

REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, FEBRUARY 20, 2018
7:00 P.M.

AGENDA

1 CALL TO ORDER/ROLL CALL

2 MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

3 APPROVAL OF AGENDA

4 PUBLIC COMMENT

The Public Comment period of the meeting is for comments on issues that are not on the agenda. 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 councilor. The Council may not take action on issues presented during the Public Comment period, but, when appropriate, may refer the issue to the City Manager for follow up.

5 REQUESTS AND PRESENTATIONS

None

6 CONSENT AGENDA

- A. Minutes – Regular City Council meeting – February 7, 2018
- B. Payroll & Expenditures
- C. **Ordinance No. 1063 - Introduction & set hearing date** – Annexing Land in Woodville Township to the City of Waseca (Roesler property)
- D. Accepting Annual Qualifying Facilities Report for Waseca Electric Utility Distributed Generation
- E. Approval of TKDA Service Agreement for design and project management for Airport Culvert Replacement
- F. Appointments of Chamber Rep on EDA and Historical Society Rep on HPC
- G. Payment Requests – Tink Larson Field Project #2016-23
 - Koronis Fabricating, Inc.
 - South Central Erectors, Inc.
 - Construction Supply, Inc.
 - Kendell Door & Hardware, Inc.
 - Greener World Solutions, Inc.
 - Wells Concrete
 - Del's Construction Company, Inc.

H. SCDIU Memo of Understanding

I. **Resolution No. 18-10** – Award Quote for Water Park Boiler Project #2018-07

7 ACTION AGENDA

A. Set Board of Review meeting date for Monday, April 9, 2018 at 7:00 p.m.

B. **Resolution 18-09** – Amending Public Safety Building/Community Room Guidelines

8 REPORTS

A. City Manager's Report

B. Commission Reports

- EDA – February 14 meeting (Mayor Srp, Councilmember Fitch)
- Planning Commission-February 13 meeting (Councilmember Arndt)
- Discover Waseca Tourism Bd-February 13 meeting (Councilmembers Fitch, Conrath)

9 ANNOUNCEMENTS

10 ADJOURNMENT

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
WEDNESDAY, FEBRUARY 7, 2018

6A

CALL TO ORDER/ROLL CALL

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

Councilmembers present:

Mayor Roy Srp	Les Tlougan
Ann Fitch	Mark Christiansen
Jeremy Conrath	Daren Arndt

Absent: Allan Rose

Staff present:

Danny Lenz, City Manager
Mary Buenzow, City Clerk
Scott Girtler, Waseca Police Department

MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

- 3 It was moved by Tlougan, seconded by Arndt, to approve the agenda as presented; the motion carried 6-0.

PUBLIC COMMENT

- 4 None

REQUESTS AND PRESENTATIONS

- 5 None

CONSENT AGENDA

- 6 It was moved by Conrath, seconded by Fitch, to approve the Consent Agenda as presented; the motion carried 6-0 and included the following items:

- A. Minutes – Regular City Council meeting – January 16, 2018
- B. Payroll & Expenditures
- C. Minutes – City Council work session – January 16, 2018
- D. Partial Payment #2 – 2017 Sanitary Sewer Rehabilitation Project #2017-09
- E. **Resolution No. 18-08** – Authorizing Feasibility Study for Projects #2017-06 and #2018-01

ACTION AGENDA

7A Resolution No. 18-07 – In Support of Corridors of Commerce Funding for the Expansion of U.S. Highway 14

The City Manager explained this resolution is a statement of support to extend Highway 14 to four lanes between Rochester and New Ulm, Minnesota.

It was moved by Fitch, seconded by Tlougan, to adopt Resolution No. 18-07, A RESOLUTION IN SUPPORT OF CORRIDORS OF COMMERCE FUNDING FOR THE EXPANSION OF U.S. HIGHWAY 14; the motion carried 6-0.

REPORTS

8A City Manager's Report

The City Manager announced there will be a public open house on the Gaiter Lake Development Project for master planning. The City has contracted with WSB for planning multi-family housing and development of the property and we will reach out to neighborhoods for input. The public open house is open to the Council, Planning Commission, EDA, and the public, and it will be held on Wednesday, February 21st from 6:00 – 8:00 p.m. in the Public Safety Building.

Mayor Srp asked how this will be promoted. The City Manager stated it will be posted on the City's Facebook page, City website, and through mailings, and will be referred to as a public open house regarding the Gaiter Lake Development Project. Mayor Srp encouraged the Councilmembers to promote this around the community.

The City Manager reported the City has engaged with WSB & Associates to provide interim City Engineering services. Tom Kellogg will be our City Engineer of record and has contracted for 30 hours per week. He will also have regular office hours at City Hall on Tuesdays and Thursdays, and he can be reached at any time with questions.

The 2018 City Budget Books are now available online on the City's website.

8B Commission Reports

HPC February 5 meeting – Councilmember Tlougan reported the HPC met with Andrew Schmidt from Streamline, who is putting together the downtown nomination. There was good discussion and the Council will be brought into the process as well as the downtown business owners. The City Manager commented there will be a joint work session with the Council and the HPC on May 10th at 6:00 p.m.. SHPO will also be there to present the information so everyone has an understanding of the project. He added that nothing is final at this time, and it will have to go through the HPC, City Council, the State Historic Preservation Office and the State Park Service.

Park Board February 6 meeting – Councilmember Christiansen reported the Board discussed signs for Northeast Park and the Park Director presented some examples to look at. They also discussed logos and whether to put a logo on the park signs. The Park Board discussed the Southview Park Pavilion and hopes to update it similar to the University Park pavilion, using Rosenau funds. It is important that the community know about and utilize Southview Park. The

Board was introduced to new Park employee Brett Vanderhorst. All the ice rinks are open. It is hoped that construction on Tink Larson Field will begin soon. The Park Director is working on the annual report and hopes to present it at the March meeting.

Councilmember Fitch asked whether the Northeast Park signs will be one or two-sided. Councilmember Christiansen stated the Park Board hopes to order two, double-sided signs with logos, which are about \$725 each. The Park Board felt this is a reasonable cost and they will be looking at designating locations for the signs.

Fire Relief Association January 31 meeting – Councilmember Conrath stated the meeting was mostly routine business, although there was lengthy discussion regarding replacing the onion ring fryers at the fair stand.

ANNOUNCEMENTS

9 **The following announcements were made:**

Councilmember Arndt stated he attended a painting event at Starkson & Steffel Funeral Home last night. It was unique and enjoyable and he encouraged anyone to sign up for the next one.

Councilmember Tloutan cautioned everyone to drive safely in town, especially on the side streets where the snow has not been completely cleared.

Councilmember Christiansen commented that he received a compliment for City staff from a customer, who was pleased at how quickly they fixed a street light that was out. Councilmember Christiansen thanked staff for their prompt response and encouraged residents to call in when there is a street light out.

Mayor Srp commented on the recent snowfalls, stating there were Street Department crews working around the clock. Snow plowing is a difficult task and a lot of work and City staff did a great job.....kudos....

Mayor Srp referred to the Highway 14 Corridors of Commerce resolution and stated next week Senator Jasinski will be getting people together on this issue, especially in light of the Rochester destination project, and it is also important for the people west of here as well.

Mayor Srp also referred to the Gaiter Lake project and stated Waseca is on the cusp of some great things. He encouraged everyone to come with their ideas to the public open house on February 21st from 6:00 – 8:00 p.m. at the Public Safety Building.

ADJOURNMENT

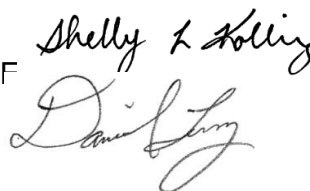
- 10 There being no further business to be brought before the Council, it was moved by Fitch, seconded by Conrath, to adjourn the meeting at 7:20 p.m.; the motion carried 6-0.

R. D. SRP
MAYOR

MARY BUENZOW
CITY CLERK

LIST OF EXPENDITURE

February 20, 2018



City Council	4,250.00
Streets	46,035.61
Parks	15,084.69
Wastewater	19,706.30
Utility Administration	7,990.71
Utility Billing	14,393.73
Electric	26,808.44
Water	10,489.14
Building and Code Compliance	4,540.16
Police	99,128.46
Administration	12,827.15
Community Aides	1,720.00
Fire	17,162.92
Volunteer Fire Department	4,470.03
Election Judges	0.00
PEG	2,854.20
Finance	21,319.34
Connections	6,870.99
Community Development	10,199.22
Engineering	38,066.26
Water Park	4,748.31
Econ Development	<u>4,688.30</u>

Total Gross Payroll	373,353.96
---------------------	------------

*Less- Payroll Deductions	<u>(121,407.41)</u>
---------------------------	---------------------

Net Payroll Cost	\$	251,946.55
------------------	----	------------

*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:

February 2, 2018 - February 16, 2018

Includes check #'s 151620-151685

Bank ACH Withdrawals.....	<u>1,163,554.74</u>
---------------------------	---------------------

GRAND TOTAL EXPENDITURES	\$	<u>1,415,501.29</u>
--------------------------	----	---------------------

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
General Fund						
02/16/2018	151668	Pitney Bowes-Reserve Account	Reimburse Postage Account	101-15510-0000	2,500.00	
Total 101155100000:					2,500.00	
02/16/2018	21801	MN Sales and Use Tax Payable	Sales Tax Payable	101-20210-0000	80.08	M
Total 101202100000:					80.08	
02/16/2018	21808	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 1/28/2018	101-21701-0000	15,884.20	M
02/16/2018	21822	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 2/11/2018	101-21701-0000	19,314.61	M
Total 101217010000:					35,198.81	
02/16/2018	21803	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 1/28/2018	101-21702-0000	7,854.72	M
02/16/2018	21816	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 2/11/2018	101-21702-0000	9,052.65	M
Total 101217020000:					16,907.37	
02/16/2018	21808	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 1/28/2018	101-21703-0000	7,404.51	M
02/16/2018	21808	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 1/28/2018	101-21703-0000	7,404.51	M
02/16/2018	21822	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 2/11/2018	101-21703-0000	8,077.52	M
02/16/2018	21822	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 2/11/2018	101-21703-0000	8,077.52	M
Total 101217030000:					30,964.06	
02/16/2018	21804	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 1/28/2018	101-21704-0000	1,181.38	M
02/16/2018	21804	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 1/28/2018	101-21704-0000	7,679.15	M
02/16/2018	21804	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 1/28/2018	101-21704-0000	5,518.92	M
02/16/2018	21804	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 1/28/2018	101-21704-0000	7,679.15	M
02/16/2018	21804	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 1/28/2018	101-21704-0000	8,278.38	M
02/16/2018	21818	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 2/11/2018	101-21704-0000	1,155.41	M
02/16/2018	21818	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 2/11/2018	101-21704-0000	7,510.33	M
02/16/2018	21818	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 2/11/2018	101-21704-0000	5,500.20	M
02/16/2018	21818	Public Employees Retirement Assn (ACH	DEF CONTRIBUTION/EMPL Pay Period: 2/11/2018	101-21704-0000	117.40	M
02/16/2018	21818	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 2/11/2018	101-21704-0000	7,510.33	M
02/16/2018	21818	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 2/11/2018	101-21704-0000	8,250.31	M
02/16/2018	21818	Public Employees Retirement Assn (ACH	DEF CONT Employer Pay Period: 2/11/2018	101-21704-0000	117.40	M
Total 101217040000:					60,498.36	
02/16/2018	151647	IBEW	IBEW UNION DUES Pay Period: 1/28/2018	101-21707-0000	302.06	
02/16/2018	151650	IUOE Local #70	FIRE UNION DUES Pay Period: 1/28/2018	101-21707-0000	128.28	
02/16/2018	151650	IUOE Local #70	IUOE UNION DUES Pay Period: 1/28/2018	101-21707-0000	758.60	
02/16/2018	151653	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 1/28/2018	101-21707-0000	490.00	
Total 101217070000:					1,678.94	
02/16/2018	20180097	Greater Mankato Area United Way	UNITED WAY Pay Period: 1/28/2018	101-21708-0000	28.00	
02/16/2018	20180097	Greater Mankato Area United Way	UNITED WAY Pay Period: 2/11/2018	101-21708-0000	28.00	
Total 101217080000:					56.00	
02/16/2018	151661	MN Life	February Life Insurance	101-21710-0000	457.25	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101217100000:					457.25
02/16/2018	151662	NCPERS Minnesota - 8266711	LIFE INSURANCE - PERA Pay Period: 2/11/2018	101-21711-0000	224.00
Total 101217110000:					224.00
02/16/2018	21808	ACH Internal Revenue Service	MEDICARE Pay Period: 1/28/2018	101-21712-0000	2,425.22 M
02/16/2018	21808	ACH Internal Revenue Service	MEDICARE Pay Period: 1/28/2018	101-21712-0000	2,425.22 M
02/16/2018	21822	ACH Internal Revenue Service	MEDICARE Pay Period: 2/11/2018	101-21712-0000	2,655.17 M
02/16/2018	21822	ACH Internal Revenue Service	MEDICARE Pay Period: 2/11/2018	101-21712-0000	2,655.17 M
Total 101217120000:					10,160.78
02/16/2018	21809	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 1/28/2018	101-21713-0000	292.00 M
02/16/2018	21809	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 1/28/2018	101-21713-0000	425.00 M
02/16/2018	21824	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 2/11/2018	101-21713-0000	292.00 M
02/16/2018	21824	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 2/11/2018	101-21713-0000	425.00 M
Total 101217130000:					1,434.00
02/16/2018	21807	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 1/28/2018	101-21714-0000	640.00 M
02/16/2018	21821	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 2/11/2018	101-21714-0000	640.00 M
Total 101217140000:					1,280.00
02/16/2018	21817	AFLAC	AFLAC AFTER TAX Pay Period: 1/28/2018	101-21715-0000	291.95 M
02/16/2018	21817	AFLAC	AFLAC PRE TAX Pay Period: 1/28/2018	101-21715-0000	654.86 M
02/16/2018	21817	AFLAC	AFLAC AFTER TAX Pay Period: 2/11/2018	101-21715-0000	291.95 M
02/16/2018	21817	AFLAC	AFLAC PRE TAX Pay Period: 2/11/2018	101-21715-0000	654.86 M
Total 101217150000:					1,893.62
02/16/2018	11837	SelectAccount	FLEX Reimbursement	101-21716-0000	592.00 M
02/16/2018	11837	SelectAccount	FLEX Reimbursement	101-21716-0000	1,563.97 M
02/16/2018	21810	SelectAccount	FLEX/HSA Reimbursement	101-21716-0000	209.15 M
02/16/2018	21815	SelectAccount	FLEX/HSA Reimbursement	101-21716-0000	3,123.46 M
02/16/2018	21805	SelectAccount	HSA DEDUCTION Pay Period: 1/28/2018	101-21716-0000	469.83 M
02/16/2018	21819	SelectAccount	HSA DEDUCTION Pay Period: 2/11/2018	101-21716-0000	469.83 M
Total 101217160000:					6,428.24
02/16/2018	21806	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 1/28/2018	101-21717-0000	1,099.67 M
02/16/2018	21820	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 2/11/2018	101-21717-0000	1,099.67 M
Total 101217170000:					2,199.34
02/16/2018	21823	Delta Dental	DENTAL FAMILY Employee Pay Period: 2/11/2018	101-21719-0000	1,382.15 M
02/16/2018	21823	Delta Dental	DENTAL SINGLE Employee Pay Period: 2/11/2018	101-21719-0000	647.74 M
Total 101217190000:					2,029.89
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-21720-0000	7,370.60 M
Total 101217200000:					7,370.60

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
02/16/2018	151639	Fidelity Security Life	VISION FAMILY Employee Pay Period: 2/11/2018	101-21722-0000	33.36
02/16/2018	151639	Fidelity Security Life	VISION SINGLE Employee Pay Period: 2/11/2018	101-21722-0000	44.87
02/16/2018	151639	Fidelity Security Life	VISION + ONE Employee Pay Period: 2/11/2018	101-21722-0000	11.23
Total 101217220000:					89.46
02/16/2018	151655	League of MN Human Rights Commissio	LMHRC 2018 Membership	101-41110-4330	100.00
Total 101411104330:					100.00
02/16/2018	20180126	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00
Total 101411104455:					1,125.00
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-41320-1300	1,745.50 M
Total 101413201300:					1,745.50
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-41320-1310	436.50 M
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-41320-1310	83.50 M
Total 101413201310:					520.00
02/16/2018	151661	MN Life	February Life Insurance	101-41320-1330	45.37
Total 101413201330:					45.37
02/16/2018	151667	Pitney Bowes	Red ink cartridge	101-41320-2000	113.04
Total 101413202000:					113.04
02/16/2018	20180086	A. H. Hermel Company	pop for vending machine	101-41320-4945	28.08
02/16/2018	21801	MN Sales and Use Tax Payable	Sales Tax Payable	101-41320-4945	6.12 M
Total 101413204945:					34.20
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-41500-1300	2,708.62 M
Total 101415001300:					2,708.62
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-41500-1310	1,215.10 M
Total 101415001310:					1,215.10
02/16/2018	151661	MN Life	February Life Insurance	101-41500-1330	64.50
Total 101415001330:					64.50
02/16/2018	21801	MN Sales and Use Tax Payable	Late Penalty	101-41500-3000	3,012.10 M
02/16/2018	21801	MN Sales and Use Tax Payable	Interest	101-41500-3000	39.61 M
Total 101415003000:					3,051.71
02/16/2018	20180107	Larson, Kristy	Mileage reimbursement	101-41500-3350	31.61

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101415003350:					31.61
02/16/2018	151681	Waseca County Auditor-Treasurer	Legal Services Contract Pmnt	101-41600-3000	5,370.33
Total 101416003000:					5,370.33
02/16/2018	20180115	Pantheon Computer Systems Inc.	Recycling Fee	101-41920-2050	30.00
Total 101419202050:					30.00
02/16/2018	20180125	U.S. Bank - CC	Monthly website charge	101-41920-4950	11.98
Total 101419204950:					11.98
02/16/2018	20180101	Innovative Office Solutions LLC	Banker Boxes	101-41940-2000	61.87
02/16/2018	20180101	Innovative Office Solutions LLC	Office Supplies	101-41940-2000	10.23
02/16/2018	20180101	Innovative Office Solutions LLC	Adding Machine Tape	101-41940-2000	3.51
Total 101419402000:					75.61
02/16/2018	20180086	A. H. Hermel Company	coffe and filters	101-41940-2170	58.15
02/16/2018	20180125	U.S. Bank - CC	Creamer for Breakroom	101-41940-2170	9.74
Total 101419402170:					67.89
02/16/2018	20180093	Culligan	Double payment	101-41940-3100	28.95-
02/16/2018	20180093	Culligan	Feb RO Lease	101-41940-3100	28.95
02/16/2018	20180093	Culligan	Filter Change and service call	101-41940-3100	232.48
02/16/2018	20180093	Culligan	Jan RO Lease	101-41940-3100	28.95
02/16/2018	151664	Orkin Pest Control Inc.	City Hall Pest Control	101-41940-3100	87.97
02/16/2018	20180127	Waste Management of Southern MN	January Monthly Service	101-41940-3100	162.00
Total 101419403100:					511.40
02/16/2018	21812	City of Waseca	January Utilities	101-41940-3800	2,674.04 M
Total 101419403800:					2,674.04
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-41950-1300	1,275.62 M
Total 101419501300:					1,275.62
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-41950-1310	519.00 M
Total 101419501310:					519.00
02/16/2018	151661	MN Life	February Life Insurance	101-41950-1330	30.19
Total 101419501330:					30.19
02/16/2018	20180101	Innovative Office Solutions LLC	Calender	101-41950-2000	12.24
Total 101419502000:					12.24
02/16/2018	20180125	U.S. Bank - CC	Conference registration for Bill Green	101-41950-3300	290.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101419503300:					290.00	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-42100-1300	10,161.50	M
Total 101421001300:					10,161.50	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-42100-1301	1,468.40	M
Total 101421001301:					1,468.40	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-42100-1310	4,686.50	M
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-42100-1310	323.60	M
Total 101421001310:					5,010.10	
02/16/2018	151661	MN Life	February Life Insurance	101-42100-1330	313.50	
Total 101421001330:					313.50	
02/16/2018	20180101	Innovative Office Solutions LLC	Office supplies	101-42100-2000	339.04	
02/16/2018	20180101	Innovative Office Solutions LLC	Office supplies	101-42100-2000	4.32	
02/16/2018	20180101	Innovative Office Solutions LLC	Office supplies	101-42100-2000	8.18	
Total 101421002000:					351.54	
02/16/2018	151682	Waseca County Highway Department	Monthly billing	101-42100-2120	2,277.40	
Total 101421002120:					2,277.40	
02/16/2018	20180117	Red Feather Paper Company	Janitorial Supplies	101-42100-2170	148.10	
02/16/2018	20180125	U.S. Bank - CC	Batteries and cable for printers	101-42100-2170	28.10	
02/16/2018	20180125	U.S. Bank - CC	Accidental Prime Charges-reimbursed by employee	101-42100-2170	32.05	
02/16/2018	20180125	U.S. Bank - CC	Accidental Prime Charges-reimbursed by employee	101-42100-2170	9.61	
02/16/2018	20180125	U.S. Bank - CC	Accidental Prime Charges-reimbursed by employee	101-42100-2170	4.26	
02/16/2018	20180125	U.S. Bank - CC	Bottled Water	101-42100-2170	16.65	
02/16/2018	20180125	U.S. Bank - CC	Bottled Water	101-42100-2170	16.65	
02/16/2018	20180125	U.S. Bank - CC	Bottled Water	101-42100-2170	16.65	
02/16/2018	20180125	U.S. Bank - CC	Phone Charger for work phone	101-42100-2170	12.79	
Total 101421002170:					284.86	
02/16/2018	20180090	Chrz, Jared	Uniform Allowance -Chrz	101-42100-2180	93.95	
02/16/2018	20180098	Grotberg, Angie	Clothing reimbursement	101-42100-2180	105.00	
02/16/2018	20180125	U.S. Bank - CC	Partial charge for Reserve order(Charged when Shipped	101-42100-2180	239.98	
Total 101421002180:					438.93	
02/16/2018	20180124	Thornhill, Lawrence E.	Car detailing	101-42100-2220	36.00	
Total 101421002220:					36.00	
02/16/2018	151656	Martin-McAllister	Conference	101-42100-3000	250.00	
02/16/2018	20180125	U.S. Bank - CC	Public Data Check for investigation	101-42100-3000	2.00	
02/16/2018	20180125	U.S. Bank - CC	Parking for Training at Martin Mcallister	101-42100-3000	17.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421003000:					269.00
02/16/2018	151623	Blue Earth County Sheriff's Office	2018 MDC-CIS	101-42100-3100	2,548.00
02/16/2018	151642	G & K Services	Floor Mats	101-42100-3100	11.77
02/16/2018	151642	G & K Services	Floor Mats	101-42100-3100	11.78
02/16/2018	20180119	ServiceMaster of Mankato/Waseca	Cleaning Services	101-42100-3100	423.82
02/16/2018	151677	Thomson Reuters - West	January Service	101-42100-3100	220.50
02/16/2018	20180127	Waste Management of Southern MN	January Monthly Service	101-42100-3100	51.38
Total 101421003100:					3,267.25
02/16/2018	151623	Blue Earth County Sheriff's Office	2018 CIS-Shared Records	101-42100-3250	8,245.00
Total 101421003250:					8,245.00
02/16/2018	20180125	U.S. Bank - CC	Meals 2018 MSCIC Winter Conference(Mark, Girt, Brass	101-42100-3300	35.01
02/16/2018	20180125	U.S. Bank - CC	Meals 2018 MSCIC Winter Conference(Mark, Girt, Brass	101-42100-3300	25.73
02/16/2018	20180125	U.S. Bank - CC	2018 Child Abuse Summit Conference	101-42100-3300	200.00
02/16/2018	20180125	U.S. Bank - CC	MN Juvenile Officer Associaton Conference	101-42100-3300	250.00
02/16/2018	20180125	U.S. Bank - CC	Meal at Swat Training	101-42100-3300	26.18
02/16/2018	20180125	U.S. Bank - CC	Search Warrant Training	101-42100-3300	75.00
02/16/2018	20180125	U.S. Bank - CC	HSEM Governor's Conference Registration	101-42100-3300	700.00
02/16/2018	20180125	U.S. Bank - CC	Meal at MNJOA Conference	101-42100-3300	7.50
Total 101421003300:					1,319.42
02/16/2018	151628	Centerpoint Energy	Monthly Billing	101-42100-3800	898.32
02/16/2018	21812	City of Waseca	January Utilities	101-42100-3800	922.78 M
Total 101421003800:					1,821.10
02/16/2018	151678	Twin Valley Council	Police Explorer Dues	101-42100-4330	191.50
Total 101421004330:					191.50
02/16/2018	20180116	Premier Veterinary Center LLC	4th Qtr Impounds	101-42150-3100	2,766.76
Total 101421503100:					2,766.76
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-42200-1300	569.00- M
Total 101422001300:					569.00-
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-42200-1310	1,250.00 M
Total 101422001310:					1,250.00
02/16/2018	151661	MN Life	February Life Insurance	101-42200-1330	49.50
Total 101422001330:					49.50
02/16/2018	151624	Bock's Service Inc.	UTV Fuel	101-42200-2120	9.09
02/16/2018	20180121	Sportsmans Stop Inc.	LP for command trailer	101-42200-2120	15.03
02/16/2018	151682	Waseca County Highway Department	Monthly billing	101-42200-2120	135.80

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422002120:					159.92
02/16/2018	20180104	Jefferson Fire & Safety Inc	Rope	101-42200-2170	4,478.95
02/16/2018	20180125	U.S. Bank - CC	Hand warmers for water rescue	101-42200-2170	84.10
Total 101422002170:					4,563.05
02/16/2018	20180125	U.S. Bank - CC	Artice Patrol Gloves	101-42200-2180	101.73
02/16/2018	20180125	U.S. Bank - CC	Cancelled order reimbursement for gloves	101-42200-2180	101.73-
02/16/2018	20180125	U.S. Bank - CC	Sub Zero Duty Gloves(Returned credit on next stmnt)	101-42200-2180	68.80
Total 101422002180:					68.80
02/16/2018	20180125	U.S. Bank - CC	Aluminum ID Tags	101-42200-2190	107.25
02/16/2018	20180125	U.S. Bank - CC	AED Pads	101-42200-2190	84.00
Total 101422002190:					191.25
02/16/2018	20180125	U.S. Bank - CC	ATV/UTV Snow Plow Shoe Skids	101-42200-2210	59.96
Total 101422002210:					59.96
02/16/2018	151665	Overhead Door Company of Mankato Inc	Garage Door Repair	101-42200-2230	482.70
Total 101422002230:					482.70
02/16/2018	151642	G & K Services	Floor Mats	101-42200-3100	11.78
02/16/2018	151642	G & K Services	Floor Mats	101-42200-3100	11.77
02/16/2018	20180119	ServiceMaster of Mankato/Waseca	Cleaning Services	101-42200-3100	423.81
02/16/2018	20180121	Sportsmans Stop Inc.	Shipping	101-42200-3100	43.12
02/16/2018	20180127	Waste Management of Southern MN	January Monthly Service	101-42200-3100	51.37
Total 101422003100:					541.85
02/16/2018	151621	Ancom Communications Inc	pager repair	101-42200-3200	12.00
Total 101422003200:					12.00
02/16/2018	151628	Centerpoint Energy	Monthly Billing	101-42200-3800	245.49
02/16/2018	151628	Centerpoint Energy	Monthly Billing	101-42200-3800	898.31
02/16/2018	21812	City of Waseca	January Utilities	101-42200-3800	922.77 M
02/16/2018	21812	City of Waseca	January Utilities	101-42200-3800	37.04 M
Total 101422003800:					2,103.61
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-42400-1300	1,292.00 M
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-42400-1300	170.94 M
Total 101424001300:					1,462.94
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-42400-1310	500.00 M
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-42400-1310	82.50 M
Total 101424001310:					582.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
02/16/2018	151661	MN Life	February Life Insurance	101-42400-1330	5.45	
02/16/2018	151661	MN Life	February Life Insurance	101-42400-1330	16.50	
Total 101424001330:					21.95	
02/16/2018	20180091	City Building Inspection Services LLC	Monthly Building Inspections	101-42400-3100	4,063.60	
02/16/2018	151657	Metro Exteriors	Boarded window	101-42400-3100	100.00	
Total 101424003100:					4,163.60	
02/16/2018	151649	Intl Code Council Inc.	2018 Membership dues	101-42400-3300	135.00	
Total 101424003300:					135.00	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-43000-1300	170.94	M
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-43000-1300	2,302.26	M
Total 101430001300:					2,473.20	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-43000-1310	85.00	M
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-43000-1310	951.50	M
Total 101430001310:					1,036.50	
02/16/2018	151661	MN Life	February Life Insurance	101-43000-1330	5.61	
02/16/2018	151661	MN Life	February Life Insurance	101-43000-1330	74.74	
Total 101430001330:					80.35	
02/16/2018	20180101	Innovative Office Solutions LLC	11 X 7 Paper	101-43000-2000	111.66	
Total 101430002000:					111.66	
02/16/2018	151682	Waseca County Highway Department	Monthly billing	101-43000-2120	49.48	
Total 101430002120:					49.48	
02/16/2018	151672	Stantec Consulting Services Inc	Engineering	101-43000-3000	3,307.00	
Total 101430003000:					3,307.00	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-43100-1300	2,690.01	M
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-43100-1300	99.32	M
Total 101431001300:					2,789.33	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-43100-1310	1,180.71	M
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-43100-1310	28.68	M
Total 101431001310:					1,209.39	
02/16/2018	151661	MN Life	February Life Insurance	101-43100-1330	80.19	
02/16/2018	151661	MN Life	February Life Insurance	101-43100-1330	1.65	
Total 101431001330:					81.84	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
02/16/2018	151682	Waseca County Highway Department	Monthly billing	101-43100-2120	4,146.27
02/16/2018	151682	Waseca County Highway Department	Monthly billing	101-43100-2120	385.61
Total 101431002120:					4,531.88
02/16/2018	151622	Barco Municipal Products Inc	lights	101-43100-2170	299.40
02/16/2018	20180088	Batteries Plus Bulbs	batteries	101-43100-2170	91.30
02/16/2018	151626	Builders First Source Inc	post	101-43100-2170	11.88
02/16/2018	151630	Cintas Corporation	First Aid Supplies	101-43100-2170	16.13
02/16/2018	20180092	Continental Research Corporation	hard water, calcium remover	101-43100-2170	268.93
02/16/2018	20180099	IFACS	Bolts	101-43100-2170	33.63
02/16/2018	20180111	Napa Auto Parts	Assorted Parts	101-43100-2170	2.10
Total 101431002170:					723.37
02/16/2018	20180087	AmeriPride Services Inc	uniform service	101-43100-2180	162.67
02/16/2018	20180087	AmeriPride Services Inc	uniform service	101-43100-2180	162.67
Total 101431002180:					325.34
02/16/2018	20180119	ServiceMaster of Mankato/Waseca	Janitorial Services	101-43100-3100	286.00
02/16/2018	20180119	ServiceMaster of Mankato/Waseca	Janitorial Services	101-43100-3100	286.00
02/16/2018	20180127	Waste Management of Southern MN	January Monthly Service	101-43100-3100	145.30
Total 101431003100:					717.30
02/16/2018	151628	Centerpoint Energy	Monthly Billing	101-43100-3800	245.49
02/16/2018	21812	City of Waseca	January Utilities	101-43100-3800	37.03 M
02/16/2018	21812	City of Waseca	January Utilities	101-43100-3800	826.93 M
Total 101431003800:					1,109.45
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-43125-1300	697.41 M
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-43125-1300	99.32 M
Total 101431251300:					796.73
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-43125-1310	306.11 M
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-43125-1310	28.68 M
Total 101431251310:					334.79
02/16/2018	151661	MN Life	February Life Insurance	101-43125-1330	20.79
02/16/2018	151661	MN Life	February Life Insurance	101-43125-1330	1.65
Total 101431251330:					22.44
02/16/2018	20180106	Kritzer Oil Company Inc.	Diesel Dyed	101-43125-2120	1,786.85
Total 101431252120:					1,786.85
02/16/2018	151627	Cargill Inc. - Salt Division	Road salt	101-43125-2170	8,636.47
Total 101431252170:					8,636.47
02/16/2018	151620	Affordable Lawn Care Inc	Snow Hauling	101-43125-3100	765.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
02/16/2018	151620	Affordable Lawn Care Inc	Snow Hauling	101-43125-3100	765.00	
02/16/2018	151620	Affordable Lawn Care Inc	Snow Hauling	101-43125-3100	765.00	
02/16/2018	151620	Affordable Lawn Care Inc	Snow Hauling	101-43125-3100	1,785.00	
02/16/2018	20180102	James Brothers Construction Inc.	Snow Hauling	101-43125-3100	1,785.00	
02/16/2018	20180102	James Brothers Construction Inc.	Snow Hauling	101-43125-3100	1,530.00	
02/16/2018	151666	Owatonna Groundsmasters Inc	snow hauling	101-43125-3100	765.00	
Total 101431253100:					8,160.00	
02/16/2018	21812	City of Waseca	January Utilities	101-43160-3800	8,210.55	M
02/16/2018	151685	Xcel Energy	January Charges	101-43160-3800	684.41	
Total 101431603800:					8,894.96	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-43170-1300	149.45	M
Total 101431701300:					149.45	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-43170-1310	65.60	M
Total 101431701310:					65.60	
02/16/2018	151661	MN Life	February Life Insurance	101-43170-1330	4.46	
Total 101431701330:					4.46	
02/16/2018	20180119	ServiceMaster of Mankato/Waseca	Monthly Janitorial Services (Library)	101-43170-3100	790.00	
Total 101431703100:					790.00	
02/16/2018	21812	City of Waseca	January Utilities	101-43170-3800	155.21	M
Total 101431703800:					155.21	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-43220-1300	249.08	M
Total 101432201300:					249.08	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-43220-1310	109.33	M
Total 101432201310:					109.33	
02/16/2018	151661	MN Life	February Life Insurance	101-43220-1330	7.43	
Total 101432201330:					7.43	
02/16/2018	20180100	Independent School District #829	City Contribution Com Ed	101-45100-3100	8,333.33	
Total 101451003100:					8,333.33	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-45130-1300	1,033.60	M
Total 101451301300:					1,033.60	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-45130-1310	400.00	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101451301310:					400.00
02/16/2018	151661	MN Life	February Life Insurance	101-45130-1330	19.80
Total 101451301330:					19.80
02/16/2018	20180125	U.S. Bank - CC	Books and Folders	101-45130-2000	813.37
Total 101451302000:					813.37
02/16/2018	20180125	U.S. Bank - CC	Cookies for SMRPA Meeting	101-45130-3300	5.00
02/16/2018	20180125	U.S. Bank - CC	Lunch at SMRPA Conference	101-45130-3300	20.84
Total 101451303300:					25.84
02/16/2018	151628	Centerpoint Energy	Monthly Billing	101-45130-3800	477.22
02/16/2018	21812	City of Waseca	January Utilities	101-45130-3800	455.33 M
Total 101451303800:					932.55
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-45200-1300	976.10- M
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-45200-1300	258.40 M
Total 101452001300:					717.70-
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-45200-1310	623.00 M
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	101-45200-1310	100.00 M
Total 101452001310:					723.00
02/16/2018	151661	MN Life	February Life Insurance	101-45200-1330	41.25
02/16/2018	151661	MN Life	February Life Insurance	101-45200-1330	4.95
Total 101452001330:					46.20
02/16/2018	151682	Waseca County Highway Department	Monthly billing	101-45200-2120	172.79
Total 101452002120:					172.79
02/16/2018	20180093	Culligan	Double payment	101-45200-2170	15.50-
02/16/2018	20180093	Culligan	Culligan	101-45200-2170	7.75
02/16/2018	20180111	Napa Auto Parts	Assorted Parts	101-45200-2170	143.88
02/16/2018	20180125	U.S. Bank - CC	Storage Shelves for Park Shop	101-45200-2170	596.00
Total 101452002170:					732.13
02/16/2018	151642	G & K Services	Uniform Service	101-45200-2180	10.05
02/16/2018	151642	G & K Services	Uniform Service	101-45200-2180	10.05
Total 101452002180:					20.10
02/16/2018	151632	Condon Farm Service	Snow pushers	101-45200-2400	84.98
Total 101452002400:					84.98

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
02/16/2018	151640	First Source Solutions	Drug Screen	101-45200-3100	50.95	
Total 101452003100:					50.95	
02/16/2018	20180125	U.S. Bank - CC	Parking for Green Expo	101-45200-3300	11.00	
Total 101452003300:					11.00	
02/16/2018	21812	City of Waseca	January Utilities	101-45200-3800	495.98	M
Total 101452003800:					495.98	
02/16/2018	20180117	Red Feather Paper Company	Janitorial Supplies	101-45500-2170	28.45	
Total 101455002170:					28.45	
02/16/2018	20180127	Waste Management of Southern MN	January Service	101-45500-3100	27.55	
Total 101455003100:					27.55	
02/16/2018	151628	Centerpoint Energy	Monthly Billing	101-45500-3800	1,044.91	
02/16/2018	21812	City of Waseca	January Utilities	101-45500-3800	754.37	M
Total 101455003800:					1,799.28	
02/16/2018	151633	Connors Plumbing & Heating Inc.	Repair of toilets	101-45500-4000	104.46	
Total 101455004000:					104.46	
02/16/2018	151630	Cintas Corporation	First Aid Supplies	101-49210-4940	21.31	
02/16/2018	151630	Cintas Corporation	First aid cabinet	101-49210-4940	822.00	
02/16/2018	151630	Cintas Corporation	First aid cabinet	101-49210-4940	274.00	
02/16/2018	20180112	Northern Safety Co. Inc.	First Aid Kits - Vehicle	101-49210-4940	119.64	
Total 101492104940:					1,236.95	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	101-49220-1540	518.00	M
02/16/2018	21823	Delta Dental	Febuary Cobra	101-49220-1540	68.92	M
02/16/2018	151639	Fidelity Security Life	February Cobra	101-49220-1540	6.41	
Total 101492201540:					593.33	
Total General Fund:					322,252.47	
Airport						
02/16/2018	151673	Stensrud Aviation	Airport contract payment	230-49810-3100	2,000.00	
Total 230498103100:					2,000.00	
02/16/2018	21812	City of Waseca	January Utilities	230-49810-3800	47.45	M
02/16/2018	21811	Xcel Energy	Final Electric Bill for Hangar	230-49810-3800	41.89	M
02/16/2018	151685	Xcel Energy	January Charges	230-49810-3800	253.17	
02/16/2018	151685	Xcel Energy	January Charges	230-49810-3800	162.50	
Total 230498103800:					505.01	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total Airport:					2,505.01	
Economic Development-General f						
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	261-46700-1300	646.00	M
Total 261467001300:					646.00	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	261-46700-1310	416.50	M
Total 261467001310:					416.50	
02/16/2018	151661	MN Life	February Life Insurance	261-46700-1330	4.13	
Total 261467001330:					4.13	
02/16/2018	151638	EsseX Capital LLC	2018 membership dues	261-46700-4330	2,500.00	
02/16/2018	151659	Minneapolis/St.Paul Business Journal	Yearly subscription	261-46700-4330	110.00	
Total 261467004330:					2,610.00	
Total Economic Development-General f:					3,676.63	
Police Reserve						
02/16/2018	151651	Jes, Shannon	Reserve for Highschool Football Games	275-49212-3100	135.00	
02/16/2018	151670	Rew, Scott	Reserve for highschool football games	275-49212-3100	45.00	
02/16/2018	20180118	Rogers, Tony	Reserve for Highschool football games	275-49212-3100	135.00	
02/16/2018	151675	Teachout, Jason	Reserve for Highschool Football games	275-49212-3100	135.00	
Total 275492123100:					450.00	
Total Police Reserve:					450.00	
Safe Haven Grant						
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	279-46350-1300	2,049.90	M
Total 279463501300:					2,049.90	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	279-46350-1310	510.10	M
Total 279463501310:					510.10	
02/16/2018	151661	MN Life	February Life Insurance	279-46350-1330	33.00	
Total 279463501330:					33.00	
02/16/2018	20180125	U.S. Bank - CC	Items for connections visitation center	279-46350-2170	81.01	
Total 279463502170:					81.01	
Total Safe Haven Grant:					2,674.01	
Annexation & Growth fund						
02/16/2018	151672	Stantec Consulting Services Inc	Credit from revised invoice	470-46800-3000	93.36-	
Total 470468003000:					93.36-	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total Annexation & Growth fund:					93.36-	
Water						
02/16/2018	21813	MN Sales and Use Tax Payable	Sales tax payable	601-20210-0000	883.59	M
02/16/2018	21801	MN Sales and Use Tax Payable	Sales Tax Payable	601-20210-0000	926.18	M
Total 601202100000:					1,809.77	
02/16/2018	151645	Hawkins Inc	BEF Well 4 Chemicals	601-49401-2170	2,176.13	
02/16/2018	151645	Hawkins Inc	City Well Chemicals	601-49401-2170	6,478.55	
Total 601494012170:					8,654.68	
02/16/2018	151625	Born Well Drilling Inc.	Plumbing	601-49401-2210	15.30	
02/16/2018	151635	Core & Main LP	plumbing	601-49401-2210	36.80	
02/16/2018	151635	Core & Main LP	Plumbing	601-49401-2210	24.00	
02/16/2018	151645	Hawkins Inc	Chlorine Equipment	601-49401-2210	677.48	
Total 601494012210:					753.58	
02/16/2018	151628	Centerpoint Energy	Monthly Billing	601-49401-3800	293.31	
02/16/2018	21812	City of Waseca	January Utilities	601-49401-3800	9,017.27	M
02/16/2018	151685	Xcel Energy	January Charges	601-49401-3800	189.10	
Total 601494013800:					9,499.68	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	601-49430-1300	518.00	M
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	601-49430-1300	849.76	M
Total 601494301300:					1,367.76	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	601-49430-1310	500.00	M
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	601-49430-1310	1,365.35	M
Total 601494301310:					1,865.35	
02/16/2018	151661	MN Life	February Life Insurance	601-49430-1330	16.50	
02/16/2018	151661	MN Life	February Life Insurance	601-49430-1330	9.52	
Total 601494301330:					26.02	
02/16/2018	151682	Waseca County Highway Department	Monthly billing	601-49430-2120	442.70	
02/16/2018	151682	Waseca County Highway Department	Monthly billing	601-49430-2120	5.00	
Total 601494302120:					447.70	
02/16/2018	151642	G & K Services	Uniform Service	601-49430-2180	3.90	
02/16/2018	151642	G & K Services	Uniform service	601-49430-2180	3.90	
Total 601494302180:					7.80	
02/16/2018	20180121	Sportsmans Stop Inc.	Shipping	601-49430-3100	92.98	
02/16/2018	151680	Utility Consultants Inc	Bacteria Testing	601-49430-3100	180.00	
Total 601494303100:					272.98	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
02/16/2018	151645	Hawkins Inc	Booster Pump (2)	601-49430-4000	1,953.72
02/16/2018	20180129	Ziegler Inc	Five Year Well Generator Warranty (3406C)	601-49430-4000	9,130.00
02/16/2018	20180129	Ziegler Inc	Five year Well Generator Warranty (#XQ400)	601-49430-4000	9,130.00
Total 601494304000:					20,213.72
02/16/2018	151660	MN Department of Public Safety	EPCRA Chemical Inventory Fees	601-49430-4500	100.00
02/16/2018	151660	MN Department of Public Safety	EPCRA Chemical Inventory Fees	601-49430-4500	100.00
02/16/2018	151660	MN Department of Public Safety	EPCRA Chemical Inventory Fees	601-49430-4500	100.00
02/16/2018	151660	MN Department of Public Safety	EPCRA Chemical Inventory Fees	601-49430-4500	100.00
02/16/2018	151660	MN Department of Public Safety	EPCRA Chemical Inventory Fees	601-49430-4500	100.00
Total 601494304500:					500.00
02/16/2018	20180112	Northern Safety Co. Inc.	First Aid Kits - Vehicle	601-49430-4940	19.94
Total 601494304940:					19.94
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	601-49585-1300	271.32 M
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	601-49585-1300	511.13 M
Total 601495851300:					782.45
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	601-49585-1310	105.00 M
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	601-49585-1310	216.93 M
Total 601495851310:					321.93
02/16/2018	151661	MN Life	February Life Insurance	601-49585-1330	3.47
02/16/2018	151661	MN Life	February Life Insurance	601-49585-1330	18.25
Total 601495851330:					21.72
02/16/2018	20180109	MAS Communications Inc.	Answering service - February	601-49585-3200	49.30
02/16/2018	151683	Waseca Secretarial Service	Processing utility bills - Dec & Jan	601-49585-3200	50.00
Total 601495853200:					99.30
02/16/2018	151631	City of Waseca	Summit AR	601-49585-4320	6.37
02/16/2018	151674	Summit Account Resolution	Collection Fees	601-49585-4320	16.42
Total 601495854320:					22.79
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	601-49586-1300	155.04 M
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	601-49586-1300	426.36 M
Total 601495861300:					581.40
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	601-49586-1310	60.00 M
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	601-49586-1310	166.67 M
Total 601495861310:					226.67
02/16/2018	151661	MN Life	February Life Insurance	601-49586-1330	1.98
02/16/2018	151661	MN Life	February Life Insurance	601-49586-1330	2.72

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 601495861330:					4.70	
Total Water:					47,499.94	
Sanitary Sewer						
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	602-49470-1300	896.66	M
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	602-49470-1300	99.32	M
Total 602494701300:					995.98	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	602-49470-1310	393.56	M
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	602-49470-1310	28.68	M
Total 602494701310:					422.24	
02/16/2018	151661	MN Life	February Life Insurance	602-49470-1330	26.72	
02/16/2018	151661	MN Life	February Life Insurance	602-49470-1330	1.65	
Total 602494701330:					28.37	
02/16/2018	20180111	Napa Auto Parts	Assorted Parts	602-49470-2170	89.64	
Total 602494702170:					89.64	
02/16/2018	151628	Centerpoint Energy	Monthly Billing	602-49470-3800	21.57	
02/16/2018	21812	City of Waseca	January Utilities	602-49470-3800	1,599.90	M
Total 602494703800:					1,621.47	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	602-49480-1300	4,238.64	M
Total 602494801300:					4,238.64	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	602-49480-1310	208.25	M
Total 602494801310:					208.25	
02/16/2018	151661	MN Life	February Life Insurance	602-49480-1330	63.98	
Total 602494801330:					63.98	
02/16/2018	20180101	Innovative Office Solutions LLC	Credit	602-49480-2000	10.80-	
02/16/2018	20180125	U.S. Bank - CC	Printer Ink	602-49480-2000	158.05	
Total 602494802000:					147.25	
02/16/2018	20180111	Napa Auto Parts	Assorted Parts	602-49480-2120	11.38	
02/16/2018	151682	Waseca County Highway Department	Monthly billing	602-49480-2120	74.94	
Total 602494802120:					86.32	
02/16/2018	20180111	Napa Auto Parts	Assorted Parts	602-49480-2170	22.63	
02/16/2018	20180117	Red Feather Paper Company	janitor Supplies	602-49480-2170	42.00	
02/16/2018	20180125	U.S. Bank - CC	Water and sanitizer	602-49480-2170	34.17	
02/16/2018	20180125	U.S. Bank - CC	Sample Blender-WWTP	602-49480-2170	53.43	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
02/16/2018	20180125	U.S. Bank - CC	Lab supplies	602-49480-2170	37.84
Total 602494802170:					190.07
02/16/2018	151635	Core & Main LP	Plumbing	602-49480-2210	65.52
02/16/2018	151644	Hach Company	LDO Caps	602-49480-2210	473.75
Total 602494802210:					539.27
02/16/2018	151642	G & K Services	Janitorial Supplies	602-49480-3100	15.68
02/16/2018	20180103	Javens Mechanical Contracting Co.	Furnace Repair Thickener Bldg	602-49480-3100	397.55
02/16/2018	20180108	M & R Electric Inc.	Electrician	602-49480-3100	157.30
02/16/2018	20180108	M & R Electric Inc.	Electrician	602-49480-3100	309.48
02/16/2018	151671	Spee-Dee Delivery Service Inc.	Shipping	602-49480-3100	22.47
02/16/2018	20180127	Waste Management of Southern MN	January Service	602-49480-3100	292.57
Total 602494803100:					1,195.05
02/16/2018	151629	CenturyLink	Internet Service	602-49480-3200	98.99
Total 602494803200:					98.99
02/16/2018	20180125	U.S. Bank - CC	Training Registration Fees	602-49480-3300	390.00
Total 602494803300:					390.00
02/16/2018	151628	Centerpoint Energy	Monthly Billing	602-49480-3800	314.82
02/16/2018	21812	City of Waseca	January Utilities	602-49480-3800	532.42 M
Total 602494803800:					847.24
02/16/2018	20180122	Teledyne Isco Inc	F2016 Flood Replacement Sampling Supplies	602-49480-4000	1,187.50
Total 602494804000:					1,187.50
02/16/2018	151660	MN Department of Public Safety	EPCRA Chemical Inventory Fees	602-49480-4500	100.00
Total 602494804500:					100.00
02/16/2018	151679	USA Blue Book	PPE	602-49480-4940	354.30
Total 602494804940:					354.30
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	602-49585-1300	271.32 M
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	602-49585-1300	511.13 M
Total 602495851300:					782.45
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	602-49585-1310	105.00 M
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	602-49585-1310	216.93 M
Total 602495851310:					321.93
02/16/2018	151661	MN Life	February Life Insurance	602-49585-1330	3.47
02/16/2018	151661	MN Life	February Life Insurance	602-49585-1330	18.25

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 602495851330:					21.72	
02/16/2018	20180109	MAS Communications Inc.	Answering service - February	602-49585-3200	49.30	
02/16/2018	151683	Waseca Secretarial Service	Processing utility bills - Dec & Jan	602-49585-3200	50.00	
Total 602495853200:					99.30	
02/16/2018	151631	City of Waseca	Summit AR	602-49585-4320	12.21	
02/16/2018	151674	Summit Account Resolution	Collection Fees	602-49585-4320	31.48	
Total 602495854320:					43.69	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	602-49586-1300	155.04	M
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	602-49586-1300	426.36	M
Total 602495861300:					581.40	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	602-49586-1310	60.00	M
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	602-49586-1310	166.67	M
Total 602495861310:					226.67	
02/16/2018	151661	MN Life	February Life Insurance	602-49586-1330	1.98	
02/16/2018	151661	MN Life	February Life Insurance	602-49586-1330	2.72	
Total 602495861330:					4.70	
02/16/2018	151672	Stantec Consulting Services Inc	Engineering	602-49593-5300	3,413.67	
Total 602495935300:					3,413.67	
Total Sanitary Sewer:					18,300.09	
Electric Utility						
02/16/2018	21813	MN Sales and Use Tax Payable	Sales tax payable	604-20210-0000	35,710.41	M
02/16/2018	21801	MN Sales and Use Tax Payable	Sales Tax Payable	604-20210-0000	29,108.62	M
Total 604202100000:					64,819.03	
02/16/2018	21814	SMMPA	Purchased Power	604-49550-3810	438,286.05	M
Total 604495503810:					438,286.05	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	604-49570-1300	140.60	M
Total 604495701300:					140.60	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	604-49570-1310	56.00	M
Total 604495701310:					56.00	
02/16/2018	151661	MN Life	February Life Insurance	604-49570-1330	2.11	
Total 604495701330:					2.11	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
02/16/2018	21812	City of Waseca	January Utilities	604-49570-3800	114.33	M
Total 604495703800:					114.33	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	604-49571-1300	3,102.16	M
Total 604495711300:					3,102.16	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	604-49571-1310	1,235.50	M
Total 604495711310:					1,235.50	
02/16/2018	151661	MN Life	February Life Insurance	604-49571-1330	46.60	
Total 604495711330:					46.60	
02/16/2018	151682	Waseca County Highway Department	Monthly billing	604-49571-2120	240.61	
Total 604495712120:					240.61	
02/16/2018	20180125	U.S. Bank - CC	Battery for motorola radio	604-49571-2170	57.99	
Total 604495712170:					57.99	
02/16/2018	20180114	Owatonna Shoe Company	Safety Boots Matt R.	604-49571-2190	216.75	
Total 604495712190:					216.75	
02/16/2018	20180121	Sportsmans Stop Inc.	Shipping	604-49571-3100	19.50	
Total 604495713100:					19.50	
02/16/2018	20180112	Northern Safety Co. Inc.	First Aid Kits - Vehicle	604-49571-4940	19.94	
Total 604495714940:					19.94	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	604-49572-1300	311.97	M
Total 604495721300:					311.97	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	604-49572-1310	124.25	M
Total 604495721310:					124.25	
02/16/2018	151661	MN Life	February Life Insurance	604-49572-1330	4.69	
Total 604495721330:					4.69	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	604-49573-1300	562.43	M
Total 604495731300:					562.43	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	604-49573-1310	224.00	M
Total 604495731310:					224.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
02/16/2018	151661	MN Life	February Life Insurance	604-49573-1330	8.45	
Total 604495731330:					8.45	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	604-49574-1300	158.18	M
Total 604495741300:					158.18	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	604-49574-1310	63.00	M
Total 604495741310:					63.00	
02/16/2018	151661	MN Life	February Life Insurance	604-49574-1330	2.38	
Total 604495741330:					2.38	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	604-49584-1300	118.65	M
Total 604495841300:					118.65	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	604-49584-1310	47.25	M
Total 604495841310:					47.25	
02/16/2018	151661	MN Life	February Life Insurance	604-49584-1330	1.77	
Total 604495841330:					1.77	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	604-49585-1300	219.64	M
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	604-49585-1300	514.37	M
Total 604495851300:					734.01	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	604-49585-1310	85.00	M
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	604-49585-1310	218.31	M
Total 604495851310:					303.31	
02/16/2018	151661	MN Life	February Life Insurance	604-49585-1330	2.81	
02/16/2018	151661	MN Life	February Life Insurance	604-49585-1330	18.36	
Total 604495851330:					21.17	
02/16/2018	20180109	MAS Communications Inc.	Answering service - February	604-49585-3200	49.29	
02/16/2018	151683	Waseca Secretarial Service	Processing utility bills - Dec & Jan	604-49585-3200	50.00	
Total 604495853200:					99.29	
02/16/2018	151631	City of Waseca	Summit AR	604-49585-4320	34.50	
02/16/2018	151674	Summit Account Resolution	Collection Fees	604-49585-4320	88.97	
Total 604495854320:					123.47	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	604-49586-1300	297.16	M
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	604-49586-1300	439.28	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 604495861300:					736.44	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	604-49586-1310	115.00	M
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	604-49586-1310	166.66	M
Total 604495861310:					281.66	
02/16/2018	151661	MN Life	February Life Insurance	604-49586-1330	3.80	
02/16/2018	151661	MN Life	February Life Insurance	604-49586-1330	2.81	
Total 604495861330:					6.61	
02/16/2018	20180110	MN Municipal Utilities Association	PCB Training	604-49586-3300	725.00	
Total 604495863300:					725.00	
02/16/2018	151669	Ranger GM	2018 Chevrolet Bolt	604-49593-5400	34,596.92	
Total 604495935400:					34,596.92	
Total Electric Utility:					547,612.07	
Storm Water Utility						
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	651-43140-1300	298.89	M
Total 651431401300:					298.89	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	651-43140-1310	131.19	M
Total 651431401310:					131.19	
02/16/2018	151661	MN Life	February Life Insurance	651-43140-1330	8.91	
Total 651431401330:					8.91	
02/16/2018	151626	Builders First Source Inc	Lumber for thin ice signs	651-43140-2170	70.90	
02/16/2018	20180121	Sportsmans Stop Inc.	Shipping	651-43140-2170	24.99	
Total 651431402170:					95.89	
02/16/2018	21812	City of Waseca	January Utilities	651-43140-3800	630.05	M
Total 651431403800:					630.05	
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	651-49585-1300	80.88	M
Total 651495851300:					80.88	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	651-49585-1310	34.33	M
Total 651495851310:					34.33	
02/16/2018	151661	MN Life	February Life Insurance	651-49585-1330	2.89	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 651495851330:					2.89	
Total Storm Water Utility:					1,283.03	
Central Garage Services						
02/16/2018	21825	Blue Cross Blue Shield of MN (ACH)	March Health Insurance	701-43180-1300	1,688.44	M
Total 701431801300:					1,688.44	
02/16/2018	21802	SelectAccount	VEBA/HSA submittal Feb	701-43180-1310	487.56	M
Total 701431801310:					487.56	
02/16/2018	151661	MN Life	February Life Insurance	701-43180-1330	28.05	
Total 701431801330:					28.05	
02/16/2018	151682	Waseca County Highway Department	Monthly billing	701-43180-2120	176.66	
Total 701431802120:					176.66	
02/16/2018	20180096	GMS Industrial Supplies Inc.	shop supplies	701-43180-2170	117.08	
02/16/2018	20180113	Northern Tool & Equipment Co	Annual renewal	701-43180-2170	39.99	
02/16/2018	20180123	Terminal Supply Co	supplies	701-43180-2170	213.29	
02/16/2018	151676	Texas Refinery Corp.	bulk grease	701-43180-2170	818.40	
Total 701431802170:					1,188.76	
02/16/2018	20180089	Christensen Tire Service	New tires	701-43180-2210	731.56	
02/16/2018	20180089	Christensen Tire Service	Rear tires	701-43180-2210	2,403.20	
02/16/2018	151636	Dave Syverson Ford Inc.	Valve	701-43180-2210	70.89	
02/16/2018	151637	Deml Ford Lincoln Mercury Inc	vehicle repair	701-43180-2210	416.37	
02/16/2018	151641	FleetPride Inc	Sensor	701-43180-2210	369.01	
02/16/2018	151648	Interstate Battery Systems	Battery	701-43180-2210	52.95	
02/16/2018	151658	Mills Automotive Group	Lamp	701-43180-2210	99.36	
02/16/2018	20180111	Napa Auto Parts	Assorted Parts	701-43180-2210	849.51	
02/16/2018	151663	North Central Ambulance Sales & Servic	SRS System repair	701-43180-2210	5,007.20	
02/16/2018	151684	Winegar, Dave	Various products	701-43180-2210	976.64	
02/16/2018	20180129	Ziegler Inc	brake accumulator repair	701-43180-2210	762.60	
Total 701431802210:					11,739.29	
02/16/2018	151646	Huber Supply Co Inc	Lease on welding & cutting tanks	701-43180-3100	20.64	
02/16/2018	20180125	U.S. Bank - CC	Monthly scan tool charge	701-43180-3100	149.00	
Total 701431803100:					169.64	
Total Central Garage Services:					15,478.40	
Property and Liability Insuran						
02/16/2018	20180095	First National Insurance	Agency Fee-February	702-49955-3000	800.00	
02/16/2018	20180095	First National Insurance	Agency Fee-March	702-49955-3000	800.00	
Total 702499553000:					1,600.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
02/16/2018	151634	Construction Supply Inc	Tink Larson	702-49955-3610	175.75
02/16/2018	20180094	Del's Construction Company	Tink Larson	702-49955-3610	46,184.54
02/16/2018	151643	Greener World Solutions LLC	Tink Larson	702-49955-3610	14,252.14
02/16/2018	151652	Kendell Doors and Hardware Inc	Tink Larson - Pay App 1	702-49955-3610	2,885.15
02/16/2018	20180105	Koronis Fabricating Inc	Tink Larson	702-49955-3610	40,375.00
02/16/2018	20180120	South Central Erectors Inc	Tink Larson	702-49955-3610	8,094.00
02/16/2018	20180120	South Central Erectors Inc	Tink Larson	702-49955-3610	5,396.00
02/16/2018	20180128	Wells Concrete	Tink Larson	702-49955-3610	35,606.00
02/16/2018	20180128	Wells Concrete	Tink Larson	702-49955-3610	5,960.87
Total 702499553610:					158,929.45
Total Property and Liability Insuran:					160,529.45
Worker's Compensation Insuranc					
02/16/2018	151654	League of MN Cities Insurance Trust	1st Qtr WC Premium	703-49956-1510	41,387.00
Total 703499561510:					41,387.00
Total Worker's Compensation Insuranc:					41,387.00
Grand Totals:					1,163,554.74

Report Criteria:

Report type: GL detail

[Report].Amount = {<>} 0

ORDINANCE NO. 1063

**AN ORDINANCE OF THE CITY OF WASECA ANNEXING LAND
LOCATED IN WOODVILLE TOWNSHIP, WASECA COUNTY, MINNESOTA
TO THE CITY OF WASECA, WASECA COUNTY, MINNESOTA, PURSUANT TO
MINN. STAT. § 414.033, SUBD. 2(3), PERMITTING ANNEXATION BY ORDINANCE
(Roesler Revocable Trust—Waseca County Parcel I.D. No.: 12.007.0100)**

THE CITY OF WASECA DOES HEREBY ORDAIN:

SECTION 1. That the unincorporated land legally described in Exhibit A (the “subject area”), which is attached hereto and incorporated herein by reference, located in Woodville Township, Waseca County, Minnesota, is land that is contiguous to and abuts the municipal corporate limits of the City of Waseca, Waseca County, Minnesota; is land that is 120 acres or less in size; is land that is not presently served by public wastewater facilities, and for which public wastewater facilities are not otherwise available than through the City of Waseca; and is land that is proposed for immediate urban or suburban development.

SEC. 2. That the owner of the subject area has requested annexation for purposes of immediately constructing a residence thereon and connecting the same to the City of Waseca’s public utility system(s), and has submitted a petition to the City Council of the City of Waseca for annexation of said land.

SEC. 3. That the City of Waseca held a public hearing pursuant to Minn. Stat. § 414.033, subd. 2b, on April 3, 2018, following thirty (30) days’ written notice by certified mail to Woodville Township and to all landowners within and contiguous to the subject area.

SEC. 4. That the corporate limits of the City of Waseca are hereby extended to include the subject area, which is shown on the map attached hereto and incorporated herein by reference as Exhibit B, and which contains 1.02 acres, and the same is hereby annexed to be included within the City of Waseca, Waseca County, Minnesota.

SEC. 5. That the population of the subject area that is hereby annexed is .

SEC. 6. That with respect to the property taxes payable on the subject area that is hereby annexed, the total Township taxes payable 2017 were \$. The City of Waseca recommends that it be ordered to make a cash payment to Waseca Township for the period and in accordance with the following schedule:

- a. In the first year in which the City of Waseca may levy property taxes on the subject area following the annexation thereof, an amount equal to one hundred percent (100%) of the property taxes distributed to Woodville Township in regard to the subject area in the last year the property taxes from the subject area were payable to the Township (e.g. if 2018 is the first year that the City of Waseca may levy on the subject area, in 2018 the City would pay Waseca Township 100% of the property taxes from the subject area distributed to the Township in 2017);
- b. In the second year, an amount equal to the first year payment described in SEC. 6a above.

SEC. 7. That there are no special assessments assigned by the Township to the subject area and there is no debt incurred by the Township prior to the annexation and attributable to the subject area for which reimbursement is required.

SEC. 8. That, pursuant to Minn. Stat. § 462.355, subd. 4, upon the effective date of the annexation of the subject area as established in Section 10 below, the interim zoning for the entirety of the subject area shall be “R1 Suburban Residential” as defined in the City’s Zoning Code. This interim zoning shall remain in effect for such time period not to exceed one year or as is otherwise permitted by law until the City shall enact permanent zoning regulations for the subject area as provided for in the City’s Zoning Code.

SEC. 9. That the City Administrator of the City of Waseca is hereby authorized and directed to file a copy of this Ordinance with the Minnesota Office of Administrative Hearings Municipal Boundary Adjustments Office, the Minnesota Secretary of State, the Waseca County Auditor, and the Woodville Township Clerk.

SEC. 10. That this Ordinance shall be in full force and effect and final upon the date this Ordinance is approved by the Minnesota Office of Administrative Hearings.

Adopted this _____ day of _____ 2018.

R.D. SRP
MAYOR

ATTEST:

MARY BUENZOW
CITY CLERK

Introduction: _____
Adoption: _____
Published: _____
Effective: _____

EXHIBIT A
Legal Description of Subject Area

The NW 1/4 of the SW 1/4 of Sec. 7, Twp. 107 North, Range 22 West, Waseca County,
Minnesota, EXCEPT the North 20 rods thereof;

AND ALSO EXCEPT: Beginning at a point on the East line of the NW 1/4 of the SW 1/4, Sec. 7, Twp. 107 North, Range 22 West; said point being 330 feet South of the NE corner of said NW 1/4 of the SW 1/4; thence West parallel with the North line of the NW 1/4 of the SW 1/4 a distance of 57 feet; thence South parallel to the East line of the NW 1/4 of the SW 1/4 a distance of 444.14 feet; thence deflecting left 40°08' a distance of 102.39 feet to the East line of the NW 1/4 of the SW 1/4, Sec. 7, Twp. 107 North, Range 22 West; thence North along the East line of the NW 1/4 of the SW 1/4, Sec. 7, Twp. 107 North, Range 22 West to the point of beginning.

Containing 28.36 acres.

EXHIBIT B
Depiction of Subject Area in Relation to City Boundaries

Title:	ANNUAL SOLAR REPORT		
Meeting Date:	February 20, 2018	Agenda Item Number:	6D
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Attached
Originating Department:	Electric Utility	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Staff recommends Council accept the Annual Solar Report on behalf of the Waseca Electric Utility.		

BACKGROUND: Minnesota Statute 7835.1400 requires annual notification to the local Municipal Electric Utility Governance Board, Waseca City Council, of how the utility provided for net billing of solar power. The attached spreadsheet shows that Waseca had two solar customers in 2017. Solar power is referred to as photovoltaic, or PV power in this spreadsheet. The electric usage for the two solar customers is combined in the spreadsheet due to State data privacy rules, Minnesota Statute 13.685.

The kilowatt-hour, kWh, summary for the two solar customers combined shows 10,598 kWh of electricity provided to the utility (exports), 81,360 kWh provided from the utility to the customers (imports), and a net metered kWh purchased by the utility from one customer in May of 66 kWh.

RECOMMENDATION: Staff recommends Council accept the Annual Solar Report on behalf of the Waseca Electric Utility.

City of Waseca Electric Utility

2017 Qualifying Facilities Report

Reporting Period:

January 1 - December 31, 2017

NET ENERGY BILLED QUALIFYING FACILITIES <40kW

Facility Type	Number of Net Metering Customers	Installed Net Metering Capacity (kW)*	Month	Total net exports to Utility (kWh)	Total net imports from Utility (kWh)	Total Net Metered electricity purchased by the Utility (kWh)
Photovoltaic (Solar)	2	40.72	Jan 2017	482	7511	0
Notes:			Feb 2017	570	7952	0
			Mar 2017	777	6974	0
			Apr 2017	846	7045	0
			May 2017	1438	6892	66
			Jun 2017	1054	5554	0
			Jul 2017	1423	5328	0
			Aug 2017	1328	7239	0
			Sep 2017	1042	7157	0
			Oct 2017	707	6231	0
			Nov 2017	413	7178	0
			Dec 2017	518	6299	0
			PV TOTAL ANNUAL	10,598	81,360	66

THE CITY OF WASECA, MINNESOTA
AUTHORIZATION FOR PROFESSIONAL SERVICES

TO: Toltz, King, Duvall, Anderson
and Associates, Incorporated
444 Cedar Street, Suite 1500
St. Paul, Minnesota 55101

Pursuant to our Professional Services Agreement dated January 1, 2015, you are hereby authorized to proceed with the services described as follows:

2018 RUNWAY 15/33 CULVERT REPLACEMENT PROJECT

I. PROJECT DESCRIPTION

The 2018 Runway 15/33 Culvert Replacement Project at the Waseca Municipal Airport consists of the following items to be accomplished under one construction contract. The Project will be funded through Federal (FAA), State (MnDOT Aeronautics) and Local funding sources. This Project includes design and construction engineering services for the following major items of work as follows:

- Remove Existing Corrugated Metal Pipe (CMP) Culvert and Aprons
- Install New Reinforced Concrete Pipe (RCP) Culvert and Aprons
- Restore Runway Bituminous Surface
- Ditch and Runway Safety Area Grading (as required for culvert replacement only)

II. SERVICES TO BE PROVIDED

TKDA is requested to provide the following services for the Project:

A. PART A - PROJECT FORMULATION AND PRELIMINARY DESIGN PHASE

1. Basic Services

- a. Conduct one meeting, site visit, and visual survey documenting conditions within Project area.
- b. Develop preliminary project scope and schedule for consideration by the CITY.
- c. Develop preliminary cost estimates and exhibits for consideration by the CITY.
- d. Assist CITY with Project-specific Capital Improvement Program (CIP) updates. Provide CIP information to MnDOT and the FAA.
- e. Prepare and submit to the FAA an Engineering Design Report in accordance with FAA criteria.
- f. Prepare preliminary design and draft specifications (30% completion), for use in Project coordination with the agencies. Submit 30% plan to MnDOT and the FAA for their review.
- g. Coordinate with the CITY, MnDOT, and the FAA regarding the eligible Project scope, cost, and schedule resulting from the preliminary design.

2. Special Services

- a. Prepare "Construction Safety Phasing Plan" in accordance with FAA Advisory Circular 150/5370-2G.
- b. Prepare and submit to MnDOT and the FAA the FAA Grant Pre-Application Package.
- c. Work with FAA and MnDOT to obtain a Categorical Exclusion under the requirements of FAA Order 5050.4B, Airport Environmental Handbook, and Minnesota Statutes Chapter 4410, Airport Quality Board Environmental Review.
- d. Assist the CITY in establishing Project-specific goals for Disadvantaged Business Enterprise (DBE) utilization.
- e. Perform topographic survey of the Project area and prepare base maps in AutoCAD format.

B. PART B - DESIGN PHASE SERVICES

1. Basic Services

- a. Coordinate with MnDOT and the FAA regarding the approval of the Project final design elements.
- b. Prepare final plans and specifications (100% completion), contract documents, and detailed estimates for construction items described above in SECTION I. Make minor revisions and adjustments following CITY, MnDOT, and FAA review of documents from the Preliminary Design Phase.
- c. Prepare final opinion of construction costs and develop project bid schedule.
- d. Reproduce the final plans and specifications for bidding purposes. Upload plans and specifications to QuestCDN for contractor's to obtain bidding documents.
- e. Coordinate with the CITY to prepare Advertisement of Bids and place in the appropriate legal publication(s).
- f. Assist in securing bids, tabulation, and analysis of bid results, and then forward the results to MnDOT and FAA for their use in preparing state and federal funding documents.
- g. Conduct pre-bid meeting at the airport.
- h. Perform compliance review of prime Contractor, subcontractors, and DBE subcontractors in accordance with bidding documents and prepare recommendations for award of up to one contract.

2. Special Services

- a. Submit plans and specifications (90%) to FAA ADO for general review and attend up to one meeting to discuss review comments.
- b. Provide administrative assistance related to Project-specific state and federal airport funding programs, and grant applications.

C. PART C - CONSTRUCTION PHASE SERVICES

1. Basic Services

- a. Assist the CITY in the execution of construction Contract Documents.
- b. Conduct the Preconstruction Conference.
- c. Consult with and advise the CITY during construction and act as the CITY'S representative as provided in the Contract Documents.
- d. Interpret plans and specifications during construction.
- e. Respond to Requests for Information and review required submittals to determine compliance with the design concept of the Project.
- f. Conduct progress meetings and make site visits to the construction site to observe the progress and quality of the executed work of the contractor and determine, in general, if such work is proceeding in accordance with the Contract Documents.
- g. Review laboratory test data to determine suitability of construction materials.
- h. Review payrolls and advise contractor of deficiencies.
- i. Review and make recommendations on requests for partial payments.
- j. Negotiate and process up to two change orders, if necessary.
- k. Conduct final inspection and make a recommendation for final acceptance and payment.

2. Special Services

- a. Provide a Resident Project Representative (and any assistants) at the site for general construction during the crack sealing work.

These resident services are provided to assist the CITY and to provide up to 100 hours of observation of the contractor's work during what time the construction is occurring. The Resident Project Representative (and any assistants) will be the CONSULTANT'S agent or employee under the dealings in matters pertaining to the on-site work shall, in general, be only with the CITY and the contractor, and dealings with subcontractors shall only be through or with full knowledge of the contractor. Written communication by contractor, and dealings with subcontractors shall only be through or with full knowledge of the contractor. Written communication by contractor with the CITY will only be through or as described by the CONSULTANT. Through the observation of the work in progress and field checks of materials and equipment by the Resident Project Representative will not make the CONSULTANT responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions or programs, or for the contractor's failure to perform his work in accordance with the Contract Documents.

- b. Provide construction verification surveys.
- c. Provide administrative assistance relative to state and federal airport funding.

D. PART D - POST - CONSTRUCTION PHASE SERVICES

1. Basic Services

- a. Prepare the Project record drawings and submit to Owner.
- b. Prepare FAA Grant Closeout Report, and submit to MnDOT and the FAA for approval.

III. ADDITIONAL SERVICES

If authorized by the CITY, furnish or obtain from others services of the types listed below which are not considered as basic services under this Authorization. These services shall be billable on an Hourly Cost Reimbursement Plus Fixed Fee basis as defined in our Agreement, and such billings shall be over and above the Total Contract Ceiling Amount set forth herein.

- A. Registered land or right-of-way surveys, legal descriptions, or related services.
- B. Preparation of DBE Program (beyond Contract-specific goals).
- C. More than one trip (Part A - Basic Services) by TKDA staff to Waseca, Minnesota.
- D. More than one trip (Part B - Basic Services) by TKDA staff to Waseca, Minnesota.
- E. More than two trips (Part C - Basic Services) by TKDA staff to Waseca, Minnesota.
- F. More than 100 hours of on-site Resident Services (Part C - Special Services) by the Resident Project Representative.
- G. Environmental services beyond securing a categorical exclusion (CATEX).
- H. Perform FAA AGIS (Airports GIS) surveys.

V. PERIOD OF SERVICE

SECTION II services shall be provided in accordance with schedules to be established for the Project.

VI. COMPENSATION

Compensation to TKDA for services provided as described shall be as defined in Article 3 of our Professional Services Agreement, summarized as follows:

SECTION II.A: Part A - Project Formulation and Preliminary Design

Total Reimbursable Cost	\$9,717	
Fixed Fee	\$1,383	
Subtotal (Hourly Cost Reimbursement Plus Fixed Fee)		\$11,100

SECTION II.B: Part B - Design Phase Services

Total Reimbursable Cost	\$12,681	
Fixed Fee	\$1,819	
Subtotal (Hourly Cost Reimbursement Plus Fixed Fee)		\$14,500

SECTION II.C: Part C - Construction Phase Services

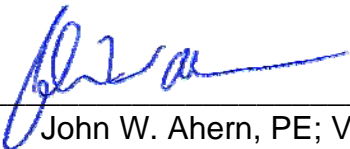
Total Reimbursable Cost	\$20,625	
Fixed Fee	\$2,375	
Subtotal (Hourly Cost Reimbursement Plus Fixed Fee)		\$23,000

SECTION II.D: Part D - Post Construction Phase Services (Lump Sum)

\$5,000

Total Ceiling Amount \$53,600

Approved by _____, _____, 2018
Authorized City Representative

Consultant Acceptance by  _____, February 7, 2018
John W. Ahern, PE; Vice President



Project Fee Estimate

Client:		City of Waseca					Date:		2/8/2018
Project:		Waseca Municipal Airport - Runway 15/33 Culvert Replacement					Prepared By:		JNP
Task	Task Description	Sr Reg Eng	Reg Eng	Grad Eng	Spec II	Spec I	Tech II	Totals	
A.1	Project Formulation Phase - Basic								
a	Site Visit / Investigation		4					4	
b	Prepare Project Scope		1	1				2	
c	Preliminary Cost Estimate		1	2				3	
d	Project-Specific CIP Updates		2	1				3	
e	Engineering Design Report		2	4				6	
f	Preliminary Design and Draft Specifications (30%)		4	16			4	24	
g	Project Funding Coordination	1	4					5	
A.2	Project Formulation Phase - Special								
a	Construction Safety Phasing Plan		1	4				5	
b	FAA Grant Pre-Application Package		2	8				10	
c	Environmental Categorical Exclusion		2	2				4	
d	Project-Specific DBE Goal Update		1	2				3	
e	Topographic Survey and Base Mapping				12	12		24	
Total Person Hours		1	24	40	12	12	4	93	
Direct Labor Rate, \$/Hr.		\$ 77.00	\$ 54.00	\$ 32.00	\$ 47.00	\$ 23.50	\$ 24.05		
Total Direct Labor Cost, \$		\$ 77.00	\$ 1,296.00	\$ 1,280.00	\$ 564.00	\$ 282.00	\$ 96.20	\$ 3,595.20	
Indirect Labor Cost @ 1.565, \$		\$ 120.51	\$ 2,028.24	\$ 2,003.20	\$ 882.66	\$ 441.33	\$ 150.55	\$ 5,626.49	
Subtotal Labor Cost								\$ 9,221.69	
Direct Expenses:									
Travel & Subsistence (TS)								\$ 400.00	
Total Expenses								\$ 400.00	
Fixed Fee - 15.0% x Total Labor Cost								\$ 1,383.00	
Total Part A								\$ 11,004.69	
Total Part A NTE (ROUNDED)								\$ 11,100.00	
B.1	Design Phase - Basic								
a	Agency Meetings and Coordination		2	2				4	
b	Prepare Final Plans and Specifications (100%)	1	20	48			8	77	
c	Prepare Final Estimate		1	2				3	
d	Reproduce Final Plans			2			4	6	
e	Bid Advertisement		1				2	3	
f	Bidding Assistance		2	2				4	
g	Conduct Pre-bid Meeting		6					6	
h	Prepare Recommendation of Award		4					4	
B.2	Design Phase - Special								
a	FAA Plans and Specifications Review (90%)		2	4			2	8	
b	Funding Assistance	1	4					5	
Total Person Hours		2	42	60	-	-	16	120	
Direct Labor Rate, \$/Hr.		\$ 77.00	\$ 54.00	\$ 32.00	\$ 47.00	\$ 23.50	\$ 24.05		
Total Direct Labor Cost, \$		\$ 154.00	\$ 2,268.00	\$ 1,920.00	\$ -	\$ -	\$ 384.80	\$ 4,726.80	
Indirect Labor Cost @ 1.565, \$		\$ 241.01	\$ 3,549.42	\$ 3,004.80	\$ -	\$ -	\$ 602.21	\$ 7,397.44	
Subtotal Labor Cost								\$ 12,124.24	
Direct Expenses:									
Travel & Subsistence (TS)								\$ 150.00	
Reproduction & Reprographics (RR)								\$ 350.00	
Total Expenses								\$ 500.00	
Fixed Fee - 15.0% x Total Labor Cost								\$ 1,819.00	
Total Part B								\$ 14,443.24	
Total Part B NTE (ROUNDED)								\$ 14,500.00	
C.1	Construction Phase - Basic								
a	Assist with Contract Documents		2				1	3	
b	Preconstruction Conference		5			4		9	
c	Construction Consultation	1	4	8				13	



Project Fee Estimate

Client:	City of Waseca	Date:					2/8/2018	
Project:	Waseca Municipal Airport - Runway 15/33 Culvert Replacement					Prepared By:		JNP
Task	Task Description							Totals
		Sr Reg Eng	Reg Eng	Grad Eng	Spec II	Spec I	Tech II	
d	Plan and Spec Interpretation		1	2				3
e	RFI Administration and Submittal Reviews		1	2				3
f	Progress Meetings/Site Visits		12	12				24
g	Material Compliance and Suitability		1	4		2		7
h	Payroll Reviews						3	3
i	Partial Payments			2		2		4
j	Construction Changes			2				2
k	Final Inspection and Final Payment		2	8		4		14
C.2	Construction Phase - Special							
a	Field Representative					100		100
b	Construction Verification Surveys					8		8
c	Funding Administration Assistance		6					6
d	Prepare Sponsor Quarterly Reports			2				2
Total Person Hours		1	34	42	-	120	4	201
Direct Labor Rate, \$/Hr.		\$ 77.00	\$ 54.00	\$ 32.00	\$ 47.00	\$ 23.50	\$ 24.05	
Total Direct Labor Cost, \$		\$ 77.00	\$ 1,836.00	\$ 1,344.00	\$ -	\$ 2,820.00	\$ 96.20	\$ 6,173.20
Indirect Labor Cost @ 1.565, \$		\$ 120.51	\$ 2,873.34	\$ 2,103.36	\$ -	\$ 4,413.30	\$ 150.55	\$ 9,661.06
Subtotal Labor Cost								\$ 15,834.26
Direct Expenses:								
Travel & Subsistence (TS)								\$ 800.00
Miscellaneous (MI)								\$ 100.00
Subtotal Direct Expenses								\$ 900.00
Outside Services (OS):								
Subconsultant - Geotechnical Testing								\$ 3,500.00
Subconsultant Mark-Up - 10%								\$ 350.00
Subtotal Outside Services (OS)								\$ 3,850.00
Total Expenses								\$ 4,750.00
Fixed Fee - 15.0% x Total Labor Cost								\$ 2,375.00
Total Part C								\$ 22,959.26
Total Part C NTE (ROUNDED)								\$ 23,000.00
D.1	Post Construction Phase - Special							
a	Record Drawings			4		2		6
b	FAA Grant Closeout	1	20	8			2	31
Total Person Hours		1	20	12	-	2	2	37
Direct Labor Rate, \$/Hr.		\$ 77.00	\$ 54.00	\$ 32.00	\$ 47.00	\$ 23.50	\$ 24.05	
Total Direct Labor Cost, \$		\$ 77.00	\$ 1,080.00	\$ 384.00	\$ -	\$ 47.00	\$ 48.10	\$ 1,636.10
Indirect Labor Cost @ 1.565, \$		\$ 120.51	\$ 1,690.20	\$ 600.96	\$ -	\$ 73.56	\$ 75.28	\$ 2,560.50
Subtotal Labor Cost								\$ 4,196.60
Direct Expenses:								
Reproduction & Reprographics (RR)								\$ 100.00
Total Expenses								\$ 100.00
Fixed Fee - 15.0% x Total Labor Cost								\$ 629.00
Total Part D								\$ 4,925.60
Total Part D LUMP SUM (ROUNDED)								\$ 5,000.00
Total Project Fees								\$ 53,600.00



Request for City Council Action

Title:	REPRESENTATIVES ON ECONOMIC DEVELOPMENT AUTHORITY (EDA) AND HERITAGE PRESERVATION COMMISSION (HPC)		
Meeting Date:	FEBRUARY 20, 2018	Agenda Item Number:	6F
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	
Originating Department:	Administration	Presented By:	City Clerk
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: A motion to appoint Blain Nelson as Chamber representative on the EDA, Robin Terrell as the Planning Commission representative on the HPC, and Joan Mooney as the Historical Society representative on the HPC		

BACKGROUND: The Council annually makes appointments to the various boards and commissions.

The EDA is made up of seven (7) members, one of whom is a representative of the Chamber. The Chamber has appointed Blain Nelson as their representative on the EDA for 2018.

The Heritage Preservation Commission is composed of five (5) members, one of whom is a representative of the Historical Society and one is a representative of the Planning Commission. The Waseca County Historical Society has appointed Joan Mooney as their representative on the HPC for 2018. The Planning Commission has appointed Robin Terrell as their representative on the HPC.

RECOMMENDATION: A motion to appoint Blain Nelson as the Chamber representative on the EDA; Robin Terrell as the Planning Commission representative on the HPC, and Joan Mooney as the Historical Society representative on the HPC.

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: February 15, 2018

TO: Mayor & City Council
Danny Lenz, City Manager

PROJECT NAME: Tink Larson Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. ONE

PAYMENT PERIOD : January 1, 2018 to January 31, 2018

CONTRACTOR: Koronis Fabricating Inc.

PAYMENT AMOUNT: \$40,375

Approved By:

Department Head Date_____
Director of Finance Date_____
City Manager Date

RECEIVED

JAN 25 2018

AIA® Document G732™ - 2009

Application and Certificate for Payment, Construction Manager as Adviser Edition

KRAUS-ANDERSON®
CIRCLE PINES

TO OWNER: City of Waseca
508 S State St
Waseca, MN 56093

PROJECT: Tink Larson Field
Waseca, MN

APPLICATION NO: 001

PERIOD TO: 12-31-17

CONTRACT DATE:

PROJECT NOS: 1 1

DISTRIBUTION TO:

OWNER ☐

CONSTRUCTION MANAGER ☐

ARCHITECT ☐

CONTRACTOR ☐

FIELD ☐

OTHER ☐

FROM CONTRACTOR: KURCNIS F&B
55 E FIRST ST
ST. PAUL, MINN 55101

VIA CONSTRUCTION MANAGER: Kraus Anderson

CONTRACT FOR: VIA ARCHITECT: Wldsoth Smith Nolting & Assoc.

05-A

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM.....\$ 77,750.00

2. NET CHANGES IN THE WORK.....\$ 0.00

3. CONTRACT SUM TO DATE (Line 1 + 2).....\$ 77,750.00

4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703).....\$ 42,500.00

5. RETAINAGE:

a. 5 % of Completed Work
(Column D + E on G703).....\$ 2,125.00

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

Total Retainage (Lines 5a + 5b, or Total in Column I on G703).....\$ 2,125.00

6. TOTAL EARNED LESS RETAINAGE.....\$ 40,375.00
(Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....\$ 0.00
(Line 6 from prior Certificate)

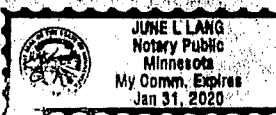
8. CURRENT PAYMENT DUE.....\$ 40,375.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 minus Line 6).....\$ 37,375.00

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

CONTRACTOR:
By: [Signature]
State of: MN
County of: Ramsey
Subscribed and sworn to before me this 29th day of January 2018
Notary Public: [Signature]
My Commission expires: 01/31/2020

Date: 1-22-18



CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED.....\$ 40,375.00
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:
By: [Signature] Date: 1-30-18
ARCHITECT: (NOTE: If Multiple Prime Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

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

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

AIA Document G732™ - 2009 (formerly G702™CMA - 1992). Copyright © 1992 and 2009 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was created on 01/22/2018 16:28:25 under the terms of AIA Documents-on-Demand™ order no. 2009871046, and is not for resale. This document is licensed by the American Institute of Architects for one-time use only, and may not be reproduced prior to its completion.

Continuation Sheet

KORONIS FABRIATING, INC
Tink Larson Field

APPLICATION NUMBER: 1
APPLICATION DATE: 1/15/2018
PERIOD TO: 12/31/2017
Contractors's PROJECT NO:

AIA DOCUMENT G703 • APPLICATION AND CERTIFICATE FOR PAYMENT • MAY 1983 EDITION • AIA REGISTERED • COPYRIGHT 1983
THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006

Partial Receipt and Waiver of Mechanic's Lien Rights

Date: 1/22/18

Project: Tink Larson Field
Waseca, MN

The undersigned upon acceptance of \$40,375.00 as partial payment for labor, skill and material furnished and for value received and hereby waives rights acquired by the undersigned to file or record mechanic's liens against real property for labor, skill or material furnished said real property only for the amount paid above.

Signed:



Ryan Calvin, CFO

Koronis Fabricating Inc.

55 E Fifth St. #1250

St. Paul, MN 55101

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: February 15, 2018

TO: Mayor & City Council
Danny Lenz, City Manager

PROJECT NAME: Tink Larson Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. ONE

PAYMENT PERIOD : December 1, 2017 to December 31, 2017

CONTRACTOR: South Central Erectors, Inc.

PAYMENT AMOUNT: \$8,094.00

Approved By:

Department Head

Date

Director of Finance

Date

City Manager

Date

PAYMENT APPLICATION

Page 1

TO: City of Waseca 508 State Street South Waseca, MN 56093 Attn:	PROJECT NAME AND LOCATION: 17034 Tink Larson Field Tink Larson Field 501 7th Ave NE Waseca, MN 56093	APPLICATION # 1 PERIOD THRU: 12/31/2017 PROJECT #s: DATE OF CONTRACT: 09/26/2017	Distribution to: <input type="checkbox"/> OWNER <input type="checkbox"/> CONSTRUCTION MANAGER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR
FROM: South Central Erectors Inc 20838 636th St Dodge Center, MN 55927	ARCHITECT:	CONSTRUCTION MANAGER: Kraus Anderson Construction Company	
FOR:	05-B		

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
Continuation Page is attached.

1. CONTRACT AMOUNT	\$32,400.00
2. SUM OF ALL CHANGE ORDERS	\$0.00
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$32,400.00
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	8,520.00
5. RETAINAGE:	
a. 5.00% of Completed Work (Columns D + E on Continuation Page)	426.00
b. 5.00% of Material Stored (Column F on Continuation Page)	\$0.00
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	426.00
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	8,094.00
7. LESS PREVIOUS PAYMENT APPLICATIONS	\$0.00
8. PAYMENT DUE	8,094.00
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	24,306.00

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES	\$0.00	

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

CONTRACTOR: South Central Erectors Inc

By: Jan Jurek Date: 12-19-17

State of: MN

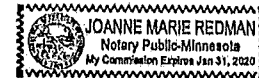
County of: Olmsted

Subscribed and sworn to before

me this 19 day of December 2017

Notary Public: Joanne Marie Redman

My Commission Expires: 1-31-2020



CERTIFICATION

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

CERTIFIED AMOUNT: 8,094.00

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

CONSTRUCTION MANAGER:

By: [Signature] Date: 12-29-17

ARCHITECT:

By: _____ Date: _____

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

PAYMENT APPLICATION

Quantum Software Solutions, Inc. Document

CONTINUATION PAGE

Page 2 of 2

PROJECT: 17034 Tink Larson Field
Tink Larson Field

APPLICATION #: 1
DATE OF APPLICATION: 12/19/2017
PERIOD THRU: 12/31/2017
PROJECT #s:

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
1	Structural Steel	\$14,200.00	\$0.00	8,520.00	\$0.00	8,520.00	60%	5,680.00	
2	Metal Stairs & Metal Fabrications	\$18,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$18,200.00	
Changes per our Project Manager: Dan Stenzel for structural steel erection not being complete									
TOTALS		\$32,400.00	\$0.00	8,520.00	\$0.00	8,520.00	26%		

CONTINUATION PAGE

Quantum Software Solutions, Inc. Document

**CONDITIONAL WAIVER AND RELEASE
UPON PROGRESS PAYMENT**

Upon receipt by the undersigned of a

check from: City of Waseca c/o Kraus Anderson

in the sum of: \$8,094.00 Eight Thousand ninety four

payable to: South Central Erectors Inc

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release any mechanic's lien, stop notice, or bond right the undersigned has

on the job of: City of Waseca c/o Kraus Anderson

located at: Tink Larson Field
501 7th Ave NE
Waseca, MN 56093

to the following extent.

This release covers a progress payment for labor, services, equipment or material

furnished to: City of Waseca c/o Kraus Anderson

through: 12/31/2017

only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated: 01/10/2018

Company: South Central Erectors Inc

Signature: Tim Swift

By: Tim Swift

(Name & Title)

Sec/Treas

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: February 15, 2018

TO: Mayor & City Council
Danny Lenz, City Manager

PROJECT NAME: Tink Larson Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. TWO

PAYMENT PERIOD : January 1, 2018 to January 31, 2018

CONTRACTOR: South Central Erectors, Inc.

PAYMENT AMOUNT: \$5,396

Approved By:

Department Head Date

Director of Finance Date

City Manager Date

RECEIVED

JAN 22 2018

Page 1

PAYMENT APPLICATION

TO: City of Waseca 508 South State Street Waseca, MN 56093 FROM: South Central Erectors Inc 20838 636th St Dodge Center, MN 55927 FOR:	PROJECT NAME AND LOCATION: 17034 Tink Larson Field Tink Larson Field Construction Company 501 7th Ave NE Waseca, MN 56093 ARCHITECT:	APPLICATION #: 2 PERIOD THRU: 01/18/2018 PROJECT #s: DATE OF CONTRACT: 09/25/2017 Distribution to: <input type="checkbox"/> OWNER <input type="checkbox"/> CONSTRUCTION MANAGER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR
CONSTRUCTION MANAGER: Kraus Anderson Construction Company 05-B		

CONTRACTOR'S SUMMARY OF WORK Application is made for payment as shown below. Continuation Page is attached. <table style="width:100%;"> <tr> <td style="width:60%;">1. CONTRACT AMOUNT</td> <td style="width:40%; text-align: right;">\$32,400.00</td> </tr> <tr> <td>2. SUM OF ALL CHANGE ORDERS</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)</td> <td style="text-align: right;">\$32,400.00</td> </tr> <tr> <td>4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)</td> <td style="text-align: right;">\$14,200.00</td> </tr> <tr> <td colspan="2">5. RETAINAGE:</td> </tr> <tr> <td style="padding-left: 20px;">a. 5.00% of Completed Work (Columns D + E on Continuation Page)</td> <td style="text-align: right;">\$710.00</td> </tr> <tr> <td style="padding-left: 20px;">b. 5.00% of Material Stored (Column F on Continuation Page)</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td style="padding-left: 20px;">Total Retainage (Line 5a + 5b or Column I on Continuation Page)</td> <td style="text-align: right;">\$710.00</td> </tr> <tr> <td>6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)</td> <td style="text-align: right;">\$13,490.00</td> </tr> <tr> <td>7. LESS PREVIOUS PAYMENT APPLICATIONS</td> <td style="text-align: right;">\$8,094.00</td> </tr> <tr> <td>8. PAYMENT DUE</td> <td style="text-align: right;">\$5,396.00</td> </tr> <tr> <td>9. BALANCE TO COMPLETION (Line 3 minus Line 8)</td> <td style="text-align: right;">\$18,910.00</td> </tr> </table> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width:30%;">SUMMARY OF CHANGE ORDERS</th> <th style="width:35%;">ADDITIONS</th> <th style="width:35%;">DEDUCTIONS</th> </tr> <tr> <td>Total changes approved in previous months</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total approved this month</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>TOTALS</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>NET CHANGES</td> <td style="text-align: right;">\$0.00</td> <td></td> </tr> </table>	1. CONTRACT AMOUNT	\$32,400.00	2. SUM OF ALL CHANGE ORDERS	\$0.00	3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$32,400.00	4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$14,200.00	5. RETAINAGE:		a. 5.00% of Completed Work (Columns D + E on Continuation Page)	\$710.00	b. 5.00% of Material Stored (Column F on Continuation Page)	\$0.00	Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$710.00	6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$13,490.00	7. LESS PREVIOUS PAYMENT APPLICATIONS	\$8,094.00	8. PAYMENT DUE	\$5,396.00	9. BALANCE TO COMPLETION (Line 3 minus Line 8)	\$18,910.00	SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS	Total changes approved in previous months	\$0.00	\$0.00	Total approved this month	\$0.00	\$0.00	TOTALS	\$0.00	\$0.00	NET CHANGES	\$0.00		Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment. CONTRACTOR: South Central Erectors Inc By: <u>Joan Jawn</u> Date: <u>1-18-18</u> State of: MN County of: Olmsted Subscribed and sworn to before me this 18th day of January 2018 Notary Public: Joanne Redman <u>Joanne Redman</u> My Commission Expires: 1/31/2020
1. CONTRACT AMOUNT	\$32,400.00																																							
2. SUM OF ALL CHANGE ORDERS	\$0.00																																							
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$32,400.00																																							
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$14,200.00																																							
5. RETAINAGE:																																								
a. 5.00% of Completed Work (Columns D + E on Continuation Page)	\$710.00																																							
b. 5.00% of Material Stored (Column F on Continuation Page)	\$0.00																																							
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$710.00																																							
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$13,490.00																																							
7. LESS PREVIOUS PAYMENT APPLICATIONS	\$8,094.00																																							
8. PAYMENT DUE	\$5,396.00																																							
9. BALANCE TO COMPLETION (Line 3 minus Line 8)	\$18,910.00																																							
SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS																																						
Total changes approved in previous months	\$0.00	\$0.00																																						
Total approved this month	\$0.00	\$0.00																																						
TOTALS	\$0.00	\$0.00																																						
NET CHANGES	\$0.00																																							

CERTIFICATION The Construction Manager and Architect's signatures below are their assurance to Owner, concerning the payment herein applied for, that: (1) they have inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Construction Manager and Architect know of no reason why payment should not be made.	CERTIFIED AMOUNT: <u>5,396.00</u> (If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.) CONSTRUCTION MANAGER: By: <u>[Signature]</u> Date: <u>1-30-18</u> ARCHITECT: By: _____ Date: _____ Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.
--	--

PAYMENT APPLICATION

Quantum Software Solutions, Inc. Document

CONTINUATION PAGE

Page 2 of 2

PROJECT: 17034 Tink Larson Field
Tink Larson Field

APPLICATION #: 2
DATE OF APPLICATION: 01/18/2018
PERIOD THRU: 01/18/2018
PROJECT #s:

Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)		H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD			% COMP. (G / C)		
1	Structural Steel	\$14,200.00	\$8,520.00	\$5,680.00	\$0.00	\$14,200.00	100%	\$0.00	
2	Metal Stairs & Metal Fabrications	\$18,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$18,200.00	
TOTALS		\$32,400.00	\$8,520.00	\$5,680.00	\$0.00	\$14,200.00	44%	\$18,200.00	

CONTINUATION PAGE

Quantum Software Solutions, Inc. Document

**CONDITIONAL WAIVER AND RELEASE
UPON PROGRESS PAYMENT**

Upon receipt by the undersigned of a
check from: City of Waseca c/o Kraus Anderson
in the sum of: \$5,396.00 Five thousand three hundred ninety six
payable to: South Central Erectors Inc
and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this
document shall become effective to release any mechanic's lien, stop notice, or bond right the undersigned has
on the job of: City of Waseca c/o Kraus Anderson
located at: Tink Larson Field
501 7th Ave NE
Waseca, MN 56093
to the following extent:

This release covers a progress payment for labor, services, equipment or material
furnished to: City of Waseca c/o Kraus Anderson
through: 01/31/2018

only and does not cover any retention retained before or after the release date; extras furnished before the
release date for which payment has not been received; extras or items furnished after the release date. Rights
based upon work performed or items furnished under written change order which has been fully executed by
the parties prior to the release date are covered by this release unless specifically reserved by the claimant in
the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the
contract rights, including rights between parties to the contract based upon a rescission, abandonment, or
breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services,
equipment, or material covered by this release if that furnished labor, services, equipment, or material was not
compensated by the progress payment. Before any recipient of this document relies on it, said party should
verify evidence of payment to the undersigned.

Dated: 01/18/2018
Company: South Central Erectors Inc
Signature: Jean Gash
By: Jean Gash - President
(Name & Title)

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: February 15, 2018

TO: Mayor & City Council
Danny Lenz, City Manager

PROJECT NAME: Tink Larson Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. ONE

PAYMENT PERIOD : December 1, 2017 to December 31, 2017

CONTRACTOR: Construction Supply, Inc.

PAYMENT AMOUNT: \$175.75

Approved By:

Department Head

Date

Director of Finance

Date

City Manager

Date

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702/CMa

PAGE 1 OF 2 PAGES

TO OWNER: City of Waseca
508 S. State St.
Waseca, MN 56093

PROJECT: Tink Larson Field
Waseca, MN

APPLICATION NO:

PERIOD TO: 11/30/17
PROJECT NO:

Distribution to:

☐ OWNER
☐ CONSTRUCTION
MANAGER
☐ ARCHITECT
☐ CONTRACTOR

FROM CONTRACTOR:

Construction Supply, Inc.
2410 5th Ave North
Fargo, ND 58102

CONTRACT DATE: 9/20/17

VIA CONSTRUCTION MANAGER:
VIA ARCHITECT:

Kraus Anderson Construction

10-B

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

1. ORIGINAL CONTRACT SUM \$ 4,253.00
2. Net change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 4,253.00
4. TOTAL COMPLETED & STORED TO DATE \$ 185.00
(Column G on G703)
5. RETAINAGE:
 - a. 5% % of Completed Work \$ 9.25
(Column D + E on G703)
 - b. % of Stored Material \$
(Column F on G703)
 Total Retainage (Lines 5a + 5b or
Total in Column I of G703) \$ 9.25
6. TOTAL EARNED LESS RETAINAGE \$ 175.75
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 0.00
8. CURRENT PAYMENT DUE \$ 175.75
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 4,077.25
(Line 3 less Line 6)

CONTRACTOR: Construction Supply, Inc.

By: Angela Maesse Date: December 11, 2017

State of: North Dakota County of: Cass
Subscribed and sworn to before me this 11th day of December 2017

Notary Public: Angela Maesse
My Commission expires: October 27, 2021
ANGELA MAESSE
Notary Public
STATE OF NORTH DAKOTA
My Commission Expires
October 27, 2021

CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED

\$ 175.75

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

CONSTRUCTION MANAGER:

By: Angela Maesse Date: 12-29-17

ARCHITECT:

By: _____ Date: _____

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

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

RECEIVED

DEC 15 2017

KRAUS-ANDERSON

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1
APPLICATION DATE: 01/06/12
PERIOD TO: 12/31/11
ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE) 5%
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
10155	Toilet Partitions	2,192.00	0.00	0.00	0.00	\$0.00	0.00%	\$2,192.00	\$0.00
10800	Toilet Accessories	1,876.00	0.00	0.00	0.00	\$0.00	0.00%	\$1,876.00	\$0.00
10520	Fire Protection	185.00	0.00	185.00	0.00	\$185.00	100.00%	\$0.00	\$9.25
TOTALS		4,253.00	0.00	185.00	0.00	\$185.00	4.35%	\$4,068.00	\$9.25

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: December 28th _____, 2017

The undersigned hereby acknowledges receipt of the sum of \$ \$175.75

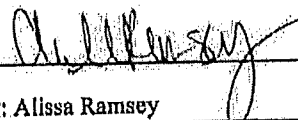
****Conditional upon Receipt of Payment****

CHECK ONLY ONE

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

Tink Larson Field
Waseca, MN

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


By: Alissa Ramsey
Controller

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

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: February 15, 201~~6~~7

TO: Mayor & City Council
Danny Lenz, City Manager

PROJECT NAME: Tink Larson Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. ONE

PAYMENT PERIOD : December 1, 2017 to December 31, 2017

CONTRACTOR: Kendell Door & Hardware, Inc.

PAYMENT AMOUNT: \$2,885.15

Approved By:

Department Head

Date

Director of Finance

Date

City Manager

Date

APPLICATION AND CERTIFICATE FOR PAYMENT

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G702/CMa

PAGE ONE OF PAGES

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

PROJECT: TINK LARSON FIELD

APPLICATION NO: 1
PERIOD TO: 12/25/17
PROJECT NO: TINK LARSON FIELD

Distribution to:
☐ OWNER
☐ CONSTRUCTION
☐ MANAGER
☐ ARCHITECT
☐ CONTRACTOR

FROM CONTRACTOR: Kendell Doors & Hardware
PO Box 211520
Eagan, MN 55121

CONTRACT DATE:

VIA CONST. MGR:
VIA ARCHITECT:

CONTRACT FOR:

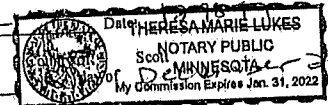
CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

CONTRACTOR: Kendell Doors & Hardware, Inc.

By: D. D. J.
State of: Minnesota
Subscribed and sworn to before me this
Notary Public: Theresa Marie Lukes
My Commission expires: 1/31/2022



CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED

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

CONSTRUCTION MANAGER:

By: [Signature]

ARCHITECT:

By: [Signature]

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

1. ORIGINAL CONTRACT SUM \$ 10,514.00
2. Net change by Change Orders \$
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 10,514.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 3,037.00
5. RETAINAGE:
 - a. 5 % of Completed Work \$ 151.85
(Column D + E on G703)
 - b. 5 % of Stored Material \$
(Column F on G703)

Total Retainage (Lines 5a + 5b or
Total in Column I of G703) \$ 151.85
6. TOTAL EARNED LESS RETAINAGE \$ 2,885.15
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 0.00
8. CURRENT PAYMENT DUE \$ 2,885.15
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 7,628.85

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

Kendell Doors Hardware, Inc.

AIA DOCUMENT G703

PAGE 2 OF 2

CONTINUATION SHEET

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

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

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

APPLICATION NO: 1

APPLICATION DATE: 12/18/17

PERIOD TO: 12/25/17

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % (G + C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	Hollow Metal Finish Hardware	\$5,203.00 \$5,311.00		\$3,037.00		\$3,037.00	58.37% 0.00%	\$2,166.00 \$5,311.00	
	GRAND TOTALS	\$10,514.00	\$0.00	\$3,037.00	\$0.00	\$3,037.00	28.89%	\$7,477.00	\$0.00

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: February 15, 2018

TO: Mayor & City Council
Danny Lenz, City Manager

PROJECT NAME: Tink Larson Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. ONE

PAYMENT PERIOD : December 1, 2017 to December 31, 2017

CONTRACTOR: Greener World Solutions, LLC

PAYMENT AMOUNT: \$14,252.14

Approved By:

Department Head

Date

Director of Finance

Date

City Manager

Date

AIA Document G732™ - 2009

Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER: City of Waseca 508 South State Street Waseca, MN 56093		PROJECT: Tink Larson Field Waseca, MN 56093	APPLICATION NO: 001	DISTRIBUTION TO: OWNER <input type="checkbox"/> CONSTRUCTION MANAGER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
FROM CONTRACTOR: GreenerWorldSolutionsLLC 33908 128th Street Waseca, MN 56093		VIA CONSTRUCTION MANAGER: Kraus-Anderson	PERIOD TO: 12/19/2017 CONTRACT DATE: PROJECT NOS: / /	
CONTRACT FOR:		VIA ARCHITECT: Widsel Smith Nolting & Associates		07-A

CONTRACTOR'S APPLICATION FOR PAYMENT

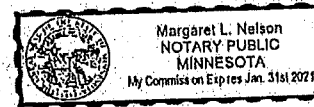
Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM.....	\$ 18,868.11
2. NET CHANGES IN THE WORK.....	\$ 0
3. CONTRACT SUM TO DATE (Line 1 + 2).....	\$ 18,868.11
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703).....	\$ 15,002.25
5. RETAINAGE:	
a. 5% of Completed Work (Column D + E on G703)	\$ 750.11
b. % of Stored Material (Column F on G703)	\$
Total Retainage (Lines 5a + 5b, or Total in Column I on G703).....	\$ 750.11
6. TOTAL EARNED LESS RETAINAGE.....	\$ 14,252.14
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$ 0
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE.....	\$ 14,252.14
9. BALANCE TO FINISH, INCLUDING RETAINAGE.....	\$ 4615.97
(Line 3 minus Line 6)	

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

CONTRACTOR:
By: *[Signature]*
State of: Minnesota
County of: Waseca
Subscribed and sworn to before me this 29th day of 2017 December
Notary Public: *[Signature]*
My Commission expires: 1/1/21

Date: 12/19/2017



CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED.....\$ 14,252.14

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

CONSTRUCTION MANAGER:

By: *[Signature]* Date: 12-29-17
ARCHITECT: (NOTE: If Multiple Prime Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

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

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

AIA Document G732™ - 2009 (formerly G702™ CMA - 1992). Copyright © 1992 and 2009 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was created on 12/29/2017 14:18:08 under the terms of AIA Documents-on-Demand™ order no. 2009859037, and is not for resale. This document is licensed by the American Institute of Architects for one-time use only, and may not be reproduced prior to its completion.

Continuation Sheet

AIA DOCUMENT G703

(Instructions on reverse side) Page 2 of 2 Pages

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

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

Use Column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 00001

APPLICATION DATE:

PERIOD TO:

ARCHITECTS PROJECT NO:

[illegible]

AIA DOCUMENT 0703 • APPLICATION AND CERTIFICATE FOR PAYMENT • MAY 1983 EDITION • AIA REGISTERED • COPYRIGHT 1983
THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Dated: December 29, 2017

The undersigned hereby acknowledges receipt of the sum of \$14,252.14

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

CHECK ONLY ONE

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

Tink Larson Field
Waseca, MN

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

Greener World Solutions, LLC

By: Jenny Bulfer

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

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: February 15, 2018

TO: Mayor & City Council
Danny Lenz, City Manager

PROJECT NAME: Tink Larson Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. ONE

PAYMENT PERIOD : December 1, 2017 to December 31, 2017

CONTRACTOR: Wells Concrete

PAYMENT AMOUNT: \$35,606.00

Approved By:

Department Head Date

Director of Finance Date

City Manager Date

APPLICATION AND CERTIFICATE FOR PAYMENT

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G702/CMa

PAGE 1 OF PAGES 2

TO OWNER:

City of Waseca
508 State Street South
Waseca, MN 56093

PROJECT: TINK LARSON FIELD
WASECA MN

APPLICATION NO: I-LABOR

PERIOD TO: 12/31/2017
PROJECT NO:

Distribution to:

☐ OWNER
☐ CONSTRUCTION
MANAGER

FROM CONTRACTOR:

WELLS CONCRETE
PO BOX 656
ALBANY, MN 56307

Klaus-Anderson
Construction Company

CONTRACT DATE:

☐ ARCHITECT
☐ CONTRACTOR

CONTRACT FOR: PRECAST CONCRETE
VIA CONSTRUCTION MANAGER:
VIA ARCHITECT:

03-B - Labor

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

CONTRACTOR: WELLS CONCRETE

By: [Signature] Date: 12/18/17
State of: MINNESOTA
Subscribed and sworn to before me this 18 day of December 2017
Notary Public: [Signature]
My Commission expires: 13/19

1. ORIGINAL CONTRACT SUM \$ 37,480.00
2. Net change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 37,480.00
4. TOTAL COMPLETED & STORED TO DATE \$ 37,480.00
(Column G on G703)
5. RETAINAGE:
 - a. 5 % of Completed Work \$ 1,874.00
(Column D + E on G703)
 - b. % of Stored Material \$
(Column F on G703)
 - Total Retainage (Lines 5a + 5b or
Total in Column I of G703) \$ 1,874.00
6. TOTAL EARNED LESS RETAINAGE \$ 35,606.00
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR
PAYMENT (Line 6 from prior Certificate) \$
8. CURRENT PAYMENT DUE \$ 35,606.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 1,874.00
(Line 3 less Line 6)

CERTIFICATE FOR PAYMENT

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

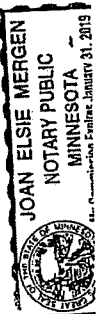
AMOUNT CERTIFIED \$ 35,606.00

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

CONSTRUCTION MANAGER:
By: [Signature] Date: 12-29-17
ARCHITECT:
By: _____ Date: _____

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

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$0.00	
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00



CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

6751 Tink Larsen Field #6751 - LABOR

APPLICATION NO: 1-LABOR

APPLICATION DATE: 12/18/2017

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

Wasecan MN

PERIOD TO: 12/31/2017

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

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE) 5.0%
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
	HOLLOWCORE PLANK LABOR	\$15,000.00		\$15,000.00		\$15,000.00	100.00%		\$750.00
	PRECAST LABOR	\$22,480.00		\$22,480.00		\$22,480.00	100.00%		\$1,124.00
	GRAND TOTALS	\$37,480.00	\$0.00	\$37,480.00	\$0.00	\$37,480.00	100.00%	\$0.00	\$1,874.00

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

SUBCONTRACTOR CONDITIONAL PARTIAL WAIVER OF LIEN AND CLAIMS FOR PROGRESS PAYMENT

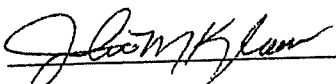
The undersigned WELLS CONCRETE ("Subcontractor") has furnished certain labor, skills, materials and/or equipment to the TINK LARSON FIELD ("Project") located in WASECA County, WASECA MN.

NOW, THEREFORE, Subcontractor, for and in consideration of the receipt of partial payment in the sum of \$ 35,606.00 (the "Partial Payment"), the sufficiency of which is hereby acknowledged, does hereby waive, release, and relinquish any right it has to claim a mechanic's lien or any other lien rights, to make a claim against a bond, and to any and all other claims of any kind for anything related to the Project against: (a) the real property where the Project is located; (b) the improvements and other property located thereon; and (c) Kraus Anderson and its sureties, the owner of the Project and its title company and lenders, and each of their respective employees, officers and agents, but only to the extent of the partial payment received. This waiver and release shall only be effective as of the date the Partial Payment is made to the Subcontractor, and only to the extent of the monies so paid on such date.

In order to induce payment to be made, Subcontractor certifies that it has paid or will pay all of its subcontractors, suppliers, and employees for all items owed for work covered by payments which the Subcontractor has received for the Project prior to the date hereof. Subcontractor will defend and indemnify the owner of the Project, its lenders and Title Company, and Kraus Anderson and its sureties for all costs and expenses, including attorneys' fees, incurred as a paid or relating to the enforcement of this Partial Waiver of Claims and Liens. Subcontractor has executed this waiver voluntarily and with full knowledge of its rights under the law.

Signed this 18 day of DECEMBER, 2017.

WELLS CONCRETE
(print Subcontractor name)

Signed: 

Printed Name: JOHN KLOOS

Printed Title: CONTROLLER

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: February 15, 2018

TO: Mayor & City Council
Danny Lenz, City Manager

PROJECT NAME: Tink Larson Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. TWO

PAYMENT PERIOD : December 1, 2017 to December 31, 2017

CONTRACTOR: Wells Concrete

PAYMENT AMOUNT: \$5,960.87

Approved By:

Department Head

Date

Director of Finance

Date

City Manager

Date

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702/CMa

CONSTRUCTION MANAGER-ADVISER EDITION

PAGE 1 OF PAGES 2

TO OWNER:

City of Waseca
508 State Street South
Waseca, MN 56093

PROJECT: TINK LARSON FIELD
WASECA MN

APPLICATION NO: 2-MATERIAL

Distribution to:

PERIOD TO: 12/31/2017

PROJECT NO: 03-B-141

☐ OWNER
☐ CONSTRUCTION
MANAGER

FROM CONTRACTOR:

WELLS CONCRETE
PO BOX 656
ALBANY, MN 56307

CONTRACT DATE: 12/18/17
Kraus-Andersen
Construction Company

☐ ARCHITECT
☒ CONTRACTOR

CONTRACT FOR: PRECAST CONCRETE

VIA CONSTRUCTION MANAGER:
VIA ARCHITECT:

03-B-141

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$	82,800.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	82,800.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	82,800.00
5. RETAINAGE:		
a. % of Completed Work	\$	4,140.00
(Column D + E on G703)		
b. % of Stored Material	\$	
(Column F on G703)		
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	4,140.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	78,660.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	72,699.13
8. CURRENT PAYMENT DUE	\$	5,960.87
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	4,140.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$0.00	
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

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

CONTRACTOR: WELLS CONCRETE

By: [Signature] Date: 12/18/17
State of: MINNESOTA
Subscribed and sworn to before me this 18 day of December 2017
Notary Public: [Signature]
My Commission expires: 1/3/19

CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 5,960.87

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

CONSTRUCTION MANAGER:

By: [Signature] Date: 12-29-17

ARCHITECT:

By: _____ Date: _____

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



PAGE OF PAGES

APPLICATION NO: 2

6751 Tink Larsen Field 6751 - MATERIAL

APPLICATION DATE: 12/18/2017

Waseca MN

PERIOD TO: 12/31/2017

ARCHITECT'S PROJECT NO:

[illegible]

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

SUBCONTRACTOR CONDITIONAL PARTIAL WAIVER OF LIEN AND CLAIMS FOR PROGRESS PAYMENT

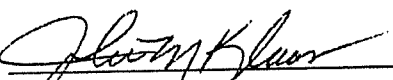
The undersigned WELLS CONCRETE ("Subcontractor") has furnished certain labor, skills, materials and/or equipment to the TINK LARSON FIELD ("Project") located in WASECA County, WASECA MN.

NOW, THEREFORE, Subcontractor, for and in consideration of the receipt of partial payment in the sum of \$ 5,960.87 (the "Partial Payment"), the sufficiency of which is hereby acknowledged, does hereby waive, release, and relinquish any right it has to claim a mechanic's lien or any other lien rights, to make a claim against a bond, and to any and all other claims of any kind for anything related to the Project against: (a) the real property where the Project is located; (b) the improvements and other property located thereon; and (c) Kraus Anderson and its sureties, the owner of the Project and its title company and lenders, and each of their respective employees, officers and agents, but only to the extent of the partial payment received. This waiver and release shall only be effective as of the date the Partial Payment is made to the Subcontractor, and only to the extent of the monies so paid on such date.

In order to induce payment to be made, Subcontractor certifies that it has paid or will pay all of its subcontractors, suppliers, and employees for all items owed for work covered by payments which the Subcontractor has received for the Project prior to the date hereof. Subcontractor will defend and indemnify the owner of the Project, its lenders and Title Company, and Kraus Anderson and its sureties for all costs and expenses, including attorneys' fees, incurred as a paid or relating to the enforcement of this Partial Waiver of Claims and Liens. Subcontractor has executed this waiver voluntarily and with full knowledge of its rights under the law.

Signed this 18 day of DECEMBER, 2017.

WELLS CONCRETE
(print Subcontractor name)

Signed: 

Printed Name: JOHN KLOOS

Printed Title: CONTROLLER

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: February 15, 2018

TO: Mayor & City Council
Danny Lenz, City Manager

PROJECT NAME: Tink Larson Field Reconstruction

CITY PROJECT NO. 2016-23

PAYMENT REQUEST : NO. TWO

PAYMENT PERIOD : December 1, 2017 to December 31, 2017

CONTRACTOR: Del's Construction Company, Inc

PAYMENT AMOUNT: \$46,184.54

Approved By:

Department Head
Date

Director of Finance Date

City Manager _____ Date _____

Application For Payment Construction Manager-Adviser Edition

Page 1 of 2

To: City of Waseca 508 South State St Waseca, MN 56093		Project: Tink Larson Field 558 7th Ave NE Waseca, MN 56093		Application Date 12/19/17	Period To 12/31/17	Contract Date 8/18/17
From Contractor: Del's Construction Company Inc 35832 Ottawa Road Le Sueur, MN 56058		Via Construction Manager: Kraus Anderson Construction Company		Application Number 2	Invoice Number Draw-002	Project Number 17-0814
Contract For:		Via Architect: Widseth Smith Nolting & Assoc		Distribution: <input type="checkbox"/> Owner <input type="checkbox"/> Architect <input checked="" type="checkbox"/> Construction Manager <input type="checkbox"/> Contractor		

Contractor's Application for Payment

Application is made for payment, as shown below, with attached Continuation Sheet(s).

- Original Contract Amount: \$ 264,151.00
- Net of Change Orders: \$ 0.00
- Net Amount of Contract: \$ 264,151.00
- Total Completed & Stored to Date: \$ 151,180.30
- Retainage Summary:
 - 5.00 % of Completed Work: \$ 7,559.01
 - 0.00 % of Stored Material: \$ 0.00
 Total Retainage: \$ 7,559.01
- Total Completed Less Retainage: \$ 143,621.29
- Less Previous Applications: \$ 97,436.75
- Current Payment Due This Application: \$ 46,184.54
- Contract Balance (Including Retainage): \$ 120,529.71

Change Order Activity	Additions	Deductions
Total previously approved:	0.00	0.00
Total approved this Month:	0.00	0.00
Sub-totals:	0.00	0.00
Net of Change Orders:	0.00	

Contractor's Certification

The Contractor's signature here certifies that, to the best of their knowledge, this document accurately reflects the work completed in this Application for Payment. The Contractor also certifies that the Current Payment is Due.

(Authorized Signature)

Henry E. Miller
 Del's Construction Company Inc

Date: 12-19-2017

State of: Minnesota

County of: Le Sueur

Subscribed and sworn to before

me this 19 day of December 2017

Notary Public

My Commission expires: 01/31/2020



LORI L. RISCHMILLER
 Notary Public-Minnesota
 My Commission Expires Jan 31, 2020

Construction Manager and Architect Certification

The Construction Manager and Architect signatures here certify that, based on their own observations, the Contract Documents and the information contained herein, this document accurately reflects the work completed in this Application for Payment. The Construction Manager and Architect also certify the Contractor is entitled to the amount certified for payment.

Amount Certified: \$ 46,184.54

(Construction Manager's Signature)

Date: 12-29-17

(Architect's Signature)

Date:

DRUG TASK FORCE LAW ENFORCEMENT SERVICES AGREEMENT

This AGREEMENT, made this ____th day of _____, 2018, by and between the City of Waseca, a Minnesota municipal corporation (“CITY”), and Waseca County, a political subdivision of the State of Minnesota (“COUNTY”) (collectively, the “PARTIES”).

WHEREAS, CITY and COUNTY are both parties to a joint powers agreement (JPA) forming South Central Drug Investigation Unit (SCDIU), a joint powers entity dedicated to apprehending and prosecuting drug offenders and reducing violent crime within the counties of Steele, Freeborn, Waseca, and Faribault; and

WHEREAS, under the SCDIU JPA, CITY and COUNTY are jointly responsible for providing one full-time licensed peace officer (the “Drug Task Force Agent” or “DTFA”) to provide drug-related law enforcement services to SCDIU pursuant to the terms and conditions of the SCDIU; and

WHEREAS, COUNTY has requested that CITY, through CITY’s police department (WPD), fulfill the PARTIES’ joint obligation to provide one full-time Drug Task Force Officer to SCDIU; and

WHEREAS, CITY is willing to provide law enforcement services to COUNTY in the form of fulfilling the County’s share of the PARTIES’ joint responsibilities to SCDIU pursuant to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual agreements and provisions herein set forth, COUNTY and CITY agree as follows:

1. **RESPONSIBILITY OF CITY.** CITY agrees to provide law enforcement services to COUNTY by fulfilling County’s responsibilities under the SCDIU JPA. CITY shall provide one full-time licensed peace officer to serve as the PARTIES’ joint DTFA on the SCDIU.
 - 1.1. Assign one licensed peace officer to SCDIU to fulfill the PARTIES’ joint obligation to furnish one full-time Drug Task Force Agent to SCDIU.
 - 1.2. Provide WPD equipment needed by the DTFA to perform necessary functions and duties.
 - 1.3. Provide training and education within the scope of WPD.
 - 1.4. Provide temporary replacements for the DTFA as deemed necessary by WPD.
2. **DRUG TASK FORCE AGENT.** The DTFA will be a licensed peace officer of WPD and will perform such duties and responsibilities as specified in the SCDIU JPA. The Waseca Police Chief shall assign a law enforcement officer to serve as the PARTIES’ joint DTFA

assigned to the SCDIU. The Chief of Police shall select the officer to serve as the DTFA. The DTFA shall be a licensed peace officer in the WPD and an employee of CITY, and will operate under the direct administration and supervision of the Chief of Police or his/her designee. Law enforcement services rendered to COUNTY under this AGREEMENT shall be at the sole discretion of the Chief of Police. CITY shall assume all obligations and payments with regard to DTFA salaries and benefits including workers compensation, PERA, withholding taxes, etc. COUNTY will reimburse CITY for 50 percent of such expenses pursuant to Section 4 of this AGREEMENT. Consistent with the relationship between the PARTIES, the DTFA shall not be represented to the public as an employee of COUNTY by either CITY or COUNTY.

3. **CONSIDERATION.** COUNTY shall pay CITY half the actual cost of wages and benefits each year as consideration for CITY's provision of the PARTIES' full-time DTFA to SCDIU for the calendar years of 2018, 2019, and 2020. The County shall make two payments annually. The first annual payment shall be in the amount of half of CITY's budgeted cost for the employee from January 1 to June 30 for each year. The second annual payment shall be in the amount of half of CITY's actual cost of the employee from January 1 to December 31, less the amounts of (i) the first annual payment; (ii) half of the payment to CITY from SCDIU for providing a full-time officer to the unit pursuant to the JPA and (iii) less any other reimbursements received by the CITY from SCDIU directly related to providing a full-time officer. CITY shall invoice COUNTY for the first annual payment on or before July 1 of each year during the term of this AGREEMENT, and for the second annual payment on or before December 31 of each year during the term of this AGREEMENT. COUNTY shall pay such invoices within 30 days of COUNTY's receipt of any such invoice.
4. **TERM.** The term of this AGREEMENT is for THREE (3) years and shall be effective as of January 1, 2018 and shall continue to December 31, 2020. This AGREEMENT shall be in effect as determined above unless terminated by either party, or unless the SCDIU dissolves or otherwise terminates, in which case this AGREEMENT shall be terminate on the same date of such SCDIU dissolution or termination. Termination of this AGREEMENT by either party shall be effective by delivering to the other party a preliminary written notice of termination not less than 180 days prior to the date of termination of the AGREEMENT. All payments due under this AGREEMENT shall be prorated in the event of such termination.
5. **INDEMNIFICATION.** CITY agrees to and shall indemnify, hold harmless and defend COUNTY, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by CITY or its agents, employees, contractors or subcontractors with respect to CITY's performance of its obligations under this AGREEMENT. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of COUNTY. All indemnification obligations shall survive termination, expiration or cancellation of this AGREEMENT.

6. DATA PRACTICES. The PARTIES acknowledge that this AGREEMENT is subject to the requirements of Minnesota’s Government Data Practices Act, Minnesota Statutes, Section 13.01 *et seq.*
7. ASSIGNMENT. This AGREEMENT may not be assigned by either Party without the written consent of the other Party.
8. ENTIRE AGREEMENT. These terms and conditions constitute the entire agreement between the PARTIES regarding the subject matter hereof. All discussions and negotiations are deemed merged in this AGREEMENT. The headings to the various sections of this AGREEMENT are solely for the convenience of the PARTIES, are not part of the AGREEMENT and shall not be used for the interpretation of the validity of the AGREEMENT or any provision hereof.

IN WITNESS WHEREOF, the PARTIES have hereunto executed this document the day and year first above written.

CITY OF WASECA

By _____
_____, Mayor

ATTEST:

_____, City Clerk

WASECA COUNTY

By: _____
(Signature)
Title: _____
Print Name: _____

Date: _____

By: _____
(Signature)
Title: _____
Print Name: _____

Date: _____

Title:	RECEIVING QUOTES AND AWARDING CONTRACT FOR WASECA WATER PARK POOL WATER HEATER REPLACEMENT, CITY PROJECT No. 2018-07		
Meeting Date:	February 20, 2018	Agenda Item Number:	6I
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Bid Tabulation
Originating Department:	Engineering	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>	APPROVE RESOLUTION 18-10 RECEIVING QUOTES AND AWARDING CONTRACT FOR WASECA WATER PARK POOL WATER HEATER REPLACEMENT, CITY PROJECT No. 2018-07		

BACKGROUND: On February 16, 2018, Quotes were received for the Project.

Five quotes were received, a tabulation is attached. The lowest responsible quote was received from Britton Plumbing and Heating, LLC in the amount of \$44,200.00.

Stantec, the design engineer for the City, has reviewed Britton's qualifications and has recommended award of the project.

BUDGET IMPACT: Replacement of the Water Park Pool Water Heater is included in the City's 2018 Budget. The low quote of \$44,200.00 is within the budgeted amount. The project will be funded by the Capital Improvement Fund 705-49960-5400.

RECOMMENDATION: Staff recommends the Waseca City Council adopt Resolution No. 18-10 Receiving Quotes and Awarding Contract for the Waseca Water Park Pool Water Heater Replacement, City Project No. 2018-07, and authorize the City Manager to enter into an agreement with Britton Plumbing, LLC in the amount of \$44,200.00

QUOTE TABULATION

PROJECT DESCRIPTION :

Water Park Boiler Replacement Project #2018-07

QUOTE DATE/TIME:

Friday, February 16, 2018 10:00 a.m.

BIDDER NAME/ADDRESS	BID AMOUNT	SECURITY	
Britton Plumbing & Heating, LLC	\$44,200.00	N/A	
Corporate Mechanical	\$66,277.00	N/A	
Connors	\$49,962.00 49,962.00	N/A	
Javens Mechanical	\$57,990.00	N/A	
Northland	\$79,100.00	N/A	

Opened by:

Witness:

Witness:

P. L. Bul
Mary Buensoro
S. P. R.

RESOLUTION NO. 18-10

**A RESOLUTION OF THE WASECA CITY COUNCIL
RECEIVING QUOTES AND AWARDED CONTRACT
FOR WASECA WATER PARK POOL HEATER REPLACEMENT
CITY PROJECT NO. 2018-07**

WHEREAS, all quotes on construction of the Waseca Water Park Pool Heater Replacement, City Project No. 2018-07, are hereby received and tabulated; and

WHEREAS, the quote of Britton Plumbing & Heating, LLC, of Waseca, Minnesota, in the amount of \$44,200.00 for the construction of said improvements, in accordance with the plans and specifications and advertisement for bids, is the lowest responsible bid, and shall be and hereby is accepted.

WHEREAS, the Mayor and City Manager are hereby authorized and directed to enter into a contract with said bidder for the construction of said improvements, for and on behalf of the City of Waseca.

Adopted this 20th day of February 2018.

R. D. SRP
MAYOR

ATTEST:

MARY BUENZOW
CITY CLERK

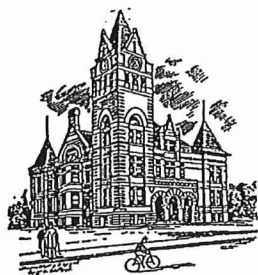
Title:	SET BOARD OF REVIEW MEETING DATE		
Meeting Date:	FEBRUARY 20, 2018	Agenda Item Number:	7A
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Notice from County Assessor Board of Review information
Originating Department:	Administration	Presented By:	City Clerk
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to set Monday, April 9, 2018 at 7:00 p.m. for the City of Waseca Board of Review meeting		

BACKGROUND: The attached notice was received from Waseca County Assessor Joe Udermann. It sets the City of Waseca Board of Review meeting date for Monday, April 9, 2018 at 7:00 p.m. in the City Hall Council Chambers.

The notice will be published in two editions of the Waseca County news prior to the meeting date. A notice will also be placed on the City website and Facebook page.

Attached is the Board of Review Schedule for Waseca County cities and townships, and a list of trained elected officials for Local Board of Appeal and Equalization.

RECOMMENDATION: Council action would be a motion to set the date for the City Board of Review meeting to Monday, April 9, 2018 at 7:00 p.m.



**WASECA COUNTY
OFFICE OF COUNTY ASSESSOR**

307 North State Street ♦ Waseca, MN 56093
(507) 835-0640

January 24, 2018

Attn: Township/City Clerk,

***Notice for the annual Local Board of Review Meeting for 2018 in your district.
2017 Legislative Updates***

There were some board of appeal and equalization related law changes that were enacted during the 2017 sessions of the Minnesota Legislature. The omnibus tax bill was signed into law on May 30, 2017. Below are the changes that will take effect for the 2018 board of appeal season:

- Local and County Boards of Appeal and Equalization **do not have to provide proof of a trained member**. Boards must still comply with the training requirement by February 1 but no longer have to submit a Trained Member Certification Form to the assessor and/or Commissioner of Revenue.
- Local and County Boards of Appeal and Equalization must have a trained member by February 1 to maintain their board powers and to hold a meeting. If a board does not comply with the February 1 date, **the board will lose their board powers for a minimum of two assessment years**.
- County Boards of Appeal and Equalization (CBAE) cannot make any valuation or classification changes to a property if the **owner has refused the assessor access to the property for an inspection**. Note: this is also true for Local Boards of Appeal and Equalization (LBAE), however that is not a new law, this restriction has been in place for LBAEs and now places the same restrictions on CBAEs.
- County Boards of Appeal and Equalization **no longer are required to send meeting minutes to the Commissioner of Revenue**. The meeting minutes should remain at the county office and should be provided to the department upon request, if a review is needed.

I have enclosed:

- Posting/publishing sheet for your jurisdiction with time and location
- Schedule for all meetings for Waseca County for your information.
- List of trained members

In March our office will mail your board, a board of review handbook and sales/trends data for your district. If you have any questions or concerns, please contact our office

Sincerely,

A handwritten signature in cursive script, appearing to read "Joe Udermann". The signature is written in dark ink and is positioned above the printed name.

Joe Udermann
Waseca County Assessor

Important Information Regarding Assessment and Classification of Property

This may affect your 2019 property taxes.

The Board of Appeal and Equalization for the City of Waseca shall meet on April 9th, 2018, 7-7:30 pm at City Hall. The purpose of this meeting is to determine whether property in the jurisdiction has been properly valued and classified by the assessor.

If you believe the value or classification of your property is incorrect, please contact your assessor's office to discuss your concerns. If you disagree with the valuation or classification after discussing it with your assessor, you may appear before the local Board of Appeal & Equalization. The board will review your assessments and may make corrections as needed. Generally, you must appeal to the local board before appealing to the county Board of Appeal and Equalization.

WASECA COUNTY

In accordance with the provisions of MINNESOTA STATUTE- 274.01, as amended, the following dates are hereby fixed for the Meeting of Boards of Review in Townships and the Cities, Waseca County, Minnesota.

2018

Janesville Twp	Monday, April 9	9:00 – 9:30 a.m.	Janesville City Hall
Iosco Twp	Monday, April 9	1:00 - 1:30 p.m.	Township Hall
City of Waseca	Monday, April 9	7:00 - 7:30 p.m.	Waseca City Hall
Blooming Grove Twp	Tuesday, April 10	9:00 - 9:30 a.m.	Township Hall
Vivian Twp	Tuesday, April 10	1:00 - 1:30 p.m.	Waldorf Community Center
Alton Twp	Wednesday, April 11	9:00 - 9:30 a.m.	Township Hall
Freedom Twp	Thursday, April 12	9:00 - 9:30 a.m.	Township Hall
Wilton Twp	Thursday, April 12	1:00 - 1:30 p.m.	Township Hall

OPEN BOOK

Byron Twp	Monday, April 16	8am – 4:30 pm	County Assessor's
New Richland Twp			Office-
Otisco Twp			Waseca Courthouse
St. Mary Twp			307 N. State St.
Woodville Twp			Waseca, MN
City of Janesville			
City of New Richland			
City of Elysian			
City of Waldorf			

COUNTY BOARD OF EQUALIZATION

Tuesday, June 12th, Call for appointments 507-835-0640, East Annex, Waseca, MN

Local Board of Appeal and Equalization Training Attendance List

Updated 1/3/2018

Sorted by county. Use the search function within the filter to narrow your search results

Last Name	First Name	Title/Position	City or Twp	County	Date Attended	Training Expires
Ewert	Glenn	Supervisor	Alton Twp	Waseca	6/17/2015	7/1/2019
Schwab	Charles	Chairperson	Alton Twp	Waseca	6/22/2016	7/1/2020
Wheelock	Keith	Supervisor	Alton Twp	Waseca	6/17/2015	7/1/2019
Davison	Tom	Supervisor	Blooming Grove Twp	Waseca	Online	7/1/2019
Remund	Laurel	Supervisor	Blooming Grove Twp	Waseca	6/21/2017	7/1/2021
Vagts	Mark	Other	DOR	Waseca	Online	7/1/2020
Kluender	Donald	Supervisor	Freedom	Waseca	6/17/2015	7/1/2019
Slama	Clarence	Supervisor	Iosco Twp	Waseca	6/18/2014	7/1/2018
Slama	Clarence	Supervisor	Iosco Twp	Waseca	6/21/2017	7/1/2021
Mittelstaedt	Brian	Supervisor	Janesville Twp	Waseca	Online	7/1/2020
Williams	James	Supervisor	Janesville Twp	Waseca	Online	7/1/2020
Drager	Robert	Chairperson	Vivian Twp	Waseca	6/22/2016	7/1/2020
Roesler	Neil	Supervisor	Vivian Twp	Waseca	6/22/2016	7/1/2020
Ferch	Carrie	Council Member	Waldorf	Waseca	Online	7/1/2019
Clemons	John	Mayor	Waseca	Waseca	Online	7/1/2019
Conrath	Jeremy	Council Member	Waseca City	Waseca	Online	7/1/2020
Fitch	Ann	Council Member	Waseca City	Waseca	Online	7/1/2020
Srp	Roy	Board Member	Waseca City	Waseca	Online	7/1/2020
Kroeger	Lester	Supervisor	Wilton Twp	Waseca	11/21/2014	7/1/2018

Title:	Facility Use Guidelines		
Meeting Date:	February 20, 2018	Agenda Item Number:	7B
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	<ul style="list-style-type: none"> • Resolution • Facility Use Guidelines
Originating Department:	Administration	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Motion to adopt Resolution 18-09: Amending Facility Use Guidelines		

BACKGROUND: The City of Waseca adopted the Facility Use Guidelines for the Public Safety Building in 2014. Staff is requesting these changed due to the increased demand as well as having it as a community amenity. We feel like these proposed changes will meet the need of the facility as well as help inform applicants of expectations.

Changes to section **Notes:**

- A. ~~Do not expect to be let into the building or into the room you are using any sooner than the time you have indicated on your application.~~ Access to the building will begin at 8 a.m. Please schedule accordingly. You are also expected to exit the building by the time indicated on your application, no later than 4:30 p.m. Failure to do so will result in additional fees assessed.
- B. ~~Activities intended to be played outdoors; i.e. softball, baseball, soccer, lacrosse, etc. will not be allowed.~~ Outdoor Activities are prohibited.

Changes to section **Hours of Operation:**

- A. The Waseca Community Conference and Training Room, hours are Monday-Friday from 8:00 a.m.–~~4:00~~ 4:30 p.m.

Adding new section **Room Amenities:**

Rental Amenities

- Conference room
- Retractable presentation screen and ceiling mounted projector (bring your own laptop with HDMI or A/V jacks)
- Laser pointer/slide advancer remote control, connectable to a laptop by USB
- 1- Rolling dry erase board
- 2- Standalone presentation easels with paper
- 45- Chairs
- 18- Rolling rectangular tables

Kitchen

- Residential sized refrigerator/freezer

- Coffee maker (renter supplies coffee)
- Oven, Stove and microwave
- Sink and dishwashing tools
- Counter space and serving window

Changes to **Fee Schedule:**

Fee Schedule

Hours of Operation: Monday thru Friday 8 a.m. – 4:30 p.m. *				
	A	B	C	D
Community Conference and Training Room				
Damage Deposit	\$0	\$50	\$50	\$50
Flat Fee (up to 3 hours)	\$0	\$5 <u>\$0</u>	\$25	\$50
Each additional hour	\$0	\$5 <u>\$0</u>	\$10	\$20
Use of Kitchen	\$0	\$25 <u>\$0</u>	\$25	\$25

Staff would like the Council to consider adding after hour services at a charge to be determined by the Council. We recommend \$50/hr for each additional hour past 4:30 p.m. to cover staff charges. Staff will insert the language into the Guidelines per Council action.

BUDGET IMPACT: \$0

RECOMMENDATION: Staff recommends the proposed amendments as written.

RESOLUTION NO. 18-09

**A RESOLUTION AMENDING THE CITY FACILITY USE POLICY
FOR THE CITY OF WASECA, MN**

WHEREAS, the City of Waseca desires to make certain amendments to the Policy of the City of Waseca,

WHEREAS, the City of Waseca has determined that public access to certain City owned facilities designated for public use is beneficial to the community, and

WHEREAS, the City desires to protect and maintain those facilities for the public good; and

WHEREAS, the demand for the use of City facilities is anticipated to grow; and

WHEREAS, the City Council desires to create a methodology to allow residents to have the benefit of access to the facilities that their tax dollars have purchased or built;

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL, that the City Council Policy, entitled Facility Use Guidelines, which is attached hereto as exhibit "A" is hereby approved as amended.

Adopted this ____ day of _____. 2018.

R. D. SRP
MAYOR

ATTEST:

MARY BUENZOW
CITY CLERK



Facility Use Guidelines

Hold Harmless Agreement

I understand that my use of the Waseca Community Conference and Training Room is voluntary and that I am using it for my benefit only. I agree that my use of any City facility is undertaken at my own risk and the City of Waseca will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization, or guests of my event due to negligence of a member of my organization, guests of my event, or negligence of third parties. On behalf of myself and the organization I represent, I expressly forever release and discharge the City of Waseca, its agents, or employees, from any such claims, injuries, or damages of whatever nature arising out of or connected with my use of any City Facility. I also agree to reimburse the City of Waseca for any damage, breakage, maintenance, theft of equipment beyond the damage deposit figure if so warranted.

Application Procedure

- A. Applications are available by calling 507-835-2120 or online at www.ci.waseca.mn.us
- B. Read through the entire application packet to make sure the room you choose will fit your needs.
- C. Contact Waseca Police Department, at 507-835-2120 to inquire if the facility is available on your desired date and time.
- D. Submit the application along with a picture ID and the damage deposit or damage deposit authorization form to Public Safety Center. A copy of the ID is placed in the applicant's file.
- E. Application, ID, and damage deposit must be submitted at least 10 working days in advance of the reservation date to be guaranteed consideration of usage. Applications submitted less than 10 days prior to the event date will be considered, but there will be no guarantee of usage.
- F. Applicants must be 18 years old or older.

Application/Event Confirmation Procedure

- A. Applicants will be notified within 3 working days after the application/request is properly submitted to inform the applicant that we have received their request and the availability of their event date and time.
- B. All rental fees and damage deposits are due when the reservation is made.

Future Reservation Procedure (Active Applicants)

- A. To assure the availability, the City of Waseca reserves the right to limit the number of reservations for any given applicant.
- B. Active applicants may request a reservation in person, by mail, e-mail or by telephone no less than ten (10) days in advance of the desired reservation date. Active applications are those that have an application on file, a 100% damage deposit submitted or damage deposit authorization form on file, and do not have outstanding fees.

- C. The Administrative Assistant shall have the authority, subject to appeal of the City Manager, to prohibit or limit use of the Community Room by a particular user based upon knowledge that the user has caused damage to other public facilities or when disruption, damage, theft or other unfavorable history is recorded from previous use of the Community Room.
- D. See "Application/Event Confirmation Procedure" A, B, and C.

Notes

- A. The City of Waseca accepts cash, checks, VISA, Discover or MasterCard for damage deposits and rentals. The name of the individual or organization making the application must appear on the front of the check or credit card. All checks are cashed, including checks for the damage deposit. Checks are payable to "City of Waseca." Reimbursements of damage deposits will be processed with other City obligations twice a month in conjunction with City Council approvals.
- B. The maximum capacity:
 - a. Community Conference and Training room (303 S. State Street) is:
 - i. 36 - classroom style seating
 - ii. 45 - theatre-style seating
- C. ~~Do not expect to be let into the building or into the room you are using any sooner than the time you have indicated on your application.~~ Access to the building will begin at 8 a.m. Please schedule accordingly. You are also expected to exit the building by the time indicated on your application, no later than 4:30 p.m. Failure to do so will result in additional fees assessed.
- D. ~~Activities intended to be played outdoors; i.e. softball, baseball, soccer, lacrosse, etc. will not be allowed.~~ Outdoor Activities are prohibited.
- E. The City will cancel all activities, due to inclement weather, when City Facilities close. It is your responsibility to call during inclement weather to inquire if we are open. The City of Waseca will not call you if we are closed.
- F. The City will not deny access to the Community Room on the basis of race, religion, sex, creed, age, sexual orientation or national origin. Allowing any group to use the Community Room does not imply endorsement of a group's views by the City.
- G. The Waseca Community Conference and Training Room are ADA compliant.

Rules & Regulations

- A. All applications shall be revocable and shall not be considered a lease.
- B. The City reserves the right to cancel an application due to false information or violation of any rules and regulations.
- C. All City and state ordinances and laws must be observed;
- D. Usage of liquor, illegal chemicals and tobacco products on the premises is forbidden.
- E. Disorderly conduct of any kind is prohibited.
- F. Applicants are responsible for the actions of their guests.

- G. Damage deposits cannot be used towards payment of the rental fees due.
- H. Damage deposits on file will be refunded only if the facility is left in the condition it was found with each use and there are no outstanding charges.
- I. All rental fees and damage deposits are due when the reservation is made.
- J. Any outstanding charges incurred during the activity will be billed directly to the applicant and must be paid before damage deposit is returned or additional reservations may be used or approved.
- K. There will be no storage at the facility. The facility is not responsible for any items left at the facility.
- L. The City will do what is reasonable and fair when a group cancels at the last minute. We cannot guarantee a refund. The applicant must speak with a staff person prior to the reservation time to be guaranteed any type of refund.
- M. An applicant is considered a “no show” if they have not shown up at their scheduled time. The reservation is held ½ hour past the application’s scheduled time and then that reservation becomes void. There will be no rental refund, and possible loss of future reservations requests.
- N. All applicants must check in at the Police Department as they enter the building.
- O. Reservations can be made Monday–Friday (except City holidays) from 8:00 a.m. – 4:30 p.m. All users shall vacate the building by 4:30 pm.
- P. Activities must confine themselves to the room(s) assigned to their use. Children brought by participants must also confine themselves to the room(s) assigned to the parent’s activity.
- Q. All rooms must be under competent adult supervision. There shall be one adult for every 10 youth in any room. Youth are defined as those under the age of 18 years of age.
- R. Any group desiring to use the kitchen and/or have food at their activity must abide by the “Food Use Guidelines”.
- S. User shall not make any alterations without written consent of the City. Alterations include any items that shall be hung, glued, taped or in any other way affixed to the walls, ceiling, floor, windows or light fixtures of the Community Room.
- T. Users are responsible for setting up and taking down of their event.
- U. The use of any city equipment or personal equipment to be brought in must be noted on the application and approved.
- V. City staff may request a picture ID from participants at any time to confirm residency requirements. If an adult does not present a proper identification when asked, they will be considered a non-resident.
- W. Report any damage you find or damage you have caused immediately to the office. If you have spilled something that additional tools (broom, vacuum, wet mop, carpet cleaner) is needed to clean up properly, inform the building supervisor.
- X. The User may not charge an admission fee, sell tickets or solicit donations at the Community Room without the express written permission of the City.

- Y. Any accidents or damage to the Community Room must be reported to the Police Department Staff immediately following the event.
- Z. The User shall permit the City's officials, employees or agents to have access and to enter the Community Room at any time during the Event.
- AA. It is not the responsibility of the facility staff to put rooms back into their original order or to clean up the rooms after each user. It is the responsibility of the user. Maintenance staff will do general cleaning such as vacuuming, mopping, sanitizing, dusting, etc. Before leaving the facility, it is the responsibility of the user to:
 - Return the room to the order in which it was found. If you moved it, move it back. If you brought it in, take it back out with you. If you unlocked it, lock it.
 - Return all equipment properly. If you got it out, put it back. If it is not working properly, tell the office.
 - Clean up. If you messed it up, you clean it up. Debris from tables, counters, carts, chairs and floor. Spills on tables, counters, carts, chairs and floor. Coffee pots cleaned out and wiped out. Coffee mugs, plates, or utensils prepared for washing.
 - Deposit excessive garbage in the dumpster outside by making arrangements with the Police Department Staff. Garbage is excessive when the container is at least half full or if something is placed in the garbage with an odor.
 - Garbage that cannot fit into the dumpsters with the lid-closed shut must be taken with the applicant.

Food Use Guidelines

- A. Potlucks are permissible as long as the event is not open to the public.
- B. Concessions and temporary food stands are not permissible.
- C. Commercially prepared refreshments are permissible.
- D. Events open to the public must use a licensed caterer.
- E. The caterer must provide a copy of a Caterer's permit from the State of Minnesota.
- F. Food can be prepared/cooked in the kitchen, with additional guidelines, but the user must provide everything they need to prepare/cook and serve the food for their event. This includes cooking items, serving items, tablecloths, plates, silverware and glassware.
- G. Use of just the refrigerator, appliances, etc. is not permissible without renting the entire kitchen.
- H. Applicants must provide adequate help for preparation, serving and cleanup.
- I. Applicants must allow sufficient amount of time for cleanup; dishes, floors, tabletops, countertops, etc.
- J. The applicant must dispose of all garbage in the dumpsters outside. Garbage that cannot fit into the dumpsters with the lid-closed shut must be taken with the applicant.

Hours of Operation

- A. The Waseca Community Conference and Training Room, hours are Monday-Friday from 8:00 a.m.–
~~4:00~~ 4:30 p.m.
- B. Reservations will not be accepted on City holidays.

Rental Amenities

Conference room

- Retractable presentation screen and ceiling mounted projector (bring your own laptop with HDMI or A/V jacks)
- Laser pointer/slide advancer remote control, connectable to a laptop by USB
- 1- Rolling dry erase board
- 2- Standalone presentation easels with paper
- 45- Chairs
- 18- Rolling rectangular tables

Kitchen

- Residential sized refrigerator/freezer
- Coffee maker (renter supplies coffee)
- Oven, Stove and microwave
- Sink and dishwashing tools
- Counter space and serving window

User Classifications

- A. City of Waseca Sponsored
 - Meetings, trainings, city-sponsored events/functions
- B. Community Use – Open to the Public – No cost to participate
 - a. Waseca residents, Waseca non-profits, Waseca community groups
 - Meetings and training open to the residents of Waseca where there are no charges to the participant
 - Community Service Organizations might not be based in Waseca, but reaching out to service Waseca residents and there are no charges to participants attend the activity.
- C. Community Use – Open to the Public/Charge to participate – Not open to the public
 - Waseca residents, Waseca non-profits, Waseca community groups
 - Meetings, training and events open to residents of Waseca and there is a charge to the participant
 - Family or membership social gatherings
- D. Other
 - Businesses, Non-Resident, etc.
 - Using the facility to promote or make a profit for themselves or others
 - Use by non-Waseca residents
 - Events that do not meet the above criteria

Fee Schedule

Hours of Operation: Monday thru Friday 8 a.m. – 4:30 p.m. *				
	A	B	C	D
Community Conference and Training Room				
Damage Deposit	\$0	\$50	\$50	\$50
Flat Fee (up to 3 hours)	\$0	\$5 <u>\$0</u>	\$25	\$50
Each additional hour	\$0	\$5 <u>\$0</u>	\$10	\$20
Use of Kitchen	\$0	\$25 <u>\$0</u>	\$25	\$25

*City facilities will not be open during City holidays



Waseca Public Safety Center Facility Use Application

PLEASE PRINT ALL INFORMATION

Name of Organization:	Name of Applicant:	Email Address:	
Mobile Phone:	Home/Work Phone:		
Home Address:	City:	State:	ZIP:
Second Contact:	Email Address:	Mobile Phone:	Home/Work Phone:
Date of Event	Name of Event	Is use of the kitchen requested?	
Rental Hours*		Event Hours	Estimated attendance:
*Rental hours must include time needed for set up and cleanup.			
Describe event and activities, including any entertainment:			
I have read the Facility Use Guidelines and I understand the Hold Harmless Agreement. I agree and will require participants to abide by the Facility Use Guidelines.			
Signature of Applicant		Date	
For Office Use Only			
Authorized Signature			
User Classification	Deposit Amount	Date Collected	
Receipt #	Refund Amount	Date of Refund	

PLEASE RETURN COMPLETED SIGNED ORIGINAL WITH FEES TO:
City of Waseca – Public Safety Center/Community Room
Attention: Police Department
303 S. State Street, Waseca, MN 56093



City of Waseca- Facility Cleaning & Damage Deposit Credit Card Authorization Form

FACILITY CLEANING & DAMAGE DEPOSIT CREDIT CARD AUTHORIZATION FORM

Event Date: _____

Name on Rental Agreement: _____

I, _____, hereby authorize the City of Waseca to bill my credit card for all of the following event charges:

My card will be authorized in the amount of \$50.00 which represents the standard cleaning and damage deposit for my event. This authorization will be done during the week prior to my event. The authorization will automatically be released approximately one week after my event. This amount will not actually be charged unless one or more of the following conditions occurs. The City of Waseca will notify me of any charges prior to billing my card.

- *Damages to facilities and equipment*
- *Lost or broken rental items*
- *Extra time exceeding the original rental time*
- *Additional clean up in kitchen and adjacent outdoor areas*
- *Additional clean up in event room and adjacent outdoor areas including parking lot*
- *Unpaid rental fees*
- *Any additional ~~costs~~ for damages or expenses not agreed upon on rental agreement will be charged to the card on file.*

DAMAGE DEPOSIT:

A valid credit card number is required to hold your reservation. The credit card will not be charged unless damages are incurred to the property as listed in the Policies and Procedures.

Credit Card: ____ VISA ____ MasterCard ____ Discover ____ - ____ - ____ - ____

CVV ____ Exp. Date: ____

Customer Signature: _____ Date: _____

Your signature will constitute a binding agreement for payment of the specified charges incurred for damages to the property and/or grounds directly caused from your rental, including any companies contracted by you for catering, entertainment, or other. Our finance department will notify you prior to charging your credit card.

PARK RESERVATION FEES/PAVILION RENTALS/MISC. PARK FEES/COMMUNITY ROOM		
Requested private use of picnic tables <i>not</i> at parks (service only available to City residents for use within City limits)	\$	5.00
Extra tables requested when reserving parks	\$	15.00
Adult Men's Slow Pitch Softball Team Fee	\$	25.00
Adult Sand Volleyball	\$	15.00
Athletic Tournaments		
Non-Resident User Fee	\$	115.00
Facility Rental Fee - per team	\$	10.00
For non-team events or tournaments, a \$1.00 per individual entrant fee shall apply.		
All labor & materials for tournaments shall be at cost plus 15% including overtime		
rate if applicable to be set annually by Park Director.		
Park Gate Key deposit (refunded upon return of the key)	\$	25.00
Concession Stand Expenses		
0-8 teams	\$	40.00
9-16 teams	\$	65.00
17-24 teams	\$	95.00
over 24 teams	\$	140.00
Cancelled park reservations administrative fee		25% of park reservation fee
<u>JOHNSON PAVILION (CLEAR LAKE PARK)</u>		
4 hours (1/2 Pavilion can be rented for 1/2 fee)	\$	70.00
All Day (1/2 Pavilion can be rented for 1/2 fee)	\$	135.00
<u>NORTHEAST PARK PAVILLION</u>		
4 hours (no half rental)	\$	50.00
All Day (no half rental)	\$	90.00
<u>CLEAR LAKE PARK/NORTHEAST PARK COMMERCIAL FEE</u>		
Entire Park	\$	560.00
<u>STANDARD SHELTER (ALL OTHER SHELTERS)</u>		
4 hours	\$	25.00
All Day	\$	45.00
COMMUNITY CONFERENCE AND TRAINING ROOM RENTAL		
Damage Deposit		
Class A	\$	-
Class B	\$	50.00
Class C	\$	50.00
Class D	\$	50.00
Flat Fee (up to 3 hrs)		
Class A	\$	-
Class B	\$	5.00
Class C	\$	25.00
Class D	\$	50.00
Each Additional Hour		
Class A	\$	-
Class B	\$	5.00
Class C	\$	10.00
Class D	\$	20.00
Use of Kitchen		
Class A	\$	-
Class B	\$	25.00
Class C	\$	25.00
Class D	\$	25.00
CITY COUNCIL CHAMBERS & LOWER LEVEL CONFERENCE ROOM		
Damage Deposit		
Class A	\$	-
Class B	\$	50.00

\$0

\$0

\$0

Class C	\$	50.00
Class D	\$	50.00
Flat Fee (up to 3 hrs) Class A	\$	-
Class B	\$	5.00
Class C	\$	10.00
Class D	\$	25.00
Each Additional Hour Class A	\$	-
Class B	\$	5.00
Class C	\$	5.00
Class D	\$	10.00