

COUNCIL WORK SESSION: 6 P.M.
DOCKS & GRINDER PUMPS DISCUSSION

REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, OCTOBER 15, 2019 7 p.m.
AGENDA

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

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

- 5 REQUESTS AND PRESENTATIONS

Proclamation – Catholic Daughters of the America’s

- 6 CONSENT AGENDA

- 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 Joint Airport Zoning Board
- E. **Resolution 19-52:** Approving Professional Services- Insurance Agent of Record for City of Waseca
- F. Approval of Change Order Requests: Heselton Construction/3rd St Project
- G. **Resolution 19-48:** Approval of Toward Zero Death Grant agreement

- 7 ACTION AGENDA

- A. Miscellaneous Assessments: Public Hearing
- B. **Resolution 19-49:** Adopting Misc. Assessment Roll #19-99 For City Services & Fees
- C. **Resolution 19-50:** Approval of Variance for Garage Addition at 1208 6th St SE

- 8 REPORTS

- A. City Manager’s Report

- B. Commission Reports
- HPC (Tlougan)
 - EDA (Srp, Johnson)
 - Planning Commission (Srp, Arndt)
 - Discover Waseca Tourism (Conrath)

9 ANNOUNCEMENTS

10 ADJOURNMENT

Proclamation

Whereas, The Catholic Daughters of the Americas have dedicated their lives to listening to God and to serving His people since 1903, and

Whereas, The CDA sisterhood gather clothing and food, build shelters, and raise money to care for the poor of their parishes and communities, and

Whereas, Members work tirelessly to seek and promote justice for all and to promote awareness to meet the needs of the poor and marginalized, and

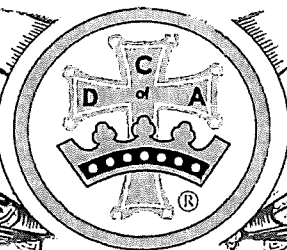
Whereas, Members are dedicated to saving the lives of the unborn and seek to preserve life from its beginning to natural death, and

Whereas, The Catholic Daughters of the Americas have chosen "Speak, Lord, for your servant is listening," (1 Samuel: 3:9) as their theme for this term and will celebrate CDA Sunday on October 20, 2019; therefore, be it

Resolved, That Sunday, October 20, 2019, shall be designated Catholic Daughter Sunday in the City of

Waseca MN, _____

Signed: _____ Date: _____



MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, OCTOBER 1, 2019

6A

CALL TO ORDER/ROLL CALL

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

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

Staff Present: Lee Mattson, City Manager
Ranae Schult, Administrative Assistant
Tim Schroeder, Waseca Police Department

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 Mayor Srp requested the addition of item 5.B. *Proclamation Recognizing the Life of Theodore "Ted" W. Matz*. Ranae Schult, Administrative Assistant, requested the addition of item 6.A., *September 12, 2019, City Council Work Session Minutes*.

It was moved by Arndt, seconded by Conrath, to approve the agenda as amended. Motion carried 7-0.

PUBLIC COMMENT

- 4 None

REQUESTS AND PRESENTATIONS

- 5A **Proclamation – Recognizing National Pregnancy & Infant Loss Awareness Day**

Michele Priebe presented background information on *Infants Remembered In Silence (IRIS)* to the Council.

Mayor Srp read a Proclamation declaring Tuesday, October 15, 2019, *Pregnancy and Infant Loss Remembrance Day In The City of Waseca*.

- 5B **Proclamation – Recognizing the Life of Theodore "Ted" W. Matz**

Mayor Srp read a Proclamation *Recognizing The Life of Theodore "Ted" W. Matz*, who would have celebrated his 100th birthday on September 29, 2019.

CONSENT AGENDA

- 6 It was moved by Arndt, seconded by Rose, to approve the Consent Agenda as presented. The motion carried 7-0, and included the following:
- A. Minutes – City Council Work Session Meeting – September 12, 2019
 - B. Minutes – Regular City Council Meeting – September 17, 2019
 - C. Payroll & Expenditures
 - D. Approval of Contract Payments: TLCF & 3rd Street Projects
 - E. Approval of SMMPA Bonds
 - F. **Resolution 19-47: Setting Public Hearing for Miscellaneous Assessments to October 15, 2019**

ACTION AGENDA

- 7 None

REPORTS

8A **City Manager's Report**

- Economic Development Staff will be hosting a 1 Million Cups event in Waseca at the Public Safety Building later this month. This may lead to the Mankato 1 Million Cups organization hosting more events outside of Mankato.
- More Council budget work sessions will be scheduled for November to review Special Revenues and Enterprise funds.
- With assistance with financing from the Economic Development Authority, Lush Cakes has opened at 930 South State Street.
- The first meeting was held with Mediacom on franchise renewal negotiations, and the possible change of how PEG channel fees will be collected and paid to the City.
- Staff is continuing to work with WSB on the Gaiter Lake project.

8B **Commission Reports**

- Park Board: Councilmember Christiansen
 - Discussion was held on the progress of the Clear Lake Trail project. This item was tabled to the November Park Board meeting.
 - Discussion was held regarding a possible DNR matching grant for tree replacement due to Emerald Ash Borer.
 - The Doodle Bug Trail project has been rescheduled to next year.
 - The grand opening for the *Music Garden* was held September 25th. It was very well received.
 - Maplewood Park is closed for the month of October in preparation for the *Sinister Forest*, held the weekends of October 18th and 25th.

- Fire Relief: Councilmember Conrath
 - Work is continuing on the by-laws.
 - Looking for someone from the Fire Department to accept the position of an Event Coordinator.
 - Discussions are being held to determine the next equipment purchases.
- Airport Board: Councilmember Rose
 - No Airport Board meeting was held in October.

ANNOUNCEMENTS

9 The following miscellaneous announcements were made by Councilmembers:

- Mayor Srp:
 - The Veteran's Memorial dedication was held Saturday, September 28th. The memorial is beautiful.
- Councilmember Arndt:
 - The Sinister Forest event is looking for volunteers to assist with the event.
- Councilmember Tloughan:
 - The award ceremony for the Marching Classic was held at the Trowbridge Park Bandstand, and a lot of kids were having a great time at the Music Garden.
 - The Marching Classic event went very well. Thank you to all the 100 plus volunteers and City Staff that were involved to make the event a success.
- Councilmember Rose:
 - Veteran's Memorial dedication was fantastic.
 - Itron will be holding their first open house in 14 years on Saturday, October 5th from 9:00 am – 1:00 p.m.

ADJOURNMENT

10 There being no further business to be brought before the Council, it was moved by Arndt, seconded by Conrath, to adjourn the meeting at 7:23 p.m.; the motion carried 7-0.

R. D. SRP
MAYOR

RANAE SCHULT
ADMINISTRATIVE ASSISTANT

**6B**

LIST OF EXPENDITURES

October 15, 2019



City Council	0.00	
Streets	27,905.56	
Parks	12,920.10	
Wastewater	10,660.37	
Utility Administration	4,572.46	
Utility Billing	7,426.90	
Electric	13,465.02	
Water	6,206.25	
Building and Code Compliance	2,882.21	
Police	55,601.70	
Administration	4,440.31	
Community Aides	960.75	
Fire	7,596.40	
Paid On Call Fire Department	3,944.90	
Election Judges	0.00	
PEG	0.00	
Finance	9,544.85	
Connections	4,276.52	
Community Development	4,907.34	
Engineering	15,006.28	
Recreation	2,607.74	
Econ Development	<u>2,607.74</u>	
 Total Gross Payroll	 197,533.40	
 *Less- Payroll Deductions	 <u>(67,723.51)</u>	
 Net Payroll Cost		\$ 129,809.89

*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:
September 27, 2019-October 10, 2019
Includes check #'s 154199-154257
Bank ACH Withdrawals.....1,030,263.55

GRAND TOTAL EXPENDITURES \$ 1,160,073.44

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
General Fund						
10/10/2019	20190865	Innovative Office Supply	Office Supplies	101-13220-0000	13.00	
	Total 101132200000:				13.00	
10/10/2019	154233	MN Sales and Use Tax Payable	September Sales Tax Payable	101-20210-0000	495.09	
	Total 101202100000:				495.09	
10/10/2019	101907	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 10/6/2019	101-21701-0000	18,473.57	M
	Total 101217010000:				18,473.57	
10/10/2019	101903	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 10/6/2019	101-21702-0000	8,886.38	M
	Total 101217020000:				8,886.38	
10/10/2019	101907	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 10/6/2019	101-21703-0000	8,175.89	M
10/10/2019	101907	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 10/6/2019	101-21703-0000	8,175.89	M
	Total 101217030000:				16,351.78	
10/10/2019	101904	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 10/6/2019	101-21704-0000	1,305.26	M
10/10/2019	101904	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 10/6/2019	101-21704-0000	8,484.12	M
10/10/2019	101904	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 10/6/2019	101-21704-0000	6,542.72	M
10/10/2019	101904	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 10/6/2019	101-21704-0000	8,484.12	M
10/10/2019	101904	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 10/6/2019	101-21704-0000	9,814.09	M
	Total 101217040000:				34,630.31	
10/10/2019	154221	IBEW	IBEW UNION DUES Pay Period: 10/6/2019	101-21707-0000	315.28	
10/10/2019	154222	IUOE Local #70	FIRE UNION DUES Pay Period: 10/6/2019	101-21707-0000	128.28	
10/10/2019	154222	IUOE Local #70	IUOE UNION DUES Pay Period: 10/6/2019	101-21707-0000	649.08	
10/10/2019	154226	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 10/6/2019	101-21707-0000	612.00	
	Total 101217070000:				1,704.64	
10/10/2019	20190860	Greater Mankato Area United Way	UNITED WAY Pay Period: 10/6/2019	101-21708-0000	15.00	
	Total 101217080000:				15.00	
10/10/2019	154231	MN Life	October Life Insurance	101-21710-0000	160.50	
	Total 101217100000:				160.50	
10/10/2019	101907	ACH Internal Revenue Service	MEDICARE Pay Period: 10/6/2019	101-21712-0000	2,677.42	M
10/10/2019	101907	ACH Internal Revenue Service	MEDICARE Pay Period: 10/6/2019	101-21712-0000	2,677.42	M
	Total 101217120000:				5,354.84	
10/10/2019	101909	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 10/6/2019	101-21713-0000	985.00	M
10/10/2019	101909	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 10/6/2019	101-21713-0000	495.00	M
	Total 101217130000:				1,480.00	
10/10/2019	101906	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 10/6/2019	101-21714-0000	415.00	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101217140000:					415.00	
10/10/2019	101910	Further	HSA DEDUCTION Pay Period: 10/6/2019	101-21716-0000	442.84	M
Total 101217160000:					442.84	
10/10/2019	101905	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 10/6/2019	101-21717-0000	1,220.57	M
Total 101217170000:					1,220.57	
10/10/2019	101908	Delta Dental	DENTAL EE + SPOUSE Pay Period: 10/6/2019	101-21719-0000	346.20	M
10/10/2019	101908	Delta Dental	DENTAL SINGLE Employee Pay Period: 10/6/2019	101-21719-0000	506.70	M
10/10/2019	101908	Delta Dental	DENTAL FAMILY Employee Pay Period: 10/6/2019	101-21719-0000	1,217.70	M
10/10/2019	101908	Delta Dental	Ziemke Cobra	101-21719-0000	28.15	M
10/10/2019	101908	Delta Dental	Krause	101-21719-0000	28.15	M
10/10/2019	154215	Fidelity Security Life	Ziemke Cobra	101-21719-0000	6.99	
Total 101217190000:					2,133.89	
10/10/2019	154215	Fidelity Security Life	VISION FAMILY Employee Pay Period: 10/6/2019	101-21722-0000	54.54	
10/10/2019	154215	Fidelity Security Life	VISION SINGLE Employee Pay Period: 10/6/2019	101-21722-0000	34.95	
10/10/2019	154215	Fidelity Security Life	VISION + ONE Employee Pay Period: 10/6/2019	101-21722-0000	36.72	
10/10/2019	154215	Fidelity Security Life	Krause	101-21722-0000	6.99	
Total 101217220000:					133.20	
10/10/2019	154229	MN Department of Labor & Industry	3rd Qtr Bldg permit surcharge to state	101-32280-0000	5,226.39	
Total 101322800000:					5,226.39	
10/10/2019	154257	Ytuarte, Diane	Park reservation refund	101-34785-0000	67.50	
Total 101347850000:					67.50	
10/10/2019	20190883	Rose, AI	Technology Reimbursement	101-41110-3200	397.09	
Total 101411103200:					397.09	
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-41320-1310	286.50	M
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-41320-1310	256.59	M
Total 101413201310:					543.09	
10/10/2019	154231	MN Life	October Life Insurance	101-41320-1330	28.87	
10/10/2019	154231	MN Life	October Life Insurance	101-41320-1330	3.47	
Total 101413201330:					32.34	
10/10/2019	154209	City of Waseca	Petty cash reimb	101-41320-2000	3.73	
Total 101413202000:					3.73	
10/10/2019	154210	Coborn's	Census Complete Count Committee	101-41320-2170	65.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101413202170:					65.00
10/10/2019	154232	MN Recreation & Park Association	MRPA seminar	101-41320-3300	50.00
Total 101413203300:					50.00
10/10/2019	20190846	APG Media of So MN LLC	Yearly Subscription	101-41320-4330	57.00
Total 101413204330:					57.00
10/10/2019	20190890	Waseca Area Chamber of Commerce	Employee Recognition	101-41320-4930	50.00
Total 101413204930:					50.00
10/10/2019	154208	Cintas Corporation	First aid cabinet supplies	101-41320-4940	36.35
10/10/2019	154208	Cintas Corporation	First aid cabinet supplies	101-41320-4940	78.67
10/10/2019	154208	Cintas Corporation	First aid cabinet supplies	101-41320-4940	38.84
10/10/2019	154208	Cintas Corporation	First aid cabinet supplies	101-41320-4940	51.39
10/10/2019	154240	South Central College	Safety Program	101-41320-4940	1,260.00
Total 101413204940:					1,465.25
10/10/2019	20190844	A. H. Hermel Company	Pop for vending machine	101-41320-4945	36.38
10/10/2019	20190844	A. H. Hermel Company	Pop for vending machine	101-41320-4945	53.94
10/10/2019	20190844	A. H. Hermel Company	Pop for vending machine	101-41320-4945	54.27
Total 101413204945:					144.59
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-41500-1310	1,333.68 M
Total 101415001310:					1,333.68
10/10/2019	154231	MN Life	October Life Insurance	101-41500-1330	44.53
Total 101415001330:					44.53
10/10/2019	154211	Coborn's	Health & Wellness	101-41500-2200	2.79
Total 101415002200:					2.79
10/10/2019	154219	Hildi Inc	Actuarial Valuation	101-41500-3000	2,000.00
10/10/2019	20190889	U.S. Bank - CC	GFOA Certification of Achievement for Excellence App	101-41500-3000	460.00
Total 101415003000:					2,460.00
10/10/2019	20190858	Fischer, Alicia	Mileage to and from GFOA Conference	101-41500-3300	235.48
10/10/2019	20190889	U.S. Bank - CC	Civic System room refund	101-41500-3300	99.99-
10/10/2019	20190889	U.S. Bank - CC	Civic System room refund	101-41500-3300	99.99-
10/10/2019	20190889	U.S. Bank - CC	Meal while at Symposium	101-41500-3300	60.01
10/10/2019	20190889	U.S. Bank - CC	Lodging while at Symposium-Larson	101-41500-3300	277.75
10/10/2019	20190889	U.S. Bank - CC	Lodging while at Symposium-Lang	101-41500-3300	277.75
10/10/2019	20190889	U.S. Bank - CC	Meal while at Symposium	101-41500-3300	21.49
Total 101415003300:					672.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/10/2019	20190872	Larson, Kristy	Mileage to and from Symposium	101-41500-3350	247.08
Total 101415003350:					247.08
10/10/2019	20190846	APG Media of So MN LLC	Spec Asmt Notice	101-41500-3400	117.00
Total 101415003400:					117.00
10/10/2019	20190870	Kennedy & Kennedy Law Office	September Legal Fees	101-41600-3000	60.00
Total 101416003000:					60.00
10/10/2019	20190880	Pantheon Computer Systems Inc.	PC for PD	101-41920-2050	813.90
Total 101419202050:					813.90
10/10/2019	20190880	Pantheon Computer Systems Inc.	Credit for Microsoft licenses	101-41920-3100	315.00-
Total 101419203100:					315.00-
10/10/2019	20190865	Innovative Office Supply	Office Supplies	101-41940-2000	31.32
Total 101419402000:					31.32
10/10/2019	20190844	A. H. Hermel Company	Coffee for break room	101-41940-2170	33.11
10/10/2019	20190844	A. H. Hermel Company	Coffee for break room	101-41940-2170	122.71
10/10/2019	20190844	A. H. Hermel Company	Coffee for break room	101-41940-2170	29.91
10/10/2019	20190889	U.S. Bank - CC	Back up keys for City Hall Front Door	101-41940-2170	19.84
10/10/2019	20190889	U.S. Bank - CC	Coffee Creamer for Breakroom	101-41940-2170	12.56
10/10/2019	20190889	U.S. Bank - CC	Paint supplies	101-41940-2170	3.22
Total 101419402170:					221.35
10/10/2019	154209	City of Waseca	Petty cash reimb	101-41940-2230	7.29
Total 101419402230:					7.29
10/10/2019	154207	Cintas Corporation	Floor mat	101-41940-3100	84.24
10/10/2019	20190855	Culligan	RO lease	101-41940-3100	28.95
10/10/2019	154235	Protection Systems Inc	Fire Alarm System Inspection	101-41940-3100	770.00
10/10/2019	20190885	ServiceMaster of Mankato/Waseca	Janitorial Services	101-41940-3100	1,556.00
10/10/2019	20190894	Waste Management of Southern MN	September Service	101-41940-3100	181.44
Total 101419403100:					2,620.63
10/10/2019	101913	Centerpoint Energy	Monthly Billing	101-41940-3800	17.11 M
10/10/2019	101912	City of Waseca	September Utilities	101-41940-3800	1,542.49 M
Total 101419403800:					1,559.60
10/10/2019	154203	Builders First Source Inc	wall repair	101-41940-4000	91.50
Total 101419404000:					91.50
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-41950-1310	757.98 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101419501310:					757.98
10/10/2019	154231	MN Life	October Life Insurance	101-41950-1330	30.19
Total 101419501330:					30.19
10/10/2019	154253	Waseca County Recorder	Copy or Recorded Doc	101-41950-3000	1.00
Total 101419503000:					1.00
10/10/2019	20190846	APG Media of So MN LLC	Planning Commission	101-41950-3400	63.38
Total 101419503400:					63.38
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-42100-1310	6,885.96 M
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-42100-1310	323.60 M
Total 101421001310:					7,209.56
10/10/2019	154231	MN Life	October Life Insurance	101-42100-1330	330.00
Total 101421001330:					330.00
10/10/2019	20190865	Innovative Office Supply	Office Supplies	101-42100-2000	106.89
Total 101421002000:					106.89
10/10/2019	154251	Waseca County Highway Department	Monthly billing	101-42100-2120	2,135.08
Total 101421002120:					2,135.08
10/10/2019	154209	City of Waseca	Petty cash reimb	101-42100-2170	28.26
10/10/2019	20190889	U.S. Bank - CC	Covert surveillance cameras	101-42100-2170	68.06
10/10/2019	20190889	U.S. Bank - CC	Automotive supplies	101-42100-2170	4.97
10/10/2019	20190889	U.S. Bank - CC	Gun Cleaning supplies	101-42100-2170	35.96
10/10/2019	20190889	U.S. Bank - CC	Office Supplies	101-42100-2170	31.98
10/10/2019	20190892	Waseca Hardware LLC	Parts & Supplies	101-42100-2170	8.38
Total 101421002170:					177.61
10/10/2019	154209	City of Waseca	Petty cash reimb	101-42100-2180	115.22
10/10/2019	20190861	Gruenhagen, Elizabeth	Uniform Allowance	101-42100-2180	197.94
10/10/2019	20190875	Markeson, Kris	Uniform Allowance	101-42100-2180	199.33
10/10/2019	20190888	Streicher's	uniform expense	101-42100-2180	316.94
10/10/2019	20190888	Streicher's	uniform expense	101-42100-2180	83.97
Total 101421002180:					913.40
10/10/2019	20190856	Emergency Automotive Technologies Inc.	safety equipment	101-42100-2190	2,343.86
10/10/2019	20190889	U.S. Bank - CC	Swat supplies	101-42100-2190	381.70
10/10/2019	20190889	U.S. Bank - CC	Swat supplies	101-42100-2190	692.70
Total 101421002190:					3,418.26
10/10/2019	154099	Driver and Vehicle Services	DMV expense	101-42100-3000	11.00- V

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/10/2019	154213	Driver and Vehicle Services	DMV Expense	101-42100-3000	14.25
10/10/2019	20190889	U.S. Bank - CC	Shipping for 8 reflex sights	101-42100-3000	6.90
10/10/2019	20190889	U.S. Bank - CC	Shipping for 8 reflex sights	101-42100-3000	17.77
Total 101421003000:					27.92
10/10/2019	154202	Bock's Service Inc.	Bock's	101-42100-3100	65.00
10/10/2019	154204	Bureau of Crim Apprehension	CJDN access fee	101-42100-3100	270.00
10/10/2019	154207	Cintas Corporation	Floor mats	101-42100-3100	14.29
10/10/2019	154207	Cintas Corporation	Floor Mats	101-42100-3100	14.29
10/10/2019	154209	City of Waseca	Petty cash reimb	101-42100-3100	20.00
10/10/2019	20190885	ServiceMaster of Mankato/Waseca	Janitorial Services	101-42100-3100	423.81
10/10/2019	154243	Thomson Reuters - West	Information Charges	101-42100-3100	242.55
10/10/2019	20190894	Waste Management of Southern MN	September Service	101-42100-3100	57.54
Total 101421003100:					1,107.48
10/10/2019	101914	Verizon Wireless	Monthly Billing	101-42100-3200	1,019.24 M
10/10/2019	101914	Verizon Wireless	Monthly Billing	101-42100-3200	42.82 M
Total 101421003200:					1,062.06
10/10/2019	20190889	U.S. Bank - CC	DMT Recertification	101-42100-3300	75.00
10/10/2019	20190889	U.S. Bank - CC	Lunch while at training	101-42100-3300	31.67
10/10/2019	20190889	U.S. Bank - CC	Lunch while at training	101-42100-3300	7.84
10/10/2019	20190889	U.S. Bank - CC	Lunch while at training	101-42100-3300	7.84
10/10/2019	20190889	U.S. Bank - CC	Fuel to get to and from Training	101-42100-3300	57.06
10/10/2019	20190889	U.S. Bank - CC	Lunch while at training	101-42100-3300	8.27
10/10/2019	20190889	U.S. Bank - CC	Lunch while at training	101-42100-3300	8.37
10/10/2019	20190889	U.S. Bank - CC	Fuel to get to and from Conference	101-42100-3300	33.70
Total 101421003300:					229.75
10/10/2019	20190889	U.S. Bank - CC	Forms	101-42100-3500	33.00
Total 101421003500:					33.00
10/10/2019	101912	City of Waseca	September Utilities	101-42100-3800	869.33 M
Total 101421003800:					869.33
10/10/2019	154200	Ancom Communications Inc	Radio batteries	101-42100-4040	583.00
10/10/2019	154256	WatchGuard Video	radio equipment	101-42100-4040	705.00
Total 101421004040:					1,288.00
10/10/2019	20190889	U.S. Bank - CC	Annual Newspaper subscription	101-42100-4330	49.40
Total 101421004330:					49.40
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-42200-1310	1,380.86 M
Total 101422001310:					1,380.86
10/10/2019	154231	MN Life	October Life Insurance	101-42200-1330	49.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422001330:					49.50
10/10/2019	154251	Waseca County Highway Department	Monthly billing	101-42200-2120	163.46
Total 101422002120:					163.46
10/10/2019	20190850	Central Fire Protection Inc.	Fire extinguisher	101-42200-2160	31.00
10/10/2019	20190850	Central Fire Protection Inc.	Fire extinguishers	101-42200-2160	31.00
Total 101422002160:					62.00
10/10/2019	20190889	U.S. Bank - CC	Cleaning supplies	101-42200-2170	21.47
10/10/2019	20190889	U.S. Bank - CC	Equipment labels	101-42200-2170	129.57
Total 101422002170:					151.04
10/10/2019	20190867	Jefferson Fire & Safety Inc	FIRE GLOVES	101-42200-2180	606.92
Total 101422002180:					606.92
10/10/2019	20190878	Napa Auto Parts	Parts	101-42200-2210	6.11
Total 101422002210:					6.11
10/10/2019	154199	American Test Center Inc.	Annual Safety inspection	101-42200-2240	575.00
Total 101422002240:					575.00
10/10/2019	154207	Cintas Corporation	Floor mats	101-42200-3100	14.29
10/10/2019	154207	Cintas Corporation	Floor Mats	101-42200-3100	14.29
10/10/2019	20190885	ServiceMaster of Mankato/Waseca	Janitorial Services	101-42200-3100	423.82
10/10/2019	20190894	Waste Management of Southern MN	September Service	101-42200-3100	57.54
Total 101422003100:					509.94
10/10/2019	101914	Verizon Wireless	Monthly Billing	101-42200-3200	47.82 M
Total 101422003200:					47.82
10/10/2019	101912	City of Waseca	September Utilities	101-42200-3800	869.33 M
10/10/2019	101912	City of Waseca	September Utilities	101-42200-3800	46.28 M
Total 101422003800:					915.61
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-42400-1310	513.18 M
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-42400-1310	116.99 M
Total 101424001310:					630.17
10/10/2019	154231	MN Life	October Life Insurance	101-42400-1330	5.45
10/10/2019	154231	MN Life	October Life Insurance	101-42400-1330	16.50
Total 101424001330:					21.95
10/10/2019	20190852	City Building Inspection Services LLC	building inpsctions	101-42400-3000	7,779.12

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101424003000:					7,779.12
10/10/2019	20190873	Lenz Lawn Care & Landscaping Inc.	Mow-woodville Meadows	101-42400-3100	45.00
Total 101424003100:					45.00
10/10/2019	101914	Verizon Wireless	Monthly Billing	101-42400-3200	25.36 M
Total 101424003200:					25.36
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-43000-1310	120.53 M
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-43000-1310	1,116.44 M
Total 101430001310:					1,236.97
10/10/2019	154231	MN Life	October Life Insurance	101-43000-1330	5.61
10/10/2019	154231	MN Life	October Life Insurance	101-43000-1330	74.74
Total 101430001330:					80.35
10/10/2019	154251	Waseca County Highway Department	Monthly billing	101-43000-2120	76.02
Total 101430002120:					76.02
10/10/2019	101914	Verizon Wireless	Monthly Billing	101-43000-3200	42.82 M
Total 101430003200:					42.82
10/10/2019	154244	Troxler Electronic Laboratories Inc.	Leak test refill pack	101-43000-4040	126.64
Total 101430004040:					126.64
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-43100-1310	1,943.21 M
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-43100-1310	33.91 M
Total 101431001310:					1,977.12
10/10/2019	154231	MN Life	October Life Insurance	101-43100-1330	89.10
10/10/2019	154231	MN Life	October Life Insurance	101-43100-1330	1.65
Total 101431001330:					90.75
10/10/2019	20190889	U.S. Bank - CC	Printer Ink	101-43100-2000	100.97
Total 101431002000:					100.97
10/10/2019	154212	Condon Farm Service	Propane for paver	101-43100-2120	27.70
10/10/2019	20190862	H & J Fuel Inc	Fuel	101-43100-2120	1,336.50
10/10/2019	154251	Waseca County Highway Department	Monthly billing	101-43100-2120	4,632.15
10/10/2019	154251	Waseca County Highway Department	Monthly billing	101-43100-2120	15.00
10/10/2019	154251	Waseca County Highway Department	Monthly billing	101-43100-2120	420.09
Total 101431002120:					6,431.44
10/10/2019	154203	Builders First Source Inc	rebar	101-43100-2170	79.90

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/10/2019	20190855	Culligan	Culligan Water	101-43100-2170	29.95
10/10/2019	20190855	Culligan	Culligan Water	101-43100-2170	18.75
10/10/2019	20190863	Holtmeier Construction Inc.	Crushed Rock	101-43100-2170	461.26
10/10/2019	20190866	James Brothers Construction Inc.	sand	101-43100-2170	138.12
10/10/2019	20190889	U.S. Bank - CC	Labeling-SDS stickers	101-43100-2170	200.34
10/10/2019	20190889	U.S. Bank - CC	Safety Glasses	101-43100-2170	44.89
10/10/2019	154252	Waseca County Landfill	Brush	101-43100-2170	30.00
10/10/2019	20190892	Waseca Hardware LLC	Parts & Supplies	101-43100-2170	20.93
Total 101431002170:					1,024.14
10/10/2019	154214	Ferguson Enterprises Inc	misc pipe & elbows	101-43100-2171	711.20
Total 101431002171:					711.20
10/10/2019	154248	W W Blacktopping Inc.	Street Enhancement- 10th St NE	101-43100-2172	8,432.30
Total 101431002172:					8,432.30
10/10/2019	20190845	AmeriPride Services Inc	uniform-service	101-43100-2180	194.77
10/10/2019	20190845	AmeriPride Services Inc	uniform-service	101-43100-2180	190.25
10/10/2019	20190845	AmeriPride Services Inc	uniform-service	101-43100-2180	190.05
10/10/2019	20190845	AmeriPride Services Inc	uniform-service	101-43100-2180	190.05
Total 101431002180:					765.12
10/10/2019	20190885	ServiceMaster of Mankato/Waseca	janitorial service-Streets	101-43100-3100	286.00
10/10/2019	20190894	Waste Management of Southern MN	September Service	101-43100-3100	150.10
Total 101431003100:					436.10
10/10/2019	20190889	U.S. Bank - CC	Fall Maintenance Expo-10 workers	101-43100-3300	300.00
Total 101431003300:					300.00
10/10/2019	101913	Centerpoint Energy	Monthly Billing	101-43100-3800	118.28 M
10/10/2019	101912	City of Waseca	September Utilities	101-43100-3800	46.27 M
10/10/2019	101912	City of Waseca	September Utilities	101-43100-3800	771.08 M
Total 101431003800:					935.63
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-43125-1310	503.80 M
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-43125-1310	33.91 M
Total 101431251310:					537.71
10/10/2019	154231	MN Life	October Life Insurance	101-43125-1330	23.10
10/10/2019	154231	MN Life	October Life Insurance	101-43125-1330	1.65
Total 101431251330:					24.75
10/10/2019	154241	Stantec Consulting Services Inc	Wetland Delineatin for Snow Storage	101-43125-3100	8,921.02
Total 101431253100:					8,921.02
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-43170-1310	107.96 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101431701310:					107.96
10/10/2019	154231	MN Life	October Life Insurance	101-43170-1330	4.95
Total 101431701330:					4.95
10/10/2019	101912	City of Waseca	September Utilities	101-43170-3800	177.64 M
Total 101431703800:					177.64
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-43220-1310	179.93 M
Total 101432201310:					179.93
10/10/2019	154231	MN Life	October Life Insurance	101-43220-1330	8.25
Total 101432201330:					8.25
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-45130-1310	283.60 M
Total 101451301310:					283.60
10/10/2019	154231	MN Life	October Life Insurance	101-45130-1330	19.80
Total 101451301330:					19.80
10/10/2019	20190865	Innovative Office Supply	Office Supplies	101-45130-2000	1.93
Total 101451302000:					1.93
10/10/2019	154251	Waseca County Highway Department	Monthly billing	101-45130-2120	25.32
Total 101451302120:					25.32
10/10/2019	20190878	Napa Auto Parts	Parts	101-45130-2170	14.95
10/10/2019	20190889	U.S. Bank - CC	Water park boiler supplies	101-45130-2170	19.04
Total 101451302170:					33.99
10/10/2019	20190844	A. H. Hermel Company	Soap	101-45130-2175	74.16
Total 101451302175:					74.16
10/10/2019	20190844	A. H. Hermel Company	Concession Supplies	101-45130-2500	102.07
10/10/2019	20190844	A. H. Hermel Company	Credit for water park concessions	101-45130-2500	28.65-
10/10/2019	20190844	A. H. Hermel Company	credit for water park concessions	101-45130-2500	48.24-
Total 101451302500:					25.18
10/10/2019	154228	Martin-McAllister	Conference	101-45130-3000	300.00
10/10/2019	154252	Waseca County Landfill	Landfill fees	101-45130-3000	3.00
Total 101451303000:					303.00
10/10/2019	20190894	Waste Management of Southern MN	Garbage service with overage charge	101-45130-3100	52.46

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101451303100:					52.46
10/10/2019	154232	MN Recreation & Park Association	MRPA seminar	101-45130-3300	35.00
10/10/2019	20190889	U.S. Bank - CC	SMRPA meeting lunch	101-45130-3300	11.32
10/10/2019	20190889	U.S. Bank - CC	Annual Conference-McKay	101-45130-3300	395.00
Total 101451303300:					441.32
10/10/2019	20190889	U.S. Bank - CC	Parking for McAllister meeting	101-45130-3350	23.00
Total 101451303350:					23.00
10/10/2019	101912	City of Waseca	September Utilities	101-45130-3800	4,732.59 M
Total 101451303800:					4,732.59
10/10/2019	20190853	Connors Plumbing & Heating Inc.	Irrigation Repair	101-45130-4000	695.23
10/10/2019	20190853	Connors Plumbing & Heating Inc.	small boiler repair	101-45130-4000	1,140.00
10/10/2019	20190892	Waseca Hardware LLC	Parts & Supplies	101-45130-4000	20.76
Total 101451304000:					1,855.99
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-45200-1310	1,282.00 M
10/10/2019	101901	Further	VEBA/HSA submittal Oct	101-45200-1310	70.90 M
Total 101452001310:					1,352.90
10/10/2019	154231	MN Life	October Life Insurance	101-45200-1330	74.25
10/10/2019	154231	MN Life	October Life Insurance	101-45200-1330	4.95
Total 101452001330:					79.20
10/10/2019	154251	Waseca County Highway Department	Monthly billing	101-45200-2120	421.77
Total 101452002120:					421.77
10/10/2019	154201	Auto Value Waseca	Parts	101-45200-2170	34.65
10/10/2019	20190855	Culligan	Culligan Water	101-45200-2170	31.00
10/10/2019	20190878	Napa Auto Parts	Parts	101-45200-2170	90.93
10/10/2019	154237	Red Feather Paper Company	Restroom Toilet Tissue	101-45200-2170	115.50
10/10/2019	154252	Waseca County Landfill	Landfill Fees - Brush	101-45200-2170	180.00
Total 101452002170:					452.08
10/10/2019	20190873	Lenz Lawn Care & Landscaping Inc.	TLCF Sprinkler Head	101-45200-2230	171.20
10/10/2019	20190878	Napa Auto Parts	Parts	101-45200-2230	26.70
Total 101452002230:					197.90
10/10/2019	20190878	Napa Auto Parts	Parts	101-45200-2280	7.51
10/10/2019	20190892	Waseca Hardware LLC	Parts & Supplies	101-45200-2280	325.00
Total 101452002280:					332.51
10/10/2019	154216	First Source Solutions	Drug Screen	101-45200-3100	52.20

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
10/10/2019	20190868	Jobs Plus Inc.	City Parks - September Cleaning	101-45200-3100	1,014.75	
10/10/2019	20190894	Waste Management of Southern MN	September Parks - Waste Management	101-45200-3100	978.73	
Total 101452003100:					2,045.68	
10/10/2019	101911	Mediacom	TLCF Internet	101-45200-3200	160.98	M
Total 101452003200:					160.98	
10/10/2019	20190889	U.S. Bank - CC	MN Park and Rec Annual Conference-DuShaw	101-45200-3300	350.00	
10/10/2019	20190889	U.S. Bank - CC	Tree Inspect Recert Course	101-45200-3300	100.00	
10/10/2019	20190889	U.S. Bank - CC	Tree Inspect electronic Recert-Gunderman	101-45200-3300	85.00	
Total 101452003300:					535.00	
10/10/2019	101913	Centerpoint Energy	Monthly Billing	101-45200-3800	16.80	M
10/10/2019	101913	Centerpoint Energy	Monthly Billing	101-45200-3800	28.99	M
10/10/2019	101912	City of Waseca	September Utilities	101-45200-3800	476.58	M
Total 101452003800:					522.37	
10/10/2019	154203	Builders First Source Inc	Concrete mis of Oak Park	101-45200-4000	48.54	
10/10/2019	154203	Builders First Source Inc	Library back entrance	101-45200-4000	30.13	
10/10/2019	154230	MN Department of Natural Resources-O	DNR Permit	101-45200-4000	300.00	
10/10/2019	154236	Recreation Supply Co. Inc.	Clear Lake Beach Buoys	101-45200-4000	854.86	
10/10/2019	20190889	U.S. Bank - CC	Garden Fencing and Posts	101-45200-4000	165.33	
10/10/2019	20190893	Waseca Sand & Gravel Inc.	NEP Playground Equip footings	101-45200-4000	247.50	
Total 101452004000:					1,646.36	
10/10/2019	20190871	Kramer, Jason	Chain Saw Sharpening	101-45200-4040	29.00	
10/10/2019	20190895	Zarnoth Brush Works Inc.	park toro broom	101-45200-4040	716.00	
Total 101452004040:					745.00	
10/10/2019	154255	Waseca Rent N Save	Auger for bobcat	101-45200-4100	113.40	
Total 101452004100:					113.40	
10/10/2019	20190885	ServiceMaster of Mankato/Waseca	Monthly Janitorial	101-45500-3100	790.00	
10/10/2019	20190894	Waste Management of Southern MN	Library service	101-45500-3100	33.53	
Total 101455003100:					823.53	
10/10/2019	101912	City of Waseca	September Utilities	101-45500-3800	919.00	M
Total 101455003800:					919.00	
10/10/2019	20190853	Connors Plumbing & Heating Inc.	Repairs and Maintenance toilet sensors	101-45500-4000	166.60	
Total 101455004000:					166.60	
Total General Fund:					193,877.31	
Airport						
10/10/2019	154202	Bock's Service Inc.	Fuel for Airport Mower	230-49810-2170	30.02	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/10/2019	154207	Cintas Corporation	Floor mat service credit for a day of no service but charg	230-49810-2170	3.84
Total 230498102170:					33.86
10/10/2019	154206	CenturyLink	Airport service	230-49810-3200	2.95
Total 230498103200:					2.95
10/10/2019	101913	Centerpoint Energy	Monthly Billing	230-49810-3800	15.00 M
10/10/2019	101912	City of Waseca	September Utilities	230-49810-3800	67.21 M
Total 230498103800:					82.21
10/10/2019	20190892	Waseca Hardware LLC	Parts & Supplies	230-49810-4000	71.89
Total 230498104000:					71.89
10/10/2019	20190847	APX Construction Group LLC	Airport Hangar Payment No. 7	230-49810-5200	13,635.45
Total 230498105200:					13,635.45
Total Airport:					13,826.36
Economic Development-General f					
10/10/2019	101901	Further	VEBA/HSA submittal Oct	261-46700-1310	256.59 M
Total 261467001310:					256.59
10/10/2019	154231	MN Life	October Life Insurance	261-46700-1330	4.13
Total 261467001330:					4.13
10/10/2019	20190865	Innovative Office Supply	Office Supplies	261-46700-2170	174.58
Total 261467002170:					174.58
10/10/2019	20190889	U.S. Bank - CC	UCC filing for Luch Cakes	261-46700-3000	20.00
Total 261467003000:					20.00
10/10/2019	20190889	U.S. Bank - CC	Conference-Sandholm	261-46700-3300	75.00
10/10/2019	20190889	U.S. Bank - CC	Lodging while at conference-Sandholm	261-46700-3300	122.76
Total 261467003300:					197.76
Total Economic Development-General f:					653.06
Police Special Revenue Fund					
10/10/2019	20190889	U.S. Bank - CC	Beverages for promoting peace conference	278-46350-3000	77.21
10/10/2019	20190889	U.S. Bank - CC	Clicker and promoting peace supplies	278-46350-3000	52.91
Total 278463503000:					130.12
Total Police Special Revenue Fund:					130.12

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Safe Haven Grant						
10/10/2019	101901	Further	VEBA/HSA submittal Oct	279-46350-1310	323.60	M
Total 279463501310:					323.60	
10/10/2019	154231	MN Life	October Life Insurance	279-46350-1330	33.00	
Total 279463501330:					33.00	
10/10/2019	20190889	U.S. Bank - CC	Items for crafts for Connections	279-46350-2170	176.57	
Total 279463502170:					176.57	
10/10/2019	101914	Verizon Wireless	Monthly Billing	279-46350-3200	42.82	M
Total 279463503200:					42.82	
Total Safe Haven Grant:					575.99	
Firefighter's Relief						
10/10/2019	154254	Waseca Fire Relief Association	2019 Pension Allocation	280-49070-1240	13,508.76	
10/10/2019	154254	Waseca Fire Relief Association	2019 State Aid Fire	280-49070-1240	58,352.98	
Total 280490701240:					71,861.74	
Total Firefighter's Relief:					71,861.74	
Capital Improvement						
10/10/2019	20190882	Restoration Services Inc	Block Repairs Water Park	430-43010-5260	9,500.00	
Total 430430105260:					9,500.00	
10/10/2019	20190864	IFACS	ice rink bolts	430-43010-5320	403.25	
Total 430430105320:					403.25	
10/10/2019	20190846	APG Media of So MN LLC	3rd St Notices	430-43010-5560	47.60	
10/10/2019	154241	Stantec Consulting Services Inc	Elm Ave Engineering Services	430-43010-5560	4,920.40	
Total 430430105560:					4,968.00	
10/10/2019	20190882	Restoration Services Inc	City Hall Brick Repairs	430-43010-5770	12,710.00	
Total 430430105770:					12,710.00	
10/10/2019	154241	Stantec Consulting Services Inc	HVAC Engineering Evaluation PSB	430-43010-5787	6,249.25	
Total 430430105787:					6,249.25	
Total Capital Improvement:					33,830.50	
HWY 14 Reconstruction						
10/10/2019	154209	City of Waseca	Petty cash reimb	436-43010-5560	6.65	
10/10/2019	154241	Stantec Consulting Services Inc	Kiesler Slope Stabilization	436-43010-5560	3,155.10	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 436430105560:					3,161.75
Total HWY 14 Reconstruction:					3,161.75
Water					
10/10/2019	154233	MN Sales and Use Tax Payable	September Sales Tax Payable	601-20210-0000	1,726.46
Total 601202100000:					1,726.46
10/10/2019	154218	Hawkins Inc	BEF Chemical Well 4	601-49401-2170	504.11
10/10/2019	154218	Hawkins Inc	City Wells Chemicals	601-49401-2170	1,073.29
Total 601494012170:					1,577.40
10/10/2019	20190887	Sportsmans Stop Inc.	Shipping	601-49401-3100	16.60
Total 601494013100:					16.60
10/10/2019	101912	City of Waseca	September Utilities	601-49401-3800	9,214.61 M
Total 601494013800:					9,214.61
10/10/2019	101901	Further	VEBA/HSA submittal Oct	601-49430-1310	354.50 M
10/10/2019	101901	Further	VEBA/HSA submittal Oct	601-49430-1310	1,762.18 M
Total 601494301310:					2,116.68
10/10/2019	154231	MN Life	October Life Insurance	601-49430-1330	16.50
10/10/2019	154231	MN Life	October Life Insurance	601-49430-1330	20.62
Total 601494301330:					37.12
10/10/2019	154251	Waseca County Highway Department	Monthly billing	601-49430-2120	417.35
Total 601494302120:					417.35
10/10/2019	20190892	Waseca Hardware LLC	Parts & Supplies	601-49430-2170	4.74
Total 601494302170:					4.74
10/10/2019	154238	RepNet Inc	Locate supplies	601-49430-2230	88.80
10/10/2019	20190892	Waseca Hardware LLC	Parts & Supplies	601-49430-2230	10.74
Total 601494302230:					99.54
10/10/2019	20190845	AmeriPride Services Inc	uniform service	601-49430-3100	12.84
10/10/2019	20190845	AmeriPride Services Inc	uniform service	601-49430-3100	12.84
10/10/2019	20190859	Gopher State One-Call Inc	Location calls - September	601-49430-3100	56.70
10/10/2019	154247	Utility Consultants Inc	Coliform Testing	601-49430-3100	180.00
Total 601494303100:					262.38
10/10/2019	101914	Verizon Wireless	Monthly Billing	601-49430-3200	40.01 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601494303200:					40.01
10/10/2019	20190854	Core & Main LP	Rigid Freeze Kit	601-49430-4000	3,298.85
10/10/2019	154239	Rick's Major Appliance Repair	Freeze kit repair	601-49430-4000	85.00
10/10/2019	154239	Rick's Major Appliance Repair	Disposal old Freeze kit	601-49430-4000	20.00
Total 601494304000:					3,403.85
10/10/2019	101901	Further	VEBA/HSA submittal Oct	601-49585-1310	107.77 M
10/10/2019	101901	Further	VEBA/HSA submittal Oct	601-49585-1310	314.58 M
Total 601495851310:					422.35
10/10/2019	154231	MN Life	October Life Insurance	601-49585-1330	18.25
Total 601495851330:					18.25
10/10/2019	154209	City of Waseca	Petty cash reimb	601-49585-2000	1.78
Total 601495852000:					1.78
10/10/2019	20190876	MAS Communications Inc.	Answering service - September	601-49585-3200	50.47
10/10/2019	154245	U.S. Postal Service	Postage Address Correction Funds	601-49585-3200	40.00
Total 601495853200:					90.47
10/10/2019	154209	City of Waseca	Petty cash reimb	601-49585-3300	15.31
Total 601495853300:					15.31
10/10/2019	101901	Further	VEBA/HSA submittal Oct	601-49586-1310	34.38 M
10/10/2019	101901	Further	VEBA/HSA submittal Oct	601-49586-1310	171.06 M
Total 601495861310:					205.44
10/10/2019	154231	MN Life	October Life Insurance	601-49586-1330	3.47
10/10/2019	154231	MN Life	October Life Insurance	601-49586-1330	1.98
10/10/2019	154231	MN Life	October Life Insurance	601-49586-1330	2.72
Total 601495861330:					8.17
10/10/2019	20190889	U.S. Bank - CC	Office Supplies	601-49586-2000	17.02
Total 601495862000:					17.02
10/10/2019	20190846	APG Media of So MN LLC	Hydrant Flushing	601-49586-3400	398.40
Total 601495863400:					398.40
10/10/2019	20190880	Pantheon Computer Systems Inc.	Credit for Microsoft licenses	601-49586-4950	45.00-
Total 601495864950:					45.00-
10/10/2019	20190882	Restoration Services Inc	City Hall Brick Repairs	601-49593-5200	4,840.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601495935200:					4,840.00
10/10/2019	20190854	Core & Main LP	replace hydrant parts used	601-49593-5300	2,567.05
Total 601495935300:					2,567.05
Total Water:					27,455.98
Sanitary Sewer					
10/10/2019	101901	Further	VEBA/HSA submittal Oct	602-49470-1310	647.73 M
10/10/2019	101901	Further	VEBA/HSA submittal Oct	602-49470-1310	33.91 M
Total 602494701310:					681.64
10/10/2019	154231	MN Life	October Life Insurance	602-49470-1330	29.70
10/10/2019	154231	MN Life	October Life Insurance	602-49470-1330	1.65
Total 602494701330:					31.35
10/10/2019	20190892	Waseca Hardware LLC	Parts & Supplies	602-49470-2170	2.99
Total 602494702170:					2.99
10/10/2019	20190859	Gopher State One-Call Inc	Location calls - September	602-49470-3100	56.70
Total 602494703100:					56.70
10/10/2019	101914	Verizon Wireless	Monthly Billing	602-49470-3200	40.01 M
10/10/2019	101914	Verizon Wireless	Monthly Billing	602-49470-3200	40.01 M
Total 602494703200:					80.02
10/10/2019	101913	Centerpoint Energy	Monthly Billing	602-49470-3800	16.80 M
10/10/2019	101912	City of Waseca	September Utilities	602-49470-3800	1,347.57 M
Total 602494703800:					1,364.37
10/10/2019	154201	Auto Value Waseca	Parts	602-49470-4020	14.90
10/10/2019	20190854	Core & Main LP	rubber /pvc couplers	602-49470-4020	8.60
10/10/2019	20190881	Quality Flow Systems Inc.	alarm dialer	602-49470-4020	490.03
Total 602494704020:					513.53
10/10/2019	101901	Further	VEBA/HSA submittal Oct	602-49480-1310	265.88 M
Total 602494801310:					265.88
10/10/2019	154231	MN Life	October Life Insurance	602-49480-1330	61.88
Total 602494801330:					61.88
10/10/2019	20190889	U.S. Bank - CC	Office Supplies	602-49480-2000	91.78
10/10/2019	20190889	U.S. Bank - CC	Parts for printer	602-49480-2000	39.99
10/10/2019	20190889	U.S. Bank - CC	Phone Charger	602-49480-2000	26.76

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494802000:					158.53
10/10/2019	154251	Waseca County Highway Department	Monthly billing	602-49480-2120	82.89
Total 602494802120:					82.89
10/10/2019	154218	Hawkins Inc	Chlorine Sulfur Dioxide	602-49480-2170	2,314.00
10/10/2019	154218	Hawkins Inc	Alum	602-49480-2170	5,405.56
10/10/2019	20190889	U.S. Bank - CC	Water and Screen Protector	602-49480-2170	20.40
10/10/2019	20190889	U.S. Bank - CC	Ice	602-49480-2170	15.92
10/10/2019	20190889	U.S. Bank - CC	Flash light	602-49480-2170	19.94
10/10/2019	20190889	U.S. Bank - CC	Phone Case	602-49480-2170	25.38
10/10/2019	20190889	U.S. Bank - CC	Dishwasher Detergent	602-49480-2170	16.97
10/10/2019	20190889	U.S. Bank - CC	Lab supplies	602-49480-2170	3.12
10/10/2019	20190889	U.S. Bank - CC	Lab supplies	602-49480-2170	19.27
10/10/2019	154246	USA Blue Book	Lab supplies	602-49480-2170	430.02
10/10/2019	20190892	Waseca Hardware LLC	Parts & Supplies	602-49480-2170	8.59
Total 602494802170:					8,279.17
10/10/2019	20190891	Waseca Glass Inc.	Exterior Door	602-49480-2210	60.95
Total 602494802210:					60.95
10/10/2019	154241	Stantec Consulting Services Inc	Engineering	602-49480-3000	1,725.75
Total 602494803000:					1,725.75
10/10/2019	154207	Cintas Corporation	Floor mat service credit for a day of no service but charg	602-49480-3100	19.28
10/10/2019	20190874	M & R Electric Inc.	Electrician	602-49480-3100	80.00
10/10/2019	20190879	North Shore Analytical Inc.	Permit testing	602-49480-3100	410.00
10/10/2019	20190885	ServiceMaster of Mankato/Waseca	Janitorial Services	602-49480-3100	350.00
10/10/2019	20190894	Waste Management of Southern MN	Waste Mgmt	602-49480-3100	293.45
Total 602494803100:					1,152.73
10/10/2019	101914	Verizon Wireless	Monthly Billing	602-49480-3200	42.82 M
Total 602494803200:					42.82
10/10/2019	101913	Centerpoint Energy	Monthly Billing	602-49480-3800	238.90 M
10/10/2019	101912	City of Waseca	September Utilities	602-49480-3800	585.89 M
Total 602494803800:					824.79
10/10/2019	154208	Cintas Corporation	WWTP First Aid Cabinet Supplies	602-49480-4940	32.71
Total 602494804940:					32.71
10/10/2019	101901	Further	VEBA/HSA submittal Oct	602-49585-1310	107.77 M
10/10/2019	101901	Further	VEBA/HSA submittal Oct	602-49585-1310	314.58 M
Total 602495851310:					422.35
10/10/2019	154231	MN Life	October Life Insurance	602-49585-1330	18.25

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602495851330:					18.25
10/10/2019	154209	City of Waseca	Petty cash reimb	602-49585-2000	1.78
Total 602495852000:					1.78
10/10/2019	20190876	MAS Communications Inc.	Answering service - September	602-49585-3200	50.46
10/10/2019	154245	U.S. Postal Service	Postage Address Correction Funds	602-49585-3200	40.00
Total 602495853200:					90.46
10/10/2019	101901	Further	VEBA/HSA submittal Oct	602-49586-1310	34.38 M
10/10/2019	101901	Further	VEBA/HSA submittal Oct	602-49586-1310	171.06 M
Total 602495861310:					205.44
10/10/2019	154231	MN Life	October Life Insurance	602-49586-1330	3.47
10/10/2019	154231	MN Life	October Life Insurance	602-49586-1330	1.98
10/10/2019	154231	MN Life	October Life Insurance	602-49586-1330	2.72
Total 602495861330:					8.17
10/10/2019	20190880	Pantheon Computer Systems Inc.	Credit for Microsoft licenses	602-49586-4950	45.00-
Total 602495864950:					45.00-
10/10/2019	154241	Stantec Consulting Services Inc	Sanitary Sewer Monitoring	602-49593-5300	25,834.69
10/10/2019	20190889	U.S. Bank - CC	Electrical inspection fee for sewer lift-#1916	602-49593-5300	79.00
Total 602495935300:					25,913.69
10/10/2019	154234	Northern Sewer Equipment Co Inc	Sewer Camera Lateral Launcher I&I	602-49593-5400	51,244.14
Total 602495935400:					51,244.14
Total Sanitary Sewer:					93,277.98
Electric Utility					
10/10/2019	154233	MN Sales and Use Tax Payable	September Sales Tax Payable	604-20210-0000	38,220.54
Total 604202100000:					38,220.54
10/10/2019	101902	SMMPA	SMMPA Power	604-49550-3810	434,968.74 M
Total 604495503810:					434,968.74
10/10/2019	101901	Further	VEBA/HSA submittal Oct	604-49570-1310	60.61 M
Total 604495701310:					60.61
10/10/2019	154231	MN Life	October Life Insurance	604-49570-1330	2.11
Total 604495701330:					2.11
10/10/2019	101912	City of Waseca	September Utilities	604-49570-3800	63.42 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495703800:					63.42
10/10/2019	101901	Further	VEBA/HSA submittal Oct	604-49571-1310	1,337.19 M
Total 604495711310:					1,337.19
10/10/2019	154231	MN Life	October Life Insurance	604-49571-1330	46.60
Total 604495711330:					46.60
10/10/2019	154202	Bock's Service Inc.	Fuel	604-49571-2120	21.00
10/10/2019	154251	Waseca County Highway Department	Monthly billing	604-49571-2120	641.07
Total 604495712120:					662.07
10/10/2019	154209	City of Waseca	Petty cash reimb	604-49571-2170	9.32
10/10/2019	20190892	Waseca Hardware LLC	Parts & Supplies	604-49571-2170	79.39
Total 604495712170:					88.71
10/10/2019	154224	Lake Shore Inn Nursing Home Inc.	Energy Management Program	604-49571-2320	232.50
10/10/2019	154225	Latham Place	Energy Management Program	604-49571-2320	100.00
10/10/2019	154249	Waseca County Courthouse	Energy Management Program	604-49571-2320	325.00
10/10/2019	154250	Waseca County Garage	Energy Management Program	604-49571-2320	125.00
Total 604495712320:					782.50
10/10/2019	20190859	Gopher State One-Call Inc	Location calls - September	604-49571-3100	56.70
Total 604495713100:					56.70
10/10/2019	101914	Verizon Wireless	Monthly Billing	604-49571-3200	80.02 M
Total 604495713200:					80.02
10/10/2019	101901	Further	VEBA/HSA submittal Oct	604-49572-1310	134.48 M
Total 604495721310:					134.48
10/10/2019	154231	MN Life	October Life Insurance	604-49572-1330	4.69
Total 604495721330:					4.69
10/10/2019	101901	Further	VEBA/HSA submittal Oct	604-49573-1310	242.44 M
Total 604495731310:					242.44
10/10/2019	154231	MN Life	October Life Insurance	604-49573-1330	8.45
Total 604495731330:					8.45
10/10/2019	20190849	Border States Electric Supply	Supplies	604-49573-2230	94.20
10/10/2019	20190849	Border States Electric Supply	Supplies	604-49573-2230	376.80
10/10/2019	20190869	JT Services of MN	transformer markers	604-49573-2230	79.89
10/10/2019	20190869	JT Services of MN	supplies	604-49573-2230	411.03

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/10/2019	154233	MN Sales and Use Tax Payable	September Sales Tax Payable	604-49573-2230	61.91
Total 604495732230:					1,023.83
10/10/2019	101901	Further	VEBA/HSA submittal Oct	604-49574-1310	68.19 M
Total 604495741310:					68.19
10/10/2019	154231	MN Life	October Life Insurance	604-49574-1330	2.38
Total 604495741330:					2.38
10/10/2019	20190869	JT Services of MN	Street lights	604-49574-2230	181.06
Total 604495742230:					181.06
10/10/2019	101901	Further	VEBA/HSA submittal Oct	604-49584-1310	51.13 M
Total 604495841310:					51.13
10/10/2019	154231	MN Life	October Life Insurance	604-49584-1330	1.77
Total 604495841330:					1.77
10/10/2019	101901	Further	VEBA/HSA submittal Oct	604-49585-1310	87.24 M
10/10/2019	101901	Further	VEBA/HSA submittal Oct	604-49585-1310	316.56 M
Total 604495851310:					403.80
10/10/2019	154231	MN Life	October Life Insurance	604-49585-1330	18.36
Total 604495851330:					18.36
10/10/2019	154209	City of Waseca	Petty cash reimb	604-49585-2000	16.53
Total 604495852000:					16.53
10/10/2019	20190876	MAS Communications Inc.	Answering service - September	604-49585-3200	50.46
10/10/2019	154245	U.S. Postal Service	Postage Address Correction Funds	604-49585-3200	40.00
Total 604495853200:					90.46
10/10/2019	154209	City of Waseca	Petty cash reimb	604-49585-3300	15.31
Total 604495853300:					15.31
10/10/2019	101901	Further	VEBA/HSA submittal Oct	604-49586-1310	65.90 M
10/10/2019	101901	Further	VEBA/HSA submittal Oct	604-49586-1310	171.06 M
Total 604495861310:					236.96
10/10/2019	154231	MN Life	October Life Insurance	604-49586-1330	2.81
10/10/2019	154231	MN Life	October Life Insurance	604-49586-1330	3.80
10/10/2019	154231	MN Life	October Life Insurance	604-49586-1330	2.81

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495861330:					9.42
10/10/2019	20190889	U.S. Bank - CC	Lunch while on business trip to twin cities	604-49586-2170	21.60
10/10/2019	20190889	U.S. Bank - CC	Break while on business trip	604-49586-2170	5.14
Total 604495862170:					26.74
10/10/2019	20190848	Barr Engineering Company	Solar Engineering Elegant Creations	604-49586-3000	3,620.00
10/10/2019	20190870	Kennedy & Kennedy Law Office	September Legal Fees	604-49586-3000	163.35
Total 604495863000:					3,783.35
10/10/2019	20190880	Pantheon Computer Systems Inc.	Credit for Microsoft licenses	604-49586-4950	45.00-
Total 604495864950:					45.00-
10/10/2019	20190882	Restoration Services Inc	City Hall Brick Repairs	604-49593-5200	21,280.00
Total 604495935200:					21,280.00
10/10/2019	154217	Galvanizers Inc	Substation Project	604-49593-5300	1,618.02
10/10/2019	20190869	JT Services of MN	Street lights	604-49593-5300	203.06
10/10/2019	20190892	Waseca Hardware LLC	Parts & Supplies	604-49593-5300	32.20
Total 604495935300:					1,853.28
Total Electric Utility:					505,776.84
Storm Water Utility					
10/10/2019	101901	Further	VEBA/HSA submittal Oct	651-43140-1310	215.91 M
Total 651431401310:					215.91
10/10/2019	154231	MN Life	October Life Insurance	651-43140-1330	9.90
Total 651431401330:					9.90
10/10/2019	154241	Stantec Consulting Services Inc	WCA	651-43140-3000	564.10
Total 651431403000:					564.10
10/10/2019	101912	City of Waseca	September Utilities	651-43140-3800	66.68 M
Total 651431403800:					66.68
10/10/2019	154203	Builders First Source Inc	concrete mix	651-43140-4000	63.92
Total 651431404000:					63.92
10/10/2019	101901	Further	VEBA/HSA submittal Oct	651-49585-1310	49.78 M
Total 651495851310:					49.78
10/10/2019	154231	MN Life	October Life Insurance	651-49585-1330	2.89

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 651495851330:					2.89
Total Storm Water Utility:					973.18
Central Garage Services					
10/10/2019	101901	Further	VEBA/HSA submittal Oct	701-43180-1310	576.37 M
Total 701431801310:					576.37
10/10/2019	154231	MN Life	October Life Insurance	701-43180-1330	28.05
Total 701431801330:					28.05
10/10/2019	154251	Waseca County Highway Department	Monthly billing	701-43180-2120	162.61
Total 701431802120:					162.61
10/10/2019	154201	Auto Value Waseca	Parts	701-43180-2170	49.50
10/10/2019	154205	C & D Oil Services of Waseca LLC	Used Filter Disposal	701-43180-2170	50.00
10/10/2019	154220	Huber Supply Co Inc	tank refills	701-43180-2170	168.00
10/10/2019	154220	Huber Supply Co Inc	tank lease	701-43180-2170	21.48
10/10/2019	154220	Huber Supply Co Inc	tank refills	701-43180-2170	188.00
10/10/2019	20190878	Napa Auto Parts	Parts	701-43180-2170	54.70
10/10/2019	154242	State Chemical Manufacturing Co.	spray anti-sieze	701-43180-2170	283.00
10/10/2019	20190892	Waseca Hardware LLC	Parts & Supplies	701-43180-2170	10.28
Total 701431802170:					824.96
10/10/2019	154201	Auto Value Waseca	Parts	701-43180-2210	364.67
10/10/2019	154202	Bock's Service Inc.	switch bad tie	701-43180-2210	40.00
10/10/2019	154202	Bock's Service Inc.	New Tires	701-43180-2210	632.00
10/10/2019	20190851	Christensen Tire Service	New tires	701-43180-2210	527.68
10/10/2019	20190851	Christensen Tire Service	New Tires	701-43180-2210	841.87
10/10/2019	154223	Kibble Equipment	outside work	701-43180-2210	151.70
10/10/2019	154223	Kibble Equipment	Parts	701-43180-2210	33.08
10/10/2019	20190877	MTI Distributing Inc.	toro parts	701-43180-2210	99.81
10/10/2019	20190878	Napa Auto Parts	Parts	701-43180-2210	788.37
10/10/2019	20190884	Sanco Equipment LLC	Bobcat Broom	701-43180-2210	55.97
10/10/2019	20190886	Smiths Mill Implement Inc.	rotory mower arm	701-43180-2210	432.18
Total 701431802210:					3,967.33
10/10/2019	20190878	Napa Auto Parts	Parts	701-43180-2400	465.42
Total 701431802400:					465.42
10/10/2019	20190889	U.S. Bank - CC	Monthly Scan Tool Fee	701-43180-3100	149.00
Total 701431803100:					149.00
Total Central Garage Services:					6,173.74
Property and Liability Insuran					
10/10/2019	20190857	First National Insurance	October Agency Fee	702-49955-3000	800.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 702499553000:					800.00
10/10/2019	154227	League of MN Cities Insurance Trust	4th Qtr General Liability	702-49955-3610	9,080.00
Total 702499553610:					9,080.00
10/10/2019	154227	League of MN Cities Insurance Trust	4th Qtr Property	702-49955-3620	19,385.00
Total 702499553620:					19,385.00
Total Property and Liability Insuran:					29,265.00
Worker's Compensation Insuranc					
10/10/2019	154227	League of MN Cities Insurance Trust	4th Qtr Work Comp	703-49956-1510	49,424.00
Total 703499561510:					49,424.00
Total Worker's Compensation Insuranc:					49,424.00
Grand Totals:					1,030,263.55

Report Criteria:

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

CONTRACT CONSTRUCTION PAYMENT REQUEST

6C

DATE: October 1, 2019

TO: Mayor & City Council
Lee Mattson, City Manager

PROJECT NAME: Airport Hangar Project

CITY PROJECT NO. 2016-11

PAYMENT REQUEST : NO. 7

PAYMENT PERIOD : 07/19/2019-8/31/2019

CONTRACTOR: APX

PAYMENT AMOUNT: \$13,635.45

Approved By:

Tom Kilgoff 10/2/19
Department Head Date

Michael Foercher 10/2/2019
Director of Finance Date
Lee Mattson
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: 7
PERIOD THRU: 08/31/19
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)	\$ 672,226.60

5. RETAINAGE:	
a. 5 % of Completed Work	\$ 33,611.33
(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)	\$ 33,611.33
6. TOTAL EARNED LESS RETAINAGE	\$ 638,815.27
(Line 4 less Line 5 Total)	

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 624,979.82
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$ 13,835.45
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$ 40,711.33
(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		
TOTAL	\$23,880.00	\$0.00
NET CHANGES by Change Order	\$23,880.00	

Contractor's signature below is his assurance to Owner, concerning the payment herein applies for, that: (1) the Work has been completed 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: *[Signature]* Date: 9/13/19

State of: Minnesota
County of: Blue Earth

Subscribed and sworn to before me this 13th day of September 2019

Notary Public: *[Signature]*
State of Minnesota
My Commission Expires January 31, 2020

My commission expires: 1-31-2020

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 13,835.45
(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: 9/13/19

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.

PAYMENT APPLICATION DETAILS

APPLICATION NUMBER: 7
FOR PERIOD ENDING: 08/31/19

Customer: City of Waseca
Project: Waseca Municipal Airport

A		B		C		D		E		F		G		H		I	
				WORK COMPLETED													
				From Previous Applications		This Period Value											
Item No.	Description	Scheduled Value	From Previous Applications	WORK COMPLETED This Period Value	Materials Presently Stored	Completed and Stored To Date	Total %	Balance To Finish	Retainage 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	\$260.00	\$0.00	\$2,860.00	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 Weaving course mixture, Type SPWEB340F	\$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	\$3,800.00	\$587.50	\$0.00	\$4,387.50	100%	\$0.00	\$219.38								
16	91-3 Concrete landscaping edging	\$1,035.00	\$0.00	\$1,035.00	\$0.00	\$1,035.00	100%	\$0.00	\$51.75								
17	91-4 Concrete parking stop	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00	100%	\$0.00	\$15.00								
18	105-1 Pavement marking	\$900.00	\$0.00	\$900.00	\$0.00	\$900.00	100%	\$0.00	\$45.00								
19	111-1 Seeding, Class II	\$1,770.60	\$0.00	\$1,770.60	\$0.00	\$1,770.60	100%	\$0.00	\$88.53								
20	111-2 Sodding	\$1,600.00	\$0.00	\$1,600.00	\$0.00	\$1,600.00	100%	\$0.00	\$80.00								
21	111-3 Water	\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,400.00	\$0.00								
22	111-7 Wood fiber blanket	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100%	\$0.00	\$75.00								
23	111-8 Landscaping rock	\$2,240.00	\$0.00	\$2,240.00	\$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	\$0.00	\$760.00	\$0.00	\$760.00	100%	\$0.00	\$38.00								
27	200-1 Hangar electrical construction	\$64,000.00	\$62,000.00	\$2,000.00	\$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	\$414,600.00	\$1,400.00	\$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								
CO01	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	\$657,873.50	\$14,353.10	\$0.00	\$672,226.60	99%	\$6,600.00	\$33,611.33								



JT Services
157 Mary Circle
North Mankato, MN 56003
Office: 507-387-5962
Fax: 507-387-5702

Invoice

Date	Invoice #
10/1/2019	JT19-274-01

Bill To
City of Waseca Electric Dept. 508 South State Street Waseca, MN 56093

Ship To
Waseca Water & Light 508 South State Street Waseca, MN 56093

Due Date	P.O. No.	Terms	Ship Date	Ship Via
10/31/2019	Matt	Net 30	10/1/2019	Deliver - Tom V
Quantity	Description	Price Each	Amount	
1	RBK-400-HP-MT-B 400 HPS Replacement Ballast Kit	190.00	190.00T	
5	35101 W-R&W-10801 3/8" X 5' Fully Taped Rigid Utility Marker. 5-6" Red Reflective Tape and 4-6" White Reflective Tape. Includes Mounting Bracket.	14.95	74.75T	
5	K581 Hardware Mounting Kit	0.00	0.00T	

Thank you for your business.

All invoices are due 30 days from date of invoice. Past due balances are subject to 1.5% per month finance charge.

Subtotal	\$264.75
Sales Tax (6.875%)	\$18.20
Total	\$282.95

**A RESOLUTION OF THE CITY OF WASECA
APPOINTING REPRESENTATIVES TO THE JOINT AIRPORT ZONING BOARD**

WHEREAS, this Municipality owns and controls the Waseca airport; and

WHEREAS, Portions of the airport hazard area adjacent to the airport are located outside the territorial limits of this Municipality but within the territorial limits of the Townships of St. Mary, Woodville, Iosco and Blooming Grove; and

WHEREAS, This Municipality created a Joint Airport Zoning Board by Resolution 19-09 in cooperation with the above Townships, pursuant to Minnesota Statutes Section 360.063, Subdivision 3, and other applicable laws for the purpose of establishing, administering and enforcing zoning laws for the areas surrounding the airport and for the protection of the airport and the public; and

WHEREAS, The above statute provides that this Municipality has the right to appoint two persons to said Board; and

NOW, THEREFORE, BE IT RESOLVED By the undersigned Municipality as follows:

1. That this was hereby created in cooperation with the above Townships, a Joint Airport Zoning Board, and shall be composed of representatives of the undersigned Municipality and representatives of the above Townships, pursuant to Minnesota Statutes Section 360.063, Subdivision 3.
2. That the undersigned Municipality hereby appoints Tom Kellogg and Bill Green to be the City of Waseca representatives on said Board, said persons to serve for an indefinite term until they resign or are replaced by the undersigned Municipality.

Adopted this 15th Day of October 2019

R.D. Srp
Mayor

ATTEST:

Mike Anderson
Assistant to the City Manager

Title:	RESOLUTION 19-52 APPROVING PROFESSIONAL SERVICES INSURANCE AGENT OF RECORD FOR THE CITY OF WASECA		
Meeting Date:	October 15, 2019	Agenda Item Number:	6E
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Summary of Proposals, Resolution 19-52
Originating Department:	Finance	Presented By:	Finance Director
Approved By City Manager: <input type="checkbox"/>	Proposed Action: Motion to Resolution 19-52 – Approve Professional Services Insurance Agent of Record for the City of Waseca		
How does this item pertain to Vision 2030 goals?	Promote Good Governance		

BACKGROUND: At the September 3rd, 2019 Council meeting, Council approved staff to solicit proposals for insurance agent of record services. The contract with the current agent of record expires January 31, 2020. In an effort to promote good governance and ensure the city is receiving the best value for the cost of services staff solicited for proposals.

Proposals were requested for a three (3) year period beginning with our February 1, 2020 insurance renewal, with an option to renew for two (2) additional years. Notification was provided in the official City newspaper, posted on the League of Minnesota Cities website and sent directly to agencies.

We received two (2) proposals from agencies. City staff reviewed the proposals to determine which agency and related broker best meets the needs of the City. The review included analysis of cost, prospective service approaches and details as well as related broker/agency experience indicated in the proposals. The purpose of the RFP process is to select the firm that will provide the most value to the City, not just in terms of costs, but in services provided. Copies of proposals submitted are available at City Hall.

After reviewing the proposals received, staff recommends staying with our current agency of Ross Nesbit Agencies based on their continued support to City staff, the ability to best meet the City's needs, references and fees.

BUDGET IMPACT: There is no change in budget impact. The proposed agent fees remain the same.

RECOMMENDATION: Staff is recommending Council approve Resolution 19-52 selecting Ross Nesbit Agencies as the City's insurance agent of record for a three (3) year term beginning with our February 1, 2020 renewal at the proposed price.

RESOLUTION NO. 19-52

**RESOLUTION APPROVING PROFESSIONAL SERVICES
INSURANCE AGENT OF RECORD FOR THE CITY OF WASECA**

WHEREAS, The City of Waseca is required to utilize an insurance agent to secure property/casualty insurance through the League of Minnesota Cities Insurance Trust; and

WHEREAS, The City seeks to provide the highest quality service for the best value; and

WHEREAS, The City of Waseca solicited "Requests for Proposals" for professional services with newspaper notification, on the League of Minnesota Cities Website and via direct mailings to Insurance Agent firms; and

WHEREAS, The city received and reviewed two proposals, conducted review, contacted references and recommends the firm of Ross Nesbit Agencies, Inc. is selected to provide professional insurance agent of record services for calendar years 2020-2023.

NOW, THEREFORE, BE IT RESOLVED that the City Manager is hereby authorized to enter into an agreement with Ross Nesbit Agencies to provide professional insurance agent services for the City of Waseca for calendar years 2020-2023 in the maximum amount of \$48,000.

Adopted this 15th Day of October 2019.

R. D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO CITY MANAGER



STATE AID FOR LOCAL TRANSPORTATION CHANGE ORDER

Rev. February 2018

SP/SAP(s)	081-613-009 & 172-102-011	Change Order No.	008
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Project Location	On 3 rd St NE, From 4 th Ave. to 11 th 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 th Street, Faribault, MN 55021		
Total Change Order Amount \$		13,365.00	

Issue:

Curb and gutter placed along 3rd Street NE from 4th Ave NE to 9th Ave NE will have an exposed 2" edge during the winter of 2019-2020, as the final lift of street pavement will not be placed until 2020. The City desires to have this curb and gutter edge protected during the winter plowing season.

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

Resolution:

The City Engineer has requested a 2" x 2" wedge be placed along the total length of the curb and gutter between 4th Ave NE to 9th Ave NE to protect the curb edge during the winter plowing season.

The Contractor will be compensated for labor, materials and equipment at the Lump Sum price indicated in the table below.

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 \$	
2360.601	Bituminous Wedge	LS	\$13,365.00	1	\$13,365.00	
					Total Net Change	\$13,365.00

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: Eric Breitsprecher Date: 10/09/2019
 Print Name: Eric Breitsprecher Phone: 507-601-7738

Approved by Waseca City Engineer: Tom Kelleys Date: 10/9/19
 Print Name: Tom Kelleys Phone: 507-308-4007

Approved by Contractor: Dean Samman Date: 10/9/19
 Print Name: Dean Samman Phone: 507-334-3901

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: _____

Eric Breitsprecher

From: Tom Kellogg <CityEngineer@ci.waseca.mn.us>
Sent: Tuesday, October 8, 2019 8:23 AM
To: Eric Breitsprecher
Cc: Monica Heil
Subject: RE: Bituminous Wedge along curb 4th to 9th Ave on 3rd ST NE

Eric,

Please prepare this as a change order.

Thanks,

Tom

Tom Kellogg
Waseca City Engineer
507-308-4887

From: Eric Breitsprecher <EBreitsprecher@wsbeng.com>
Sent: Monday, October 7, 2019 6:58 PM
To: Tom Kellogg <CityEngineer@ci.waseca.mn.us>
Cc: Monica Heil <MHeil@wsbeng.com>
Subject: RE: Bituminous Wedge along curb 4th to 9th Ave on 3rd ST NE

Tom – please advise on the direction the City would like to move. FYI – paving is planned for Friday.

Eric Breitsprecher
Project Manager
507.601.7738 (o) |
WSB | wsbeng.com



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From: Dean Sammon <Dean@heseltonconstruction.com>
Sent: Monday, October 7, 2019 12:06 PM
To: Eric Breitsprecher <EBreitsprecher@wsbeng.com>
Cc: Tom Kellogg <CityEngineer@ci.waseca.mn.us>
Subject: Bituminous Wedge along curb 4th to 9th Ave on 3rd ST NE

Tom & Eric:

Attached you will find my quote to place and remove the bituminous wedge along the curb from 4th Ave to 9th Ave. As an alternative, you may want to consider placing an additional ½ inch of base course to allow for 1-1/2" of wear and leave it that way for the winter. We have had municipalities do it both ways. Please advise.

Thank You

Dean Sammon
Estimator/Project Manager

Heselton Construction
P.O. Box 246
680 NW 24th St.
Faribault, MN. 55021

Office: 507-334-3901
Cell: 507-696-7345
Fax: 507-334-0114
Email: dean@heseltonconstruction.com

HESELTON CONSTRUCTION, LLC
 Excavating Contractor
 680 Northwest 24th Street P.O. Box 246
 FARIBAULT, MINNESOTA 55021
 Phone: 507-334-3901

PROPOSAL AND ACCEPTANCE

PROPOSAL SUBMITTED TO City of Waseca		PHONE	DATE 10/7/19
STREET C/O WSB		JOB NAME SAP 172-102-011	
CITY, STATE AND ZIP CODE Waseca, MN. 56093		JOB LOCATION 3RD ST NE – 4th Ave to 9th Ave.	
ARCHITECT	DATE OF PLANS		JOB PHONE

We hereby submit specifications and estimates for:

Place and remove 2 inch x 2 ft Bituminous wedge along the curb & gutter between 4th Ave and 9th Ave's and remove it in the spring prior to paving the Wear Course. The wedge will be placed by Skid loader and hand work after the base course is placed. (No Tack).

Wedge tapers from 2 inches at the curb to zero 2 feet away.

Removal via Cat Blade and Skid Loader prior to Wear Course.

4,455 LF @ \$ 3.00/LF = \$ 13,365.00

"(a) PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE IMPROVEMENT OF REAL PROPERTY MAY ENFORCE A LIEN UPON THE IMPROVED LAND IF THEY ARE NOT PAID FOR THEIR CONTRIBUTIONS, EVEN IF THE PARTIES HAVE NO DIRECT CONTRACTUAL RELATIONSHIP WITH THE OWNER: (b) MINNESOTA LAW PERMITS THE OWNER TO WITHHOLD FROM HIS CONTRACTOR AS MUCH OF THE CONTRACT PRICE AS MAY BE NECESSARY TO MEET THE DEMANDS OF ALL OTHER LIEN CLAIMANTS, PAY DIRECTLY THE LIENS AND DEDUCT THE COST OF THEM FROM THE CONTRACT PRICE, OR WITHHOLD AMOUNTS FROM HIS CONTRACTOR UNTIL THE EXPIRATION OF 120 DAYS FROM THE COMPLETION OF THE IMPROVEMENT UNLESS THE CONTRACTOR FURNISHES TO THE OWNER WAIVERS OF CLAIMS FOR THE MECHANICS' LIENS SIGNED BY PERSONS WHO FURNISHED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO PROVIDED THE OWNER WITH TIMELY NOTICE."

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

Dollars (\$ **13,365.00**).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. 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. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature Dean Sammon

Note: This proposal may be withdrawn by us if not accepted within 15 days.

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 _____

Date of Acceptance _____

Signature _____



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	081-613-009 & 172-102-011	Change Order No.	009
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Project Location	On 3 rd St NE, From 4 th Ave. to 11 th Ave. NE in the City of Waseca		
Local Agency	City of Waseca	Local Project No.	
Contractor	Heslton Construction	Contract No.	
Address/City/State/Zip	680 NW 24 th Street, Faribault, MN 55021		
Total Change Order Amount \$		5,511.00	

Issue:

The City Engineer, along with the homeowners of the shared driveway at 501/ 505 3rd St NE, agreed to have the Contractor regrade their driveways outside planned construction limits.

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

Resolution:

The City Engineer requested the retaining wall at 501 3rd St NE be reconstructed adjacent to the driveway grading and a wall be added to the north side of the shared driveway at 505 3rd St NE.

The Contractor will be compensated for labor, materials and equipment at the Lump Sum price indicated in the table below to complete the work.

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 \$
2411.608	Modular Block wall	LS	\$5,511.00	1	\$5,511.00
Total Net Change					\$5,511.00

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

<input checked="" type="checkbox"/> (X) Is NOT changed	<input type="checkbox"/> () May be revised as provided in MnDOT Specification 1806
<input type="checkbox"/> () Is Increased by _____ Working Days	<input type="checkbox"/> () Is Increased by _____ Calendar Days
<input type="checkbox"/> () Is Decreased by _____ Working Days	<input type="checkbox"/> () Is Decreased by _____ Calendar Days

Approved by Project Engineer/Supervisor: Eric Breitsprecher Date: 10/09/2019

Print Name: Eric Breitsprecher Phone: 507-601-7738

Approved by Waseca City Engineer: Tom Kulaga Date: 10/9/19

Print Name: Tom Kulaga Phone: 507-308-4087

Approved by Contractor: Dean Sammen Date: 10/9/19

Print Name: Dean Sammen Phone: 507-334-3901

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: _____

HESELTON CONSTRUCTION, LLC
 Excavating Contractor
 680 Northwest 24th Street P.O. Box 246
 FARIBAULT, MINNESOTA 55021
 Phone: 507-334-3901

PROPOSAL AND ACCEPTANCE

PROPOSAL SUBMITTED TO WSB & City of Waseca		PHONE	DATE 10/4/19
STREET		JOB NAME SAP 172-102-011 3RD Street NE	
CITY, STATE AND ZIP CODE Waseca, MN		JOB LOCATION 501 3RD ST NE	
ARCHITECT	DATE OF PLANS		JOB PHONE

We hereby submit specifications and estimates for:

**Construct 2 Block Retaining Walls at the north and south side of the driveway to
501 3RD ST NE. (Using the existing block for base and new block on top).**

65 SF South Side wall (Step by concrete sidewalk near house) \$40.70/SF \$ 2,645.50

65 SF North Side wall (Step by concrete step stones) @ \$40.70/SF \$ 2,645.50

2 EA Repair Ends of Existing Retaining Walls adjoining address @ \$110.00 \$ 220.00

Common Excavation and Class 5 Base for driveway to be measured and paid at bid prices.

Price includes 10% Sub Markup and Wall Excavation and Backfill

"(a) PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE IMPROVEMENT OF REAL PROPERTY MAY ENFORCE A LIEN UPON THE IMPROVED LAND IF THEY ARE NOT PAID FOR THEIR CONTRIBUTIONS, EVEN IF THE PARTIES HAVE NO DIRECT CONTRACTUAL RELATIONSHIP WITH THE OWNER; (b) MINNESOTA LAW PERMITS THE OWNER TO WITHHOLD FROM HIS CONTRACTOR AS MUCH OF THE CONTRACT PRICE AS MAY BE NECESSARY TO MEET THE DEMANDS OF ALL OTHER LIEN CLAIMANTS, PAY DIRECTLY THE LIENS AND DEDUCT THE COST OF THEM FROM THE CONTRACT PRICE, OR WITHHOLD AMOUNTS FROM HIS CONTRACTOR UNTIL THE EXPIRATION OF 120 DAYS FROM THE COMPLETION OF THE IMPROVEMENT UNLESS THE CONTRACTOR FURNISHES TO THE OWNER WAIVERS OF CLAIMS FOR THE MECHANICS' LIENS SIGNED BY PERSONS WHO FURNISHED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO PROVIDED THE OWNER WITH TIMELY NOTICE."

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

Dollars (\$ _____).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. 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. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature Dean Sammon

Note: This proposal may be withdrawn by us if not accepted within 15 days.

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 _____

Date of Acceptance _____

Signature _____

Eric Breitsprecher

From: Tom Kellogg <CityEngineer@ci.waseca.mn.us>
Sent: Tuesday, October 8, 2019 12:16 PM
To: Monica Heil; Eric Breitsprecher
Subject: RE: Retaining wall quote

Monica,

We don't anything more from the contractor and the engineer does not need to provide comment. We just want the change written up in a change order and not a proposal and acceptance from Heselton. Let me know if you need anything else.

Thanks,

Tom

Tom Kellogg
Waseca City Engineer
507-308-4887

From: Monica Heil <MHeil@wsbeng.com>
Sent: Tuesday, October 8, 2019 11:28 AM
To: Tom Kellogg <CityEngineer@ci.waseca.mn.us>; Eric Breitsprecher <EBreitsprecher@wsbeng.com>
Subject: RE: Retaining wall quote

Good Morning, Tom-

Could you please help me to clarify the request to have a written response from the Engineer for this work? As I understand it, additional driveway removal was directed by the City following a request from the homeowner. This resulted in a change in conditions for the retaining wall work on the south side of the driveway, whereas replacing the driveway to the limits as shown on the plans would have been included in the salvage and reinstall landscape bid item. An additional retaining wall was also requested to be added to the north side of the adjacent driveway.

As the work was requested by the City, I don't believe the contractor would be required to provide any additional information nor the Engineer provide comment if the City directs the work. Can you please let me know what the City was thinking with regards to this?

Thanks in advance,
Monica

Monica Heil, PE
Senior Director of Municipal Services
952.737.4675 (o) | 952.843.8323 (m)
WSB | wsbeng.com



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From: Tom Kellogg <CityEngineer@ci.waseca.mn.us>
Sent: Tuesday, October 8, 2019 6:07 AM
To: Eric Breitsprecher <EBreitsprecher@wsbeng.com>
Cc: Monica Heil <MHeil@wsbeng.com>
Subject: RE: Retaining wall quote

Eric,

We want to be following the specifications for all change requests. Please see below and follow up with the contractor accordingly.

Pursuant to Section 11.06 of the Supplementary Conditions of the agreement, the change process does not follow Section 11.06 of the Standard EJCDC General Conditions, but rather Minnesota Department of Transportation Standard Contract Provision 1403. Under 1403.5, the Engineer is to provide a written response to the Contractor for each change item, including one of three statuses: Confirmation of the need for a contract revision; denial of the request for a contract revision; or a request for additional information.

The full requirement is as follows:

1403.5 FINAL WRITTEN RESPONSE, BY ENGINEER

Within 10 business days of receiving the Contractor's written notice, the Engineer will provide a written response that includes one of the following:

- (1) Confirmation of the need for a contract revision. The Contractor shall pursue time extensions in accordance with 1806, "Determination and Extension of Contract Time," and compensation in accordance with 1904, "Compensation for Contract Revisions," or
- (2) Denial of the request for a contract revision, in which case the Engineer will make clear, by reference to the Contract, why the issue does not represent a revision to the contract.
- (3) A request for additional information, in which case the Engineer will state clearly what is needed and by when; the Engineer will issue a final response within 10 business days of receiving the additional requested information.

As a courtesy, we would appreciate a copy of the information sent to Heselton Construction.

Thanks,

Tom Kellogg
Waseca City Engineer
507-308-4887

From: Eric Breitsprecher <EBreitsprecher@wsbeng.com>
Sent: Friday, October 4, 2019 7:23 PM
To: Tom Kellogg <CityEngineer@ci.waseca.mn.us>

Cc: Monica Heil <MHeil@wsbeng.com>

Subject: Retaining wall quote

Tom – Attached is the retaining wall quote for your review and approval.

FYI – MnDOT average bid price \$35/S.F. This price is for new construction. Heselton's subcontractor will need to remove and salvage the existing block, excavate, buy new block and rebuild. I recommend approving.

Please let me know if you have any questions.

Eric Breitsprecher
Project Manager
507.601.7738 (o) |
WSB | wsbeng.com



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

BE IT RESOLVED that the City of Waseca and the Waseca Police Department enter into a Toward Zero Death grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2019 through September 30, 2020.

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

I CERTIFY THAT the above resolution was adopted by the Waseca City Council of Waseca on October 15, 2019.

R.D. Srp, Mayor

ATTEST:

Mike Anderson
Assistant to the City Manager

**A RESOLUTION OF THE WASECA CITY COUNCIL
ADOPTING MISCELLANEOUS ASSESSMENT ROLL #19-99
FOR CITY SERVICES AND FEES**

WHEREAS, the service/fees listed on the attached Roll #19-99 have been properly provided to the corresponding property in accordance with the Waseca City Charter and applicable State laws:

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

1. Such proposed Assessment Roll #19-99, a copy of which is attached hereto and made a part thereof, is hereby accepted and shall constitute the special assessment against the lands named therein.
2. Prior to November 19, 2019, payments on such assessments can be made with no interest accrual to the Waseca City Finance Department.
3. After November 19, 2019, assessment balances remaining will be certified to the Waseca County Auditor-Treasurer's Office to be placed on property tax statements. The balance of the assessment may be paid after November 19, 2019 to the Waseca County Auditor-Treasurer's Office. These assessment balances will accrue interest at a rate of four percent (4%) per annum. First year interest is calculated for a 12-month period, January 2020 through December 2020. Payments shall be payable in equal annual installments extending over a period of one year.
4. The Finance Department shall forthwith transmit a certified duplicate of this assessment to the Waseca County Auditor-Treasurer to be extended on the property tax lists. Such assessments shall be collected and paid in the same manner as other municipal taxes.

Adopted this 15th day of October 2019.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISSTANT TO THE CITY MANAGER

Title:	Resolution No. 19-50 Approving a Variance to Allow a Garage Addition That Will Exceed the Maximum Square Feet Allowed, Located at 1208 6 th St SE.		
Meeting Date:	October 15, 2019	Agenda Item Number:	7C
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Resolution No. 19-50 PC Memo/Attachments
Originating Department:	Community Development	Presented By:	Planning & Zoning Coordinaor
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to adopt Resolution No. 19-50, A Resolution of the Waseca City Council Approving a Variance to Allow a Garage Addition That Will Exceed the Maximum Square Feet Allowed, Located at 1208 6 th St SE.		
How does this item pertain to Vision 2030 goals?	Supporting this Variance promotes good Governance.		

BACKGROUND:

Dwaine Nelson, owner of the property, located at 1208 6th St SE, is requesting a Variance to allow an addition to a detached garage that will exceed the maximum square feet allowed for a first accessory structure.

The existing house was built in 1967. A two-car garage was added to the property at some time, set to the back and side of the property. Typical ranch style homes constructed in that era either had no garage or a single car garage. The layout (width) of the homes did not allow for a two car garage to be added to the house.

The existing garage is 24' x 30' with a proposed 12 foot addition to the south, matching the 24 foot depth. The current garage is 720 square feet and with the addition it will be 1,008 square feet. This size will exceed the maximum amount by 408 square feet. The square footage will be below the 10% allowed for an accessory structure.

The two properties to the north have 864 square foot and 912 square foot detached garages, respectively. The addition will not vary or detract from the neighborhood or alter its character. In addition, 6th Street SE is narrow (25 feet) and alleviating on-street parking will be beneficial to the neighborhood. The new garage addition will have a driveway installed off of 5th St SE for access. This is allowed per City code for a through lot.

The Planning Commission held a public hearing on the Variance request on October 8, 2019. The Planning Commission voted 3-0 recommending approval to the City Council.

BUDGET IMPACT: None.

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

ALTERNATIVES CONSIDERED: None.

RECOMMENDATION: Motion to adopt Resolution No. 19-50; approving a Variance to Allow a Garage Addition That Will Exceed the Maximum Square Feet Allowed, Located at 1208 6th St SE.

PLANNING DEPARTMENT

M E M O R A N D U M

TO: Daren Arndt, Chair
Waseca Planning Commission

FROM: Bill Green
Planning and Zoning Coordinator

MEETING DATE: October 8, 2019

SUBJECT: Public Hearing - Action No. 19-12 – VAR: Nelson

ATTACHMENTS: Application Narrative
Site Location Map
Site Photos
Site Plan & Design Plans

APPLICANT

The applicant is Dwaine Nelson, owner of the property. A complete application was received on September 5, 2019. Final action, which is required within 60 days of the complete application date, must be taken by November 4, 2019.

REQUEST

The applicant is requesting a Variance from provisions of Chapter 154, Waseca Zoning Ordinance to allow the construction of a garage addition that will exceed the maximum square feet allowed.

LOCATION

The property is located at 1208 6th St SE and is described as:

**Lot Eight (8) , Block One (1) , Southview Addition to the City of Waseca,
according to the Plat thereof on file and of record in the Office of the
County Recorder in and for Waseca County, Minnesota.**

LAND USE

The property is occupied by a single-family dwelling and a detached garage.

ZONING

The property is zoned R-1, Suburban Residential. Single-family dwellings and detached accessory structures are a permitted use in the R-1 district. Adjacent zoning is R-1 to the north, south, and east; and R-2 across the street to the west.

ENVIRONMENTAL

There are no known environmental issues related to the project.

PUBLIC UTILITIES

The property is fully served with municipal utilities. No new public utilities are proposed or required with the variance and project.

CODE OF ORDINANCES

A Variance is required for the following code:

- Section 154.015 Table 4-6, maximum size of first detached accessory structure.

REVIEW

Dwaine Nelson, owner of the property, located at 1208 6th St SE, is requesting a Variance to allow an addition to a detached garage that will exceed the maximum square feet allowed for a first accessory structure. Detached accessory structures are a permitted use in the R-1 district.

Section 154.015 Table 4-6 states the maximum square feet for the first detached accessory structure is 600 square feet. Two additional structures may be added with a maximum size of 120 square feet each.

The existing house was built in 1967. A two-car garage was added to the property at some time, set to the back and side of the property. Typical ranch style homes constructed in that era either had no garage or a single car garage. The layout (width) of the homes did not allow for a two car garage to be added to the house.

The existing garage is 24' x 30' with a proposed 12 foot addition to the south, matching the 24 foot depth. The current garage is 720 square feet and with the addition it will be 1,008 square feet. This size will exceed the maximum amount by 408 square feet. The square footage will be below the 10% allowed for an accessory structure. If the garage were able to be attached to the house, the property owner would not need a variance.

The two properties to the north have 864 square foot and 912 square foot detached garages, respectively. The addition will not vary or detract from the neighborhood or alter its character. In addition, 6th Street SE is narrow (25 feet) and alleviating on-street parking will be beneficial to the neighborhood.

The new garage addition will have a driveway installed off of 5th St SE for access. This is allowed per City code for a through lot. The driveway and approach are required to meet City standards, including a concrete, asphalt, or approved paver driveway. The proposed driveway meets setback requirements.

FINDINGS

The request meets the criteria needed for approval of a Variance.

1. The request is in harmony with the purposes and intent of this chapter;
2. The Variance is consistent with the Comprehensive Plan; and
3. The applicant can demonstrate that there are "practical difficulties" in complying with the regulations in question.

RECOMMENDATION

Staff supports the Variance to allow the construction of a garage addition that will exceed the maximum square feet allowed on the property located at 1208 6th St SE. Staff recommends the following conditions to be set if approval is granted:

1. The property shall conform to all State and local building and fire codes.
2. The property shall be developed according to the submitted site plan.
3. The addition shall be constructed per the submitted design plan.
4. The new approach shall be concrete, built to City standards.
5. The new driveway shall be concrete, asphalt, or approved pavers, and shall be completed before a final Certificate of Occupancy is issued.

REQUESTED ACTION

Hold a public hearing on the Variance request and take action on a recommendation to be forwarded to the City Council for consideration at their October 15, 2019 meeting.

1208 6th St SE



View from EAST



View from NORTHEAST



View from WEST



View from SOUTHWEST

RESOLUTION NO. 19-50

**A RESOLUTION OF THE WASECA CITY COUNCIL
GRANTING A VARIANCE TO ALLOW A GARAGE ADDITION
THAT WILL EXCEED THE MAXIMUM SQUARE FEET ALLOWED ON
PROPERTY ZONED R-1, SUBURBAN RESIDENTIAL DISTRICT
(1208 6th St SE)**

WHEREAS, application has been made to the City Council of the City of Waseca by Dwaine Nelson, property owner, for approval of a Variance from the provisions of Chapter 154, Section 154.015, Table 4-6, to allow a garage addition to exceed the maximum square feet allowed for an accessory structure, located at 1208 6th St SE which is described as:

**Lot Eight (8) , Block One (1) , Southview Addition to the City of Waseca,
according to the Plat thereof on file and of record in the Office of the
County Recorder in and for Waseca County, Minnesota.**

WHEREAS, the Waseca Planning Commission held a public hearing on the request at its October 8, 2019 meeting, and all interested parties were provided an opportunity to comment; and

WHEREAS, the City Council of the City of Waseca has considered the advice and recommendation of the Planning Commission, the consistency of the proposed project with the Waseca Zoning Ordinance and the effect of the proposed use on the health, safety and welfare of the occupants of the surrounding land, existing and anticipated traffic conditions, the effect of the proposed use on the City's Comprehensive Plan, and the effect on property values in the surrounding area; and

WHEREAS, the City Council of the City of Waseca, makes the following findings of fact related to the proposed development and requested Variance:

1. The Variance is in harmony with the purpose and intent of this chapter.
2. The use and Variance is consistent with the Comprehensive Plan.
3. The proposal puts the property to use in a reasonable manner.
4. There are unique circumstances to the property not created by the landowner.
5. The Variance, if granted, will not alter the essential character of the locality.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca that a Variance from the provisions of Chapter 154, Section 154.015, Table 4-6, to allow a garage addition that will exceed the maximum square feet allowed, be approved subject to the following conditions:

1. The property shall conform to all State and local building and fire codes.
2. The property shall be developed according to the submitted site plan.
3. The addition shall be constructed per the submitted design plan.
4. The new approach shall be concrete, built to City standards.
5. The new driveway shall be concrete, asphalt, or approved pavers, and shall be completed before a final Certificate of Occupancy is issued.

Adopted by the City Council of the City of Waseca this 15th Day of October, 2019.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER