

6:00 p.m. – WORK SESSION - BEACH HOUSE RENTALS

REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, JANUARY 16, 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

- A. Fire Chief John Underwood
- B. Junior Achievement

- 6 CONSENT AGENDA

- A. Minutes – Regular City Council meeting – January 2, 2018
- B. Minutes – Truth in Taxation Meeting – December 5, 2017
- C. Minutes – City Council Work Session - November 28, 2017
- D. Payroll & Expenditures
- E. CSAH 14 Cooperative Agreement with Waseca County
- F. City Building Inspection Services contract amendment
- G. **Resolution No. 18-06** - Airport Fixed Base Operator Contract
- H. Off Sale Liquor License application – Walmart, Inc.
- I. **Resolution No. 18-05** - Approving Off Site Gambling Permit – Sleigh & Cutter Festival

7 ACTION AGENDA

- A. Council Board and Commission appointments
- B. Citizen Board and Commission appointments

8 REPORTS

- A. City Manager's Report
- B. Commission Reports
 - Airport Board Jan 2 meeting (Councilmember Rose)
 - EDA Jan 10 meeting (Mayor Srp, Councilmember Fitch)
 - HPC Jan 8 meeting (Councilmember Tloutan)
 - Park Board Jan 9 meeting (Councilmember Christiansen)

 - Fire Relief Association Dec 27 meeting (Councilmember, Conrath)

9 ANNOUNCEMENTS

10 ADJOURNMENT

5B

Waseca Advisory Committee
Adam Worke, Colony Court

Sara Lynch, First National Bank -
Waseca

Kari Glynn, Roundbank

Abigail Bartz, Mayo Clinic - Waseca

Jill Stagman, Pantheon Computers

January 15, 2018

City of Waseca
508 S. State St
Waseca, MN 566093

Dear City Council Members,

Junior Achievement is excited to have the opportunity to prepare and inspire local Waseca students to succeed in your community and beyond! Last school year, JA served nearly 900 Waseca students with immersive, hands-on experiences in personal finance, work readiness skills, and entrepreneurship.

JA, along with our community supporters and volunteers, helps to ensure that the next generation is fully equipped and prepared to enter the workforce. A 2016-17 JA Alumni study found that 1 in 3 former JA students credits Junior Achievement for providing them with an idea of what to pursue for a career as an adult. Additionally, 1 in 5 Alumni say they have worked or are currently working in the same field as a JA volunteer they had in school, illustrating the impact JA volunteers have as role models to our students.

Our ability to grow our programs and positively impact the lives of our students depends on the financial generosity of our community and local businesses. **Please consider a gift to JA of \$500 so we can continue to move our JA mission forward. In addition, JA respectfully requests permission to work with City employees to create a volunteer program that informs employees of JA volunteer opportunities and allows them time during the work day to volunteer.**

Feel free to contact me with any questions at 507-676-3523 or via email at laura@jaum.org.

Sincerely,



Laura Heyne
District Manager – Owatonna/Waseca

City of Waseca Proposal

Summary

Junior Achievement of the Upper Midwest respectfully requests \$500 to assist in providing classroom program materials, volunteer and teacher training, and volunteer recruitment for classroom programming in Waseca schools during the 2017-2018 school year. In addition, JA would like to work with City employees to create a volunteer program that informs employees of JA volunteer opportunities and allows them time during the work day to volunteer.

During the 2016-2017 school year, Junior Achievement delivered programming to 893 students in 32 classrooms grades K-5, at the Waseca High School, and to Waseca Junior High 7th graders in conjunction with FarmAmerica. With school district and community support, Junior Achievement plans to continue these program offerings for grades K-5 and 7th grade with FarmAmerica during the 2017-2018 school year. Programming and funding will be administered from the Owatonna District Office with a long-term goal to grow the programs to all students, K-12, and develop a sustainable financial and volunteer structure to support programming into the future.

The Role of JA

Junior Achievement's mission is to inspire and prepare young people to succeed in a global economy. We accomplish this with immersive, hands-on experiences in personal finance, work readiness skills, and entrepreneurship. In our traditional classroom delivery model, a trained local volunteer or team of volunteers visits the classroom once a week for five to seven weeks. JA's hands-on activities keep kids engaged and interested while they learn the real-life application of lifelong skills. All JA programs are designed to educate K-12 students in financial literacy, college and career readiness, and entrepreneurship. While these programs can be used in a stand-alone capacity, learning gains are strengthened when delivered sequentially as lesson concepts build on the previous program.

Community Need for Programming

Recent studies show a gap in work readiness and personal finance skills.

- According to staffing provider Adecco USA, 92 percent of senior executives in the U.S. believe Americans aren't as skilled as they need to be, and 44 percent say they lack necessary soft skills, such as critical thinking, communication, collaboration, and creativity.
- According to the National Foundation for Credit Counseling, only 2 in 5 adults say they keep track of their finances with a budget. In the same study, 1 in 3 adults carry a credit card balance month-to-month, and nearly just as many have nothing saved for retirement.

These and other factors are resulting in the inability of too many Americans to get and keep a job, to be financially secure enough to save for retirement, or deal with unexpected emergencies. Junior Achievement (JA) brings volunteer role models from the community into the classroom to share their experiences with young people. Using JA's proven programs, these volunteers help students better understand the soft skills needed to get and keep a job and how money works. The JA experience is shown to heighten students' understanding of the role education plays in their future success in the workforce. JA programs promote 21st Century Skills, such as critical thinking, collaboration, creativity, and communication, while helping students understand the importance of learning to manage their own money. JA also helps students appreciate the need for higher education, whether it's a four-year degree or a technical certification for a skilled trade.

Proof of Impact

2016-17 JA Alumni study outcomes:

- JA students are 2 ½ times more likely to be involved with starting a business than the general public.
- More than half (55%) of JA alumni say that their Junior Achievement experience gave them an idea of how business works
- Nearly one-in-three (30%) of JA Alumni said JA programs gave them an idea of what to do for a career.
- 20% of JA alums say that they have worked in a field similar to that of their JA volunteer.
- Furthermore, nearly all (88%) JA Alumni express career satisfaction.

JA programs help students understand the world of work, what skills are necessary to succeed, and how to continue growing professionally.

2017-2018 Goals

During the 2017-2018 school year, Junior Achievement will continue to offer classroom programs for grades K-5. JA will also continue to work with FarmAmerica on their unique programming format to engage students in careers in Agriculture utilizing JA programs. JA staff along with our five member Waseca Advisory Committee will continue to seek out funding and volunteer sources to build a fully supported and sustainable model for Waseca JA programs.

Junior Achievement introduced programming in Waseca in 2014 with a pilot of 3rd grade programming at all local elementary schools. Since then, Waseca Public Schools have expanded JA programming to grades K-5. Over the years, programming has been offered at the high school as well. During the 2016-2017 school year, JA partnered with FarmAmerica to deliver the JA It's My Future curriculum to all 163 Waseca Junior High 7th grade students.

All JA programs are offered free of charge to local schools, however, each classroom program costs approximately \$480 to administer. During the 2016-2017 school year, we delivered classroom programming to 32 classes for a cost of \$15,360 and through our local fundraising efforts, we raised \$11,192. This year, we expect 30 Waseca classrooms to participate with an expected cost of \$14,400. To date, we have raised \$10,339. Our fiscal year runs from 7/1/2017 – 6/30/2018. Budget shortfalls are currently met through Owatonna based funding with oversight from our Owatonna Board of Directors.

Financial and volunteer support from the City of Waseca will help us reach our goals of delivering JA programs in Waseca and developing a fully funded and sustainable model.

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, JANUARY 2, 2018

6A

CALL TO ORDER/ROLL CALL

- 1 The regular Waseca City Council meeting was called to order by Mayor Roy Srp at 7:02 p.m.

Councilmembers present:

Mayor Roy Srp	Les Tlougan
Ann Fitch	Allan Rose
Jeremy Conrath	Mark Christiansen

Absent: Daren Arndt

Staff present:

Danny Lenz, City Manager
Shelly Kolling, Finance Director
Mary Buenzow, City Clerk
Scott Girtler, Waseca Police Officer

MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

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

PUBLIC COMMENT

- 4 Mayor Srp asked if there was anyone in the audience, not on the agenda, who wished to address the City Council at this time. There were no comments.

REQUESTS AND PRESENTATIONS

- 5 None

CONSENT AGENDA

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

- A. Minutes – Regular City Council meeting – December 19, 2017
- B. 2017 Payroll & Expenditures
- C. **Resolution 18-02** – TKDA Airport Consultant Contract two-year extension
- D. **Resolution 18-03** – Tort Liability Limits
- E. **Resolution 18-04** – Designation of City depositories
- F. 2018 Expenditures

ACTION AGENDA

7A Appoint Mayor Pro Tem

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 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 City Manager asked the Council to let him or the City Clerk know their preferences for boards or commissions prior to the next meeting.

It was moved by Conrath, seconded by Srp, to appoint Allan Rose as Mayor Pro Tem for 2018; the motion carried 6-0.

7B Resolution No. 18-01 – SCDP Waseca Housing Project

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 Council 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 Council 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.

It was moved by Tloughan, seconded by Fitch, to adopt Resolution No. 18-01, A RESOLUTION OF THE WASECA CITY COUNCIL REGARDING SMALL CITIES DEVELOPMENT PROGRAM (SCDP) WASECA HOUSING PROJECT POLICIES AND CONTRACT FOR ADMINISTRATIVE SERVICES; the motion carried 6-0.

REPORTS

8A City Manager's Report

The City Manager announced that John Underwood has been appointed as Fire Chief. There will be an official ceremony at an upcoming City Council meeting.

The City has been notified that the Finance Department has been awarded the Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting for Fiscal Year 2016. The City Manager commended the Finance Department for their work in achieving this award.

The City Manager wished everyone a Happy New Year.

8B Commission Reports

Airport Board January 2 meeting – Councilmember Rose reported the Airport Board discussed several items, including the FBO hangar, 2018 Projects, the Airport Master Plan, a skydiving update, Airport Board membership, rezoning, the ditch under the runway, and contract renewal for the Airport Manager.

Fire Relief Association December 27 meeting – Councilmember Conrath stated the Association welcomed new City staff representative Penny Vought. They discussed the annual meeting, which is two weeks from today, and the Association agreed that beginning in 2019, the annual meeting date will be changed so as to allow the City Councilmembers to attend.

ANNOUNCEMENTS

- 9 Councilmember Fitch requested the Park Board discussed additional lighting in the Loon Lake Park parking lot. She stated the parking lot is very dark. Councilmember Christiansen made note so the Park Board can discuss this item at the next Park Board meeting.

Councilmember Fitch reported the Sleigh & Cutter Festival Committee will hold a Sesquicentennial event – a Founding Father’s Facial Hair Contest. Contestants may go to Icon Barbers for a shave to get started. The cost is \$25 and all proceeds will go to Children’s Dream Catcher Fund.

Councilmember Tlougan stated he has received many inquiries regarding this item and wondered if there is a timeline for Burger King. The City Manager stated his understanding is they hope to be open by the end of May.

Mayor Srp wished everyone a Happy New Year and hopes for a wonderful 2018.

ADJOURNMENT

- 10 There being no further business, it was moved by Fitch, seconded by Conrath, to adjourn the regular meeting at 7:25 p.m.; the motion carried 6-0.

R. D. SRP
MAYOR

MARY BUENZOW
CITY CLERK

MINUTES
CITY OF WASECA TRUTH IN TAXATION MEETING
TUESDAY, DECEMBER 5, 2017

6B

The City of Waseca Truth in Taxation meeting began at 7:00 p.m. in the City Hall Council Chambers.

Councilmembers present:

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

Staff present:

Danny Lenz, City Manager
Shelly Kolling, Finance Director
Mary Buenzow, City Clerk
Scott Girtler, Waseca Police Officer

Mayor Srp welcomed the audience to the Truth in Taxation meeting and explained that after a presentation by City staff, the meeting will be opened for public comments.

The Finance Director presented budget goals and key objectives, highlighting the following:

- Present budget includes Local Government Aid (LGA as advised by the State for 2018 (increase of \$90,394)
- Review of various fees for increased revenue options
- Continue to change and adapt with operations in an effort to control expenses, levies and fees
- Continue to invest in aging infrastructure
- Maintain quality City service levels
- Maintain sound fiscal health

The Finance Director explained the budget process as follows:

- Departments submitted budgets to the Finance Director and City Manager
- The budget was discussed at various Council work sessions
- Council set preliminary levy with 15.31% tax levy increase at the September 27th meeting
- Council reviewed options to reduce the final tax levy to 10.86%
- December 5th Truth in Taxation meeting for public comment and input
- December 19th Council action to adopt the final 2018 budget and tax levy

It was noted that 196 properties received a disaster credit in 2017, not reflected on proposed property tax statements. Councilmember Fitch asked how those property owners would find out. The City Manager stated that information would be at the County and the information should show on the ""other credit" line.

Mayor Srp commented he has received many phone calls from residents wanting to talk about taxes. He stated he was on the Council during the years when it held increases at 0%. That was done for so long that the average for those years is 1.25% and now we are catching up. At the time the Council thought that was the right thing to do but looking back now, he wouldn't have done it, and would have been in favor of a 2% or 3% every year so we wouldn't have to catch up now.

Public Comment

Ken Honken, 400 Ptarmigan Court, inquired about the required spending from outside entities. The City Manager stated the City's MS4 Permit has specific requirements and the City must continually show improvements in our stormwater management program.

Mr. Honken asked whether staff is being added. The City Manager replied there will be one person added to Public Works, one in the Police Department and two seasonal Park employees.

Fred Salisbury, 506 11th Ave NW, stated as a retired person, the increase on his property taxes is significant. He expressed concern about the recent loss of a major employer in Waseca and wondered how the City is going to attract business with taxes increasing in double digits. He does not know if the City has a plan and wondered what is going to happen to this community.

Mayor Srp replied the Waseca Vision 2030 will help bring the community to an excellent quality of life. He stated Mr. Salisbury was the City Engineer during the years when the Council held the levy at 0% and he would understand that if we don't continue to improve our infrastructure, how will we retain business.

The City Manager urged Mr. Salisbury to contact the County to make sure his tax statement has been calculated correctly. He added that one way to attract business is to make sure we can provide the services and infrastructure they need. The City Manager further stated we have a significant plan with the Vision 2030 process which is currently in the works and indicates the actions we will need to take.

Mayor Srp commented there are people who are very interested in the Quad Graphics building.

Mr. Salisbury reiterated his question about what the plan is, and his concern that we don't lose more employers in town.

Michelle Oswald, 916 3rd Ave SE, addressed the Council and stated was surprised at the amount of her property tax increase. She felt the taxes in town would discourage people from purchasing a home and getting involved in the community.

Councilmember Tloutan encouraged Ms. Oswald to look into the property tax refund program for those people whose taxes increase over 12%.

Johann de Jager, 16630 Rice Lake Estates, asked the Council what we are doing to grow the City, and whether the growth plans are tied to the City Manager's goal. He also asked if the City is staying in budget and being run as a business. Mayor Srp replied the City is doing all those things. The Council has held many meetings to discuss all those issues. He encouraged Mr. de Jager to look at the Vision 2030 video.

Mr. de Jager suggested the City look into incentives for builders, etc. The City Manager replied we currently have a tax abatement program in place for new home construction.

Mr. Honken asked if the Council is aware of the public perception that Waseca is a tax heavy community. He is confident in the Council's work and felt the Vision 2030 presentation was great. His concern is that the Council is not considering public perception.

After further discussion the public comment period ended at 8:14 p.m.

Mayor Srp thanked the audience for attending.

Councilmember Rose commented the Council started with a 15.31% preliminary levy in September and it is currently 10.86%. He assured the audience the Council continues to consider how to lower the levy before final adoption in December.

The Truth in Taxation meeting ended at 8:15 p.m.

R. D. SRP
MAYOR

MARY BUENZOW
CITY CLERK

MINUTES
WASECA CITY COUNCIL WORK SESSION
TUESDAY, NOVEMBER 28, 2017

6C

The Waseca City Council work session began at 6:00 p.m. in the Public Safety Building.

Councilmembers present:

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

Staff present:

Danny Lenz, City Manager
Mark DuChene, City Engineer
Shelly Kolling, Finance Director
Mary Buenzow, City Clerk

Also present was Jacob Stark, Waseca County News.

Snow and Ice Control Policy Change

The City Engineer explained that according to City Code, property owners are responsible for snow and ice control measures for public sidewalks adjacent to their properties. When there is no boulevard, snowplows deposit all of the street snow onto the sidewalk, which can be overly burdensome for homeowners to remove and maintain.

The 2017 Sidewalk Project and the Elm Avenue Reconstruction Project both contained new segments of sidewalk in residential areas that, due to site constraints, required the sidewalk to be placed directly behind and adjacent to the concrete curb. This is similar to 7th Avenue NW between State Street and 10th Avenue NW.

Homeowners of these properties have asked about assistance with the snow removal on these sidewalks, since the roadway lacks any boulevard to store snow.

Staff is presenting possible solutions, which include:

- 1) Do nothing – leave 100% of the snow and ice removal responsibilities to homeowners.
- 2) Modify snow removal operations so as to not deposit snow on sidewalks, i.e. plow snow to middle of road, load up the snow and haul away. This is costly and what is currently done on 7th Avenue NW between State Street and 10th Avenue NW.
- 3) Consider a policy amendment to assist homeowners with snow and ice removal operations for very specific circumstances.

There was some discussion regarding this item. The City Engineer stated the maintenance crew can put the plow wing on the sidewalk, and the Park Department can come by later and clean it off. If we keep this to a limited application, it will have limited impact.

Mayor Srp asked if this will be consistent with everyone. The City Engineer stated it is. The City Manager commented the City would only do this where there is engineering rationale.

It was the consensus of the Council in favor of a policy amendment to assist homeowners with snow and ice removal operations for very specific circumstances.

2018 Final Levy Deliberations

The City Manager explained the Council set the preliminary levy at the September 19th meeting, and the amount of the levy can only go down. The Truth In Taxation meeting is December 5th, with adoption of the final levy scheduled for December 19th.

The City Manager presented recent levy changes, from 2010 to 2017 and the 8-year average is 1.25%.

Revenue Changes include the following:

- \$22,500 – RFSD Agreement
- \$5,500 – Building Permit Fee Increase
- \$2,500 - Water Heater & Furnace Inspections
- \$12,000 – Water Park Fees
- \$10,000 – Fire Call Charges
- \$15,000 – Health Insurance Plan Changes
- \$55,000 – Elimination of FT Fire Chief
- \$14,375 – Reduced Market Adjustment to 3%
- Levy Reduction = \$136,875
- Rate increase on Water Utility not recommended for 2018

The City Manager commented we are going to withhold proposing a water utility rate increase.

Street Light Utility

Regarding a Street Light Utility, Councilmember Fitch commented she would like to see this implemented as early as possible. There was some discussion, and the City Manager stated it may be an additional charge within the electric utility referred to as a “street light utility charge”. Mayor Srp stated that calling it that may help make it more acceptable to the public. Councilmember Rose commented this could be considered community safety, which would justify charging for street lights.

Councilmember Conrath stated he would lean more toward implementing this in 2019 in order to obtain more information. Councilmember Fitch stated it spreads the burden to non-homeowners as well as homeowners. Councilmember Tlougan commented it will spread the cost to those that don’t pay taxes.

The City Manager asked if the Council is interested in reducing the levy based on the street light utility. *It was the consensus of the Council to proceed with the street light utility.*

Fire Chief Position

There was some discussion regarding whether to move forward with hiring a part time Fire Chief. The City Manager stated we currently have full time employees and no supervision, and he explained the following issues with the Fire Chief position:

- No previous Council support for Full-time Chief
- If no change, staff will move forward with hiring a Part-Time Chief
- PT Chief would report to Public Safety Director (Penny Vought)
- Funding to conduct a Fire Department study
- Funding to address recommendations/other needs
 - LUCAS Device for Medical Response
 - Officer and Incentive Pay

The City Manager stated the Public Safety Director would not have to be trained as a firefighter, and her job is to handle administrative functions of the Police and Fire departments.

Councilmember Conrath commented he would prefer a full-time Fire Chief over this option.

Planned Use of Fund Balance

The City Manager presented the Planned Use of Fund Balance as follows:

- \$25,000 – Technology & Legal increases
- \$25,000 – 2018 Election
- \$150,000 – Tink Larson Field
- \$220,000 – Equipment Replacement Funding

Funding Needs/Requests

The City Manager presented Funding Needs/Requests as follows:

- Waseca Vision 2030 Funding Needs
 - Planning work anticipated in 2028 to move on recommendations
 - No funds currently budgeted for project
- Central Building Movie Theater funding
 - Up to \$50,000 funding gap

The City Manager asked the Council for input regarding the Central Building Movie Theater. There was some discussion, with the majority of the Councilmembers in favor of looking into this. Councilmembers were interested in seeing a business plan.

General Discussion

The City Manager commented regarding fees for fire calls, increased water park fees and building inspection fees. He added the City has a history of underutilizing our revenue sources. He stated the best thing the City can do for economic development is do things well. This is a tough year and the County and School District are in the same boat.

Mayor Srp commented in the past employees went along with holding the line on salaries. The City Manager stated that is why we have to retain employees.

Councilmember Tloughan commented he would like to bring the levy down from 15%. He stated he is not hearing a lot of negative comments. Councilmember Fitch stated she has received some comments and refers to her work session packet to explain to residents what the levy is going for.

Councilmember Conrath stated he is more comfortable with a 7-8% levy increase and continue it out for several years. He would like to see it lower than 10.87% and take out the Street Maintenance Worker. He stated also he is not sold on the SCDIU officer.

Councilmember Tloughan commented the Council has skimmed for 8+ years and didn't do what we should have done, or pay staff. Now we are doing what we have put off.

Councilmember Conrath reiterated he would not be in favor of any levy greater than 10%. Councilmember Rose wondered if it is possible to reduce our existing park system, as he feels we have too many parks. The City Manager responded we have the same number of Park Department employees that we've had since the mid 1980's. Mayor Srp commented the Park Department has also taken over watering the downtown flower baskets.

Councilmember Conrath stated he is in favor of economic development, but wondered if there is a way to reduce the EDA levy. Councilmember Tloughan stated if that issue is going to be discussed, the EDA members should participate in the discussion. The City Manager stated he will be scheduling a joint work session with the EDA.

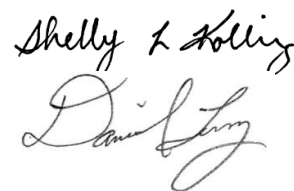
There being no further discussion, the work session ended at 7:15 p.m.

R. D. SRP
MAYOR

MARY BUENZOW
CITY CLERK

LIST OF EXPENDITURES

January 16, 2018



City Council	0.00
Streets	21,058.48
Parks	8,613.54
Wastewater	9,803.48
Utility Administration	3,878.99
Utility Billing	6,803.99
Electric	13,327.54
Water	4,761.81
Building and Code Compliance	2,193.53
Police	48,686.12
Administration	6,125.77
Community Aides	460.00
Fire	8,150.78
Volunteer Fire Department	4,067.25
Election Judges	0.00
PEG	1,131.73
Finance	10,084.66
Connections	3,483.44
Community Development	5,151.12
Engineering	13,102.86
Water Park	2,275.87
Econ Development	<u>2,275.87</u>
 Total Gross Payroll	 175,436.83
 *Less- Payroll Deductions	 <u>(60,148.58)</u>
 Net Payroll Cost	 \$ 115,288.25

*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:

January 3, 2018-January 12, 2018

Includes check #'s 151483-151537

Bank ACH Withdrawals.....	<u>754,297.11</u>
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GRAND TOTAL EXPENDITURES	<u>\$ 869,585.36</u>
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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
General Fund						
01/12/2018	11807	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 12/31/201	101-21701-0000	18,861.72	M
Total 101217010000:					18,861.72	
01/12/2018	11802	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 12/31/2017	101-21702-0000	7,523.70	M
Total 101217020000:					7,523.70	
01/12/2018	11807	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 12/31/2017	101-21703-0000	7,193.84	M
01/12/2018	11807	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 12/31/2017	101-21703-0000	7,193.84	M
Total 101217030000:					14,387.68	
01/12/2018	11803	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 12/31/2017	101-21704-0000	1,160.34	M
01/12/2018	11803	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 12/31/20	101-21704-0000	7,542.02	M
01/12/2018	11803	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 12/31/2017	101-21704-0000	5,636.10	M
01/12/2018	11803	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 12/31/20	101-21704-0000	7,542.02	M
01/12/2018	11803	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 12/31/2017	101-21704-0000	8,454.14	M
Total 101217040000:					30,334.62	
01/12/2018	151502	IBEW	IBEW UNION DUES Pay Period: 12/31/2017	101-21707-0000	302.06	
01/12/2018	151504	IUOE Local #70	FIRE UNION DUES Pay Period: 12/31/2017	101-21707-0000	128.28	
01/12/2018	151504	IUOE Local #70	IUOE UNION DUES Pay Period: 12/31/2017	101-21707-0000	814.36	
01/12/2018	151504	IUOE Local #70	IUOE UNION DUES	101-21707-0000	55.76-	
01/12/2018	151507	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 12/31/2017	101-21707-0000	490.00	
Total 101217070000:					1,678.94	
01/12/2018	20180018	Greater Mankato Area United Way	UNITED WAY Pay Period: 12/31/2017	101-21708-0000	28.00	
Total 101217080000:					28.00	
01/12/2018	151513	MN Life	January Life Insurance	101-21710-0000	457.25	
Total 101217100000:					457.25	
01/12/2018	11807	ACH Internal Revenue Service	MEDICARE Pay Period: 12/31/2017	101-21712-0000	2,386.64	M
01/12/2018	11807	ACH Internal Revenue Service	MEDICARE Pay Period: 12/31/2017	101-21712-0000	2,386.64	M
Total 101217120000:					4,773.28	
01/12/2018	11808	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 12/31/2017	101-21713-0000	292.00	M
01/12/2018	11808	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 12/31/2017	101-21713-0000	425.00	M
Total 101217130000:					717.00	
01/12/2018	11806	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 12/31/2017	101-21714-0000	840.00	M
Total 101217140000:					840.00	
01/12/2018	11810	SelectAccount	Flex reimbursement	101-21716-0000	1,326.10	M
01/12/2018	11804	SelectAccount	HSA DEDUCTION Pay Period: 12/31/2017	101-21716-0000	469.83	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101217160000:					1,795.93	
01/12/2018	11805	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 12/31/2017	101-21717-0000	1,099.67	M
Total 101217170000:					1,099.67	
01/12/2018	151512	MN Department of Labor & Industry	Oct-Dec 2017 Qtrly reporting	101-32280-0000	1,432.95	
Total 101322800000:					1,432.95	
01/12/2018	151489	Coalition of Greater MN Cities	2018 General Assessment Dues	101-41110-4330	14,905.00	
01/12/2018	151528	US Highway 14 Partnership	2018 membership dues	101-41110-4330	2,500.00	
Total 101411104330:					17,405.00	
01/12/2018	20180012	Discover Waseca Tourism	November Lodging Tax	101-41110-4440	2,759.75	
Total 101411104440:					2,759.75	
01/12/2018	20180045	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00	
Total 101411104455:					1,125.00	
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-41320-1310	873.50	M
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-41320-1310	83.50	M
Total 101413201310:					957.00	
01/12/2018	151513	MN Life	January Life Insurance	101-41320-1330	45.37	
Total 101413201330:					45.37	
01/12/2018	20180004	A. H. Hermel Company	Pop for Vending Machine	101-41320-4945	88.99	
01/12/2018	20180043	U.S. Bank - CC	Pop for vending machine	101-41320-4945	4.68	
Total 101413204945:					93.67	
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-41500-1310	1,652.10	M
Total 101415001310:					1,652.10	
01/12/2018	151513	MN Life	January Life Insurance	101-41500-1330	64.50	
Total 101415001330:					64.50	
01/12/2018	20180043	U.S. Bank - CC	2018 Membership dues	101-41500-4330	80.00	
Total 101415004330:					80.00	
01/12/2018	20180015	Flaherty & Hood PA	Legal Services	101-41600-3000	1,486.25	
01/12/2018	20180015	Flaherty & Hood PA	Labor Consult services	101-41600-3000	153.00	
01/12/2018	20180024	Kennedy & Kennedy Law Office	December Legal Fees	101-41600-3000	132.00	
01/12/2018	151531	Waseca County Auditor-Treasurer	Legal services Contract pmnt	101-41600-3000	5,370.33	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101416003000:					7,141.58
01/12/2018	20180035	Pantheon Computer Systems Inc.	Bldg Code Intern Computer	101-41920-2050	978.00
Total 101419202050:					978.00
01/12/2018	20180010	Civic Systems LLC	1st Half 2018 Software Support	101-41920-4950	6,885.20
01/12/2018	20180043	U.S. Bank - CC	Monthly charge	101-41920-4950	11.98
Total 101419204950:					6,897.18
01/12/2018	20180022	Innovative Office Solutions LLC	Office Supplies	101-41940-2000	37.88
Total 101419402000:					37.88
01/12/2018	20180043	U.S. Bank - CC	Blinds for office	101-41940-2170	384.01
01/12/2018	20180043	U.S. Bank - CC	Tea Kettle	101-41940-2170	41.95
01/12/2018	20180043	U.S. Bank - CC	Creamer for Breakroom	101-41940-2170	2.79
01/12/2018	20180043	U.S. Bank - CC	Breakroom supplies	101-41940-2170	9.74
01/12/2018	20180043	U.S. Bank - CC	Creamer for Breakroom	101-41940-2170	3.18
Total 101419402170:					441.67
01/12/2018	151496	G & K Services	Mats	101-41940-3100	19.20
01/12/2018	20180038	ServiceMaster of Mankato/Waseca	Monthly Janitorial	101-41940-3100	1,556.00
01/12/2018	20180046	Waste Management of Southern MN	December 2017 Monthly service	101-41940-3100	663.49
01/12/2018	20180047	Ziegler Inc	Ziegler annual service contracts	101-41940-3100	341.29
Total 101419403100:					2,579.98
01/12/2018	11801	City of Waseca	December Utilities	101-41940-3800	2,310.53 M
Total 101419403800:					2,310.53
01/12/2018	151490	Connors Plumbing & Heating Inc.	plumbing repair	101-41940-4000	104.46
Total 101419404000:					104.46
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-41950-1310	956.00 M
Total 101419501310:					956.00
01/12/2018	151513	MN Life	January Life Insurance	101-41950-1330	30.19
Total 101419501330:					30.19
01/12/2018	20180022	Innovative Office Solutions LLC	Office Supplies	101-41950-2000	77.97
Total 101419502000:					77.97
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-41950-2170	16.00
Total 101419502170:					16.00
01/12/2018	151535	Waseca County Recorder	4 Month Foreclosures	101-41950-3200	1.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101419503200:					1.00	
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-42100-1310	5,159.50	M
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-42100-1310	640.40	M
Total 101421001310:					5,799.90	
01/12/2018	151513	MN Life	January Life Insurance	101-42100-1330	313.50	
Total 101421001330:					313.50	
01/12/2018	20180022	Innovative Office Solutions LLC	Office supplies	101-42100-2000	367.50	
01/12/2018	20180022	Innovative Office Solutions LLC	Office supplies	101-42100-2000	58.42	
Total 101421002000:					425.92	
01/12/2018	151532	Waseca County Highway Department	Monthly billing	101-42100-2120	2,270.60	
Total 101421002120:					2,270.60	
01/12/2018	20180043	U.S. Bank - CC	Gloves	101-42100-2170	101.48	
01/12/2018	20180043	U.S. Bank - CC	Water	101-42100-2170	16.65	
01/12/2018	20180043	U.S. Bank - CC	Water	101-42100-2170	16.65	
01/12/2018	20180043	U.S. Bank - CC	Water	101-42100-2170	13.32	
Total 101421002170:					148.10	
01/12/2018	20180008	Brass, Brent	Uniform allowance	101-42100-2180	380.18	
01/12/2018	20180019	Grotberg, Angie	2017 Uniform Allowance	101-42100-2180	90.00	
01/12/2018	151503	Inventory Trading Company	Uniform allowance	101-42100-2180	270.00	
01/12/2018	20180028	Matson, Arik	Uniform Allowance	101-42100-2180	43.99	
01/12/2018	20180028	Matson, Arik	Uniform Allowance	101-42100-2180	136.80	
Total 101421002180:					920.97	
01/12/2018	151492	Driver and Vehicle Services	Registration Renewal	101-42100-2220	17.00	
01/12/2018	151492	Driver and Vehicle Services	Registration Renewal	101-42100-2220	11.00	
01/12/2018	151492	Driver and Vehicle Services	Registration Renewal	101-42100-2220	11.00	
01/12/2018	20180041	Thornhill, Lawrence E.	Car detailing	101-42100-2220	36.00	
Total 101421002220:					75.00	
01/12/2018	151516	Renovator Plus	Building repair/Maintenance	101-42100-2230	808.61	
01/12/2018	20180038	ServiceMaster of Mankato/Waseca	Janitorial Services	101-42100-2230	423.82	
Total 101421002230:					1,232.43	
01/12/2018	20180007	Blue Earth County	4th qtr MDTs	101-42100-3100	540.00	
01/12/2018	151486	Bureau of Crim Apprehension	4th qtr access fees	101-42100-3100	270.00	
01/12/2018	151496	G & K Services	Mats	101-42100-3100	11.78	
01/12/2018	151496	G & K Services	Mats	101-42100-3100	11.77	
01/12/2018	151508	Martin-McAllister	Conference	101-42100-3100	250.00	
01/12/2018	151523	Thomson Reuters - West	December 2017 Charges	101-42100-3100	210.00	
01/12/2018	20180046	Waste Management of Southern MN	December 2017 Monthly service	101-42100-3100	100.50	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421003100:					1,394.05
01/12/2018	151530	Verizon Wireless	Monthly Billing	101-42100-3200	884.48
01/12/2018	151530	Verizon Wireless	Monthly Billing	101-42100-3200	50.84
Total 101421003200:					935.32
01/12/2018	20180043	U.S. Bank - CC	2018 BCA Training	101-42100-3300	75.00
01/12/2018	20180043	U.S. Bank - CC	2018 Training interview and Interrogation	101-42100-3300	250.00
01/12/2018	20180043	U.S. Bank - CC	Parking at Martin McCalister	101-42100-3300	17.00
Total 101421003300:					342.00
01/12/2018	151487	Centerpoint Energy	Monthly Billing	101-42100-3800	642.42
01/12/2018	11801	City of Waseca	December Utilities	101-42100-3800	829.86 M
Total 101421003800:					1,472.28
01/12/2018	151510	Mid-States Organized Crime Info Center	2018 Membership Dues	101-42100-4330	150.00
01/12/2018	20180043	U.S. Bank - CC	2018 Membership dues	101-42100-4330	143.00
Total 101421004330:					293.00
01/12/2018	20180011	Creative Product Sourcing Inc. - DARE	DARE expense	101-42100-4600	1,835.52
Total 101421004600:					1,835.52
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-42200-1310	1,566.80 M
Total 101422001310:					1,566.80
01/12/2018	151513	MN Life	January Life Insurance	101-42200-1330	49.50
Total 101422001330:					49.50
01/12/2018	20180043	U.S. Bank - CC	Business Cards-Jon K	101-42200-2000	37.37
Total 101422002000:					37.37
01/12/2018	151532	Waseca County Highway Department	Monthly billing	101-42200-2120	241.99
01/12/2018	151532	Waseca County Highway Department	Monthly billing	101-42200-2120	5.00
Total 101422002120:					246.99
01/12/2018	20180023	Jefferson Fire & Safety Inc	Supplies	101-42200-2170	446.00
01/12/2018	20180031	Napa Auto Parts	Parts	101-42200-2170	1.07
Total 101422002170:					447.07
01/12/2018	151518	Sette Sports Center Inc	Parts f/ plow on Ranger	101-42200-2210	59.75
Total 101422002210:					59.75
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-42200-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-42200-2220	16.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/12/2018	151534	Waseca County License Bureau	REgistration Renewal	101-42200-2220	16.00
Total 101422002220:					48.00
01/12/2018	151516	Renovator Plus	Building repair/Maintenance	101-42200-2230	808.60
01/12/2018	20180038	ServiceMaster of Mankato/Waseca	Janitorial Services	101-42200-2230	423.81
Total 101422002230:					1,232.41
01/12/2018	151496	G & K Services	Mats	101-42200-3100	11.77
01/12/2018	151496	G & K Services	Mats	101-42200-3100	11.78
01/12/2018	20180046	Waste Management of Southern MN	December 2017 Monthly service	101-42200-3100	100.51
Total 101422003100:					124.06
01/12/2018	151483	Ancom Communications Inc	Batteries	101-42200-3200	807.00
01/12/2018	151530	Verizon Wireless	Monthly Billing	101-42200-3200	60.84
Total 101422003200:					867.84
01/12/2018	151495	FORSHEE, JASON	2017 Mileage reimbursement	101-42200-3350	145.52
Total 101422003350:					145.52
01/12/2018	151487	Centerpoint Energy	Monthly Billing	101-42200-3800	134.74
01/12/2018	151487	Centerpoint Energy	Monthly Billing	101-42200-3800	642.42
01/12/2018	11801	City of Waseca	December Utilities	101-42200-3800	829.87 M
01/12/2018	11801	City of Waseca	December Utilities	101-42200-3800	28.29 M
Total 101422003800:					1,635.32
01/12/2018	20180043	U.S. Bank - CC	Newspaper digital subscription	101-42200-4330	79.00
Total 101422004330:					79.00
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-42400-1310	500.00 M
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-42400-1310	82.50 M
Total 101424001310:					582.50
01/12/2018	151513	MN Life	January Life Insurance	101-42400-1330	5.45
01/12/2018	151513	MN Life	January Life Insurance	101-42400-1330	16.50
Total 101424001330:					21.95
01/12/2018	151532	Waseca County Highway Department	Monthly billing	101-42400-2120	33.21
Total 101424002120:					33.21
01/12/2018	151530	Verizon Wireless	Monthly Billing	101-42400-3200	31.38
Total 101424003200:					31.38
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-43000-1310	85.00 M
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-43000-1310	951.50 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101430001310:					1,036.50
01/12/2018	151513	MN Life	January Life Insurance	101-43000-1330	5.61
01/12/2018	151513	MN Life	January Life Insurance	101-43000-1330	74.74
Total 101430001330:					80.35
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-43000-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration renewal	101-43000-2220	16.00
Total 101430002220:					32.00
01/12/2018	151526	Troxler Electronic Laboratories Inc.	Badge monitoring services	101-43000-3100	62.00
Total 101430003100:					62.00
01/12/2018	151530	Verizon Wireless	Monthly Billing	101-43000-3200	50.04
Total 101430003200:					50.04
01/12/2018	20180043	U.S. Bank - CC	City Engineer Association Membership Dues 2018	101-43000-3300	380.00
Total 101430003300:					380.00
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-43100-1310	1,416.69 M
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-43100-1310	44.52 M
Total 101431001310:					1,461.21
01/12/2018	151513	MN Life	January Life Insurance	101-43100-1330	80.19
01/12/2018	151513	MN Life	January Life Insurance	101-43100-1330	1.65
Total 101431001330:					81.84
01/12/2018	20180022	Innovative Office Solutions LLC	Office Supplies	101-43100-2000	98.92
Total 101431002000:					98.92
01/12/2018	151532	Waseca County Highway Department	Monthly billing	101-43100-2120	2,384.26
01/12/2018	151532	Waseca County Highway Department	Monthly billing	101-43100-2120	213.18
Total 101431002120:					2,597.44
01/12/2018	20180009	Central Fire Protection Inc.	Fire extinguishers	101-43100-2170	243.00
01/12/2018	20180031	Napa Auto Parts	Parts	101-43100-2170	5.98
01/12/2018	20180033	Northern Tool & Equipment Co	Tools	101-43100-2170	1,289.21
01/12/2018	20180043	U.S. Bank - CC	Water	101-43100-2170	18.75
01/12/2018	151533	Waseca County Landfill	disposal	101-43100-2170	33.05
01/12/2018	151533	Waseca County Landfill	disposal	101-43100-2170	18.10
01/12/2018	151533	Waseca County Landfill	Demolition Disposal	101-43100-2170	71.98
Total 101431002170:					1,680.07
01/12/2018	20180005	AmeriPride Services Inc	uniform service	101-43100-2180	160.43

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101431002180:					160.43
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-43100-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-43100-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-43100-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-43100-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-43100-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-43100-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-43100-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-43100-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-43100-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-43100-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-43100-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-43100-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-43100-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-43100-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-43100-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-43100-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-43100-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-43100-2220	16.00
Total 101431002220:					304.00
01/12/2018	20180046	Waste Management of Southern MN	December 2017 Monthly service	101-43100-3100	479.45
01/12/2018	20180047	Ziegler Inc	Ziegler annual service contracts	101-43100-3100	783.97
Total 101431003100:					1,263.42
01/12/2018	151487	Centerpoint Energy	Monthly Billing	101-43100-3800	134.74
01/12/2018	11801	City of Waseca	December Utilities	101-43100-3800	28.29 M
01/12/2018	11801	City of Waseca	December Utilities	101-43100-3800	749.71 M
Total 101431003800:					912.74
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-43125-1310	367.29 M
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-43125-1310	44.52 M
Total 101431251310:					411.81
01/12/2018	151513	MN Life	January Life Insurance	101-43125-1330	20.79
01/12/2018	151513	MN Life	January Life Insurance	101-43125-1330	1.65
Total 101431251330:					22.44
01/12/2018	151536	Waseca Glass Inc.	auger Box lip seal	101-43125-2170	21.00
Total 101431252170:					21.00
01/12/2018	11801	City of Waseca	December Utilities	101-43160-3800	8,148.22 M
01/12/2018	151537	Xcel Energy	Monthly utility Dec 2017	101-43160-3800	682.34
Total 101431603800:					8,830.56
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-43170-1310	78.71 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101431701310:					78.71
01/12/2018	151513	MN Life	January Life Insurance	101-43170-1330	4.46
Total 101431701330:					4.46
01/12/2018	11801	City of Waseca	December Utilities	101-43170-3800	138.15 M
Total 101431703800:					138.15
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-43220-1310	131.18 M
Total 101432201310:					131.18
01/12/2018	151513	MN Life	January Life Insurance	101-43220-1330	7.43
Total 101432201330:					7.43
01/12/2018	20180021	Independent School District #829	Com Ed Contribution	101-45100-3100	8,333.33
Total 101451003100:					8,333.33
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-45130-1310	400.00 M
Total 101451301310:					400.00
01/12/2018	151513	MN Life	January Life Insurance	101-45130-1330	19.80
Total 101451301330:					19.80
01/12/2018	151525	Tri M Graphics	2018 Waterpark Punch Cards	101-45130-2000	305.10
01/12/2018	20180043	U.S. Bank - CC	Calendar/planner	101-45130-2000	31.95
01/12/2018	20180043	U.S. Bank - CC	SSI Instructor training books	101-45130-2000	276.64
Total 101451302000:					613.69
01/12/2018	151520	Starfish Aquatics Institute	2018 Agreement	101-45130-3100	350.00
Total 101451303100:					350.00
01/12/2018	20180006	APG Media of So MN LLC	Discover Waseca Guide	101-45130-3400	248.00
Total 101451303400:					248.00
01/12/2018	151487	Centerpoint Energy	Monthly Billing	101-45130-3800	337.22
01/12/2018	11801	City of Waseca	December Utilities	101-45130-3800	451.01 M
Total 101451303800:					788.23
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-45200-1310	1,513.90 M
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	101-45200-1310	100.00 M
Total 101452001310:					1,613.90
01/12/2018	151513	MN Life	January Life Insurance	101-45200-1330	74.25

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/12/2018	151513	MN Life	January Life Insurance	101-45200-1330	4.95
Total 101452001330:					79.20
01/12/2018	151532	Waseca County Highway Department	Monthly billing	101-45200-2120	275.91
Total 101452002120:					275.91
01/12/2018	151485	Builders First Source Inc	Ice melt	101-45200-2170	510.58
01/12/2018	20180036	Red Feather Paper Company	Restroom Toilet Tissue	101-45200-2170	693.00
Total 101452002170:					1,203.58
01/12/2018	151496	G & K Services	Uniforms	101-45200-2180	10.04
01/12/2018	151496	G & K Services	Uniforms	101-45200-2180	10.04
Total 101452002180:					20.08
01/12/2018	20180031	Napa Auto Parts	Parts	101-45200-2210	31.27
Total 101452002210:					31.27
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-45200-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-45200-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-45200-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-45200-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-45200-2220	16.00
01/12/2018	151534	Waseca County License Bureau	REgistration Renewal	101-45200-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	101-45200-2220	16.00
Total 101452002220:					112.00
01/12/2018	20180043	U.S. Bank - CC	Foundation blocks for Oak Part	101-45200-2280	39.60
Total 101452002280:					39.60
01/12/2018	151497	Gundermann, Jolene	Mileage Reimbursement	101-45200-3300	80.25
01/12/2018	20180043	U.S. Bank - CC	Expo 2018	101-45200-3300	119.00
Total 101452003300:					199.25
01/12/2018	11801	City of Waseca	December Utilities	101-45200-3800	350.18 M
Total 101452003800:					350.18
01/12/2018	151485	Builders First Source Inc	Southview Shed building materials	101-45200-4000	557.98
01/12/2018	151485	Builders First Source Inc	roof steel	101-45200-4000	608.59
Total 101452004000:					1,166.57
01/12/2018	20180031	Napa Auto Parts	Parts	101-45200-4040	58.24
Total 101452004040:					58.24
01/12/2018	151511	MN Department of Agriculture	2018 Pesticide License Renewal	101-45200-4330	10.00
01/12/2018	151511	MN Department of Agriculture	2018 Pesticide license renewal	101-45200-4330	10.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101452004330:					20.00
01/12/2018	20180038	ServiceMaster of Mankato/Waseca	monthly janitorial services	101-45500-3100	790.00
01/12/2018	20180046	Waste Management of Southern MN	December Service	101-45500-3100	323.76
Total 101455003100:					1,113.76
01/12/2018	151487	Centerpoint Energy	Monthly Billing	101-45500-3800	705.19
01/12/2018	11801	City of Waseca	December Utilities	101-45500-3800	699.17 M
Total 101455003800:					1,404.36
01/12/2018	151490	Connors Plumbing & Heating Inc.	plumbing repair	101-45500-4000	371.45
Total 101455004000:					371.45
01/12/2018	151488	Cintas Corporation	First aid Cabinet Supplies	101-49210-4940	52.68
01/12/2018	151488	Cintas Corporation	First Aid supplies	101-49210-4940	203.33
Total 101492104940:					256.01
01/12/2018	151513	MN Life	January Life Insurance	101-49220-1540	16.50
Total 101492201540:					16.50
Total General Fund:					193,284.44
Airport					
01/12/2018	151496	G & K Services	Mats	230-49810-2170	3.84
Total 230498102170:					3.84
01/12/2018	151521	Stensrud Aviation	Airport contract Pmnt	230-49810-3100	2,000.00
Total 230498103100:					2,000.00
01/12/2018	151487	Centerpoint Energy	Monthly Billing	230-49810-3800	317.06
01/12/2018	11801	City of Waseca	December Utilities	230-49810-3800	49.04 M
Total 230498103800:					366.10
01/12/2018	20180042	Toltz King Duvall Anderson & Assoc Inc.	A/E Services	230-49810-5200	2,166.22
Total 230498105200:					2,166.22
Total Airport:					4,536.16
Economic Development-General f					
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	261-46700-1310	416.50 M
Total 261467001310:					416.50
01/12/2018	151513	MN Life	January Life Insurance	261-46700-1330	4.13

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 261467001330:					4.13	
01/12/2018	151505	Junior Achievement of Owatonna	2018 donation	261-46700-4330	1,500.00	
01/12/2018	20180044	Waseca Area Chamber of Commerce	2018 Membership dues	261-46700-4330	153.00	
Total 261467004330:					1,653.00	
Total Economic Development-General f:					2,073.63	
Safe Haven Grant						
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	279-46350-1310	1,263.90	M
Total 279463501310:					1,263.90	
01/12/2018	151513	MN Life	January Life Insurance	279-46350-1330	33.00	
Total 279463501330:					33.00	
01/12/2018	20180022	Innovative Office Solutions LLC	Office supplies	279-46350-2000	33.76	
01/12/2018	20180022	Innovative Office Solutions LLC	Office supplies	279-46350-2000	54.12	
01/12/2018	20180022	Innovative Office Solutions LLC	Office supplies	279-46350-2000	6.30	
Total 279463502000:					94.18	
01/12/2018	20180043	U.S. Bank - CC	Supplies for Connections	279-46350-2170	54.75	
Total 279463502170:					54.75	
01/12/2018	151530	Verizon Wireless	Monthly Billing	279-46350-3200	50.84	
Total 279463503200:					50.84	
01/12/2018	151514	MN Supervised Visitation Network	2018 membership dues	279-46350-3300	50.00	
Total 279463503300:					50.00	
Total Safe Haven Grant:					1,546.67	
PEG Channel						
01/12/2018	151493	EPA Audio Visual Inc.	2018 subscription	290-41920-4330	3,383.00	
Total 290419204330:					3,383.00	
Total PEG Channel:					3,383.00	
2014A GO Bonds						
01/12/2018	151527	U.S. Bank	Fiscal Agent Fee	390-47000-6200	450.00	
Total 390470006200:					450.00	
Total 2014A GO Bonds:					450.00	
HWY 14 Reconstruction						
01/12/2018	151519	Stantec Consulting Services Inc	Engineering	436-43010-3000	19,785.32	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 436430103000:					19,785.32
Total HWY 14 Reconstruction:					19,785.32
Water					
01/12/2018	151484	Bock's Service Inc.	Oil	601-49401-2210	47.75
Total 601494012210:					47.75
01/12/2018	151500	Hawkins Inc	Alarm Batteries	601-49401-2230	533.00
01/12/2018	20180043	U.S. Bank - CC	Heavy Mineral oil	601-49401-2230	125.00
Total 601494012230:					658.00
01/12/2018	20180026	M & R Electric Inc.	Electrician	601-49401-3100	821.96
Total 601494013100:					821.96
01/12/2018	151487	Centerpoint Energy	Monthly Billing	601-49401-3800	69.67
01/12/2018	11801	City of Waseca	December Utilities	601-49401-3800	8,244.91 M
Total 601494013800:					8,314.58
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	601-49430-1310	500.00 M
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	601-49430-1310	1,682.15 M
Total 601494301310:					2,182.15
01/12/2018	151513	MN Life	January Life Insurance	601-49430-1330	16.50
01/12/2018	151513	MN Life	January Life Insurance	601-49430-1330	9.64
Total 601494301330:					26.14
01/12/2018	151532	Waseca County Highway Department	Monthly billing	601-49430-2120	252.10
Total 601494302120:					252.10
01/12/2018	151498	Hach Company	Lab supplies	601-49430-2170	88.38
01/12/2018	20180043	U.S. Bank - CC	Batteries for lights	601-49430-2170	13.71
Total 601494302170:					102.09
01/12/2018	151496	G & K Services	Uniforms	601-49430-2180	3.90
01/12/2018	151496	G & K Services	Uniforms	601-49430-2180	3.90
Total 601494302180:					7.80
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	601-49430-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	601-49430-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	601-49430-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	601-49430-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	601-49430-2220	16.00
Total 601494302220:					80.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/12/2018	20180032	Northern Safety Co. Inc.	Shoe covers	601-49430-2230	31.32
Total 601494302230:					31.32
01/12/2018	20180017	Gopher State One-Call Inc	Location calls - December	601-49430-3100	9.00
01/12/2018	151509	Mid-America Meter Inc	Well Meter Calibration	601-49430-3100	333.94
01/12/2018	20180039	Sportsmans Stop Inc.	shipping	601-49430-3100	185.54
01/12/2018	20180047	Ziegler Inc	Generator Maintenance Agreement (2)	601-49430-3100	5,224.81
Total 601494303100:					5,753.29
01/12/2018	151530	Verizon Wireless	Monthly Billing	601-49430-3200	40.01
Total 601494303200:					40.01
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	601-49585-1310	105.00 M
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	601-49585-1310	355.03 M
Total 601495851310:					460.03
01/12/2018	151513	MN Life	January Life Insurance	601-49585-1330	3.47
01/12/2018	151513	MN Life	January Life Insurance	601-49585-1330	18.25
Total 601495851330:					21.72
01/12/2018	20180043	U.S. Bank - CC	Barcode Scanners	601-49585-2050	54.67
Total 601495852050:					54.67
01/12/2018	20180027	MAS Communications Inc.	Answering service - January	601-49585-3200	49.60
Total 601495853200:					49.60
01/12/2018	20180034	On Target Inc.	CASS certification of address files	601-49585-3500	42.04
Total 601495853500:					42.04
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	601-49586-1310	60.00 M
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	601-49586-1310	166.67 M
Total 601495861310:					226.67
01/12/2018	151513	MN Life	January Life Insurance	601-49586-1330	1.98
01/12/2018	151513	MN Life	January Life Insurance	601-49586-1330	2.72
Total 601495861330:					4.70
01/12/2018	20180022	Innovative Office Solutions LLC	Office Supplies	601-49586-2000	19.23
Total 601495862000:					19.23
01/12/2018	20180010	Civic Systems LLC	1st Half 2018 Software Support	601-49586-4950	983.60
Total 601495864950:					983.60
01/12/2018	151527	U.S. Bank	Fiscal Agent Fee	601-49980-6200	225.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 601499806200:					225.00	
Total Water:					20,404.45	
Sanitary Sewer						
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	602-49470-1310	472.22	M
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	602-49470-1310	44.52	M
Total 602494701310:					516.74	
01/12/2018	151513	MN Life	January Life Insurance	602-49470-1330	26.72	
01/12/2018	151513	MN Life	January Life Insurance	602-49470-1330	1.65	
Total 602494701330:					28.37	
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	602-49470-2210	16.00	
Total 602494702210:					16.00	
01/12/2018	20180017	Gopher State One-Call Inc	Location calls - December	602-49470-3100	9.00	
01/12/2018	151529	Utility Consultants Inc	Bacteria Testing	602-49470-3100	180.00	
01/12/2018	20180047	Ziegler Inc	Ziegler annual service contracts	602-49470-3100	3,387.66	
Total 602494703100:					3,576.66	
01/12/2018	151530	Verizon Wireless	Monthly Billing	602-49470-3200	40.01	
01/12/2018	151530	Verizon Wireless	Monthly Billing	602-49470-3200	40.01	
Total 602494703200:					80.02	
01/12/2018	151487	Centerpoint Energy	Monthly Billing	602-49470-3800	20.80	
01/12/2018	11801	City of Waseca	December Utilities	602-49470-3800	1,437.80	M
Total 602494703800:					1,458.60	
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	602-49480-1310	208.25	M
Total 602494801310:					208.25	
01/12/2018	151513	MN Life	January Life Insurance	602-49480-1330	64.61	
Total 602494801330:					64.61	
01/12/2018	151532	Waseca County Highway Department	Monthly billing	602-49480-2120	85.08	
Total 602494802120:					85.08	
01/12/2018	20180013	Environmental Resource Associates	Lab Supplies	602-49480-2170	707.24	
01/12/2018	151498	Hach Company	Lab supplies	602-49480-2170	145.94	
01/12/2018	20180031	Napa Auto Parts	Parts	602-49480-2170	96.19	
01/12/2018	20180043	U.S. Bank - CC	Business Lunch	602-49480-2170	19.70	
01/12/2018	20180043	U.S. Bank - CC	General Supplies	602-49480-2170	43.00	
Total 602494802170:					1,012.07	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	602-49480-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	602-49480-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	602-49480-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	602-49480-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	602-49480-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	602-49480-2220	16.00
Total 602494802220:					96.00
01/12/2018	151496	G & K Services	Janitorial Supplies	602-49480-3100	15.68
01/12/2018	151529	Utility Consultants Inc	permit testing	602-49480-3100	1,702.01
01/12/2018	20180046	Waste Management of Southern MN	December Monthly Service	602-49480-3100	290.29
01/12/2018	20180047	Ziegler Inc	Generator Maintenance Agreement	602-49480-3100	7,206.30
Total 602494803100:					9,214.28
01/12/2018	151530	Verizon Wireless	Monthly Billing	602-49480-3200	50.84
Total 602494803200:					50.84
01/12/2018	151487	Centerpoint Energy	Monthly Billing	602-49480-3800	251.71
01/12/2018	11801	City of Waseca	December Utilities	602-49480-3800	530.83 M
Total 602494803800:					782.54
01/12/2018	151488	Cintas Corporation	First Aid Supplies	602-49480-4940	174.55
Total 602494804940:					174.55
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	602-49585-1310	105.00 M
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	602-49585-1310	355.03 M
Total 602495851310:					460.03
01/12/2018	151513	MN Life	January Life Insurance	602-49585-1330	3.47
01/12/2018	151513	MN Life	January Life Insurance	602-49585-1330	18.25
Total 602495851330:					21.72
01/12/2018	20180043	U.S. Bank - CC	Barcode Scanners	602-49585-2050	54.67
Total 602495852050:					54.67
01/12/2018	20180027	MAS Communications Inc.	Answering service - January	602-49585-3200	49.60
Total 602495853200:					49.60
01/12/2018	20180034	On Target Inc.	CASS certification of address files	602-49585-3500	42.04
Total 602495853500:					42.04
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	602-49586-1310	60.00 M
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	602-49586-1310	166.67 M
Total 602495861310:					226.67

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
01/12/2018	151513	MN Life	January Life Insurance	602-49586-1330	1.98	
01/12/2018	151513	MN Life	January Life Insurance	602-49586-1330	2.72	
Total 602495861330:					4.70	
01/12/2018	20180022	Innovative Office Solutions LLC	Office Supplies	602-49586-2000	19.23	
Total 602495862000:					19.23	
01/12/2018	20180010	Civic Systems LLC	1st Half 2018 Software Support	602-49586-4950	983.60	
Total 602495864950:					983.60	
01/12/2018	20180015	Flaherty & Hood PA	Legal Services	602-49593-5300	2,661.76	
Total 602495935300:					2,661.76	
01/12/2018	151527	U.S. Bank	Fiscal Agent Fee	602-49980-6200	225.00	
Total 602499806200:					225.00	
Total Sanitary Sewer:					22,113.63	
Electric Utility						
01/12/2018	11811	SMMPA	Purchased Power	604-49550-3810	422,032.03	M
Total 604495503810:					422,032.03	
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	604-49570-1310	56.00	M
Total 604495701310:					56.00	
01/12/2018	151513	MN Life	January Life Insurance	604-49570-1330	2.11	
Total 604495701330:					2.11	
01/12/2018	11801	City of Waseca	December Utilities	604-49570-3800	69.19	M
Total 604495703800:					69.19	
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	604-49571-1310	1,235.50	M
Total 604495711310:					1,235.50	
01/12/2018	151513	MN Life	January Life Insurance	604-49571-1330	46.60	
Total 604495711330:					46.60	
01/12/2018	151532	Waseca County Highway Department	Monthly billing	604-49571-2120	373.47	
Total 604495712120:					373.47	
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	604-49571-2220	16.00	
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	604-49571-2220	16.00	
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	604-49571-2220	16.00	
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	604-49571-2220	16.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	604-49571-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	604-49571-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	604-49571-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	604-49571-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	604-49571-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	604-49571-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	604-49571-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	604-49571-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	604-49571-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	604-49571-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	604-49571-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	604-49571-2220	16.00
Total 604495712220:					256.00
01/12/2018	20180025	Kubat, Michael D.	Residential Rebate-furnace	604-49571-2300	125.00
Total 604495712300:					125.00
01/12/2018	151517	ROI Energy Investments LLC	Commercial Reimbursement	604-49571-2330	29,115.00
Total 604495712330:					29,115.00
01/12/2018	20180017	Gopher State One-Call Inc	Location calls - December	604-49571-3100	9.00
01/12/2018	20180039	Sportsmans Stop Inc.	shipping	604-49571-3100	8.91
01/12/2018	151522	Stuart C. Irby Company	Glove Testing	604-49571-3100	740.91
01/12/2018	20180047	Ziegler Inc	Generator Maintenance Agreement	604-49571-3100	3,664.93
Total 604495713100:					4,423.75
01/12/2018	151530	Verizon Wireless	Monthly Billing	604-49571-3200	80.02
Total 604495713200:					80.02
01/12/2018	20180029	MN Municipal Utilities Association	Apprentice Training	604-49571-4940	930.00
01/12/2018	20180043	U.S. Bank - CC	Meal at MMUA Training	604-49571-4940	6.99
01/12/2018	20180043	U.S. Bank - CC	Meal at MMUA Training	604-49571-4940	11.63
01/12/2018	20180043	U.S. Bank - CC	Meal at MMUA Training	604-49571-4940	11.48
01/12/2018	20180043	U.S. Bank - CC	Meal at MMUA Training	604-49571-4940	6.44
01/12/2018	20180043	U.S. Bank - CC	Meal at MMUA Training	604-49571-4940	9.18
01/12/2018	20180043	U.S. Bank - CC	Meal at MMUA Training	604-49571-4940	11.63
01/12/2018	20180043	U.S. Bank - CC	Fuel for travel to training	604-49571-4940	27.93
01/12/2018	20180043	U.S. Bank - CC	Meal at MMUA Training	604-49571-4940	11.48
01/12/2018	20180043	U.S. Bank - CC	Meal at MMUA Training	604-49571-4940	6.33
01/12/2018	20180043	U.S. Bank - CC	Lodging for Kyle and Madison at MMUA Training	604-49571-4940	273.12
01/12/2018	20180043	U.S. Bank - CC	Lodging for Kyle and Madison at MMUA Training	604-49571-4940	273.12
Total 604495714940:					1,579.33
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	604-49572-1310	124.25 M
Total 604495721310:					124.25
01/12/2018	151513	MN Life	January Life Insurance	604-49572-1330	4.69

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 604495721330:					4.69	
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	604-49573-1310	224.00	M
Total 604495731310:					224.00	
01/12/2018	151513	MN Life	January Life Insurance	604-49573-1330	8.45	
Total 604495731330:					8.45	
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	604-49574-1310	63.00	M
Total 604495741310:					63.00	
01/12/2018	151513	MN Life	January Life Insurance	604-49574-1330	2.38	
Total 604495741330:					2.38	
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	604-49584-1310	47.25	M
Total 604495841310:					47.25	
01/12/2018	151513	MN Life	January Life Insurance	604-49584-1330	1.77	
Total 604495841330:					1.77	
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	604-49585-1310	85.00	M
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	604-49585-1310	357.26	M
Total 604495851310:					442.26	
01/12/2018	151513	MN Life	January Life Insurance	604-49585-1330	2.81	
01/12/2018	151513	MN Life	January Life Insurance	604-49585-1330	18.36	
Total 604495851330:					21.17	
01/12/2018	20180043	U.S. Bank - CC	Barcode Scanners	604-49585-2050	54.66	
Total 604495852050:					54.66	
01/12/2018	20180027	MAS Communications Inc.	Answering service - January	604-49585-3200	49.60	
Total 604495853200:					49.60	
01/12/2018	20180034	On Target Inc.	CASS certification of address files	604-49585-3500	42.03	
Total 604495853500:					42.03	
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	604-49586-1310	115.00	M
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	604-49586-1310	166.66	M
Total 604495861310:					281.66	
01/12/2018	151513	MN Life	January Life Insurance	604-49586-1330	3.80	
01/12/2018	151513	MN Life	January Life Insurance	604-49586-1330	2.81	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 604495861330:					6.61	
01/12/2018	20180022	Innovative Office Solutions LLC	Office Supplies	604-49586-2000	19.24	
Total 604495862000:					19.24	
01/12/2018	20180010	Civic Systems LLC	1st Half 2018 Software Support	604-49586-4950	983.60	
Total 604495864950:					983.60	
Total Electric Utility:					461,770.62	
Storm Water Utility						
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	651-43140-1310	157.41	M
Total 651431401310:					157.41	
01/12/2018	151513	MN Life	January Life Insurance	651-43140-1330	8.91	
Total 651431401330:					8.91	
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	651-43140-2220	16.00	
Total 651431402220:					16.00	
01/12/2018	11801	City of Waseca	December Utilities	651-43140-3800	449.15	M
Total 651431403800:					449.15	
01/12/2018	151485	Builders First Source Inc	concrete forms	651-43140-4000	191.36	
01/12/2018	151494	Ferguson Enterprises Inc	pipe & fittings	651-43140-4000	202.53	
01/12/2018	20180016	Flexible Pipe Tool Company	Pipe plug	651-43140-4000	2,883.75	
Total 651431404000:					3,277.64	
01/12/2018	20180030	MN Pollution Control Agency	MS4 Permit Renewal Fee	651-43140-4500	400.00	
Total 651431404500:					400.00	
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	651-49585-1310	56.18	M
Total 651495851310:					56.18	
01/12/2018	151513	MN Life	January Life Insurance	651-49585-1330	2.89	
Total 651495851330:					2.89	
Total Storm Water Utility:					4,368.18	
Central Garage Services						
01/12/2018	11809	SelectAccount	VEBA/HSA submittal Jan	701-43180-1310	756.84	M
Total 701431801310:					756.84	
01/12/2018	151513	MN Life	January Life Insurance	701-43180-1330	28.05	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 701431801330:					28.05
01/12/2018	151532	Waseca County Highway Department	Monthly billing	701-43180-2120	160.25
Total 701431802120:					160.25
01/12/2018	20180020	IFACS	Shop supplies	701-43180-2170	15.92-
01/12/2018	20180020	IFACS	Shop supplies	701-43180-2170	86.69
01/12/2018	20180031	Napa Auto Parts	Parts	701-43180-2170	1.66
01/12/2018	20180040	Terminal Supply Co	electrical supplies	701-43180-2170	101.28
01/12/2018	20180043	U.S. Bank - CC	Misc supplies-sharpies,dishsoap scrubbies	701-43180-2170	33.15
Total 701431802170:					206.86
01/12/2018	151491	Dave Syverson Ford Inc.	axle lock valve	701-43180-2210	269.31
01/12/2018	151491	Dave Syverson Ford Inc.	return	701-43180-2210	70.89-
01/12/2018	151499	Harrison Truck Centers	outside service work	701-43180-2210	337.28
01/12/2018	151499	Harrison Truck Centers	Core Credit	701-43180-2210	150.00-
01/12/2018	151499	Harrison Truck Centers	starter motor	701-43180-2210	481.79
01/12/2018	151506	Kibble Equipment	Parts	701-43180-2210	320.88
01/12/2018	151506	Kibble Equipment	Oil Filter	701-43180-2210	53.86
01/12/2018	20180031	Napa Auto Parts	Parts	701-43180-2210	335.84
01/12/2018	20180037	Sanco Equipment LLC	Parts	701-43180-2210	321.39
01/12/2018	151524	Toppers Plus Inc	Parts	701-43180-2210	460.00
01/12/2018	20180043	U.S. Bank - CC	Kill Switch	701-43180-2210	141.62
Total 701431802210:					2,501.08
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	701-43180-2220	16.00
01/12/2018	151534	Waseca County License Bureau	Registration Renewal	701-43180-2220	16.00
Total 701431802220:					32.00
01/12/2018	20180031	Napa Auto Parts	Parts	701-43180-2400	8.96
Total 701431802400:					8.96
01/12/2018	151501	Huber Supply Co Inc	Lease on welding & cutting tanks	701-43180-3100	20.00
01/12/2018	20180043	U.S. Bank - CC	Monthly repair program tool charge	701-43180-3100	149.00
Total 701431803100:					169.00
Total Central Garage Services:					3,863.04
Property and Liability Insuran					
01/12/2018	20180014	First National Insurance	January Fee	702-49955-3000	800.00
Total 702499553000:					800.00
Total Property and Liability Insuran:					800.00
Equipment Replacement Fund					
01/12/2018	151515	Physio-Control Inc.	equipment - Fire	705-49930-5400	15,917.97

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 705499305400:					15,917.97
Total Equipment Replacement Fund:					15,917.97
Grand Totals:					754,297.11

Report Criteria:

Report type: GL detail

[Report].Amount = {<>} 0

Title:	APPROVE COOPERATIVE AGREEMENT WITH WASECA COUNTY FOR DESIGN AND CONSTRUCTION OF CSAH 14 (ELM AVE) SLOPE STABILIZATION AS PART OF OLD TH 14 RECONSTRUCTION PROJECT		
Meeting Date:	January 16, 2018	Agenda Item Number:	6E
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:	CSAH 14 Agreement
Originating Department:	Engineering	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to approve CSAH 14 Cooperative Agreement between Waseca County and the City of Waseca for design and construction of CSAH 14 (Elm Ave) Slope Stabilization		

BACKGROUND: Waseca County has requested to add a slope stabilization project to the Old TH 14 Reconstruction Project to take advantage of some efficiencies in having an engineer and contract already on site as part of the Old TH 14 Reconstruction project. The project includes stabilization of the steep slope along the south side of the road in the area of 14200 Old TH 14 (Kiesler's Campground). This slope failed during the September 2016 flood and has only been temporarily stabilized since. The agreement includes the County responsible for all associated costs including design, construction and construction administration. The attached agreement is based on the County's adopted cost participation policy adopted March 18, 2014.

The Waseca County Board is scheduled to consider approving the agreement at their January 16, 2018 board meeting.

STAFF RECOMMENDATION: Staff recommends that the City Council approve CSAH 14 Cooperative Agreement between Waseca County and the City of Waseca for design and construction of CSAH 14 (Elm Ave) Slope Stabilization contingent on the Waseca County Board approving the agreement.

**COOPERATIVE AGREEMENT
BETWEEN
WASECA COUNTY AND THE CITY OF WASECA
FOR
DESIGN AND CONSTRUCTION
OF
CSAH 14 (Old TH 14) Slope Stabilization Project**

THIS AGREEMENT, made and entered into by and between the City of Waseca, a municipal corporation, organized under the laws of the State of Minnesota, party of the first part, hereinafter referred to as "City", and the County of Waseca, Minnesota, a municipal corporation organized under the laws of the State of Minnesota, party of the second part, hereinafter referred to as "County";

WITNESSETH:

WHEREAS, The County desires to improve and restore a failed slope of County State Aid Highway (CSAH) 14, also known as Old TH 14 approximately 1,000 feet west of the intersection of CSAH 14 and CSAH 4. The slope failure is a result of excessive rains associated with September 2016 flood event and

WHEREAS. The City and State of Minnesota are completing a reconstruction of approximately 3.35 miles of Old TH 14 (Elm Avenue), and

WHEREAS, It is in the best interest of the County that the slope stabilization improvements be completed cooperatively with the reconstruction of Old TH 14, and

WHEREAS, CSAH 14 is under the jurisdiction of the County, for purposes of maintenance and improvements, and

WHEREAS, The County has adopted a Policy for the division of costs for improvements to County Highways within a municipality, said Policy being adopted by the County Board of Commissioners on March 18, 2014, a copy of which is attached hereto (Exhibit A) and made a part hereof for reference and as a guide for assignment of costs, and

WHEREAS, It is the desire of both of the parties hereto to enter into a written agreement regarding the improvements of said portion of CSAH 14,

NOW, THEREFORE, Pursuant to Minnesota Statutes 471.59 and in consideration of the mutual covenants and promises hereinafter contained, it is agreed by and between the City and County as follows

- A. That this agreement shall apply only to the improvement of the portion of CSAH 14 related to the failed slope from approximately station 1069+00 to 1072+00 per the approved Old TH 14/Elm Avenue Reconstruction plans project number SP 8104-42 et al dated March 6, 2017.
- B. Prosecution of work will be performed on the following basis. The City will:
 - 1) Prepare or have prepared by a registered engineer, licensed to practice in the State of Minnesota, construction plans and specifications with an estimate of cost for the construction project, incorporating City utility improvements in the final plan set.
 - 2) Act as the contracting agency for the construction project in accordance with the competitive bidding requirements of Minnesota Statutes 471.345 and 375.21.
 - 3) Provide or have provided by a registered engineer, licensed to practice in the State of Minnesota, the necessary surveying and construction inspection engineering services for the project. Said supervision shall include keeping adequate records to document the quality of construction and the substantiation of pay quantities.
 - 4) Obtain all permits and approvals required from any other governmental agencies for the improvements by signing appropriate forms supplied by the County and supplying information requested by the County which is in the City's possession.
 - 5) Maintain the project open to inspection by the County or their duly authorized representatives.
 - 6) Obtain the written approval of the County for any change in work orders, change orders or supplemental agreements to the contract involving work in which the County is cost participating, prior to the performance of such work. The City shall make available at all times during the project a designated person who shall have the authority to approve any single change order that results in an increased cost of no more than \$15,000.
 - 7) Assist the County in addressing concerns of the public relating to the project.
 - 8) The City will be responsible for and liable for costs it incurs in performing its obligations under this Agreement.
- C. The County will:
 - 1) Acquire at its expense, if any, all necessary rights of entry or other right of access required due to the construction of said project. Rights of entry will be needed to provide room to smooth the transitions and re-establish turf and driveways.

- 2) Provide the City with written consent or denial for any proposed work order, change order or supplemental agreement so the City can respond to the contractor in a timely fashion.
 - 3) Assist the City with addressing public concerns with the project.
 - 4) The County shall be responsible for and liable for all costs it incurs in performing its obligations under this Agreement.
- D. The City agrees to do all things necessary for the construction of said project except as set forth in this agreement. Said project on CSAH 14 is to be constructed, consistent with current County State Aid Highway Standards.
- E. The method of financing the improvement project shall be the prerogative of the County and the City. Funding of the project is subject to the following provisions:
- 1) CONSTRUCTION COSTS:
 - A. The County will be responsible for all costs associated with the slope stabilization that are above and beyond costs already contained in the Old TH 14/Elm Avenue Reconstruction project. Final costs will be negotiated by the Waseca County Engineer and the City of Waseca Director of Engineering. The Waseca County Engineer reserves the right to reject the work if the contractor pricing is unacceptable.
 - 2) ENGINEERING COSTS:

The County will be responsible for engineering costs, including surveying, construction administration and materials testing, attributable to the slope stabilization project constructed under this project not currently contained in the Old TH 14/Elm Avenue Reconstruction project. The County's share of engineering costs shall be based on the attached Exhibit B from Stantec Consulting Services, which is a fee based on time and materials with a not to exceed amount of \$32,760. The City shall not have any markup on the fee from Stantec and the City will not authorize any work beyond the not to exceed amount without written authorization from the County Engineer.
 - 3) REIMBURSEMENTS:

The City will invoice no more than monthly during the project. The City will not submit the final invoice to the County until the project's final acceptance is completed by the County.

Upon completion and final acceptance of the project, and receipt of a detailed listing of the final actual construction and engineering costs, the County will reimburse the City within thirty (30) days.

- G. The County agrees to save, hold harmless and indemnify the City and the City's officers, agents, employees, and volunteer workers against any and all claims, losses, damages, or law suits for damages arising from, allegedly arising from, or related to the provisions of the County's services hereunder, and further the County agrees to defend at its own sole cost and expense any action for proceeding commenced for the purpose of asserting any claim of whatsoever character arising as a result of the provision of County's services hereunder.

The City agrees to save, hold harmless and indemnify the County and the County's officers, agents, employees, and volunteer workers against any and all claims, losses, or law suits for damages arising from, allegedly arising from, or related to the City's provision of services hereunder, and further the City agrees to defend at its own sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising as a result of the City's provision of services hereunder.

It is hereby understood and agreed that for the purpose of the Parties' performance hereunder, neither Party's employees shall be deemed employees of the other Party for any purpose and any and all claims made by third parties as a consequence of any act or omission on the part of a Party's employee(s) while engaged in the performance of any of the provisions of services hereunder shall in no way be the obligation or responsibility of the other Party

- H. Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.
- I. Pursuant to Minnesota Statute 16C.05, Subd. 5, the County agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the City and involve transactions relating to this Agreement.

The County agrees to maintain these records for a period of six years from the date of termination of this Agreement.

- J. Pursuant to Minnesota Statute 16C.05, Subd. 5, the City agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access

to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the City and involve transactions relating to this Agreement.

City agrees to maintain these records for a period of six years from the date of termination of this Agreement.

- K. During the performance of this Agreement, the City and the County agree to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment right in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

- L. Each party to this agreement reserves the right to withdraw from and cancel this agreement within 30 days from the opening of bids for the project in the event either or both parties consider any or all bids unsatisfactory; the withdrawal from or cancellation of the agreement to be accomplished by either or both parties within 30 days of opening of bids by serving a written notice thereof upon the other, unless this right is waived by both parties in writing.

- M. Each party agrees that any modification of this agreement will be in writing and will be signed by the parties hereto.

- N. Each party understands the contract for the Old TH 14/Elm Avenue Reconstruction project was awarded on May 22, 2017.

IN TESTIMONY WHEREOF, The parties hereto have caused these presents to be executed.

City of Waseca, Minnesota

Waseca County, Minnesota

Mayor, City of Waseca

Waseca County Board Chair

Date: _____

Date: _____

Attest:

City Manager

County Administrator

Date: _____

Date: _____

CONTRACT ADJUSTMENT

NOW, COMES FORTH, City of Waseca, a Minnesota Municipal Corporation hereinafter called "City" and City Building Inspection Services, LLC hereinafter called "CBIS".

WHEREAS, City and CBIS entered into a contract for inspections services dated January 1, 2012.

NOW, THEREFORE, With the updating of the fee schedule, the parties have agreed to amend paragraph 2 (A.) and change the percentage rate paid to CBIS from the City on a yearly basis as follows:

- 1) 2018 - 73%
- 2) 2019 - 72%
- 3) 2020 - 71%
- 4) 2021 - 70%
- 5) 2022 - 69%

IN WITNESS WHEREOF, the parties have executed this agreement this 16th day of January, 2018.

CITY OF WASECA

CITY BUILDING INSPECTION
INSPECTION SERVICES, LLC.

By: _____

By: _____

Title: _____

Title: _____

Title:	Resolution 18-06 Approving Contract with Stensrud Aviation for Airport Manager Services		
Meeting Date:	January 16, 2018	Agenda Item Number:	6G
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 FBO Contract
Originating Department:	Engineering	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to approve Resolution 18-06 Approving Contract with Stensrud Aviation for Airport Manager Services for 2018-2020		

BACKGROUND: The current contract between the City of Waseca and Stensrud Aviation expired on December 31, 2017. City Staff and Mr. Stensrud have negotiated the attached new Fixed Base Operator (FBO) agreement. The agreement has been updated based on a new model agreement from the League of Minnesota Cities (LMC) and has been reviewed by the City's insurance agent. Notable changes from the previous agreement include:

- Format matches LMC template
- Term- 3-year term with up to two one year renewals for total of five years (previously all contracts were just 3 years)
- Insurance- Includes all recommended insurance items from our insurance agent including work comp coverage and an increase in Maynard's hangar keeper's insurance from \$50k to \$100k
- Payment- increase in monthly payment to Maynard from \$2,000/month to \$2,300/month (there has not been an increase in the monthly contract payment since 2010). Reason for increase is to cover added insurance premium costs and utility costs. Maynard will be responsible for all utility costs for the existing FBO hangar (city previously paid these-avg \$250/month) and future FBO hangar. City will maintain responsibility for utilities at airport arrival/departure building. City will pay for phone service at arrival/departure building (Maynard previously paid for this but no longer needs it for his business, but the City is required to have a phone available in the building as part of our aviation grant requirements).
- Contractor will continue to get use of one t-hangar rent free (this is what was in the old contract) until such time as new FBO hangar is built. Once new FBO hangar is constructed contractor can rent one t-hangar at 50% the current non-commercial t-hangar rate.
- City and Contractor to renegotiate monthly contract payment annually before December 1 of each year of the term of the contract

ADVISORY BOARD RECOMMENDATION: The Waseca Municipal Airport Board met on January 2, 2018 and unanimously recommended approval of the proposed contract.

BUDGET IMPACT: The 2018 budget includes costs for this service. The monthly contract increases are also partially offset by the reduction in the City not paying for utilities at the FBO hangar. The Airport has a positive fund balance, and receives no funding from the general fund.

RECOMMENDATION: Staff recommends City Council approve Resolution 18-06 Approving Contract with Stensrud Aviation for Airport Manager Services for 2018-2020.

RESOLUTION 18-06

**A RESOLUTION OF THE CITY OF WASECA
APPROVING A CONTRACT WITH STENSRUD AVIATION FOR
AIRPORT MANAGER SERVICES FROM 2018-2020**

WHEREAS, the City of Waseca owns a general aviation airport; and

WHEREAS, the City of Waseca desires to have a qualified airport manager manage the day to day operations of the Waseca Airport; and

WHEREAS, Stensrud Aviation has been the airport manager at the Waseca Airport most recently; and

WHEREAS, the City of Waseca is satisfied with the services provided by Stensrud Aviation and wishes to renew a contract with Stensrud Aviation.

NOW THEREFORE BE IT RESOLVED, that the City Manager is hereby authorized to execute a contract with Stensrud Aviation for airport manager services for the years 2018-2020.

Adopted this 16th day of January 2018.

ROY D SRP
MAYOR

ATTEST:

MARY BUENZOW
CITY CLERK

Waseca Municipal Airport Fixed Base Operator Agreement

Between City of Waseca and Maynard and Sara Stensrud DBA Stensrud Aviation

_____, 20____

This is a Lease and Operating Agreement between the City of Waseca, Minnesota, a municipal corporation, and Stensrud Aviation, a sole proprietor. It is being entered into on this ____ day of January, 2018.

For convenience, the entire agreement between the parties shall be referred to hereinafter as the "Lease"; the City shall be referred to as the "Lessor"; and Stensrud Aviation, shall be referred to as the "Lessee." When the term "airport" is used in this Lease, it refers exclusively to the Waseca, Minnesota municipal airport, located at 34593 110th Street, Waseca, MN 56093.

RECITALS

WHEREAS, fixed base operation (FBO) services are essential to the proper accommodation of general aviation at the airport; and

WHEREAS, Lessor desires to allow for the provision of such services at the airport; and

WHEREAS, Lessee represents that it is qualified, ready, willing, and able to provide such services; and

WHEREAS, Lessee desires to lease space from Lessor to operate a business to provide FBO services;

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained in this Lease, the parties hereby agree as follows:

AGREEMENT

Section 1. TERM.

The term of this Lease is for three (3) years commencing on January 1, 2018 and ending on December 31, 2020. Provided Lessee is not in default as to any of the terms or conditions of this Lease, Lessee may at its option renew this Lease on the same terms and conditions, except as provided below, for

an additional term of two (2) years commencing on January 1, 2021 and ending on December 31, 2022.

To exercise the option to renew, the Lessee must give notice to the Lessor in writing of its desire to do so at least 180 days before the expiration of the first lease term.

The parties agree that they shall negotiate in good faith over the following terms after Lessee gives notification of its intent to renew this Lease and prior to a renewal becoming effective.

A. Section 9 regarding payments.

Section 2. **LEASED PREMISES.**

The Leased Premises are current FBO Maintenance Hangar, Arrival/Departure Building, Storage Shed, one (1) T-Hangar and the planned future FBO Hangar, together with rights of ingress and egress for both vehicles and aircraft. Leased premises will not include any parking spaces or apron space.

Lessee agrees that it will use the leased premises only for the purposes of performing the duties and providing the services described in this Lease and for providing other aviation services as approved by the Lessor.

Lessor shall have the right, at any reasonable time without prior notice, to enter and inspect the leased premises.

Section 3. **LEASEHOLD IMPROVEMENTS.**

- A. Trade Fixtures. During the term of this Lease, Lessee shall have the right, at its expense, to place in or on the premises fixtures, furnishings, personal property, equipment and materials related to the aviation use of the premises and necessary to perform any services required or authorized under this lease and they shall remain the property of the Lessee.
- B. Other Improvements. Any work on improvements requiring a permit or inspection, including but not limited to additions, internal structural changes, rebuilding, repair, fencing, outdoor signs, electrical work or plumbing, must be approved in advance and in writing by the Lessor. All such improvements shall be the property of the Lessor. In connection with such improvements, Lessee shall pay in full the cost of all labor and materials and will not suffer or permit any mechanics' liens to be made against the Lessor's buildings, appurtenances, or the title of the real estate which shall at all times remain in the City of Waseca. If any lien is filed against the site, Lessee shall cause the satisfaction and release of such lien within thirty (30) days of such filing, or deliver to Lessor such security as Lessor may in its reasonable discretion require while Lessee commences promptly a contest of such lien.

Section 4. **UTILITIES AND GENERAL MAINTENANCE**

- A. Lessor shall provide water and sewer service running to the leased buildings as existing on the date of this lease and shall provide for the installation of a meter to measure Lessee's usage of water.
- B. Lessor shall provide electrical and gas service running to the leased buildings and shall provide for the installation of a meter to measure Lessee's usage of electricity and gas.
- C. Lessee shall pay the cost of water and sewer service and electricity and gas for the leased premises except for the Arrival/Departure Building.
- D. In the event Lessee fails to pay any utility bill when due, Lessor may, at its option, pay the same and collect from Lessee the amount of the bill it paid plus a penalty of ten (10) percent of the amount Lessor paid.
- E. Lessee agrees to conduct frequent inspections of the premises and to keep the leased premises clean, presentable, and free of debris, waste, spills, slippery areas, and any other hazards to individuals using the premises.
- F. Lessee agrees to remove all accumulated snow and ice from sidewalk areas adjacent to the Arrival/Departure Building and FBO Buildings including the walks providing access to the parking lot and ramp areas. All accumulations of snow and ice shall be removed within 24 hours of snowfall.

Section 5. **FBO SERVICES.**

Lessee agrees to perform Required Services as specified in subsection B of this section, and is authorized but not required to provide Authorized Services as specified in subsection C of this section.

- A. Non-Exclusive Right. It is not the intent of this Lease to grant to Lessee the exclusive right to provide any or all of the services described, required, or permitted in this Lease at any time during the term of this Lease. Lessor reserves the right, at its sole discretion, to grant others rights and privileges upon the airport that may be identical in whole or in part to those granted to Lessee. Lessee acknowledges that no right or privilege has been granted to it which would prevent any person, firm or corporation operating aircraft on the airport from performing services on its own aircraft, with its own employees, including maintenance and repair services. Lessor does, however, covenant and agree that:
 - 1. It shall enforce all minimum operating standards or requirements for all aeronautical endeavors and activities conducted at the airport.
 - 2. Lessor shall endeavor to ensure that rates, terms, and conditions are fairly applied to all aeronautical endeavors or activities permitted to operate on the airport. Lessor reserves the right to set rates, so they are equitable, taking into account such considerations as the location of any premises being leased, the economic investment made by the operator, the type and scope of the operation and the space required to conduct the operation.
 - 3. Lessor shall not permit the conduct of any aeronautical endeavor or activity at the airport, except under an approved Lease and Operating Agreement.
- B. Required Services. The Lessee shall provide the following minimum services while complying,

with all federal, state and local laws, rules or regulations, now or hereinafter in force, which may be applicable to said services:

1. Apron servicing of locally based and itinerant general aviation aircraft including sale of aviation fuels, lubricants and other aviation products and itinerant aircraft parking upon or within facilities assigned to or leased to the Lessee.
2. Pilot advisory assistance on such matters as flight rules, field conditions, parking, etc., and operation of the Unicom radio for wind and weather conditions to incoming aircraft, when requested, during reasonable hours.
3. Associated customer conveniences, including but not limited to a pilot lounge area, vending machine type refreshments such as soft drinks, candies, etc.
4. While complying with all present and future regulations, provide: aircraft rental, air taxi and charter service, or provide references for close by service, flight training and ground schools.
5. Contractor shall assist the City in renting of City owned hangars. Contractor shall monitor the activity of the hangar lessees to ensure compliance with the hangar lease agreements and shall communicate with the city on all necessary matters related to the use and lease of City owned hangars. Inspect or cause to be inspected the leased hangars for conformance with the lease and notify the hangar lessee of violation and require said lessee to comply or vacate the premises. Contractor shall make an effort to keep each hangar rented.

In addition, Lessee shall provide call-in services at other times, 24 hours per day, 7 days a week, 365 days a year. Lessee shall conspicuously post a telephone number to contact for 24-hour service on the outside of its building, said number to be answered at all times when call-in service is required under this Lease. Lessee agrees that it will respond to the airport within 60 minutes of receiving a request for call-in services.

Requests for any variances from these required hours of operation and responsibility for call-in services must be coordinated with and approved by the City.

Required services are:

1. Ramp service, including sale and into plane delivery of aviation fuels, lubricants, and other related aviation products. Fuel sales and pricing shall be under the control of, and at the discretion of, Lessee.
2. Apron service, including itinerant parking, storage, and tie down service. Apron service shall include service to meet and greet arriving aircraft in a timely manner whenever reasonable and practicable. In addition, apron service shall include allowing adequate space in the main heated hangar for temporary parking of transient aircraft upon request whenever reasonable and practicable.
3. Customary accommodations, including pilot lounge area, informational services, and telephone connection to FSA within the Arrival/Departure Building.

4. Repair and maintenance of based and transient aircraft. The FBO agrees to maintain and operate a repair shop employing one or more certified A&P mechanic and a designated airworthiness inspector. The Repair and Maintenance service times shall generally be from 8:00 a.m. to 5:00 p.m. Monday through Friday and on an as-requested basis.
5. Manage the airport on a seven (7) day week basis twenty-four hours a day.
6. Supervise the day-to-day maintenance of the airport buildings, grounds, hangar and the landing use and recommend major maintenance to the City Manager or designee for budget purposes in a timely manner.
7. Thoroughly clean (or cause to be cleaned) the hangar and arrival/departure building, and keep same in a clean and useable condition at all times. The rest rooms in the terminal building shall be kept clean at all times and supplied with the necessary supplies. Windows shall be kept clean at all times.
8. Furnish janitor and caretaker services as conservator of the airport for the airport buildings and the area around the same, as more fully stated hereinafter. The janitor supplies, and equipment shall be supplied by the Lessee for the airport hangar maintenance area. The Lessor will supply janitor supplies and equipment for the arrival/departure building.
9. Make all minor repairs to the airport buildings with the City furnishing the material.
10. The administration building and any other public areas of the airport not subject to maintenance by other tenants, lessees, or concessionaires, shall be thoroughly cleaned (or caused to be cleaned) by the Lessee or their employees as needed. The public area in the administration building shall receive an additional cleaning by the Lessee or their employees during the day and the rest rooms in the administration building shall be kept cleaned at all times and supplied with necessary supplies.
11. Check the heating system daily while in operation, and keep the units in a clean and proper order, including cleaning the flues whenever necessary. The City shall pay for repairs to the furnace and air conditioners.
12. Be responsible for the general cleanliness and maintenance of the service building and all T-hangars operated by the Lessee, as well as for the general security of any City-owned airport equipment stored in the service building. This provision shall not be construed so as to impose on the Lessee the duty of an insurer or guarantor.
13. Prior to the snow season or each year, the Lessee shall arrange for the mowing of all grass and weeds as prescribed by FAA and State regulations on each side of the runways to a minimum height permissible without obstructions which would cause snow drifting or interfere with the snow removal operations, and it shall be the responsibility of the Lessee to time this particular grass cutting so as to properly serve the intended purpose.
14. Be responsible for snow removal immediately adjacent to and surrounding the hangars and Arrival/Departure Building.
15. Be responsible for coordinating snow removal on the roads at the Wastewater Treatment Plant with the City Utilities Director.
16. Maintain the turf and grounds as necessary on airport property and Wastewater Treatment Plant as coordinated with the City Utilities Director. Grass is to be maintained at no higher than five (5) inches.
17. Inspect and report needed repair or maintenance of all airport fences.
18. Make frequent inspections of all runways, remove all hazards from runways, and cause to

- be closed and mark any runway that cannot be used.
19. Cause NOTAMS (Notices to Airmen) to be filed and deleted when necessary with cooperating Flight Service Stations of the Federal Aviation Administration.
 20. Check the airport lighting at least once a week or more often if required, to determine if the runway lighting system is in good working order and whether all light bulbs, light fixtures, wind tee, obstruction markers and airport marking beacon are functioning properly; prepare a diagram of the runway lighting system and the obstruction lights and all lights therein which shall be numbered consecutively and shall keep a record of the performance of each light and the replacements required; make minor repairs as found by inspection to be necessary, and replace burned-out light bulbs promptly. Light bulbs shall be supplied by the City. Notify City of any repairs required that are of a major nature and beyond the ability of the Lessee to repair, and request instructions as to how to proceed to have the deficiency corrected.
 21. Analyze from time to time the runway lighting system performance record, and advise the City of any repairs that should be made to the system, which are revealed as a result of examination of the performance record.
 22. Be subject to and conform with at all times to all laws, rules and regulations of the Federal, State, County or City Governments or appropriate agencies thereof, in the management of the airport and in any and all activities to be carried out under this agreement.
 23. Take all necessary precautions and steps to see that all rules, laws and regulations of the Federal Government, the State of Minnesota, and the City of Waseca or any of its duly authorized agencies, are enforced at all times.
 24. Attend such conferences as the City Manager or designee may direct. The Lessee shall at such conferences offer such advice and cooperation as able.
 25. Attend all committee meetings at which airport matters are to be discussed and considered.
 26. Recommend to the City Manager or designee such rules and regulations relative to the safe operation of the airport as deemed necessary. All flight regulations shall be in addition to and not contrary to Federal Aviation Regulations. No such rules or regulations shall become effective until approved and issued by the City.
 27. Consult with the City in all matters relating to proposals from businesses to locate on the airport.
 28. Keep a complete and accurate record of all maintenance work performed on the airport in such a manner as the City Manager or designee may direct. Make reports to the City Manager or designee in the form requested.
 29. Notify the City Manager or designee, of any damage or repairs to the airport facilities which the Lessee cannot personally correct so as to enable the City to take whatever action necessary to make said repairs.
 30. Report periodically (at least annually) to the City on the condition and activity of the Airport and make suggestions for the facility and services therein rendered. (Annual Budget Process).
 31. Promptly notify the City of the names and addresses of new aircraft hangar rentals, the

date the hangar space was occupied and provide the original of the lease to the City Manager or designee.

32. Make Lessee books and records available to the City for examination or audit and to submit such reports and audit to the City in such forms as prescribed by the City and at such reasonable times and intervals as the City may request.

C. Furnish planned preventive maintenance per schedule shown below:

PLANNED PREVENTIVE MAINTENANCE

Planned preventive maintenance shall include the following services as scheduled herein to keep the system operating properly:

WEEKLY

1. Make driving patrol and check all lighting fixtures and assure that the lamps are burning; replace all burned out lamps and broken lenses.
2. Check all control equipment, remote switches, photocells and radio controls. Assure that the controls are operating properly.
3. Check voltages and currents of the equipment and compare them with the equipment rating. Record all results on a log sheet.

MONTHLY

1. Clean electrical equipment building.
2. Make visual inspection of exterior equipment cabinets for cleanliness.
3. Check and remove vegetation growth around VASI's (Visual Approach Slope Indicator), REILS (Runway End Identifier Lights), and runway lights.
4. Check orientation of all lenses on lights.
5. Check interior of flasher and control cabinets. Check safety devices for REILS.
6. Check MALS-RAILS (Median Alignment Lighting System Runway Alignment Indicator System).
7. Check windsock to see that it swings properly, check windsock fabric, and assure that all lamps are operating.

QUARTERLY

1. Check conditions of lamp charger in beacon.
2. Check condition of brushes and slip rings of the beacon.
3. Test clutch drag in beacon.
4. Check "C" clamps and gaskets of the beacon.
5. Check beacon tell-tale circuit.
6. Check optical system of beacon and obstruction lights.

SEMI-ANNUALLY

1. Check for corrosion of electrical parts for all lighting systems and controls.

2. Check equipment for water damage or moisture leaks for all electrical lighting controls and connections.
3. Check lamps and reflectors in VASI's and approach lights.
4. Visually check line of sight for obstructions in approach slope for VASI's.
5. Revamp windsock, beacon, and obstruction lights.
6. Lubricate bearings in windsock and lubricate beacon lights.
7. Check focusing, leveling and aiming of beacon.
8. Adjust hangar door cables.
9. Touch up paint on electrical enclosures.

ANNUALLY

1. Check weatherproofing and gaskets in beacon.
2. Lubricate hangar door rollers.

D. PARTS AND COMPLETE REPLACEMENT

1. The City will repair or replace worn parts or complete components with new parts or reconditioned components. All necessary parts for proper maintenance of the airport lighting system will be ordered by the Lessee and sufficient inventory kept on hand. It is understood that the parts and/or components are to be supplied by the City.
2. Lessee shall not be required to make safety tests or to install new attachments or additional controls or equipment as recommended or directed by an insurance company, laboratory, or governmental authority without a separate agreement by the City.
3. Be responsible for all City-owned airport equipment which is stored or used at the airport and under Lessee's custody and control.
4. Be responsible for notifying the Federal Aviation Administration Flight Service Station promptly of all field conditions affecting the safe use of the airport.
5. Cooperate with the local flight service and give advisory assistance to pilots on such matters as flight rules, parking, and field conditions. See that the hangars and other buildings are used for airport purposes only.
6. Cooperate with all federal, state, and municipal bodies insofar as all matters are concerned which are under their control.

E. Optional Services. In addition, the Lessee is authorized but not required to provide the following services, provided that these additional services do not limit the Lessee's ability to provide the required services:

1. Ramp services at the main terminal or other airport locations, including loading and unloading of passengers, baggage, mail, and freight and providing other ramp equipment.
2. Operation of a flight school.
3. Special flight services, including aerial sight-seeing, patrol of power lines or pipelines, aerial advertising, and aerial photography.
4. The sale of aircraft.
5. Aircraft rental.
6. Aircraft charter operations.

7. Automobile rental.
 8. Pilot Advisory/Unicom.
- F. Operating Standards. In providing any of the required or authorized services or activities described in this Lease, Lessee shall operate for the use and benefit of the public and shall meet or exceed the following standards.
1. Lessee shall comply with the minimum standards ("Minimum Standards") established by Lessor. Lessor reserves the right to periodically amend the Minimum Standards as it deems advisable, in its sole discretion, for the safe and efficient operation of the airport, and without the agreement of the Lessee. Lessee specifically acknowledges it has not and cannot acquire any property right based upon or arising out of the Minimum Standards as now existing or as amended in the future.
 2. Lessee shall furnish service on a fair, reasonable, and nondiscriminatory basis to all users of the airport. Lessee shall furnish good, prompt, and efficient service adequate to meet all reasonable demands for its services at the airport. Lessee shall charge a fair and nondiscriminatory market price for each unit of sale or service; provided, however, that Lessee shall be allowed to make reasonable and non-discriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
 3. Lessee shall select and appoint a full-time manager of its operations at the airport. The manager shall be qualified and competent to carry out his or her duties, and vested with full power and authority to act on behalf of the Lessee with respect to controlling the method, manner, and conduct of the operation of the fixed base services to be provided under this Lease. The manager shall generally be available at the airport during regular business hours. During the manager's absence, a duly authorized subordinate shall be named to be in charge and available at the airport.
 4. Lessee shall provide, at its sole expense, a reasonable and sufficient number of employees to provide effectively and efficiently the services required or authorized by this Lease.
 5. Lessee shall control the conduct, demeanor and appearance of its employees, who shall be trained by Lessee and shall possess such technical qualifications and hold such certificates or qualifications as may be required by any governmental authority in carrying out assigned duties. Lessee's employees shall wear appropriate uniforms or other distinctive or marked attire that allows for their ready identification as employees of the Lessee. It shall be the responsibility of Lessee to maintain close supervision over its employees to assure a high standard of service to airport customers.
 6. Lessee shall meet all expenses and payments in connection with the use of the premises and the rights and privileges herein granted, including taxes, permit fees, license fees and assessments lawfully levied or assessed upon the premises or property at any time situated therein and thereon. Lessee may, at its sole expense and cost, contest any tax, fee, or assessment. Lessor shall have sole responsibility for the payment of any real estate taxes for Lessor-owned buildings.
 7. Lessee shall comply with all federal, state, and local laws, rules and regulations which may apply to the conduct of its business, including rules and regulations established by Lessor. Lessee shall maintain in effect and post in a prominent place all necessary or required licenses and permits.
 8. Lessee shall keep and maintain the premises in good condition, order and repair, and shall

surrender the same upon the expiration of this Lease, in the condition in which they are required to be kept, reasonable wear and tear and damage by the elements not caused by Lessee's conduct excepted.

9. The Lessee agrees that there shall be no burning of any materials upon the airport and further agrees that any materials or equipment placed upon the demised land shall be neatly piled or stacked and kept in a location so that it will not interfere with airport operation or create an unsightly appearance. Lessee shall cause to be removed at its own expense all junk, waste, garbage and rubbish, and warrants that such items and materials will be disposed of lawfully. Lessee may deposit the same temporarily in suitable containers on the demised land awaiting its collection for removal.
10. Lessee shall be responsible for locking the leased premises after the close of business each day.
11. It is expressly understood and agreed that, in providing required and authorized services pursuant to this Lease, Lessee shall have the right to choose, at its sole discretion, its vendors and suppliers.
12. Lessee may erect suitable advertising signs on the leased premises to advertise Lessee's business, provided that the form, type, size, and method of installation shall first be approved by the Lessor and shall be in compliance with all applicable municipal ordinances and regulations.
13. Lessee agrees to comply with all rules and field regulations with respect to control of ground and air traffic and use of the airport as shall be established from time to time by the Lessor, and Lessee shall abide by all rules, regulations and orders of the Minnesota Department of Transportation and the Federal Aviation Administration and other lawful authorities with respect to aircraft operations on the airport and with respect to the use of the leased premises.

Section 6. **SERVICES TO BE PROVIDED BY LESSOR**

The Lessor will provide the following services:

- A. Maintain the hangars and Arrival/Departure Building and other facilities leased by the Lessee in good and usable condition. This obligation includes but is not limited to the roof, exterior walls, doors, windows, and all basic mechanical and electrical components and rest room fixtures. The Lessor is not responsible for repairs made necessary due to cause attributable to the Lessee or its employees, agents, or servants.
- B. Provide fuel tanks in good working order to store fuel to be sold by Lessee. These tanks shall remain the property of the Lessor. If any of Lessee's fuel stored in such tanks becomes contaminated because Lessor's fuel system is faulty, the Lessor shall be responsible for replacement of the contaminated product.
- C. Except for sidewalks adjacent to buildings leased by the Lessee, Lessor shall be responsible for the removal of snow and ice from all runways, taxiways, aprons, parking lots, driveways, and other public areas. Lessee shall coordinate snow removal operations with Lessor to complete snow and ice control operations in the most efficient manner possible.
- D. Provide and maintain in good working order fire extinguishers and other emergency rescue

equipment in all leased and public areas.

- E. Provide adequate informational signs that shall be of a size, shape and design selected by the Lessor. Such signs will include adequate information and directions to identify the Lessee and Lessee's exclusive use areas.

Section 7. **USE OF AIRPORT FACILITIES.**

Lessee shall be entitled, in common with the general public, to have access to and use of all public facilities at the Airport. Such facilities include, but are not limited to, the use of landing areas, runways, taxiways, navigational aids, terminal facilities and aircraft parking areas designated by Lessor, provided, however, that such access and use shall be upon such terms and under such rules and regulations as they now exist or may be hereinafter established by the Lessor and subject to any charges for such use as may be established from time to time by the Lessor.

Section 8. **AIRPORT MAINTENANCE AND MANAGEMENT.**

- A. Maintenance of Airport Facilities. Except as otherwise required by this Lease, the Lessor shall maintain all public and common or joint use areas of the airport, including the air operations area, in good repair, and shall make such repairs, replacements or additions thereto as it considers, in its sole discretion, necessary for the safe and efficient operation of the airport.
- B. Aerial Approaches. Lessor reserves the right to take any action it considers necessary to protect the aerial approaches of the airport against obstruction, together with the right to prevent Lessee from erecting or permitting to be erected, any building, fence, signage, or other structure on or adjacent to the airport which, in the opinion of Lessor, would limit the usefulness of the airport or constitute a hazard to aircraft.

Section 9. **PAYMENTS**

- A. Fuel Sales. Lessee shall be responsible for operation and sales of all on premise aviation fuels.
- B. Contractor Payments. As and for consideration of their services as Contractor of the Airport, the Lessor shall compensate the Lessee \$2,300/month for calendar year 2018. Lessor and Lessee shall negotiate payments for calendar years 2019 and 2020 and any extension years annually on or before December 1 of the preceding year.
- C. Utilities.
 - 1. Lessee is responsible for all utilities including but not limited to gas, electricity, water, sewer, phone and internet related to the existing FBO Maintenance Hangar and the future FBO Hangar.
 - 2. Lessor is responsible for all utilities including but not limited to gas, electricity, water, sewer, phone and internet related to the Arrival/Departure Building and T-Hangars.
- D. Additional Rent.
 - 1. Lessee shall have the use of the Arrival/Departure Building, existing FBO Maintenance Hangar and the proposed FBO Hangar rent free.

2. Lessee shall have the right to rent one (1) standard 40-foot T-Hangar. Until such time as the new FBO Hangar is constructed, Lessee shall rent the T-Hangar rent free. Once the new FBO Hangar is completed and occupied by the Lessee, should the Lessee continue to rent the T-Hangar the rate should be fifty percent (50%) of the current non-commercial T-hangar lease rate.
- E. Payments. Payments due under this Lease shall be paid to the Lessor, without notice, by the tenth (10th) of the month in which payment is due.
- F. Delinquency Charge. If required payments are not remitted until after the due date, the Lessee shall be obligated to pay the Lessor 110% of the amount of rent then due and owing.
- G. Place of Payment. All payments due Lessor shall be delivered to City Finance Department at 508 South State Street, Waseca, MN 56093.
- H. Records. Lessee shall provide and maintain accurate records of fuel dispensed and gross sales receipts derived under this Lease and tie-down fees collected, for a period of three (3) years from the date the record is made. Such records shall be maintained according to generally accepted accounting principles. Lessor, or its duly authorized representative, shall have the right to request, at its own expense, an inspection of the books, records, and receipts of Lessee, and to verify Lessee's fuel records. Lessee shall provide Lessor reports on fuel dispensed categorized by fuel type, meter readings on pumps for the beginning and ending of the calendar month, and any other information relating to fueling activity requested by the Lessor. The Lessee shall attach to the report copies of all invoices from fuel suppliers and the invoices shall be signed and dated by the person who supplied or delivered the fuel to the Lessee. Lessor has the right at any time, upon reasonable request, to inspect the Lessee's fueling system, fuel invoices and business records to ascertain the veracity of Lessee's reports.
- I. Annual Statement. If requested by Lessor, within sixty (60) days after the end of each calendar year, Lessee shall furnish to Lessor a statement of gross sales made, during the preceding calendar year, certified by an officer of Lessee as to its accuracy. The statement shall be in adequate detail to identify all of the various sources of those sales and receipts. Gross sales not derived from business operations pursuant to this lease, if any, shall be identified as such. If requested by Lessor, Lessor may audit said statement and Lessee's books and records, including examination of the general ledger and all other supporting materials, at any reasonable time during business hours, for purposes of verifying the reported fuel sales and parking fees collected.

Section 10. **INSURANCE.**

- A. Required Liability Insurance Coverages. The requirements for insurance coverages set forth below are based on the services the Lessee is obligated to perform under Section 5(B) of this Lease.

Lessee acknowledges that Lessor may require additional insurance coverages if Lessee elects to engage in any of the optional services identified under Section 5(C) of this Lease, and that

such coverages must be in full force and effect and meet the endorsement and additional insured requirements described below before Lessee may engage in offering any such optional services.

Lessee shall obtain, and maintain continuously in full force and effect during the term of this Lease, at Lessee's sole expense, the following insurance:

- B. Commercial general liability coverage with a limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. The CGL insurance shall cover liability arising from premises, operations, independent contractors, personal and advertising injury; and liability assumed under an insured contract. The CGL insurance shall also cover liability arising from products-completed operations for the limits as shown below.
- C. Hangar keeper's liability insurance in the minimum amount of \$100,000 per aircraft and 500,000 per occurrence.
- D. Product liability and completed operations insurance in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
- E. Automobile liability insurance in the minimum amount of \$1,000,000 per occurrence for owned and non-owned licensed vehicles operated on airport premises.
- F. If Lessee will operate any owned aircraft, then aircraft liability insurance in the amount of \$1,000,000 for each accident and \$100,000 per person.
- G. Lessee shall secure an endorsement for each policy specified above stating that the insurance contract cannot be cancelled by the insurer until ten (10) days notice in writing of cancellation has been given to the city clerk at 508 South State Street, Waseca, MN 56093. For each policy specified above, Lessee agrees that it will cause the city to be named as an additional insured for all claims arising out of the named insured's performance of services required or authorized under its agreement with the airport owner.
- H. Lessee shall be in compliance with Minnesota Workers' Compensation laws. Lessee agrees to provide Workers' Compensation insurance for all its employees in accordance with the statutory requirements of the State of Minnesota. The Lessee shall also carry Employers' Liability Coverage with minimum limits are as follows:

\$500,000 – Bodily Injury by Disease per employee

\$500,000 – Bodily Injury by Disease aggregate

\$500,000 – Bodily Injury by Accident

- I. Lessee shall provide evidence to the City in writing, before the earlier of either occupying the leased premises or offering services to the public at the airport, that it has the insurance coverages and endorsements specified above and that the city is named as an additional insured on all required policies except any workers compensation insurance coverage.
- J. The Lessee shall, prior to commencing the services, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect.
- K. The insurance requirements may be met through any combination of primary and umbrella/excess insurance.
- L. The Lessee's policies shall be primary insurance and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of the Lessee's performance under the agreement.
- M. The Lessee's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' written notice for non-payment of premium.
- N. No representation is made that the minimum insurance requirements are sufficient to cover the obligations of the FBO under the agreement.

Section 11. **INDEMNIFICATION.**

Lessee shall defend and indemnify Lessor from and against any and all claims, demands, suits, judgments, costs and expenses asserted by any person(s), including agents or employees of Lessor or Lessee, arising out of Lessee's performance of services required or authorized under this Lease.

Section 12. **CASUALTY.**

In the event any fixed improvements owned by Lessee and existing on the premises upon the date of execution of this Lease or erected on the premises by Lessee are damaged, destroyed by fire or other casualty, Lessee shall immediately repair the improvements and restore them to a condition at least as good as they were in immediately before the casualty.

Section 13. **LESSEE AS INDEPENDENT CONTRACTOR.**

In conducting its business hereunder, Lessee shall be an independent contractor and not an employee or agent of Lessor. The selection, retention, assignment, direction and payment of Lessee's employees shall be the sole responsibility of Lessee, and Lessor shall not attempt to exercise any control over the daily performance of duties by Lessee's employees.

Section 14. ASSIGNMENT, SUBLEASE.

Lessee agrees that it will not sublet the leased premises or any part thereof or hangars located thereon and will not assign this Lease or any interests therein, nor permit this Lease to become transferred by operation of law or otherwise and that no act or acts will be done or suffered whereby the same may be or become sublet or assigned in whole or in part, unless the written consent of the Lessor endorsed hereon shall be first obtained in each and every case of subletting or assignment and that nothing whatever shall be held to be a waiver of or supersede the necessity of such endorsement. Subletting does not include the rental of hangar space for airplane storage. The Lessor's consent to or denial of any sublease or assignment rests in its sole discretion.

Any assignments, sale in bankruptcy or insolvency of the Lessee may, at the option of the Lessor, be considered an assignment and a breach of this Lease.

Section 15. NONDISCRIMINATION.

Notwithstanding any other provisions of this Lease, during the performance of this Lease, Lessee for itself, its agents, employees, servants, heirs, personal representatives, successors in interests or assigns, as part of the consideration of this Lease, does hereby covenant and agree, as a covenant running with the land, that, if applicable,

- A. No person on the grounds of race, color, creed, religion, disability, national origin, marital status, sexual orientation, or sex shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in the receipt of services or use of the premises.
- B. In the construction of any improvements on, over or under the premises, and the furnishing of services therein or thereon, no person on the grounds of race, color, creed, religion, disability, national origin, marital status, sexual orientation, or sex shall be excluded from participation in, or denied the benefits of, such activities or otherwise be subject to discrimination.
- C. Lessee warrants that it is familiar with and will use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations ("C.F.R."), Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said regulations may be amended.
- D. Lessee will not engage in unlawful employment discrimination. Further, Lessee will develop or reaffirm an equal opportunity policy and disseminate that policy internally and externally. The plan shall be implemented through an action-oriented program with goals and timetables designed to eliminate obstacles to equal opportunity for women and minorities in recruitment and hiring. In recruiting job applicants for available positions, Lessee will make contact with

minority and women's organizations, schools with predominant minority or female enrollments, and other recruitment sources for minorities and women.

- E. In the event of breach of any of the above non-discrimination covenants, Lessor shall have the right to terminate this Lease and to reenter and repossess the premises and hold the same as if this Lease had never been made or issued. This provision does not become effective until the procedures of 49 CFR, Part 21, have been followed and completed, including expiration of appeal rights.

Section 16. **RECORDS RETENTION AND AVAILABILITY.**

Lessee agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may deem reasonably necessary, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, paper, records, etc. which are pertinent to the accounting practices and procedures of Lessee and involve transactions relating to this Lease. Lessee agrees to maintain these records for a period of three (3) years from the date of termination of this Lease.

Section 17. **REQUIREMENTS OF THE UNITED STATES.**

This Lease shall be subject and subordinate to the provisions of any existing or future agreement between Lessor and the United States, or any agency thereof, relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development or operation of the airport; provided, however, that Lessor shall, to the extent permitted by law, use its best efforts to cause any such agreements to include provisions protecting and preserving the rights of Lessee in and to the premises, and to compensation for taking thereof, interference therewith and damage thereto, caused by such agreement or by actions of Lessor or the United States pursuant thereto.

Section 18. **COMMITMENTS TO FEDERAL OR STATE AGENCIES.**

Nothing herein shall be construed to prevent the Lessor from making such commitments as it desires to the Federal Government or to the State of Minnesota in order to qualify for the expenditure of federal and state funds on the airport. Notwithstanding the foregoing, no such additional commitments shall result in an increase in rent or Lessee's obligations hereunder without the Lessee's written consent.

Section 19. **PARKING OF VEHICLES.**

Lessee's private automobiles shall be allowed to be placed in the buildings for short periods of time. Auto parking on the apron or grass will not be permitted. All customer automobile parking will be in the public vehicle parking lot.

Section 20. **DEFAULT AND TERMINATION.**

- A. Termination by Lessee. This Lease shall be subject to termination by Lessee in the event of any one or more of the following events:
1. The abandonment of the airport as an airport or an airfield.
 2. The default by Lessor in the performance of any of the terms, covenants, or conditions of this Lease, and the failure of Lessor to remedy, or undertake to remedy to Lessee's satisfaction, such default for a period of thirty (30) days after receipt of written notice from Lessee to remedy the same, addressed to Lessor, to the attention of Director of Engineering at 508 South State Street, Waseca, MN 56093.
 3. Damage to or destruction of all or a material part of the premises or airport facilities necessary to the operation of Lessee's business.
 4. The assumption by the United States, or any authorized agency thereof, of the operation, control or use of the airport, or any substantial part or parts thereof, in such a manner as to restrict Lessee from substantially conducting business operation for a period in excess of ninety (90) days.
- B. Termination by Lessor. This Lease shall be subject to termination by Lessor in the event of any one or more of the following events:
1. Institution of voluntary bankruptcy proceedings by Lessee.
 2. Institution of involuntary bankruptcy proceedings in which the Lessee thereafter is adjudged bankrupt.
 3. Assignment for the benefit of creditors of the interests of Lessee under this Lease.
 4. Appointment for the benefit of creditors of the property or affairs of the Lessee.
 5. If Lessee shall vacate the demised premises.
 6. If Lessee shall refuse to take possession of the demised premises on the commencement date or shall permit the demised premises to remain unoccupied or unattended.
 7. If Lessee shall fail to pay any installments of rent or other charges required to be paid by Lessee within ten (10) days after they shall become due and payable, subject to the rights of redemption provided by law.
 8. If Lessee shall fail to perform or observe any of its other obligations under this Lease for a period of thirty (30) days after written notice thereof to Lessee.
 9. Any violation of state, federal or local law, statute, ordinance or regulation which results in a criminal conviction may result in the immediate termination, without further notice, of this Lease at Lessor's option.
- C. Force majeure: Waiver
1. Neither party shall be held to be in breach of this Lease because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, or any other cause over which that party has no control; provided, however, that the foregoing provision shall not apply to failures by Lessee to pay fees, rents, or other charges to Lessor.

2. The waiver of any breach, violation or default with respect to the performance or observance of the covenants and conditions contained herein shall not constitute a waiver of any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.

Section 21. **MISCELLANEOUS PROVISIONS.**

- A. Entire Agreement. This lease constitutes the entire understanding between the parties, and as of its effective date supersedes all prior understandings and agreements between the parties covering the subject matter hereof. Any change or modification of this Lease must be in writing and signed by both parties.
- B. Severability. If a provision of this Lease shall be finally declared void or unlawful by any court or administrative agency having jurisdiction, the entire Lease shall not be void, but remaining provisions shall continue in effect as nearly as possible in accordance with the original intent of the parties.
- C. Headings. The headings used in this Lease are intended for convenience of reference only and do not define or limit the scope or meaning of any provision of this Lease.
- D. Governing Law. This lease is to be construed and interpreted in accordance with the laws of the State of Minnesota.
- E. Notices. Whenever under this lease any demand, notice or declaration of any kind is required or permitted, it shall be in writing, served or sent by mail with postage prepaid.
 1. If to Lessor, it shall be addressed to the attention of Director of Engineering at 508 South State Street, Waseca, MN 56093
 2. If to Lessee, it shall be addressed to the attention of Stensrud Aviation, ,34593 110th Street, Waseca, MN 56093.
- F. Amendments. This Lease may be amended at any time throughout the term of the agreement. All amendments shall be in writing and mutually agreed upon and executed by Lessor and Lessee.

IN WITNESS WHEREOF, the parties hereto have executed this Lease to be effective from the day and year first written above.

CITY OF WASECA

a municipal corporation,

Lessee

by: _____

Director of Engineering

Lessee

by: _____

City Manager

DRAFT

Title:	OFF SALE LIQUOR LICENSE – WALMART, INC.		
Meeting Date:	JANUARY 16, 2018	Agenda Item Number:	6H
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:	N/A
Originating Department:	ADMINISTRATION	Presented By:	CONSENT AGENDA
Approved By City Manager: <input checked="" type="checkbox"/>	Motion to approve Off Sale Liquor License to Walmart, Inc.		

BACKGROUND: The City has received an application from Walmart, Inc. for an Off Sale Liquor License for Store #1038 at 2103 North State Street in Waseca. Wal-Mart Stores, Inc. is changing its name to Walmart, Inc. It is necessary to submit a new application for a liquor license with the new store name, in order to be approved by the MN Alcohol & Gambling Enforcement Division. There are no other changes.

Upon approval by the City Council, the application will be forwarded to the State of MN Alcohol & Gambling Enforcement Division for final approval.

RECOMMENDATION: Motion to approve Off Sale Liquor License to Walmart, Inc. for store #1038 at 2103 North State Street in Waseca.

RESOLUTION NO. 18-05**A RESOLUTION OF THE WASECA CITY COUNCIL
APPROVING OFF-SITE GAMBLING
TO WASECA SLEIGH & CUTTER FESTIVAL ASSOCIATION**

WHEREAS, Waseca Sleigh & Cutter Festival Association has submitted an Application to Conduct Off-Site Gambling at the following location:

**Waseca VFW Post 1642
113 Elm Avenue West
Waseca, MN 56093**

and,

WHEREAS, City approval is required by the State of Minnesota Gambling Control Board, for a gambling premises located within city limits.

NOW, THEREFORE, BE IT RESOLVED that the Waseca City Council does hereby approve Off Site Gambling to Waseca Sleigh & Cutter Festival Association at VFW Post 1642, 113 Elm Avenue West, Waseca, MN.

Adopted this 16th day of January, 2018.

R. D. SRP
MAYOR

ATTEST:

MARY BUENZOW
CITY CLERK

LG230 Application to Conduct Off-Site Gambling**No Fee****ORGANIZATION INFORMATION**Organization Name: Waseca Sleigh & Cutter Festival License Number: 33569Address: 5603 N W 102nd Avenue City: Waseca, MN Zip: 56093Chief Executive Officer (CEO) Name: Ken Borgmann Daytime Phone: 507 461 3727Gambling Manager Name: Monique Snyder Daytime Phone: 507 461 3486**GAMBLING ACTIVITY**

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 2 / 9 / 18 to 2 / 9 / 18

Check the type of games that will be conducted:

☐

Raffle

☐

Pull-Tabs

☐

Bingo

☐

Tipboards

☒

Paddlewheel

GAMBLING PREMISESName of location where gambling activity will be conducted: Waseca VFW Club Post 1642Street address and
City (or township): 113 Elm Avenue West Zip: 56093 County: Waseca

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

☐**Yes** If yes, a lease is not required.☒**No** If no, the lease agreement below must be completed, and signed by the lessor.**LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)**Rent to be paid for the leased area: \$ 0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: Judy E. WarkentinDate: 12/20/17Print Lessor's Name: JUDY E. WARKENTIN**CONTINUE TO PAGE 2**

Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> Local unit of government must sign. </div>	TOWNSHIP NAME: _____ Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date Signed: _____

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.



Signature of CEO (must be CEO's signature; designee may not sign)

12/18/17
Date

Mail or fax to:

Minnesota Gambling Control Board
Suite 300 South
1711 West County Road B
Roseville, MN 55113
Fax: 651-639-4032

No attachments required.

Questions? Contact a Licensing Specialist at 651-539-1900.

This publication will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Title:	CITY COUNCIL BOARD/COMMISSION APPOINTMENTS		
Meeting Date:	JANUARY 16, 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 Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Motion to appoint Council representatives to various boards and commissions.		

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.

A description of each board and their area of responsibility is attached. Councilmembers can be re-appointed to their current assignment or be assigned to a new board or commission as the Council wishes.

Councilmembers were asked to submit their requests for a specific board or commission to the City Manager, to be placed on a chart for easier viewing.

	Srp	Rose	Arndt	Christiansen	Conrath	Fitch	Tloutan
Airport Board		X					
Charter Commission		X					
Economic Development Authority (2)	X					X	
Heritage Preservation Commission							X
Human Rights Commission						X	
Park Board				X			
Planning Commission			X				
Fire Relief Association					X		
Outside Boards							
Community Ed Advisory Board						X	
Region 9			X				
Discover Waseca Tourism Board (2)					X	X	

Yellow highlighted cells indicated where there were not more Councilors interested in a Board or Commission than spots available.

Red highlighted cells indicated the senior Councilor for Boards or Commissions with more than the allowed number Councilors interested.

RECOMMENDATION: Staff recommends a motion to appoint City Council representatives to various boards and commissions 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 –

Economic Development Authority – Mayor Srp, Ann Fitch

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 – Jeremy Conrath, Ann Fitch

Fire Relief Association – Jeremy Conrath

2018 Appointments – City Advisory Boards

Mayor Pro Tem – Allan Rose

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:	CITIZEN ADVISORY BOARD APPOINTMENTS		
Meeting Date:	JANUARY 16, 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:	List of vacancies Applications
Originating Department:	Administration	Presented By:	City Clerk
Approved By City Manager: <input checked="" type="checkbox"/>	Motion to appoint individuals to various boards and commissions as presented.		

BACKGROUND: Attached is a list of Advisory Boards and Commissions with vacancies as of January 31, 2018. Members whose terms expire have been notified by letter, requesting they let staff know if they are interested in reappointment.

Notices of the vacancies were placed in the Waseca County News, and on the City's website and Facebook page.

Attached are applications submitted by individuals who are interested in appointment. These applications were received as of Friday, January 12th.

Regarding the Airport Board vacancies, it should be noted the City Code allows two members of the Airport Board to live outside the city limits, but within Waseca County. There is currently one member on the Board who lives outside the city limits whose term has not expired. Two of the applicants listed below live outside the city limits, but only one of them may be appointed at this time.

Staff will continue to advertise for the remaining vacancies.

RECOMMENDATION: Motion to appoint individuals to various boards and commissions as presented.

BOARD/COMMISSION VACANCIES – 1/31/2018

AIRPORT BOARD – 3 vacancies

Cory Hanna – 2nd term expires – eligible for re-appointment

Larry Fischer – 1st term expires – eligible for reappointment

1 existing vacancy

Applications received: **Larry Fischer (incumbent) – lives outside city limits**
 Greg Kaelberer
 Jedidiah Kalbow
 Kaitlyn Hoehn – lives outside city limits

EDA – 1 vacancy

Dave Dunn 1st term expires – eligible for reappointment

Applications received: **Dave Dunn**

HERITAGE PRESERVATION COMMISSION – 1 vacancy

1 existing vacancy

Applications received: **None**

HUMAN RIGHTS COMMISSION – 2 vacancies

Ariana Boelter – moved out of city limits

1 existing vacancy

Applications received: **None**

PARK BOARD – 1 vacancy

Allen Judd – 1st term expires – eligible for reappointment

Applications received: **Allen Judd**
 Lori Pommerenke

PLANNING COMMISSION - 2 vacancies

Lori Pommerenke – 1st term expires – eligible for reappointment

1 existing vacancy

Applications received: **None**

COMMUNITY ED ADVISORY BOARD – 3 vacancies

3 members - 1st terms expired in 2017 – all were eligible for reappointment

Applications received: **None**

CITY OF WASECA

Board/Commission/Authority Application Form

Date 11-29-17

Name Harry Fischer

Address 380 69 120th St

Telephone Number: (Home) 507-835-1204 (Work) 612-803-3518 email: harry@wasecatech.com

Occupation: Retired Electrical Engineer

Please check the Board/Commission/Authority for which you are applying:

☒ Airport Board

☐ Human Rights Commission

☐ Charter Commission

☐ Community Ed Advisory Board

☐ Park Board

☐ Planning Commission

☐ Economic Development Authority

☐ Heritage Preservation Commission

☐ Housing & Redevelopment Authority

Please tell us why you are interested in serving on this Board/Commission/Authority.

I am a pilot and use the Airport

I have been an appointed member the past 9 months

Have you previously served on this Board/Commission/Authority? (if yes provide dates)

Yes - 3-17 to present as Chairman

Have you held, or do you currently hold, an office on this Board/Commission/Authority?

yes, Chairman

Please list what qualifications you possess that will be helpful to this Board /Commission /Authority.
(List your experience, education, certification, etc.)

-pilot

Please return completed application to Waseca City Hall, ATTN: City Clerk, 508 South State Street, Waseca, MN 56093.

CITY OF WASECA

Board/Commission/Authority Application Form

Date 12/15/2017

Name GREG KAELEBERG

Address 1212 4TH ST NE

Telephone Number: (Home) 833 8055 (Work) 507 461 5173 email: kaelberg@mac.com

Occupation: MANAGEMENT

Please check the Board/Commission/Authority for which you are applying:

☒ Airport Board

☐ Human Rights Commission

☐ Charter Commission

☐ Community Ed Advisory Board

☐ Park Board

☐ Planning Commission

☐ Economic Development Authority

☐ Heritage Preservation Commission

☐ Housing & Redevelopment Authority

Please tell us why you are interested in serving on this Board/Commission/Authority.

AIRPORT USEFUL

Have you previously served on this Board/Commission/Authority? (if yes provide dates)

YES - 2005 - 2016

Have you held, or do you currently hold, an office on this Board/Commission/Authority?

YES - PRESIDENT

Please list what qualifications you possess that will be helpful to this Board /Commission /Authority.
(List your experience, education, certification, etc.)

PELOT / MBA

Please return completed application to Waseca City Hall, ATTN: City Clerk, 508 South State Street, Waseca, MN 56093.

CITY OF WASECA

Board/Commission/Authority Application Form

Date 12-29-2017

Name Jedidiah Kalbow

Address 1112 5TH ST SE WASECA MN 56093

Telephone Number: (Home) 850 380 8022 (Work) 507 323 4128 email: Jedidiah.Kalbow

Occupation: Supervisor Birdseye

@Yahoo.com

Please check the Board/Commission/Authority for which you are applying:

☒ Airport Board

☐ Human Rights Commission

☐ Charter Commission

☐ Community Ed Advisory Board

☐ Park Board

☐ Planning Commission

☐ Economic Development Authority

☐ Heritage Preservation Commission

☐ Housing & Redevelopment Authority

Please tell us why you are interested in serving on this Board/Commission/Authority.

Currently taking flight lessons
Spent 15+ years in Marine Corps around Aviation
WASECA Native want to see and help the city grow
Have you previously served on this Board/Commission/Authority? (if yes provide dates)

NO

Have you held, or do you currently hold, an office on this Board/Commission/Authority?

NO

Please list what qualifications you possess that will be helpful to this Board /Commission /Authority.
(List your experience, education, certification, etc.)

Associates in Business Management Participated in Waseca Vision 2030
currently working towards Bachelors
Graduate of Greater WASECA AREA LEADERSHIP Academy 2016-2017

Please return completed application to Waseca City Hall, ATTN: City Clerk, 508 South State Street, Waseca, MN 56093.

CITY OF WASECA

Board/Commission/Authority Application Form

Date 12/19/2017

Name: Kaitlyn Hoehn

Address: 38465 100th St Waseca, MN 56093

Telephone Number: (Home) 507-951-6952 (Work) _____ email: Kaitlyn.hoehn@gmail.com

Occupation: Sales Order Analyst

Please check the Board/Commission/Authority for which you are applying:

☒ Airport Board

☐ Human Rights Commission

☐ Charter Commission

☐ Community Ed Advisory Board

☐ Park Board

☐ Planning Commission

☐ Economic Development Authority

☐ Heritage Preservation Commission

☐ Housing & Redevelopment Authority

Please tell us why you are interested in serving on this Board/Commission/Authority.
Interest in aviation, recreational user of airport facilities, general interest in community involvement and development/improvement

Have you previously served on this Board/Commission/Authority? (if yes provide dates)
I have not

Have you held, or do you currently hold, an office on this Board/Commission/Authority?
I have not

Please list what qualifications you possess that will be helpful to this Board /Commission /Authority.
(List your experience, education, certification, etc.)
4 years on BoD for Rochester Area Freethinkers, skydiver with knowledge of FAA and USPA regulations

Please return completed application to Waseca City Hall, ATTN: City Clerk, 508 South State Street, Waseca, MN 56093.

CITY OF WASECA

Board/Commission/Authority Application Form

Date 11-3-17

Name Dave Dunn

Address 401 13th Ave. NW Waseca, MN

Telephone Number: (Home) 461-2936 (Work) (cell) email: _____

Occupation: Retired - Railroad

Please check the Board/Commission/Authority for which you are applying:

☐ Airport Board

☐ Human Rights Commission

☐ Charter Commission

☐ Community Ed Advisory Board

☐ Park Board

☐ Planning Commission

☒ Economic Development Authority

☐ Heritage Preservation Commission

☐ Housing & Redevelopment Authority

Please tell us why you are interested in serving on this Board/Commission/Authority.

Have you previously served on this Board/Commission/Authority? (if yes provide dates)

I am a current member of the EDA.

Have you held, or do you currently hold, an office on this Board/Commission/Authority?

I am the current Chairperson.

Please list what qualifications you possess that will be helpful to this Board /Commission /Authority.
(List your experience, education, certification, etc.)

Please return completed application to Waseca City Hall, ATTN: City Clerk, 508 South State Street, Waseca, MN 56093.

CITY OF WASECA

Board/Commission/Authority Application Form

Date 11/6/17

Name Allen Judd

Address 705 TENTH AVE N. W.

Telephone Number: (Home) 507-835-7363 (Work) N/A email: juddpat5@gmail.com

Occupation: RETIRED

Please check the Board/Commission/Authority for which you are applying:

☐ Airport Board

☐ Human Rights Commission

☐ Charter Commission

☐ Community Ed Advisory Board

☒ Park Board

☐ Planning Commission

☐ Economic Development Authority

☐ Heritage Preservation Commission

☐ Housing & Redevelopment Authority

Please tell us why you are interested in serving on this Board/Commission/Authority.

INTERESTED IN MAINTAINING AND IMPROVING THE CITY PARKS
AS A CONTINUING ASSET TO THE CITY

Have you previously served on this Board/Commission/Authority? (if yes provide dates)

YES

Have you held, or do you currently hold, an office on this Board/Commission/Authority?

YES

Please list what qualifications you possess that will be helpful to this Board /Commission /Authority.
(List your experience, education, certification, etc.)

NO FORMAL EDUCATION IN THIS FIELD, BUT A STRONG INTEREST IN
PROVIDING HIGH QUALITY FACILITIES FOR THE CITY

Please return completed application to Waseca City Hall, ATTN: City Clerk, 508 South State Street, Waseca, MN 56093.

CITY OF WASECA

Board/Commission/Authority Application Form

Date 6 Nov. 2017

Name Lori Pommerehne

Address 809 - 3rd Ave. NE.

Telephone Number: (Home) 507-835-3838 (Work) Same email: LLpomm@msn.com

Occupation: Conservation biologist

Please check the Board/Commission/Authority for which you are applying:

☐ Airport Board

☐ Charter Commission

☒ Park Board

☐ Economic Development Authority

☐ Housing & Redevelopment Authority

☐ Human Rights Commission

☐ Community Ed Advisory Board

☐ Planning Commission

☐ Heritage Preservation Commission

Please tell us why you are interested in serving on this Board/Commission/Authority.

Waseca parks, particularly the "natural area" ones, are important spaces to model positive environmental stewardship and wise use of natural resources. I am interested in being a part of this process.

Have you previously served on this Board/Commission/Authority? (if yes provide dates)

Yes. 2004 - 2016.

Have you held, or do you currently hold, an office on this Board/Commission/Authority?

Previously served as chair person for several years.

Please list what qualifications you possess that will be helpful to this Board /Commission /Authority.

(List your experience, education, certification, etc.)

Ph.D. in conservation biology, experience in park program development and delivery, Waseca native with a broad perspective from 25 years of international development work.

Please return completed application to Waseca City Hall, ATTN: City Clerk, 508 South State Street, Waseca, MN 56093.

**MINUTES
AIRPORT BOARD
TUESDAY, JANUARY 2, 2018**

8B

1. CALL TO ORDER

The meeting was called to order at Noon by Airport Board member Fisher.

Members present: Al Rose, Richard Arnold,

Staff present: Mark DuChene-City Engineer, Maynard Stensrud-Airport Manager

Visitors present: John Peterson-TKDA, Marcus Watson-TKDA, Kaitlyn Hoehn

2. APPROVAL OF MINUTES

Motion by Arnold second by Rose to approve the minutes from the November 7, 2017, Airport Board meeting; motion carried 3-0.

3. VISITORS

4. OLD BUSINESS

- a. FBO Hangar Project Status Update- Peterson gave an update on the FBO hangar project including handing out a proposed project schedule. TKDA to set up meeting with Stensrud to discuss final design considerations prior to development of plans. Peterson stated that the project budget (including soft costs) is \$600K but MnDOT has said there may be additional funds available if bids come in over estimate.
- b. Master Plan ALP Update- Peterson and Watson gave an update on the master plan. The plan is scheduled to be submitted to the agencies (MnDOT and FAA) this week for their final review. Review time is expected to extend into late spring or summer of 2018.
- c. Update from Skydiving Operations Working Group- Stensrud stated that the group hasn't met recently but that he has had discussions with the lease holder for the agricultural land on the airport and they've discussed a plan for getting the interim landing zone prepped and ready this spring. Stensrud to set up a meeting for the working group to discuss outstanding issues such as signage.
- d. Other Items- DuChene said that the City and TKDA continue to work on the runway culvert issue and possible ditch relocation. Peterson stated that replacing the culvert and associated work has the blessing of FAA but the ditch relocation aspect is more challenging as FAA doesn't see the aeronautical need for it until the crosswind runway is constructed which the current Airport CIP shows 20 years out or so. TKDA to set up meeting with FAA to discuss further prior to making a final decision on the scope of a 2018 project this year to at a minimum replace the runway culvert.

DuChene also mentioned that budgeted for 2018 is an update to the airport zoning code. This will require the reestablishment of the joint airport zoning board and he asked board members to begin to think about their participation in this process.

5. NEW BUSINESS

- a. FBO Contract- DuChene reviewed the draft FBO contract with Stensrud Aviation. It was moved by Fisher and seconded by Rose to recommend approval to the City Council of the FBO contract with the City Engineer and Stensrud finalizing the insurance details; motion carried 3-0.
- b. Airport Engineering Consultant Contract- DuChene told the board that TKDA's 3-year airport engineering consultant contract expired 12-31-17. Airports are required by FAA to solicit for airport engineering consultants at least every 5 years. Since TKDA has only completed 3-years, Staff is recommending extending TKDA's contract for an additional 2-years to 12-31-2019. It was moved by Arnold, seconded by Rose to recommend to the Waseca City Council extending TKDA's contract to 12-31-19; motion passed 3-0

6. DISCUSSION

- a. None.

7. NEXT MEETING

The next board meeting is scheduled for Tuesday, February 6, 2018.

8. ADJOURN

The meeting adjourned at 12:35 p.m.

Minutes by Mark DuChene

MINUTES

ECONOMIC DEVELOPMENT AUTHORITY JANUARY 10, 2018 12:00 NOON CITY COUNCIL CHAMBERS – CITY HALL

FOR INFORMATION ONLY

1. **Call to Order/Roll Call**

The meeting was called to order at 12:00 noon by President Dave Dunn.

Members Present: Dave Dunn
Ann Fitch
Blain Nelson
Roy Srp
Larry Thompson
Russ Weir

Members Absent: Marty Armstrong

Staff Present: Gary Sandholm, Economic Development Coordinator
Daniel Lenz, City Manager
Ranae Schult, Community Development Assistant

2. **Approval of Agenda**

It was moved by Weir, seconded by Fitch, to approve the agenda as presented; the motion carried 6-0.

3. **Public Comment**

- Kim Foels, Director, Waseca Area Chamber of Commerce, inquired if the Waseca Development Corporation (WDC) still met as she has been in contact with individuals who are looking for some assistance in obtaining gap financing. Commission member Weir stated the WDC meets as needed, and that Ms. Foels should contact Perry Berg, WDC President.

The City Manager also informed Ms. Foels that the City also has a Revolving Loan fund for gap financing. Board member Thompson also suggested looking to Region Nine and Southern Minnesota Initiative Foundation for funding options.

- Kim Foels, Director, Waseca Area Chamber of Commerce, stated the Community award night will be held on Saturday, January 27th.

4. **Requests and Presentations**

A. **Junior Achievement**

Laura Heyne, District Manager, Junior Achievement of The Upper Midwest, Inc., requested \$1,500 from the Waseca Economic Development Authority to assist in providing classroom program materials, volunteer and teacher training, and volunteer recruitment for classroom programming in Waseca schools during the 2017-2018 school year. During the 2016-2017 school year, Junior Achievement delivered

programming to 93 students in 32 classrooms grades K-5, at the Waseca High School, and to Waseca Junior High 7th graders in conjunction with FarmAmerica. With school district and community support, Junior Achievement plans to continue these program offerings for grades K-5 and 7th grade with FarmAmerica during the 2017-2018 school year.

It was moved by Srp, seconded by Fitch, to approve the donation of \$1,500.00 to Junior Achievement of The Upper Midwest, Inc. to assist in reaching the goal of delivering Junior Achievement programs in Waseca and developing a fully funded and sustainable model; the motion carried 6-0.

5. **Consent Agenda**

- A. **December 15, 2017 Regular Meeting Minutes**
- B. **December 20, 2017 Work Session Minutes**
- C. **Approval of Expenditures**

It was moved by Srp, seconded by Fitch, to approve the Consent Agenda as presented; the motion carried 6-0.

6. **Action Agenda**

No items were presented.

7. **Reports**

A. **B.E.S.T.**

- B.E.S.T. is looking forward to the Spring Summit, which has been set for Wednesday, April 25, 2018.
- Representatives from Janesville, New Richland and Waldorf were present and provided community updates.
- The Bike MS ride will be staying overnight in Waseca on Wednesday, July 18, 2018, and riding through Waldorf on July 19th.
- Discussion was held regarding Waldorf's challenges on securing funding for the \$11.8 million treatment plant project.

B. **Visioning**

- The 2030 Visioning Report text draft is anticipated January 23rd.

C. **Lewer Property Project Team**

- Danny Lenz, City Manager, stated that Molly Patterson-Lundgren, WSB, will be leading the project in the development of the Lewer property, located south of Pondview Subdivision. Mr. Lenz requested two members of the Economic Development Authority to participate with two members of the Planning Commission and Staff as the project team in the development of a master plan for this area. The first engagement session is being planned for the end of February.

Russ Weir and Blain Nelson volunteered to serve on this project team as EDA representatives.

8. **Next Meeting Date**

The next Economic Development Authority is scheduled for Wednesday, February 14, 2018.

9. **Adjournment**

It was moved by Fitch, seconded by Thompson, to adjourn the meeting at 12:25 p.m.; the motion carried 6-0.

Ranae Schult
Community Development Assistant

DRAFT

MINUTES

HERITAGE PRESERVATION COMMISSION MONDAY, JANUARY 8, 2018 5:00 P.M. CITY COUNCIL CHAMBERS

FOR INFORMATION ONLY

1. **Call to Order/Roll Call**

Chairman Joan Mooney called the meeting to order at 5:00 p.m.

Members Present: Justine Meyer
Joan Mooney
Robin Terrell
Les Tloutan

Members Absent: Jeannette Thompson

Staff: Mike Anderson, Assistant to the City Manager
Ranae Schult, Community Development Assistant

2. **Approval of Agenda**

A motion was made by Terrell, seconded by Tloutan, to approve the agenda as presented; the motion carried 3-0.

3. **Approval of Minutes**

A motion to approve the November 6, 2017 regular meeting minutes as presented was made by Terrell, seconded by Tloutan; the motion carried 3-0.

4. **Public Comments**

No public comments were received.

5. **New Business**

A) 2018 Heritage Preservation Commission Meeting Dates

It was moved by Tloutan, seconded by Terrell, to approve the 2018 Heritage Preservation Commission meeting dates as presented; the motion carried 3-0.

*** Commission Member Meyer arrived after the votes ***

B) 2018 Heritage Preservation Commission Priorities

Mike Anderson, Assistant to the City Manager, provided the Heritage Preservation Commission members with HPC priorities that were approved November 7, 2016 for review.

After discussion was held regarding the Downtown Historic District nomination process, the HPC decided to place Downtown Historic District Nomination and public education as First Tier priorities.

It was moved by Tloutan, seconded by Meyer, to approve the 2018 Heritage Preservation as discussed; the motion carried 4-0.

6. Old Business**A) Downtown Nomination Update**

Mike Anderson, Assistant to the City Manager, provided an update on the progress of Andrew Schmidt, consultant, Streamline Associates, on the downtown nomination.

Mr. Schmidt has informed Staff that the field work has been completed, and additional research was minimal. Mr. Schmidt will be present at the February 5th HPC meeting.

Discussion was held regarding the need to schedule meetings with the City Council, as well as public education meetings. Commission member Tloutan inquired if part of the agreement with Streamline Associates was the help the HPC layout timelines and work through public meetings.

Mr. Anderson stated that it is recommended that a public forum is held prior to a work session between the City Council and HPC, so that any public questions could be addressed.

Chair Mooney inquired if there is support this project could seek from the 2030 Visioning Committee, and if it fits into the 2030 Visioning process.

7. Other

- Chair Mooney entertained the idea of locally designating two railroad depots in Waseca: Chicago Northwestern (Canadian Pacific), MN & St. Louis (Cassie Cuts). Ms. Mooney stated there is the possibility that the Canadian Pacific Depot, located on 5th Avenue SW and South State Street, will be demolished.

Mike Anderson, Assistant to the City Manager, stated that Staff has been in contact with the railroad, and Canadian Pacific is no longer using the depot. The structure is located too close to the tracks, which makes the depot a safety hazard. The price that was quoted to remove the structure is approximately \$200,000, which is too much for the City to absorb.

Staff will continue to monitor this item, and keep the HPC updated.

- Chair Mooney informed the HPC that Waseca County has received a Legacy Grant of \$175,000 for windows and masonry work on the Waseca County Courthouse. The work will need to begin this spring, as the County has one year to use the funds.

8. Information Exchange

No additional information was discussed.

9. Next Meeting Date

The next regular Heritage Preservation Commission meeting is scheduled for Monday, February 5, 2018, at 5:00 p.m. in the City Council Chambers.

10. Adjournment

It was moved by Terrell, seconded by Meyer, to adjourn the meeting at 5:30 p.m.; the motion carried 4-0.