \$445,341.93

Approved By:

  
\_\_\_\_\_  
Department Head      Date 10/30/19

  
\_\_\_\_\_  
Director of Finance      Date October 30, 2019

  
\_\_\_\_\_  
City Manager      Date 10-3-19





# CITY OF WASECA

508 S. State St  
Waseca, MN 56093  
Project R-011736-000 - 3rd Street NE Improvement Project  
Pay Voucher No. 6

Contractor: Heselton Construction, LLC.  
P.O. Box 246  
Faribault, MN 55021

Contract No.  
Vendor No.  
For Period: 9/25/2019 - 10/29/2019  
Warrant # \_\_\_\_\_ Date \_\_\_\_\_

## Contract Amounts

Original Contract	\$2,571,730.37
Contract Changes	\$3,540.54
Revised Contract	\$2,575,270.91

## Work Certified To Date

Base Bid Items	\$1,857,352.06
Backsheet	(\$659.10)
Change Order	\$29,104.36
Supplemental Agreement	\$0.00
Work Order	\$0.00
Material On Hand	\$2,824.97
Total	\$1,888,622.29

## Funds Encumbered

Original	\$2,571,730.37
Additional	N/A
Total	\$2,571,730.37

	Work Certified This Pay Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Pay Voucher	Total Amount Paid To Date
R-011736-000	\$468,780.97	\$1,888,622.29	\$94,431.11	\$1,348,849.25	\$445,341.93	\$1,794,191.18
Percent Retained: 5.0000%				Percent Complete: 73.3368%		
Amount Paid This Pay Voucher					\$445,341.93	

This is to certify that the items of work shown in this certificate of Pay Voucher have been actually furnished for the work comprising the above mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

Approved By Heselton Construction, LLC.

Tom Kulaga  
County/City/Project Engineer

Dean Samson  
Contractor

10/30/19  
Date

10/29/19  
Date



## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: October 30, 2019

TO: Mayor & City Council  
Lee Mattson, City Manager

PROJECT NAME: Old TH 14/Elm Ave Reconstruction

CITY PROJECT NO. 2015-08

PAYMENT REQUEST : NO. 17


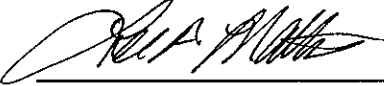
PAYMENT PERIOD : 7/17/2019-10/30/2019

CONTRACTOR: Ulland Brothers

PAYMENT AMOUNT: \$71,037.13

Approved By:

  
Department Head  
  
Date 10/30/19

  
Director of Finance  
October 30 2019  
  
City Manager  
10-30-19  
Date





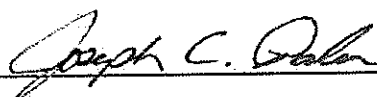
Owner: City of Waseca, 508 State St So, Waseca, MN 56093	Date: October 30, 2019
For Period: 7/17/19 to 10/30/2019	Request No: 17/Pre-Final
Contractor: Ulland Brothers Inc., 2400 Myers Road, Albert Lea, MN 56007	

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

**SUMMARY**

1	Original Contract Amount		\$ 18,298,652.14
2	Change Order - Addition	\$ 684,473.25	
3	Change Order - Deduction	\$ 103,134.59	
4	Revised Contract Amount		\$ 18,879,990.80
5	Value Completed to Date		\$ 18,586,307.77
6	Material on Hand		\$ 0.00
6a	Erodible Acres Withholding		\$ 0.00
7	Amount Earned		\$ 18,586,307.77
8	Less Retainage 3%		\$ 557,589.23
9	Subtotal		\$ 18,028,718.54
10	Less Amount Paid Previously		\$ 17,957,681.41
11	Liquidated damages -		\$ To Be Determined
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO.	17/Pre-Final	\$ 71,037.13

Recommended for Approval by:  
**STANTEC**

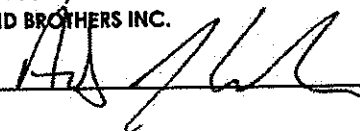
  
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Approved by Owner:  
**MN/DOT**

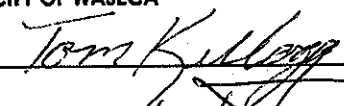
  
\_\_\_\_\_

Date: 2019.10.31  
09:06:07 -05'00'

Approved by Contractor:  
**ULLAND BROTHERS INC.**

  
\_\_\_\_\_

Approved by Owner:  
**CITY OF WASECA**

  
\_\_\_\_\_

Date: 10/31/19

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



## RESOLUTION NO. 19-53

**A RESOLUTION OF CITY OF WASECA, MINNESOTA  
ADDING A RESIDENTIAL PARCEL TO THE PROPERTY TAX ABATEMENT PROGRAM**

**WHEREAS**, the City Council of the City of Waseca ("City Council") adopted Resolution 19-08 on February 19, 2019, pursuant to which the City Council made certain amendments to its residential tax abatement program (the "Abatement Program") previously established in Resolution No. 16-56, dated December 20, 2016, to encourage housing development within the City; and

**WHEREAS**, the parcels of real property eligible for participation in the Abatement Program were listed on Appendix 2 to Resolution 19-08 (the "eligible parcels"), and generally consist of every current vacant, unimproved parcel of property in a residential zoning district in the City of Waseca that are served by municipal infrastructure including central water and sanitary sewer service; and

**WHEREAS**, the City Council now wishes to add an additional unimproved residentially-zoned parcel (identified below) to the list of eligible parcels; and

**WHEREAS**, on November 6, 2019, the Council held a public hearing on the question of adding the residentially-zoned parcel (identified below) to the list of eligible parcels, with proper notice being duly given and published in advance.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby amends Resolution 19-08 to add parcels #17.719.1900 and 17.151.0380 to the list of eligible parcels approved by Council in Resolution 16-56.

Adopted this 6th day of November, 2019.

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R.D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO CITY MANAGER



**RESOLUTION NO. 19-55**

**A RESOLUTION OF CITY OF WASECA, MINNESOTA  
APPROVING A RESIDENTIAL PROPERTY TAX ABATEMENT PROGRAM**

**WHEREAS**, the City Council of the City of Waseca ("City Council") has approve a Tax Abatement Housing Program to encourage housing development within the City and has asked Waseca County to approve a tax abatement to augment the City program; and

**WHEREAS**, the City of Waseca desires to encourage, promote and facilitate residential development on vacant residential lots located within the City of Waseca ("City"), and has adopted a Residential Tax Abatement, a true and correct copy is on file at the offices of the City Manager, pursuant to which the City intends to offer abatement of City-imposed property taxes on qualifying residential properties in the City for which building permits for single family residential structures are applied for and issued by the City on or before December 31, 2020; and

**WHEREAS**, the parcels of real property for which abatements of City of Waseca-imposed property taxes are conditionally approved herein are identified and legally described in Resolution 17-40, Appendix A (the "eligible parcels"), and generally consist of every current vacant, unimproved parcel of property in a residential zoning district in the City of Waseca that are served by municipal infrastructure including central water and sanitary sewer service; and

**WHEREAS**, the City will use tax abatement for the purposes provided for in the Abatement Law and the City's approved Tax Abatement to match the proposed term of the abatements for each eligible property that satisfies the conditions for abatement established herein ("the qualifying parcels described in Resolution 17-40, Appendix A"); and

**WHEREAS**, the City proposes to use tax abatement for the purposes provided for in the Abatement Law and the Abatement Policy (and hereinafter defined). The proposed term of the abatements for each eligible property that satisfies the conditions for abatement established herein ("the qualifying parcels") will be for a term not to exceed ten years, with the City abating 50 percent of the portion of the City's share of ad valorem property taxes on the qualifying parcel derived from the value of the residential structure for which the City issues a building permit and paid by the property owner. The total abatement amount for any single qualifying parcel is not to exceed \$20,458.85, for a maximum total abatement of all eligible parcels' City-imposed property taxes not to exceed \$2,045.85. The abatements will apply to the City's share of ad valorem property taxes on the qualifying parcels derived from the value of the residential structure for which the City issues a building permit and paid by the record owners of such qualifying parcels (the "abatements"); and

**WHEREAS**, on December 20, 2016, the Council held a public hearing on the question of the abatements, with proper notice being duly given and published in advance; and

**WHEREAS**, the Abatements are authorized under Minnesota Statutes, Section 469.1812 through 469.1815 (the "Abatement Law").



**NOW, THEREFORE, BE IT RESOLVED** that the City Council approve the Tax Abatement Application substantially in form as presented or on file, submitted by Todd & Kathy Donahue (408 2<sup>nd</sup> St NE PID#17.719.1900) & David Cone (416 4<sup>th</sup> Ave NE 17.151.0380)

Adopted this 6th day of November, 2019.

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R.D. SRP  
MAYOR

ATTEST:

---

MIKE ANDERSON  
ASSISTANT TO CITY MANAGER



<b>Title:</b>	Recovery Coordinator Grant Approval		
<b>Meeting Date: Nov 6, 2019</b>		<b>Agenda Item Number:</b>	<b>7B</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Award Letter Financial Award Specific Conditions
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action: Motion to approve execution of the grant and authorize the City Manager to implement.</b>		
<b>How does this item pertain to Vision 2030 goals?</b>	A Recovery Coordinator Position fits very well within the “Expand and Leverage Economic Development Initiatives” pillar of the Vision 2030 document.		

**BACKGROUND:** The City has been working with Region Nine for over a year on a grant application to fund a three year Recovery Coordinator position with the City. This position would focus on economic development efforts to combat the impacts of the Brown/Quad Graphics closures and seek to bring more industry to Waseca.

**BUDGET IMPACT:** The City has a 20% match required (\$98,955) over the three years of the grant. Staff’s intent is to utilize staff time as an in-kind contribution to meet this amount without requiring an additional appropriation. It is possible that some contribution to the position will be necessary but, the grant was drafted with the local share being completely in-kind.

**POLICY QUESTION:** Does the City wish to accept this grant to greatly enhance our industrial recruitment and economic development efforts over the next three years.

**ALTERNATIVES CONSIDERED:** The City Council has previously approved this grant application. In addition to the status quo no action option, staff considered an independent contractor position. Staff determined that an employee was the appropriate place to start with this project. If an employee cannot be found, the City may need to consider shifting to a consultant for these services.

**RECOMMENDATION:** Staff recommends a motion approving grant execution and authorizing the City Manager to implement the Recovery Coordinator position.





U.S. DEPARTMENT OF COMMERCE  
Economic Development Administration  
CHICAGO REGIONAL OFFICE  
230 SOUTH DEARBORN ST., SUITE 3280  
CHICAGO, ILLINOIS 60604-1512

OCT 23 2019

In reply refer to:  
Investment No.: 06-69-06156

Mr. Lee Mattson  
City Manager  
City of Waseca  
508 South State Street  
Waseca, MN 56093-3033

Dear Mr. Mattson:

I am pleased to inform you that the Department of Commerce's Economic Development Administration (EDA) has approved your application for a \$395,820 EDA investment under the Economic Adjustment Assistance Program for an Economic Development Recovery Coordinator.

Enclosed are two signed originals of the Financial Assistance Award. Your agreement to the terms and conditions of the award should be indicated by the signature of your principal official on each of the signed copies of the Financial Assistance Award. One of the executed copies should be returned to Susan Brehm, Regional Counsel, Chicago Regional Office, 230 South Dearborn Street, Suite 3280, Chicago, Illinois 60604. If not signed and returned within 30 days of receipt, EDA may declare the Award null and void.

Upon receipt of this letter, please contact Darrin Fleener at 312-789-9753, to schedule your mandatory post-award conference. Award conferences must be scheduled by November 15, 2020, and held no later than November 30, 2020.

Please do not to make any commitments in reliance on this award until you have carefully reviewed and accepted the terms and conditions. Any commitments entered into prior to obtaining the approval of EDA in accordance with its regulations and requirements will be at your own risk.

EDA's mission is to lead the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy. EDA implements this mission by making strategic investments in the nation's most economically distressed communities that encourage private sector collaboration and creation of higher-skill, higher wage jobs. EDA investments are results driven, embracing the principles of technological innovation, entrepreneurship and regional development.



I share your expectations regarding the impact of this investment and look forward to working with you to meet the economic development needs of your community.

Sincerely,

**SUSAN BREHM** Digitally signed by SUSAN BREHM  
Date: 2019.10.21 19:14:43 -05'00'

Susan M. Brehm  
Regional Counsel

Enclosures



☒ GRANT ☐ COOPERATIVE AGREEMENT**FINANCIAL ASSISTANCE AWARD**

FEDERAL AWARD ID NUMBER

06-69-06156 - URI#113561

RECIPIENT NAME

City of Waseca

PERIOD OF PERFORMANCE

November 1, 2019 - October 31, 2022

STREET ADDRESS

508 South State Street

FEDERAL SHARE OF COST

\$ 395,820.00

CITY, STATE, ZIP CODE

Waseca, MN, 56093

RECIPIENT SHARE OF COST

\$ 98,955.00

AUTHORITY

Public Works and Economic Development Act of 1965, as amended (42 U.S.C. § 6311)

TOTAL ESTIMATED COST

\$ 494,775.00

CFDA NO. AND NAME

11.307 Economic Adjustment Assistance

PROJECT TITLE

City of Waseca Economic Recovery Coordinator

This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.

- ☒ DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS
- ☐ R & D AWARD
- ☐ FEDERAL-WIDE RESEARCH TERMS AND CONDITIONS, AS ADOPTED BY THE DEPT. OF COMMERCE
- ☒ SPECIFIC AWARD CONDITIONS
- ☒ LINE ITEM BUDGET
- ☒ 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR § 1327.101
- ☐ 48 CFR PART 31, CONTRACT COST PRINCIPLES AND PROCEDURES
- ☐ MULTI-YEAR AWARD. PLEASE SEE THE MULTI-YEAR SPECIFIC AWARD CONDITION.
- ☒ OTHER(S): 13 CFR, Chapter 3

SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER

Susan Brehm, Regional Counsel

**SUSAN BREHM**Digitally signed by SUSAN BREHM  
Date: 2019.10.21 19:16:11 -05'00'

DATE

PRINTED NAME, PRINTED TITLE, AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

Lee Mattson, City Manager

DATE



SPECIFIC AWARD CONDITIONS  
U.S. DEPARTMENT OF COMMERCE  
Economic Development Administration (EDA) ("Government")

**NON-CONSTRUCTION PROJECTS:** Economic Adjustment Assistance under Section 209 of the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. §3149) (PWEDA)

<b>Project Title: Economic Development Recovery Coordinator</b>	
<b>Recipient Name: City of Waseca, MN</b>	<b>Project Number: 06-69-06156</b>

1. This EDA Award supports the work described in the approved final scope of work, which is incorporated by reference into this Award, as the *Authorized Scope of Work*. All work on this project should be consistent with this *Authorized Scope of Work*, unless the Grants Officer has authorized a modification of the scope of work in writing through an amendment memorialized through execution of a Form CD-451.

The *Authorized Scope of Work* for this project includes:

The Economic Recovery Specialist will be embedded in City Hall in the Office of Economic Development. The Recovery Coordinator will report to the Mayor and Director of Economic Development and work in partnership with Region 9 and 28 regional partners representing local economic development partners, state and federal program staff and regional collaborators. The Coordinator will be guided by the following Scope of Work in the proposed 36-month project period:

**Mitigation of "under-employment" impacts:**

- Work with local industry, regional development organizations, and other workforce and investment organizations to determine the existence of alternative employment opportunities for potentially displaced workers, job skill development opportunities, and other resources for individuals who have been negatively affected by recent closures (e.g., "Under-employed workers").
- Contractual Services will provide opportunities to seek specialized services from public or private entities that specialize in retraining and/or placement services.

**Opportunity Zone Management:**

- Lead all City efforts for engagement and development within the Economic Opportunity Zone.
- Interface with all community stakeholders, attending regular opportunity zone meetings, and coordinating the City's strategy for investment and economic development with its residents and neighborhood partners.



- Contractual Services will provide opportunities to partner with regional development organizations to bring relevant partners to Waseca to learn about opportunities that exist, contracting with public relations organizations and/or media firms that can showcase opportunities that exist in Waseca and its designated opportunity zone.

**Reuse and Redevelopment:**

- Assist in the implementation of Waseca 2030 strategic plan.
- Identify and encourage development opportunities within the city industrial zoned areas.
- Contractual Services will provide opportunities to solicit assistance from public and private entities that can provide blueprints and/or plans for reuse and redevelopment.

**Regional Manufacturing Development:**

- Act as the lead economic development specialist for the city industrial park.
- Lead the development effort among regional partners to grow the regional manufacturing industry in Waseca.
- Contractual Services will consist of assistance from regional development organizations to develop and implement regional economic development priorities and projects.

**Promotion of Local Workforce and Industry Assets:**

- Develop a community specific brand and catalyze business and economic development opportunities that utilize the city's displaced workforce and manufacturing capabilities and to attract growth operations and help grow local companies.
- Contractual Services will consist of professional public relations firms and marketing outlets to brand the existing economic development assets of the Waseca industrial park.

**Business Development:**

- Implement a Business Engagement program to include local, state and federal economic development agencies and organizations, and consultants deigned to identify impediments to job creation, economic growth and local resiliency.
- Implement a program to resolve the barriers that are identified in the Business Engagement analysis.
- Contractual Services will include feasibility studies, cost/benefit analyses and the utilization of contractors to enact programs aimed at project implementation based on the new analysis.

**Outside Investment Development and Attraction:**

- Identify opportunities to attract outside investment to Waseca utilizing a business retention and expansion program.
- Create an inventory of available industrial lands available for development or redevelopment.



- Conduct site visits and prepare information for the redevelopment of publicly owned sites.
- Liaison with local real estate professionals to ensure that properties are accessible and marketed in a positive manner.
- Contractual Services will include the marketing of publicly owned property in Waseca targeted for Economic development.

The Authorized Scope of Work specifically excludes studies on housing and hotel feasibility. In addition, all consultants (i.e., paid from the contractual line item) must be procured through a competitive process consistent with 2 C.F.R. §§ 200.317 through 200.326, as applicable. Consultants involved in preparation of the application for EDA funding are not eligible to work on the awarded project but may request to be added as a co-recipient to avoid exclusion. *See* 2 C.F.R. § 200.319(a).

The *Authorized Staff* who will complete portions of the *Authorized Scope of Work* are the following: Mayor, City Manager, City Planning and Zoning Coordinator and Economic Recovery Coordinator.

2. The Recipient Contact's name, title, address, and telephone number are:

Mr. Lee Mattson City Administrator Phone: (507) 835-9747 Email: leem@ci.waseca.mn.us	City of Waseca 508 South State Street Waseca, MN 56093
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3. The Grants Officer is authorized to award, amend, suspend, and terminate financial assistance awards. The Grants Officer is:

Susan M. Brehm Regional Counsel Phone: (312) 789-9749 Email: sbrehm@eda.gov	Economic Development Administration 230 S. Dearborn Suite 3280 Chicago, IL 60604
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4. The Federal Program Officer (Area Director) oversees the programmatic aspects of this Award. The Federal Program Officer is:

Dennis Foldenauer, Area Director Chicago Regional Office Phone: 312-789-9754 FAX: (312) 353-8575 Email: dfoldenauer1@eda.gov	Economic Development Administration 230 South Dearborn Street Suite 3280 Chicago, IL 60604
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5. The Project Officer is responsible for day-to-day administration and liaison with the Recipient and receives all reports and payment requests. The Project Officer is:

Darrin Fleener, Economic Development Representative Phone: (312) 789-9753 Email: dfleener@eda.gov	Economic Development Administration 230 South Dearborn Street Suite 3280 Chicago, IL 60604
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6. **ADDITIONAL INCLUDED DOCUMENTS:**

In addition to the regulations, documents, or authorities incorporated by reference on the Financial Assistance Award (Form CD-450) the following additional documents are included with and considered to be part of the Award's terms and conditions:

- A Recipient's final completed Application (this item not enclosed in this Award package); and
- Instructions on how to enroll and access funds in ASAP (Attachment 1).

Should there be a discrepancy among these documents the Specific Award Conditions (this document) and associated attachments hereto shall control.

7. **PROJECT DEVELOPMENT TIME SCHEDULE:** The Recipient agrees to the following Project development time schedule:

Return of Executed Financial Assistance Award	No later than 30 calendar days after receipt of CD-450
Authorized Award End Date	October 31, 2022
Submission of Final Financial Documents (SF-425)	No later than 90 calendar days from Award End Date

The Recipient shall diligently pursue the development and/or implementation of the Project upon receipt of an EDA Award so as to ensure completion within this time schedule. Moreover, the Recipient shall promptly notify EDA in writing of any event which could substantially delay meeting any of the proscribed time limits for the Project as set forth above. The Recipient further acknowledges that failure to meet the development time schedule may result in EDA's taking action to terminate the Award in accordance with the regulations set forth at 2 C.F.R. §§ 200.338 through 200.342, as applicable.

8. **PROJECT REPORTING AND FINANCIAL DISBURSEMENTS INSTRUCTIONS:**

- A. **AWARD DISBURSEMENTS:** EDA will make Award payments using the Department of Treasury's Automated Standard Application for Payments (ASAP) system. The Recipient is required to furnish documentation as required by ASAP including but not limited to Recipient and Requestor Identification Numbers. Complete information concerning the ASAP system may be obtained by visiting [www.fms.treas.gov/asap](http://www.fms.treas.gov/asap).

In order to receive payments, Recipients must submit a Form SF-270 "*Request for Reimbursement*" for the applicable period electronically to the Project Officer, who will review and process the request.

Please note that prior to the initial disbursement, Recipients must complete the attached Form SF-3881, "*ACH Vendor/Miscellaneous Payment Enrollment Form*" and submit it to NOAA's Accounting Office by FAX to 301-528-3675 (FAX is



required to secure confidentiality of sensitive information). The form must be completed by the respective parties (EDA, Recipient Bank, and Recipient) at the start of each new award.

## **B. REPORTS:**

- a. *Project Progress Reports*: The Recipient agrees to provide the Project Officer with Project Progress Reports, which will communicate the important activities and accomplishments of the Project, on a semi-annual basis for the periods ending **March 31, 2020, September 30 2020, March 31, 2021, September 30, 2021, March 31, 2022 and September 30, 2022** and or any portion thereof. Reports are due no later than 1 month following the end of the period.

Performance Progress Reports should be submitted to EDA in an electronic format no later than the dates outlined above in a concise, clear format, which outlines the following information in no more than 3-6 pages in length:

- i. Provide a clear, concise overview of the activities undertaken during the Project Period;
- ii. Document accomplishments, benefits, and impacts that the Project and Activities are having. Recipients should note specific outcomes where activities have led to job creation/retention, private investment, increased regional collaboration, engagement with historically excluded groups or regions, enhanced regional capacity, and other positive economic benefits;
- iii. Highlight any upcoming or potential press events or opportunities for collaborative press events to highlight benefits of the EDA investment;
- iv. Compare progress with the project timeline, explaining any departures from the targeted schedule, identifying how these departures are going to be remedied, and projecting the course of work for the next period;
- v. Outline challenges that currently impact or could impact progress on the grant over the next reporting period and identify ways to mitigate this risk; and
- vi. Outline any areas where EDA assistance is needed to support the project or any other key information that would be helpful for your EDA Project Officer to know.

Final Project Reports may be posted on EDA's website, used for promotional materials or policy reviews, or may be otherwise shared. Recipients should not include any copyrighted or other sensitive business information in these reports. There is no specific page limit for Final Project Reports; however, such reports should concisely communicate key project information, and should:



- i. Outline the specific regional need that the project was designed to address and update on progress made during the reporting period that will mitigate need and advance economic development;
- ii. Provide a high-level overview of the activities undertaken;
- iii. Detail lessons learned during the project period that may be of assistance to EDA or other communities undertaking similar efforts;
- iv. Outline the expected and actual economic benefits of the project as the time that the report is written; and
- v. Any other key information from the relevant project period.

- b. *Financial Reports:* The Recipient shall submit a “Financial Status Report” (Form SF-425) on a semi-annual basis for the periods ending **March 31, 2020, September 30 2020, March 31, 2021, September 30, 2021, March 31, 2022 and September 30, 2022**, or any portion thereof, for the entire project period. Form SF-425 (and instructions for completing this form) is available at: [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html). Reports are due no later than 1 month following the end of the period.

A final Form SF-425 must be submitted no more than 90 calendar days after the expiration date of the Award (e.g., the Award end date specified on the Form CD-450 or Form CD-451). Final financial reports should follow the guidance outlined by the form instructions for submitting mid-term financial reports, but should ensure that all fields accurately reflect the total outlays for the entire project period, and that all matching and program income (if applicable) is fully reported. Final grant rate and determinations of final balances owed to the government will be determined by the information on the final Form SF-425, so it is imperative that this final financial form is submitted in a timely and accurate manner.

9. **ALLOWABLE COSTS AND AUTHORIZED BUDGET:** Total allowable costs will be determined at the conclusion of the award period in accordance with the administrative authorities applicable pursuant to the *Financial Assistance Award* (Form CD-450), including the applicable regulations set forth at 2 C.F.R. part 200, after Final Financial Documents are submitted.

Line Item Budget:

A. Under the terms of the Award, the total approved/authorized budget is:

Federal Share (EDA)	\$395,820
Non-Federal Matching Share	\$98,955
Total Project Cost	\$494,775

B. Under the terms of this Award, the total approved line item budget is:



Personnel	\$285,000
Fringe	\$89,775
Travel	\$20,000
Contractual Services	\$90,000
Supplies	\$10,000
Total Project Cost	\$494,775

10. **FEDERAL SHARE:** The EDA participation in total eligible project costs will be limited to the EDA grant amount or the EDA share of total allowable project costs, based on the area's grant rate eligibility at the time of award, whichever is less.
11. **MATCHING SHARE:** The Recipient agrees to provide the Recipient's non-Federal Matching Share contribution for eligible project expenses in proportion to the Federal share requested for such project expenses. The Recipient also certifies that, in accepting the Financial Assistance Award, the Recipient's Matching Share of the project costs is committed and unencumbered, from authorized sources, and shall be available as needed for the project.
12. **REFUND CHECKS, INTEREST, OR UNUSED FUNDS:** Treasury has given the EDA two options for having payments deposited to EDA's account:
  - i. The first one is Pay.Gov. This option allows the payee to pay EDA through the Internet. The payee will have the option to make a one-time payment or to set up an account to make regular payments.
  - ii. The second option is Paper Check conversion. All checks must identify on their face the name of the DOC agency funding the award, award number, and no more than a two-word description to identify the reason for the refund or check. A copy of the check should be provided to the EDA Project Officer. This option allows the payee to send a check to NOAA's Accounting Office, who processes EDA's accounting functions at the following address:

U.S. Department of Commerce  
 National Oceanic and Atmospheric Administration  
 Finance Office, AOD, EDA Grants  
 20020 Century Boulevard  
 Germantown, MD 20874

The accounting staff will scan the checks in to an encrypted file and transfer to the Federal Reserve Bank, where the funds will be deposited in EDA's account. While this process will not be an issue with most payees, there are occasionally issues for entities remitting funds to EDA via check. If you are remitting funds to EDA via check, please make note of the following:

- If a check is sent to EDA, it will be converted into an electronic funds transfer by copying the check and using the account information to electronically debit your account for the amount of the check. The debit from your account will



usually occur within 24 hours and will appear on your regular account statement.

- EDA will not return your original check; the original will be destroyed and a copy will be maintained in our office. If the Electronic Funds Transfer (EFT) cannot be processed for technical reasons, the copy will be processed in place of the original check. If the EFT cannot be completed because of insufficient funds, EDA will charge you a one-time fee of \$25.00, which will be collected by EFT.

13. **PLANNING COORDINATION:** In keeping with regional economic development principles, Recipients should coordinate economic development planning and implementation projects with other economic development organizations affecting the area, especially EDA-funded recipients such as State and Urban planning grantees, adjoining Economic Development Districts (EDDs) and Indian Tribes, and University Centers (UCs).
14. **PROCUREMENT:** The Recipient agrees that all procurement transactions shall be in accordance with Department of Commerce Regulations at 2 C.F.R. §§ 200.317 through 200.326, as applicable. The Recipient must have written procurement procedures that conform to federal, state, and local law. *See* 2 C.F.R. § 200.318(a).
15. **NONRELOCATION:** In signing this award of financial assistance, Recipient(s) attests that EDA funding is not intended by the Recipient to assist its efforts to induce the relocation, or the movement of existing jobs from one region to another region in competition with those jobs. In the event that EDA determines that its assistance was used for such purposes, EDA retains the right to pursue appropriate enforcement action in accord with the Standard Terms and Conditions of the Award, including suspension of disbursements and termination of the award for convenience or cause, which may include the establishment of a debt requiring the Recipient to reimburse EDA.
16. **FREEDOM OF INFORMATION ACT (FOIA):** EDA is responsible for meeting its Freedom of Information Act (FOIA) (5 U.S.C. § 522) responsibilities for its records. Department of Commerce regulations at 15 C.F.R. Part 4 set forth the requirements and procedures that EDA must follow in order to make the requested material, information, and records publicly available. Unless prohibited by law and to the extent required under the FOIA, contents of applications and other information submitted by applicants may be released in response to a FOIA request. Applicants should be aware that EDA may make certain application information publicly available. Accordingly, the applicant should notify EDA if it believes any application information to be confidential
17. **PERFORMANCE MEASURES:** The Recipient agrees to report on program performance measures and program outcomes in such form and at such intervals as may be prescribed by EDA in compliance with the Government Performance and Results Act (GPRA) of 1993, and the Government Performance and Results Modernization Act of 2010. Recipients are to retain sufficient documentation so that they can submit these



required reports. Failure to submit this required report can adversely impact the ability of the Recipient to secure future funding from EDA.

Performance measures and reporting requirements that apply to program activities funded by this investment will be provided in a separate GPRA information collection document, if applicable. EDA staff will contact Recipients in writing within a reasonable period prior to the time of submission of the reports with information on how this data should be submitted.

18. **REAFFIRMATION OF APPLICATION:** Recipient(s) acknowledges that Recipient's application for this Award may have been submitted to the Government and signed by Recipient(s), or by an authorized representative of Recipient, electronically. Regardless of the means by which Recipient(s) submitted its application to the Government or whether Recipient or an authorized representative of Recipient submitted its application to the Government, the Recipient(s) hereby reaffirms and states that:
- i. All data in said application and documents submitted with the application are true and correct as of the date of this Award and were true and correct as of the date of said submission.
  - ii. Said application was, as of the date of this Award and as of the date of said application, duly authorized as required by local law by the governing body of the Recipient(s) and
  - iii. Recipient confirms that it will comply with the Assurances and Certifications submitted with or attached to said application. The term "application" includes all documentation and any information provided to the Government as part of, and in furtherance to, the request for funding, including submissions made in response to information requested by the Government after submission of the initial application.
19. **RECIPIENT'S DUTY TO REFRAIN FROM EMPLOYING CERTAIN GOVERNMENT EMPLOYEES:** For the two-year period beginning on the date the Government executes this award, the Recipient agrees that it will not employ, offer any office or employment to, or retain for professional services any person who:
- On the date the Government executes this award or within the one-year period ending on that date, served as an officer, attorney, agent, or employee of the Government; and
  - Occupied a position or engaged in activities that the Assistant Secretary determines involved discretion with respect to the Award under PWEDA.
- The two-year period and associated restrictions referenced above also shall apply beginning on the date the Government executes any cost amendment to this award that provides additional funds to the Recipient.
20. **CONFLICT OF INTEREST:** Recipient shall establish and maintain safeguards and policies that prohibit any officer, employee, contractor, member of the board of trustees or other governing board of the Recipient, including but not limited to any other parties that advise, approve, recommend or otherwise participate in the business decisions of the



Recipient, such as agents, advisors, consultants, attorneys, or accountants (collectively an "Interested Party"), from using their position or relationship with the Recipient for any purpose that constitutes a personal or organizational conflict of interest or the appearance thereof. For this purpose, an Interested Party includes the Interested Party's immediate family and other persons directly connected to the Interested Party by law or through a business arrangement.

Recipient must ensure that no Interested Party shall directly or indirectly (a) receive at any time a financial or personal benefit in connection with this Award; (b) own or acquire at any time an equity interest (or otherwise enjoy a beneficial interest) in a business receiving technical assistance supported by this Award; (c) serve in any decision-making capacity in any business receiving technical assistance supported by this Award, including but not limited to serving as a member of the board of directors of such business, prior to the date that is two years after the close out of the Award (an Interested Party may, however, serve as a nonvoting observer of a business receiving technical assistance supported by this Award, provided that the Interested Party does not participate in, or otherwise influence, the management or operation of such business); (d) provide advice, recommendations or other services to a business that receives technical assistance supported by this Award (other than pursuant to the Scope of Work or as an employee or other representative acting on behalf of the Recipient), including but not limited to serving as an officer, employee or consultant of such businesses, prior to the date that is two years after the close out of this Award; or (e) solicit or accept any gift, gratuity, favor, entertainment or other benefit having monetary value for himself or herself or for another person or entity from any person or organization that has received or seeks to receive technical assistance supported by this Award.

Recipient confirms that it has a conflict of interest policy that requires, at a minimum, disclosure, segregation, and independent review of related party transactions, related entity transactions, and any other matter or transaction that would give rise to the appearance or existence of a financial or personal conflict of interest in this Project or involving an Interested Party as defined herein.