

REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, JANUARY 2, 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 – December 19, 2017

B. 2017 Payroll & Expenditures

C. **Resolution No. 18-02** - TKDA Airport Consultant Contract two-year extension

D. **Resolution No. 18-03** - Tort Liability Limits

E. **Resolution No. 18-04** – Designation of City depositories

F. 2018 Expenditures

7 ACTION AGENDA

- A. Appoint Mayor Pro Tem
- B. **Resolution No. 18-01** – SCDP Waseca Housing Project

8 REPORTS

- A. City Manager's Report
- B. Commission Reports
 - Airport Board Jan 2 meeting (Councilmember Rose)
 - Fire Relief Association Dec 27 meeting (Councilmember, Conrath)

9 ANNOUNCEMENTS

10 ADJOURNMENT

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, DECEMBER 19, 2017

6A

CALL TO ORDER/ROLL CALL

- 1 The Regular Waseca City Council meeting was called to order by Mayor Roy Srp at 7:03 p.m.

Councilmembers present:

Mayor Roy Srp	Allan Rose
Ann Fitch	Mark Christiansen
Jeremy Conrath	Daren Arndt
Les Tloutan	

Staff present:

Danny Lenz, City Manager
Mark DuChene, City Engineer
Mike Anderson, Assistant to the City Manager
Shelly Kolling, Finance Director
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 The City Manager requested the addition of a new item 7E, Approve contract with Rural Fire District, and 7F, Firefighter Pension Increase

Councilmember Arndt requested the addition of Planning Commission to 8B, Commission Reports.

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

PUBLIC COMMENT

- 4 None

REQUESTS AND PRESENTATIONS

- 5 None

CONSENT AGENDA

- 6 It was moved by Fitch, seconded by Tlougan, to approve the Consent Agenda as presented; the motion carried 7-0 and included the following items:

- A. Minutes – Regular City Council meeting – December 5, 2017
- B. Minutes – City Council work session – November 21, 2017
- C. Payroll & Expenditures
- D. Approval of 2018 Liquor License renewals
- E. **Resolution No. 17-71** – In Support of Safe Routes to School
- F. Award Quote for City Refuse and Recycling Services
- G. **Resolution No. 17-76** - MnDOT Agency Agreement
- H. Payment Request #6 – Ulland Brothers – Old TH 14 Project #2015-08
- I. **Resolution No. 17-77** – Requesting termination of collection of Tax Increments from TIF District 26

ACTION AGENDA

- 7A **Public hearing – Adoption of Ordinance No. 1061** – Vacating Utility Easement between Lots 4 & 5, Block 1, Woods Edge Subdivision

The City has received an application from Jessica Royer, on behalf of Odean and Andrea Johnson the property owners, for the vacation of a utility easement between Lots 4 and 4, Block 1, Woods Edge Subdivision.

The easement is located along the original lot line of Lots 4 & 5 before they are combined. The easement area is 10 feet wide and runs east and west within the current combined lot. The two parcels will be combined by the Minor Subdivision process in December of 2017 to facilitate the construction of a new single family home. There is no current or future need for the utility easement.

Jessica Royer, the applicant on behalf of Odean and Andrea Johnson, has also requested a Variance from Section 151.100 (C) and 151.100 (E) (2), to allow combination of two lots by a Minor Subdivision, where Major Subdivision is needed since the proposed parcel will require a vacation of easement and have more than 5 sides after combination.

The Planning Commission held a public hearing on the variance request on December 12th, 2017. The Planning Commission voted 5-0 recommending approval to the City Council.

The public hearing opened at 7:10 p.m. There were no public comments. **The hearing was closed at 7:11 p.m.**

Jessica Royer, 855 2nd Street NW, requested the Council waive the fees, which would be helpful, as she was not aware of the fees when she applied for the variance.

Councilmember Fitch inquired whether Ms. Royer was eligible and had applied for the tax abatement. The City Manager stated she is eligible and has applied.

The City Manager suggested, if the Council is interested and for consistency, they should look at a policy of waiving fees as part of developing a vacant lot, rather than address individual requests.

Councilmember Fitch asked whether the Council could retroactively refund Ms. Royer her fees if they were to discuss changing the fees. The City Manager stated that would be possible.

It was moved by Fitch, seconded by Srp, to hold a discussion in the near future regarding waiving fees and then retroactively refund a portion of Ms. Royer's fees if appropriate;

DISCUSSION

Councilmember Christiansen commented the tax abatement has some value, which offsets the fees.

VOTE ON THE MOTION

The motion to discuss waiving the fees at an upcoming meeting in 2018 carried 7-0.

It was moved by Fitch, seconded by Arndt, to adopt Ordinance No. 1061, AN ORDINANCE OF THE CITY OF WASECA VACATING UTILITY EASEMENT BETWEEN LOTS 4 AND 5, BLOCK 1, WOODS EDGE SUBDIVISION; the motion carried 7-0.

7B Resolution No. 17-72 – Granting Variance in Woods Edge Subdivision

It was moved by Conrath, seconded by Rose, to adopt Resolution No. 17-72, A RESOLUTION OF THE WASECA CITY COUNCIL GRANTING VARIANCE IN WOODS EDGE SUBDIVISION; the motion carried 7-0.

7C Public hearing – Adoption of Ordinance No. 1062 – Amending Chapter 118 of the City Code re: Garbage Hauler Licensing

Ordinance No. 1062 was introduced at the December 5th meeting, and includes an amendment to Chapter 118 of the City Code regarding Garbage Hauler licensing. Section 118.05 includes new language stating that garbage haulers meet the City ordinances and traffic laws in the course of providing garbage services. Section 118.05 provides a process for disciplinary action in the event of violations of the ordinance.

Mayor Srp opened the public hearing at 7:21 p.m. There were no comments. **The public hearing was closed at 7:22 p.m.**

It was moved by Fitch, seconded by Conrath, to adopt Ordinance No. 1062, AN ORDINANCE OF THE CITY OF WASECA, MINNESOTA AMENDING CHAPTER 118 OF THE CITY CODE RE: GARBAGE HAULER LICENSING; the motion carried 7-0.

7D Resolution No. 17-73 – Granting Conditional Use Permit to Sacred Heart Church for Bethlehem Inn

Roger Ashland on behalf of Sacred Heart Church, owner of the property located at 400 2nd Ave NW, is requesting a Conditional Use Permit to increase the allowed number of residents in an over-night care facility or group home served 7 through 16 persons. The property is zoned R-2, urban residential. Over-night facilities or group homes, serving 7 through 16 persons are allowed in this zoning district by Conditional Use Permit according to Section 154.014, table 4-1 of the Waseca Code of Ordinances.

The former convent will be used for short term housing to help women and children in need. The entity is Bethlehem Inn of Waseca and is a 501 (C) (3) tax exempt organization.

The property is located in the Shoreland Overlay District of Loon Lake. There is currently no on-site parking area. Increasing the impervious surface on the property for required parking is not allowed based on current impervious surface calculations. In lieu of the required parking requirement, four off-site parking spaces will be available at the Sacred Heart Church's parking lot, as shown on the approved site plan. Off-site parking as submitted can be approved for use according to Section 154.161(6) of the Waseca Code of Ordinances. The Planning Commission held a public hearing on the conditional use permit request on December 12th, 2017. The Planning Commission voted 4-0-1 recommending approval to the City Council.

Councilmember Fitch commented when the Council approved Alex's Transitional Home, a condition was placed on the business that they have an operating manual. She asked that condition also be required of this facility.

It was moved by Fitch, seconded by Christiansen, to adopt Resolution No. 17-73, A RESOLUTION OF THE WASECA CITY COUNCIL GRANTING CONDITIONAL USE PERMIT TO SACRED HEART CHURCH FOR BETHLEHEM INN with the additional condition that an operating manual be required;

DISCUSSION

Councilmember Rose commented he has received a lot of phone calls and emails from residents and parishioners with concerns about the facility. He stated he is not opposed to the idea, as it is very needed, however he heard concerns about the facility being close to children at the elementary school. He stated he also heard of a facility in another community that closed and had been trashed by the residents. Councilmember Rose further stated there is a concern that the facility may require constant monitoring by the Police Department and residents may need to be escorted to their vehicles. For these reasons he may vote against the motion.

Mayor Srp commented there are people in the community that are very concerned, but we also need to be compassionate to others' needs. Safety issues and the unknown can be deterrents, so the Council should be aware of those concerns.

The City Manager commented these facilities are regulated under State law, and the only conditions the Council can place would be to protect the residents.

VOTE ON THE MOTION

The motion carried 6-1 (nay-Rose).

Roger Ashland, 512 11th Avenue NW, commented he found it surprising that Mayor Srp and Councilmember Rose commented about concerns but did not ask anyone present this evening from the organization to address those concerns.

7E Rural Fire District Contract

The City of Waseca's (City) current agreement with the Waseca Area Rural Fire District (Fire District) ends after Dec. 31st, 2017. In anticipation of this City representatives and representatives from the Fire District have been in negotiations to develop a new agreement for the services.

As of today, terms for the agreement have been reached with the Fire District for the provision of services. In lieu of a stated dollar amount and reimbursement for wages and workers compensation paid to fire fighters the payments will be based on an increasing payment amount for each section covered and a charge per Fire/Vehicle/Rescue Call, Medical Response or Silent Run. The contract runs for 5-years on an increasing scale, with five 1-year renewals that increases the rates by 2.5% each year. The rates are set as follows:

Year	Annual Charge per Section	Charge per Fire/Vehicle/Rescue Call	Charge per Medical Response	Charge per Silent Run
2018	\$94	\$280	\$200	\$200
2019	\$126	\$410	\$244	\$244
2020	\$157	\$540	\$288	\$288
2021	\$189	\$670	\$331	\$331
2022	\$220	\$800	\$375	\$375
2023	\$226	\$820	\$384	\$384
2024	\$231	\$841	\$394	\$394
2025	\$237	\$862	\$404	\$404
2026	\$243	\$883	\$414	\$414
2027	\$249	\$905	\$424	\$424

One component of the contract, the list of equipment and apparatus owned by the Fire District currently housed at the Public Safety Building, is still outstanding and will be resolved following contract approval. Adequate time was not available to verify the ownership status of the equipment claimed by the Fire District without the existing contract expiring, and the Fire District being without fire protection service.

Councilmember Tlougan questioned whether the Rural Fire District has reviewed and approved the contract. The City Manager stated they approved it shortly before the council meeting started this evening.

Councilmember Fitch stated the Council will approve this but there are still outstanding issues. The City Manager stated those issues will be reviewed and amendments to the contract can come back to the Council.

Councilmember Christiansen thanked the Rural Fire District and the City Manager for getting this contract done. Councilmember Arndt echoed his comments.

Lester Kroeger, 27856 70th Street, addressed the Council and stated after nine months of negotiations the Rural Fire District appreciates that the contract was done today.

It was moved by Conrath, seconded by Arndt, to approve the Rural Fire District contract as presented; the motion carried 7-0.

7F Firefighters Relief Association Pension Increase

The Waseca Fire Fighters Relief Association has requested an increase in the pension amount payable for each year of qualifying service of \$500. The current payment for each complete year of services is \$3,700. City staff had an actuary analyze the Special Fund of the Relief Association based on current liability and assets and projected future costs and funding impact. The report indicates that a pension increase of \$500 could be supported without additional City funds needing to be allocated for 2018. The actuary did recommend to staff that the increase be phased-in over several years instead of applied all at once. This is due to the volatility of factors such as State Aid to the Relief Association Special Fund, the City continuing to provide service to the Waseca Area Rural Fire District and projected interest earnings on investments. A change in any of these factors could have a significant negative impact on the funding liability of the Relief Association's Special Fund.

Taking this guidance into consideration staff recommends the following:

- \$300 increase effective January 2018, to make-up for no increase in 2016 and 2017
- \$100 planned increase in January of 2019 and 2020
- Incorporate annual analysis into City budgeting process to implement annual increases as funding is available
- Determine a funding liability policy minimum to better guide future decisions

Staff believes that this approach achieves the following:

- It is more consistent with compensation approach for other City employees
- Creates more predictability for Fire Fighters as to when and how much increases will be
- Prevents remorse from Fire Fighters who leave and shortly after a large pension increase is awarded
- Reduces large increases in pensions followed by significant withdrawals due to retirements
- Makes discussion with Council a regular part of business instead of an irregular point of discussion that requires re-education each time
- Provides stability and predictability to the Special Fund which can be negatively impacted by large swings in liability, market conditions and funding stability

For 2018 the City's Paid On-Call Fire Fighters will receive a 38% increase in their hourly rate, from \$7.25 to \$10.00/hr. and a \$300 equates to an 8% increase over their current pension amount, an average of 2.66% per year since their last increase. Full-time City employees have received a 6.5% market adjustment total over that same period of time.

Presented to the Council is the benefit amount for each year of service and the population from 22 comparable communities. Waseca's current benefit amount is in the top 25% among these communities.

Councilmember Conrath commented that at the meetings it had been discussed the fund could support a \$700 increase and the members were under the impression they would get the full \$500 increase.

Mayor Srp inquired how staff got to the \$300-\$100-\$100 increase. The City Manager stated staff is recommending the increase over time and make it more a part of the budgeting process, instead of a large jump every few years.

Councilmember Tlougan asked if the \$300 is approved tonight, is the Council also approving the \$100 +\$100. The City Manager stated the Council can approve just the \$300 at this time.

Mayor Srp invited comments from the public.

James Christiansen, 125 3rd Avenue NE, addressed the Council and asked for clarification of this item. He then stated he has used the fire department in the past and was glad they were there, and he hopes the Council does the right thing.

Councilmember Tlougan asked if the Council approves \$300 tonight, how can they be sure this comes back next year. The City Manager stated this item can be made part of the budget process.

It was moved by Rose, seconded by Srp, to approve a \$300 increase to the Fire Relief Association Pension amount as recommended by staff, with each future additional increase requiring a vote from the Council; the motion carried 6-1 (nay-Christiansen).

7G Resolution No. 17-74 – Adopting 2018 EDA Tax Levy

The City of Waseca Economic Development Authority (EDA) met and prepared their 2018 budget. Based on the projected expenditure needs in the budget, the EDA requests the 2018 tax levy in the amount of \$80,087. The final levy is to be adopted by City Council no later than December 28, 2017 cannot be higher than the preliminary levy, but it can be lower.

Under state statute the EDA's maximum allowable levy is 0.01813% of the City's total taxable market value. Since there was a slight increase in the taxable market value for the City in 2017, and the EDA levy calculation is based on the previous year's taxable market value, the maximum allowable tax levy for the EDA increased by \$4,448 from the 2017 adopted levy.

The EDA has met, reviewed and approved an EDA levy at \$80,087.

It was moved by Tlougan, seconded by Fitch, to adopt Resolution No. 17-74, A RESOLUTION OF THE WASECA CITY COUNCIL APPROVING FINAL ECONOMIC DEVELOPMENT AUTHORITY TAX LEVY COLLECTIBLE IN 2018; the motion carried 7-0.

7H Resolution No. 17-75 – Adopting 2018 City Budget
Resolution No. 17-78 – Adopting City Tax Levy Collectible in 2018

The 2018 General Fund budget includes the following to be funded through tax levy increase:

- \$227,601 for infrastructure maintenance and improvements (4.17%)
- \$157,500 for public safety cost increases (2.89%)
- \$187,762 for general cost increases (3.44%)
- \$19,377 for Parks (0.36%)

The 2018 General Fund budget additionally includes the following revenue sources to fund other required budget needs:

- Local Government Aid increase of \$90,394
- New fee for fire calls - revenue of \$10,000
- Water Park fee increase – revenue of \$12,000
- Building Permit fee increase – revenue of 6,067

SUMMARY OF ELECTRICAL UTILITY FUND BUDGET INFORMATION

- No rate increase from SMMPA (had expected 2%)
- Electric sales down 4.2%
- Elimination of vacant Lineman position will cover revenue shortfall, market adjustment, class and comp.
- \$333,000: Overhead to Underground Conversion
- \$90,000: Substation Circuit Switchers
- \$40,000: Vehicle Garage Updates
- \$40,000: Transformer Replacement
- \$30,000: Air Conditioning Load Control Replacement Project Phase 1
- \$25,000: Electric Car
- \$220,000: Bucket Truck Replacement

SUMMARY OF WATER UTILITY FUND BUDGET INFORMATION

- Revenue Loss from Quad/Graphics & FCI
 - \$75,000 Short-fall
 - Use of fund balance planned for near term
- Fire Service Rate Study (additional cost for providing Fire Suppression water service)
- \$30,000: Valves and Hydrants Replacement
- \$30,000: Water Tower Exterior Cleaning
- \$50,000: Water Utility Truck
- \$300,000: Water Main Replacement 7th Ave SE from State Street to Fifth Street SE

SUMMARY OF SEWER UTILITY FUND BUDGET INFORMATION

- Quad/Graphics & FCI reductions impacting revenue
- Use of fund balance planned for near-term
- \$332,000 additional revenue from BEF for fall treatment
 - Plan to use for additional sewer lining
- \$175,000: Sewer Cleaning Truck Replacement (1st of two payments)
- \$20,000: Fairgrounds Lift Station Pump replacement
- \$78,000: Various replacements and rebuilds
- \$80,000: Treatment Plant Tuckpointing/Sealing
- \$80,000: Biosolids Drying Bed
- \$300,000 : Sanitary Sewer Lining Project
- \$250,000: Sanitary Sewer Lateral Service Lining

During the budget process and at the budget work sessions staff and Council have reviewed the budgets that make up the City's general fund and utility funds. Additionally planning and review of the Capital Improvement Plan and Equipment Replacement Plan were reviewed. Included within the 2018 budgets is the continued steps toward meeting the funding requirements for the City's capital needs.

Attached to the budget resolution is the summary budget information relating to the revenue categories and department expenditures for the General Fund and Utility Budgets.

It was moved by Christiansen, seconded by Tlougan, to adopt Resolution No. 17-75, A
RESOLUTION OF THE WASECA CITY COUNCIL ADOPTING THE 2018 ANNUAL CITY BUDGET;

DISCUSSION

Councilmember Conrath commented he will be voting against the motion, and has made it clear throughout the budget process that the levy is too high. He would like to get the infrastructure fixed but feels this is too much at this time.

VOTE ON THE MOTION

The motion carried 6-1 (nay-Conrath).

It was moved by Christiansen, seconded by Tloughan, to adopt Resolution No. 17-78, A RESOLUTION OF THE WASECA CITY COUNCIL ADOPTING CITY TAX LEVY COLLECTIBLE IN 2018; the motion carried 6-1 (nay-Conrath).

REPORTS

8A **City Manager's Report**

The City Manager stated on January 19th the Waseca Vision 2030 Final Report will be presented. This will be a public meeting.

City Hall will be closed on Monday and Tuesday, December 25th and 26th for the holidays.

Councilmember Fitch asked if Vision 2030 information will be available prior to the January 19th meeting. The City Manager replied information will be available on January 12th.

Councilmember Arndt asked for an update on Quad Graphics. The City Manager stated he has heard rumors about the building but knows of nothing definite.

8B **Commission Reports**

EDA –December 15 meeting – Councilmember Fitch reported the EDA discussed the hotel recruitment feasibility study which indicated we are in need of another hotel with better amenities. The group also discussed assistance for site development. The EDA is now a member of the Chamber, and have moved their meetings to the 2nd Wednesday of the month at 12:00 noon. There is an EDA work session tomorrow at 4:00 p.m. at the Public Safety Building.

Discover Waseca Tourism – December 12 meeting – Councilmember Fitch reported there will be two new members in 2018. The group discussed that Waseca will be a stop on the Tour de Minnesota in July and they are looking forward to hosting a couple thousand people who will be spending the night in Waseca. The DWT is looking into drone photography and has contacted someone who works with drone photography.

Planning Commission – December 12 meeting – Councilmember Arndt reported the Planning Commission considered the vacation of easement, variance and CUP items which were presented to the Council this evening.

ANNOUNCEMENTS

- 9 Councilmembers Arndt, Tloutan, Fitch, Conrath, Rose, and Christiansen wished everyone Holiday greetings and a Merry Christmas.

Mayor Srp wished everyone a Merry Christmas and Happy New Year and stated Waseca is a very blessed community.

ADJOURNMENT

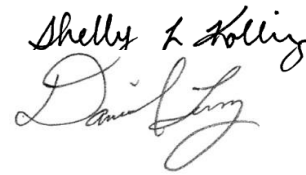
- 10 There being no further business to be brought before the Council, it was moved by Conrath, seconded by Arndt, to adjourn the meeting at 8:10 p.m.; the motion carried 7-0.

R. D. SRP
MAYOR

MARY BUENZOW
CITY CLERK

LIST OF EXPENDITURES

January 2, 2018



City Council	4,250.00
Streets	22,900.79
Parks	9,102.28
Wastewater	9,786.57
Utility Administration	3,878.98
Utility Billing	7,181.49
Electric	13,142.82
Water	5,161.45
Building and Code Compliance	2,215.03
Police	47,701.42
Administration	6,731.80
Community Aides	910.00
Fire	7,072.09
Volunteer Fire Department	633.09
Election Judges	0.00
PEG	1,053.68
Finance	10,341.48
Connections	3,424.41
Community Development	5,093.12
Engineering	14,032.20
Water Park	2,335.87
Econ Development	<u>2,275.87</u>

Total Gross Payroll	179,224.44
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*Less- Payroll Deductions	<u>(62,769.16)</u>
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Net Payroll Cost	\$	116,455.28
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*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:

December 16, 2017-December 29,2017

Includes check #'s 151424-151465

Bank ACH Withdrawals.....	<u>508,984.23</u>
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GRAND TOTAL EXPENDITURES	\$	<u>625,439.51</u>
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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
General Fund						
12/29/2017	121712	MN Sales and Use Tax Payable	Sales tax payable	101-20210-0000	42.94	M
Total 101202100000:					42.94	
12/29/2017	121722	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 12/17/201	101-21701-0000	18,950.47	M
12/29/2017	121727	ACH Internal Revenue Service	Additional Federal	101-21701-0000	1.88	M
Total 101217010000:					18,952.35	
12/29/2017	121716	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 12/17/2017	101-21702-0000	7,619.77	M
12/29/2017	121726	MN Department of Revenue	Additional MN State	101-21702-0000	1.01	M
Total 101217020000:					7,620.78	
12/29/2017	121727	ACH Internal Revenue Service	Additional Social Security	101-21703-0000	13.30	M
12/29/2017	121722	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 12/17/2017	101-21703-0000	7,299.63	M
12/29/2017	121722	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 12/17/2017	101-21703-0000	7,299.63	M
Total 101217030000:					14,612.56	
12/29/2017	121718	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 12/17/2017	101-21704-0000	1,149.59	M
12/29/2017	121718	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 12/17/20	101-21704-0000	7,472.12	M
12/29/2017	121718	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 12/17/2017	101-21704-0000	5,254.49	M
12/29/2017	121718	Public Employees Retirement Assn (ACH	DEF CONTRIBUTION/EMPL Pay Period: 12/17/2017	101-21704-0000	117.40	M
12/29/2017	121718	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 12/17/20	101-21704-0000	7,472.12	M
12/29/2017	121718	Public Employees Retirement Assn (ACH	PERA Coordinated Employee Adjustment	101-21704-0000	5.73-	M
12/29/2017	121718	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 12/17/2017	101-21704-0000	7,881.76	M
12/29/2017	121718	Public Employees Retirement Assn (ACH	DEF CONT Employer Pay Period: 12/17/2017	101-21704-0000	117.40	M
Total 101217040000:					29,459.15	
12/29/2017	20173953	Greater Mankato Area United Way	UNITED WAY Pay Period: 12/17/2017	101-21708-0000	29.50	
Total 101217080000:					29.50	
12/29/2017	151451	NCPERS Minnesota - 8266711	LIFE INSURANCE - PERA Pay Period: 12/17/2017	101-21711-0000	224.00	
Total 101217110000:					224.00	
12/29/2017	121727	ACH Internal Revenue Service	Additional Medicare	101-21712-0000	3.12	M
12/29/2017	121722	ACH Internal Revenue Service	MEDICARE Pay Period: 12/17/2017	101-21712-0000	2,402.58	M
12/29/2017	121722	ACH Internal Revenue Service	MEDICARE Pay Period: 12/17/2017	101-21712-0000	2,402.58	M
Total 101217120000:					4,808.28	
12/29/2017	121724	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 12/17/2017	101-21713-0000	292.00	M
12/29/2017	121724	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 12/17/2017	101-21713-0000	425.00	M
Total 101217130000:					717.00	
12/29/2017	121721	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 12/17/2017	101-21714-0000	2,540.00	M
Total 101217140000:					2,540.00	
12/29/2017	121717	AFLAC	AFLAC AFTER TAX Pay Period: 12/3/2017	101-21715-0000	325.47	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
12/29/2017	121717	AFLAC	AFLAC PRE TAX Pay Period: 12/3/2017	101-21715-0000	501.11	M
12/29/2017	121717	AFLAC	AFLAC AFTER TAX Pay Period: 12/17/2017	101-21715-0000	325.47	M
12/29/2017	121717	AFLAC	AFLAC PRE TAX Pay Period: 12/17/2017	101-21715-0000	501.11	M
Total 101217150000:					1,653.16	
12/29/2017	121713	SelectAccount	Flex reimbursement	101-21716-0000	3,819.12	M
12/29/2017	121728	SelectAccount	Flex reimbursement	101-21716-0000	1,090.00	M
12/29/2017	121719	SelectAccount	HSA DEDUCTION Pay Period: 12/17/2017	101-21716-0000	288.82	M
Total 101217160000:					5,197.94	
12/29/2017	121720	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 12/17/2017	101-21717-0000	1,099.67	M
Total 101217170000:					1,099.67	
12/29/2017	121723	Delta Dental	DENTAL FAMILY Employee Pay Period: 12/17/2017	101-21719-0000	1,382.15	M
12/29/2017	121723	Delta Dental	DENTAL SINGLE Employee Pay Period: 12/17/2017	101-21719-0000	647.74	M
Total 101217190000:					2,029.89	
12/29/2017	151436	Fidelity Security Life	VISION FAMILY Employee Pay Period: 12/17/2017	101-21722-0000	33.36	
12/29/2017	151436	Fidelity Security Life	VISION SINGLE Employee Pay Period: 12/17/2017	101-21722-0000	44.87	
12/29/2017	151436	Fidelity Security Life	VISION + ONE Employee Pay Period: 12/17/2017	101-21722-0000	11.23	
Total 101217220000:					89.46	
12/29/2017	20173944	Arndt, Daren	Technology Reimbursement	101-41110-3200	276.99	
12/29/2017	20173964	Personalized Printing Inc.	Winter News Letter	101-41110-3200	656.40	
Total 101411103200:					933.39	
12/29/2017	121725	Reliance Standard	January LTD Insurance	101-41320-1340	53.83	M
12/29/2017	121725	Reliance Standard	January LTD Insurance	101-41320-1340	10.11	M
12/29/2017	121725	Reliance Standard	January LTD Insurance	101-41320-1340	4.04	M
Total 101413201340:					67.98	
12/29/2017	151431	City of Waseca	Replenish Petty Cash	101-41320-2000	11.04	
Total 101413202000:					11.04	
12/29/2017	151456	Shred-it USA LLC	November Billing	101-41320-3100	12.81	
Total 101413203100:					12.81	
12/29/2017	20173941	A. H. Hermel Company	Pop for vending machine	101-41320-4945	60.59	
Total 101413204945:					60.59	
12/29/2017	121725	Reliance Standard	January LTD Insurance	101-41500-1340	73.27	M
Total 101415001340:					73.27	
12/29/2017	151442	Heacox Hartman Koshmrl Cosgriff &	Legal fees	101-41600-3000	20.25	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101416003000:					20.25
12/29/2017	151435	ESRI Inc.	Computer Program	101-41920-4950	1,900.00
Total 101419204950:					1,900.00
12/29/2017	20173956	Innovative Office Solutions LLC	Supplies	101-41940-2000	51.43
12/29/2017	20173956	Innovative Office Solutions LLC	office supplies	101-41940-2000	13.28
Total 101419402000:					64.71
12/29/2017	20173941	A. H. Hermel Company	Coffee and filters for breakroom	101-41940-2170	116.30
12/29/2017	20173965	Red Feather Paper Company	Janitorial supplies	101-41940-2170	129.55
Total 101419402170:					245.85
12/29/2017	151432	Connors Plumbing & Heating Inc.	Heater repair	101-41940-2230	52.90
Total 101419402230:					52.90
12/29/2017	151437	G & K Services	Mats	101-41940-3100	26.40
12/29/2017	151453	Orkin Pest Control Inc.	City Hall Pest Control	101-41940-3100	87.97
Total 101419403100:					114.37
12/29/2017	151430	Centerpoint Energy	Monthly Billing	101-41940-3800	534.41
Total 101419403800:					534.41
12/29/2017	20173949	Charlie's Hardware	Parts & Supplies	101-41940-4000	4.99
Total 101419404000:					4.99
12/29/2017	121725	Reliance Standard	January LTD Insurance	101-41950-1340	45.86 M
Total 101419501340:					45.86
12/29/2017	20173970	WSB & Associates Inc	On Call Services	101-41950-3000	19.00
Total 101419503000:					19.00
12/29/2017	20173943	APG Media of So MN LLC	Hearing notices	101-41950-3400	97.50
Total 101419503400:					97.50
12/29/2017	121725	Reliance Standard	January LTD Insurance	101-42100-1340	398.34 M
Total 101421001340:					398.34
12/29/2017	20173954	Hartle, Courtney	Uniform allowance reimbursement	101-42100-2180	84.78
12/29/2017	20173962	Markeson, Kris	Uniform Allowance	101-42100-2180	225.97
12/29/2017	20173962	Markeson, Kris	Uniform Allowance	101-42100-2180	53.62
Total 101421002180:					364.37

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/29/2017	151437	G & K Services	Mats	101-42100-3100	11.78
12/29/2017	151437	G & K Services	Mats	101-42100-3100	11.77
12/29/2017	20173966	ServiceMaster of Mankato/Waseca	Carpet Cleaining	101-42100-3100	126.00
12/29/2017	151456	Shred-it USA LLC	November Billing	101-42100-3100	12.81
Total 101421003100:					162.36
12/29/2017	20173967	Sprint	IC command trailer	101-42100-3200	39.99
Total 101421003200:					39.99
12/29/2017	151450	MN Valley Council of Government	Training	101-42100-3300	105.00
Total 101421003300:					105.00
12/29/2017	121725	Reliance Standard	January LTD Insurance	101-42200-1340	50.82 M
Total 101422001340:					50.82
12/29/2017	151428	Bock's Service Inc.	Fuel	101-42200-2120	12.25
Total 101422002120:					12.25
12/29/2017	20173945	Batteries Plus Bulbs	Batteries for Air packs	101-42200-2170	112.00
12/29/2017	20173948	Central Fire Protection Inc.	tags	101-42200-2170	10.00
12/29/2017	20173958	Jefferson Fire & Safety Inc	Rope	101-42200-2170	394.83
Total 101422002170:					516.83
12/29/2017	121715	MN Department of Natural Resources-O	motor vehicle registration	101-42200-2220	66.00 M
Total 101422002220:					66.00
12/29/2017	151437	G & K Services	Mats	101-42200-3100	11.77
12/29/2017	151437	G & K Services	Mats	101-42200-3100	11.78
12/29/2017	20173966	ServiceMaster of Mankato/Waseca	Carpet Cleaining	101-42200-3100	125.00
Total 101422003100:					148.55
12/29/2017	151425	Ancom Communications Inc	communication expense	101-42200-3200	148.00
Total 101422003200:					148.00
12/29/2017	121725	Reliance Standard	January LTD Insurance	101-42400-1340	19.49 M
12/29/2017	121725	Reliance Standard	January LTD Insurance	101-42400-1340	6.46 M
Total 101424001340:					25.95
12/29/2017	20173951	City Building Inspection Services LLC	building inpsctions	101-42400-3000	3,962.47
Total 101424003000:					3,962.47
12/29/2017	121725	Reliance Standard	January LTD Insurance	101-43000-1340	6.66 M
12/29/2017	121725	Reliance Standard	January LTD Insurance	101-43000-1340	87.42 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101430001340:					94.08	
12/29/2017	121725	Reliance Standard	January LTD Insurance	101-43100-1340	80.94	M
12/29/2017	121725	Reliance Standard	January LTD Insurance	101-43100-1340	1.77	M
Total 101431001340:					82.71	
12/29/2017	20173946	Bomgaars Supply	Parts & Supplies	101-43100-2170	12.99	
12/29/2017	20173949	Charlie's Hardware	Parts & Supplies	101-43100-2170	102.96	
12/29/2017	151449	MK Service & Repair	truck cleaner	101-43100-2170	65.00	
12/29/2017	151464	Winegar Inc.	steel tube	101-43100-2170	1,078.76	
Total 101431002170:					1,259.71	
12/29/2017	20173942	AmeriPride Services Inc	Credit from a duplicate payment	101-43100-2180	477.27	
12/29/2017	20173942	AmeriPride Services Inc	uniform srevce	101-43100-2180	161.52	
12/29/2017	20173942	AmeriPride Services Inc	uniform service	101-43100-2180	162.84	
12/29/2017	20173942	AmeriPride Services Inc	uniform service	101-43100-2180	159.09	
Total 101431002180:					6.18	
12/29/2017	151430	Centerpoint Energy	Monthly Billing	101-43100-3800	594.81	
Total 101431003800:					594.81	
12/29/2017	121725	Reliance Standard	January LTD Insurance	101-43125-1340	20.99	M
12/29/2017	121725	Reliance Standard	January LTD Insurance	101-43125-1340	1.77	M
Total 101431251340:					22.76	
12/29/2017	151429	Cargill Inc. - Salt Division	Road salt	101-43125-2170	8,466.04	
Total 101431252170:					8,466.04	
12/29/2017	121725	Reliance Standard	January LTD Insurance	101-43170-1340	4.50	M
Total 101431701340:					4.50	
12/29/2017	151434	Earl F. Andersen Inc.	adaptors	101-43170-2170	154.35	
Total 101431702170:					154.35	
12/29/2017	121725	Reliance Standard	January LTD Insurance	101-43220-1340	7.50	M
Total 101432201340:					7.50	
12/29/2017	20173956	Innovative Office Solutions LLC	whiteboard markers	101-45130-2000	2.89	
Total 101451302000:					2.89	
12/29/2017	151453	Orkin Pest Control Inc.	Monthly Service	101-45130-3000	90.00	
Total 101451303000:					90.00	
12/29/2017	121725	Reliance Standard	January LTD Insurance	101-45200-1340	76.85	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
12/29/2017	121725	Reliance Standard	January LTD Insurance	101-45200-1340	16.18	M
Total 101452001340:					93.03	
12/29/2017	20173957	James Brothers Construction Inc.	Beach Sand	101-45200-2170	240.00	
12/29/2017	151452	Northland Chemical Corporation	Restroom Chemicals	101-45200-2170	355.96	
12/29/2017	151458	T & M Electric LLC	LED Lights for Clear Lake Beach House and Restrooms	101-45200-2170	1,200.00	
Total 101452002170:					1,795.96	
12/29/2017	151437	G & K Services	Uniform	101-45200-2180	10.04	
12/29/2017	151437	G & K Services	Uniforms	101-45200-2180	10.04	
Total 101452002180:					20.08	
12/29/2017	20173949	Charlie's Hardware	Parts & Supplies	101-45200-2210	11.99	
Total 101452002210:					11.99	
12/29/2017	20173949	Charlie's Hardware	Parts & Supplies	101-45200-2280	50.60	
Total 101452002280:					50.60	
12/29/2017	151459	T & M Electric LLC	Ballast Replace	101-45200-3100	30.00	
12/29/2017	151458	T & M Electric LLC	Park Shop Emergency Lights	101-45200-3100	120.00	
12/29/2017	151458	T & M Electric LLC	Labor	101-45200-3100	300.00	
Total 101452003100:					450.00	
12/29/2017	151430	Centerpoint Energy	Monthly Billing	101-45200-3800	276.37	
12/29/2017	151430	Centerpoint Energy	Monthly Billing	101-45200-3800	27.89	
Total 101452003800:					304.26	
12/29/2017	20173949	Charlie's Hardware	Parts & Supplies	101-45200-4040	59.56	
12/29/2017	20173950	Christensen Tire Service	New Tires	101-45200-4040	675.00	
12/29/2017	20173960	Kramer, Jason	Chainsaw Blade sharpening	101-45200-4040	12.00	
Total 101452004040:					746.56	
12/29/2017	20173965	Red Feather Paper Company	Janitorial Supplies	101-45500-2170	143.95	
Total 101455002170:					143.95	
12/29/2017	151463	Waseca Glass Inc.	Dead Bolt Repair	101-45500-2280	60.95	
Total 101455002280:					60.95	
12/29/2017	121723	Delta Dental	December cobra Dental	101-49220-1540	68.92	M
12/29/2017	151436	Fidelity Security Life	Vision Cobra	101-49220-1540	6.41	
Total 101492201540:					75.33	
12/29/2017	121714	SelectAccount	Admin Fees	101-49244-1600	143.48	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101492441600:					143.48
Total General Fund:					114,018.25
TIF District #26					
12/29/2017	151462	Waseca County Treasurer	Excess TIF #26 - Decertified	226-33632-0000	53,224.35
Total 226336320000:					53,224.35
Total TIF District #26:					53,224.35
Airport					
12/29/2017	151433	Dewitz, Mark	Hanger rent refund	230-38020-0000	230.00
Total 230380200000:					230.00
12/29/2017	20173949	Charlie's Hardware	Parts & Supplies	230-49810-2170	39.99
Total 230498102170:					39.99
12/29/2017	151430	Centerpoint Energy	Monthly Billing	230-49810-3800	35.21
Total 230498103800:					35.21
Total Airport:					305.20
Economic Development-General f					
12/29/2017	121725	Reliance Standard	January LTD Insurance	261-46700-1340	10.11 M
Total 261467001340:					10.11
Total Economic Development-General f:					10.11
Safe Haven Grant					
12/29/2017	121725	Reliance Standard	January LTD Insurance	279-46350-1340	27.15 M
Total 279463501340:					27.15
12/29/2017	20173956	Innovative Office Solutions LLC	Office supplies	279-46350-2000	106.48
Total 279463502000:					106.48
Total Safe Haven Grant:					133.63
Water					
12/29/2017	121712	MN Sales and Use Tax Payable	Sales tax payable	601-20210-0000	1,345.25 M
Total 601202100000:					1,345.25
12/29/2017	151441	Hawkins Inc	Chlorine Equipment	601-49401-2210	377.38
12/29/2017	151441	Hawkins Inc	Chlorine Equipment	601-49401-2210	377.38
Total 601494012210:					754.76
12/29/2017	151441	Hawkins Inc	Chlorine Equipment	601-49401-4000	4,866.65

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601494014000:					4,866.65
12/29/2017	121725	Reliance Standard	January LTD Insurance	601-49430-1340	15.15 M
12/29/2017	121725	Reliance Standard	January LTD Insurance	601-49430-1340	22.64 M
Total 601494301340:					37.79
12/29/2017	151437	G & K Services	Uniforms	601-49430-2180	3.90
12/29/2017	151437	G & K Services	Uniforms	601-49430-2180	3.90
Total 601494302180:					7.80
12/29/2017	20173949	Charlie's Hardware	Parts & Supplies	601-49430-2230	30.96
Total 601494302230:					30.96
12/29/2017	151447	Mid-America Meter Inc	Meter Calibration (Well Meter)	601-49430-3100	433.56
Total 601494303100:					433.56
12/29/2017	121725	Reliance Standard	January LTD Insurance	601-49585-1340	3.65 M
12/29/2017	121725	Reliance Standard	January LTD Insurance	601-49585-1340	19.10 M
Total 601495851340:					22.75
12/29/2017	151431	City of Waseca	Replenish Petty Cash	601-49585-2050	4.28
Total 601495852050:					4.28
12/29/2017	20173963	MAS Communications Inc.	Answering service - December	601-49585-3200	49.25
12/29/2017	151460	U.S. Postal Service	Postage - Jan utility bills	601-49585-3200	401.97
Total 601495853200:					451.22
12/29/2017	121725	Reliance Standard	January LTD Insurance	601-49586-1340	2.25 M
12/29/2017	121725	Reliance Standard	January LTD Insurance	601-49586-1340	11.37 M
Total 601495861340:					13.62
Total Water:					7,968.64
Sanitary Sewer					
12/29/2017	151457	Smith & Loveless Inc	lock cylinders	602-49465-4000	169.42
Total 602494654000:					169.42
12/29/2017	121725	Reliance Standard	January LTD Insurance	602-49470-1340	26.98 M
12/29/2017	121725	Reliance Standard	January LTD Insurance	602-49470-1340	1.77 M
Total 602494701340:					28.75
12/29/2017	151430	Centerpoint Energy	Monthly Billing	602-49470-3800	143.67
Total 602494703800:					143.67

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/29/2017	151439	Hancock Concrete Products LLC	Concrete products	602-49470-4000	368.00
Total 602494704000:					368.00
12/29/2017	20173949	Charlie's Hardware	Parts & Supplies	602-49470-4020	77.46
Total 602494704020:					77.46
12/29/2017	121725	Reliance Standard	January LTD Insurance	602-49480-1340	75.56 M
Total 602494801340:					75.56
12/29/2017	20173946	Bomgaars Supply	Parts & Supplies	602-49480-2170	118.87
12/29/2017	20173949	Charlie's Hardware	Parts & Supplies	602-49480-2170	10.48
Total 602494802170:					129.35
12/29/2017	151431	City of Waseca	Replenish Petty Cash	602-49480-2180	73.38
Total 602494802180:					73.38
12/29/2017	151441	Hawkins Inc	Chlorine Equipment	602-49480-2210	957.16
12/29/2017	151461	USA Blue Book	Aeration Basin Blower Filters	602-49480-2210	1,022.47
Total 602494802210:					1,979.63
12/29/2017	151438	Goodin Company	Bathroom Partition	602-49480-2230	862.04
Total 602494802230:					862.04
12/29/2017	151437	G & K Services	Mats and janitorial supplies	602-49480-3100	15.68
12/29/2017	20173961	M & R Electric Inc.	Electrician	602-49480-3100	76.90
12/29/2017	20173961	M & R Electric Inc.	Electrician	602-49480-3100	112.19
12/29/2017	20173968	W W Goetsch Associates Inc.	Pump Repair	602-49480-3100	220.00
Total 602494803100:					424.77
12/29/2017	151431	City of Waseca	Replenish Petty Cash	602-49480-3300	53.00
Total 602494803300:					53.00
12/29/2017	151430	Centerpoint Energy	Monthly Billing	602-49480-3800	2,037.35
12/29/2017	151465	Xcel Energy	Monthly Utilities	602-49480-3800	9,663.74
Total 602494803800:					11,701.09
12/29/2017	151454	Pace Analytical Services Inc	Special Permit Testing	602-49480-4000	1,480.00
Total 602494804000:					1,480.00
12/29/2017	121725	Reliance Standard	January LTD Insurance	602-49585-1340	3.65 M
12/29/2017	121725	Reliance Standard	January LTD Insurance	602-49585-1340	19.10 M
Total 602495851340:					22.75
12/29/2017	151431	City of Waseca	Replenish Petty Cash	602-49585-2050	4.28

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 602495852050:					4.28	
12/29/2017	20173963	MAS Communications Inc.	Answering service - December	602-49585-3200	49.25	
12/29/2017	151460	U.S. Postal Service	Postage - Jan utility bills	602-49585-3200	401.97	
Total 602495853200:					451.22	
12/29/2017	121725	Reliance Standard	January LTD Insurance	602-49586-1340	2.25	M
12/29/2017	121725	Reliance Standard	January LTD Insurance	602-49586-1340	11.37	M
Total 602495861340:					13.62	
12/29/2017	151455	Short Elliott Hendrickson, Inc	Engineering	602-49593-5300	10,763.49	
Total 602495935300:					10,763.49	
Total Sanitary Sewer:					28,821.48	
Electric Utility						
12/29/2017	121712	MN Sales and Use Tax Payable	Sales tax payable	604-20210-0000	28,848.57	M
Total 604202100000:					28,848.57	
12/29/2017	121725	Reliance Standard	January LTD Insurance	604-49570-1340	2.88	M
Total 604495701340:					2.88	
12/29/2017	121712	MN Sales and Use Tax Payable	Sales tax payable	604-49570-3100	432.25	M
Total 604495703100:					432.25	
12/29/2017	121725	Reliance Standard	January LTD Insurance	604-49571-1340	63.55	M
Total 604495711340:					63.55	
12/29/2017	20173949	Charlie's Hardware	Parts & Supplies	604-49571-2170	69.76	
12/29/2017	121712	MN Sales and Use Tax Payable	Sales tax payable	604-49571-2170	25.32	M
Total 604495712170:					95.08	
12/29/2017	121712	MN Sales and Use Tax Payable	Sales tax payable	604-49571-2215	45.05	M
Total 604495712215:					45.05	
12/29/2017	121725	Reliance Standard	January LTD Insurance	604-49572-1340	6.39	M
Total 604495721340:					6.39	
12/29/2017	121725	Reliance Standard	January LTD Insurance	604-49573-1340	11.52	M
Total 604495731340:					11.52	
12/29/2017	121712	MN Sales and Use Tax Payable	Sales tax payable	604-49573-2230	20.91	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 604495732230:					20.91	
12/29/2017	121725	Reliance Standard	January LTD Insurance	604-49574-1340	3.24	M
Total 604495741340:					3.24	
12/29/2017	121725	Reliance Standard	January LTD Insurance	604-49584-1340	2.43	M
Total 604495841340:					2.43	
12/29/2017	121725	Reliance Standard	January LTD Insurance	604-49585-1340	2.95	M
12/29/2017	121725	Reliance Standard	January LTD Insurance	604-49585-1340	19.22	M
Total 604495851340:					22.17	
12/29/2017	151431	City of Waseca	Replenish Petty Cash	604-49585-2050	4.28	
Total 604495852050:					4.28	
12/29/2017	20173963	MAS Communications Inc.	Answering service - December	604-49585-3200	49.25	
12/29/2017	151460	U.S. Postal Service	Postage - Jan utility bills	604-49585-3200	401.97	
Total 604495853200:					451.22	
12/29/2017	121725	Reliance Standard	January LTD Insurance	604-49586-1340	4.31	M
12/29/2017	121725	Reliance Standard	January LTD Insurance	604-49586-1340	11.72	M
Total 604495861340:					16.03	
12/29/2017	151435	ESRI Inc.	Computer Program	604-49586-2050	900.00	
Total 604495862050:					900.00	
12/29/2017	151456	Shred-it USA LLC	November Billing	604-49586-3100	12.82	
Total 604495863100:					12.82	
12/29/2017	20173959	JT Services of MN	Secondary Pedestals	604-49593-5300	3,280.38	
12/29/2017	121712	MN Sales and Use Tax Payable	Sales tax payable	604-49593-5300	35.71	M
Total 604495935300:					3,316.09	
Total Electric Utility:					34,254.48	
Storm Water Utility						
12/29/2017	121725	Reliance Standard	January LTD Insurance	651-43140-1340	8.99	M
Total 651431401340:					8.99	
12/29/2017	20173943	APG Media of So MN LLC	Loon Lake aeration notice	651-43140-3400	175.50	
Total 651431403400:					175.50	
12/29/2017	151424	Advanced Drainage Systems Inc.	Tile	651-43140-4000	6,375.60	
12/29/2017	151439	Hancock Concrete Products LLC	Concrete products	651-43140-4000	368.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/29/2017	20173955	Holtmeier Construction Inc.	Rip Rap	651-43140-4000	1,311.50
Total 651431404000:					8,055.10
12/29/2017	121725	Reliance Standard	January LTD Insurance	651-49585-1340	3.02 M
Total 651495851340:					3.02
Total Storm Water Utility:					8,242.61
Central Garage Services					
12/29/2017	121725	Reliance Standard	January LTD Insurance	701-43180-1340	30.12 M
Total 701431801340:					30.12
12/29/2017	151428	Bock's Service Inc.	Kerosene for knipco	701-43180-2170	50.00
12/29/2017	20173946	Bomgaars Supply	Parts & Supplies	701-43180-2170	13.38
Total 701431802170:					63.38
12/29/2017	151426	Aspen Equipment Co	replacement tarp	701-43180-2210	248.97
12/29/2017	151427	Auto Value Waseca	Parts	701-43180-2210	90.95
12/29/2017	20173950	Christensen Tire Service	Snow Tires	701-43180-2210	714.92
12/29/2017	20173950	Christensen Tire Service	Snow tires	701-43180-2210	698.28
12/29/2017	20173950	Christensen Tire Service	Tire repair	701-43180-2210	37.74
12/29/2017	20173950	Christensen Tire Service	Chains	701-43180-2210	1,390.00
12/29/2017	151440	Harrison Truck Centers	Part	701-43180-2210	342.87
12/29/2017	151444	Janesville Tire Service	Tires	701-43180-2210	5,700.00
12/29/2017	151445	Kris Engineering Inc.	carbide insert & embedded blades	701-43180-2210	2,528.00
12/29/2017	151446	MacQueen Equipment Inc.	Sweeper repair parts	701-43180-2210	127.88
12/29/2017	151448	Mills Automotive Group	Lamp	701-43180-2210	74.82
12/29/2017	151448	Mills Automotive Group	Floor line	701-43180-2210	87.55
12/29/2017	20173971	Zarnoth Brush Works Inc.	Bobcat Broom	701-43180-2210	528.00
Total 701431802210:					12,569.98
12/29/2017	151427	Auto Value Waseca	Parts	701-43180-2400	302.16
12/29/2017	20173949	Charlie's Hardware	Parts & Supplies	701-43180-2400	35.96
Total 701431802400:					338.12
Total Central Garage Services:					13,001.60
Property and Liability Insuran					
12/29/2017	20173947	Borneke Construction Inc.	Contract Payment 1	702-49955-3610	60,017.00
12/29/2017	20173947	Borneke Construction Inc.	Reconstruction Pmt #1	702-49955-3610	14,101.00
12/29/2017	20173952	Del's Construction Company	Contract payment 1	702-49955-3610	97,436.75
12/29/2017	151443	Innovative Building Concepts LLC	Contract payment 1	702-49955-3610	4,750.00
12/29/2017	20173969	Wells Concrete	Contract payment 1	702-49955-3610	72,699.13
Total 702499553610:					249,003.88
Total Property and Liability Insuran:					249,003.88
Grand Totals:					508,984.23

Report Criteria:

Report type: GL detail

[Report].Amount = {<>} 0

Title:	RESOLUTION NO. 18-02 Authorizing the City Manager to Enter into a Two Year General Services Agreement Extension With TKDA For Airport Engineering Services		
Meeting Date:	January 2, 2018	Agenda Item Number:	6C
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Resolution, Agreement Amendment
Originating Department:	Engineering	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>	Motion to Adopt Resolution No. 18-02 Authorizing the City Manager to Enter into a Two Year General Services Agreement Extension with TKDA for Airport Engineering Services.		

BACKGROUND: Minnesota airports must solicit for airport engineering services on no more than 5-year intervals. TKDA was awarded a general services agreement for at least 3 years and not to exceed 5 years for airport engineering services on December 16, 2014. The first 3 year term expired on December 31, 2017.

ADVISORY BOARD RECOMMENDATION: The Airport Board is scheduled to meet on January 2, 2018 to approve a recommendation to the City Council to extend the general services agreement with TKDA. Staff is not anticipating any opposition to this from the board.

BUDGET IMPACT: Airport engineering costs are budgeted with airport projects. This agreement has no budget impact as separate contracts for each airport project will identify the project specific costs for airport engineering services.

RECOMMENDATION: Staff recommends the Waseca City Council adopt Resolution No. 18-02 Authorizing the City Manager to Enter into a Two Year General Services Agreement Extension with TKDA for Airport Engineering Services.

RESOLUTION NO. 18-02

**A RESOLUTION OF THE WASECA CITY COUNCIL
AUTHORIZING THE CITY MANAGER TO ENTER INTO A TWO YEAR GENERAL SERVICES
AGREEMENT EXTENSION WITH TKDA FOR AIRPORT ENGINEERING SERVICES**

WHEREAS, The three year General Services Agreement with TKDA for airport engineering services expired on December 31, 2017

WHEREAS, The Waseca Airport Board voted to approve recommending a two year extension to the general services agreement with TKDA until December 31, 2019, at which time the City will be required to complete a full recruitment for airport services.

NOW, THEREFORE, BE IT RESOLVED that the City Manager is hereby authorized to execute an extension to the general services agreement with TKDA until December 31, 2019.

Adopted this 2nd day of January 2018.

R. D. SRP
MAYOR

ATTEST:

MARY BUENZOW
CITY CLERK

AMENDMENT NO. 1
to the
PROFESSIONAL SERVICES AGREEMENT
Between
THE CITY OF WASECA, MINNESOTA
and
TOLTZ, KING, DUVALL, ANDERSON AND ASSOCIATES, INCORPORATED

This AMENDMENT NO. 1, made and entered into this 1st day of January, 2018, amends the original PROFESSIONAL SERVICES AGREEMENT dated January 1, 2015, as hereinafter stated:

Under ARTICLE 2, the period of service shall be extended to December 31, 2019.

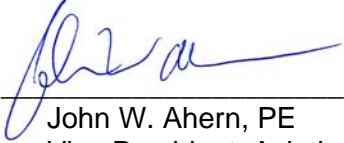
All other provisions shall remain unchanged.

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT NO. 1 the day and year first above written.

THE CITY OF WASECA, MINNESOTA

By _____

TOLTZ, KING, DUVALL, ANDERSON
AND ASSOCIATES, INCORPORATED

By  _____
John W. Ahern, PE
Vice President, Aviation

RESOLUTION NO. 18-03**A RESOLUTION OF THE WASECA CITY COUNCIL
TO NOT WAIVE THE STATUTORY MUNICIPAL
TORT LIABILITY LIMIT FOR THE CITY OF
WASECA**

WHEREAS, the League of Minnesota Cities Insurance Trust requires their member cities to formally waive or not waive the statutory tort liability limits to the extent of coverage purchased; and

WHEREAS, this decision must be made by the Mayor and City Council of the City,

NOW, THEREFORE, BE IT RESOLVED that the recitals set forth above are incorporated herein.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Mayor and Council of the City of Waseca that the City DOES NOT WAIVE the monetary limits on municipal tort liability established by Minnesota Statutes 466.04 for the 2018 fiscal year.

Adopted this 2nd day of January, 2018.

R. D. SRP
MAYOR

ATTEST:

MARY BUENZOW
CITY CLERK

RESOLUTION NO. 18-04

RESOLUTION APPROVING DESIGNATED OFFICIAL
DEPOSITORIES FOR THE CITY OF WASECA

WHEREAS, State Statutes require that City funds be deposited with designated financial institutions;

AND, WHEREAS, the City maintains accounts or may maintain accounts with the following institutions:

First National Bank	Waseca, MN
The Round Bank	Waseca, MN
United Prairie Bank	Waseca, MN
Wells Fargo Bank	Waseca, MN
Wells Fargo Brokerage	Minneapolis, MN
UBS Financial Services Inc.	Wayzata, MN

NOW THEREFORE BE IT RESOLVED the above named institutions are hereby designated the official depositories for the City of Waseca.

Adopted this 2nd Day of January 2017.

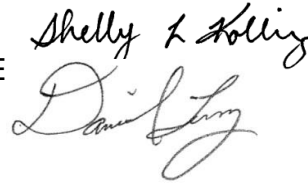
R. D. SRP
MAYOR

ATTEST:

MARY BUENZOW
CITY CLERK

LIST OF EXPENDITURE

January 2, 2018



City Council	4,250.00
Streets	22,900.79
Parks	9,102.28
Wastewater	9,786.57
Utility Administration	3,878.98
Utility Billing	7,181.49
Electric	13,142.82
Water	5,161.45
Building and Code Compliance	2,215.03
Police	47,701.42
Administration	6,731.80
Community Aides	910.00
Fire	7,072.09
Volunteer Fire Department	633.09
Election Judges	0.00
PEG	1,053.68
Finance	10,341.48
Connections	3,424.41
Community Development	5,093.12
Engineering	14,032.20
Water Park	2,335.87
Econ Development	<u>2,275.87</u>

Total Gross Payroll	179,224.44
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*Less- Payroll Deductions	<u>(62,769.16)</u>
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Net Payroll Cost	\$	116,455.28
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*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:

December 30, 2017-January 2, 2018

Includes check #'s 151466-151482

Bank ACH Withdrawals.....	<u>32,302.52</u>
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GRAND TOTAL EXPENDITURES	\$	<u>148,757.80</u>
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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
General Fund					
01/02/2018	151468	Coalition of Greater MN Cities	2018 Envir Action Fund	101-41110-4330	3,193.00
	Total 101411104330:				3,193.00
01/02/2018	151469	Government Finance Officers Associatio	2018 Membership Dues	101-41500-4330	170.00
	Total 101415004330:				170.00
01/02/2018	20180003	Pantheon Computer Systems Inc.	January Billing	101-41920-3100	5,625.00
	Total 101419203100:				5,625.00
01/02/2018	20180002	DLT Solutions LLC	2018 Software Renewal	101-41920-4950	2,045.18
	Total 101419204950:				2,045.18
01/02/2018	20180001	Cady Business Technologies Inc	Monthly Phone support plan	101-41940-3100	262.62
	Total 101419403100:				262.62
01/02/2018	151471	Lexipol LLC	2018 Subscription renewal	101-42100-3100	5,377.00
	Total 101421003100:				5,377.00
01/02/2018	151466	Ancom Communications Inc	Maintance Contract 2018	101-42100-4040	2,994.93
	Total 101421004040:				2,994.93
01/02/2018	151472	MN Chiefs of Police Association	2018 Membership Dues	101-42100-4330	319.00
	Total 101421004330:				319.00
01/02/2018	151478	MN State Fire Chiefs Association	2018 Registration	101-42200-3300	235.00
	Total 101422003300:				235.00
01/02/2018	151479	MN State Fire Department Association	2018 Dues	101-42200-4330	556.00
	Total 101422004330:				556.00
01/02/2018	151474	MN Department of Health	2018 Renewal Fee	101-43000-3300	2,000.00
	Total 101430003300:				2,000.00
01/02/2018	151476	MN Recreation & Park Association	2018 Luncheon	101-45130-3300	39.00
	Total 101451303300:				39.00
01/02/2018	151475	MN Recreation & Park Association	2018 Membership Dues	101-45130-4330	280.00
01/02/2018	151481	Southern MN Recreation & Park	2018 Membership Dues-Brad	101-45130-4330	15.00
	Total 101451304330:				295.00
01/02/2018	151475	MN Recreation & Park Association	2018 Membership Dues	101-45200-4330	280.00
01/02/2018	151481	Southern MN Recreation & Park	2018 Membership Dues-Sara	101-45200-4330	15.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101452004330:					295.00
Total General Fund:					23,406.73
Airport					
01/02/2018	151473	MN Council of Airports	2018 MCOA Membership dues	230-49810-4330	150.00
Total 230498104330:					150.00
Total Airport:					150.00
Economic Development-General f					
01/02/2018	151470	Greater Minnesota Partnership	2018 Dues	261-46700-4330	1,000.00
Total 261467004330:					1,000.00
Total Economic Development-General f:					1,000.00
Water					
01/02/2018	151477	MN Rural Water Association	2018 Membership Dues	601-49586-4330	250.00
Total 601495864330:					250.00
01/02/2018	20180003	Pantheon Computer Systems Inc.	January Billing	601-49586-4950	795.00
Total 601495864950:					795.00
Total Water:					1,045.00
Sanitary Sewer					
01/02/2018	151482	Water Environment Federation	2018 Membership Dues	602-49480-4330	170.00
Total 602494804330:					170.00
01/02/2018	20180003	Pantheon Computer Systems Inc.	January Billing	602-49586-4950	795.00
Total 602495864950:					795.00
Total Sanitary Sewer:					965.00
Electric Utility					
01/02/2018	151467	Cannon Technologies Inc/Eaton	Yukon Software renewal 2018	604-49586-3000	4,850.79
Total 604495863000:					4,850.79
01/02/2018	20180003	Pantheon Computer Systems Inc.	January Billing	604-49586-4950	795.00
Total 604495864950:					795.00
Total Electric Utility:					5,645.79
Central Garage Services					
01/02/2018	151480	MN State Patrol	2018 inspection decals-Scott	701-43180-2170	40.00
01/02/2018	151480	MN State Patrol	2018 Inspection decals- Eric	701-43180-2170	50.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 701431802170:					90.00
Total Central Garage Services:					90.00
Grand Totals:					32,302.52

Report Criteria:

Report type: GL detail

[Report].Amount = {<>} 0

Title:	APPOINT MAYOR PRO TEM FOR 2018		
Meeting Date:	January 2, 2018	Agenda Item Number:	7A
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Board/Commission descriptions 2017 assignments
Originating Department:	Administration	Presented By:	City Clerk
Approved By City Manager: <input checked="" type="checkbox"/>	Motion to appoint Mayor Pro Tem		

BACKGROUND: The City Council annually reviews their appointments to various boards and commissions for the coming year. Unless otherwise noted, one councilmember serves on each board or commission.

Staff is requesting the Council only appoint the Mayor Pro Tem at this time, and review the attached list of boards and commissions to consider on which they may wish to serve. Council representatives on each board or commission will be decided at the January 16th meeting.

The 2017 assignments are attached. Councilmembers can be re-appointed to their current assignment or be appointed as a representative on a new board or commission.

RECOMMENDATION: Motion to appoint Mayor Pro Tem for 2018.

Members are appointed by the City Council at a regular meeting of the Council in January of each year. Members may serve up to four (4) terms consecutively. Most groups meet on a monthly basis.

Airport Board – Composed of five (5) members – four (4) general public and one (1) Councilmember, who assist in an advisory capacity regarding the operation, management and improvement of the Municipal Airport. *3 year term.* Meets 1st Tuesday of the month at 12:00 noon.

Charter Commission – Composed of not less than 7 nor more than 15 members. Shall be a qualified voter of the City. Appointed by the Chief Judge of the District Court. Primary function is to review and suggest amendments to the Waseca City Charter. Members may serve only two consecutive terms. The office term is determined by the Chief Judge but is *not for more than 4 years.* Meets monthly on as-needed basis.

Community Ed Advisory Board – A joint council of 12-18 members appointed by the School District and the City. Responsible for recommendations regarding the programming and operation of the Community Education Program. *3 year term.* Meets 3rd Monday of every other month at 7:00 p.m..

Economic Development Authority – Composed of seven (7) members – one (1) HRA member, one (1) Waseca Development Corporation or Chamber of Commerce member, three (3) at-large members, and two (2) Council members. The Authority will focus efforts on economic development in order to retain current businesses and help promote growth of new businesses. *6 year term.* Meets the 2nd Wednesday of every month at 12:00 noon.

Heritage Preservation Commission – Composed of five (5) members – three (3) at-large members, one (1) nominated by Waseca Co. Historical Society, and one (1) nominated by City Planning Commission. A representative of the City Council also sits on this Commission. The Commission will engage in a comprehensive program of historic preservation, promote the historical resources of the City, and designation of heritage preservation sites. *3 year term.* Meets 1st Monday of every month at 5:00 p.m.

Housing & Redevelopment Authority – The Municipal Housing and Redevelopment Authority is composed of five (5) members. Address housing shortages for low and moderate income residents and redevelop blighted areas where private developers would not act without government assistance. *5 year term.*

Human Rights Commission – Composed of five (5) members – four (4) general public and one (1) Councilmember, who advise the City Council regarding civil and human rights problems, issues and policies. The Commission will strive to improve human relations in the City, and develop and recommend programs of formal and informal education for all citizens. *3 year term.* Meets quarterly as needed on the 3rd Monday of the month at 5:30 p.m.

Park Board – Composed of five (5) members – four (4) general public and one (1) Councilmember. The Board will make recommendations to the City Manager and City Council pertaining to, but not limited to, park land acquisition, development, improvement and use. *3 year term.* Meets 1st Tuesday of every month at 11:30 a.m.

Planning Commission – Composed of seven (7) members – six (6) general public and one (1) City Council representative. This is an advisory commission to the Council concerning comprehensive planning, zoning, platting, changes in streets, and other matters of a general planning nature. *3 year term.* Meets 2nd Tuesday of every month at 7:00 p.m.

2017 Appointments – City Advisory Boards

Mayor Pro Tem – Allan Rose

Airport Board - Allan Rose

Charter Commission – Allan Rose

Economic Development Authority – Ann Fitch, Mayor Srp

Heritage Preservation Commission – Les Tlougan

Human Rights Commission – Ann Fitch

Park Board - Mark Christiansen

Planning Commission – Daren Arndt

Non-Advisory/Other Boards

Community Education Advisory Board – Ann Fitch

Region 9 – Daren Arndt

Discover Waseca Tourism Board – Ann Fitch, Jeremy Conrath

Fire Relief Association – Jeremy Conrath

2018 Appointments – City Advisory Boards

Mayor Pro Tem –

Airport Board -

Charter Commission –

Economic Development Authority –

Heritage Preservation Commission –

Human Rights Commission –

Park Board -

Planning Commission –

Non-Advisory/Other Boards

Community Education Advisory Board –

Region 9 –

Discover Waseca Tourism Board –

Fire Relief Association –

Title:	Approve Resolution 18-01 Small Cities Development Program (SCDP) Waseca Housing Project Policies and Contract for Administrative Services		
Meeting Date:	January 2, 2018	Agenda Item Number:	7B
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Resolution 18-01, 7 Policies, Administrative Contract with SWMHP
Originating Department:	Administration	Presented By:	Finance Director
Approved By City Manager: <input checked="" type="checkbox"/>	Motion to Adopt Resolution 18-01 Small Cities Development Program Waseca Housing Project Policies and Contract for Administrative Services		

BACKGROUND: At the January 17, 2017 meeting, Council adopted Resolution 17-06 approving the Citizen Participation Plan for the submission of the Southwest Minnesota Housing Partnership (SWMHP) proposal for the Small Cities Development Program. Since that time the City has been awarded funds for the project from Minnesota Department of Employment and Economic Development (DEED). The City has been awarded a grant of \$533,770 with a City match of \$66,230 which will come from previous SCDP related project funds on hand.

The Waseca project includes two properties consisting of forty (40) units are located in Waseca. The related properties are the North State Street Apartments and BR Properties (NS/BR) located at 116 & 117 14th Ave NE and 108 14th Ave NE.

SWMHP will administer the funds in accordance with all of the Federal requirements, prepare the financial draws for contractor payment and submit to the City. The City would draw funds down from DEED (draw form provided by SWMHP) and forward those funds to the Title Company for contractor payments. Generally DEED funding is expended in one or two payment draws. None of the administrative duties will have a cost to the City of Waseca.

After rehabilitation has been done, there will be an increase in the rent level, but Rural Development will provide additional rental assistance to offset the increases to qualifying renters. Units rehabilitated with tax credit funding are rent restricted for thirty years. Units rehabilitated with Rural Development funding are rent restricted for an additional forty years.

The following policies are required for the City of Waseca to be in compliance with the DEED grant:

- Residential Antidisplacement, Relocation Assistance and Displacement Minimization Plan for the City of Waseca Multi-Family Rehabilitation
- Certification for a Drug-Free Workplace
- HUD Section 3 Plan - The City will to the greatest extent feasible, market to low and very low-income persons or businesses, and female or minority owned contractors.
- Fair Housing Policy
- Authorization Form for SWMHP to sign reimbursement payments requests
- Income Reuse Plan

- Prohibition of Excessive Force Policy

The policies are listed in Resolution 18-01 with copies of each policy attached for your review.

In addition to these policies, the City will enter into a Contract for Administrative Services with the Southwest Minnesota Housing Partnership. They will facilitate the most of this process for the City of Waseca. A copy of the proposed contract is included for your review.

The Resolution authorizes the City Manager, or their successor in office, and the Mayor to execute the policies and the contract and amendments thereto, as are necessary to implement the project(s) on behalf of the City of Waseca.

RECOMMENDATION: Motion to Adopt Resolution 18-01 Small Cities Development Program Waseca Housing Project Policies and Contract for Administrative Services

RESOLUTION 18-01
A RESOLUTION OF THE WASECA CITY COUNCIL
SMALL CITIES DEVELOPMENT PROGRAM (SCDP)
WASECA HOUSING PROJECT POLICIES AND
CONTRACT FOR ADMINISTRATIVE SERVICES

BE IT RESOLVED THAT THE City of Waseca will act as the legal sponsor for project(s) contained in the Minnesota Department of Employment and Economic Development Small Cities Development Program grant CDAP-16-0060-0-FY17 which was awarded in the amount of \$533,770 for funding of this project on behalf of the City of Waseca.

BE IT FURTHER RESOLVED the City of Waseca will provide matching funds in the amount of \$66,230 for funding of this project.

BE IT FURTHER RESOLVED the City of Waseca has legal authority to apply for financial assistance, and the institutional, managerial, and financial capacity to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Waseca may enter into an agreement with the State of Minnesota, for the approved project(s), and that the City of Waseca certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

BE IT FURTHER RESOLVED that the City of Waseca will comply with the following policies as required with the grant:

- Residential Antidisplacement, Relocation Assistance and Displacement Minimization Plan for the City of Waseca Multi-Family Rehabilitation
- Certification for a Drug-Free Workplace
- HUD Section 3 Plan - The City will to the greatest extent feasible, market to low and very low-income persons or businesses, and female or minority owned contractors.
- Fair Housing Policy
- Authorization Form for SWMHP to sign reimbursement payments requests
- Income Reuse Plan
- Prohibition of Excessive Force Policy

BE IT FURTHER RESOLVED that the City of Waseca will enter into a Contract for Administrative Services with the Southwest Minnesota Housing Partnership.

NOW THEREFORE BE IT RESOLVED that the City Manager, or their successor in office, and the Mayor are hereby authorized to execute such policies and agreements and amendments thereto, as are necessary to implement the project(s).

Adopted this 2nd day of January 2018.

R. D. SRP
MAYOR

ATTEST:

MARY BUENZOW
CITY CLERK

**RESIDENTIAL ANTIDISPLACEMENT, RELOCATION ASSISTANCE
AND DISPLACEMENT MINIMIZATION PLAN FOR THE
CITY OF WASECA
MULTI-FAMILY REHABILITATION**

The City of Waseca is participating in the Minnesota Small Cities Development Program. Through this participation, housing rehabilitation activities will occur. The consequence of the proposed activity is that the potential for displacement exists, although it is not anticipated. The purpose of the Residential Anti-displacement and Relocation Assistance Plan describes the steps that shall be taken to mitigate the adverse effects of displacement on low and moderate income persons.

A. All occupied and vacant occupiable low-to-moderate income dwelling units demolished or converted to a use other than as low-to-moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR Part 570.606 and 24 CFR Part 42 will be replaced. All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, The City of Waseca will make public and submit to the Minnesota Department of Employment and Economic Development the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low-to-moderate income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversions;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a low to moderate income dwelling unit for at least 10 years from the date of initial occupancy.
7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of low and moderate income households in the City.

The City of Waseca may request the Minnesota Department of Employment and Economic Development to recommend that the U.S. Department of Housing and Urban Development approve an exception to required replacement housing if there is an adequate local supply of vacant low-to-moderate income dwelling units in standard condition. Exceptions will be reviewed on a case-by-case basis as described in 24 CFR Part 507.488(c)(i)(b).

B. Relocation assistance will be provided, as described in 24 CFR Part 570.488(c)(2), to each low to moderate income household displaced by the demolition of housing or by the conversion of a low to moderate income dwelling to another use as a direct result of assisted activities. Displaced low to moderate income persons may choose assistance under the Uniform Relocation Act or moving costs and an available Section 8 Housing voucher/certificate or moving costs and a housing assistance payment so that rent and utilities do not exceed 30% of household income for a period of years.

- C. Consistent with the goals and objectives assisted under the Act, the following steps will be taken to minimize the displacement of persons from their homes:
1. No rehabilitation construction activities will be undertaken that will cause permanent displacement as a result of these activities.
 2. My construction activities that may cause temporary displacement will be coordinated so that disruption of living accommodations is minimized.
 3. Demolition of existing structures will occur only under the following conditions:
 - a. That the structure has been identified as blighted and a hazard to the surrounding community.
 - b. That the cost of rehabilitation of the structure to a reasonably decent, safe, and sanitary condition exceeds the fair market value of that structure.

D. Definitions for the purposes of this plan are as follows:

A "low to moderate income dwelling unit" is a unit with a market rental, including utility costs, that does not exceed the applicable fair market rent for existing housing and moderate rehabilitation, as established under the Section 8 existing housing program.

A "vacant occupiable dwelling unit" is a unit that is vacated within the Small Cities grant target area after the developer or community began preparations for the project or less than a year before the grant was approved.

An "occupiable dwelling unit" is a unit that is in standard condition or has been raised to a standard condition from a substandard condition, suitable for rehabilitation,

A "standard condition" dwelling unit is a unit which meets HUD Section 8 Housing Quality Standards (HQS) with no major defects in the structure and only minor maintenance is required. Such a dwelling will have the following characteristics: reliable roofs; sound foundations; adequate and stable floors, walls and ceilings; surfaces and woodwork that are not seriously damaged nor have paint deterioration; sound windows and doors; adequate heating, plumbing, and electrical systems; adequate insulation; and adequate water and sewer systems, and not overcrowded (defined as more than one person per room).

A "substandard but suitable for rehabilitation condition" dwelling unit, at minimum, is a dwelling unit that does not meet Housing Quality Standards (HQS) with some of the same features as a "substandard condition" dwelling unit. This unit is likely to have deferred maintenance and may have some structural damage, such as a leaking, deteriorated interior surfaces, and inadequate insulation. A "substandard but suitable" dwelling unit, however, has basic infrastructure (including systems for clean water and adequate waste disposal) that allows for economically and physically feasible improvements and upon completion of rehabilitation meets the definition of a "Standard" dwelling unit,

E. Displacement Minimization,

1. Temporary Displacement. Temporary displacement occurs when people move out of their dwelling, business, or property for a short period of time due to activities of the Small Cities Development Program. Temporary displacement most frequently occurs with housing and commercial rehabilitation projects.

Actions that may be taken to minimize displacement include:

- a. Planning utility shut-offs for times most convenient to residents and business owners.

- b. Providing information and referral services to individuals who must temporarily leave their homes or businesses.
 - c. Establish temporary relocation facilities in order to house families whose displacement will be of short duration.
2. Permanent Displacement, Any person permanently and involuntary displaced will be subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. The term displaced persons means any person (family, individual; business, non-profit organization, or farm) that moves from real property or moves personal property from real property as a direct result of rehabilitation, demolition, or acquisition for a Small Cities Development Program project,

Actions to be taken to minimize displacement include:

- a. Informing tenants that they may be entitled to relocation payments and other assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA).
- b. Informing tenants that they may be entitled to additional payments above the URA payment in compliance with requirements of section 104(d) of the Housing and Community Development Act of 1974, as amended. If rehabilitation activities raise the market rent (including utility costs) above the applicable fair market rent established by HUD's Section 8 existing housing program, then the unit must be replaced and low or moderate income tenants are entitled to additional payments in compliance with section 140(d),

I, Roy D. Srp, Mayor of the City of Waseca, Waseca County, State of Minnesota do hereby certify that the foregoing copy represents a true and correct copy of the original thereof on file in my office.

Signature

Date

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

City of Waseca

Program/Activity Receiving Federal Grant Funding

Small Cities Development Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

116 & 117 14th Ave NW and 108 14th Ave NE Waseca, MN 56093

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Roy D. Srp

Title

Mayor

Signature

Date

X

HUD Section 3 Plan

City of Waseca

The City of Waseca, in conjunction with Small Cities Development Program, has the following plan to direct employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low-and very low-income persons, particularly those who are recipients of government assistance for housing.

Section 3 is a HUD requirement that is intended to ensure that when employment or contracting opportunities are available on HUD funded projects, preference is given to low- and very low-income persons or businesses. Being a Section 3 Business is not required however, preference is given to those businesses.

The City of Waseca will attempt to recruit low-income residents through at least one of the following: local advertising media, notification at local council meeting, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within The City of Waseca in which the Section 3 covered program or project is located, or participate in the one of the HUD program or other program which promotes the training or employment of Section 3 residents, or will participate in a HUD program or other program which promotes the award of contracts to businesses which meet the definition of Section 3.

The City of Waseca will require all contractors to complete and submit the Section 3 Business Certification Form prior to awarding contracts. While being a Section 3 business is not required for the program, The City of Waseca will give preference to qualified, competitive Section 3 businesses.

I, Roy D. Srp, Mayor of the City of Waseca, Waseca County, State of Minnesota do hereby certify that the foregoing copy represents a true and correct copy of the original thereof on file in my office.

Signature

Date

CITY OF WASECA FAIR HOUSING POLICY

The purpose of this policy statement is to formally declare the conviction and the intention of the City of Waseca to further the aims of the Fair Housing Act and to assist the Secretary of Housing and Urban Development for the promotion and assurance of equal opportunity in housing with regard to race, color, religion, sex, handicap, familial status, national origin, or public assistance status. For the purposes of this public policy statement the following definitions will apply.

1. "Discriminatory Housing Practices" means any act that is unlawful under the Fair Housing Act.
2. "Dwelling" means any building, structure or portion thereof which is occupied as, or designed or intended for occupancy as, a residence by one or more families.
3. "Fair Housing Act" means Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3600-3620).
4. "Familial Status" means one or more individuals (who have not attained the age of 18 years) being domiciled with -
 - (a) A parent or another person having legal custody; or
 - (b) The designee of such parent or other person having such custody, with the written permission of such parent or other person.
5. "Handicap" means, with respect to a person, a physical or mental impairment, which substantially limits one or more major life activity.

It will be the public policy of the City of Waseca to formally support equal opportunity for all residents or persons who wish to become residents of the City of Waseca and to ensure their rights to obtain decent, safe, and sanitary housing. The City of Waseca will not tolerate discriminatory practices within its jurisdiction. The following practices have been declared to be discriminatory and unlawful under the Fair Housing Act:

1. To refuse to sell or rent or to negotiate for the sale or rental of any property based on race, creed, color, sex, religion, national origin, marital status, familial status, handicap, or in regard to public assistance.
2. To discriminate in terms, conditions, and privileges and in services and facilities.
3. To engage in any conduct which makes dwellings unavailable or denies dwellings to persons.

4. To make, print, or publish or cause to make, print, or publish discriminatory advertisements.
5. To represent that a dwelling unit is not for sale or rent when in fact it is.
6. To engage in blockbusting.
7. To deny access to or membership or participation in, or to discriminate against any person in his or her access to or membership or participation in, any multiple-listing service, real estate broker's association, or other service organization or facility relating to the business or selling or renting a dwelling or in the terms or conditions or membership or participation.

Whenever a complaint alleging a discriminatory housing practice is received within the jurisdiction of the City of Waseca, the City will assist households who may have been discriminated against by providing the following services:

1. The City of Waseca will provide Fair Housing information (pamphlets) to all interested parties.
2. The City of Waseca will provide referral information concerning the ability of alleged discriminated households to make formal complaints to the State of Minnesota Department of Housing and Urban Development.
3. The City of Waseca will provide referral information enabling alleged discriminated households to contact Legal Services and the Minnesota Migrant Council.

I, Roy D. Srp, Mayor of the City of Waseca, Waseca County, State of Minnesota do hereby certify that the foregoing copy represents a true and correct copy of the original thereof on file in my office.

Signature

Date

Authorization Form

The City of Waseca has received a 2017 Small Cities Development Program to provide loans to three existing multi-family buildings. The City of Waseca authorizes Southwest Minnesota Housing Partnership or their assignee to act on the City's behalf for the following activities:

- To sign the Reimbursement Payment request form as the Grantee's Authorized Signature.

I, Roy D. Srp, Mayor of the City of Waseca, Waseca County, State of Minnesota do hereby certify that the foregoing copy represents a true and correct copy of the original thereof on file in my office.

Signature

Date

City of Waseca

Small Cities Development Program (SCDP) Income Reuse Plan

All income and repayments received through the Small Cities Development Program (SCDP) loans will be used for further rehabilitation activities and will be consistent with the federal requirements. If income received exceeds \$35,000 in any given federal fiscal year (Oct. 1 – Sept. 30), the funds will follow federal policies regarding federal objectives, tiered environmental reviews, lead base paint, and federal labor standards. If income received is below the \$35,000 threshold, it will still be used for eligible activities, but following federal policies is not required.

A SCDP Post Closeout Program Income Report will be accurately completed and submitted to the Minnesota Department of Employment and Economic Development (DEED) by October 15 each year.

I, Roy D. Srp, Mayor of the City of Waseca, Waseca County, State of Minnesota do hereby certify that the foregoing copy represents a true and correct copy of the original thereof on file in my office.

Signature

Date

City of Waseca

Prohibition of Excessive Force Policy

The City of Waseca prohibits the use of excessive force by law enforcement agencies within its jurisdiction against individuals engaged in nonviolent civil rights demonstrations.

The City of Waseca also will enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction.

I, Roy D. Srp, Mayor of the City of Waseca, Waseca County, State of Minnesota do hereby certify that the foregoing copy represents a true and correct copy of the original thereof on file in my office.

Signature

Date

**CITY OF WASECA
CONTRACT FOR ADMINISTRATIVE SERVICES WITH THE
SOUTHWEST MINNESOTA HOUSING PARTNERSHIP**

THIS CONTRACT, for Administrative Services is entered into this ____ day of _____, 2018 by and between the City of Waseca, hereinafter referred to as the "City", and the Southwest Minnesota Housing Partnership, hereinafter referred to as the "Partnership".

WHEREAS, the City of Waseca has been awarded a Grant from Department of Employment and Economic Development, Small Cities Development Program, hereinafter referred to as "SCDP"; and,

WHEREAS, \$600,000 in SCDP funds and Program Income have been specifically applied for and funded for the rehabilitation of the North State Apartments , currently owned by North State Associates, A Limited Partnership, a Minnesota limited partnership and BR Properties, currently owned by B. R. Properties of Waseca, LLP, a Minnesota limited liability partnership; and,

WHEREAS, the City will loan these funds to the future owner RD Properties 2017 Limited Partnership;

WHEREAS, the City of Waseca desires to contract with the Partnership for Administrative Services; and,

WITNESSED: In consideration of the mutual covenants and agreements contained herein, the City and the Partnership agree as follows:

1. The term of this contract commences on _____, 2018 and terminates on September 30, 2020
2. The SCDP Work Program, **Exhibit A**, attached to this contract, is acceptable to the City and is hereby made a part of this contract.
3. The SCDP Budget, **Exhibit B**, attached to this contract, is acceptable to the City and is hereby made a part of this contract.
4. For the purposes of this contract, the Partnership shall be deemed an independent contractor and not an employee of the City. Any and all employees of the Partnership or other persons while engaged in the performance of any work or services required by the Partnership under this contract, shall not be considered employees of the City; and any and all claims that may or might arise on behalf of said employees or other persons as consequence of any act or omission on the part of said employees or the Partnership shall in no way be the obligation or responsibility of the City.
5. It is further agreed that the Partnership shall defend and save the City harmless from any claims, demands, actions, or causes of action arising out of any act or omission on the part of the Partnership, its agents, servants or employees in performance of, or with relation to any of the work or services provided to be performed or furnished by the Partnership under the terms of this contract.

6. The Partnership shall not assign any interest in this contract, not subsequently disclosed already in this contract, and shall not transfer any interest in the same, whether by assignment, subcontract or notation, without the prior written consent of the City.
7. The Partnership specifically agrees to comply with the requirements of 24 (CFR 135.20 and to provide such copies of said regulations as may be necessary for the information of parties to contracts required to contain the Section 3 clause set forth in 24 CFR 135.20.
8. Any alteration, variation, modification, or waiver of the provisions of this contract shall be valid only after it has been reduced to writing, duly signed by both parties, and attached to the original of this document.
9. The waiver of any of the rights and/or remedies arising under the terms of this contract on any one occasion by either party hereto shall not constitute a waiver of any rights and/or remedies in respect to any subsequent breach or default of the terms of this contract. The rights and remedies provided or referred to under the terms of this agreement are cumulative and not mutually exclusive.
10. This contract shall constitute the entire agreement between the parties and shall supersede all prior oral or written negotiations.
11. In performing the provisions of this contract, the Partnership and the City agree to comply with all Federal, State, or local laws, and applicable rules, regulations, or standards established by any agency of such governmental units, which are not now or hereafter promulgated.
12. The Partnership will not receive any SCDP administrative funds in carrying out the duties identified in **Exhibit A**.
13. The Partnership shall be reimbursed as follows:
 - \$0 shall come from Small Cities Development Program funds for Administrative Services.
 - \$0 has been committed by the City of Waseca
14. Should any of the above provisions be subsequently determined by a court of competent jurisdiction to be in violation of any federal or state law or to be otherwise invalid, both parties agree that only those provisions so adjudged shall be invalid and that the remainder of this contract shall remain in full force and effect.
15. The Partnership hereby assigns to DEED any and all claims for overcharges as to goods and/or services provided in connection with this contract resulting from antitrust laws of the DEED through the term of this agreement.
16. The City reserves the right to terminate this contract if the Partnership inexcusably fails to perform any of the provisions thereof. Such termination shall occur thirty (30) days after the receipt by the Partnership of written notice specifying the grounds thereof, unless prior to the date, the Partnerships has cured the alleged nonperformance of the providers of this contract.
17. Payment for this contract is to be made from funds made available by DEED. If at any time such funds are no longer available, this contract shall be terminated immediately upon notice of such fact by the DEED.

18. This contract may be canceled by the City or Partnership at any time, with or without cause, upon thirty (30) days written notice to other party. In the event of such a cancellation, the Partnership shall be entitled to payment for work or services performed to the date of notice of cancellation.
19. The book, records, documents, and accounting procedures and practices of the Partnership, relevant to this contract, may be subject to examination by the City's auditors. The Partnership will receive a copy of the City's audit.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be duly executed as of the date first mentioned above.

**SOUTHWEST MINNESOTA
HOUSING PARTNERSHIP**

CITY OF WASECA

Chairperson

Mayor

Chief Executive Officer

City Manager

Date

Date

EXHIBIT A

SCDP WORK PROGRAM

The following Work Program is attached to the Administration Services contract dated _____, 2018 a part thereof.

1. Staffing

- A. The Partnership shall provide a sufficient supply of competent, trained staff to meet the needs of the project and complete the assigned tasks identified in the Work Program, in the time frame set forth in the contract. Staff shall include, but is not limited to, Administrative Staff, Rehabilitation Specialists/Inspectors, clerical support, etc.
- B. The Partnership is responsible for providing adequate office space, telephone, copying, postage, and other office expenses to provide Administration Services.
- C. Staff shall be trained by the Partnership to ensure that they can perform the duties identified in the Work Program within the contract.
- D. The Partnership shall provide the City with a clear communication chain that the City would require on daily requests, problems/concerns/etc. The contact for daily information will be responsible for routing information within the Partnership and its other staff.

2. Program Regulations

- A. The Partnership staff will attend DEED trainings and informational sessions as provided by DEED to ensure that updates on the SCDP program are utilized in the program.
- B. The Partnership will receive and review regularly DEED updates on changes to the program and incorporate them into the program.
- C. The Partnership will rely on and communicate regularly with DEED staff to consult with them on programming issues.

3. Program Development

- A. The Partnership will review Grant Agreements for accuracy against applications
- B. The Partnership will request from the City documentation on special conditions documentation.
- C. The Partnership will prepare to document the special conditions required in the grant agreement with DEED to obtain the release of funding by DEED in an expeditious manner.
- D. The Partnership will prepare all repayment agreements to be used in securing the SCDP funds for the City. The Partnership will send the documents to the City for review and approval prior to use.

4. Documents and Reporting

- A. The Partnership will assemble files, execute proper documentation within the files, maintain complete records, document methodology on eligibility, and provide information to DEED for all file reviews.
- B. The Partnership will maintain the files for the review by the City upon request.

- C. The Partnership will prepare all reports to DEED (ie; quarterly, annual) required during the contract period.

5. Program Management

- A. The Partnership will attend to regular reviews of program goals in relation to the contract end date and performance.
- B. The Partnership will prepare the Close Out Report for the City's public meeting.

6. Funding and Budgeting

- A. The Partnership will prepare the draws to DEED when proper documentation is submitted.
- B. The Partnership will oversee payments to contractors in conjunction with the City.
- C. The Partnership will reconcile the accounting of the program with DEED and the Field Administrator.

7. Outcomes

- A. The Partnership is responsible for meeting the goals set under the project.

8. Federal Requirements

The Partnership is required to ensure that the project and the City meet the Federal Requirements outlined in the Grant Agreement. Those include, but are not limited to:

1. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity in receiving Federal financial assistance.
2. Title VIII of the Civil Rights Act of 1968 (P.O. 90-284), known as the Fair Housing Act of 1968, which provides that it is the policy of the United States to provide, within constitutional limitations, for fair housing throughout the United States and prohibits any person from discrimination in the sale or rental of housing, the financing of housing, or the provision of brokerage services, including in any way making unavailable or denying a dwelling to any person, because of race, color, religion, sex or national origin.
3. Executive Order 11063, as amended by Executive Order 12259, which prohibits discrimination because of race, color, religion (creed), sex or national origin, in the sale, leasing, rental, or other disposition of residential property and related facilities (including land to be development for residential use), or in the use of occupancy thereof, if such property and related facilities are among other things, provided in whole or in part with the aid of loans, advances, grants and contributions agreed to be made by the Federal Government.
4. Section 109 of the Housing and Community Development Act of 1974, as amended, which provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in,

be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds provided under the Act. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975.

5. Title 11 of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations (24 CFR Part 41 and 24 CFR 570.602(a).
6. Davis-Bacon Act, as amended, requiring payment of wages at prevailing rates, and the Contract Work Hours and Safety Standards Act.
7. The National Environmental Policy Act of 1969.
8. Section 3 of the Housing and Urban Development Act of 1968 which requires that to the greatest extent feasible, opportunities for training and employment be given to lower income persons residing within the unit of local government in which the project is located; and that contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by persons residing within the unit of local government.
9. Title IV of the Lead-Based Paint Poisoning Prevention Act, as amended (41 U.S.C. Section 483 1).
10. All parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable state and federal laws.
11. The regulations, policies, guidelines, and requirements of Common Rule or Uniform Administrative Requirements and OMB Circular A-87 as they relate to the application, acceptance, and use of federal funds under this part.
12. The Minnesota Government Practices Act, Chapter 13, including but not limited to Section 13.3 1.
13. The regulations, reporting, and record keeping requirements as stated in the "Program Manual", as supplemented, provided by the grantor.
14. Section 504 of the Federal Rehabilitation Act of 1973, Chapter 55 of the Minnesota State Building Code and the Minnesota Human Rights Act.
15. All other applicable federal rules and regulations identified in the DEED Grant Agreement between the City and DEED.

EXHIBIT B

CITY OF WASECA SCDP BUDGET

ACTIVITY	UNIT GOAL	SCDP FUNDS	PROGRAM INCOME	OTHER FUNDS	TOTAL
RENTAL REHAB	40	\$533,770	\$66,230	\$942,899	\$1,476,669
TOTAL	40	\$533,770	\$66,230	\$942,899	\$1,476,669