

**Council Work Session 6:00 p.m. Re: Special Revenue Budget**

REGULAR WASECA CITY COUNCIL MEETING

WEDNESDAY, AUGUST 5, 2020 7 p.m.

AGENDA

- 1 CALL TO ORDER/ROLL CALL
- 2 MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE
- 3 APPROVAL OF AGENDA
- 4 PUBLIC COMMENT

**PUBLIC ACCESS INSTRUCTIONS**

Dial: 1-929-436-2866

Meeting I.D: 928 8287 0621

Passcode: 781418

Those wishing to speak must state their name and address for the record after they **announce their name and address over the phone or the City Manager reads a Resident Request Form**. Each person will have three (3) minutes to make his/her remarks. Speakers will address all comments to the City Council as a whole and not one individual councilmember. The Council may not take action on an item presented during the Public Comment period, unless the item is already on the agenda for action. When appropriate, the Council may refer inquiries and items brought up during the Public Comment period to the City Manager for follow up.

- 5 REQUESTS AND PRESENTATIONS
- 6 CONSENT AGENDA
  - A. Minutes – July 16 Special Meeting Minutes, July 21 Work Session Minutes, July 21 Council Minutes
  - B. Payroll & Expenditures
  - C. Contract Payment to RAW Construction - 2020-01 Payment #2
  - D. RCCA 20-33 – Resolution Authorizing the City Manager to Execute an Agreement with TKDA for Airport Engineering Professional Services
  - E. Board Application for Airport Board
- 7 ACTION AGENDA
  - A. Public Hearing - Resolution 20-30: Sanitary Sewer System Improvement Plan
  - B. Resolution 20-34 – Receiving Bids and Awarding Contract for 2020 NE Trail – Bridge Project City Project No. 2020-06
  - C. RCCA: CARES Act Funds Allocation
- 8 REPORTS
  - A. City Manager's Report
  - B. Commission Reports
- 9 ANNOUNCEMENTS
- 10 ADJOURNMENT

**Notice of ALL Meetings of the  
Waseca City Council  
By Telephone and Electronic Means**

Pursuant to Minn. Stat. § 13D.021, subd. 1(1) I, Lee Mattson, City Manager of the City of Waseca, Minnesota, determined that in-person meetings of the Waseca City Council are not prudent during the COVID-19 health pandemic/peacetime emergency declared by the Governor's Executive Order No. 20-01 under Minn. Stat., Ch. 12. **As such, the Waseca City Council's meetings during such states of emergency, beginning with the Local Board of Appeal and Equalization meeting scheduled to occur at 7 p.m. on April 6, 2020, and all regular City Council meetings held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month at 7 p.m. will be held by telephone / other electronic means such as video conferencing, any or all member(s) of the Council may potentially attend such meeting by phone or electronic device.** A schedule of the Council's regular meetings is available in the City Clerk's office or on the City Website.

Additionally, I determine the presence of the public at the regular meeting location is not feasible due to the COVID-19 health pandemic/emergency declaration, pursuant to Minn. Stat. § 13D.021, subd. 1(3).

Finally, I determine that the presence of at least one member of the body, chief legal counsel, or chief administrative officer at the regular meeting location is unfeasible due to the COVID-19 health pandemic/emergency declaration, pursuant to Minn. Stat. § 13D.021, subd. 1(4).

Members of the public may monitor the meeting electronically from a remote location by dialing a conference number and entering a conference code; listening to a live audio stream available at a website or obtaining a link by email. Information on accessing each meeting remotely will be provided on the meeting's agenda. The City may require the person making a connection to pay for the documented additional cost that the body incurs as a result of the additional connection.

THIS NOTICE OF REGULAR MEETING BY TELEPHONE OR OTHER ELECTRONIC MEANS IS GIVEN PURSUANT TO MINN. STAT. § 13D.04, subd. 2.

Dated: April 2, 2020

  
Lee Mattson, Waseca City Manager

MINUTES  
CITY COUNCIL SPECIAL MEETING  
Thursday, JULY 16, 2020 (recessed & continued July 20)

The work session began at 5:30 p.m. virtually.

Councilmembers present:	Roy Srp	Larry Johnson (5:26 p.m.)
	Allan Rose	Mark Christiansen
	Jeremy Conrath	Les Tlougan
	Daren Arndt	
Staff present:	Lee Mattson, City Manager	
	Mike Anderson, Assistant to the City Manager	
	Carl Sonnenberg, Utilities & Public Works Director	
	Alicia Fischer, Finance Director	
	Gary Sandholm, Economic Development Coordinator	
	Robert Scott, City Attorney	

**Letter Of Intent (LOI) for Conagra**

The Mayor called the meeting to order at 5:00 P.M. Roll Call was taken.

Resolution 20-32: Appointing Election Judges & Polling Places for 2020 Elections  
Motion was made by Tlougan, seconded by Srp to approve Resolution 20-32. Roll call 7-0, motion carried.

City Manager Mattson began the work session by informing Council that Conagra Foods Packaged Foods LLC has not send the confirmed version of the Letter of Intent back to the City.

Council had discussion and decided to recess until Monday, July 20 at 5:30 p.m.

The Mayor ended recess and the City Manager and City Attorney went through the Letter of Intent from Conagra.

The Council discussed and a motion was made by Johnson, seconded by Srp to approve the LOI. Roll call 7-0, motion carried

Motion was made by Arndt, seconded by Conrath to adjourn the meeting at 6:07 p.m. Roll call 7-0, motion carried.

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R. D. SRP  
MAYOR

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

MINUTES  
CITY COUNCIL WORK SESSION  
TUESDAY, JULY 21, 2020

6A

The work session began at 6:00 p.m. virtually.

Councilmembers present:	Roy Srp	Larry Johnson
	Allan Rose	Mark Christiansen
	Jeremy Conrath	Les Tloughan
	Daren Arndt	

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

**2019 Audit Report Presentation**

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

Finance Director Fischer began the work session by introducing Tom Olinger & Erin Enstad from Abdo, Eick, & Meyer which is the City Audit Consultant.

The Consultants went over their 2019 report to Council which included the General Fund, Other Governmental Funds, Enterprise Funds, and Ratios. The Consultants answered questions throughout the presentation.

There being no further discussion and no action taken, the work session ended at 6:40 p.m.

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R. D. SRP  
MAYOR

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

MINUTES  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, JULY 21, 2020

**CALL TO ORDER/ROLL CALL**

- 1 The regular Waseca City Council meeting was called to order by Mayor Roy Srp at 7:00 p.m. The meeting was held electronically, due to COVID-19.

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

Councilmembers Absent: None

Staff Present:	Lee Mattson, City Manager
	Mike Anderson, Assistant to the City Manager
	Bill Green, Planning & Zoning Coordinator
	Conner Jakes, Intern
	Alicia Fischer, Finance Director

Others Present:	Jeremy Parpart, Resident
	Nick Gerhardt, County News

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

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

**APPROVAL OF AGENDA**

- 3 Staff asked to add item 6H: Resolution 20-33 and item 6I: Approving 2019 Audit Report while replacing Discover Waseca Tourism in the Commission Reports with Airport Interviews.

It was moved by Arndt, seconded by Conrath to approve the agenda as amended. Roll call 7-0. Motion carried.

**PUBLIC COMMENT**

- 4 None.

**REQUESTS AND PRESENTATIONS**

5. N/A

**CONSENT AGENDA**

- 6 It was moved by Conrath, seconded by Arndt, to approve the Consent Agenda as amended. Roll call 7-0. The motion carried.

- A. Minutes – Work Session July 2,9,13 & Regular City Council Meeting July 7, 2020
- B. Payroll & Expenditures
- C. Resolution 20-28: Approval of Tax Abatement Application
- D. Resolution 20-29: BDPI for Conagra
- E. Resolution 20-30: Sanitary Sewer Improvement Plan & Set Public Hearing –Aug 5, 2020
- F. RCCA: Accepting Donation for Tink Larson Community Field
- G. Introducing Ordinances 1076 & 1077: Franchise Agreements – Set Public Hearing Date for Aug 18, 2020
- H. Resolution 20-33: Set Public Hearing for Conagra Tax Abatement – Aug 18, 2020
- I. Approval of 2019 Audit Report

### **ACTION AGENDA**

- 7      A.      Public Hearing: Ordinance 1082 – Text Amendment to Chapter 50 of City Code
- Mr. Green informed Council that conflicting language was discovered in Chapter 50 & 52 regarding required timeframe for City Services. This correction clears up the discrepancy.
- A Public Hearing was held at 7:08 p.m. and closed at 7:09 p.m. No comments were made.
- It was moved by Tlougan, seconded by Rose to approve Ordinance 1082. Roll call 7-0. The motion carried.
- B.      Public Hearing: Ordinance 1078: Text Amendment to Chapter 154 of City Code
- Mr. Green stated Chapter 154 has been reviewed by Staff over a four year period. In that time, Staff has identified items to be updated, as well as new code to be added. These have been brought forward to bring clarity to City Code and reduce the need for common variances.
- A Public Hearing was held at 7:22 p.m. and closed at 7:23 p.m. No comments were made.
- It was moved by Rose, seconded by Arndt to approve Ordinance 1078. Roll call 7-0. The motion carried.
- C.      Resolution 20-31: Approval of Variance for Subdivision Lot Combination
- Mr. Jakes informed Council that owners Jeremy and Michele Parpart are requesting to combine three lots through a minor subdivision with variances so they can build an accessory structure for storage. A Public Hearing was held on July 14, 2020 with lengthy discussion regarding water runoff. Planning Commission voted 3-0 recommending approval to City Council.
- It was moved by Rose, seconded by Arndt to approve Resolution 20-31. Roll Call 7-0, motion carried.
- D.      RCCA: CARES Act Funding – Grants to Business
- City Manager Mattson gave information to the Council regarding the CARES Act funding. The City has received some funding from the State and would like to allocate \$300,000

worth of that funding to COVID-19 Small Business and Non-Profit Relief Grant in collaboration with the County and Chamber of Commerce.

It was moved by Christiansen, seconded by Conrath to approve the allocation of funds. Roll call 7-0, motion carried.

### **REPORTS**

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

- John Underwood will be appointed as Fire Chief
- Jason Forshee became the new Shift Commander for the Fire Department
- Shannon Jes is the new Temporary Police Officer
- Warren Rugger is retiring from the Treatment Plant
- Conner Jakes, City Intern has been hired by Cottage Grove
- North East Trail plans are still underway
- Recovery Coordinator applications are under review

B **Commission Reports**

- Airport Board
  - Interviewed two agencies for consultant services
- HPC
  - Spoke to the owner of Zinnias about remodeling a building in downtown district
  - Discussed signage in the downtown as well as welcome signage with historic district information
  - Spoke about preservation month, will delay until 2021
- EDA
  - Discussed Conagra Foods
  - Approved Funding for Junior Achievement
  - Had a Joint EDA & Council Meeting last week
- Planning Commission
  - Had a meeting on July 14 to approve two Ordinances and a Variance
- Park Board
  - Continued with Dog Park Locations
  - Emergency Action Management Plan discussions
  - Had talks about Tink Larson Community Field

### **ANNOUNCEMENTS**

Council– Talked about mosquito spraying and its affects in 2020

Mayor Srp – Likes that many people from outside Waseca are coming to enjoy our Downtown and its shops.

## **ADJOURNMENT**

- 10      There being no further business to be brought before the Council, it was moved by Arndt, seconded by Conrath, to adjourn the meeting at 8:07 p.m.; Roll call, 7-0. Motion carried.

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R. D. SRP  
MAYOR

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER



CITY OF WASECA

Check Register - Council  
 Check Issue Dates: 7/18/2020 - 7/30/2020

Page: 1  
 Jul 30, 2020 03:24PM

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
<b>General Fund</b>						
07/30/2020	155441	Quadient Finance	Postage	101-15510-0000	1,000.00	
Total 101155100000:					1,000.00	
07/28/2020	72042	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 7/26/2020	101-21701-0000	21,404.77	M
Total 101217010000:					21,404.77	
07/28/2020	72038	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 7/26/2020	101-21702-0000	9,651.41	M
Total 101217020000:					9,651.41	
07/28/2020	72042	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 7/26/2020	101-21703-0000	8,909.01	M
07/28/2020	72042	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 7/26/2020	101-21703-0000	8,886.64	M
Total 101217030000:					17,795.65	
07/28/2020	72039	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 7/26/2020	101-21704-0000	1,389.99	M
07/28/2020	72039	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 7/26/2020	101-21704-0000	9,035.03	M
07/28/2020	72039	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 7/26/2020	101-21704-0000	7,361.82	M
07/28/2020	72039	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 7/26/2020	101-21704-0000	9,035.03	M
07/28/2020	72039	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 7/26/2020	101-21704-0000	11,042.73	M
Total 101217040000:					37,864.60	
07/30/2020	20200604	Greater Mankato Area United Way	UNITED WAY Pay Period: 7/26/2020	101-21708-0000	45.00	
Total 101217080000:					45.00	
07/28/2020	72042	ACH Internal Revenue Service	MEDICARE Pay Period: 7/26/2020	101-21712-0000	2,921.70	M
07/28/2020	72042	ACH Internal Revenue Service	MEDICARE Pay Period: 7/26/2020	101-21712-0000	2,921.70	M
Total 101217120000:					5,843.40	
07/28/2020	72043	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 7/26/2020	101-21713-0000	1,060.00	M
07/28/2020	72043	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 7/26/2020	101-21713-0000	645.00	M
Total 101217130000:					1,705.00	
07/28/2020	72041	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 7/26/2020	101-21714-0000	465.00	M
Total 101217140000:					465.00	
07/30/2020	72034	Further	Flex/HSA Reimbursement	101-21716-0000	68.50	M
07/28/2020	72044	Further	HSA Contribution Pay Period: 7/26/2020	101-21716-0000	413.34	M
Total 101217160000:					481.84	
07/28/2020	72040	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 7/26/2020	101-21717-0000	880.47	M
Total 101217170000:					880.47	
07/22/2020	152573	Federal Correctional Institution	Park reservation cancellation	101-34785-0000	33.75-	V
07/22/2020	155417	Federal Correctional Institution	Park reservation cancellation	101-34785-0000	33.75	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101347850000:					.00
07/30/2020	155450	Sticken, Jason	Refund for duplicate payment-Insurance paid	101-34985-0000	500.00
Total 101349850000:					500.00
07/20/2020	155415	Conrath, Jeremy	Technology Reimbursement	101-41110-3200	175.25
Total 101411103200:					175.25
07/30/2020	20200612	Personalized Printing Inc.	Summer Newsletter	101-41110-3500	682.90
Total 101411103500:					682.90
07/30/2020	20200615	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00
Total 101411104455:					1,125.00
07/30/2020	155432	Fame Awards	Name Plate for Joan Mooney	101-41320-2000	9.00
07/30/2020	20200609	Innovative Office Supply	Office Supplies	101-41320-2000	46.05
Total 101413202000:					55.05
07/30/2020	155448	Shred-it USA LLC	Monthly Service	101-41320-3100	15.43
Total 101413203100:					15.43
07/30/2020	72033	Further	Further Admin Fees	101-41500-1600	292.20 M
Total 101415001600:					292.20
07/30/2020	20200609	Innovative Office Supply	Office supplies	101-41500-2000	15.60
07/30/2020	20200609	Innovative Office Supply	Toner	101-41500-2000	270.60
Total 101415002000:					286.20
07/30/2020	72037	MN Sales and Use Tax Payable	Sales Tax Payable	101-41500-3000	1,047.09 M
Total 101415003000:					1,047.09
07/30/2020	155455	Waseca County Treasurer	Legal Services - Contract Payment	101-41600-3000	5,370.33
Total 101416003000:					5,370.33
07/30/2020	20200609	Innovative Office Supply	Office supplies	101-41940-2000	24.36
07/30/2020	20200609	Innovative Office Supply	Office Supplies	101-41940-2000	46.56
Total 101419402000:					70.92
07/30/2020	155444	Red Feather Paper Company	2 ply tissue, roll towels, can liners	101-41940-2170	205.96
Total 101419402170:					205.96
07/30/2020	20200599	Cady Business Technologies Inc	Monthly Phone Support Plan	101-41940-3100	262.62
07/30/2020	155425	Cintas Corporation	Floor mat service	101-41940-3100	45.05

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101419403100:					307.67
07/30/2020	155428	Consolidated Communications	Monthly Billing	101-41940-3200	185.28
07/30/2020	155428	Consolidated Communications	Monthly Billing	101-41940-3200	97.07
Total 101419403200:					282.35
07/30/2020	155424	Centerpoint Energy	Monthly Billing	101-41940-3800	70.01
Total 101419403800:					70.01
07/30/2020	155451	Streamline Communications LLC	City Hall Door Access Control	101-41940-4000	10,924.00
Total 101419404000:					10,924.00
07/30/2020	20200618	WSB & Associates Inc	Planning Services	101-41950-3000	703.25
07/30/2020	20200618	WSB & Associates Inc	General Planning	101-41950-3000	560.00
Total 101419503000:					1,263.25
07/30/2020	155456	Wenzel, Frank	1st Half 2020 Tax abatement	101-41950-4310	521.31
Total 101419504310:					521.31
07/30/2020	155444	Red Feather Paper Company	Janitor Supplies	101-42100-2170	132.97
07/30/2020	20200616	Waseca Glass LLC	Plexiglass Partitions	101-42100-2170	558.00
Total 101421002170:					690.97
07/27/2020	20200570	Hartle, Courtney	Uniform Allowance	101-42100-2180	651.08- V
07/30/2020	20200605	Hartle, Courtney	Uniform Allowance	101-42100-2180	651.08
Total 101421002180:					.00
07/30/2020	155425	Cintas Corporation	Floor Mats	101-42100-3100	13.79
07/30/2020	155425	Cintas Corporation	Floor Mats	101-42100-3100	13.80
07/30/2020	155448	Shred-it USA LLC	Monthly Service	101-42100-3100	15.42
Total 101421003100:					43.01
07/30/2020	155428	Consolidated Communications	Monthly Billing	101-42100-3200	185.28
07/30/2020	155428	Consolidated Communications	Monthly Billing	101-42100-3200	298.82
07/30/2020	155428	Consolidated Communications	Monthly Billing	101-42100-3200	28.72
Total 101421003200:					512.82
07/30/2020	155424	Centerpoint Energy	Monthly Billing	101-42100-3800	52.18
Total 101421003800:					52.18
07/30/2020	20200597	Bomgaars Supply	Parts & Supplies	101-42200-2170	33.95
07/30/2020	155431	Domino's Pizza	Mutual Aid to Janesville- Meal	101-42200-2170	52.03
07/30/2020	155444	Red Feather Paper Company	Janitor Supplies	101-42200-2170	59.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422002170:					145.48
07/30/2020	155425	Cintas Corporation	Floor Mats	101-42200-3100	13.80
07/30/2020	155425	Cintas Corporation	Floor Mats	101-42200-3100	13.79
Total 101422003100:					27.59
07/30/2020	155428	Consolidated Communications	Monthly Billing	101-42200-3200	28.72
Total 101422003200:					28.72
07/30/2020	155439	MN State Fire Department Association	Annual Conference-4	101-42200-3300	600.00
07/30/2020	155440	MN State Fire Department Association	Conference registration	101-42200-3300	100.00
Total 101422003300:					700.00
07/30/2020	155424	Centerpoint Energy	Monthly Billing	101-42200-3800	52.17
07/30/2020	155428	Consolidated Communications	Monthly Billing	101-42200-3800	31.57
Total 101422003800:					83.74
07/30/2020	20200600	City Building Inspection Services LLC	building inpsctions	101-42400-3000	4,259.64
Total 101424003000:					4,259.64
07/30/2020	72046	Verizon Wireless	Monthly Verizon Data Bill	101-43000-3200	65.03 M
Total 101430003200:					65.03
07/30/2020	20200597	Bomgaars Supply	Parts & Supplies	101-43100-2170	59.99
07/30/2020	20200606	Holtmeier Construction Inc.	crushed rock	101-43100-2170	216.97
07/30/2020	20200617	Waseca Sand & Gravel Inc.	concrete	101-43100-2170	560.00
07/30/2020	20200617	Waseca Sand & Gravel Inc.	Concrete	101-43100-2170	550.50
07/30/2020	20200617	Waseca Sand & Gravel Inc.	Concrete	101-43100-2170	204.00
Total 101431002170:					1,591.46
07/30/2020	155454	W W Blacktopping Inc.	hot mix	101-43100-2171	8,664.39
Total 101431002171:					8,664.39
07/30/2020	20200594	AmeriPride Services Inc	uniform-service	101-43100-2180	842.50
07/30/2020	20200594	AmeriPride Services Inc	uniform-service	101-43100-2180	186.09
07/30/2020	20200594	AmeriPride Services Inc	uniform-service	101-43100-2180	186.09
07/30/2020	20200594	AmeriPride Services Inc	uniform-service	101-43100-2180	562.25-
Total 101431002180:					652.43
07/30/2020	20200607	IFACS	anchor tool	101-43100-2400	3.12
Total 101431002400:					3.12
07/30/2020	155428	Consolidated Communications	Monthly Billing	101-43100-3200	31.58

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101431003200:					31.58
07/30/2020	155424	Centerpoint Energy	Monthly Billing	101-43100-3800	114.15
Total 101431003800:					114.15
07/30/2020	20200608	Independent School District #829	City Contribution Com Ed	101-45100-3100	8,333.33
Total 101451003100:					8,333.33
07/30/2020	20200597	Bomgaars Supply	Parts & Supplies	101-45130-2170	69.45
Total 101451302170:					69.45
07/30/2020	155419	American Red Cross-SABA Collection	Lifeguard Certification	101-45130-3000	190.00
Total 101451303000:					190.00
07/30/2020	155428	Consolidated Communications	Monthly Billing	101-45130-3200	173.64
Total 101451303200:					173.64
07/30/2020	155424	Centerpoint Energy	Monthly Billing	101-45130-3800	88.78
Total 101451303800:					88.78
07/30/2020	155447	Sherwin-Williams Co	Paint for waterpark	101-45130-4000	155.83
Total 101451304000:					155.83
07/30/2020	155421	Bock's Service Inc.	Fuel	101-45200-2120	49.07
Total 101452002120:					49.07
07/30/2020	20200597	Bomgaars Supply	Parts & Supplies	101-45200-2170	31.75
07/30/2020	155422	Bryan Rock Products Inc.	3/8" with fines	101-45200-2170	796.48
07/30/2020	155427	Condon Farm Service	Landscape Plastic	101-45200-2170	18.95
07/30/2020	155430	DH Athletics LLC	Field bases for Memorial Park	101-45200-2170	160.00
07/30/2020	20200607	IFACS	post base anchors	101-45200-2170	125.17
07/30/2020	20200613	Timm's Trucking Inc.	Top Soil	101-45200-2170	503.32
Total 101452002170:					1,635.67
07/30/2020	20200611	Owatonna Shoe Company	Safety boot-Bartelt	101-45200-2190	115.00
Total 101452002190:					115.00
07/30/2020	20200597	Bomgaars Supply	Parts & Supplies	101-45200-2230	196.52
Total 101452002230:					196.52
07/30/2020	155436	McClune's Tree Service	Tree and Stump Removal	101-45200-3100	700.00
Total 101452003100:					700.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
07/30/2020	155428	Consolidated Communications	Monthly Billing	101-45200-3200	25.86
Total 101452003200:					25.86
07/30/2020	155424	Centerpoint Energy	Monthly Billing	101-45200-3800	40.88
07/30/2020	155424	Centerpoint Energy	Monthly Billing	101-45200-3800	18.86
Total 101452003800:					59.74
07/30/2020	155429	Crescent Landscape Supply Inc	Playground wood chips	101-45200-4000	4,800.00
07/30/2020	155445	Rent N Save	Auger head rental	101-45200-4000	135.00
07/30/2020	20200616	Waseca Glass LLC	Trail Map Sign plexi-glass	101-45200-4000	225.33
Total 101452004000:					5,160.33
07/30/2020	155424	Centerpoint Energy	Monthly Billing	101-45500-3800	70.46
07/30/2020	155428	Consolidated Communications	Monthly Billing	101-45500-3800	55.58
Total 101455003800:					126.04
07/22/2020	155416	Enviro-Tech Services of Austin LLC	Demo House - 112 6th Ave SW	101-49210-4991	1,110.00
07/22/2020	152944	Enviro-Tech Services of Austin LLC	Demo House - 112 6th Ave SW	101-49210-4991	1,110.00- V
Total 101492104991:					.00
Total General Fund:					155,077.63
<b>Airport</b>					
07/30/2020	155449	Stensrud Aviation	Airport Contract Payment	230-49810-3100	2,300.00
Total 230498103100:					2,300.00
07/30/2020	72045	CenturyLink	Airport Phone and Internet	230-49810-3200	111.52 M
Total 230498103200:					111.52
07/30/2020	155424	Centerpoint Energy	Monthly Billing	230-49810-3800	19.67
Total 230498103800:					19.67
Total Airport:					2,431.19
<b>2014A GO Bonds</b>					
07/30/2020	72035	U.S. Bank	Bond Series 2014A	390-47000-6100	44,225.01 M
Total 390470006100:					44,225.01
Total 2014A GO Bonds:					44,225.01
<b>2014B Refunding Bond</b>					
07/30/2020	72036	U.S. Bank	Bond Series 2014B	395-47000-6100	18,350.00 M
Total 395470006100:					18,350.00
Total 2014B Refunding Bond:					18,350.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
<b>Capital Improvement</b>					
07/30/2020	155454	W W Blacktopping Inc.	Street Enhancement	430-43010-3103	11,696.34
Total 430430103103:					11,696.34
07/30/2020	155418	Affordable Lawn Care Inc	NE Trail Equipment Rental	430-43010-5440	2,450.00
07/30/2020	20200597	Bomgaars Supply	Parts & Supplies	430-43010-5440	55.46
07/30/2020	155442	Ramy Turf Products	NE Trail - Seeding Materials	430-43010-5440	2,062.84
Total 430430105440:					4,568.30
07/30/2020	155438	MN Department of Transportation	Materials Testing 3rd St NE	430-43010-5560	208.38
07/30/2020	155443	RAW Construction LLC	Payment #2	430-43010-5560	78,126.77
07/30/2020	20200618	WSB & Associates Inc	June 2020 WSB Invoice	430-43010-5560	32,603.50
Total 430430105560:					110,938.65
Total Capital Improvement:					127,203.29
<b>Annexation &amp; Growth fund</b>					
07/30/2020	20200618	WSB & Associates Inc	Gaiter Lake Master Plan	470-46800-3000	291.00
Total 470468003000:					291.00
Total Annexation & Growth fund:					291.00
<b>Water</b>					
07/30/2020	72037	MN Sales and Use Tax Payable	Sales Tax Payable	601-20210-0000	1,236.73 M
Total 601202100000:					1,236.73
07/30/2020	155424	Centerpoint Energy	Monthly Billing	601-49401-3800	28.88
Total 601494013800:					28.88
07/30/2020	20200597	Bomgaars Supply	Parts & Supplies	601-49430-2170	53.70
Total 601494302170:					53.70
07/30/2020	20200597	Bomgaars Supply	Parts & Supplies	601-49430-2230	19.98
Total 601494302230:					19.98
07/30/2020	20200594	AmeriPride Services Inc	uniform service	601-49430-3100	17.25
07/30/2020	20200594	AmeriPride Services Inc	uniform service	601-49430-3100	17.25
Total 601494303100:					34.50
07/30/2020	20200609	Innovative Office Supply	Office supplies	601-49585-2000	12.22
07/30/2020	20200609	Innovative Office Supply	Toner	601-49585-2000	62.71
Total 601495852000:					74.93
07/30/2020	155428	Consolidated Communications	Monthly Billing	601-49585-3200	49.41
07/30/2020	155452	U.S. Postal Service	Postage - August utility bills	601-49585-3200	432.85

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601495853200:					482.26
07/30/2020	20200612	Personalized Printing Inc.	Envelopes	601-49585-3500	554.67
Total 601495853500:					554.67
07/30/2020	20200601	Core & Main LP	Hydrant Supplies	601-49593-5300	515.03
07/30/2020	155443	RAW Construction LLC	Payment #2	601-49593-5300	29,226.08
Total 601495935300:					29,741.11
07/30/2020	72036	U.S. Bank	Bond Series 2014B	601-49980-6100	444.13 M
Total 601499806100:					444.13
Total Water:					32,670.89
<b>Sanitary Sewer</b>					
07/30/2020	155428	Consolidated Communications	Monthly Billing	602-49470-3200	482.33
Total 602494703200:					482.33
07/30/2020	155424	Centerpoint Energy	Monthly Billing	602-49470-3800	21.47
07/30/2020	155424	Centerpoint Energy	Monthly Billing	602-49470-3800	18.86
Total 602494703800:					40.33
07/30/2020	20200597	Bomgaars Supply	Parts & Supplies	602-49470-4020	199.99
Total 602494704020:					199.99
07/30/2020	155434	Hawkins Inc	Hawkins Chemicals	602-49480-2170	2,419.80
07/30/2020	155434	Hawkins Inc	Hawkins Chemicals	602-49480-2170	5,292.75
07/30/2020	155453	USA Blue Book	Respirator cartridges	602-49480-2170	16.43
07/30/2020	155453	USA Blue Book	Lab Supplies	602-49480-2170	216.57
Total 602494802170:					7,945.55
07/30/2020	155425	Cintas Corporation	Janitorial supplies	602-49480-3100	19.10
07/30/2020	155433	Hach Company	Hach Service Agreement	602-49480-3100	4,063.00
Total 602494803100:					4,082.10
07/30/2020	155428	Consolidated Communications	Monthly Billing	602-49480-3200	173.72
Total 602494803200:					173.72
07/30/2020	155424	Centerpoint Energy	Monthly Billing	602-49480-3800	262.99
07/30/2020	155458	Xcel Energy	June Service	602-49480-3800	9,114.40
Total 602494803800:					9,377.39
07/30/2020	155426	Cintas Corporation	WWTP First Aid Cabinet Supplies	602-49480-4940	53.28



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494804940:					53.28
07/30/2020	155428	Consolidated Communications	Monthly Billing	602-49585-3200	49.41
07/30/2020	155452	U.S. Postal Service	Postage - August utility bills	602-49585-3200	432.86
Total 602495853200:					482.27
07/30/2020	20200612	Personalized Printing Inc.	Envelopes	602-49585-3500	554.67
Total 602495853500:					554.67
07/30/2020	155437	MESERB	MESERB Membership	602-49586-4330	2,916.90
Total 602495864330:					2,916.90
07/30/2020	155443	RAW Construction LLC	Payment #2	602-49593-5300	29,615.00
Total 602495935300:					29,615.00
07/30/2020	72036	U.S. Bank	Bond Series 2014B	602-49980-6100	7,505.87 M
Total 602499806100:					7,505.87
Total Sanitary Sewer:					63,429.40
<b>Electric Utility</b>					
07/30/2020	72037	MN Sales and Use Tax Payable	Sales Tax Payable	604-20210-0000	14,109.27 M
Total 604202100000:					14,109.27
07/30/2020	20200597	Bomgaars Supply	Parts & Supplies	604-49571-2170	54.99
Total 604495712170:					54.99
07/30/2020	20200598	Border States Electric Supply	meters	604-49571-2215	1,235.40
Total 604495712215:					1,235.40
07/30/2020	155428	Consolidated Communications	Monthly Billing	604-49585-3200	92.65
07/30/2020	155428	Consolidated Communications	Monthly Billing	604-49585-3200	34.60
07/30/2020	155452	U.S. Postal Service	Postage - August utility bills	604-49585-3200	432.86
Total 604495853200:					560.11
07/30/2020	20200612	Personalized Printing Inc.	Envelopes	604-49585-3500	554.66
Total 604495853500:					554.66
07/30/2020	155448	Shred-it USA LLC	Monthly Service	604-49586-3100	15.42
Total 604495863100:					15.42
07/30/2020	20200598	Border States Electric Supply	conversion supplies	604-49593-5300	544.66
07/30/2020	20200598	Border States Electric Supply	conversion supplies	604-49593-5300	61.68

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495935300:					606.34
Total Electric Utility:					17,136.19
<b>Storm Water Utility</b>					
07/30/2020	155454	W W Blacktopping Inc.	Hot Mix-Sink holes	651-43140-4000	663.00
07/30/2020	20200617	Waseca Sand & Gravel Inc.	Storm sewer repair	651-43140-4000	268.50
Total 651431404000:					931.50
Total Storm Water Utility:					931.50
<b>Central Garage Services</b>					
07/30/2020	155423	C & D Oil Services of Waseca LLC	Oil Filter Disposal	701-43180-2170	50.00
Total 701431802170:					50.00
07/30/2020	155420	Auto Value Waseca	Parts	701-43180-2210	168.90
07/30/2020	20200596	Batteries Plus Bulbs	Batteries	701-43180-2210	123.90
07/30/2020	155435	Kris Engineering Inc.	bits for millers	701-43180-2210	2,492.65
07/30/2020	155446	Rihm Kenworth	Washer fluid repair	701-43180-2210	50.00
07/30/2020	155457	Winegar, Dave	RPM blower	701-43180-2210	162.00
07/30/2020	155457	Winegar, Dave	shoes for balde and treads for sign trailer	701-43180-2210	620.00
07/30/2020	155457	Winegar, Dave	Kit for backhoe	701-43180-2210	105.00
07/30/2020	155457	Winegar, Dave	Tines for Grapple	701-43180-2210	496.00
07/30/2020	155457	Winegar, Dave	Dock Repair	701-43180-2210	95.00
07/30/2020	155457	Winegar, Dave	Weld for Pool	701-43180-2210	833.00
07/30/2020	155457	Winegar, Dave	Weld bracket from dock	701-43180-2210	35.00
07/30/2020	155457	Winegar, Dave	Weld on payloador	701-43180-2210	155.00
07/30/2020	155457	Winegar, Dave	Aluminum Gussets	701-43180-2210	52.00
Total 701431802210:					5,388.45
07/30/2020	155420	Auto Value Waseca	Parts	701-43180-2400	82.94
07/30/2020	20200597	Bomgaars Supply	Parts & Supplies	701-43180-2400	18.20
07/30/2020	20200597	Bomgaars Supply	Parts & Supplies	701-43180-2400	8.94
07/30/2020	20200603	GMS Industrial Supplies Inc.	new drill bits	701-43180-2400	223.34
Total 701431802400:					333.42
Total Central Garage Services:					5,771.87
<b>Property and Liability Insuran</b>					
07/30/2020	20200602	First National Insurance	August Agency Fee	702-49955-3000	800.00
Total 702499553000:					800.00
07/30/2020	20200614	Waco Scaffolding & Supply Co. Inc.	Street Garage Damage	702-49955-3640	2,889.57
Total 702499553640:					2,889.57
Total Property and Liability Insuran:					3,689.57
<b>Equipment Replacement Fund</b>					
07/30/2020	20200595	Applied Concepts Inc	Equipment New Squad	705-49920-5400	2,966.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
07/30/2020	20200610	L & L Street Rod & Sports Truck LLC	new squad expense	705-49920-5400	350.00
Total 705499205400:					3,316.00
Total Equipment Replacement Fund:					3,316.00
Grand Totals:					474,523.54

## Report Criteria:

Report type: GL detail

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

## LIST OF EXPENDITURES

August 5, 2020

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City Council	0.00	
Streets	28,237.33	
Parks	15,418.32	
Wastewater	11,741.57	
Utility Administration	4,709.63	
Utility Billing	7,756.92	
Electric	14,503.83	
Water	5,980.25	
Building and Code Compliance	2,961.77	
Police	59,743.41	
Administration	7,180.02	
Community Aides	0.00	
Fire	7,648.13	
Paid On Call Fire Department	350.28	
Election Judges	0.00	
PEG	0.00	
Finance	9,966.32	
Connections	2,207.96	
Community Development	6,276.43	
Engineering	17,662.65	
Recreation	2,050.71	
Econ Development	<u>2,785.35</u>	
Total Gross Payroll	207,180.88	
*Less- Payroll Deductions	<u>(63,836.83)</u>	
Net Payroll Cost		\$ 143,344.05

\*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:	
July 18, 2020-July 30, 2020	
Includes check #'s 155415-155458	
Bank ACH Withdrawals.....	<u>474,523.54</u>
GRAND TOTAL EXPENDITURES	<u>\$ 617,867.59</u>

# CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: JULY 28, 2020

TO: Mayor & City Council  
Lee Mattson-City Manager

PROJECT NAME: 2020 STREET AND UTILITY IMPROVEMENTS

CITY PROJECT NO. : 2020-01

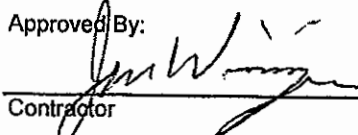
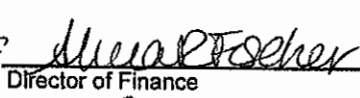
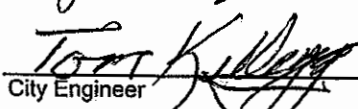
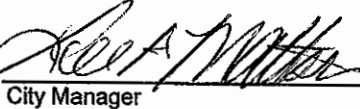
PAYMENT REQUEST : NO. 2

PAYMENT PERIOD : JUNE 27, 2020 to JULY 24, 2020

CONTRACTOR: RAW CONSTRUCTION, LLC

<u>CONTRACT</u>		<u>PAYMENT</u>	
Original Contract sum:	<u>\$ 983,405.91</u>	Contract Sum to date:	<u>\$ 985,005.91</u>
Change Orders		Total earned to date (Includes Change Orders)	<u>\$ 283,790.51</u>
Change Order No. 1 28-Jul-20	<u>\$ 1,600.00</u>	Retainage: 5%	<u>\$ 14,189.53</u>
		Total earned less retainage:	<u>\$ 269,600.98</u>
		Less previous payment requests:	<u>\$ 132,633.13</u>
		Payment due this request:	<u>\$ 136,967.85</u>
		% Contract completed to date:	<u>29%</u>
Net change by change orders:	<u>\$ 1,600.00</u>	Amount remaining on contract:	<u>\$ 701,215.40</u>
Contract Sum to date:	<u>\$ 985,005.91</u>	Total Amount Due:	<u>\$ 136,967.85</u>

Approved By:

	7-29-2020		7/29/2020
Contractor	Date	Director of Finance	Date
	7/29/2020		7-29-2020
City Engineer	Date	City Manager	Date

Street - 430-43010-5500-2001 - \$ 78,126.77  
 Sanitary - 602-49593-5300-2001 - \$ 29,615.00  
 Water - 601-49593-5300-2001 - \$ 29,226.08

# CHANGE ORDER

CHANGE ORDER NO. ONE

CITY OF WASECA PROJECT NO. 2020-01

DATE: JULY 28, 2020

PROJECT NAME: 2020 STREET AND UTILITY IMPROVEMENTS

CONTRACTOR: R.A.W. CONSTRUCTION, LLC  
17575 ECHO AVE  
FARIBAULT, MN 55021

THE JUSTIFICATION FOR THIS CHANGE ORDER IS:

Properties at 405 and 407 2nd Ave SE had a combined sewer service. City mapping showed separate services for each property. There was exploratory time to determine where the sewers were tied together and additional time to remove the connection between the two. The new construction provided a separate sewer service for each property.

ITEM	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
CREW TIME	HR	2.5	\$600.00	\$1,500.00
PARTS INCLUDING MORTAR, BULKHEAD AND FERNCO	L.S.	1	\$100.00	\$100.00
TOTAL CHANGE ORDER NO. ONE				\$1,600.00

ORIGINAL CONTRACT PRICE	\$983,405.91
PREVIOUS CHANGE ORDERS	\$0.00
AMOUNT OF THIS CHANGE ORDER	\$1,600.00
REVISED CONTRACT AMOUNT	\$985,005.91

APPROVED BY:

 7-29-2020  
CONTRACTOR DATE

 7/29/2020  
CITY ENGINEER DATE

 7/29/2020  
DIRECTOR OF FINANCE DATE

 7-29-2020  
CITY MANAGER DATE

## CERTIFICATE OF PAYMENT

PROJECT: 2020 STREET AND UTILITY IMPROVEMENTS

CITY PROJECT NO. 2020-01

PAYMENT REQUEST NO. TWO

DATE: JULY 28, 2020

CONTRACTOR:  
R.A.W. CONSTRUCTION, LLC  
17575 ECHO AVE  
FARIBAULT, MN 55021

PAYMENT PERIOD  
FROM: JUNE 27, 2020  
TO: JULY 25, 2020

ORIGINAL CONTRACT AMOUNT: \$ 983,405.91

REVISED CONTRACT AMOUNT: \$ 985,005.91

CONTRACT APPROVAL DATE:

CONTRACT COMPLETION DATE: JUNE 30, 2021

To the City Council of the City of Waseca, The following payment is requested in accordance with the plans, specifications and conditions of the contract.

NO.	MnDOT SPEC NO.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	PLAN AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
2ND AND 3RD AVE SE 2020-01										
1	2021.501	MOBILIZATION	L.S.	1	\$ 15,000.00	\$ 15,000.00	0.5	\$ 7,500.00	1	\$ 15,000.00
2	2101.524	CLEARING	TREE	2	\$ 690.00	\$ 1,380.00	2	\$ 1,380.00	2	\$ 1,380.00
3	2101.524	GRUBBING	TREE	2	\$ 225.00	\$ 450.00	2	\$ 450.00	2	\$ 450.00
4	2104.502	REMOVE EXISTING HYDRANT AND GATE VALVE	EACH	1	\$ 180.00	\$ 180.00	0	\$ -	0	\$ -
5	2104.502	REMOVE EXISTING GATE VALVE AND BOX	EACH	6	\$ 85.00	\$ 510.00	0	\$ -	3	\$ 255.00
6	2104.502	REMOVE EXISTING MANHOLE	EACH	7	\$ 180.00	\$ 1,260.00	1	\$ 180.00	4	\$ 720.00
7	2104.502	REMOVE SIGN	EACH	12	\$ 63.00	\$ 636.00	0	\$ -	3	\$ 159.00
8	2104.502	SALVAGE SIGN	EACH	12	\$ 53.00	\$ 636.00	0	\$ -	3	\$ 159.00
9	2104.502	REMOVE EXISTING CATCH BASIN	EACH	10	\$ 150.00	\$ 1,500.00	1	\$ 150.00	3	\$ 450.00
10	2104.503	REMOVE CONCRETE CURB & GUTTER	LN. FT.	2717	\$ 2.25	\$ 6,113.25	0	\$ -	1359	\$ 3,057.75
11	2104.503	REMOVE WATER MAIN	LN. FT.	1485	\$ 0.50	\$ 747.50	0	\$ -	750	\$ 375.00
12	2104.503	REMOVE SEWER PIPE (STORM)	LN. FT.	1003	\$ 9.00	\$ 9,027.00	724	\$ 6,516.00	794	\$ 7,146.00
13	2104.503	REMOVE SEWER PIPE (SANITARY)	LN. FT.	753	\$ 1.00	\$ 753.00	0	\$ -	742	\$ 742.00
14	2104.503	REMOVE SAN. SEWER SERVICE PIPE	LN. FT.	977	\$ 0.75	\$ 732.75	720	\$ 540.00	720	\$ 540.00
15	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LN. FT.	121	\$ 2.00	\$ 242.00	0	\$ -	40	\$ 80.00
16	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LN. FT.	742	\$ 2.00	\$ 1,484.00	0	\$ -	0	\$ -
17	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ. YD.	230	\$ 2.50	\$ 575.00	90	\$ 225.00	90	\$ 225.00
18	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ. YD.	28	\$ 5.00	\$ 140.00	0	\$ -	0	\$ -
19	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ. YD.	5717	\$ 5.00	\$ 28,585.00	0	\$ -	2859	\$ 14,295.00
20	2104.601	SALVAGE AND REINSTALL OUTWALK RAILINGS	L.S.	1	\$ 1,665.00	\$ 1,665.00	0	\$ -	0.25	\$ 416.25
21	2104.518	REMOVE CONCRETE WALK	SQ. FT.	10482	\$ 0.50	\$ 5,241.00	4550	\$ 2,275.00	4750	\$ 2,375.00
22	2105.504	GEOTEXTILE FABRIC TYPE V	SQ. YD.	5096	\$ 0.80	\$ 4,076.80	0	\$ -	0	\$ -
23	2105.507	COMMON EXCAVATION (PLAN QUANTITY)	CU. YD.	2336	\$ 6.00	\$ 14,016.00	1168	\$ 7,008.00	1168	\$ 7,008.00
24	2105.507	SUBGRADE EXCAVATION	CU. YD.	125	\$ 8.00	\$ 750.00	0	\$ -	0	\$ -
25	2105.507	SELECT GRANULAR BORROW (CV)	CU. YD.	1699	\$ 26.00	\$ 44,174.00	0	\$ -	0	\$ -
26	2105.507	STABILIZING AGGREGATE (CV)	CU. YD.	125	\$ 32.00	\$ 4,000.00	15	\$ 480.00	35	\$ 1,120.00
27	2105.601	CONSTRUCT AND MAINTAIN TEMPORARY ACCESS SIDEWALK	L.S.	1	\$ 110.00	\$ 110.00	0.25	\$ 27.50	0.5	\$ 55.00
28	2123.610	STREET SWEEPER WITH PICKUP BROOM	HR.	40	\$ 130.00	\$ 5,200.00	0	\$ -	3	\$ 390.00
29	2211.507	AGGREGATE BASE, CLASS 5 (CV)	CU. YD.	849	\$ 28.00	\$ 23,772.00	0	\$ -	0	\$ -
30	2231.502	BITUMINOUS PATCHING MIXTURE	SQ. YD.	697	\$ 40.00	\$ 27,880.00	0	\$ -	0	\$ -
31	2232.504	MILL BITUMINOUS SURFACE (2")	SQ. YD.	154	\$ 25.00	\$ 3,850.00	0	\$ -	0	\$ -
32	2301.602	DRILL & GROUT REINFORCEMENT BAR (EPOXY COATED)	EACH	180	\$ 11.00	\$ 1,980.00	0	\$ -	0	\$ -
33	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	320	\$ 2.10	\$ 672.00	0	\$ -	0	\$ -
34	2360.503	BITUMINOUS WEDGE	L.F.	2748	\$ 4.50	\$ 12,366.00	0	\$ -	0	\$ -
35	2380.509	TYPE SP 12.5 NON-WEAR COURSE MIXTURE (C)	TON	585	\$ 87.00	\$ 50,895.00	0	\$ -	0	\$ -
36	2380.509	TYPE SP 9.5 WEARING COURSE MIXTURE (C)	TON	441	\$ 83.25	\$ 36,713.25	0	\$ -	0	\$ -
37	2502.503	6" PVC PERFORATED TILE (SDR 35)	LN. FT.	2605	\$ 14.00	\$ 36,470.00	48	\$ 672.00	48	\$ 672.00
38	2502.503	4" PVC SUMP LINE SCHEDULE (SDR 35)	LN. FT.	382	\$ 14.00	\$ 5,348.00	0	\$ -	0	\$ -
39	2502.602	CONNECT EXISTING SUMPS TO TILE LINE	EACH	2	\$ 75.00	\$ 150.00	0	\$ -	0	\$ -
40	2502.602	6" X 4" WYE FOR SUMP SERVICE	EACH	30	\$ 115.00	\$ 3,450.00	1	\$ 115.00	1	\$ 115.00
41	2502.602	TILE LINE CLEANOUT	EACH	21	\$ 275.00	\$ 5,775.00	0	\$ -	0	\$ -
42	2502.602	CONNECT TO EXISTING PIPE DRAIN	EACH	2	\$ 175.00	\$ 350.00	0	\$ -	0	\$ -

## CERTIFICATE OF PAYMENT

PROJECT: 2020 STREET AND UTILITY IMPROVEMENTS

CITY PROJECT NO. 2020-01

PAYMENT REQUEST NO. TWO

DATE: JULY 28, 2020

CONTRACTOR:  
R.A.W. CONSTRUCTION, LLC  
17575 ECHO AVE  
FARIBAULT, MN 55021

PAYMENT PERIOD  
FROM: JUNE 27, 2020  
TO: JULY 25, 2020

ORIGINAL CONTRACT AMOUNT: \$ 983,405.91

REVISED CONTRACT AMOUNT: \$ 985,005.91

CONTRACT APPROVAL DATE:

CONTRACT COMPLETION DATE: JUNE 30, 2021

To the City Council of the City of Waseca, The following payment is requested in accordance with the plans, specifications and conditions of the contract

NO.	MNDOT SPEC NO.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	PLAN AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
2ND AND 3RD AVE SE 2020-01										
43	2503.503	4" PVC PIPE SEWER SCHEDULE 40 (SANITARY)	LN. FT.	761	\$ 32.00	\$ 24,352.00	311.5	\$ 9,968.00	311.5	\$ 9,968.00
44	2503.503	6" PVC PIPE SEWER SCHEDULE 40 (SANITARY)	LN. FT.	216	\$ 33.00	\$ 7,128.00	408.5	\$ 13,480.50	408.5	\$ 13,480.50
45	2503.503	8" PVC PIPE SEWER SDR 35 (SANITARY)	LN. FT.	1430	\$ 34.00	\$ 48,620.00	0	\$ -	742	\$ 25,228.00
46	2503.503	15" RCP PIPE SEWER CL V	LN. FT.	186	\$ 52.00	\$ 9,672.00	77	\$ 4,004.00	91	\$ 4,732.00
47	2503.503	18" RCP PIPE SEWER CL III	LN. FT.	952	\$ 53.00	\$ 50,456.00	650	\$ 34,450.00	674	\$ 35,722.00
48	2503.503	18" RCP PIPE SEWER CL IV	LN. FT.	32	\$ 53.00	\$ 1,696.00	0	\$ -	0	\$ -
49	2503.503	24" RCP PIPE SEWER CL III	LN. FT.	49	\$ 63.00	\$ 3,087.00	0	\$ -	49	\$ 3,087.00
50	2503.601	SANITARY SEWER BYPASS PUMPING	L.S.	1	\$ 800.00	\$ 800.00	0	\$ -	0	\$ -
51	2503.601	STORM SEWER BYPASS PUMPING	L.S.	1	\$ 800.00	\$ 800.00	0	\$ -	0	\$ -
52	2503.602	CONSTRUCT SANITARY MANHOLE (0-8 FT)	EACH	6	\$ 2,275.00	\$ 13,650.00	0	\$ -	2	\$ 4,550.00
53	2503.602	CONNECT TO EXISTING DRAINAGE STRUCTURE	EACH	4	\$ 860.00	\$ 3,440.00	0	\$ -	3	\$ 2,580.00
54	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	4	\$ 575.00	\$ 2,300.00	-1	\$ (575.00)	3	\$ 1,725.00
55	2503.602	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH	29	\$ 215.00	\$ 6,235.00	17	\$ 3,655.00	17	\$ 3,655.00
56	2503.602	8" x 4" PVC WYE	EACH	25	\$ 115.00	\$ 2,875.00	1	\$ 115.00	5	\$ 575.00
57	2503.602	8" x 8" PVC WYE	EACH	6.0	\$ 152.00	\$ 912.00	-1	\$ (152.00)	15	\$ 2,280.00
58	2503.603	CONSTRUCT SANITARY MANHOLE OVERDEPTH (>8')	LN. FT.	5.89	\$ 263.00	\$ 1,549.07	0	\$ -	3.14	\$ 825.82
59	2503.603	TELEWISE SANITARY SEWER MAIN	LN. FT.	1430	\$ 1.70	\$ 2,431.00	0	\$ -	0	\$ -
60	2503.603	TELEWISE SANITARY SEWER SERVICE-LATERAL LAUNCH	LN. FT.	1053	\$ 5.50	\$ 5,791.50	0	\$ -	0	\$ -
61	2503.603	TELEWISE SANITARY SEWER SERVICE-CLEANOUT	LN. FT.	567	\$ 13.00	\$ 7,371.00	0	\$ -	0	\$ -
62	2503.603	PLUG FILL AND ABANDON WATERMAIN/PIPE SEWER	LN. FT.	1414	\$ 1.55	\$ 2,191.70	0	\$ -	0	\$ -
63	2504.601	TEMPORARY WATER SERVICE	L.S.	1	\$ 5,000.00	\$ 5,000.00	0.25	\$ 1,250.00	0.5	\$ 2,500.00
64	2504.602	6" GATE VALVE AND BOX	EACH	11	\$ 1,750.00	\$ 19,250.00	0	\$ -	6	\$ 10,500.00
65	2504.602	8" GATE VALVE AND BOX	EACH	1	\$ 2,225.00	\$ 2,225.00	0	\$ -	2	\$ 4,450.00
66	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	10	\$ 825.00	\$ 8,250.00	0	\$ -	4	\$ 3,300.00
67	2504.602	FURNISH & INSTALL ZINC ANODE BAG	EACH	9	\$ 150.00	\$ 1,350.00	0	\$ -	4	\$ 600.00
68	2504.602	HYDRANT AND GATE VALVE WITH BOX	EACH	2	\$ 6,550.00	\$ 13,100.00	0	\$ -	1	\$ 6,550.00
69	2504.602	CONNECT SERVICE TO WATER MAIN 1" (INCLUDES CORP.)	EACH	30	\$ 220.00	\$ 6,600.00	17	\$ 3,740.00	17	\$ 3,740.00
70	2504.602	CONNECT SERVICE TO WATER MAIN 1 1/2" (INCLUDES CORP.)	EACH	1	\$ 350.00	\$ 350.00	1	\$ 350.00	1	\$ 350.00
71	2504.602	1" CURB STOP AND STAND PIPE	EACH	30	\$ 275.00	\$ 8,250.00	17	\$ 4,675.00	17	\$ 4,675.00
72	2504.602	1 1/2" CURB STOP AND STAND PIPE	EACH	1	\$ 475.69	\$ 475.69	1	\$ 475.69	1	\$ 475.69
73	2504.602	REPAIR EXISTING SPRINKLER HEAD	EACH	2	\$ 165.00	\$ 330.00	0	\$ -	0	\$ -
74	2504.603	1" TYPE PE PIPE	LN. FT.	1003	\$ 26.00	\$ 26,078.00	685	\$ 17,810.00	685	\$ 17,810.00
75	2504.603	1 1/2" TYPE PE PIPE	LN. FT.	28	\$ 26.00	\$ 728.00	15	\$ 390.00	15	\$ 390.00
76	2504.603	6" PVC C900 WATER MAIN PIPE	LN. FT.	1547	\$ 35.00	\$ 54,145.00	0	\$ -	774	\$ 27,090.00
77	2504.603	8" PVC C900 WATER MAIN PIPE	LN. FT.	18	\$ 48.00	\$ 864.00	0	\$ -	13	\$ 624.00
78	2504.608	WATER MAIN FITTINGS	LBS.	825	\$ 5.00	\$ 4,125.00	0	\$ -	382	\$ 1,810.00
79	2505.601	UTILITY COORDINATION	L.S.	1	\$ 1,500.00	\$ 1,500.00	0.2	\$ 300.00	0.4	\$ 600.00
80	2506.502	DRAINAGE STRUCTURE 2 x 3 CATCH BASIN	EACH	9	\$ 2,000.00	\$ 18,000.00	6	\$ 12,000.00	6	\$ 12,000.00
81	2506.502	CASTING ASSEMBLY MANHOLE (NEENAH R-1733)	EACH	5	\$ 600.00	\$ 3,000.00	0	\$ -	0	\$ -
82	2506.502	CASTING ASSEMBLY CATCH BASIN (NEENAH R-3067V)	EACH	4	\$ 600.00	\$ 2,400.00	0	\$ -	0	\$ -
83	2506.502	ADJUST FRAME AND RING CASTING SANITARY WITH INFL-SHIELD	EACH	1	\$ 400.00	\$ 400.00	0	\$ -	0	\$ -
84	2506.502	ADJUST FRAME AND RING CASTING STORM MH	EACH	8	\$ 400.00	\$ 3,200.00	0	\$ -	0	\$ -



## CERTIFICATE OF PAYMENT

PROJECT: 2020 STREET AND UTILITY IMPROVEMENTS

CITY PROJECT NO. 2020-01

PAYMENT REQUEST NO. TWO

DATE: JULY 28, 2020

CONTRACTOR:  
R.A.W. CONSTRUCTION, LLC  
17575 ECHO AVE  
FARIBAULT, MN 55021

PAYMENT PERIOD  
FROM: JUNE 27, 2020  
TO: JULY 25, 2020

ORIGINAL CONTRACT AMOUNT: \$ 983,405.91

REVISED CONTRACT AMOUNT: \$ 985,005.91

CONTRACT APPROVAL DATE:

CONTRACT COMPLETION DATE: JUNE 30, 2021

To the City Council of the City of Waseca, The following payment is requested in accordance with the plans, specifications and conditions of the contract.

NO.	MnDOT SPEC NO.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	PLAN AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
<b>2ND AND 3RD AVE SE 2020-01</b>										
85	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LN. FT.	55.33	\$ 315.00	\$ 17,428.95	16.8	\$ 5,292.00	27.5	\$ 8,662.50
86	2506.602	CONNECT STORM SEWER TO EXISTING STORM SEWER	EACH	4	\$ 715.00	\$ 2,860.00	2	\$ 1,430.00	3	\$ 2,145.00
87	2506.602	CONNECT TILE LINE TO STORM STRUCTURE	EACH	2	\$ 360.00	\$ 720.00	0	\$ -	0	\$ -
88	2521.518	4" CONCRETE WALK	SQ.FT.	8403	\$ 6.65	\$ 55,879.95	0	\$ -	0	\$ -
89	2521.518	6" CONCRETE WALK	SQ.FT.	1700	\$ 23.00	\$ 39,100.00	0	\$ -	0	\$ -
90	2521.518	6" CONCRETE WALK (HIGH EARLY)	SQ.FT.	168	\$ 17.50	\$ 2,940.00	0	\$ -	0	\$ -
91	2531.503	CONCRETE CURB & GUTTER, DESIGN B618	LN. FT.	2638	\$ 19.75	\$ 52,100.50	0	\$ -	0	\$ -
92	2531.503	CONCRETE CURB & GUTTER, DESIGN B618 (HIGH EARLY)	LN. FT.	60	\$ 34.00	\$ 2,040.00	0	\$ -	0	\$ -
93	2531.503	CONCRETE CURB, DESIGN V6	LN. FT.	35	\$ 23.00	\$ 805.00	0	\$ -	0	\$ -
94	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ.YD.	300	\$ 78.00	\$ 23,400.00	0	\$ -	0	\$ -
95	2531.504	6" CONCRETE DRIVEWAY PAVEMENT (HIGH EARLY)	SQ.YD.	24	\$ 74.00	\$ 1,776.00	0	\$ -	0	\$ -
96	2531.601	ADA COMPLIANCE SUPERVISOR	L.S.	1	\$ 1,500.00	\$ 1,500.00	0	\$ -	0	\$ -
97	2531.618	TRUNCATED DOMES	SQ.FT.	144	\$ 40.00	\$ 5,760.00	0	\$ -	0	\$ -
98	2583.601	TRAFFIC CONTROL	L.S.	1	\$ 10,500.00	\$ 10,500.00	0	\$ 2,100.00	0.4	\$ 4,200.00
99	2573.501	STABILIZED CONSTRUCTION EXIT	L.S.	1	\$ 2,665.00	\$ 2,665.00	0	\$ -	0	\$ -
100	2573.501	EROSION CONTROL SUPERVISOR	L.S.	1	\$ 1,500.00	\$ 1,500.00	0.2	\$ 300.00	0.4	\$ 600.00
101	2573.502	STORM DRAIN INLET PROTECTION	EACH	30	\$ 235.00	\$ 7,050.00	0	\$ -	15	\$ 3,525.00
102	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LN. FT.	80	\$ 5.00	\$ 400.00	0	\$ -	0	\$ -
103	2575.504	SOD, TYPE LAWN AND BOULEVARD	SQ.YD.	2014	\$ 10.50	\$ 21,147.00	0	\$ -	0	\$ -
<b>TOTAL PROJECT 2020-01</b>						<b>\$ 983,405.91</b>		<b>\$ 142,576.69</b>		<b>\$ 282,190.51</b>

<b>Title:</b>	RESOLUTION 20-33 AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH TKDA FOR AIRPORT ENGINEERING PROFESSIONAL SERVICES		
<b>Meeting Date:</b>	August 5, 2020	<b>Agenda Item Number:</b> 6D	
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUEST/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution No. 20-33
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	City Engineer
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to Approve Resolution No. 20-33		
<b>How does this item pertain to Vision 2030 goals?</b>	Creating high quality community assets.		

**BACKGROUND:** The FAA requires that every 5-years we must advertise for airport engineering consultant services. Our current airport engineering agreement with TKDA expired at the end of 2019. A selection committee was formed that consisted of Tom Kellogg, Maynard Stensrud, Greg Kaelberer and Allan Rose. Advertisements for Statements of Qualifications (SOQ) ran the last week in January 2020. We received 3 SOQ's and scored them in accordance with FAA rules on February 25, 2020. The top two scoring firms were Bolton & Menk and TKDA. The scores of the two firms were close and the committee decided to conduct interviews with TKDA and Bolton & Menk. Originally these interviews were scheduled for March 16, 2020 but, because of the pandemic, the interviews were conducted on July 21, 2020. Based on the interviews, the committee selected TKDA as the new airport engineering consultant.

**BUDGET IMPACT:** This cost for this work will be on a project by project basis and will primarily be funded by state and federal grants.

**RECOMMENDATION:** Staff recommends the Waseca City Council adopt Resolution No. 20-33 authorizing the City Manager to execute an agreement with TKDA for airport engineering professional services.

**RESOLUTION NO. 20-33****RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH TKDA FOR AIRPORT ENGINEERING PROFESSIONAL SERVICES**

**WHEREAS**, the FAA requires the City of Waseca to solicit for airport engineering professional services every 5-years,

**WHEREAS**, the City advertised for Statements of Qualifications (SOQ) for airport engineering professional services,

**WHEREAS**, the City scored the SOQ's and interviewed the top two firms in accordance with FAA rules,

**WHEREAS**, the highest scoring airport engineering consultant based on the SOQ's and interviews was TKDA;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Waseca, Minnesota that the City Manager for the City of Waseca is hereby authorized to execute an agreement with TKDA for airport engineering professional services.

Adopted this 5<sup>th</sup> day of August 2020.

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R. D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

One of the most effective ways to provide input is through service on one of the City's Advisory Boards and Commissions. Through this service, civic-minded residents become involved in their local government and make recommendations to the Waseca City Council. The City, in turn, benefits from the knowledge, experience and expertise of residents.

City Boards/Commission include:

Airport Board  
Charter Commission  
Community Ed Advisory Board  
Economic Development Authority (EDA)  
Heritage Preservation Commission (HPC)  
Housing & Redevelopment Authority (HRA)  
Human Rights Commission  
Park Board  
Planning Commission

Vacancies vary throughout the year. If you are a resident of Waseca and are interested in serving on one of the City boards or commissions, contact Mary Buenzow at 835-9740.

Most groups meet on a monthly basis. Anyone interested in serving may submit an application to:

City of Waseca  
ATTN: Mary Buenzow  
508 South State Street  
Waseca, MN 56093

**Scroll down for a Board & Commission Application**

**CITY OF WASECA**

**Board/Commission/Authority Application Form**

Date 3/2/2020

Name Kaitlyn Hoehn

Address 38465 100th St Waseca MN 56093

Telephone Number: (Home) 507-951-6952 (Work) \_\_\_\_\_ email: kaitlyn.hoehn@gmail.com

Occupation: Sales Operations Specialist

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

<input checked="" type="checkbox"/> Airport Board	<input type="checkbox"/> Human Rights Commission
<input type="checkbox"/> Charter Commission	<input type="checkbox"/> Community Ed Advisory Board
<input type="checkbox"/> Park Board	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Economic Development Authority	<input type="checkbox"/> Heritage Preservation Commission
<input type="checkbox"/> Housing & Redevelopment Authority	

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

I have a strong interest in general aviation, and am a recreational user of the Waseca airport facilities. I am interested in community involvement/development/improvement and feel that I would be an excellent addition to the Waseca Airport Board. I am quite familiar with its dealings and operations as I have attended every meeting as a member of the general public for the last 2 years.

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

No, I have not; I have attended almost all meetings but just as a member of the public.

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.)

I served 4 years on the Board for RAFT in Rochester MN, and I am a skydiver with extensive knowledge of FAA and USPA regulations. Not aviation or board specific, I hold two Bachelor's degrees from UW-LaX.

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

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 1<sup>st</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> Friday of every month at 7:00 a.m.

**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 1<sup>st</sup> Monday of every month at 6:00 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 on the 3<sup>rd</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> Tuesday of every month at 7:00 p.m.

<b>Title:</b>	RESOLUTION 20-30: SANITARY SEWER FACILITIES PLAN		
<b>Meeting Date:</b>	August 5, 2020	<b>Agenda Item Number:</b> 7A	
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUEST/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution 20-30  Public Hearing Presentation
<b>Originating Department:</b>	Sanitary Sewer	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input type="checkbox"/>			
<b>How does this item pertain to Vision 2030 goals?</b>	High Quality Community Assets of the sanitary sewer collection system will be improved by reducing and mitigating the negative impacts of releasing wastewater from the sanitary sewer system.		

**BACKGROUND:** The sanitary sewer collection system Schedule of Compliance that the City negotiated with the Minnesota Pollution Control Agency (MPCA) in 2018 specifies that the City shall prepare a Facilities Plan to reduce I&I (Inflow and Infiltration). Attached Resolution 20-30, proposed to be adopted by the City Council, authorizes the City to seek funding from the State (low interest loans and grants) and formally adopts the Facilities Plan, which will be integrated with the City's Capital Improvement Plan.

The Facilities Plan provides for systematic I&I improvements within the sanitary sewer system. With the City Council authorized Schedule of Compliance as well as the City Council newly authorized Ordinance 1079, the next step in the City's current I&I reduction efforts is to construct additional improvements in the sanitary sewer collection system.

The City's wastewater consulting engineer, Ron LaFond of Stantec, will review a Facilities Plan power point presentation during the public hearing on August 5<sup>th</sup>.

**BUDGET IMPACT:** Phase 1 of the Facilities Plan calls for \$1,000,000 in improvements to be funded through the sanitary sewer fund. Revenue options include potential State funding, existing and future Capital Funding Charge revenue, debt funding, and customer charges.

**ALTERNATIVES CONSIDERED:** The City Council has authorized staff to establish and implement an ongoing systematic plan to reduce and mitigate releases of wastewater from the sanitary sewer collection system.

**RECOMMENDATION:** City Council conducts a public hearing on the Facilities Plan. City Council considers adoption of Resolution 20-30.

**RESOLUTION NO. 20-30****A RESOLUTION OF THE CITY OF WASECA ADOPTING THE FACILITIES PLAN  
FOR SANITARY SEWER SYSTEM IMPROVEMENTS****THE CITY COUNCIL OF THE CITY OF WASECA RESOLVES:**

**WHEREAS**, the City of Waseca retained Stantec to prepare a Sanitary Sewer Facilities Plan for collection system improvements; and

**WHEREAS**, a public hearing was held on August 5, 2020, at 7:00 pm to present the Facilities Plan and gather public input regarding the proposed infrastructure improvements; and

**WHEREAS**, this plan must be submitted to the Minnesota Pollution Control Agency to facilitate project permitting and State loan and/or grant funding for the project.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Waseca adopts the Facilities Plan and authorizes the submittal of the plan to the Minnesota Pollution Control Agency.

Adopted by the City of Waseca on this 5<sup>th</sup> day of August 2020.

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Mayor R.D. Srp

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ATTEST: Mike Anderson  
Assistant to the City Manager



<b>Title:</b>	RESOLUTION NO. 20-34 RECEIVING BIDS AND AWARDING CONTRACT FOR 2020 NE TRAIL BRIDGE PROJECT, CITY PROJECT 2020-06		
<b>Meeting Date:</b>	August 5, 2020	<b>Agenda Item Number:</b> 7B	
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUEST/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution, Bid Tabulation
<b>Originating Department:</b>	Parks	<b>Presented By:</b>	Park Superintendent
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to Adopt Resolution No. 20-34 Receiving Bids and Awarding Contract for NE Trail Bridge Project, Eity Project 2020-06		
<b>How does this item pertain to Vision 2030 goals?</b>	Create High Quality Community Assets		

**BACKGROUND:** The City of Waseca has awarded the bridge fabrication to Wheeler Bridge Company. Wheeler Bridge Company also wrote the bridge installation specifications for the City of Waseca. The second phase to the bridge project is to award a contractor to install the bridge over the ditch on 19<sup>th</sup> Ave NE. Bids for this project were received on July 28, 2020

Three bids were received; a tabulation of the bid is attached. The lowest responsible bid received was from Viet in the amount of \$92,207.00. Veit is based out of Minneapolis and has over 90 years of experience in specialty contracting.

**BUDGET IMPACT:** The NE Trail bridge project is included in the City's 2020 Capital Budget. The low bid of \$92,207.00 will be funded by NE Trail Grant and CIP Park Trail Funds.

**RECOMMENDATION:** Staff recommends the Waseca City Council adopt Resolution 20-34 Receiving Bids and Awarding Contract for 2020 NE Trail Bridge Project, City Project 2020-06 and authorize the City Manager to enter into an agreement with Veit for the amount of \$92,207.00.

**RESOLUTION NO. 20-34****A RESOLUTION OF THE WASECA CITY COUNCIL  
RECEIVING BIDS AND AWARDING CONTRACT  
FOR 2020 NE TRAIL - BRIDGE PROJECT  
CITY PROJECT NO. 2020-06**

**WHEREAS**, all bids on construction of the 2020 NE Trail Bridge Project, City Project No. 2020-06, are hereby received and tabulated; and

**WHEREAS**, the bid of Veit of Minneapolis, Minnesota, in the amount of \$92,207.00 for the construction of said improvements, in accordance with the plans and specifications and advertisement for bids, is the lowest responsible bid, and shall be and hereby is accepted.

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

**NOW, THEREFORE, BE IT RESOLVED** that the City Engineer is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposit of the successful bidder and the next two lowest bidders shall be retained until a contract has been executed.

Adopted this 5<sup>th</sup> day of August, 2020.

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R.D. SRP  
MAYOR

ATTEST:

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RANAE SCHULT  
ADMINISTRATIVE ASSISTANT

**BID TABULATION CITY OF WASECA 2020 NORTHEAST BIKE TRAIL BRIDGE**  
**CITY PROJECT NO. 2020-06**

**7B**

**BID OPENING JULY 28, 2020 AT 10:00 A.M.**

**CONTRACTOR:** ENGINEERS ESTIMATE  
508 SOUTH STATE STREET  
WASECA, MN 56093

ATLAS FOUNDATION CO  
11730 BROCKTON LANE N.  
OSSEO, MN 55369

ICON CONTRACTOS, LLC  
13498 COUNTY 28  
MABEL, MN 55954

VEIT  
14000 VEIT PLACE  
MINNEAPOLIS, MN 55374-9583

No.	MnDOT Spec. No.	Description	Unit	QTY	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
<b>BRIDGE INSTALLATION</b>												
1	2100.601	INSTALL PEDESTRIAN BRIDGE (SUPERSTRUCTURE)	L. S.	1	\$ -	\$ -	\$ 8,000.00	\$ 8,000.00	\$ 50,000.00	\$ 50,000.00	\$ 26,100.00	\$ 26,100.00
2	2105.504	GEOTEXTILE FILTER TYPE 7	SQ. YD.	90	\$ -	\$ -	\$ 15.00	\$ 1,350.00	\$ 5.00	\$ 450.00	\$ 7.10	\$ 639.00
3	2401.508	REINFORCEMENT BARS (EPOXY COATED)	LB	2070	\$ -	\$ -	\$ 1.80	\$ 3,726.00	\$ 5.00	\$ 10,350.00	\$ 2.40	\$ 4,968.00
4	2452.503	CIP CONCRETE PILING 12" DRIVEN	LN. FT.	200	\$ -	\$ -	\$ 320.00	\$ 64,000.00	\$ 75.00	\$ 15,000.00	\$ 72.95	\$ 14,590.00
5	2452.502	PILE POINTS 12"	EACH	4	\$ -	\$ -	\$ 375.00	\$ 1,500.00	\$ 250.00	\$ 1,000.00	\$ 205.00	\$ 820.00
6	2461.507	STRUCTURAL CONCRETE	CU.YD.	19	\$ -	\$ -	\$ 1,500.00	\$ 28,500.00	\$ 1,500.00	\$ 28,500.00	\$ 1,230.00	\$ 23,370.00
7	2511.607	RANDOM RIP RAP CLASS II	CU. YD	30	\$ -	\$ -	\$ 60.00	\$ 1,800.00	\$ 100.00	\$ 3,000.00	\$ 110.00	\$ 3,300.00
8		EXCAVATION, CONSTRUCTION AND BACKFILL OF ABUTMENTS	EACH	2	\$ -	\$ -	\$ 2,500.00	\$ 5,000.00	\$ 7,500.00	\$ 15,000.00	\$ 9,210.00	\$ 18,420.00
<b>TOTAL PROJECT 2020-06</b>					<b>\$ 83,000.00</b>		<b>\$ 113,876.00</b>		<b>\$ 123,300.00</b>		<b>\$ 92,207.00</b>	

<b>Title:</b>	<b>COVID-19 CARES Act Funding</b>		
<b>Meeting Date:</b>	August 5, 2020	<b>Agenda Item Number:</b> 7C	
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Draft of COVID-19 Utility Assistance Program Application
<b>Originating Department:</b>	Utility Billing/Finance	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>			
<b>How does this item pertain to Vision 2030 goals?</b>	Maintaining High Quality Community Assets		

**BACKGROUND:** In March the Federal Government passed the CARES (Coronavirus Aid, Relief, and Economic Security) Act. Within the CARES Act there was money allocated to States to be distributed to government entities of populations 500,000 or less. On June 29<sup>th</sup>, the City of Waseca received its appropriation of \$680,097 in relief funds. Per the State guidelines the money must be used for expenses between March 1, 2020 and November 15, 2020.

The CARES Act has guidance of what is considered eligible expenses. We must be able to answer 3 questions:

- 1) Is it a necessary and due to COVID-19 expense?
- 2) Is it an unaccounted for expense (not budgeted or substantially different from its expected use)?
- 3) Was it incurred during the covered period (Mar. 1 – Nov. 15)?

At the July 21, 2020 City Council Meeting, Council approved for \$300,000 to be allocated to the COVID-19 Small Business and Non-Profit Relief Grant Fund.

Staff is requesting Council to approve additional allocation of the CARES Act funds to the following programs/expenses:

- \$150,000 – COVID-19 Utility Assistance Program
  - Draft of application is attached
- \$ 10,000 – Increase staff telework capabilities
  - Replace obsolete laptops for staff along with purchasing new laptops for additional staff to have the ability to work remotely.
- \$111,640 – Reimbursement to EDA for grant portion of the COVID-19 Revolving Loan Fund
- \$ 13,000 – Reimbursement of additional expenses of supplies
  - Examples: sanitation, Plexiglas for safe working conditions, gloves, masks, etc.

After these allocations there will be a remaining \$95,457. As the City has until November 15, 2020 to expend these funds staff recommends holding this money for any unforeseen expenses that may occur before the deadline.

**BUDGET IMPACT:** The money received may have a positive impact to be able to offset unbudgeted expenses the City had due to COVID-19. The Utility assistance program will allow the City to help residence with a financial hardship to pay their utility bill helping decrease the potential of uncollectible balances.

**RECOMMENDATION:** Staff requests a motion to allocate the CARES Act Funds as stated above.



Application for Residential Utility Payment Assistance  
From the CARES Act Coronavirus Relief Fund  
(Application is due no later than **October 15, 2020**)

**CUSTOMER INFORMATION**

Accountholder Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_

Utility Account Balance: \_\_\_\_\_ Past Due Balance: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

To qualify for assistance through the CARES Act Coronavirus Relief Fund, you must have an economic hardship due to the COVID-19 public health emergency. Which of the following have you experienced **as a direct result of COVID-19?** (Check **ALL** that apply and provide official supporting documentation of the job loss, job reduction, or unemployment, such as: pay stubs from your employer, termination notice from your employer, notice of unemployment approval, etc.)

- ☐ Loss of job since March 1, 2020 (yourself or an adult member of your household)
- ☐ Reduced income/benefits since March 1, 2020 (yourself or an adult member of your household)
- ☐ Currently unemployed (yourself or an adult member of your household)

**\*\*\*Applications without the required documentation will be rejected\*\*\***

In accordance with Minnesota State Statutes this application and all accompanying documents are considered confidential, but are subject to Minnesota Data Practices laws and the Freedom of Information Act.

***By signing below, I affirm that all information in this application is true and correct. I also acknowledge that:***

- ***I currently reside at the service address listed on this application***
- ***I am the utility accountholder and as such, I am the person responsible for payment of the utility bills***
- ***I certify that I/household have not received additional emergency assistance through the CARES Act for my City of Waseca utility account for the balance due***
- ***I understand that I may be asked to provide further verification or clarification at a later date***
- ***I may be held civilly or criminally liable under federal or state law for knowingly making false or fraudulent statements***
- ***I understand that filling out this application does not guarantee that I will receive assistance through the CARES Act Coronavirus Relief Fund***
- ***I understand that funds are available on a first-come/first-served basis***
- ***I understand that the program will end when the funding is no longer available***
- ***I understand that an incomplete or illegible application will be rejected***
- ***I understand that the decision of the City of Waseca is final***

Accountholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Questions? Please contact Waseca Utilities 508 State Street South Waseca MN 56093  
(507)835-9718 phone (507)835-7368 fax [www.ci.waseca.mn.us](http://www.ci.waseca.mn.us)

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**FOR CITY OF WASECA USE ONLY**

Date Application Received \_\_\_\_\_

Date Documentation Review Complete \_\_\_\_\_

Application Approval Date \_\_\_\_\_

Assistance Amount Approved \_\_\_\_\_

Application Approved By: (2 signatures required) \_\_\_\_\_

Date Determination Letter Sent to Customer \_\_\_\_\_

Date Paid to Utility Account \_\_\_\_\_



Theresa Sunde  
Senior Manager, Government Relations

*Via USPS*

July 23, 2020

Dear Community Leader:

Mediacom's contract to carry the NFL Network and NFL RedZone channels expires on July 31, 2020. At this time, we do not have permission from the NFL to carry those channels beyond that date. Unless a new agreement is reached, Mediacom will be required to remove both channels from our lineup on August 1, 2020.

Please know the decision to remove channels is never easy. However, the current renewal terms being presented by the NFL would require us to pay for and provide their channel to a significantly higher number of customers than our previous agreement. This means current NFL network customers and customers who are not currently interested in the NFL Network would be forced to pay additional money each month for this channel. We do not believe accepting the current deal terms would be in the best interests of our customers, particularly during a pandemic which is driving higher unemployment. Still, we remain open to working out a new agreement with the NFL on more acceptable terms.

If the situation should change, we will promptly update you.

Thank you,

Theresa Sunde