

Council Work Session: Community Ed/City Recreation

6PM

REGULAR WASECA CITY COUNCIL MEETING

TUESDAY, SEPTEMBER 3 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 – Constitution Week, Susan Jirele & Ruth Collins

- 6 CONSENT AGENDA

- A. Minutes –Regular City Council Meeting: August 20, 2019 & Work Session August 15, 2019
- B. Payroll & Expenditures
- C. RCCA: Insurance Agent Request for Proposal
- D. Approval of Temporary Liquor License: Halloween Bash
- E. Approval of Project Completion: Airport Runway Culvert
- F. Approval of Contract Payment: 3rd Street Project

- 7 ACTION AGENDA

- A. **Storm Water Pollution Prevention Plan (SWPPP) Annual Presentation & Public Hearing**
- B. **Continuation:** Public Nuisance Abatement Request for 714 3rd Ave NE & **Resolution 19-40**

- 8 REPORTS

- A. City Manager's Report
- B. Commission Reports
 - Fire Relief Association (Conrath)

9 ANNOUNCEMENTS

10 ADJOURNMENT

PROCLAMATION

WHEREAS, the Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

WHEREAS, September 17, 2019 marks the two hundred thirty second anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

NOW, THEREFORE, I, Roy Srp, by virtue of the authority vested in me as Mayor of the City of Waseca, do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

And I ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Waseca to be affixed this 3rd day of September, 2019.

R. D. SRP
MAYOR

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, AUGUST 20, 2019

6A

CALL TO ORDER/ROLL CALL

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

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

Council Members Absent: Allan Rose

Staff Present: Carl Sonnenberg, Acting City Manager
 Tom Kellogg, City Engineer
 Mike Anderson, Assistant to the City Manager

Others Present: Jackie Dickie, Resident
 James Christiansen, Resident
 Steve Bakken, Sinister Forest

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 Council Member Christiansen asked to add Park Board to Commission Reports.

It was moved by Arndt, seconded by Conrath, to approve the agenda as amended. Motion carried 6-0.

PUBLIC COMMENT

- 4 None

REQUESTS AND PRESENTATIONS

- 5 Steve Bakken from Sinister Forest informed the Council that last year they were able to cut a check for \$9181 that went towards the 2019 Fireworks. Steve requested access to Maplewood Park, park fee waived, a notice reminder be added to next Utility Bill, and to renew the contract for one of the cabins for the next year.

Motion was made by Arndt, seconded by Conrath to waive the park fee, extend the contract of the storage cabin, have access to the park from 9/28-10/31, and have a notice be added to the utility bill mailing. Motion carried 6-0.

CONSENT AGENDA

- 6 It was moved by Conrath, seconded by Arndt, to approve the Consent Agenda. The motion carried 6-0, and included the following:

- A. Minutes – Work Session & Regular City Council Meeting August 7, 2019
- B. Payroll & Expenditures
- C. Resolution 19-37: Accepting DNR Trails Grant
- D. Approval of Contract Payments: Airport Hanger and 2019 Sidewalk Projects
- E. Approval of Temporary Liquor License: Sheriff's Posse Event

ACTION AGENDA

- 7A **Public Hearing** – Public Nuisance Abatement Request for 714 3rd Ave NE & Resolution 19-40

The Public Hearing opened at 7:21 p.m. Two residents spoke at this public hearing, but not in reference to this agenda item. The Public Hearing closed at 7:52 p.m.

It was deemed that the property owner made significant progress since the prior Council meeting. City Attorney, Mike Kennedy suggested to table this agenda item to the 9/3 meeting.

Motion was made by Christiansen, seconded by Tlougan to table this item to the next Council meeting. Motion passed 6-0.

- 7B **Resolution 19-38:** Chaffin Subdivision

A variance is needed in order to combine 3 lots into one located at 601 9th Street NE. Planning & Zoning Coordinator Bill Green informed the Council that the Planning Commission held a public hearing and is recommending approval of this variance request.

Motion was made by Conrath, seconded by Srp to approve Resolution 19-38. Motion carried 6-0

- 7C **Resolution 19-39:** New Hope Board and Lodge

Planning & Zoning Coordinator, Bill Green, informed Council that the New Hope Board and Lodge is requesting a Conditional Use Permit to allow an increase in the maximum number of residents in an over-night care facility to serve 7-16. After discussion with staff and Police Chief, Penny Vought, Mr. Green advised Council that an additional condition was added to the CUP that was not included in the Planning Commission discussion. The Planning Commission held a public hearing and is making a recommendation to Council to pass Resolution 19-39.

Motion was made by Christiansen, seconded by Tlougan. Motion carried 5-1 (Johnson-nay)

- 7D **RCCA:** 3rd Street Project Schedule Adjustment Request

City Engineer Tom Kellogg discussed with Council that the instructions from the previous Council Meeting would not work for the contractor. The new request is to allow milling from 7th Ave to 9th Ave NE on 3rd St. This will allow for a more constructive process for the 3rd street project.

Motion was made by Conrath, seconded by Srp to allow the City Engineer to re-work the project timeline with the contractor. Motion carried 6-0

REPORTS

8A City Manager's Report

There was no report given.

8B Commission Reports

- Discover Waseca Tourism: Conrath
 - Worked on Fall/Winter Brochure
 - Discussed the Connecting Entrepreneurial Conference
 - Fair Booth Recap
- EDA: Srp, Johnson
 - Discussed the South Interchange
 - Talked about the Loan Committee helping Lush Cakes
 - Sold land to the Fredericks next to Barry Pallets
- Planning Commission: Srp, Arndt
 - Recommended a Variance and Conditional Use Permit for Council
- HPC: Tlougan
 - Had an open house for building owners regarding the Downtown Historic District
 - Members of the State staff answered questions
- Park Board: Christiansen
 - Continued Clear Lake Park Trail discussions
 - Looked into future projects
 - Clear Lake Brush Clearing on the South Shore will begin in October

ANNOUNCEMENTS

- 9 Arndt – Sinister Forest will be seeking volunteers. Thanked Julie Spies for her thoughtfulness helping get a homeless family into the Bethlehem Inn.

ADJOURNMENT

- 10 There being no further business to be brought before the Council, it was moved by Arndt, seconded by Tlougan, to adjourn the meeting at 8:51 p.m.; the motion carried 6-0.

R.D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

MINUTES
CITY COUNCIL WORK SESSION
WEDNESDAY, AUGUST 15, 2019

The work session began at 6:00 p.m. at the Public Safety Building.

Councilmembers present: Roy Srp
Mark Christiansen
Jeremy Conrath Les Tlougan

Councilmembers absent: Larry Johnson, Allan Rose

Staff present: Lee Mattson, City Manager
Mike Anderson, Assistant to the City Manager
Carl Sonnenberg, Utilities & Public Works Director
Tom Kellogg, City Engineer
Alicia Fischer, Finance Director

General Fund Budget Review

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

City Manager Mattson began the work session by comparing tax levies from Waseca to other comparable communities. Council was made aware that Waseca is below the overall average compared to other Cities that have approximately 10,000 residents.

The Council then discussed the General Fund, Employee Health Insurance, Dock issues, and closed with a summary of the General Fund handed out by Finance Director Fischer.

There being no further discussion and no action taken, the work session ended at 8:00 p.m.

R. D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

**6B**

LIST OF EXPENDITURES

September 3, 2019



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City Council	0.00
Streets	26,026.07
Parks	13,700.57
Wastewater	10,217.67
Utility Administration	4,572.46
Utility Billing	7,426.90
Electric	14,005.05
Water	5,441.01
Building and Code Compliance	2,506.23
Police	55,571.40
Administration	4,440.32
Community Aides	0.00
Fire	10,133.33
Paid On Call Fire Department	0.00
Election Judges	1,833.42
PEG	0.00
Finance	8,682.68
Connections	3,912.45
Community Development	4,957.80
Engineering	15,040.26
Recreation	12,596.05
Econ Development	<u>2,607.74</u>
 Total Gross Payroll	 203,671.41
 *Less- Payroll Deductions	 <u>(132,570.73)</u>
 Net Payroll Cost	 \$ 71,100.68

*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:
August 17, 2019-August 29, 2019
Includes check #'s 154043-154089
Bank ACH Withdrawals.....519,945.95

GRAND TOTAL EXPENDITURES \$ 591,046.63

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
General Fund						
08/29/2019	81937	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 8/25/2019	101-21701-0000	19,355.84	M
Total 101217010000:					19,355.84	
08/29/2019	81933	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 8/25/2019	101-21702-0000	9,300.26	M
Total 101217020000:					9,300.26	
08/29/2019	81937	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 8/25/2019	101-21703-0000	8,664.13	M
08/29/2019	81937	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 8/25/2019	101-21703-0000	8,664.13	M
Total 101217030000:					17,328.26	
08/29/2019	81934	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 8/25/2019	101-21704-0000	1,270.33	M
08/29/2019	81934	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 8/25/201	101-21704-0000	8,256.97	M
08/29/2019	81934	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 8/25/2019	101-21704-0000	6,783.58	M
08/29/2019	81934	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 8/25/201	101-21704-0000	8,256.97	M
08/29/2019	81934	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 8/25/2019	101-21704-0000	10,175.33	M
Total 101217040000:					34,743.18	
08/29/2019	20190745	Greater Mankato Area United Way	UNITED WAY Pay Period: 8/25/2019	101-21708-0000	15.00	
Total 101217080000:					15.00	
08/29/2019	154069	MN Life	September Life Insurance	101-21710-0000	625.50	
Total 101217100000:					625.50	
08/29/2019	81937	ACH Internal Revenue Service	MEDICARE Pay Period: 8/25/2019	101-21712-0000	2,841.06	M
08/29/2019	81937	ACH Internal Revenue Service	MEDICARE Pay Period: 8/25/2019	101-21712-0000	2,841.06	M
Total 101217120000:					5,682.12	
08/29/2019	81938	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 8/25/2019	101-21713-0000	910.00	M
08/29/2019	81938	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 8/25/2019	101-21713-0000	495.00	M
Total 101217130000:					1,405.00	
08/29/2019	81936	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 8/25/2019	101-21714-0000	1,315.00	M
Total 101217140000:					1,315.00	
08/29/2019	81941	Further	Flex/HSA Reimbursement	101-21716-0000	38.42	M
08/29/2019	81939	Further	HSA DEDUCTION Pay Period: 8/25/2019	101-21716-0000	442.84	M
Total 101217160000:					481.26	
08/29/2019	81935	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 8/25/2019	101-21717-0000	1,220.57	M
Total 101217170000:					1,220.57	
08/29/2019	20190736	Christiansen, Mark	Technology reimbursement	101-41110-3200	183.75	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101411103200:					183.75
08/29/2019	20190743	Discover Waseca Tourism	July Lodging tax	101-41110-4440	2,834.72
Total 101411104440:					2,834.72
08/29/2019	20190767	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00
Total 101411104455:					1,125.00
08/29/2019	154069	MN Life	September Life Insurance	101-41320-1330	28.87
08/29/2019	154069	MN Life	September Life Insurance	101-41320-1330	3.47
Total 101413201330:					32.34
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-41320-1340	39.44 M
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-41320-1340	4.18 M
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-41320-1340	11.58 M
Total 101413201340:					55.20
08/29/2019	154073	Shred-it USA LLC	Monthly service	101-41320-3100	14.87
Total 101413203100:					14.87
08/29/2019	20190766	Waseca Area Chamber of Commerce	Leadership conference-Larson	101-41320-3300	795.00
Total 101413203300:					795.00
08/29/2019	20190726	A. H. Hermel Company	Pop for vending machine	101-41320-4945	12.24
08/29/2019	20190726	A. H. Hermel Company	Pop for vending machine	101-41320-4945	29.79
Total 101413204945:					42.03
08/29/2019	154069	MN Life	September Life Insurance	101-41500-1330	44.53
Total 101415001330:					44.53
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-41500-1340	51.19 M
Total 101415001340:					51.19
08/29/2019	81932	Further	Admin Fees Flex/HSA	101-41500-1600	209.45 M
08/29/2019	81931	Further	Flex/HSA Reimbursement	101-41500-1600	348.09 M
Total 101415001600:					557.54
08/29/2019	20190727	Abdo Eick & Meyers LLP	2018 Audit Services	101-41500-3000	18,650.00
Total 101415003000:					18,650.00
08/29/2019	154084	Waseca County Treasurer	Legal Services contract payment	101-41600-3000	5,370.33
Total 101416003000:					5,370.33

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
08/29/2019	20190757	ManagerPlus LLC	2019 subscription	101-41920-4950	2,016.00
Total 101419204950:					2,016.00
08/29/2019	20190752	Innovative Office Supply	Office supplies	101-41940-2000	38.02
08/29/2019	20190752	Innovative Office Supply	Office Supplies	101-41940-2000	.43
Total 101419402000:					38.45
08/29/2019	20190726	A. H. Hermel Company	Breakroom supplies	101-41940-2170	73.45
Total 101419402170:					73.45
08/29/2019	154058	Goodin Company	City Hall restrooms	101-41940-2230	91.34
Total 101419402230:					91.34
08/29/2019	20190734	Cady Business Technologies Inc	Monthly Phone Support Plan	101-41940-3100	262.62
08/29/2019	154051	Cintas Corporation	Floor mat	101-41940-3100	84.24
08/29/2019	154071	Orkin Pest Control Inc.	City Hall Pest Control	101-41940-3100	93.29
Total 101419403100:					440.15
08/29/2019	154055	Consolidated Communications	Monthly Billing	101-41940-3200	171.84
08/29/2019	154055	Consolidated Communications	Monthly Billing	101-41940-3200	81.90
Total 101419403200:					253.74
08/29/2019	154050	Centerpoint Energy	Monthly Billing	101-41940-3800	63.50
Total 101419403800:					63.50
08/29/2019	154087	Winegar, Dave	Steel	101-41940-4000	1,258.52
Total 101419404000:					1,258.52
08/29/2019	154069	MN Life	September Life Insurance	101-41950-1330	30.19
Total 101419501330:					30.19
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-41950-1340	49.90 M
Total 101419501340:					49.90
08/29/2019	154069	MN Life	September Life Insurance	101-42100-1330	330.00
Total 101421001330:					330.00
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-42100-1340	476.64 M
Total 101421001340:					476.64
08/29/2019	20190752	Innovative Office Supply	Office supplies	101-42100-2000	45.05
08/29/2019	20190752	Innovative Office Supply	Office supplies	101-42100-2000	8.67
08/29/2019	20190752	Innovative Office Supply	Office supplies	101-42100-2000	44.88

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421002000:					98.60
08/29/2019	20190732	Bomgaars Supply	Parts & Supplies	101-42100-2170	7.96
Total 101421002170:					7.96
08/29/2019	20190737	Chrz, Jared	Uniform Allowance	101-42100-2180	71.98
08/29/2019	20190747	Hartle, Courtney	Uniform Allowance	101-42100-2180	205.57
08/29/2019	20190758	Matson, Arik	Uniform Allowance	101-42100-2180	43.57
08/29/2019	20190765	Vought, Penny	Uniform Allowance	101-42100-2180	304.81
Total 101421002180:					625.93
08/29/2019	20190762	Streicher's	safety equipment	101-42100-2190	864.00
08/29/2019	20190762	Streicher's	safety equipment	101-42100-2190	864.00
Total 101421002190:					1,728.00
08/29/2019	20190764	Thornhill, Lawrence E.	Car detailing	101-42100-2220	56.00
Total 101421002220:					56.00
08/29/2019	20190738	City Building Inspection Services LLC	Overcharged	101-42100-3000	1.44-
Total 101421003000:					1.44-
08/29/2019	154051	Cintas Corporation	Floor Mats	101-42100-3100	15.29
08/29/2019	154051	Cintas Corporation	Floor Mats	101-42100-3100	15.28
08/29/2019	154073	Shred-it USA LLC	Monthly service	101-42100-3100	14.87
Total 101421003100:					45.44
08/29/2019	154055	Consolidated Communications	Monthly Billing	101-42100-3200	171.84
08/29/2019	154055	Consolidated Communications	Monthly Billing	101-42100-3200	256.60
08/29/2019	154055	Consolidated Communications	Monthly Billing	101-42100-3200	24.80
Total 101421003200:					453.24
08/29/2019	20190766	Waseca Area Chamber of Commerce	Leadership Conference-Grotberg	101-42100-3300	795.00
Total 101421003300:					795.00
08/29/2019	154052	City of Waseca	Compliance Check	101-42100-4640	150.00
Total 101421004640:					150.00
08/29/2019	154069	MN Life	September Life Insurance	101-42200-1330	49.50
Total 101422001330:					49.50
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-42200-1340	61.74 M
Total 101422001340:					61.74
08/29/2019	20190731	Batteries Plus Bulbs	fire dept batteries	101-42200-2170	42.20

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422002170:					42.20
08/29/2019	154056	Emergency Response Solutions	Nomex Hoods	101-42200-2190	4,184.76
Total 101422002190:					4,184.76
08/29/2019	154063	Kirvida Fire Inc.	523 Tank Fill Valve	101-42200-2210	568.48
08/29/2019	154072	Rick's Major Appliance Repair	Dishwasher control panel	101-42200-2210	211.19
Total 101422002210:					779.67
08/29/2019	154051	Cintas Corporation	Floor Mats	101-42200-3100	15.28
08/29/2019	154051	Cintas Corporation	Floor Mats	101-42200-3100	15.29
Total 101422003100:					30.57
08/29/2019	154055	Consolidated Communications	Monthly Billing	101-42200-3200	24.80
Total 101422003200:					24.80
08/29/2019	154055	Consolidated Communications	Monthly Billing	101-42200-3800	26.55
Total 101422003800:					26.55
08/29/2019	154069	MN Life	September Life Insurance	101-42400-1330	5.45
08/29/2019	154069	MN Life	September Life Insurance	101-42400-1330	16.50
Total 101424001330:					21.95
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-42400-1340	22.26 M
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-42400-1340	6.76 M
Total 101424001340:					29.02
08/29/2019	20190752	Innovative Office Supply	Toner	101-42400-2000	97.63
Total 101424002000:					97.63
08/29/2019	20190738	City Building Inspection Services LLC	Over charge	101-42400-3000	3.65-
08/29/2019	20190738	City Building Inspection Services LLC	building inpsctions	101-42400-3000	3,978.92
Total 101424003000:					3,975.27
08/29/2019	154069	MN Life	September Life Insurance	101-43000-1330	5.61
08/29/2019	154069	MN Life	September Life Insurance	101-43000-1330	74.74
Total 101430001330:					80.35
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-43000-1340	6.97 M
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-43000-1340	101.22 M
Total 101430001340:					108.19
08/29/2019	154082	Verizon Wireless	July Service	101-43000-3200	65.03

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101430003200:					65.03
08/29/2019	154069	MN Life	September Life Insurance	101-43100-1330	89.10
08/29/2019	154069	MN Life	September Life Insurance	101-43100-1330	1.65
Total 101431001330:					90.75
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-43100-1340	102.01 M
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-43100-1340	2.03 M
Total 101431001340:					104.04
08/29/2019	20190746	H & J Fuel Inc	Fuel	101-43100-2120	1,575.00
Total 101431002120:					1,575.00
08/29/2019	20190732	Bomgaars Supply	Parts & Supplies	101-43100-2170	145.96
08/29/2019	154049	Cemstone Products Co		101-43100-2170	126.53
08/29/2019	154065	KTee Safety Gear Inc.	Gloves	101-43100-2170	542.05
08/29/2019	154087	Winegar, Dave	tubing for signs	101-43100-2170	126.98
08/29/2019	154087	Winegar, Dave	sign posts	101-43100-2170	27.86
08/29/2019	154087	Winegar, Dave	pin for loader	101-43100-2170	55.00
Total 101431002170:					1,024.38
08/29/2019	20190728	AmeriPride Services Inc	uniform-service	101-43100-2180	247.96
08/29/2019	20190728	AmeriPride Services Inc	uniform-service	101-43100-2180	192.37
08/29/2019	20190728	AmeriPride Services Inc	uniform srvice	101-43100-2180	190.45
08/29/2019	20190728	AmeriPride Services Inc	Credit from	101-43100-2180	45.60-
Total 101431002180:					585.18
08/29/2019	20190759	R.I.C Properties LLC	Kritzer Building Lease	101-43100-3100	650.00
Total 101431003100:					650.00
08/29/2019	20190739	Clarke Environmental Mosquito Mgmt Inc	mosquito treatments	101-43100-3101	1,600.00
Total 101431003101:					1,600.00
08/29/2019	154055	Consolidated Communications	Monthly Billing	101-43100-3200	26.55
Total 101431003200:					26.55
08/29/2019	154050	Centerpoint Energy	Monthly Billing	101-43100-3800	109.78
Total 101431003800:					109.78
08/29/2019	154069	MN Life	September Life Insurance	101-43125-1330	23.10
08/29/2019	154069	MN Life	September Life Insurance	101-43125-1330	1.65
Total 101431251330:					24.75
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-43125-1340	26.44 M
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-43125-1340	2.03 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101431251340:					28.47
08/29/2019	154069	MN Life	September Life Insurance	101-43170-1330	4.95
Total 101431701330:					4.95
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-43170-1340	5.67 M
Total 101431701340:					5.67
08/29/2019	154069	MN Life	September Life Insurance	101-43220-1330	8.25
Total 101432201330:					8.25
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-43220-1340	9.44 M
Total 101432201340:					9.44
08/29/2019	20190751	Independent School District #829	City Contribution Comm Ed	101-45100-3100	8,333.33
Total 101451003100:					8,333.33
08/29/2019	154055	Consolidated Communications	Monthly Billing	101-45100-3200	23.05
Total 101451003200:					23.05
08/29/2019	154069	MN Life	September Life Insurance	101-45130-1330	19.80
Total 101451301330:					19.80
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-45130-1340	18.54 M
Total 101451301340:					18.54
08/29/2019	154061	Hawkins Inc	Chemicals WWP	101-45130-2165	4,218.21
Total 101451302165:					4,218.21
08/29/2019	20190726	A. H. Hermel Company	janitorial supplies	101-45130-2175	18.96
Total 101451302175:					18.96
08/29/2019	20190726	A. H. Hermel Company	Concession supplies WWP	101-45130-2500	244.32
08/29/2019	20190726	A. H. Hermel Company	Concession supplies WWP	101-45130-2500	357.87
08/29/2019	154053	Coborn's	Birthday party supplies	101-45130-2500	30.98
08/29/2019	154066	Lau's Meat Market	Hot dogs and buns for concessions	101-45130-2500	41.62
Total 101451302500:					674.79
08/29/2019	154055	Consolidated Communications	Monthly Billing	101-45130-3200	158.57
Total 101451303200:					158.57
08/29/2019	20190740	Connors Plumbing & Heating Inc.	Repairs and Maintenance toilet sensors	101-45130-4000	59.00
08/29/2019	154064	Kriss Premium Products Inc	boiler coil cleaner	101-45130-4000	567.75

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101451304000:					626.75
08/29/2019	154069	MN Life	September Life Insurance	101-45200-1330	74.25
08/29/2019	154069	MN Life	September Life Insurance	101-45200-1330	4.95
Total 101452001330:					79.20
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-45200-1340	84.35 M
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	101-45200-1340	4.63 M
Total 101452001340:					88.98
08/29/2019	154054	Condon Farm Service	Starter Fertilizer	101-45200-2170	16.25
Total 101452002170:					16.25
08/29/2019	154050	Centerpoint Energy	Monthly Billing	101-45200-3800	37.94
08/29/2019	154050	Centerpoint Energy	Monthly Billing	101-45200-3800	16.80
Total 101452003800:					54.74
08/29/2019	20190732	Bomgaars Supply	Parts & Supplies	101-45200-4000	87.90
Total 101452004000:					87.90
08/29/2019	154055	Consolidated Communications	Monthly Billing	101-45500-3800	51.55
Total 101455003800:					51.55
08/29/2019	154062	Hintz Construction Inc.	Door repair	101-45500-4000	413.84
Total 101455004000:					413.84
Total General Fund:					160,618.00
Airport					
08/29/2019	154076	Stensrud Aviation	Airport Contract Payment	230-49810-3100	2,300.00
Total 230498103100:					2,300.00
08/29/2019	81942	CenturyLink	Airport service	230-49810-3200	105.02 M
08/29/2019	154088	Xcel Energy	Airport Electric Bill	230-49810-3200	33.81
Total 230498103200:					138.83
08/29/2019	154050	Centerpoint Energy	Monthly Billing	230-49810-3800	17.63
08/29/2019	154050	Centerpoint Energy	Airport Gas Service	230-49810-3800	22.54
Total 230498103800:					40.17
Total Airport:					2,479.00
Hisorical Preservation					
08/29/2019	154068	MN Historical Society	2019 MN Historical Society Membeship	255-46500-3300	35.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 255465003300:					35.00
Total Historical Preservation:					35.00
Economic Development-General f					
08/29/2019	154069	MN Life	September Life Insurance	261-46700-1330	4.13
Total 261467001330:					4.13
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	261-46700-1340	11.59 M
Total 261467001340:					11.59
08/29/2019	154078	Turner, Darrell	ED Consultant Agreement	261-46700-3100	5,000.00
Total 261467003100:					5,000.00
08/26/2019	154043	Waseca Abstract Company	Fredrick EDA Sale-abstract	261-46700-4820	628.00
08/26/2019	154044	Waseca County Treasurer	Fredrick EDA Sale Deed Tax	261-46700-4820	8.30
Total 261467004820:					636.30
Total Economic Development-General f:					5,652.02
Safe Haven Grant					
08/29/2019	154069	MN Life	September Life Insurance	279-46350-1330	33.00
Total 279463501330:					33.00
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	279-46350-1340	31.09 M
Total 279463501340:					31.09
Total Safe Haven Grant:					64.09
Capital Improvement					
08/29/2019	20190760	Restoration Services Inc	BandShell improvements	430-43010-5435	15,350.00
Total 430430105435:					15,350.00
08/29/2019	20190749	Heselton Construction LLC	Pay Request No. 4	430-43010-5560	195,733.76
08/29/2019	20190769	WSB & Associates Inc	3rd St NE Engineering Services	430-43010-5560	48,561.50
Total 430430105560:					244,295.26
Total Capital Improvement:					259,645.26
HWY 14 Reconstruction					
08/29/2019	154048	Braun Intertec Corporation	Old Hwy 14	436-43010-5560	831.25
Total 436430105560:					831.25
Total HWY 14 Reconstruction:					831.25

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Water					
08/29/2019	154061	Hawkins Inc	BEF Chemical Well 4	601-49401-2170	3,216.61
08/29/2019	154061	Hawkins Inc	City Wells Chemicals	601-49401-2170	6,998.47
Total 601494012170:					10,215.08
08/29/2019	154069	MN Life	September Life Insurance	601-49430-1330	16.50
08/29/2019	154069	MN Life	September Life Insurance	601-49430-1330	20.62
Total 601494301330:					37.12
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	601-49430-1340	25.20 M
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	601-49430-1340	25.74 M
Total 601494301340:					50.94
08/29/2019	20190732	Bomgaars Supply	Parts & Supplies	601-49430-2170	8.99
Total 601494302170:					8.99
08/29/2019	20190756	M & R Electric Inc.	94 tower	601-49430-2210	114.71
Total 601494302210:					114.71
08/29/2019	20190741	Core & Main LP	Main Repair	601-49430-2230	324.77
08/29/2019	20190768	Waseca Sand & Gravel Inc.	Main break	601-49430-2230	374.00
Total 601494302230:					698.77
08/29/2019	20190728	AmeriPride Services Inc	uniform service	601-49430-3100	12.84
08/29/2019	20190728	AmeriPride Services Inc	uniform service	601-49430-3100	12.84
08/29/2019	154046	Automatic Systems Company	94 tower	601-49430-3100	1,398.00
08/29/2019	20190754	Javens Mechanical Contracting Co.	RPZ testing	601-49430-3100	191.15
08/29/2019	20190756	M & R Electric Inc.	94 tower	601-49430-3100	156.00
08/29/2019	154081	Utility Consultants Inc	Coliform Testing	601-49430-3100	180.00
Total 601494303100:					1,950.83
08/29/2019	20190753	James Brothers Construction Inc.	Main Break Repair	601-49430-4000	90.00
Total 601494304000:					90.00
08/29/2019	154069	MN Life	September Life Insurance	601-49585-1330	18.25
Total 601495851330:					18.25
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	601-49585-1340	20.85 M
Total 601495851340:					20.85
08/29/2019	20190752	Innovative Office Supply	Toner	601-49585-2000	33.13
Total 601495852000:					33.13
08/29/2019	154055	Consolidated Communications	Monthly Billing	601-49585-3200	45.82
08/29/2019	154079	U.S. Postal Service	Postage - September utility bills	601-49585-3200	431.82

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601495853200:					477.64
08/29/2019	20190766	Waseca Area Chamber of Commerce	Leadership Conference-Hanson	601-49585-3300	397.50
Total 601495853300:					397.50
08/28/2019	154006	Summit Account Resolution	Collction Fees	601-49585-4320	7.02- V
Total 601495854320:					7.02-
08/29/2019	154069	MN Life	September Life Insurance	601-49586-1330	3.47
08/29/2019	154069	MN Life	September Life Insurance	601-49586-1330	1.98
08/29/2019	154069	MN Life	September Life Insurance	601-49586-1330	2.72
Total 601495861330:					8.17
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	601-49586-1340	4.18 M
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	601-49586-1340	2.58 M
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	601-49586-1340	13.40 M
Total 601495861340:					20.16
Total Water:					14,135.12
Sanitary Sewer					
08/29/2019	154069	MN Life	September Life Insurance	602-49470-1330	29.70
08/29/2019	154069	MN Life	September Life Insurance	602-49470-1330	1.65
Total 602494701330:					31.35
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	602-49470-1340	34.00 M
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	602-49470-1340	2.03 M
Total 602494701340:					36.03
08/29/2019	154055	Consolidated Communications	Monthly Billing	602-49470-3200	408.20
Total 602494703200:					408.20
08/29/2019	154050	Centerpoint Energy	Monthly Billing	602-49470-3800	23.65
Total 602494703800:					23.65
08/29/2019	20190744	ESS Brothers & Sons Inc	Butyle rope, MH castings	602-49470-4000	308.16
Total 602494704000:					308.16
08/29/2019	154087	Winegar, Dave	shamk basket	602-49470-4020	75.00
Total 602494704020:					75.00
08/29/2019	154069	MN Life	September Life Insurance	602-49480-1330	61.88
Total 602494801330:					61.88

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	602-49480-1340	75.61	M
Total 602494801340:					75.61	
08/29/2019	154061	Hawkins Inc	Chlorine Sulfur Dioxide	602-49480-2170	2,295.00	
Total 602494802170:					2,295.00	
08/29/2019	154059	Hach Company	PH salt bridge	602-49480-2210	165.37	
08/29/2019	154059	Hach Company	PH probes	602-49480-2210	2,180.00	
08/29/2019	20190756	M & R Electric Inc.	Electrician Parts	602-49480-2210	207.37	
08/29/2019	154080	USA Blue Book	clarifier supplys	602-49480-2210	330.14	
Total 602494802210:					2,882.88	
08/29/2019	154047	BME Labstore	Lab Equipment Calibrations	602-49480-3100	1,041.99	
08/29/2019	154051	Cintas Corporation	Floor mat service	602-49480-3100	19.28	
08/29/2019	20190756	M & R Electric Inc.	Electrician	602-49480-3100	120.00	
08/29/2019	20190756	M & R Electric Inc.	Electrician	602-49480-3100	174.03	
08/29/2019	154083	Waseca County Landfill	Recycling	602-49480-3100	15.00	
Total 602494803100:					1,370.30	
08/29/2019	154055	Consolidated Communications	Monthly Billing	602-49480-3200	145.70	
Total 602494803200:					145.70	
08/29/2019	20190748	Hellevik, Brian	Meal and Milage reimbursment	602-49480-3300	192.58	
Total 602494803300:					192.58	
08/29/2019	154050	Centerpoint Energy	Monthly Billing	602-49480-3800	203.02	
08/29/2019	154088	Xcel Energy	July Service	602-49480-3800	10,023.64	
Total 602494803800:					10,226.66	
08/29/2019	154072	Rick's Major Appliance Repair	refrigerators	602-49480-4000	1,398.00	
08/29/2019	154075	Stantec Consulting Services Inc	EPA Chlorine Audit	602-49480-4000	18,408.07	
Total 602494804000:					19,806.07	
08/29/2019	154069	MN Life	September Life Insurance	602-49585-1330	18.25	
Total 602495851330:					18.25	
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	602-49585-1340	20.85	M
Total 602495851340:					20.85	
08/29/2019	20190752	Innovative Office Supply	Toner	602-49585-2000	33.13	
Total 602495852000:					33.13	
08/29/2019	154055	Consolidated Communications	Monthly Billing	602-49585-3200	45.82	
08/29/2019	154079	U.S. Postal Service	Postage - September utility bills	602-49585-3200	431.82	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602495853200:					477.64
08/28/2019	154006	Summit Account Resolution	Collction Fees	602-49585-4320	13.46- V
Total 602495854320:					13.46-
08/29/2019	154069	MN Life	September Life Insurance	602-49586-1330	3.47
08/29/2019	154069	MN Life	September Life Insurance	602-49586-1330	1.98
08/29/2019	154069	MN Life	September Life Insurance	602-49586-1330	2.72
Total 602495861330:					8.17
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	602-49586-1340	4.18 M
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	602-49586-1340	2.58 M
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	602-49586-1340	13.40 M
Total 602495861340:					20.16
08/29/2019	154067	MESERB	2019-2020 Membership	602-49586-4330	2,915.10
Total 602495864330:					2,915.10
Total Sanitary Sewer:					41,418.91
Electric Utility					
08/29/2019	154069	MN Life	September Life Insurance	604-49570-1330	2.11
Total 604495701330:					2.11
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	604-49570-1340	3.20 M
Total 604495701340:					3.20
08/29/2019	154069	MN Life	September Life Insurance	604-49571-1330	46.60
Total 604495711330:					46.60
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	604-49571-1340	70.49 M
Total 604495711340:					70.49
08/29/2019	20190732	Bomgaars Supply	Parts & Supplies	604-49571-2170	35.88
08/29/2019	154085	Wesco Receivables Corp	locks	604-49571-2170	341.45
Total 604495712170:					377.33
08/29/2019	20190732	Bomgaars Supply	Parts & Supplies	604-49571-2180	164.99
Total 604495712180:					164.99
08/29/2019	20190756	M & R Electric Inc.	Electrician	604-49571-2295	64.82
08/29/2019	20190756	M & R Electric Inc.	Electrician	604-49571-2295	124.84
Total 604495712295:					189.66

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
08/29/2019	154070	MN Valley Action Council	Low Income Reimbursement	604-49571-2340	1,778.82
Total 604495712340:					1,778.82
08/29/2019	154069	MN Life	September Life Insurance	604-49572-1330	4.69
Total 604495721330:					4.69
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	604-49572-1340	7.09 M
Total 604495721340:					7.09
08/29/2019	154069	MN Life	September Life Insurance	604-49573-1330	8.45
Total 604495731330:					8.45
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	604-49573-1340	12.78 M
Total 604495731340:					12.78
08/29/2019	154069	MN Life	September Life Insurance	604-49574-1330	2.38
Total 604495741330:					2.38
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	604-49574-1340	3.59 M
Total 604495741340:					3.59
08/29/2019	20190755	JT Services of MN	Street light connectors	604-49574-2230	566.56
Total 604495742230:					566.56
08/29/2019	154069	MN Life	September Life Insurance	604-49584-1330	1.77
Total 604495841330:					1.77
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	604-49584-1340	2.70 M
Total 604495841340:					2.70
08/29/2019	154069	MN Life	September Life Insurance	604-49585-1330	18.36
Total 604495851330:					18.36
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	604-49585-1340	20.98 M
Total 604495851340:					20.98
08/29/2019	20190752	Innovative Office Supply	Toner	604-49585-2000	33.14
Total 604495852000:					33.14
08/29/2019	154055	Consolidated Communications	Monthly Billing	604-49585-3200	85.94
08/29/2019	154055	Consolidated Communications	Monthly Billing	604-49585-3200	26.55
08/29/2019	154079	U.S. Postal Service	Postage - September utility bills	604-49585-3200	431.81

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495853200:					544.30
08/28/2019	154006	Summit Account Resolution	Collction Fees	604-49585-4320	38.01- V
Total 604495854320:					38.01-
08/29/2019	20190729	APG Media of So MN LLC	Newspaper subscription	604-49585-4330	49.40
Total 604495854330:					49.40
08/29/2019	154069	MN Life	September Life Insurance	604-49586-1330	2.81
08/29/2019	154069	MN Life	September Life Insurance	604-49586-1330	3.80
08/29/2019	154069	MN Life	September Life Insurance	604-49586-1330	2.81
Total 604495861330:					9.42
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	604-49586-1340	3.38 M
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	604-49586-1340	4.94 M
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	604-49586-1340	13.82 M
Total 604495861340:					22.14
08/29/2019	154073	Shred-it USA LLC	Monthly service	604-49586-3100	14.86
Total 604495863100:					14.86
08/29/2019	20190766	Waseca Area Chamber of Commerce	Leadership Conference-Hanson	604-49586-3300	397.50
Total 604495863300:					397.50
08/29/2019	20190730	Barr Engineering Company	Substation Engineering	604-49593-5300	390.00
08/29/2019	20190733	Border States Electric Supply	Conversion Materials	604-49593-5300	297.99
08/29/2019	20190733	Border States Electric Supply	Conversion Materials	604-49593-5300	101.85
08/29/2019	20190733	Border States Electric Supply	Conversion Materials	604-49593-5300	1,906.24
08/29/2019	20190733	Border States Electric Supply	Conversion Materials	604-49593-5300	663.52
08/29/2019	20190733	Border States Electric Supply	Conversion Materials	604-49593-5300	1,166.25
Total 604495935300:					4,525.85
08/29/2019	20190763	Stuart C. Irby Company	Equipment replacement	604-49593-5400	17,515.00
Total 604495935400:					17,515.00
Total Electric Utility:					26,356.15
Storm Water Utility					
08/29/2019	154069	MN Life	September Life Insurance	651-43140-1330	9.90
Total 651431401330:					9.90
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	651-43140-1340	11.33 M
Total 651431401340:					11.33
08/29/2019	20190744	ESS Brothers & Sons Inc	Castings for catch basins-19th Ave NE	651-43140-4000	952.62

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
08/29/2019	154057	Ferguson Enterprises Inc	pipe & fittings	651-43140-4000	954.35
08/29/2019	154060	Hancock Concrete Products LLC	Catch Basins	651-43140-4000	502.00
08/29/2019	20190768	Waseca Sand & Gravel Inc.	storm sewer repair	651-43140-4000	385.00
08/29/2019	20190768	Waseca Sand & Gravel Inc.	Storm sewer repair	651-43140-4000	662.00
Total 651431404000:					3,455.97
08/29/2019	154069	MN Life	September Life Insurance	651-49585-1330	2.89
Total 651495851330:					2.89
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	651-49585-1340	3.30 M
Total 651495851340:					3.30
Total Storm Water Utility:					3,483.39
Central Garage Services					
08/29/2019	154069	MN Life	September Life Insurance	701-43180-1330	28.05
Total 701431801330:					28.05
08/29/2019	81940	Reliance Standard	Sept LTD Insurance	701-43180-1340	34.44 M
Total 701431801340:					34.44
08/29/2019	20190750	IFACS	nuts & bolts	701-43180-2170	46.00
08/29/2019	20190750	IFACS	shop supplies	701-43180-2170	93.71
08/29/2019	154089	Zep Sales & Service	hand cleaner	701-43180-2170	114.98
Total 701431802170:					254.69
08/29/2019	154045	Auto Value Waseca	Parts and supplies	701-43180-2210	648.94
08/29/2019	20190735	Christensen Tire Service	rear tires	701-43180-2210	1,308.40
08/29/2019	20190742	Crysteel Truck Equipment Inc.	Signal Kit	701-43180-2210	520.00
08/29/2019	20190761	Sanco Equipment LLC	Parts for bobcat	701-43180-2210	281.60
08/29/2019	154077	Tire Associates	Trax	701-43180-2210	948.00
08/29/2019	154086	Winegar Inc.	rod for barstock	701-43180-2210	138.45
08/29/2019	154087	Winegar, Dave	hopper for tac	701-43180-2210	95.00
08/29/2019	154087	Winegar, Dave	lightbar shield	701-43180-2210	45.00
08/29/2019	20190770	Ziegler Inc	charge accumulators	701-43180-2210	586.71
Total 701431802210:					4,572.10
08/29/2019	154045	Auto Value Waseca	Parts and supplies	701-43180-2400	179.99
Total 701431802400:					179.99
08/29/2019	154074	South Central College	Training	701-43180-3300	100.00
Total 701431803300:					100.00
Total Central Garage Services:					5,169.27
Grand Totals:					519,887.46

Report Criteria:

Report type: GL detail

[Report].Amount = {<>} 0

Title:	Insurance Agent Request for Proposal (RFP)		
Meeting Date:	September 3, 2019	Agenda Item Number:	6C
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	RFP for City of Waseca Insurance Agent Services
Originating Department:	Finance	Presented By:	Finance Director
Approved By City Manager: <input type="checkbox"/>	Proposed Action: Motion to Approve staff to solicit proposals for insurance agent of record services.		
How does this item pertain to Vision 2030 goals?	Promote good governance		

BACKGROUND: The City has been with the current agent for property and liability insurance for 5 years. The contract is set to expire January 31, 2020. In an effort to ensure the city is receiving the best value for the cost of services staff recommends soliciting proposals for these related services. Staff recommends requesting proposals for the next three years with an option to extend to five years beginning with the February 1, 2020 renewal period. The request for proposal would be sent to invited firms and posted on the League of MN Cities website. Proposals would be reviewed and a recommendation would be presented to City Council on October 15, 2019.

Included with the RCCA you will find a draft copy of the RFP for the City of Waseca insurance agent services. Should the Council agree to obtain proposals, staff will proceed with the RFP timeline and process as outlined in the attached document.

RECOMMENDATION: Staff recommends a motion to approve staff to solicit proposals for insurance agent of record services.



Minnesota

Request for Proposals

Insurance Agent of Record Services

For the period beginning with
February 1, 2020 Annual Renewal

Alicia Fischer
Finance Director

508 State Street South
Waseca, MN 56093

(507) 835-9746

Financedirector@ci.waseca.mn.us

PROPOSALS MUST BE RECEIVED BY 4:00 PM, October 4th, 2019

I. INTRODUCTION

A. General Information

The City of Waseca's insurance coverage for property, liability, automobiles, and workers' compensation is provided by the League of Minnesota Cities Insurance Trust (LMCIT). LMCIT requires member cities to utilize the services of an agent of record to assist and advise the city on matters related to insurance coverage. The City of Waseca (City) invites written proposals from insurance brokers (Broker) to act as the Agent of Record on behalf of the City for Property/Casualty insurance and Workers' Compensation insurance for a three (3) year period beginning on February 1, 2020 with the option to extend to up to five (5) years. The City will make its selection of an agent based on the insurance agency or broker's qualifications, experience, services provided, references, and costs to the City.

B. Scope of Services

Background

The City is requesting insurance consulting and brokerage services to assist in the acquisition of property/casualty and worker's compensation insurance coverage. Brokerage and consulting services must be provided for annual policy renewals on an as needed basis. The selected broker(s) must provide a thorough renewal presentation each year with policy recommendations to include an analysis of available alternatives in consideration of the City's exposures. Brokerage services must also include insurance market research, policy endorsements, certificates of insurance and coverage consultation on City claims.

A copy of the City of Waseca's insurance coverage for 2019/2020 is included as Appendix A for reference.

Broker Duties and Responsibilities

1. Assist with the completion of the LMCIT online renewal forms using the data supplied by the City.
2. Advise and assist the City in evaluating and selecting coverage alternatives such as deductibles, limits, optional coverage, alternative coverage forms, etc. Advise the City on potential gaps or overlaps in coverage. Provide the City's Finance Director with access to the broker's working files of City business upon request, at the City's convenience and discretion.
3. Review the LMCIT insurance policies for completeness and accuracy. Confirm the schedules have been updated for the new data supplied during the renewal process.

4. Provide the City with a recap of insurance costs and an explanation of premium increases for each renewal.
5. Provide explanations of insurance coverage, coverage options and make recommendations as requested.
6. Assist as requested with filing and resolution of claims.
7. Assist as requested with reviewing certificates of insurance provided to the City with license applications, special event permits, airport leases and other items as requested by City.
8. Conduct quarterly review of open claims. Review claim reserves for appropriateness.
9. Assist the City in identifying risk exposures and developing appropriate strategies to address those exposures.
10. Assist as requested with safety and loss control activities.
11. Evaluate and advise the City on whether comparable insurance can be provided by someone other than the League of Minnesota Cities, including self-insurance.
12. Other usual functions expected of an insurance broker and requested by the City such as, but not limited to, accurately amending policies, providing interpretation of coverage, policy maintenance, binders and certificates, timely delivery of policies and/or binders, providing unbiased recommendations, answering questions and resolving issues.

C. Fees

The insurance agency shall indicate in its proposal the fee required to service the City's LMCIT insurance coverage for the policy periods of:

February 1, 2020 -January 31, 2021

February 1, 2021-January 31, 2022

February 1, 2022-January 31, 2023

Optional years:

February 1, 2023 -January 31, 2024

February 1, 2024-January 31, 2025

The fees proposed for each period shall be listed on the form attached as Appendix B to this proposal. The fee proposed is in lieu of a commission. It is anticipated the agent will be appointed for a minimum of a three (3) year period with the option to extend to a five (5) year period. An annual review process will be required with the understanding the City or Agent reserves the right to cancel the agreement with a 30-day written notice.

D. Rights of Review

The City of Waseca reserves the right to reject any or all proposals or to request additional information from any or all applicants as determined to be in the best interest of the City.

The City of Waseca reserves the right, where it may serve the City of Waseca's best interest, to request additional information or clarification from proposers or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. Following a review of the proposals, a recommendation for award will be made by the Finance Director to the City Council. A final decision for award of the work will be made by majority vote of the City Council.

The City of Waseca reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposing firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the letter of engagement between the City of Waseca and the firm selected.

E. Term of Engagement

A three (3) to five (5) year engagement is contemplated, subject to annual review and renewal. Based on satisfactory performance, the concurrence of the City Council and the annual availability of an appropriation, the City may extend the agreement annually without solicitations from other firms. In the event of unsatisfactory performance, or when in the best interest of the City, proposals may be solicited before the end of the period.

There will be a written agreement between the City of Waseca and the insurance broker.

F. Subcontracting

Following the award of the agreement, no subcontracting will be allowed without the express prior written consent of the City.

II. INSTRUCTIONS

A. Proposal Submission and Evaluation

Four (4) hard copies and one (1) electronic copy of the proposal must be received by 4:00 PM on October 4, 2019. Proposals should be mailed or hand delivered to:

Alicia Fischer, Finance Director
City of Waseca
508 South State Street
Waseca, MN 56093
financedirector@ci.waseca.mn.us
507-835-9746

All questions, correspondence and responses shall be directed to Finance Director Alicia Fischer. In the interest of fairness, do not contact other staff or elected/appointed officials with respect to this RFP.

B. Schedule

- | | |
|--|-------------------|
| 1. City distributes Request for Proposal | September 4, 2019 |
| 2. Proposal due date | October 4, 2019 |
| 3. Review of RFP's completed | October 8, 2019 |
| 4. Final decision/Agreement negotiation | October 9, 2019 |
| 5. Agreement consideration by City Council | October 15, 2019 |

NOTE: ALL PROPOSALS MUST BE RECEIVED AT WASECA CITY HALL BY 4:00PM, OCTOBER 4TH, 2019.

C. Proposal Format

Responses to this Request should include the information in the format and order prescribed on Appendix Band Appendix C to this RFP.

D. Evaluation Criteria

The City shall select a broker with the qualifications and proposal best meeting the needs of the City. Proposals shall be evaluated based several criteria including, but not limited to:

1. The fees listed in Appendix B.

2. The responses to the questions listed in Appendix C.
3. Number of years the agency has been in business.
4. Experience working with municipalities insured by the LMCIT during the last five years.
5. The qualifications, experience, and professional designations of the agency's staff proposed to service the City's account.
6. Agency premium volume excluding personal lines of coverage (health, life, etc.).
7. Present limit of errors and omissions coverage in place for the agency.
8. At least three references for municipal clients with contact information.
9. Any other agency resources or special qualifications that would be advantageous to the City.

III. AGREEMENT EXECUTION

The information below is being provided as part of this Request for Proposal to give proposers an understanding of the City's expectations with respect to agreement execution.

A. Negotiations and Agreement Execution

The City reserves the right to negotiate the final terms and conditions of the agreement to be executed. Should the City and agency be unable to agree upon the entire agreement, the City reserves the right to discontinue negotiations, select another agency, or reject all of the proposals. Upon completion of negotiations agreeable to the City and the agency, the Broker shall enter into a Professional Services Agreement with the City.

B. Agreement Ethics

1. No elected official or employee of the City of Waseca who exercises any responsibilities in the review, approval, or implementation of the proposal shall participate in any decision, which affects his or her direct or indirect financial interests.
2. It is a breach of ethical standards for any person to offer, give, or agree to give any City of Waseca employee or Council person, or for any City of Waseca employee or Council person to solicit, demand, accept, or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonable prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded the general public.
3. The agency shall not assign any interest in this agreement and shall not transfer any interest in the same without the prior written consent of the City.
4. The agency shall not accept any private client or project which, by its nature, places it in ethical conflict during its representation of the City of Waseca.
5. The Broker(s) agrees, as a condition of being awarded this RFP, to require each of its agents, officers and employees to abide by City, state and federal laws and regulations pertaining to sexual harassment, firearms and smoking, as well as all other reasonable work rules, safety rules or policies regulating the conduct of persons on City property at all times while performing duties pursuant to this agreement. The Broker agrees and understands that a violation of any of these policies or rules constitutes a breach of the agreement and sufficient grounds for immediate termination of the agreement by the City.

**CITY OF WASECA
INSURANCE COVERAGE FOR 2014/2015**

LMCIT PREMIUM BREAKDOWN

L'E: 04/30/2019

Coverage Period: 02/01/2019 -
02/01/2020

TO: _____

CITY OF: WASECA, CITY OF

COVERAGE	<u>AVERAGE RATE</u>	<u>AMOUNT OF COVERAGE</u>	PREMIUM
PROPERTY (Per \$100 Coverage)*	_____	\$ 68,511,562	\$ 47,594
EQUIPMENT BREAKDOWN COVERAGE	_____	\$ 68,511,562	\$ 8,496
MOBILE PROPERTY(Per \$100 Coverage):			
SCHED.OVER 25,000	<u>.24425</u>	\$ 1,660,220	\$ 3,898
UNSCH.ED.25,000 & LESS	_____	\$ 1,281,473	\$
MUNICIPAL LIABILITY		<u>SEE ATTACHED</u>	\$ 36,320
AUTO LIABILITY & PHYSICAL DAMAGE		<u>*SEE ATTACHED</u>	\$ 16,612
CRIME-INSIDE/OUT/FORGERY	_____	\$ 250,000	\$
BONDS	_____	\$ 1,000,000	\$ 940

*These AVERAGE RATES are to be used
for ESTIMATES of PREMIUM ALLOCATION ONLY

TOTAL PREMIUM: \$

**CITY OF WASECA
AGENT OF RECORD RFP FEE PROPOSAL**

Policy Period	Fee
February 1, 2020-January 31, 2021	
February 1, 2021-January 31, 2022	
February 1, 2022-January 31, 2023	
February 1, 2023-January 31, 2024	
February 1, 2024-January 31, 2025	

**CITY OF WASECA
AGENT OF RECORD RFP RESPONSE FORM**

INFORMATION ON THE FIRM	
Name of Firm:	
Branch Office:	
Address:	
List Prior Names of Business if changes have been made:	
Telephone Number of Office:	FAX Number:
Branch:	Branch:
National:	National:
Number of Years In Business:	
Describe your firm's experience and expertise regarding public entity risks by relating the markets to which the firm has access, the information technology capabilities of your firm, other public sector clients with whom you have a relationship and which of the clients are self-funded.	
Describe the steps you would take in reviewing our current program and designing changes in the program. Include specific techniques and procedures your firm may use to assist in identifying current and anticipated new loss exposures to the City. Describe the Loss Control, Risk Management, Wellness and Legal service offered by your firm.	
What are the transition expectations if the City uses your services?	

**CITY OF WASECA
AGENT OF RECORD RFP RESPONSE FORM**

After the risk assessment is complete, how does your organization formulate a long-term Risk Management strategy for the next five years?

Please comment on your anticipated involvement in monitoring and assisting in claims preparation, management, negotiation and settlement.

What services would you classify within the fee income and what services would you classify outside the fee income? List your fees for any additional services which may exceed the scope of duties and responsibilities contemplated within the set fee?

**CITY OF WASECA
AGENT OF RECORD RFP RESPONSE FORM**

PERSONNEL INFORMATION	
Provide the names, professional qualifications and educational background of the Account Executives and key support personnel who would be responsible for our account:	
Branch:	National:
Total Personnel:	Total Personnel:
Branch:	National:
Licensed Brokers:	Licensed Brokers:
Branch:	National:
Claims Administration:	Claims Administration:
Branch:	National:
Safety/Loss Control Personnel:	Safety/Loss Control Personnel:
Branch:	National:
Licensed Insurance Consultants:	Licensed Insurance Consultants:
Branch:	National:
Licensed Excess & Surplus Lines Broker:	Licensed Excess & Surplus Line Broker:
Branch:	National:
Legal Personnel:	Legal Personnel:
Branch:	National:
Wellness Personnel:	Wellness Personnel:
Branch:	National:

**CITY OF WASECA
AGENT OF RECORD RFP RESPONSE FORM**

AGENCY PERSONNEL INFORMATION
<p>List principals in firm and denote those who would work with the City of Waseca.</p>
<p>List the number of clerical/support staff in service office.</p>
<p>Discuss the claims process as it relates to your firm.</p>
<p>In no more than 100 words, offer any additional information related to why your firm should be the City of Waseca's selected broker.</p>

CITY OF WASECA
AGENT OF RECORD RFP RESPONSE FORM

INSURANCE COMPANY INFORMATION		
Commercial Property/Casualty (list your top 5 companies by premium volume written and indicate the dollars of premium written):		
Branch:	National:	
What is your Annual Premium Volume by Coverage Area?	Branch	National
Property/Boiler Machinery.....		
General Liability.....		
Auto Liability.....		
Public Officials/E&O.....		
Crime.....		
Workers Compensation.....		
Professional Liability.....		
Names of governmental entities insured by the agency through the LMCIT during the last five years. For each client reference, include the scope of the service, time performed, and name, title, address and phone number of the principal contact person.		

CITY OF
WASECA
AGENT OF RECORD RFP RESPONSE
FORM

REFERENCES	
List three references:	
1.	<div>Entity:</div> <div>Coverage/Service:</div> <div>Contact (Name, Title, Address & Tel. No.):</div>
2.	<div>Entity:</div> <div>Coverage/Service:</div> <div>Contact (Name, Title, Address & Tel.No.):</div>
3.	<div>Entity:</div> <div>Coverage/Service:</div> <div>Contact (Name, Title, Address & Tel.No.):</div>



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

Name of organization		Date organized	Tax exempt number
Waseca County Agricultural Society		1879	
Address	City	State	Zip Code
409 8th Ave NE	Waseca	Minnesota	56093
Name of person making application		Business phone	Home phone
Robin Dulas		507-461-0314	same
Date(s) of event	Type of organization		
October 19, 2019	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Mike Harguth	Waseca	Minnesota	56093
Organization officer's name	City	State	Zip Code
Paul Neigebauer	Waseca	Minnesota	56093
Organization officer's name	City	State	Zip Code
Robin Dulas	Waseca	Minnesota	56093
Organization officer's name	City	State	Zip Code
		Minnesota	

Location where permit will be used. If an outdoor area, describe.
Waseca County Fairgrounds-Beer Garden building and outdoor patio

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
Waseca County Agricultural Society
409 8th Ave NE Waseca, MN 56093

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
MN Joint Underwriting Association \$50,000 each person \$100,000 each occurrence

APPROVAL

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

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

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

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

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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

Certificate of Final Completion

Owner: City of Waseca

Project: 2018 Runway 15/33 Culvert Replacement

Airport: Waseca Municipal Airport

Date of Issuance: August 20, 2019

Contract Date: May 18, 2018

Consultant Project No.: 16647

Contractor: Borneke Construction Inc.

CONTRACTOR

The undersigned contractor does hereby certify that he has performed and completed all work in connection with and pursuant to the terms of the contract for the above referenced project, and does hereby certify the final payment request is true, correct, and complete, and makes claim for full and final payment in accordance with the terms of the contract.

Contractor: Borneke Construction Inc.

By: Chuck DeSmedt 8/20/19

Title: Project Manager

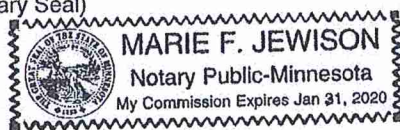
STATE OF MINNESOTA)
COUNTY OF Waseca) SS

On this 20 day of August, 2019, before me, a Notary Public within and for said County, personally appeared Chuck DeSmedt to me known to be the person described in and who executed the foregoing instrument and acknowledged that he (she) executed the same as his (her) own free act and deed.

(Corporate Acknowledgement)

Mark Sibel and Sam Borneke to me personally known, who, being each by me duly sworn, each did say that they are respectively the President and Vice President of the Borneke Construction Inc. corporation named in the foregoing instrument, and that the seal affixed to said instrument is the corporate seal of said corporation by authority of its President and said Vice President acknowledged said instrument to be the free act and deed of said corporation.

(Notary Seal)



Signature: Marie F. Jewison
My Commission as Notary Public in
Waseca County
Expires Jan 1, 2020


WASECA MUNICIPAL AIRPORT
2018 RUNWAY 15/33 CULVERT REPLACEMENT

DESIGN CONSULTANT

It is hereby certified that a final examination has been made of the above noted contract; that the contract has been completed; that the entire amount of work shown in the final payment request has been performed; and the total value of the work performed in accordance with, and pursuant to, the terms of the contract is as shown in the final payment request.

Firm Name: TKDA

Date: 8/20/19

By:  John Petersen

Title: Project Manager

OWNER

In accordance with the foregoing, work under said contract is accepted as fully complete and said final payment as requested is approved for payment.

By: 

Date: 8/20/19

Title: City Engineer

Certificate of Substantial Completion

Owner: City of Waseca

Project: 2018 Runway 15/33 Culvert Replacement

Airport: Waseca Municipal Airport

Date of Issuance: August 20, 2019

Contract Date: May 18, 2018

Consultant Project No.: 16647

Contractor: Borneke Construction Inc.

Project or designated portion shall include: Runway 15/33 culvert replacement – all contract work

The work performed under this contract has been reviewed by the Architect/Engineer and Construction Coordinator, and found to be substantially complete. The Date of Substantial Completion of the project or portion thereof designated above is hereby established as of October 22, 2018, which is also the date of commencement of applicable warranties and guarantees required by the Contract Documents.

DEFINITION OF DATE OF SUBSTANTIAL COMPLETION

The Date of Substantial Completion of the work or designated portion thereof is the date certified by the Architect/Engineer and Construction Coordinator when construction is sufficiently complete, in accordance with the Contract Documents, so the Owner can occupy or utilize the work or designated portion thereof for the use for which it is intended, as expressed in the Contract Documents.

A list of items to be completed or corrected, prepared by the Consultant and verified by the Contractor is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all work, in accordance with the Contract Documents. The date of commencement of warranties and guarantees for items on the attached list will be the date of final payment unless otherwise agreed to in writing by previous correspondence.

CONSULTANTS

TKDA
Design Consultant

[Signature]
By

8/20/19
Date

CONTRACTOR

The Contractor will complete or correct the work on the list of items attached hereto within 30 calendar days from the date of Substantial Completion. The list of items to be completed or corrected is appended hereto as Attachment A.

Borneke Construction Inc.
Contractor

[Signature]
By

8/20/19
Date

OWNER

The Owner accepts the work or designated portion thereof as substantially complete on October 22, 2018.

City Engineer
Title

[Signature]
By

8/20/19
Date

Construction Report and Cost Estimate

State Project Number: A8101-30

Municipality: CITY OF WASECA

Project Description: 2018 RUNWAY 15/33 CULVERT REPLACEMENT SFY: 2018

Contractors Name: BORNEKE CONSTRUCTION, INC.

Agreement:

Region: S

FAA Proj Number: 3-27-0109-012-2018

Estimate Number: 2

Construction Costs Through: FINAL

CERTIFICATION OF WORK PERFORMED

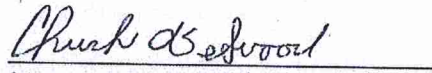
I have examined the materials furnished and work performed by the Contractor on the above project. To the best of my knowledge the quantities are correct and in accordance with the plans and specifications. I recommend this estimate for payment.

Dated: 8/20/2019 Title: Project Manager


Engineer - TKDA

This is to certify that the quantities as shown herein are a fair estimate for the period covered by this Report.

Dated: 8/20/2019 Title: Project Manager


Contractor - BORNEKE CONSTRUCTION, INC.

CERTIFICATION BY AN OFFICIAL OF THE CITY OF WASECA

I hereby certify this report was approved for payment by the Municipal Council at the regular (special) meeting held on the _____ Day of _____.

Title: _____
CITY OF WASECA

STATEMENT OF CONSTRUCTION WORK PERFORMED

State Project Number: A8101-30

Municipality: CITY OF WASECA

Project Description: 2018 RUNWAY 15/33 CULVERT REPLACEMENT

Contractors Name: BORNEKE CONSTRUCTION, INC.

Agreement:

Region: S FAA Proj Number: 3-27-0109-012-2018

FY: 2018 Estimate Number: 2 (Final)

Construction Costs Through: FINAL

Item Number	Spec Number	Construction Item	Unit of Measure	Funding Rate	Unit Price	Quantity	Amount	Previously Completed Quantity	Completed This Report Quantity	Completed to Date Quantity	Completed to Date Amount
1	40-1	MOBILIZATION	LS	0.900	0.050	0.050	17,000.00	1.0	0.0	1.0	17,000.00
2	2-28-1	TRAFFIC PROVISIONS	LS	0.900	0.050	0.050	3,850.00	1.0	0.0	1.0	3,850.00
3	2-29-1	HAUL ROUTES	LS	0.900	0.050	0.050	850.00	1.0	0.0	1.0	850.00
4	43-1	REMOVE BITUMINOUS PAVEMENT	SY	0.900	0.050	0.050	3.00	836.0	0.0	836.0	2,508.00
5	43-2	REMOVE 72" CMP CULVERT	LF	0.900	0.050	0.050	10.00	189.0	0.0	189.0	1,890.00
6	51-1	COMMON EXCAVATION	CY	0.900	0.050	0.050	7.50	1,500.0	0.0	1,500.0	11,250.00
7	51-2	SUBGRADE EXCAVATION	CY	0.900	0.050	0.050	10.75	600.0	0.0	600.0	6,450.00
8	51-3	GRANULAR MATERIAL (CV)	CY	0.900	0.050	0.050	20.50	1,220.0	0.0	1,220.0	25,010.00
9	51-4	WATER	MGAL	0.900	0.050	0.050	25.00	25.0	0.0	25.0	625.00
10	51-5	TOPSOIL PLACEMENT	SY	0.900	0.050	0.050	1.25	1,432.0	0.0	1,432.0	1,790.00
11	62-1	88" SPAN REINFORCED CONCRETE PIPE ARCH CULV LF	EA	0.900	0.050	0.050	525.00	189.0	0.0	189.0	99,225.00
12	62-2	88" SPAN REINFORCED CONCRETE PIPE APRON	EA	0.900	0.050	0.050	7,500.00	2.0	0.0	2.0	15,000.00
13	62-3	GRANULAR BEDDING (LV)	CY	0.900	0.050	0.050	17.00	125.0	0.0	125.0	2,125.00
14	66-1	6" PVC SUBDRAIN	ALLOW	0.900	0.050	0.050	2,000.00	1.0	0.0	1.0	2,000.00
15	72-1	8" AGGREGATE BASE	SY	0.900	0.050	0.050	9.20	875.0	0.0	875.0	8,050.00
16	75-1	GEOTEXTILE FILTER FABRIC	SY	0.900	0.050	0.050	3.00	1,105.0	0.0	1,105.0	8,050.00
17	82-1	WEARING COURSE MIXTURE	TN	0.900	0.050	0.050	110.00	150.0	0.0	150.0	3,315.00
18	82-2	BINDER COURSE MIXTURE	TN	0.900	0.050	0.050	108.00	150.0	0.0	150.0	16,500.00
19	82-3	BITUMINOUS TACK COAT	GAL	0.900	0.050	0.050	2.00	85.0	0.0	85.0	16,200.00
20	105-1	PAVEMENT MARKING	SF	0.900	0.050	0.050	3.00	240.0	0.0	240.0	170.00
21	111-1	SEEDING, CLASS 1	AC	0.900	0.050	0.050	5,250.00	0.5	0.0	0.5	720.00
22	111-2	SODDING	SY	0.900	0.050	0.050	10.00	225.0	0.0	225.0	2,625.00
23	111-3	WOOD FIBER BLANKET	MGAL	0.900	0.050	0.050	210.00	15.0	0.0	15.0	2,250.00
24	111-4	SILT FENCE	SY	0.900	0.050	0.050	3.15	600.0	0.0	600.0	3,150.00
25	112-1	RIP RAP, CLASS IV	LF	0.900	0.050	0.050	2.00	465.0	0.0	465.0	1,890.00
26	113-1	GRANULAR FILTER	CY	0.900	0.050	0.050	70.00	102.0	0.0	102.0	930.00
27	113-2	2" PVC CONDUIT	LF	0.900	0.050	0.050	50.00	7.0	0.0	7.0	7,140.00
28	211-1	HANDHOLE 'Hha'	EA	0.900	0.050	0.050	3,000.00	650.0	0.0	650.0	350.00
29	211-2	#6 BARE COUNTERPOISE	LF	0.900	0.050	0.050	3.00	597.0	0.0	597.0	3,250.00
30	220-1	#8 5KV CABLE	LF	0.900	0.050	0.050	1.50	330.0	0.0	330.0	6,000.00
31	220-2	#4 600V CABLE	LF	0.900	0.050	0.050	1.40	1,170.0	0.0	1,170.0	1,755.00
32	220-3	#6 600V CABLE	LF	0.900	0.050	0.050	1.40	0.0	0.0	0.0	0.00
33	220-4	INSTALL CABLE IN DUCT	LF	0.900	0.050	0.050	3.50	1,490.0	0.0	1,490.0	2,086.00
34	220-5	TRENCHING IN TURF	LF	0.900	0.050	0.050	5.00	1,170.0	0.0	1,170.0	4,095.00
35	231-1	INSTALL SALVAGED RUNWAY EDGE LIGHT	EA	0.900	0.050	0.050	1,000.00	970.0	0.0	970.0	4,850.00
36	270-1	REMOVE AND SALVAGE RUNWAY EDGE LIGHT	EA	0.900	0.050	0.050	1,000.00	2.0	0.0	2.0	2,000.00
37	270-1		EA	0.900	0.050	0.050	1,000.00	2.0	0.0	2.0	2,000.00
							Original Contract Subtotal:	279,889.00			
							Completed to Date Subtotal:	273,503.50			

STATEMENT OF CONSTRUCTION WORK PERFORMED

State Project Number: A8101-30
Municipality: CITY OF WASECA
Project Description: 2018 RUNWAY 15/33 CULVERT REPLACEMENT
Contractors Name: BORNEKE CONSTRUCTION, INC.

Agreement:
Region: S
FY: 2018
Construction Costs Through: FINAL

FAA Proj Number: 3-27-0109-012-2018
Estimate Number: 2 (Final)

Item Number	Spec Number	Construction Item	Unit of Measure	Funding Rate				Quantity	Amount	Previously Completed Quantity	Completed This Report Quantity	Completed to Date Quantity	Completed to Date Amount
				FAA	ST	MUN							
			TOTAL				FEDERAL		STATE		LOCAL		
		Construction Prorates:					90.0000%		5.0000%		5.0000%		
		Previously Completed:	273,503.50				246,153.15		13,675.18		13,675.18		
		Completed This Report:	0.00				0.00		0.00		0.00		
		Completed To Date:	273,503.50				246,153.15		13,675.18		13,675.18		
		Retainage Computation for Payment to: BORNEKE CONSTRUCTION, INC.											
		Total Completed to Date:	273,503.50				246,153.15		13,675.18		13,675.18		
		Less 0% Retainage:	0.00				0.00		0.00		0.00		
		Sub Total Payment:	273,503.50				246,153.15		13,675.18		13,675.18		
		Less Previous Payments:	259,828.32				233,845.49		12,991.42		12,991.42		
		Contractors Payment This Estimate:	13,675.18				12,307.66		683.76		683.76		

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: August 28, 2019

TO: Mayor & City Council
Lee Mattson, City Manager

PROJECT NAME: 3rd St Improvement project

CITY PROJECT NO. 2019-01

PAYMENT REQUEST : NO. 4

PAYMENT PERIOD : 7/31/2019-8/27/2019

CONTRACTOR: Heselton Construction LLC

PAYMENT AMOUNT: \$195,733.76

Approved By:

Tom Kollogg 8/28/19
Department Head Date

Director of Finance

Date

City Manager

Date



CITY OF WASECA

508 S. State St
Waseca, MN 56093

Project R-011736-000 - 3rd Street NE Improvement Project
Pay Voucher No. 4

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

Contract No.
Vendor No.
For Period: 7/31/2019 - 8/27/2019
Warrant # _____ Date _____

Contract Amounts

Original Contract	\$2,571,730.37
Contract Changes	\$4,199.64
Revised Contract	\$2,575,930.01

Work Certified To Date

Base Bid Items	\$818,043.25
Backsheet	\$0.00
Change Order	\$28,430.28
Supplemental Agreement	\$0.00
Work Order	\$0.00
Material On Hand	\$19,282.45
Total	\$865,755.98

Funds Encumbered

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

	Work Certified This Pay Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Pay Voucher	Total Amount Paid To Date
R-011736-000	\$206,035.54	\$865,755.98	\$43,287.80	\$626,734.42	\$195,733.76	\$822,468.18
Percent Retained: 5.0000%				Percent Complete: 33.6095%		
Amount Paid This Pay Voucher					\$195,733.76	

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

Approved By

Approved By Heselton Construction, LLC.

County/City/Project Engineer

Contractor

Date

Date

R-011736-000 Payment Summary

No.	From Date	To Date	Work Certified Per Pay Voucher	Amount Retained Per Pay Voucher	Amount Paid Per Pay Voucher
1	04/30/2019	05/29/2019	\$144,882.25	\$7,244.11	\$137,638.14
2	05/30/2019	06/25/2019	\$340,484.40	\$17,024.22	\$323,460.18
3	06/26/2019	07/30/2019	\$174,353.79	\$8,717.69	\$165,636.10
4	07/31/2019	08/27/2019	\$206,035.54	\$10,301.78	\$195,733.76
Totals:			\$865,755.98	\$43,287.80	\$822,468.18

R-011736-000 Funding Category Report

Funding Category No.	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Pay Voucher	Total Amount Paid To Date
001	115,277.10	5,763.86	99,161.08	10,352.17	109,513.24
002	385,447.07	19,272.35	271,995.97	94,178.75	366,174.72
003	481.00	24.05	0.00	456.95	456.95
004	3,162.00	158.10	2,090.00	913.90	3,003.90
005	214,114.86	10,705.74	147,782.91	55,626.21	203,409.12
006	130,165.12	6,508.26	94,272.52	29,384.34	123,656.86
UNF	865,755.97	43,287.80	626,734.42	195,733.76	822,468.17
Totals:	\$1,714,403.12	\$85,720.16	\$1,242,036.89	\$386,646.07	\$1,628,682.96

R-011736-000 Funding Source Report

Accounting No.	Funding Source	Amount Paid This Pay Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid To Contractor To Date
UNF	Unfunded	195,733.76	2,575,930.01	2,571,730.37	822,468.17
Totals:		\$195,733.76	\$2,575,930.01	\$2,571,730.37	\$822,468.17

R-011736-000 Project Material Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
Schedule A Surface and Utility Improvements									
1	2021.501	MOBILIZATION	LS	\$48,100.00	1	0.33	\$15,873.00	1	\$48,100.00
2	2101.524	CLEARING	TREE	\$755.00	3	0	\$0.00	7	\$5,285.00
3	2101.524	GRUBBING	TREE	\$108.00	3	0	\$0.00	7	\$756.00
4	2104.502	REMOVE MANHOLE OR CATCH BASIN	EACH	\$325.00	48	4	\$1,300.00	21	\$6,825.00
5	2104.502	REMOVE CASTING	EACH	\$100.00	1	0	\$0.00	0	\$0.00
6	2104.502	REMOVE HYDRANT	EACH	\$335.00	6	0	\$0.00	3	\$1,005.00
7	2104.502	REMOVE GATE VALVE & BOX	EACH	\$268.00	19	0	\$0.00	8	\$2,144.00
8	2104.502	REMOVE SIGN	EACH	\$32.35	14	0	\$0.00	0	\$0.00
9	2104.502	SALVAGE SIGN	EACH	\$32.35	6	0	\$0.00	1	\$32.35
10	2104.503	REMOVE WATER MAIN	L F	\$5.80	3238	465	\$2,697.00	1340	\$7,772.00
11	2104.503	REMOVE WATER SERVICE PIPE	L F	\$1.00	1272	556	\$556.00	1022	\$1,022.00
12	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$7.60	4064	258	\$1,960.80	1973	\$14,994.80
13	2104.503	REMOVE SANITARY SERVICE PIPE	L F	\$1.50	1993	142	\$213.00	816	\$1,224.00
14	2104.503	REMOVE SEWER PIPE (SANITARY)	L F	\$3.85	2726	375	\$1,443.75	1215	\$4,677.75
15	2104.503	REMOVE CURB & GUTTER	L F	\$2.60	5573	0	\$0.00	2591	\$6,736.60
16	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$4.85	352	0	\$0.00	0	\$0.00
17	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$2.10	661	0	\$0.00	105	\$220.50
18	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	\$6.90	584	0	\$0.00	0	\$0.00
19	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$3.30	173	0	\$0.00	0	\$0.00
20	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$4.00	13329	0	\$0.00	6357	\$25,428.00
21	2104.504	REMOVE CONCRETE PAVEMENT	S Y	\$8.00	115	0	\$0.00	0	\$0.00
22	2104.518	REMOVE CONCRETE WALK	S F	\$0.75	19937	0	\$0.00	2301.5	\$1,726.13
23	2104.601	SALVAGE AND REINSTALL	LS	\$1,000.00	1	0	\$0.00	0	\$0.00

R-011736-000 Project Material Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
		LANDSCAPE STRUCTURES							
24	2104.618	SALVAGE BRICK PAVERS	S F	\$4.70	128	0	\$0.00	16	\$75.20
25	2105.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$1.00	16096	420	\$420.00	2183	\$2,183.00
26	2105.509	STABILIZING AGGREGATE	TON	\$22.00	140	137.7	\$3,029.40	237.7	\$5,229.40
27	2105.601	DEWATERING	LS	\$0.01	1	0	\$0.00	0	\$0.00
28	2106.507	EXCAVATION - COMMON (P)	C Y	\$15.70	7871	140	\$2,198.00	1100	\$17,270.00
29	2106.507	EXCAVATION - SUBGRADE	C Y	\$11.25	700	118.5	\$1,333.13	118.5	\$1,333.13
30	2106.507	SELECT GRANULAR EMBANKMENT (CV)	C Y	\$21.85	5140	140	\$3,059.00	728	\$15,906.80
31	2112.519	SUBGRADE PREPARATION	RDST	\$260.00	34	0	\$0.00	3.45	\$897.00
32	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$150.00	25	0	\$0.00	8	\$1,200.00
33	2130.523	WATER	MGAL	\$50.00	67	0	\$0.00	0	\$0.00
34	2131.506	CALCIUM CHLORIDE SOLUTION	GAL	\$1.70	3633	0	\$0.00	0	\$0.00
35	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$12.25	3135	70	\$857.50	364	\$4,459.00
36	2331.603	JOINT ADHESIVE	L F	\$0.57	5991	0	\$0.00	0	\$0.00
37	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$2.21	740	0	\$0.00	0	\$0.00
38	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3;C)	TON	\$79.95	1672	0	\$0.00	0	\$0.00
39	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3;C)	TON	\$76.55	1758	0	\$0.00	0	\$0.00
40	2451.609	GRANULAR FOUNDATION AND/OR BEDDING	TON	\$22.00	60	433.4	\$9,534.80	433.4	\$9,534.80
41	2502.503	4" TP PIPE DRAIN	L F	\$18.50	491	0	\$0.00	119	\$2,201.50
42	2502.503	6" PERF TP PIPE DRAIN	L F	\$15.80	4849	0	\$0.00	680	\$10,744.00
43	2502.601	IRRIGATION SYSTEM PROVISION	LS	\$8,000.00	1	0	\$0.00	0	\$0.00
44	2502.602	6" TP PIPE DRAIN CLEAN OUT	EACH	\$400.00	34	0	\$0.00	6	\$2,400.00
45	2503.503	4" PVC PIPE SEWER	L F	\$30.00	169	102	\$3,060.00	158	\$4,740.00
46	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	\$48.00	609	135	\$6,480.00	143	\$6,864.00

R-011736-000 Project Material Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
47	2503.503	18" RC PIPE SEWER DES 3006 CL V	L F	\$52.90	24	0	\$0.00	0	\$0.00
48	2503.503	24" RC PIPE SEWER DES 3006 CL III	L F	\$61.00	281	0	\$0.00	0	\$0.00
49	2503.503	30" RC PIPE SEWER DES 3006 CL III	L F	\$88.50	672	0	\$0.00	0	\$0.00
50	2503.503	36" RC PIPE SEWER DES 3006 CL III	L F	\$124.65	194	0	\$0.00	0	\$0.00
51	2503.503	42" RC PIPE SEWER DES 3006 CL III	L F	\$164.00	553	74	\$12,136.00	482	\$79,048.00
52	2503.503	42" RC PIPE SEWER DES 3006 CL IV	L F	\$188.00	659	0	\$0.00	651	\$122,388.00
53	2503.503	48" RC PIPE SEWER DES 3006 CL III	L F	\$195.40	167	34	\$6,643.60	123	\$24,034.20
54	2503.511	12" PVC PIPE SEWER, SDR 35	L F	\$37.80	428	0	\$0.00	83	\$3,137.40
55	2503.601	STORM SEWER BYPASS PUMPING	LS	\$2,500.00	1	0	\$0.00	0.25	\$625.00
56	2503.601	SANITARY SEWER BYPASS PUMPING	L S	\$37,500.00	1	0	\$0.00	0	\$0.00
57	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$478.00	7	0	\$0.00	2	\$956.00
58	2503.602	CONNECT TO EXISTING SANITARY SEWER SER	EACH	\$155.00	53	6	\$930.00	26	\$4,030.00
59	2503.603	4" PVC SERVICE, SCHEDULE 40 (WYE, LATERAL, CONNECTION)	LF	\$60.00	1648	275	\$16,500.00	847.8	\$50,868.00
60	2503.603	6" PVC SERVICE, SCHEDULE 40 (WYE, LATERAL, CONNECTION)	LF	\$63.00	164	0	\$0.00	79.2	\$4,989.60
61	2503.603	8" PVC PIPE SEWER - SDR 35	L F	\$33.40	1109	0	\$0.00	0	\$0.00
62	2503.603	10" PVC PIPE SEWER - SDR 35	L F	\$39.60	537	0	\$0.00	451	\$17,859.60
63	2503.603	15" PVC PIPE SEWER SDR 35	L F	\$42.40	577	0	\$0.00	0	\$0.00
64	2503.603	TELEWISE SANITARY SEWER	L F	\$1.46	2651	0	\$0.00	0	\$0.00
65	2503.603	TELEWISE SANITARY SEWER SERVICE - LATERAL LAUNCH	LF	\$5.04	2326	0	\$0.00	0	\$0.00
66	2503.603	TELEWISE SANITARY SEWER SERVICE - CLEANOUT	LF	\$0.10	1245	0	\$0.00	0	\$0.00

R-011736-000 Project Material Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
67	2504.601	TEMPORARY WATER SERVICE	LS	\$20,700.00	1	0	\$0.00	0.5	\$10,350.00
68	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$850.00	10	0	\$0.00	4	\$3,400.00
69	2504.602	CONNECT TO EXISTING WATER SERVICE	EACH	\$195.00	48	15	\$2,925.00	29	\$5,655.00
70	2504.602	HYDRANT	EACH	\$4,558.00	6	0	\$0.00	2	\$9,116.00
71	2504.602	1" CORPORATION STOP	EACH	\$300.00	44	15	\$4,500.00	27	\$8,100.00
72	2504.602	1.5" CORPORATION STOP	EACH	\$470.00	4	0	\$0.00	2	\$940.00
73	2504.602	4" GATE VALVE & BOX	EACH	\$1,365.00	1	0	\$0.00	0	\$0.00
74	2504.602	6" GATE VALVE & BOX	EACH	\$1,620.00	14	0	\$0.00	6	\$9,720.00
75	2504.602	8" GATE VALVE & BOX	EACH	\$2,065.00	11	0	\$0.00	6	\$12,390.00
76	2504.602	1" CURB STOP & BOX	EACH	\$349.00	44	15	\$5,235.00	27	\$9,423.00
77	2504.602	1.5" CURB STOP & BOX	EACH	\$600.00	4	0	\$0.00	1	\$600.00
78	2504.603	1" TYPE PE PIPE	L F	\$44.20	1274	539	\$23,823.80	1005	\$44,421.00
79	2504.603	1 1/2" TYPE PE PIPE	L F	\$46.00	91	0	\$0.00	58	\$2,668.00
80	2504.603	6" WATERMAIN DUCTILE IRON CL 50	L F	\$36.50	136	0	\$0.00	0	\$0.00
81	2504.603	4" PVC WATERMAIN	L F	\$30.35	8	0	\$0.00	3	\$91.05
82	2504.603	6" PVC WATERMAIN	L F	\$30.75	21	30	\$922.50	190	\$5,842.50
83	2504.603	8" PVC WATERMAIN	L F	\$34.10	3105	454	\$15,481.40	1354	\$46,171.40
84	2504.604	4" POLYSTYRENE INSULATION	S Y	\$46.00	80	0	\$0.00	7.1	\$326.60
85	2504.608	DUCTILE IRON FITTINGS	LB	\$10.00	1950	75	\$750.00	858	\$8,580.00
86	2505.601	UTILITY COORDINATION	LS	\$1,000.00	1	0	\$0.00	0.36	\$360.00
87	2506.502	CONST DRAINAGE STRUCTURE DESIGN SPEC 1	EACH	\$2,084.00	19	5	\$10,420.00	6	\$12,504.00
88	2506.603	CONSTRUCT DRAINAGE STRUCTURE DES SPEC 2	L F	\$24,500.00	1	1	\$24,500.00	1	\$24,500.00
89	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$432.00	55.1	0	\$0.00	0	\$0.00
90	2506.503	CONST DRAINAGE STRUCTURE DES	L F	\$523.00	39.2	0	\$0.00	0	\$0.00

R-011736-000 Project Material Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
		60-4020							
91	2506.503	CONST DRAINAGE STRUCTURE DES 72-4020	L F	\$655.00	49.3	5	\$3,275.00	48.45	\$31,734.75
92	2506.503	CONST DRAINAGE STRUCTURE DES 84-4020	L F	\$946.00	20	0	\$0.00	6.79	\$6,423.34
93	2506.503	CONST DRAINAGE STRUCTURE DES 120-4020	L F	\$2,264.00	6.5	6.5	\$14,716.00	6.5	\$14,716.00
94	2506.502	CASTING ASSEMBLY	EACH	\$542.00	38	0	\$0.00	0	\$0.00
95	2506.602	CHIMNEY SEALS	EACH	\$270.00	58	0	\$0.00	0	\$0.00
96	2506.602	CONSTRUCT SANITARY MANHOLE	EACH	\$2,728.00	10	1	\$2,728.00	5	\$13,640.00
97	2506.602	CONSTRUCT SANITARY MANHOLE OVERDEPTH (>8')	L F	\$229.00	38	7.06	\$1,616.74	29.65	\$6,789.85
98	2521.518	4" CONCRETE WALK	S F	\$5.90	16295	0	\$0.00	0	\$0.00
99	2521.518	6" CONCRETE WALK	S F	\$11.10	4434	0	\$0.00	0	\$0.00
100	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$17.80	5576	0	\$0.00	0	\$0.00
101	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$73.80	614.4	0	\$0.00	0	\$0.00
102	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	S Y	\$93.70	52.5	0	\$0.00	0	\$0.00
103	2531.601	ADA COMPLIANCE SUPERVISOR	L S	\$645.00	1	0	\$0.00	0	\$0.00
104	2531.618	TRUNCATED DOMES	S F	\$38.70	266	0	\$0.00	0	\$0.00
105	2557.602	REPAIR DOG FENCE	EACH	\$375.00	5	0	\$0.00	0	\$0.00
106	2563.601	TRAFFIC CONTROL	LS	\$11,750.00	1	0	\$0.00	0.36	\$4,230.00
107	2564.518	SIGN PANELS TYPE C	S F	\$53.90	164.2	0	\$0.00	0	\$0.00
108	2564.602	INSTALL SALVAGED SIGN	EACH	\$130.00	6	0	\$0.00	0	\$0.00
109	2571.524	DECIDUOUS TREE 2.5" CAL B&B	TREE	\$600.00	5	0	\$0.00	0	\$0.00
110	2573.501	STORM DRAIN INLET PROTECTION	LS	\$6,340.00	1	0	\$0.00	0.36	\$2,282.40
111	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,960.00	1	0	\$0.00	0.36	\$705.60
		EROSION CONTROL							

R-011736-000 Project Material Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
112	2573.501	SUPERVISOR	LS	\$1,000.00	1	0	\$0.00	0.36	\$360.00
113	2573.503	SEDIMENT CONTROL LOG TYPE WOOD CHIP	L F	\$2.16	2392	0	\$0.00	500	\$1,080.00
114	2574.507	COMMON TOPSOIL BORROW	C Y	\$25.00	40	0	\$0.00	0	\$0.00
115	2575.504	SODDING TYPE LAWN	S Y	\$6.50	4750	0	\$0.00	0	\$0.00
116	2575.560	HYDROMULCH	S Y	\$1.35	2454	0	\$0.00	0	\$0.00
117	2575.535	WATER (TURF ESTABLISHMENT)	MGAL	\$17.25	106.4	0	\$0.00	0	\$0.00
118	2582.503	4" BROKEN LINE PAINT	L F	\$1.29	1094	0	\$0.00	0	\$0.00
119	2582.503	12" SOLID LINE PAINT	L F	\$2.16	820	0	\$0.00	0	\$0.00
120	2582.503	24" SOLID LINE PAINT	L F	\$3.77	153	0	\$0.00	0	\$0.00
Totals For Section Schedule A Surface and Utility Improvements:							\$201,118.42		\$818,043.25
Change Order 1									
121	2503.603	8" PVC PIPE SEWER - SDR 35	L F	(\$33.40)	749	0	\$0.00	0	\$0.00
122	2503.603	8" PVC PIPE SEWER - SDR 26	L F	\$36.70	749	433	\$15,891.10	733	\$26,901.10
123	2503.603	4" PVC SERVICE, SCHEDULE 40 (WYE, LATERAL, CONNECTION)	EACH	\$84.26	12	6	\$505.56	11	\$926.86
124	2503.603	6" PVC SERVICE, SCHEDULE 40 (WYE, LATERAL, CONNECTION)	EACH	\$114.50	2	0	\$0.00	1	\$114.50
125	2021.501a	Restocking Fee	LS	\$487.82	1	0	\$0.00	1	\$487.82
Totals For Change Order 1:							\$16,396.66		\$28,430.28
Project Totals:							\$217,515.08		\$846,473.53

R-011736-000 Material On Hand Balance

Line	Item	Date	Added	Used	Remaining
41	2502.503 4" TP PIPE DRAIN	7/30/2019	200 L F \$268.00	0 L F \$0.00	200 L F \$268.00
42	2502.503 6" PERF TP PIPE DRAIN	7/30/2019	1620 L F \$3,353.40	0 L F \$0.00	1620 L F \$3,353.40
46	2503.503 15" RC PIPE SEWER DES 3006 CL V	7/30/2019	16 L F \$316.16	16 L F \$316.16	0 L F \$0.00
51	2503.503 42" RC PIPE SEWER DES 3006 CL III	7/30/2019	48 L F \$4,997.76	48 L F \$4,997.76	0 L F \$0.00
53	2503.503 48" RC PIPE SEWER DES 3006 CL III	7/30/2019	16 L F \$2,055.04	16 L F \$2,055.04	0 L F \$0.00

R-011736-000 Material On Hand Balance

Line	Item	Date	Added	Used	Remaining
59	2503.603 4" PVC SERVICE, SCHEDULE 40 (WYE, LATERAL, CONNECTION)	7/30/2019	580 LF \$1,229.60	275 LF \$583.00	305 LF \$646.60
60	2503.603 6" PVC SERVICE, SCHEDULE 40 (WYE, LATERAL, CONNECTION)	7/30/2019	110 LF \$410.30	0 LF \$0.00	110 LF \$410.30
61	2503.603 8" PVC PIPE SEWER - SDR 35	7/30/2019	308 L F \$1,114.96	0 L F \$0.00	308 L F \$1,114.96
62	2503.603 10" PVC PIPE SEWER - SDR 35	7/30/2019	98 L F \$555.66	0 L F \$0.00	98 L F \$555.66
74	2504.602 6" GATE VALVE & BOX	7/30/2019	7 EACH \$4,399.43	0 EACH \$0.00	7 EACH \$4,399.43
75	2504.602 8" GATE VALVE & BOX	7/30/2019	6 EACH \$6,001.08	0 EACH \$0.00	6 EACH \$6,001.08
83	2504.603 8" PVC WATERMAIN	7/30/2019	780 L F \$6,060.60	454 L F \$3,527.58	326 L F \$2,533.02
Material On Hand Total Amounts:			\$30,761.99	\$11,479.54	\$19,282.45

R-011736-000 Contract Changes

No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
CO1	Change Order	5/31/2019	During the utility construction in the City of Waseca , it was discovered that an additional Centurylink duct bank was in the southbound lane of the street between 4th Ave. and 5th Ave. The Engineer determined that the proposed sanitary sewer line must be moved to a common trench with the watermain in the northbound lane between 4th Ave . and 6th Ave. The Engineer has determined that the Contract needs to be revised in accordance with specification 1402.2, Differing site condition . Resolution: The Contractor shall provide all labor, equipment and materials wh ich includes 8" PVC SDR 26 CL 160 Pressure Pipe for the Sanitary Sewer with SDR 26 Wyes as directed by the Engineer under the Local Funding portions only. All work shall be in accordance with all the applicable specifications. Payment for this work will be made in accordance to the revised unit prices listed in the Estimate of Cost below and includes all excavation, PVC pipe, fittings , restocking fees and incidentals to complete the work.	\$4,199.64	\$28,430.28
Contract Change Totals:				\$4,199.64	\$28,430.28

Title:	Public Nuisance Abatement Request		
Meeting Date:	September 3, 2019	Agenda Item Number:	7B
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Resolution 19-40
Originating Department:	Community Development	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to approve Resolution 19-40, an abatement of continuing nuisance.		
How does this item pertain to Vision 2030 goals?	Promotes good Governance.		

BACKGROUND: The City has received complaints regarding nuisance conditions on the property located at 714 3rd Ave NE in Waseca. Per procedure, staff investigated the property and sent correspondence to the property owner on April 26th, May 9th, July 10th, and requested nuisance citations from the Waseca Police Department on July 23rd. Some progress was evident as of August 30, 2019. The current condition constitutes a public nuisance per City ordinances.

BUDGET IMPACT: Incurred costs for abatement will be charged to the property owner.

POLICY QUESTION: The City Council has the authority to order summary enforcement and the abatement of the nuisance.

ALTERNATIVES CONSIDERED: None.

RECOMMENDATION: Approve Resolution 19-40 to have the City Council to approve action to enact civil remedies against the property owner and the property for the nuisance.

RESOLUTION NO. 19-40

A RESOLUTION OF THE WASECA CITY COUNCIL IN THE MATTER OF ABATEMENT OF A CONTINUING NUISANCE AT 714 3RD AVENUE NE, WASECA, MINNESOTA ON PROPERTY OWNED BY MS VICKY SCRIBNER.

WHEREAS, Vicky Scribner, owns and/or controls property located at 714 3rd Avenue, Waseca, Minnesota; and

WHEREAS, ON April 26, 2019 and May 9, 2019 letters were sent to the property owner by Bill Green, Planning & Zoning Coordinator for the City of Waseca indicating that the property was being used in violation of City Code Provisions 154.162 (B); 91.36 (B)(1) and 91.37 (A). In spite of such notifications violations of the cited City Code provisions, continue, and

WHEREAS, a hearing has been set before the Waseca City Council for August 20, 2019 and notice of said hearing has been personally served upon the property owner, and

WHEREAS, the property owner has been advised that the City will ask that the nuisance be abated and that the costs of abatement be assessed against the property and must be repaid within five years with interest at 8%, and

NOW, THEREFORE, BE IT RESOLVED, pursuant to Minnesota Statutes Section 463.15 to 463.161 and the City Code of the City of Waseca, Minnesota, the City Council of the City of Waseca has duly considered all the facts and finds that:

- 1. An investigation of this matter was performed by the appropriate agencies of the City of Waseca and that notices as required by law have been sent/served upon the property owner.**
- 2. There has been some improvement of the condition of the property but there remains numerous violations of Waseca City Code.**
- 3. The condition of the property constitutes a continuing nuisance under the Laws of the State of Minnesota and City of Waseca such as to be declared a Public Nuisance in need of immediate abatement.**

Based upon said Findings the City Council of the City of Waseca orders:

- 1. The City Manager (or his designee) shall cause this Resolution to be served upon the owner of the property, Vicky Scribner, and any lien holder of the property.**
- 2. Vicki Scribner shall within twenty (20) days remove all items from the property at 714 3rd Avenue NE, Waseca, Minnesota which are in violation of State Statute or City Code.**
- 3. A motion for summary enforcement of this order will be made to the District Court of Waseca County unless corrective action is taken as provided above, or unless an Answer is filed as provided by M.S. Section 436.18.**

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Adopted by the City Council of Waseca, Minnesota this _____ day of August, 2019.

Mayor

ATTEST:

Assistant to the City Manager



CONNECTING & INNOVATING
SINCE 1913

Memorandum

To: Mayor Roy Srp, City of Waseca

From: Gary Carlson, Director, Intergovernmental Relations, League of Minnesota Cities

Date: July 31, 2019

Re: League of Minnesota Cities Legislators of Distinction for 2019

Senator John R. Jasinski, who represents your city at the state legislature, has been selected as a League of Minnesota Cities Legislator of Distinction for 2019. The League's Board of Directors recognized a total of 34 legislators this year, including 20 House members and 14 Senate members, for their actions and leadership on a wide variety of legislative issues of importance to cities across our state. **The enclosed letter describes the specific reasons your legislator was chosen for this recognition.** A copy of this letter, and printed certificate, was sent to your legislator last Thursday.

Please share this recognition with your city council and the public at your next council meeting. We also encourage you to share this information with your local newspaper. Publicly acknowledging legislators for their support of city-friendly legislation helps to continue strengthening the partnership between state and local government officials in Minnesota.

If you have any questions, please feel free to contact Ted Bengtson, IGR Member Relations Coordinator at the League of Minnesota Cities at tbengtson@lmc.org, (651) 281-1242, or toll-free at 800-925-1122. To read the complete list of all 34 legislators who received this designation, see the *Cities Bulletin* article online at www.lmc.org/lod.

Thank you, in advance, for your consideration and your support of the League's Legislators of Distinction recognition program.

Enclosure



CONNECTING & INNOVATING
SINCE 1913

July 31, 2019

The Honorable John R. Jasinski
2101 Minnesota Senate Building
95 University Avenue W.
St. Paul, MN 55155

Dear Senator Jasinski,

On behalf of our 833 member cities, I want to thank you for your efforts this past legislative session and to recognize you as a League of Minnesota Cities Legislator of Distinction for 2019.

League staff and member city officials appreciate your accessibility and your consultation with us on legislation affecting cities. Specifically, you chief authored legislation that allows military personnel to participate by interactive television in city council meetings. Our members also appreciate your attentiveness to city concerns over legislation that would have provided for state regulation of transportation network companies.

Our members know that in order to be successful in serving our common constituents, state and city officials must work together as partners to reach solutions that meet the unique needs of rural, suburban, and urban communities all across Minnesota. City leaders also understand that without the support of legislative leaders like you, this state-local partnership would not be possible.

To acknowledge your contributions last session, mayors of each city in your legislative district will receive notification of your recognition. A press release will also be issued to media in your area. City officials and League staff look forward to continuing to work with you in the future.

Sincerely,

Michael J. Mornson
City Manager, Hopkins
President, League of Minnesota Cities

Enclosure