

**COUNCIL BUDGET WORKSESSION**  
**6 P.M.**  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, DECEMBER 3, 2019 7 p.m.  
*Truth in Taxation Meeting: 7 p.m.*

- 1 CALL TO ORDER/ROLL CALL
- 2 MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE
- 3 APPROVAL OF AGENDA
- 4 *Truth in Taxation Meeting*
- 5 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.**

- 6 REQUESTS AND PRESENTATIONS
- 7 CONSENT AGENDA
  - A. Minutes –Regular City Council Meeting November 19, & WS November 26, 2019
  - B. Payroll & Expenditures
  - C. RCCA: Approval of Change Order Request: 3<sup>rd</sup> Street Project
  - D. Approval of Contract Payment: Heselton Construction
  - E. RCCA: Airport Hanger Lease Updates 2020-2021
- 8 ACTION AGENDA
  - A. Vision 2030 Request
- 9 REPORTS
  - A. City Manager’s Report
  - B. Commission Reports
    - Fire Relief (Conrath)
    - Park Board (Christiansen)
    - Airport Board (Rose)
- 10 ANNOUNCEMENTS
- 11 ADJOURNMENT

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

**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	Darren Arndt
	Larry Johnson	Mark Christiansen
	Roy Srp	Les Tlougan

Councilmembers Absent: Allan Rose

Staff Present: Lee Mattson, City Manager  
Angie Grotberg, Waseca P.D.  
Mike Anderson, Assistant to the City Manager

Others Present: Vilay Miller (& Family)  
Phanny Viramonh  
Ann Fitch

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

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

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

- 4 None

**REQUESTS AND PRESENTATIONS**

- 5 Proclamation Mayor Srp: Mayor Srp read a Proclamation recognizing Vilay Miller and Phanny Viramonh for obtaining their U.S. Citizenship and Proclaiming Wednesday, November 20, 2019 as New Citizen Day in the City of Waseca.

Lieutenant Grotberg informed Council that the Connection was awarded a \$2500 grant for supplies for the families who attend and use the facility. Also that a large grant was received for funding through September 2021 in the excess of \$240,000.

Ann Fitch, Director of the Waseca Area Chamber of Commerce informed the Council that out of thousands of applications submitted, Waseca made the top ten for the Small Business Revolution T.V. show. Representatives from the show will be visiting Waseca in December.

## CONSENT AGENDA

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

- A. Minutes –Regular City Council Meeting & Work Session November 6, 2019
- B. Payroll & Expenditures
- C. Approval of 2020 License Applications (Tobacco, Liquor, Garbage Hauler)
- D. Approval of 2020 Council Meeting Dates
- E. Designating the Official Newspaper for the City of Waseca
- F. RCCA: Small Cell Tower Collocation Agreement
- G. Approval of Change Order Requests: 3<sup>rd</sup> Street Project
- H. **Resolution 19-56:** Accepting Grant for Connections
- I. Approval of Contract Payments: Dirt Merchant & Keys Drilling
- J. RCCA: ConAgra Wastewater Partnership Agreement

## ACTION AGENDA

### 7A **Resolution 19-57: Docks**

The City Council consensus at a previous work session in October asked staff to prepare a resolution repealing Resolution 19-31 that was approved back in June, 2019. This approval would allow staff to go back to regulating the original Ordinance regarding Docks on Public Property.

Motion was made by Conrath, seconded by Arndt to approve Resolution 19-57. Motion carried 6-0.

### 7B **RCCA: Small Cities Development Grant**

Staff submitted a pre-application on November 15, 2019 for the Small Cities Development Program. It is believed that a \$75,000 local match would help strengthen this application. The funds are from previous Small Cities Development projects and are not tax payer monies. Staff is asking for a Council motion to approve the authorization of the local match of \$75,000.

Motion was made by Arndt, seconded by Christiansen to approve the local match of \$75,000. Motion carried 6-0.

## REPORTS

### 8A **City Manager's Report**

- Recreation discussions have discontinued with the School District. They have decided to go in another direction that works for both parties.
- The City is ready to start advertising for the Recovery Coordinator Position.
- The Administrative Clerk position has been offered to Denise Seberson. Tentative start date will be mid-December.
- Electric Substation work has concluded.
- The Chamber Leadership group will be participating in a Mock Council meeting on November 27.
- The old Fire Truck and City Bucket Truck will be going onto MN Bid.

8B **Commission Reports**

- EDA: Johnson, Srp
  - Approved \$37,500 to help fund the EDA portion of a GreenSeam project
  - Approved funds for the SCD program not to exceed \$5,000
  - Approved a loan for the Ward House Brewery
  - Had some discussions on the Opportunity Zones
- Discover Waseca Tourism: Conrath
  - The Specialty Shop Weekend was a success
  - There will be a downtown Holiday Stroll on 11/21/19
  - Spring and Summer Brochure deadline is approaching
- HPC: Tlougan
  - The Downtown Historic District was approved by the State Board on 11/12/19. It will now go to the National Park Service who has 45 days for approval.

**ANNOUNCEMENTS**

9 All – Happy Thanksgiving!

Conrath – Is excited about the tile work on the Doodle Bug trail that will help with water retention and bugs.

**ADJOURNMENT**

10 There being no further business to be brought before the Council, it was moved by Arndt, seconded by Conrath, to adjourn the meeting at 7:40 p.m.; the motion carried 6-0.

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R.D. SRP  
MAYOR

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

**MINUTES  
CITY COUNCIL WORK SESSION  
TUESDAY, NOVEMBER 26, 2019**

The work session began at 6:15 p.m. at the Public Safety Building.

Councilmembers present:	Mayor Roy Srp	Larry Johnson
	Jeremy Conrath	Allan Rose

Councilmembers absent:	Daren Arndt	Les Tloughan
	Mark Christiansen	

Staff present:	Lee Mattson, City Manager
	Alicia Fisher, Finance Director
	Carl Sonnenberg, Utilities & Public Works Director
	Ranae Schult, Administrative Assistant

**BUDGET DISCUSSION – GENERAL FUND**

Lee Mattson, City Manager, stated that the upcoming levy is scheduled to be formalized in December at the present levy percentage of 9.5%.

The City Manager went on to state that MNDOT has informed the City that they are seeking a grant to fund the entire Highway 13 project. The grant application is due November 27, 2019, with notification of the outcome in February 2020. Mr. Mattson stated the General Fund reserves could cover the cost of the project if MNDOT was not successful in obtaining this grant. Mr. Mattson stated this is no longer a Safe Routes to Schools project.

The question put forward to the City Council members is if they wish Staff to pursue the 9.5% Levy at the upcoming City Council meeting, or to have further discussions at upcoming work sessions regarding possibly lower the levy.

Mayor Srp stated that he is confident that a 7.5% levy would be adequate. He stated he feels confident State money for the project will be approved.

Discussion was held regarding the use of bituminous or concrete surface options, depending on the width of the surface. Discussion was also held regarding the eventual placement of a sidewalk in front of Kwik Trip and Oscars to complete the sidewalk in this area.

The consensus of those present was to bring a 7.5% levy request to the City Council at a December meeting.

The City Manager stated the need to establish a date in December for his performance review with the City Council.

There being no further discussion, the work session ended at 6:35 p.m.

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R. D. SRP  
MAYOR

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RANAE SCHULT  
ADMINISTRATIVE ASSISTANT

## LIST OF EXPENDITURES

December 3, 2019

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City Council	4,250.00	
Streets	26,686.79	
Parks	11,322.55	
Wastewater	10,344.05	
Utility Administration	4,572.46	
Utility Billing	7,504.40	
Electric	13,696.75	
Water	6,166.34	
Building and Code Compliance	2,562.73	
Police	56,101.27	
Administration	4,800.31	
Community Aides	1,029.00	
Fire	8,416.68	
Paid On Call Fire Department	450.02	
Election Judges	4,508.23	
PEG	0.00	
Finance	9,610.35	
Connections	2,005.50	
Community Development	5,015.62	
Engineering	15,709.79	
Recreation	2,675.74	
Econ Development	<u>2,607.74</u>	
 Total Gross Payroll	 200,036.32	
 *Less- Payroll Deductions	 <u>(63,497.05)</u>	
 Net Payroll Cost		\$ 136,539.27

\*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:

November 16, 2019-November 27, 2019

Includes check #'s 154381-154430

Bank ACH Withdrawals.....	<u>609,589.28</u>
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GRAND TOTAL EXPENDITURES	<u>\$ 746,128.55</u>
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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
<b>General Fund</b>						
11/27/2019	111923	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 11/17/2019	101-21701-0000	18,510.04	M
Total 101217010000:					18,510.04	
11/27/2019	111918	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 11/17/2019	101-21702-0000	8,350.37	M
Total 101217020000:					8,350.37	
11/27/2019	111923	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 11/17/2019	101-21703-0000	7,888.44	M
11/27/2019	111923	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 11/17/2019	101-21703-0000	7,888.44	M
Total 101217030000:					15,776.88	
11/27/2019	111920	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 11/17/2019	101-21704-0000	1,263.22	M
11/27/2019	111920	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 11/17/20	101-21704-0000	8,210.78	M
11/27/2019	111920	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 11/17/2019	101-21704-0000	6,673.21	M
11/27/2019	111920	Public Employees Retirement Assn (ACH	DEF CONTRIBUTION/EMPL Pay Period: 11/17/2019	101-21704-0000	88.05	M
11/27/2019	111920	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 11/17/20	101-21704-0000	8,210.78	M
11/27/2019	111920	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 11/17/2019	101-21704-0000	10,009.79	M
11/27/2019	111920	Public Employees Retirement Assn (ACH	DEF CONT Employer Pay Period: 11/17/2019	101-21704-0000	88.05	M
Total 101217040000:					34,543.88	
11/27/2019	20191013	Greater Mankato Area United Way	UNITED WAY Pay Period: 11/17/2019	101-21708-0000	15.00	
Total 101217080000:					15.00	
11/27/2019	154409	NCPERS Minnesota - 8266711	LIFE INSURANCE - PERA Pay Period: 11/17/2019	101-21711-0000	208.00	
Total 101217110000:					208.00	
11/27/2019	111923	ACH Internal Revenue Service	MEDICARE Pay Period: 11/17/2019	101-21712-0000	2,659.17	M
11/27/2019	111923	ACH Internal Revenue Service	MEDICARE Pay Period: 11/17/2019	101-21712-0000	2,659.17	M
Total 101217120000:					5,318.34	
11/27/2019	111924	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 11/17/2019	101-21713-0000	785.00	M
11/27/2019	111924	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 11/17/2019	101-21713-0000	495.00	M
Total 101217130000:					1,280.00	
11/27/2019	111922	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 11/17/2019	101-21714-0000	415.00	M
Total 101217140000:					415.00	
11/27/2019	111919	AFLAC	AFLAC AFTER TAX Pay Period: 11/3/2019	101-21715-0000	289.38	M
11/27/2019	111919	AFLAC	AFLAC PRE TAX Pay Period: 11/3/2019	101-21715-0000	630.15	M
11/27/2019	111919	AFLAC	AFLAC AFTER TAX Pay Period: 11/17/2019	101-21715-0000	289.38	M
11/27/2019	111919	AFLAC	AFLAC PRE TAX Pay Period: 11/17/2019	101-21715-0000	630.15	M
Total 101217150000:					1,839.06	
11/27/2019	111931	Further	Flex/HSA Reimbursement	101-21716-0000	890.28	M
11/27/2019	111915	Further	Flex/HSA Reimbursement	101-21716-0000	774.00	M
11/27/2019	111925	Further	HSA DEDUCTION Pay Period: 11/17/2019	101-21716-0000	442.84	M

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101217160000:					2,107.12	
11/27/2019	111921	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 11/17/2019	101-21717-0000	1,220.57	M
Total 101217170000:					1,220.57	
11/27/2019	111917	Blue Cross & Blue Shield of MN	Buenzow Cobra	101-21720-0000	625.00	M
11/27/2019	111917	Blue Cross & Blue Shield of MN	Timlin Cobra	101-21720-0000	1,973.00	M
11/27/2019	111917	Blue Cross & Blue Shield of MN	Schroeder Cobra	101-21720-0000	557.00	M
11/27/2019	111917	Blue Cross & Blue Shield of MN	Lang Adjustment	101-21720-0000	1,250.00	M
11/27/2019	111917	Blue Cross & Blue Shield of MN	BCBS High Ded FAMILY Pay Period: 11/3/2019	101-21720-0000	2,951.20	M
11/27/2019	111917	Blue Cross & Blue Shield of MN	BCBS High Ded FAMILY Pay Period: 11/3/2019	101-21720-0000	11,804.80	M
11/27/2019	111917	Blue Cross & Blue Shield of MN	BCBS High Ded SINGLE Pay Period: 11/3/2019	101-21720-0000	8,912.00	M
11/27/2019	111917	Blue Cross & Blue Shield of MN	BCBS 3375 Ded SINGLE Pay Period: 11/3/2019	101-21720-0000	3,437.50	M
11/27/2019	111917	Blue Cross & Blue Shield of MN	BCBS 3375 Ded FAMILY Pay Period: 11/3/2019	101-21720-0000	1,381.10	M
11/27/2019	111917	Blue Cross & Blue Shield of MN	BCBS 3375 Ded FAMILY Pay Period: 11/3/2019	101-21720-0000	5,524.40	M
11/27/2019	111917	Blue Cross & Blue Shield of MN	BCBS High Ded FAMILY Pay Period: 11/17/2019	101-21720-0000	2,951.20	M
11/27/2019	111917	Blue Cross & Blue Shield of MN	BCBS High Ded FAMILY Pay Period: 11/17/2019	101-21720-0000	11,804.80	M
11/27/2019	111917	Blue Cross & Blue Shield of MN	BCBS High Ded SINGLE Pay Period: 11/17/2019	101-21720-0000	8,912.00	M
11/27/2019	111917	Blue Cross & Blue Shield of MN	BCBS 3375 Ded SINGLE Pay Period: 11/17/2019	101-21720-0000	3,437.50	M
11/27/2019	111917	Blue Cross & Blue Shield of MN	BCBS 3375 Ded FAMILY Pay Period: 11/17/2019	101-21720-0000	1,381.10	M
11/27/2019	111917	Blue Cross & Blue Shield of MN	BCBS 3375 Ded FAMILY Pay Period: 11/17/2019	101-21720-0000	5,524.40	M
Total 101217200000:					72,427.00	
11/27/2019	20191008	Christiansen, Mark	Technology Reimbursement	101-41110-3200	78.75	
Total 101411103200:					78.75	
11/27/2019	20191038	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00	
11/27/2019	154423	Waseca Art Center	2nd half city contribution 2019	101-41110-4455	1,500.00	
11/27/2019	154425	Waseca County Historical Society	2nd half city contribution 2019	101-41110-4455	2,250.00	
Total 101411104455:					4,875.00	
11/27/2019	154415	SMART Transit	Smart bus	101-41110-4730	10,200.00	
Total 101411104730:					10,200.00	
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-41320-1340	39.44	M
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-41320-1340	4.18	M
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-41320-1340	11.58	M
Total 101413201340:					55.20	
11/27/2019	20191019	Innovative Office Supply	Office Supplies	101-41320-2000	47.67	
Total 101413202000:					47.67	
11/27/2019	154391	Coalition of Greater MN Cities	CGMC Fall Conference	101-41320-3300	175.00	
Total 101413203300:					175.00	
11/27/2019	154390	Cintas Corporation	First aid cabinet supplies	101-41320-4940	37.28	
11/27/2019	154390	Cintas Corporation	First aid cabinet supplies	101-41320-4940	95.54	

M = Manual Check, V = Void Check



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
11/27/2019	154390	Cintas Corporation	First aid cabinet supplies	101-41320-4940	25.35
Total 101413204940:					158.17
11/27/2019	20191003	A. H. Hermel Company	Pop for vending machine	101-41320-4945	12.24
Total 101413204945:					12.24
11/27/2019	20191019	Innovative Office Supply	Tables for Elections	101-41410-2000	351.00
Total 101414102000:					351.00
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-41500-1340	33.50 M
Total 101415001340:					33.50
11/27/2019	111916	Further	Admin Fees Flex/HSA	101-41500-1600	209.45 M
11/27/2019	154395	Further	Flex/HSA Reimbursement	101-41500-1600	68.11
Total 101415001600:					277.56
11/27/2019	20191019	Innovative Office Supply	Document holder return	101-41500-2200	21.82-
Total 101415002200:					21.82-
11/27/2019	154424	Waseca County Auditor-Treasurer	Legal Services-Contract payment	101-41600-3000	5,370.33
Total 101416003000:					5,370.33
11/27/2019	20191032	Pantheon Computer Systems Inc.	Maintenance Agreement-December	101-41920-3100	6,378.75
Total 101419203100:					6,378.75
11/27/2019	20191019	Innovative Office Supply	Office supplies	101-41940-2000	7.78
Total 101419402000:					7.78
11/27/2019	20191003	A. H. Hermel Company	Coffee for break room	101-41940-2170	34.21
Total 101419402170:					34.21
11/27/2019	20191007	Cady Business Technologies Inc	Monthly Phone Support Plan	101-41940-3100	262.62
11/27/2019	154389	Cintas Corporation	Floor mats	101-41940-3100	84.24
11/27/2019	111927	Culligan	RO lease	101-41940-3100	28.95 M
11/27/2019	20191029	Nardini Fire Equipment Co. Inc.	Fire Suppression Inspection	101-41940-3100	326.50
11/27/2019	154411	Orkin Pest Control Inc.	City Hall Pest Control	101-41940-3100	93.29
Total 101419403100:					795.60
11/27/2019	154388	Centerpoint Energy	Monthly Billing	101-41940-3800	196.80
Total 101419403800:					196.80
11/27/2019	20191006	Border States Electric Supply	Repair & Maintenance	101-41940-4000	296.15
11/27/2019	20191006	Border States Electric Supply	Repair & Maintenance	101-41940-4000	156.87

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101419404000:					453.02
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-41950-1340	49.90 M
Total 101419501340:					49.90
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-42100-1340	477.50 M
Total 101421001340:					477.50
11/27/2019	20191019	Innovative Office Supply	Office Supplies	101-42100-2000	83.09
Total 101421002000:					83.09
11/27/2019	111930	Culligan	Culligan	101-42100-2170	29.95 M
Total 101421002170:					29.95
11/27/2019	20191023	Markeson, Kris	Uniform Allowance	101-42100-2180	180.00
11/27/2019	20191036	Streicher's	Uniform expense	101-42100-2180	45.98
Total 101421002180:					225.98
11/27/2019	154389	Cintas Corporation	Floor Mats	101-42100-3100	14.29
11/27/2019	154389	Cintas Corporation	Floor Mats	101-42100-3100	14.29
11/27/2019	154411	Orkin Pest Control Inc.	Pest control	101-42100-3100	92.70
11/27/2019	154414	Shred-it USA LLC	Monthly Service	101-42100-3100	16.09
11/27/2019	154414	Shred-it USA LLC	Monthly Service	101-42100-3100	16.09
11/27/2019	154417	Thomson Reuters - West	West information	101-42100-3100	254.68
Total 101421003100:					408.14
11/27/2019	154388	Centerpoint Energy	Monthly Billing	101-42100-3800	183.07
Total 101421003800:					183.07
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-42200-1340	61.74 M
Total 101422001340:					61.74
11/27/2019	20191012	Custom Fire Apparatus Inc.	Equipment parts	101-42200-2210	300.75
11/27/2019	20191012	Custom Fire Apparatus Inc.	Equipment parts	101-42200-2210	96.64
11/27/2019	154402	Kirvida Fire Inc.	air eject parts	101-42200-2210	74.64
Total 101422002210:					472.03
11/27/2019	154389	Cintas Corporation	Floor Mats	101-42200-3100	14.29
11/27/2019	154389	Cintas Corporation	Floor Mats	101-42200-3100	14.29
Total 101422003100:					28.58
11/27/2019	154382	Ancom Communications Inc	test & tune radio	101-42200-3200	200.00
Total 101422003200:					200.00

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
11/27/2019	154408	MN State Fire Chiefs Association	chief conference	101-42200-3300	400.00
Total 101422003300:					400.00
11/27/2019	154388	Centerpoint Energy	Monthly Billing	101-42200-3800	183.07
Total 101422003800:					183.07
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-42400-1340	22.26 M
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-42400-1340	6.76 M
Total 101424001340:					29.02
11/27/2019	20191009	City Building Inspection Services LLC	monthly bulding inspections	101-42400-3000	5,032.24
Total 101424003000:					5,032.24
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-43000-1340	6.97 M
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-43000-1340	101.22 M
Total 101430001340:					108.19
11/27/2019	20191019	Innovative Office Supply	Office supplies	101-43000-2000	26.34
Total 101430002000:					26.34
11/27/2019	111932	Verizon Wireless	Monthly Verizon Data Bill	101-43000-3200	205.64 M
Total 101430003200:					205.64
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-43100-1340	102.01 M
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-43100-1340	2.03 M
Total 101431001340:					104.04
11/27/2019	154404	Lube-Tech & Partners LLC	Diesel exhaust fluid	101-43100-2120	764.80
Total 101431002120:					764.80
11/27/2019	20191005	Bomgaars Supply	Parts & Supplies	101-43100-2170	124.51
11/27/2019	111928	Culligan	Culligan Water	101-43100-2170	18.75 M
11/27/2019	154399	Janesville Tile Supply	Culvert	101-43100-2170	1,283.99
11/27/2019	154412	QC Supply LLC	street dept hose	101-43100-2170	68.99
11/27/2019	20191034	Restoration Services Inc	Materials	101-43100-2170	1,005.00
Total 101431002170:					2,501.24
11/27/2019	20191004	AmeriPride Services Inc	uniform-service	101-43100-2180	191.47
11/27/2019	20191004	AmeriPride Services Inc	uniform-service	101-43100-2180	200.18
Total 101431002180:					391.65
11/27/2019	20191033	R.I.C Properties LLC	Building Lease	101-43100-3100	650.00
Total 101431003100:					650.00

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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
11/27/2019	154388	Centerpoint Energy	Monthly Billing	101-43100-3800	262.13
Total 101431003800:					262.13
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-43125-1340	26.44 M
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-43125-1340	2.03 M
Total 101431251340:					28.47
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-43170-1340	5.67 M
Total 101431701340:					5.67
11/27/2019	154383	Anderson Powder Coating	paint bollards	101-43170-2170	198.87
Total 101431702170:					198.87
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-43220-1340	9.44 M
Total 101432201340:					9.44
11/27/2019	20191018	Independent School District #829	City Contribution Com Ed Rec	101-45100-3100	8,333.33
Total 101451003100:					8,333.33
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-45130-1340	18.54 M
Total 101451301340:					18.54
11/27/2019	20191019	Innovative Office Supply	Office supplies	101-45130-2000	15.20
11/27/2019	154419	Tri M Graphics	2020 punch cards	101-45130-2000	803.50
Total 101451302000:					818.70
11/27/2019	154388	Centerpoint Energy	Monthly Billing	101-45130-3800	77.46
Total 101451303800:					77.46
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-45200-1340	84.35 M
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	101-45200-1340	4.63 M
Total 101452001340:					88.98
11/27/2019	154387	Bock's Service Inc.	knipco heater fuel	101-45200-2120	50.00
Total 101452002120:					50.00
11/27/2019	111929	Culligan	Culligan Water	101-45200-2170	38.75 M
11/27/2019	154426	Waseca County Landfill	Landfill Fees - Brush	101-45200-2170	20.00
11/27/2019	154426	Waseca County Landfill	Landfill Fees - Brush	101-45200-2170	180.00
Total 101452002170:					238.75
11/27/2019	154383	Anderson Powder Coating	DT Trash Lids	101-45200-2280	173.34
11/27/2019	20191005	Bomgaars Supply	Parts & Supplies	101-45200-2280	57.68

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101452002280:					231.02
11/27/2019	20191022	Lenz Lawn Care & Landscaping Inc.	Irrigation Replacement Line	101-45200-3100	65.00
Total 101452003100:					65.00
11/27/2019	154388	Centerpoint Energy	Monthly Billing	101-45200-3800	111.55
11/27/2019	154388	Centerpoint Energy	Monthly Billing	101-45200-3800	17.81
Total 101452003800:					129.36
11/27/2019	20191028	MTI Distributing Inc.	Toro 3280 Repair	101-45200-4040	435.76
11/27/2019	20191028	MTI Distributing Inc.	Wiper Blades for Toro 3280	101-45200-4040	82.54
Total 101452004040:					518.30
11/27/2019	154411	Orkin Pest Control Inc.	Library-Pest control	101-45500-3100	69.00
Total 101455003100:					69.00
11/27/2019	154388	Centerpoint Energy	Monthly Billing	101-45500-3800	234.54
Total 101455003800:					234.54
11/27/2019	20191010	Connors Plumbing & Heating Inc.	small boiler repair	101-45500-4000	464.05
Total 101455004000:					464.05
Total General Fund:					215,947.84
<b>Waseca Village TIF</b>					
11/18/2019	154321	Waseca Leased Housing Association	1st half TIF 2019	224-46670-4300	3,454.48- V
11/27/2019	154429	Waseca Leased Housing Association II	Final TIF payment	224-46670-4300	3,454.48
Total 224466704300:					.00
Total Waseca Village TIF:					.00
<b>Airport</b>					
11/27/2019	154386	Blueglobes Inc.	Airport lights	230-49810-2170	192.39
Total 230498102170:					192.39
11/27/2019	154398	Janesville Journal	Public Hearing-airport Zoning	230-49810-3000	170.00
Total 230498103000:					170.00
11/27/2019	154416	Stensrud Aviation	Airport Contract Payment	230-49810-3100	2,300.00
Total 230498103100:					2,300.00
11/27/2019	111933	CenturyLink	Airport Phone and Internet	230-49810-3200	105.33 M
Total 230498103200:					105.33

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
11/27/2019	154388	Centerpoint Energy	Monthly Billing	230-49810-3800	17.04
Total 230498103800:					17.04
Total Airport:					2,784.76
<b>Economic Development-General f</b>					
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	261-46700-1340	11.59 M
Total 261467001340:					11.59
11/27/2019	154420	Turner, Darrell	October's service	261-46700-3100	5,000.00
Total 261467003100:					5,000.00
Total Economic Development-General f:					5,011.59
<b>Police Special Revenue Fund</b>					
11/27/2019	154427	Waseca County License Bureau	license tabs- forfeiture	278-46350-4340	25.00
Total 278463504340:					25.00
Total Police Special Revenue Fund:					25.00
<b>Safe Haven Grant</b>					
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	279-46350-1340	15.84 M
Total 279463501340:					15.84
Total Safe Haven Grant:					15.84
<b>Capital Improvement</b>					
11/27/2019	20191016	Heselton Construction LLC	Pay Request No. 7	430-43010-5560	225,556.61
11/27/2019	154407	MN Dept of Transportation	Materials Testing 3rd St NE	430-43010-5560	216.85
11/27/2019	20191041	WSB & Associates Inc	3rd St NE Engineering Services	430-43010-5560	22,829.25
Total 430430105560:					248,602.71
Total Capital Improvement:					248,602.71
<b>Water</b>					
11/27/2019	111914	MN Sales and Use Tax Payable	October Sales Tax	601-20210-0000	1,498.22 M
Total 601202100000:					1,498.22
11/27/2019	154392	Donahue, Todd or Kathy	Refund of WAC Charges	601-37175-0000	1,240.00
Total 601371750000:					1,240.00
11/27/2019	154396	Hawkins Inc	BEF Chemical Well 4	601-49401-2170	3,414.95
11/27/2019	154396	Hawkins Inc	City Wells Chemicals	601-49401-2170	4,810.23
Total 601494012170:					8,225.18
11/27/2019	154388	Centerpoint Energy	Monthly Billing	601-49401-3800	27.92

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601494013800:					27.92
11/27/2019	154396	Hawkins Inc	Well chlorine actuators testing	601-49401-4000	390.36
Total 601494014000:					390.36
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	601-49430-1340	25.37 M
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	601-49430-1340	25.74 M
Total 601494301340:					51.11
11/27/2019	20191005	Bomgaars Supply	Parts & Supplies	601-49430-2170	52.26
Total 601494302170:					52.26
11/27/2019	20191005	Bomgaars Supply	Parts & Supplies	601-49430-2180	81.96
11/27/2019	20191031	Owatonna Shoe Company	Safety boots-Meyer	601-49430-2180	178.50
Total 601494302180:					260.46
11/27/2019	20191024	Metering & Technology Solutions	Meters	601-49430-2215	1,079.64
Total 601494302215:					1,079.64
11/27/2019	20191011	Core & Main LP	Hydrant Markers	601-49430-2230	2,096.28
11/27/2019	20191039	Waseca Sand & Gravel Inc.	Main break	601-49430-2230	1,993.70
Total 601494302230:					4,089.98
11/27/2019	20191004	AmeriPride Services Inc	uniform service	601-49430-3100	12.84
11/27/2019	20191004	AmeriPride Services Inc	uniform service	601-49430-3100	12.84
11/27/2019	20191004	AmeriPride Services Inc	uniform service	601-49430-3100	12.84
11/27/2019	20191040	Water Conservation Service Inc.	Water Leak Locate	601-49430-3100	1,126.74
Total 601494303100:					1,165.26
11/27/2019	20191030	Northern Safety Co. Inc.	First Aid Kits - Vehicle	601-49430-4940	53.85
Total 601494304940:					53.85
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	601-49585-1340	20.85 M
Total 601495851340:					20.85
11/27/2019	20191019	Innovative Office Supply	Office supplies	601-49585-2000	6.28
Total 601495852000:					6.28
11/27/2019	20191032	Pantheon Computer Systems Inc.	New computer UB	601-49585-2050	390.98
Total 601495852050:					390.98
11/27/2019	154421	U.S. Postal Service	Postage - December utility bills	601-49585-3200	434.15

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601495853200:					434.15
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	601-49586-1340	4.18 M
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	601-49586-1340	2.58 M
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	601-49586-1340	13.40 M
Total 601495861340:					20.16
11/27/2019	20191032	Pantheon Computer Systems Inc.	Maintenance Agreement-December	601-49586-4950	911.25
Total 601495864950:					911.25
11/27/2019	20191005	Bomgaars Supply	Parts & Supplies	601-49593-5300	2.12
11/27/2019	20191011	Core & Main LP	Hydrant Parts	601-49593-5300	2,740.59
11/27/2019	20191011	Core & Main LP	Hydrant Parts	601-49593-5300	200.51
11/27/2019	20191011	Core & Main LP	Hydrant Parts	601-49593-5300	951.95
Total 601495935300:					3,895.17
Total Water:					23,813.08
<b>Sanitary Sewer</b>					
11/27/2019	154392	Donahue, Todd or Kathy	Refund of SAC Charges	602-37275-0000	1,090.00
Total 602372750000:					1,090.00
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	602-49470-1340	34.00 M
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	602-49470-1340	2.03 M
Total 602494701340:					36.03
11/27/2019	20191005	Bomgaars Supply	Parts & Supplies	602-49470-2170	12.99
Total 602494702170:					12.99
11/27/2019	154388	Centerpoint Energy	Monthly Billing	602-49470-3800	20.23
11/27/2019	154388	Centerpoint Energy	Monthly Billing	602-49470-3800	48.27
Total 602494703800:					68.50
11/27/2019	20191005	Bomgaars Supply	Parts & Supplies	602-49470-4020	17.99
Total 602494704020:					17.99
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	602-49480-1340	76.12 M
Total 602494801340:					76.12
11/27/2019	20191019	Innovative Office Supply	Office Supplies	602-49480-2000	34.53
Total 602494802000:					34.53
11/27/2019	20191005	Bomgaars Supply	Parts & Supplies	602-49480-2120	3.99



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494802120:					3.99
11/27/2019	154410	NSI Lab Solutions	lab supplies	602-49480-2170	84.00
11/27/2019	154422	USA Blue Book	Lab Supplies	602-49480-2170	446.43
Total 602494802170:					530.43
11/27/2019	20191005	Bomgaars Supply	Parts & Supplies	602-49480-2230	95.97
Total 602494802230:					95.97
11/27/2019	154389	Cintas Corporation	Janitorial Supplies	602-49480-3100	19.28
11/27/2019	20191027	MN Valley Testing Labs Inc.	Biosolids Testing	602-49480-3100	265.00
11/27/2019	20191029	Nardini Fire Equipment Co. Inc.	Fire System Inspection	602-49480-3100	286.50
Total 602494803100:					570.78
11/27/2019	154388	Centerpoint Energy	Monthly Billing	602-49480-3800	1,003.54
11/27/2019	154430	Xcel Energy	October Service	602-49480-3800	7,627.46
Total 602494803800:					8,631.00
11/27/2019	154390	Cintas Corporation	WWTP First Aid Cabinet Supplies	602-49480-4940	62.07
Total 602494804940:					62.07
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	602-49585-1340	20.85 M
Total 602495851340:					20.85
11/27/2019	20191019	Innovative Office Supply	Office supplies	602-49585-2000	6.28
Total 602495852000:					6.28
11/27/2019	20191032	Pantheon Computer Systems Inc.	New computer UB	602-49585-2050	390.98
Total 602495852050:					390.98
11/27/2019	154421	U.S. Postal Service	Postage - December utility bills	602-49585-3200	434.15
Total 602495853200:					434.15
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	602-49586-1340	4.18 M
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	602-49586-1340	2.58 M
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	602-49586-1340	13.40 M
Total 602495861340:					20.16
11/27/2019	154428	Waseca County Public Health	Hep B shots	602-49586-3000	45.00
Total 602495863000:					45.00
11/27/2019	20191032	Pantheon Computer Systems Inc.	Maintenance Agreement-December	602-49586-4950	911.25

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 602495864950:					911.25	
11/27/2019	154385	Automatic Systems Company	Lift Station SCADA Additions	602-49593-5300	4,105.60	
Total 602495935300:					4,105.60	
Total Sanitary Sewer:					17,164.67	
<b>Electric Utility</b>						
11/27/2019	111914	MN Sales and Use Tax Payable	October Sales Tax	604-20210-0000	34,230.21	M
Total 604202100000:					34,230.21	
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	604-49570-1340	3.20	M
Total 604495701340:					3.20	
11/27/2019	154397	High Voltage Equipment Diagnostics Inc.	Substation Annual Testing	604-49570-3100	6,529.69	
Total 604495703100:					6,529.69	
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	604-49571-1340	70.49	M
Total 604495711340:					70.49	
11/27/2019	20191005	Bomgaars Supply	Parts & Supplies	604-49571-2170	29.90	
11/27/2019	111914	MN Sales and Use Tax Payable	October Sales Tax	604-49571-2170	35.71	M
Total 604495712170:					65.61	
11/27/2019	20191006	Border States Electric Supply	Meters	604-49571-2215	593.38	
11/27/2019	111914	MN Sales and Use Tax Payable	October Sales Tax	604-49571-2215	89.37	M
Total 604495712215:					682.75	
11/27/2019	154403	Kwik Trip	Commercial Rebates for Kwik Trip store 1034	604-49571-2330	24,246.86	
Total 604495712330:					24,246.86	
11/27/2019	154426	Waseca County Landfill	Landfill fees	604-49571-3100	258.50	
Total 604495713100:					258.50	
11/27/2019	20191026	MN Municipal Utilities Association	Meter School-Kyle and Madison	604-49571-4940	2,520.00	
Total 604495714940:					2,520.00	
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	604-49572-1340	7.09	M
Total 604495721340:					7.09	
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	604-49573-1340	12.78	M
Total 604495731340:					12.78	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
11/27/2019	111914	MN Sales and Use Tax Payable	October Sales Tax	604-49573-2170	17.49	M
Total 604495732170:					17.49	
11/27/2019	20191021	JT Services of MN	Supplies	604-49573-2230	522.81	
11/27/2019	154413	Rausch, William	Reimbursement for Damage during electric conversion	604-49573-2230	100.30	
Total 604495732230:					623.11	
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	604-49574-1340	3.59	M
Total 604495741340:					3.59	
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	604-49584-1340	2.70	M
Total 604495841340:					2.70	
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	604-49585-1340	20.98	M
Total 604495851340:					20.98	
11/27/2019	20191019	Innovative Office Supply	Office supplies	604-49585-2000	6.28	
Total 604495852000:					6.28	
11/27/2019	20191032	Pantheon Computer Systems Inc.	New computer UB	604-49585-2050	390.99	
Total 604495852050:					390.99	
11/27/2019	154421	U.S. Postal Service	Postage - December utility bills	604-49585-3200	434.16	
Total 604495853200:					434.16	
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	604-49586-1340	3.38	M
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	604-49586-1340	4.94	M
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	604-49586-1340	13.82	M
Total 604495861340:					22.14	
11/27/2019	154406	McGrann Shea Carnival Straughn & Lam	Attorney	604-49586-3000	90.00	
Total 604495863000:					90.00	
11/27/2019	154414	Shred-it USA LLC	Monthly Service	604-49586-3100	16.10	
Total 604495863100:					16.10	
11/27/2019	20191032	Pantheon Computer Systems Inc.	Maintenance Agreement-December	604-49586-4950	911.25	
Total 604495864950:					911.25	
11/27/2019	20191034	Restoration Services Inc	City Hall Brick Repairs	604-49593-5200	1,100.00	
Total 604495935200:					1,100.00	
11/27/2019	20191006	Border States Electric Supply	Conversion Materials	604-49593-5300	691.54	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 604495935300:					691.54	
Total Electric Utility:					72,957.51	
<b>Storm Water Utility</b>						
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	651-43140-1340	11.33	M
Total 651431401340:					11.33	
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	651-49585-1340	3.30	M
Total 651495851340:					3.30	
Total Storm Water Utility:					14.63	
<b>Central Garage Services</b>						
11/27/2019	111926	Reliance Standard	Dec LTD Insurance	701-43180-1340	34.44	M
Total 701431801340:					34.44	
11/27/2019	20191017	IFACS	nuts & bolts	701-43180-2170	51.73	
11/27/2019	154405	Matheson Tri-Gas Inc	Tank Lease	701-43180-2170	47.00	
11/27/2019	154405	Matheson Tri-Gas Inc	Tank LEase	701-43180-2170	94.00	
11/27/2019	154405	Matheson Tri-Gas Inc	Tank Lease	701-43180-2170	47.00	
11/27/2019	154405	Matheson Tri-Gas Inc	Tank Lease	701-43180-2170	94.00	
11/27/2019	154405	Matheson Tri-Gas Inc	Tank Lease	701-43180-2170	23.00	
11/27/2019	20191025	Miller, Scott	Safety Glasses-Miller	701-43180-2170	200.00	
Total 701431802170:					556.73	
11/27/2019	154381	Ag Partners Coop	Oil	701-43180-2210	658.00	
11/27/2019	154384	Aspen Equipment Co	auger motor bushings	701-43180-2210	118.00	
11/27/2019	154387	Bock's Service Inc.	Tire repair	701-43180-2210	15.00	
11/27/2019	154394	Force America Distributing LLC	hyd. coupler caps	701-43180-2210	288.54	
11/27/2019	20191014	H & L Mesabi	12' HLA cover blades	701-43180-2210	251.06	
11/27/2019	20191015	Harrison Truck Centers	#20 tie rod ends	701-43180-2210	96.78	
11/27/2019	154400	Janesville Tire Service	leaf wagon tires	701-43180-2210	1,216.01	
11/27/2019	154401	Kibble Equipment	Spring-unit 115	701-43180-2210	32.24	
11/27/2019	20191035	Sanco Equipment LLC	Bobcat drive stick adjustment	701-43180-2210	289.07	
11/27/2019	154418	Tire Associates	New tires # 24	701-43180-2210	5,188.64	
11/27/2019	154418	Tire Associates	Alignment	701-43180-2210	153.70	
Total 701431802210:					8,307.04	
11/27/2019	20191005	Bomgaars Supply	Parts & Supplies	701-43180-2400	87.96	
11/27/2019	20191037	Total Tool Supply Inc.	torque stix	701-43180-2400	148.88	
Total 701431802400:					236.84	
Total Central Garage Services:					9,135.05	
<b>Equipment Replacement Fund</b>						
11/27/2019	154393	Driver and Vehicle Services	License Plate New Truck	705-49930-5400	14.00	
11/27/2019	20191020	Jefferson Fire & Safety Inc	Helmets	705-49930-5400	7,150.00	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 705499305400:					7,164.00
Total Equipment Replacement Fund:					7,164.00
Grand Totals:					602,636.68

## Report Criteria:

Report type: GL detail

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

<b>Title:</b>	APPROVE CHANGE ORDER NO. 9A FOR 2019 3 <sup>RD</sup> STREET NE STREET AND UTILITY CONSTRUCTION PROJECT, CITY PROJECT NO. 2019-01		
<b>Meeting Date:</b>	December 3, 2019	<b>Agenda Item Number:</b>	<b>7C</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Change Order No. 9A
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	City Engineer
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to Approve Change Order No. 9A for 2019 3 <sup>rd</sup> Street NE Street and Utility Construction Project, City Projects No. 2019-01.		
<b>How does this item pertain to Vision 2030 goals?</b>	Creating high quality community assets.		

**BACKGROUND:** On October 15, 2019, the City Council approved Change Order No. 9 for the construction of two retaining walls as part of driveway restoration at 501 and 505 3<sup>rd</sup> Street N.E. The value of Change Order No. 9 was a lump sum of \$5,511.00. The subcontractor building the retaining walls quoted the prime contractor a price per square foot to build the retaining walls. The retaining wall work is now complete and the final measured retaining wall square footage exceeded the estimated square footage shown on the subcontractor's estimate. The value of the completed work to construct the retaining walls is \$7,627.40. Change Order No. 9A replaces Change Order No. 9

**BUDGET IMPACT:** The added project cost as a result of Change Order No. 9A is \$4,200. This is within the project contingency. The Project will be funded by an LRIP grant, the Capital Improvement Street Fund, Water Utility Fund, Sanitary Sewer Fund and Special Assessments.

**RECOMMENDATION:** Staff recommends the Waseca City Council approve Change Order No. 9A for the 2019 3<sup>rd</sup> Street N.E. Street and Utility Construction Project, City Projects No. 2019-01.



STATE AID FOR LOCAL TRANSPORTATION  
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	081-613-009 & 172-102-011	Change Order No.	<b>REVISED</b> 009A
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Project Location	On 3 <sup>rd</sup> St NE, From 4 <sup>th</sup> Ave. to 11 <sup>th</sup> Ave. NE in the City of Waseca		
Local Agency	City of Waseca	Local Project No.	
Contractor	Heselton Construction	Contract No.	
Address/City/State/Zip	680 NW 24 <sup>th</sup> Street, Faribault, MN 55021		
Total Change Order Amount \$		7,627.40	

**Issue:**

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

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

**Resolution:**

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

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

The Contract time will not be revised.

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

Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
2411.608	Modular Block wall	LS	\$7,627.40	1	\$7,627.40
Total Net Change					\$7,627.40

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

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

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

Approved by Project Engineer/Supervisor: *Eric Breitprecher* Date: 11/15/2019

Print Name: ERIC BREITSPRECHER Phone: 507-601-7738

Approved by Waseca City Engineer: *Tom Kellogg* Date: 11/18/19

Print Name: Tom Kellogg Phone: 507-308-4887

Approved by Contractor: *Dean Sammon* Date: 11/15/19

Print Name: Dean Sammon, PM Phone: 507-334-3901

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

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

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

## CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: November 26, 2019

TO: Mayor & City Council  
Lee Mattson, City Manager

PROJECT NAME: 3rd St Improvement project

CITY PROJECT NO. 2019-01

PAYMENT REQUEST : NO. 7

PAYMENT PERIOD : 10/30/2019-11/22/2019

CONTRACTOR: Heselton Construction LLC

PAYMENT AMOUNT: \$225,556.61

Approved By:

  
\_\_\_\_\_  
Department Head      11/26/19  
Date

  
\_\_\_\_\_  
Director of Finance      11/26/2019  
Date

  
\_\_\_\_\_  
City Manager      11-26-19  
Date







## CITY OF WASECA

508 S. State St  
Waseca, MN 56093

Project R-011736-000 - 3rd Street NE Improvement Project  
Pay Voucher No. 7

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

Contract No.  
Vendor No.  
For Period: 10/30/2019 - 11/22/2019  
Warrant # \_\_\_\_\_ Date \_\_\_\_\_

**Contract Amounts**

Original Contract	\$2,571,730.37
Contract Changes	\$199,955.00
Revised Contract	\$2,771,685.37

**Work Certified To Date**

Base Bid Items	\$2,048,993.88
Backsheet	(\$659.10)
Change Order	\$75,315.15
Supplemental Agreement	\$0.00
Work Order	\$0.00
Material On Hand	\$2,400.38
<b>Total</b>	<b>\$2,126,050.31</b>

**Funds Encumbered**

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

	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	\$237,428.02	\$2,126,050.31	\$106,302.52	\$1,794,191.18	\$225,556.61	\$2,019,747.79
Percent Retained: 5.0000%				Percent Complete: 76.7060%		
<b>Amount Paid This Pay Voucher</b>					<b>\$225,556.61</b>	

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
5	08/28/2019	09/24/2019	\$554,085.34	\$27,704.27	\$526,381.07
6	09/25/2019	10/29/2019	\$468,780.97	\$23,439.04	\$445,341.93
7	10/30/2019	11/22/2019	\$237,428.02	\$11,871.41	\$225,556.61
<b>Totals:</b>			<b>\$2,126,050.31</b>	<b>\$106,302.52</b>	<b>\$2,019,747.79</b>

### 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	514,442.82	25,722.14	448,833.76	39,886.93	488,720.68
002	688,004.34	34,400.22	626,526.08	27,078.04	653,604.12
003	63,210.57	3,160.53	41,422.75	18,627.29	60,050.04
004	74,797.57	3,739.88	52,589.48	18,468.21	71,057.69
005	382,806.86	19,140.34	356,712.52	6,954.00	363,666.52
006	302,473.79	15,123.69	264,293.98	23,056.12	287,350.10
UNF	2,126,050.30	106,302.52	1,794,191.17	225,556.61	2,019,747.78
<b>Totals:</b>	<b>\$4,151,786.25</b>	<b>\$207,589.32</b>	<b>\$3,584,569.74</b>	<b>\$359,627.19</b>	<b>\$3,944,196.93</b>

### 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	225,556.61	2,771,685.37	2,571,730.37	2,019,747.78
<b>Totals:</b>		<b>\$225,556.61</b>	<b>\$2,771,685.37</b>	<b>\$2,571,730.37</b>	<b>\$2,019,747.78</b>



**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
<b>Schedule A Surface and Utility Improvements</b>									
1	2021.501	MOBILIZATION	LS	\$48,100.00	1	0	\$0.00	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	0	\$0.00	46	\$14,950.00
5	2104.502	REMOVE CASTING	EACH	\$100.00	1	0	\$0.00	1	\$100.00
6	2104.502	REMOVE HYDRANT	EACH	\$335.00	6	0	\$0.00	6	\$2,010.00
7	2104.502	REMOVE GATE VALVE & BOX	EACH	\$268.00	19	0	\$0.00	16	\$4,288.00
8	2104.502	REMOVE SIGN	EACH	\$32.35	14	0	\$0.00	10	\$323.50
9	2104.502	SALVAGE SIGN	EACH	\$32.35	6	0	\$0.00	5	\$161.75
10	2104.503	REMOVE WATER MAIN	L F	\$5.80	3238	0	\$0.00	3191	\$18,507.80
11	2104.503	REMOVE WATER SERVICE PIPE	L F	\$1.00	1272	0	\$0.00	1472	\$1,472.00
12	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$7.60	4064	569	\$4,324.40	2906	\$22,085.60
13	2104.503	REMOVE SANITARY SERVICE PIPE	L F	\$1.50	1993	0	\$0.00	1543	\$2,314.50
14	2104.503	REMOVE SEWER PIPE (SANITARY)	L F	\$3.85	2726	0	\$0.00	2640	\$10,164.00
15	2104.503	REMOVE CURB & GUTTER	L F	\$2.60	5573	114	\$296.40	4696	\$12,209.60
16	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$4.85	352	0	\$0.00	76	\$368.60
17	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$2.10	661	165	\$346.50	553	\$1,161.30
18	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	\$6.90	584	90	\$621.00	493	\$3,401.70
19	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$3.30	173	0	\$0.00	105	\$346.50
20	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$4.00	13329	0	\$0.00	10956	\$43,824.00
21	2104.504	REMOVE CONCRETE PAVEMENT	S Y	\$8.00	115	0	\$0.00	117	\$936.00

**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
22	2104.518	REMOVE CONCRETE WALK	S F	\$0.75	19937	1710	\$1,282.50	18230	\$13,672.50
23	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	LS	\$1,000.00	1	0.72	\$720.00	0.72	\$720.00
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	2153	\$2,153.00	13070	\$13,070.00
26	2105.509	STABILIZING AGGREGATE	TON	\$22.00	140	17.3	\$380.60	298	\$6,556.00
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	0	\$0.00	6317	\$99,176.90
29	2106.507	EXCAVATION - SUBGRADE	C Y	\$11.25	700	346.2	\$3,894.75	501.7	\$5,644.13
30	2106.507	SELECT GRANULAR EMBANKMENT (CV)	C Y	\$21.85	5140	407	\$8,892.95	3897	\$85,149.45
31	2112.519	SUBGRADE PREPARATION	RDST	\$260.00	34	0	\$0.00	25.5	\$6,630.00
32	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$150.00	25	2	\$300.00	23	\$3,450.00
33	2130.523	WATER	MGAL	\$50.00	67	0	\$0.00	5	\$250.00
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	1160	\$14,210.00	2407	\$29,485.75
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	50	\$110.50	125	\$276.25
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	601.4	\$46,037.17	1495.6	\$114,488.18
40	2451.609	GRANULAR FOUNDATION AND/OR BEDDING	TON	\$22.00	60	0	\$0.00	433.4	\$9,534.80
41	2502.503	4" TP PIPE DRAIN	L F	\$18.50	491	160	\$2,960.00	583	\$10,785.50
42	2502.503	6" PERF TP PIPE DRAIN	L F	\$15.80	4849	773	\$12,213.40	4332	\$68,445.60



**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
43	2502.601	IRRIGATION SYSTEM PROVISION	LS	\$8,000.00	1	0.8	\$6,400.00	0.8	\$6,400.00
44	2502.602	6" TP PIPE DRAIN CLEAN OUT	EACH	\$400.00	34	11	\$4,400.00	27	\$10,800.00
45	2503.503	4" PVC PIPE SEWER	L F	\$30.00	169	0	\$0.00	540 193	\$5,790.00
46	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	\$48.00	609	0	\$0.00	488	\$23,424.00
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	81	\$4,941.00	122	\$7,442.00
49	2503.503	30" RC PIPE SEWER DES 3006 CL III	L F	\$88.50	672	-4	(\$354.00)	672	\$59,472.00
50	2503.503	36" RC PIPE SEWER DES 3006 CL III	L F	\$124.65	194	0	\$0.00	194	\$24,182.10
51	2503.503	42" RC PIPE SEWER DES 3006 CL III	L F	\$164.00	553	-9	(\$1,476.00)	537	\$88,068.00
52	2503.503	42" RC PIPE SEWER DES 3006 CL IV	L F	\$188.00	659	0	\$0.00	669	\$125,772.00
53	2503.503	48" RC PIPE SEWER DES 3006 CL III	L F	\$195.40	167	11	\$2,149.40	171	\$33,413.40
54	2503.511	12" PVC PIPE SEWER, SDR 35	L F	\$37.80	428	0	\$0.00	427	\$16,140.60
55	2503.601	STORM SEWER BYPASS PUMPING	LS	\$2,500.00	1	0	\$0.00	1	\$2,500.00
56	2503.601	SANITARY SEWER BYPASS PUMPING	L S	\$37,500.00	1	0	\$0.00	1	\$37,500.00
57	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$478.00	7	0	\$0.00	8	\$3,824.00
58	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$155.00	53	1	\$155.00	39 38	\$5,890.00
59	2503.603	4" PVC SERV		\$60.00	1648	5	\$300.00	1505	\$90,300.00
60	2503.603	6" PVC SERVICE, SCHEDULE 40 (WYE, LATERAL, CONNECTION)	LF	\$63.00	164	0	\$0.00	115	\$7,245.00
		8" PVC PIPE							

**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
61	2503.603	SEWER - SDR 35	L F	\$33.40	1109	681	\$22,745.40	914	\$30,527.60
62	2503.603	10" PVC PIPE SEWER - SDR 35	L F	\$39.60	537	27	\$1,069.20	507	\$20,077.20
63	2503.603	15" PVC PIPE SEWER SDR 35	L F	\$42.40	577	0	\$0.00	584	\$24,761.60
64	2503.603	TELEWISE SANITARY SEWER	L F	\$1.46	2651	0	\$0.00	0	\$0.00
65	2503.603			\$5.04	2326	0	\$0.00	0	\$0.00
66	2503.603			\$0.10	1245	0	\$0.00	0	\$0.00
67	2504.601	TEMPORARY WATER SERVICE	LS	\$20,700.00	1	0	\$0.00	1	\$20,700.00
68	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$850.00	10	0	\$0.00	8	\$6,800.00
69	2504.602	CONNECT TO EXISTING WATER SERVICE	EACH	\$195.00	48	0	\$0.00	41	\$7,995.00
70	2504.602	HYDRANT	EACH	\$4,558.00	6	0	\$0.00	5	\$22,790.00
71	2504.602	1" CORPORATION STOP	EACH	\$300.00	44	0	\$0.00	45	\$13,500.00
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	10	\$16,200.00
75	2504.602	8" GATE VALVE & BOX	EACH	\$2,065.00	11	0	\$0.00	12	\$24,780.00
76	2504.602	1" CURB STOP & BOX	EACH	\$349.00	44	0	\$0.00	45	\$15,705.00
77	2504.602	1.5" CURB STOP & BOX	EACH	\$600.00	4	0	\$0.00	2	\$1,200.00
78	2504.603	1" TYPE PE PIPE	L F	\$44.20	1274	0	\$0.00	1753	\$77,482.60
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	14	\$424.90
82	2504.603	6" PVC WATERMAIN	L F	\$30.75	21	0	\$0.00	309	\$9,501.75
83	2504.603	8" PVC WATERMAIN	L F	\$34.10	3105	0	\$0.00	2425	\$82,692.50
84	2504.604	4" POLYSTYRENE INSULATION	S Y	\$46.00	80	20	\$920.00	42	\$1,932.00
		DUCTILE IRON							



**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
85	2504.608	FITTINGS	LB	\$10.00	1950	0	\$0.00	2044	\$20,440.00
86	2505.601	UTILITY COORDINATION	LS	\$1,000.00	1	0	\$0.00	0.72	\$720.00
87	2506.502	CONST DRAINAGE STRUCTURE DESIGN SPEC 1	EACH	\$2,084.00	19	0	\$0.00	16	\$33,344.00
88	2506.603	CONSTRUCT DRAINAGE STRUCTURE DES SPEC 2	L F	\$24,500.00	1	0	\$0.00	1	\$24,500.00
89	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$432.00	55.1	0	\$0.00	36.1	\$15,595.20
90	2506.503	CONST DRAINAGE STRUCTURE DES 60-4020	L F	\$523.00	39.2	0	\$0.00	45.1	\$23,587.30
91	2506.503	CONST DRAINAGE STRUCTURE DES 72-4020	L F	\$655.00	49.3	-1	(\$655.00)	47.7	\$31,243.50
92	2506.503	CONST DRAINAGE STRUCTURE DES 84-4020	L F	\$946.00	20	0	\$0.00	20	\$18,920.00
93	2506.503	CONST DRAINAGE STRUCTURE DES 120-4020	L F	\$2,264.00	6.5	0	\$0.00	6.5	\$14,716.00
94	2506.502	CASTING ASSEMBLY	EACH	\$542.00	38	10	\$5,420.00	24	\$13,008.00
95	2506.602	CHIMNEY SEALS	EACH	\$270.00	58	0	\$0.00	14	\$3,780.00
96	2506.602	CONSTRUCT SANITARY MANHOLE	EACH	\$2,728.00	10	0	\$0.00	(9) 8	\$21,824.00
97	2506.602	CONSTRUCT SANITARY MANHOLE OVERDEPTH (>8')	L F	\$229.00	38	0	\$0.00	41.03	\$9,395.87
98	2521.518	4" CONCRETE WALK	S F	\$5.90	16295	1054	\$6,218.60	9615	\$56,728.50
99	2521.518	6" CONCRETE WALK	S F	\$11.10	4434	521	\$5,783.10	749	\$8,313.90
100	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$17.80	5576	1559	\$27,750.20	4696	\$83,588.80
101	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$73.80	614.4	0	\$0.00	559	\$41,254.20
102	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	S Y	\$93.70	52.5	0	\$0.00	29	\$2,717.30
103	2531.601	ADA COMPLIANCE SUPERVISOR	L S	\$645.00	1	0	\$0.00	0.5	\$322.50



**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
104	2531.618	TRUNCATED DOMES	S F	\$38.70	266	0	\$0.00	169	\$6,540.30
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	0.72	\$8,460.00
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	0.72	\$4,564.80
111	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,960.00	1	0	\$0.00	0.36	\$705.60
112	2573.501	EROSION CONTROL SUPERVISOR	LS	\$1,000.00	1	0	\$0.00	0.72	\$720.00
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	180	\$4,500.00
115	2575.504	SODDING TYPE LAWN	S Y	\$6.50	4750	822	\$5,343.00	1172	\$7,618.00
116	2575.560	HYDROMULCH	S Y	\$1.35	2454	1325	\$1,788.75	1325	\$1,788.75
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
<b>Totals For Section Schedule A Surface and Utility Improvements:</b>							<b>\$191,641.82</b>		<b>\$2,048,993.88</b>
<b>Backsheet 1</b>									
126	2011.601	BITUMINOUS INCENTIVE AND DISINCENTIVE	L S	(\$659.10)	1	0	\$0.00	1	(\$659.10)
<b>Totals For Backsheet 1:</b>							<b>\$0.00</b>		<b>(\$659.10)</b>
<b>Change Order 1</b>									
121	2503.603	8" PVC PIPE SEWER - SDR 35	L F	(\$33.40)	749	0	\$0.00	0	\$0.00
		8" PVC PIPE							

**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
122	2503.603	SEWER - SDR 26	L F	\$36.70	749	0	\$0.00	733	\$26,901.10
123	2503.603	4" PVC SERVICE, SCHEDULE 40 (WYE, LATERAL, CONNECTION)	EACH	\$84.26	12	0	\$0.00	19	\$1,600.94
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
<b>Totals For Change Order 1:</b>							<b>\$0.00</b>		<b>\$29,104.36</b>
<b>Change Order 3</b>									
127	99945	WORK REQUEST CHANGES	LS	\$4,515.30	1	1	\$4,515.30	1	\$4,515.30
<b>Totals For Change Order 3:</b>							<b>\$4,515.30</b>		<b>\$4,515.30</b>
<b>Change Order 4</b>									
128	99945	WORK REQUEST CHANGES	LS	\$3,511.98	1	0	\$0.00	0	\$0.00
<b>Totals For Change Order 4:</b>							<b>\$0.00</b>		<b>\$0.00</b>
<b>Change Order 5</b>									
129	99945	WORK REQUEST CHANGES	LS	\$1,736.38	1	1	\$1,736.38	1	\$1,736.38
<b>Totals For Change Order 5:</b>							<b>\$1,736.38</b>		<b>\$1,736.38</b>
<b>Change Order 6</b>									
130	99945	WORK REQUEST CHANGES	LS	\$6,843.59	1	1	\$6,843.59	1	\$6,843.59
<b>Totals For Change Order 6:</b>							<b>\$6,843.59</b>		<b>\$6,843.59</b>
<b>Change Order 7</b>									
131	99945	WORK REQUEST CHANGES	LS	\$6,791.00	1	1	\$6,791.00	1	\$6,791.00
<b>Totals For Change Order 7:</b>							<b>\$6,791.00</b>		<b>\$6,791.00</b>
<b>Change Order 8</b>									
132	99945	WORK REQUEST CHANGES	LS	\$13,365.00	1	1	\$13,365.00	1	\$13,365.00
<b>Totals For Change Order 8:</b>							<b>\$13,365.00</b>		<b>\$13,365.00</b>
<b>Change Order 9</b>									
133	99945	WORK REQUEST CHANGES	LS	\$7,627.40	1	0	\$0.00	0	\$0.00
<b>Totals For Change Order 9:</b>							<b>\$0.00</b>		<b>\$0.00</b>
<b>Change Order 10</b>									
134	99945	WORK REQUEST CHANGES	LS	\$139,064.29	1	0	\$0.00	0	\$0.00
<b>Totals For Change Order 10:</b>							<b>\$0.00</b>		<b>\$0.00</b>
<b>Change Order 12</b>									



**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
136	99945	WORK REQUEST CHANGES	LS	\$12,959.52	1	1	\$12,959.52	1	\$12,959.52
Totals For Change Order 12:							\$12,959.52		\$12,959.52
Project Totals:							\$237,852.61		\$2,123,649.93

**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	200 L F \$268.00	0 L F \$0.00
42	2502.503 6" PERF TP PIPE DRAIN	7/30/2019	1620 L F \$3,353.40	1620 L F \$3,353.40	0 L F \$0.00
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
59	2503.603	7/30/2019	580 \$1,229.60	580 \$1,229.60	0 \$0.00
60	2503.603 6" PVC SERVICE, SCHEDULE 40 (WYE, LATERAL, CONNECTION)	7/30/2019	110 L F \$410.30	35.8 L F \$133.534	74.2 L F \$276.766
61	2503.603 8" PVC PIPE SEWER - SDR 35	7/30/2019	308 L F \$1,114.96	308 L F \$1,114.96	0 L F \$0.00
62	2503.603 10" PVC PIPE SEWER - SDR 35	7/30/2019	98 L F \$555.66	56 L F \$317.52	42 L F \$238.14
74	2504.602 6" GATE VALVE & BOX	7/30/2019	7 EACH \$4,399.43	4 EACH \$2,513.96	3 EACH \$1,885.47
75	2504.602 8" GATE VALVE & BOX	7/30/2019	6 EACH \$6,001.08	6 EACH \$6,001.08	0 EACH \$0.00
83	2504.603 8" PVC WATERMAIN	7/30/2019	780 L F \$6,060.60	780 L F \$6,060.60	0 L F \$0.00
Material On Hand Total Amounts:			\$30,761.99	\$28,361.61	\$2,400.38

**R-011736-000 Contract Changes**

No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
CO1	Change	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	\$4,199.64	\$29,104.36



**R-011736-000 Contract Changes**

No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
	Order		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.		
BK1	Backsheet	10/29/2019	See Backsheet No. 1	(\$659.10)	(\$659.10)
CO2	Change Order	8/29/2019	Issue: GR-3 - Maintenance and Stage of Traffic Control A Construction Staging and Traffic Control Plan has been developed for the project. The Construction Staging and Traffic Control Plan has been developed with consideration given to the Waseca County Fair schedule. Phased construction shall adhere to the following schedule: Work within Phase 1 may commence as soon as the Notice to Proceed is issued. Work within Phase 2 may commence on July 22, 2019. Work within Phase 1 must first be substantially complete (base course paving completed) prior to commencing work within Phase 2. Due to Centurylink and other Utility conflicts, along with 22 weather delays between May - July, the original approved schedule will affect the completion of the project on October 31, 2019 as indicated in the Contract. The Engineer has determined that the Contract needs to be revised to accelerate progress of work . Resolution: The Waseca City Council on August 20, 2019, along with the Engineer has agreed to revise the language in Division 1, Section GR-3 with conditions as follows: GR-3 - Maintenance and Stage of Traffic Control A Construction Staging and Traffic Control Plan has been developed for the project. The Construction Staging and Traffic Control Plan has been developed with consideration given to the Waseca County Fair schedule. Phased construction shall adhere to the following schedule: Work within Phase 1 may commence as soon as the Notice to Proceed is issued. Work within Phase 2 may commence on July 22, 2019 with the following conditions: 4th Ave NE and 5th Ave NE must be open to traffic prior to closing the intersection at 7th Avenue. Reclaiming may begin on 3rd Street NE between 7th Avenue NE and 9th Avenue NE but must be graded and compacted to allow residents and local traffic through this section. No work north of 7th Avenue intersection can begin until 3rd Street NE from 4th Avenue NE to 7th Avenue NE is open to traffic and access into residents' driveways on Class 5. Once 3rd Street is open to traffic from 4t11 Avenue NE to 7th Avenue NE, the Contractor is only allowed to excavate two blocks at a time. Furthermore, due to excessive weather delays in May, June and July, Agreement section 4.02 & Division 1, section GR-38 and in accordance with 1803 and 1806, the Contract completion date will be modified from October 31, 2019 to November 13, 2019.	\$0.00	\$0.00
CO3	Change Order	11/4/2019	Issue: During excavation for connect to existing sanitary sewer service lines, It was determined that the services had multiple bends not depicted in as-built drawings, causing the Contractor to search for the service locations at the property line for services at 511, 423 and 411 - 3rd Street. The Engineer has determined that the Contract needs to be revised. Resolution: The Contractor was ordered to explore along the property line to find the existing sanitary sewer line. The Contractor will be paid a lump sum	\$4,515.30	\$4,515.30



**R-011736-000 Contract Changes**

No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
			payment that covers all cost associated with the work ordered by the engineer. This work was tracked In Work Order No. 8 submitted by the Contractor.		
CO4	Change Order	9/24/2019	Issue: During storm sewer removals in the westerly half of 6th Ave intersection, an existing 24" storm sewer line was discovered. The Engineer has determined that the Contract needs to be revise. Resolution: The Engineer ordered the Contractor to install a new structure in the SW quadrant of 6th Ave NE, construct collars around the tie-in connection points, bulkhead an abandon storm sewer line, modify new structure to fit the alignment and work around utility lines in conflict. The Contractor will be compensated for labor and equipment only under this Change Order. New Structure, 24" RCP pipe and Connect to Existing will be paid under Contract prices.	\$3,511.98	\$0.00
CO5	Change Order	11/5/2019	Issue: During storm sewer removals in the westerly half of 6th Ave intersection, an existing 15" storm sewer line was discovered in the NW quadrant. The Engineer has determined that the Contract needs to be revised. Resolution: The Engineer ordered the Contractor to install 14' of 8" PVC pipe between the in-place storm sewer pipe to structure 5026, bulkhead at the tie-in, modify structure 5026 to fit the alignment and work around utility lines in conflict. The Contractor will be compensated for labor, materials and equipment at the Lump Sum price indicated in the table below. The time, labor and equipment was tracked using Force Account and was submitted as Work Order. No. 10.	\$1,736.38	\$1,736.38
CO6	Change Order	11/5/2019	Issue: During construction of sanitary sewer along 3rd Street NE, between 6th Ave NE and 7th Ave NE, the City of Waseca requested 7th Ave NE intersection to remain open. Sanitary sewer manhole No. 6 was moved to approximately station 23+30. During removal of the existing manhole on September 3, an existing sanitary sewer line ran from the west into the intersection. The Engineer has determined that the Contract needs to be revised. Resolution: The Engineer ordered the Contractor to install a new sanitary manhole, at the previous planned location, install sanitary sewer pipe, core drill into sanitary manhole 7 and bypass pump during all work. The Contractor will be compensated for labor, materials and equipment at the Lump Sum price indicated in the table below. The new sanitary manhole and pipe will be paid a Contract prices. This work was tracked using Force Account and was submitted as Work Order. No.12.	\$6,843.59	\$6,843.59
CO7	Change Order	11/5/2019	Issue: During construction of the hydrant installation, the City of Waseca requested the hydrants along 3rd Street NE between 4th Ave NE and 7th Ave NE be moved from the east side of the street to the west side. In doing so, at approximately station 15+44, the hydrant that was installed, reduced the available parking for the resident located at 501 3rd Street NE. The Owner directed the hydrant be relocated. The Engineer has determined that the Contract needs to be revised. Resolution: The Engineer ordered the Contractor to remove the hydrant install at station 15+44 and reinstall at station 15+02 to maximize the available parking. The Contractor will be compensated for labor, materials and equipment at the Lump Sum price indicated in the table below. The work was tracked using Force Account and was submitted as Work Order No. 5.	\$6,791.00	\$6,791.00
			Issue: Curb and gutter placed along 3rd Street NE from 41h Ave		



**R-011736-000 Contract Changes**

No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
CO8	Change Order	10/9/2019	NE to 9th Ave NE will have an exposed 2-edge during the winter of 2019-2020, as the final lift of street pavement will not be placed until 2020. The City desires to have this curb and gutter edge protected during the winter plowing season. The Engineer has determined that the Contract needs to be revised. Resolution: The City Engineer has requested a 2' x 2" wedge be placed along the total length of the curb and gutter between 4th Ave NE to 9th Ave NE to protect the curb edge during the winter plowing season.	\$13,365.00	\$13,365.00
CO9	Change Order	11/15/2019	Issue: The City Engineer, along with the homeowners of the shared driveway at 501/ 505 3rd St NE, agreed to have the Contractor regrade their driveways outside planned construction limits. The Engineer has determined that the Contract needs to be revised as a result. Resolution: The City Engineer requested the retaining wall at 501 3rd St NE be reconstructed adjacent to the driveway grading and a wall be added to the north side of the shared driveway at 505 3rd St NE.	\$7,627.40	\$0.00
CO10	Change Order	11/14/2019	Issue: Prior to designing this project, surveyors retained by WSB took elevations of structure 5027, but due to water in the structure could not see to its bottom. The project plans prepared by WSB instructed the Contractor to verify the storm sewer connections in this structure prior to construction. At the start of construction in phase 1, the Contractor and utility companies potholed to determine the exact location of each utility. During this operation it was discovered CenturyLink's concrete duct bank was not in the NB lanes as indicated by utility maps and field locates supplied to the City and WSB. The duct bank was located in the SB lanes causing conflicts with the water main, sanitary sewer and storm sewer. The City and WSB, acting in good faith, allowed the Contractor to start work at storm structure 5108 rather than 5027. Pursuant to the applicable drawing, the Contractor shot elevations of structure 5027 prior to starting work, but due to water in the structure the Contractor could not see to its bottom. 5027 is the low point of all structures in phase 1. The Contractor installed the storm sewer in accordance with the plans, both north and south of structure 5027. In doing so, once the Contractor began work at 5027, it was discovered to contain a sump 0.9' below the outflow structure within Structure 5027. This 0.9' sump caused all pipe installed to-date, which were to be connected to 5027, to be installed 0.9' low. The Engineer has determined that the Contract needs to be revised. Resolution: The City Engineer ordered the Contractor to remove pipe runs from 5108 to 5109 and 5021A to 5018 and re-installed. This re-work was tracked via Force Account for labor, materials and equipment and was originally submitted as Work Order No. 6.	\$139,064.29	\$0.00
CO12	Change Order	11/5/2019	Issue: Work surrounding CenturyLink facilities not previously identified within the southbound travel lane of 3rd Street between 4th and 6th Avenue. The Contractor was required to complete public utility installation adjacent to the CenturyLink facility represents under the terms of Differing Site Conditions as defined by MnDOT 1402.2(2). The Engineer has determined that the Contract needs to be revised. Resolution: The Contractor was required to alter means and methods associated with public utility installation to avoid conflicts with the previously unmarked and unknown CenturyLink facilities. The Contractor will be paid a lump sum payment that covers all cost associated with the work	\$12,959.52	\$12,959.52

CITY OF WASECA  
508 S. State St  
Waseca, MN 56093  
Project No. R-011736-000  
Pay Voucher No. 7

**R-011736-000 Contract Changes**

No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
			ordered by the engineer. This work was tracked in Work Order No. 3 submitted by the Contractor.		
<b>Contract Change Totals:</b>				<b>\$199,955.00</b>	<b>\$74,656.05</b>

<b>Title:</b>	AIRPORT HANGAR LEASE UPDATES FOR 2020 - 2021		
<b>Meeting Date:</b>	December 3, 2019	<b>Agenda Item Number:</b>	<b>7E</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	City Engineer
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to approve a \$5/month rate hangar lease increase and extend hangar lease term from one to two years		
<b>How does this item pertain to Vision 2030 goals?</b>	Create High Quality Community Assets		

**BACKGROUND:** In November 2018, the City Council approved a change in the hangar lease term from two years to one year at the recommendation of the Airport Board. At the same meeting the council directed the Airport Board to review surrounding airport lease rates and recommend any changes to the City Council in 2019. The following are current monthly lease rates at various local airports;

- Albert Lea - \$105
- Mankato - \$140
- Owatonna - \$160
- Faribault - \$180

After some discussion, the Airport Board recommends that the current hangar lease rates be raised \$5/month to \$120/month for non-commercial hangars and \$140/month for commercial hangars. The Airport Board also recommends extending the hangar lease terms from one year to two years.

**BUDGET IMPACT:** Based on the current hangar occupancy, the annual revenue increase will be \$1,140.

**RECOMMENDATION:** The City Council makes a motion to approve a \$5/month rate hangar lease increase and extend hangar lease term from one to two years





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# WASECA COUNTY

## B.E.S.T. OF WASECA COUNTY

**BUSINESS & ENTREPRENEURIAL SUPPORT TEAM (B.E.S.T.)**

November 25, 2019

Dear Mayor Srp and Council Members,

I am writing with a request to amend the \$10,000 challenge grant for BEST of Waseca to a direct appropriation of \$8,687.

On July 16th the Waseca City Council approved a challenge grant to BEST of Waseca. Under the terms of the grant, the City will match, dollar for dollar, all private contributions to BEST of Waseca for a contract with the Institute for Decision Making (IDM) and other Vision 2030 activities up to \$10,000.

To date a total of \$7,500 in matching funds has been raised. Waseca County contributed \$4,000; The City of Waldorf contributed \$1,000; and an additional \$2,500 was donated by individuals and area businesses.

### **Project Cost**

The cost for the proposed project is \$14,854, plus travel expenses not to exceed \$1,333, for a total cost of \$16,187. A \$7,500 match from the City of Waseca would generate \$15,000, leaving a shortfall of \$1,187.

### **Project Purpose**

To facilitate a process to update the implementation of Waseca Vision 2030. Minnesota State University, Mankato (MSU) Office of Strategic Partnerships will enter into an agreement with the Institute for Decision Making (IDM) at the University of Northern Iowa (UNI). IDM will make two trips to the Waseca/Mankato, MN area to meet with MSU and Waseca community leaders to inventory/assess progress on Waseca 2030, identify implementation gaps, and to develop clear plans of action including responsibilities, needed resources and timelines.

## About IDM

IDM is the community and economic development arm of the University of Northern Iowa. IDM has a 32+ year record of delivering tailored and innovative planning, technical assistance, applied research and training to over 800 communities, community planning groups and other similar not-for-profit organizations throughout Iowa and beyond.

Your consideration to this request and support of Waseca Vision 2030 is greatly appreciated.

Jim Boerboom



Vice-President, BEST of Waseca