

REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, OCTOBER 5, 2021 7 p.m.  
AGENDA

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

**Those wishing to speak must state their name and address for the record. 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. 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 –Regular City Council Meeting & Work Session, September 21
  - B. Payroll & Expenditures
  - C. Approval of Contract Payments: GM Contracting
  - D. Resolution 21-48: Setting a Public Hearing date for Project 2020-01 Assessments
  - E. RCCA: Sanitary Sewer Improvement Project Change Order
- 7     ACTION AGENDA
  - A. Public Hearing: Resolution 21-49 - Special Assessment Roll 21-99
- 8     REPORTS
  - A. City Manager’s Report
  - B. Commission Reports
    - HPC   - Fire Relief   - Park Board
- 9     ANNOUNCEMENTS
10.   ADJOURNMENT

MINUTES  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, SEPTEMBER 21, 2021

6A

**CALL TO ORDER/ROLL CALL**

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

Councilmembers Present:      Allan Rose                      Jeremy Conrath  
   Daren Arndt                      Ted Conrath  
   Mark Christiansen              John Mansfield  
   R.D. Srp

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

Others Present:                      Alissa Oeltjenbruns, SMIF  
   Joel Will, Resident

**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 remove item 6D, J. Conrath asked to move item 6F to the Action Agenda. Motion was made by Arndt, seconded by J. Conrath to approve the agenda as amended. Motion carried 7-0.

**PUBLIC COMMENT**

4. Joel Will spoke to the Council about Police Overtime, Connections, and Fire rating that affects residents. Mansfield thanked Mr. Will for his comments.

**REQUESTS AND PRESENTATIONS**

5. Ms. Oeltjenbruns gave an update about the functions of Southern MN Initiative Foundation that has happened in the last year. Council thanked Ms. Oeltjenbruns for everything she does with SMIF.

**CONSENT AGENDA**

6. It was moved by J. Conrath, seconded by Rose to approve the Consent Agenda as amended. The motion carried 7-0 and included the following items:

- A. Minutes –Regular City Council Meeting & Work Session, September 7
- B. Payroll & Expenditures
- C. Resolution 21-46: Setting the TNT Meeting
- ~~D. –RCCA: Approval of Final Payment: 2021 Crack & Seal Coat Project~~
- E. Approval of Contract Payment: Nielson Concreate
- F. ~~Approval of Memorandum of Understanding with Southwest MN Housing Partnership~~ (7E)

## **ACTION AGENDA**

### 7 A. Public Hearings:

**Resolution 21-47 & Ordinance 1095:** Mayo Health Major Subdivision & Rezoning

**Ordinance 1096:** Amending Chapter 150 of City Code

**Ordinance 1097:** Amending Chapter 151 of City Code

**Ordinance 1098:** Amending Chapter 154 of City Code

Four public hearings were held between 7:37 p.m. and 7:58 p.m. and there was nobody from the public who approached the Council.

A Motion was made by J. Conrath, seconded by Srp to approve Resolution 21-47. Motion carried 6-1 (Rose abstained).

A motion was made by J. Conrath, seconded by Srp to approve Ordinance 1095. Motion carried 7-0.

A motion was made by Arndt, seconded by Mansfield to approve Ordinance 1096. Motion carried 7-0.

A motion was made by J. Conrath, seconded by Rose to approve Ordinance 1097. Motion carried 7-0.

A motion was made by Rose, seconded by Arndt to approve Ordinance 1098. Motion carried 7-0.

### 7 B. **Resolution 21-44:** Adopting 2022 Preliminary Levy and Proposed Budget

Finance Director Fischer presented information to Council based on previous work sessions. The preliminary levy for this evening is being set at 4.26%.

A motion was made by Christiansen, seconded by Srp to approve Resolution 21-44. Motion carried 4-3 (Srp, Rose, Christiansen, Arndt voted aye) (Mansfield, J. Conrath, T. Conrath voted nay).

### 7 C. **Resolution 21-45:** Adopting 2022 EDA Preliminary Levy

The EDA Preliminary levy is currently set at \$92,604 for 2022. A motion was made by J. Conrath, seconded by Srp to approve the EDA Preliminary Levy. Motion carried 7-0.

### 7 D. **Ordinance 1093:** Annexing City Owned Land

Staff informed Council that this parcel can be annexed by Ordinance based on State Statute. The land consists of just over 2 acres and is on the north end of Gaiter Lake.

Motion was made by J. Conrath, seconded by Rose to approve Ordinance 1093. Motion carried 7-0.

7 E. **Approval of Memorandum of Understanding with Southwest MN Housing Partnership**

City Manager Mattson informed Council that this MOU is an agreement that allows both SWMHP and Waseca to continue discussions while not soliciting other developers.

A motion was made by J. Conrath, seconded by Mansfield to approve the MOU. Motion carried 7-0.

**REPORTS**

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

- Streets and PD received compliments for their assistance of the Marching Classic
- Spire Credit Union does not meet the criteria for TIF
- City was awarded a \$345,000 grant from the Department of Employment and Economic Development for owner occupied residential rehabilitation projects. SWMHP will be administering the program for the City.
- SWMHP is very close to closing on the apartments west of Taco Johns
- There will be a public engagement meeting for Gaiter Lake development on October 26 at 4 p.m.

B. **Commission Reports**

EDA

- Discussed the Levy
- Signage in Industrial Park is available
- EDA Website is in its final steps

Planning Commission

- Talked about the Mayo information approved tonight
- Recommended the text amendments that passed tonight

**ANNOUNCEMENTS**

9. Christiansen:

- Thanked all staff for their help with the Marching Classis

Mansfield:

- Thanked Senator Jazinski for coming to Waseca

Srp

- Dog park looks nice
- Seal coat on the trail along the lake looks good.

10. Closed Session Per M.S. 13.D.05 re: purchase or sale of real property

The Mayor sent the meeting into closed session at 8:32 p.m. and came out at 9:11 p.m. The City Manager summarized that the Council is supportive of him in entering discussions and investigating the purchase of parcel numbers 170202720, 170203150, & 120203110.

**ADJOURNMENT**

11. There being no further business to be brought before the Council, it was moved by Arndt, seconded by J. Conrath, to adjourn the meeting at 9:11 p.m. Motion carried 6-1 (Mansfield nay).

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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, SEPTEMBER 21, 2021

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

Councilmembers Present:	Allan Rose	Roy Srp
	John Mansfield	Ted Conrath
	Mark Christiansen	Jeremy Conrath
	Daren Arndt	

Staff Present:	Lee Mattson, City Manager
	Mike Anderson, Assistant to the City Manager
	Alicia Fischer, Finance Director
	Nate Willey, City Engineer

**General Fund Budget**

Lee Mattson, City Manager, opened the discussion to Council based on their request on September 7. The City Council went around the table and informed each other on what their proposed levy number was and why.

The City Council came to a consensus on what the levy number would be that will be voted on during the regular Council meeting later this evening. There being no further discussion and no action taken, the work session ended at 6:45 p.m.

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R.D. SRP  
MAYOR

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

*Micah Foster*

6B

LIST OF EXPENDITURES

October 5, 2021

*Lee A. Miller*

=====  
City Council 4,250.00  
Streets 28,151.18  
Parks 15,923.79  
Wastewater 8,789.75  
Utility Administration 4,940.92  
Utility Billing 7,691.69  
Electric 14,797.52  
Water 9,420.40  
Building and Code Compliance 3,055.48  
Police 63,746.16  
Administration 9,735.35  
Community Aides 580.50  
Fire 9,463.85  
Paid On Call Fire Department 921.36  
Election Judges 0.00  
Finance 9,384.01  
Connections 2,362.34  
Community Development 5,629.42  
Engineering 17,409.51  
Recreation 3,159.08  
Econ Development 6,415.55

Total Gross Payroll 225,827.86

\*Less- Payroll Deductions (72,268.13)

Net Payroll Cost \$ 153,559.73

\*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:

September 18, 2021-September 30, 2021

Includes check #'s 157223-157274

Bank ACH Withdrawals..... 573,934.89

GRAND TOTAL EXPENDITURES \$ 727,494.62

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
<b>General Fund</b>						
09/30/2021	157257	Quadient Finance	Postage	101-15510-0000	1,500.00	
Total 101155100000:					1,500.00	
09/30/2021	92124	MN Sales and Use Tax Payable	August Sales tax payable	101-20210-0000	2,094.26	M
Total 101202100000:					2,094.26	
09/23/2021	92130	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 9/19/2021	101-21701-0000	21,061.47	M
Total 101217010000:					21,061.47	
09/23/2021	92125	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 9/19/2021	101-21702-0000	9,706.30	M
Total 101217020000:					9,706.30	
09/23/2021	92130	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 9/19/2021	101-21703-0000	8,928.54	M
09/23/2021	92130	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 9/19/2021	101-21703-0000	9,289.05	M
Total 101217030000:					18,217.59	
09/23/2021	92127	Public Employees Retirement Assn (ACH	Adj	101-21704-0000	.07	M
09/23/2021	92127	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 9/19/2021	101-21704-0000	1,418.41	M
09/23/2021	92127	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 9/19/2021	101-21704-0000	9,219.77	M
09/23/2021	92127	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 9/19/2021	101-21704-0000	7,869.20	M
09/23/2021	92127	Public Employees Retirement Assn (ACH	DEF CONTRIBUTION/EMPL Pay Period: 9/19/2021	101-21704-0000	58.70	M
09/23/2021	92127	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 9/19/2021	101-21704-0000	9,219.77	M
09/23/2021	92127	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 9/19/2021	101-21704-0000	11,803.82	M
09/23/2021	92127	Public Employees Retirement Assn (ACH	DEF CONT Employer Pay Period: 9/19/2021	101-21704-0000	58.70	M
Total 101217040000:					39,648.44	
09/21/2021	157223	NCPERS Minnesota - 8266711	LIFE INSURANCE - PERA Pay Period: 9/19/2021	101-21711-0000	192.00	
Total 101217110000:					192.00	
09/23/2021	92130	ACH Internal Revenue Service	MEDICARE Pay Period: 9/19/2021	101-21712-0000	2,987.07	M
09/23/2021	92130	ACH Internal Revenue Service	MEDICARE Pay Period: 9/19/2021	101-21712-0000	3,071.39	M
Total 101217120000:					6,058.46	
09/23/2021	92131	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 9/19/2021	101-21713-0000	1,165.00	M
09/23/2021	92131	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 9/19/2021	101-21713-0000	669.00	M
Total 101217130000:					1,834.00	
09/23/2021	92129	Vantagepoint Transfer Agents 457	ICMA - ROTH (AFTER TAX) Pay Period: 9/19/2021	101-21714-0000	150.00	M
09/23/2021	92129	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 9/19/2021	101-21714-0000	495.00	M
Total 101217140000:					645.00	
09/23/2021	92126	AFLAC	AFLAC AFTER TAX Pay Period: 9/5/2021	101-21715-0000	286.33	M
09/23/2021	92126	AFLAC	AFLAC PRE TAX Pay Period: 9/5/2021	101-21715-0000	726.52	M
09/23/2021	92126	AFLAC	AFLAC AFTER TAX Pay Period: 9/19/2021	101-21715-0000	286.33	M
09/23/2021	92126	AFLAC	AFLAC PRE TAX Pay Period: 9/19/2021	101-21715-0000	726.52	M



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101217150000:					2,025.70	
09/30/2021	92134	Further	Flex Reimbursement	101-21716-0000	295.30	M
09/23/2021	92132	Further	HSA Contribution Pay Period: 9/19/2021	101-21716-0000	470.18	M
Total 101217160000:					765.48	
09/23/2021	92128	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 9/19/2021	101-21717-0000	951.53	M
Total 101217170000:					951.53	
09/23/2021	92133	MN Public Employees Insurance Progra	PEIP Family Pay Period: 9/5/2021	101-21720-0000	16,735.18	M
09/23/2021	92133	MN Public Employees Insurance Progra	PEIP Single Pay Period: 9/5/2021	101-21720-0000	13,520.13	M
09/23/2021	92133	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 9/5/2021	101-21720-0000	859.08	M
09/23/2021	92133	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 9/5/2021	101-21720-0000	3,436.32	M
09/23/2021	92133	MN Public Employees Insurance Progra	PEIP Family Pay Period: 9/5/2021	101-21720-0000	4,183.74	M
09/23/2021	92133	MN Public Employees Insurance Progra	Matson Sept Cobra	101-21720-0000	693.34	M
09/23/2021	92133	MN Public Employees Insurance Progra	Rugger Sept Cobra	101-21720-0000	693.34	M
09/23/2021	92133	MN Public Employees Insurance Progra	PEIP Single Pay Period: 9/19/2021	101-21720-0000	13,520.13	M
09/23/2021	92133	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 9/19/2021	101-21720-0000	859.08	M
09/23/2021	92133	MN Public Employees Insurance Progra	Timlin Sept Cobra	101-21720-0000	1,901.72	M
09/23/2021	92133	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 9/19/2021	101-21720-0000	3,436.32	M
09/23/2021	92133	MN Public Employees Insurance Progra	Carlson Adj	101-21720-0000	693.34	M
09/23/2021	92133	MN Public Employees Insurance Progra	PEIP Family Pay Period: 9/19/2021	101-21720-0000	4,183.74	M
09/23/2021	92133	MN Public Employees Insurance Progra	PEIP Family Pay Period: 9/19/2021	101-21720-0000	16,735.18	M
Total 101217200000:					81,450.64	
09/30/2021	157252	Maldonado, Reynaldo	Refund of Right of Way Permit	101-32270-0000	45.00	
Total 101322700000:					45.00	
09/30/2021	157245	Diebold, Dixon	Refund for no trespass service	101-34980-0000	40.00	
Total 101349800000:					40.00	
09/30/2021	20210708	Rose, Al	Technology Reimbursement-2021	101-41110-3200	138.84	
Total 101411103200:					138.84	
09/30/2021	157254	MPeters Enterprises Inc.	City Hall Flag	101-41110-4450	32.00	
Total 101411104450:					32.00	
09/30/2021	20210711	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00	
Total 101411104455:					1,125.00	
09/30/2021	20210706	Personalized Printing Inc.	Laminating	101-41320-2000	34.00	
Total 101413202000:					34.00	
09/30/2021	157260	Shred-it USA LLC	Monthly service	101-41320-3100	17.79	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101413203100:					17.79
09/30/2021	157270	Waseca County Auditor	Legal Services Contract Payment	101-41600-3000	5,370.33
Total 101416003000:					5,370.33
09/30/2021	20210705	Pantheon Computer Systems Inc.	Refund for overcharge on Office 365	101-41920-2050	40.00-
Total 101419202050:					40.00-
09/30/2021	20210705	Pantheon Computer Systems Inc.	Maintenance Agreement	101-41920-3100	6,790.00
Total 101419203100:					6,790.00
09/30/2021	20210696	Innovative Office Supply	Laminator and other office supplies	101-41940-2000	305.01
Total 101419402000:					305.01
09/30/2021	20210681	Border States Electric Supply	Bulbs	101-41940-2170	205.75
09/30/2021	157242	Cintas Corporation	First aid cabinet supplies - City Hall	101-41940-2170	97.88
09/30/2021	157258	Red Feather Paper Company	Janitor supplies	101-41940-2170	139.93
09/30/2021	157258	Red Feather Paper Company	Janitorial Supplies	101-41940-2170	.58
Total 101419402170:					444.14
09/30/2021	20210683	Cady Business Technologies Inc	Monthly Phone Support Plan	101-41940-3100	262.62
09/30/2021	157241	Cintas Corporation	Floor mat service	101-41940-3100	40.96
09/30/2021	20210715	Ziegler Inc	service per Ziegler contract	101-41940-3100	912.70
Total 101419403100:					1,216.28
09/30/2021	157243	Consolidated Communications	Monthly Billing	101-41940-3200	184.28
09/30/2021	157243	Consolidated Communications	Monthly Billing	101-41940-3200	134.08
Total 101419403200:					318.36
09/30/2021	157240	Centerpoint Energy	Monthly Billing	101-41940-3800	71.00
Total 101419403800:					71.00
09/30/2021	157272	Waseca County Treasurer	2nd half 2021 property taxes	101-41940-4800	1,729.00
Total 101419404800:					1,729.00
09/30/2021	20210696	Innovative Office Supply	Office Supplies - Police	101-42100-2000	63.18
Total 101421002000:					63.18
09/30/2021	157258	Red Feather Paper Company	Janitorial supplies - PD	101-42100-2170	162.03
09/30/2021	20210710	Streicher's	Arik's badge	101-42100-2170	9.00
Total 101421002170:					171.03
09/30/2021	20210682	Brass, Brent	Uniform Allowance	101-42100-2180	299.95
09/30/2021	20210702	Luiken, Greta	Earplug and accessories	101-42100-2180	67.21

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421002180:					367.16
09/30/2021	157242	Cintas Corporation	First Aid - Police	101-42100-2190	43.50
Total 101421002190:					43.50
09/30/2021	157233	Ancom Communications Inc	Radio equipment	101-42100-2210	1,218.00
Total 101421002210:					1,218.00
09/30/2021	157271	Waseca County License Bureau	Forfeiture title -police	101-42100-2220	27.00
Total 101421002220:					27.00
09/30/2021	157241	Cintas Corporation	Floor Mats	101-42100-3100	8.87
09/30/2021	157241	Cintas Corporation	Floor Mats	101-42100-3100	8.88
09/30/2021	157260	Shred-it USA LLC	Monthly service	101-42100-3100	17.79
09/30/2021	157260	Shred-it USA LLC	Shred it - Police	101-42100-3100	327.00
Total 101421003100:					362.54
09/30/2021	157243	Consolidated Communications	Monthly Billing	101-42100-3200	184.28
09/30/2021	157243	Consolidated Communications	Monthly Billing	101-42100-3200	393.18
09/30/2021	157243	Consolidated Communications	Monthly Billing	101-42100-3200	40.17
Total 101421003200:					617.63
09/30/2021	157240	Centerpoint Energy	Monthly Billing	101-42100-3800	59.27
Total 101421003800:					59.27
09/30/2021	157238	Canine Central	3rd Qtr 2021 impounds	101-42150-3100	3,300.00
Total 101421503100:					3,300.00
09/30/2021	157251	MacQueen Equipment Inc.	Oil	101-42200-2170	98.22
Total 101422002170:					98.22
09/30/2021	157247	Fire Safety USA Inc.	Helmets	101-42200-2180	390.00
Total 101422002180:					390.00
09/30/2021	157242	Cintas Corporation	first Aid - Fire	101-42200-2190	18.56
09/30/2021	20210699	Kahnke, Jon	Safety boots	101-42200-2190	139.50
Total 101422002190:					158.06
09/30/2021	157241	Cintas Corporation	Floor Mats	101-42200-3100	8.88
09/30/2021	157241	Cintas Corporation	Floor Mats	101-42200-3100	8.87
Total 101422003100:					17.75
09/30/2021	157243	Consolidated Communications	Monthly Billing	101-42200-3200	40.17

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422003200:					40.17
09/30/2021	157240	Centerpoint Energy	Monthly Billing	101-42200-3800	59.28
09/30/2021	157243	Consolidated Communications	Monthly Billing	101-42200-3800	43.65
Total 101422003800:					102.93
09/30/2021	157269	Volunteer Firefighters Benefit Assn	2021 Benefit renewal	101-42200-4330	685.00
Total 101422004330:					685.00
09/30/2021	20210685	City Building Inspection Services LLC	building inpections	101-42400-3000	4,754.25
Total 101424003000:					4,754.25
09/30/2021	157237	Bock's Service Inc.	Police Impound	101-42400-3100	100.00
09/30/2021	20210701	Lenz Lawn Care & Landscaping Inc.	Debri cleanup and disposal-204 12th AVE NW	101-42400-3100	1,409.68
Total 101424003100:					1,509.68
09/30/2021	20210696	Innovative Office Supply	Wrist rest	101-43000-2000	24.65
Total 101430002000:					24.65
09/30/2021	20210680	Bomgaars Supply	Parts & Supplies	101-43000-2170	32.54
09/30/2021	157274	Zacks Inc.	Tools for Engineering Trucks	101-43000-2170	113.96
Total 101430002170:					146.50
09/30/2021	157266	Troxler Electronic Laboratories Inc.	Troxler Nuclear Gauge Disposal	101-43000-3100	988.88
Total 101430003100:					988.88
09/30/2021	92136	Verizon Wireless	Monthly Verizon Data Bill	101-43000-3200	98.12 M
Total 101430003200:					98.12
09/23/2021	92130	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 9/19/2021	101-43100-1030	8.97 M
09/23/2021	92130	ACH Internal Revenue Service	MEDICARE Pay Period: 9/19/2021	101-43100-1030	2.10 M
Total 101431001030:					11.07
09/30/2021	20210693	H & J Fuel Inc	Fuel	101-43100-2120	2,056.64
Total 101431002120:					2,056.64
09/30/2021	157244	D & M Construction LLC	gravel	101-43100-2170	756.00
09/30/2021	20210697	James Brothers Construction Inc.	Class V gravel	101-43100-2170	3,975.00
09/30/2021	20210697	James Brothers Construction Inc.	Class V gravel	101-43100-2170	5,479.14
09/30/2021	20210700	KTee Safety Gear Inc.	work gloves	101-43100-2170	400.77
09/30/2021	20210712	Waseca Sand & Gravel Inc.	concrete	101-43100-2170	951.75
Total 101431002170:					11,562.66
09/30/2021	157234	Aramark Uniform Services	uniform service	101-43100-2180	186.78

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
09/30/2021	157234	Aramark Uniform Services	uniform service	101-43100-2180	186.78
Total 101431002180:					373.56
09/30/2021	157243	Consolidated Communications	Monthly Billing	101-43100-3200	43.69
Total 101431003200:					43.69
09/30/2021	157240	Centerpoint Energy	Monthly Billing	101-43100-3800	119.62
Total 101431003800:					119.62
09/30/2021	157239	Cargill Inc. - Salt Division	Road salt	101-43125-2170	6,076.89
Total 101431252170:					6,076.89
09/30/2021	20210695	Independent School District #829	City Contribution Comm Ed	101-45100-3100	8,333.33
Total 101451003100:					8,333.33
09/30/2021	20210680	Bomgaars Supply	Parts & Supplies	101-45130-2175	9.99
Total 101451302175:					9.99
09/30/2021	157243	Consolidated Communications	Monthly Billing	101-45130-3200	228.21
Total 101451303200:					228.21
09/30/2021	20210694	Horizon Commercial Pool Supply	Sandfilter parts	101-45130-4000	3,201.15
Total 101451304000:					3,201.15
09/30/2021	20210680	Bomgaars Supply	Parts & Supplies	101-45180-4000	68.97
Total 101451804000:					68.97
09/30/2021	157232	Ag Partners Coop	Bulk Oil	101-45200-2120	1,415.40
Total 101452002120:					1,415.40
09/30/2021	20210678	Bachman's Inc.	Trees	101-45200-2170	468.24
09/30/2021	20210680	Bomgaars Supply	Parts & Supplies	101-45200-2170	8.49
09/30/2021	20210686	Condon Farm Service	seed	101-45200-2170	79.00
09/30/2021	157249	Hillyard Inc/ Hutchinson	Park Restroom Supplies	101-45200-2170	185.49
09/30/2021	157273	Waseca Floral	Plants	101-45200-2170	8.40
09/30/2021	157274	Zacks Inc.	shop supplies	101-45200-2170	48.97
Total 101452002170:					798.59
09/30/2021	157242	Cintas Corporation	First aid supplies	101-45200-2190	82.99
Total 101452002190:					82.99
09/30/2021	20210680	Bomgaars Supply	Parts & Supplies	101-45200-2230	21.66

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101452002230:					21.66
09/30/2021	157243	Consolidated Communications	Monthly Billing	101-45200-3200	36.66
Total 101452003200:					36.66
09/30/2021	157240	Centerpoint Energy	Monthly Billing	101-45200-3800	42.42
09/30/2021	157240	Centerpoint Energy	Monthly Billing	101-45200-3800	16.80
Total 101452003800:					59.22
09/30/2021	157246	Ferguson Enterprises Inc	Park Restroom Plumbing	101-45200-4000	69.62
09/30/2021	157246	Ferguson Enterprises Inc	Park Restroom Plumbing	101-45200-4000	242.06
09/30/2021	157246	Ferguson Enterprises Inc	Park Restroom Plumbing Fixture	101-45200-4000	171.19
Total 101452004000:					482.87
09/30/2021	157259	ServiceMaster by Ayotte	can liners	101-45500-2170	38.09
Total 101455002170:					38.09
09/30/2021	157240	Centerpoint Energy	Monthly Billing	101-45500-3800	26.71
09/30/2021	157243	Consolidated Communications	Monthly Billing	101-45500-3800	55.28
Total 101455003800:					81.99
Total General Fund:					254,134.39
<b>Airport</b>					
09/30/2021	20210681	Border States Electric Supply	Airport flagpole lighting	230-49810-2170	154.25
Total 230498102170:					154.25
09/30/2021	157264	Stensrud Aviation	Airport Contract Payment	230-49810-3100	2,300.00
Total 230498103100:					2,300.00
09/30/2021	92135	CenturyLink	Airport Phone and Internet	230-49810-3200	112.80 M
Total 230498103200:					112.80
09/30/2021	157240	Centerpoint Energy	Monthly Billing	230-49810-3800	18.85
Total 230498103800:					18.85
09/30/2021	157272	Waseca County Treasurer	2nd Half 2021 property taxes	230-49810-4800	1,252.00
09/30/2021	157272	Waseca County Treasurer	Second half 2021 Property Taxes	230-49810-4800	5,725.00
Total 230498104800:					6,977.00
Total Airport:					9,562.90
<b>Economic Development-General f</b>					
09/30/2021	157255	National Lead For America Inc	Fellowship Year 2	261-46700-3000	25,000.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 261467003000:					25,000.00
Total Economic Development-General f:					25,000.00
<b>Safe Haven Grant</b>					
09/30/2021	157242	Cintas Corporation	First Aid - Connections	279-46350-2170	26.62
Total 279463502170:					26.62
Total Safe Haven Grant:					26.62
<b>Capital Improvement</b>					
09/30/2021	20210691	Fischer Bros LLC	Slide Repair	430-43010-5260	27,215.50
Total 430430105260:					27,215.50
09/30/2021	157265	The Tessman Company	Straw Blanket for Dog Park	430-43010-5320	256.00
Total 430430105320:					256.00
09/30/2021	157253	MN Dept of Transportation	Materials testing 2nd and 3rd Ave SE	430-43010-5560	365.91
Total 430430105560:					365.91
Total Capital Improvement:					27,837.41
<b>Annexation &amp; Growth fund</b>					
09/30/2021	157272	Waseca County Treasurer	2nd half 2021 property taxes	470-46800-4800	2,554.00
09/30/2021	157272	Waseca County Treasurer	2nd half 2021 property taxes	470-46800-4800	1,252.00
Total 470468004800:					3,806.00
Total Annexation & Growth fund:					3,806.00
<b>Water</b>					
09/30/2021	92124	MN Sales and Use Tax Payable	August Sales tax payable	601-20210-0000	1,549.25 M
Total 601202100000:					1,549.25
09/30/2021	157248	Hawkins Inc	BEF Chemical Well 4	601-49401-2170	1,837.04
09/30/2021	157248	Hawkins Inc	City Wells Chemicals	601-49401-2170	5,994.41
Total 601494012170:					7,831.45
09/30/2021	157240	Centerpoint Energy	Monthly Billing	601-49401-3800	26.00
Total 601494013800:					26.00
09/23/2021	92130	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 9/19/2021	601-49430-0000	351.54 M
09/23/2021	92130	ACH Internal Revenue Service	MEDICARE Pay Period: 9/19/2021	601-49430-0000	82.22 M
Total 601494300000:					433.76
09/30/2021	20210680	Bomgaars Supply	Parts & Supplies	601-49430-2170	17.88

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601494302170:					17.88
09/30/2021	157234	Aramark Uniform Services	uniforms	601-49430-2180	18.33
09/30/2021	20210680	Bomgaars Supply	Parts & Supplies	601-49430-2180	62.99
Total 601494302180:					81.32
09/30/2021	20210704	Northern Safety Co. Inc.	fall protection towers	601-49430-2190	176.88
Total 601494302190:					176.88
09/30/2021	20210688	Core & Main LP	Main Repair	601-49430-2230	553.90
Total 601494302230:					553.90
09/30/2021	157234	Aramark Uniform Services	uniforms	601-49430-3100	17.83
09/30/2021	20210713	Water Conservation Service Inc.	Leak Locate Service	601-49430-3100	643.43
Total 601494303100:					661.26
09/30/2021	20210696	Innovative Office Supply	Laminating Pouches	601-49585-2000	2.91
Total 601495852000:					2.91
09/30/2021	157243	Consolidated Communications	Monthly Billing	601-49585-3200	49.14
09/30/2021	157267	U.S. Postal Service	Postage - October utility bills	601-49585-3200	473.63
Total 601495853200:					522.77
09/30/2021	20210706	Personalized Printing Inc.	Envelopes & perforated paper for utility bills	601-49585-3500	558.63
Total 601495853500:					558.63
09/30/2021	20210705	Pantheon Computer Systems Inc.	Maintenance Agreement	601-49586-4950	970.00
Total 601495864950:					970.00
09/30/2021	20210692	GM Contracting Inc	Payment No. One 2021 Water Main Improvements	601-49593-5300	109,606.01
Total 601495935300:					109,606.01
09/30/2021	20210690	First National Bank	2020A Revenue Bonds	601-49980-6100	3,850.58
Total 601499806100:					3,850.58
Total Water:					126,842.60
<b>Sanitary Sewer</b>					
09/30/2021	20210715	Ziegler Inc	service per ziegler contract	602-49470-3100	957.70
Total 602494703100:					957.70
09/30/2021	157243	Consolidated Communications	Monthly Billing	602-49470-3200	607.45



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494703200:					607.45
09/30/2021	157240	Centerpoint Energy	Monthly Billing	602-49470-3800	19.89
09/30/2021	157240	Centerpoint Energy	Monthly Billing	602-49470-3800	26.00
Total 602494703800:					45.89
09/30/2021	20210680	Bomgaars Supply	Parts & Supplies	602-49470-4020	59.91
Total 602494704020:					59.91
09/30/2021	157242	Cintas Corporation	First Aid Supplies	602-49480-2170	61.39
09/30/2021	20210687	Continental Research Corporation	Shop supplies	602-49480-2170	487.18
09/30/2021	157248	Hawkins Inc	Alum	602-49480-2170	5,414.90
Total 602494802170:					5,963.47
09/30/2021	157241	Cintas Corporation	Janitorial Supplies	602-49480-3100	19.10
09/30/2021	20210703	M & R Electric Inc.	Electrician--Transducer	602-49480-3100	440.41
09/30/2021	157261	Spee-Dee Delivery Service Inc.	Shipping	602-49480-3100	17.26
Total 602494803100:					476.77
09/30/2021	157243	Consolidated Communications	Monthly Billing	602-49480-3200	198.06
Total 602494803200:					198.06
09/30/2021	157240	Centerpoint Energy	Monthly Billing	602-49480-3800	209.22
09/30/2021	157262	SSI Crestmark MN Holding LLC	Crestmark Solar	602-49480-3800	15,196.46
09/30/2021	157268	USS MN V MT LLC	USS Bush Solar	602-49480-3800	3,624.10
Total 602494803800:					19,029.78
09/30/2021	157236	Automatic Systems Company	Transducer	602-49480-4000	1,189.54
Total 602494804000:					1,189.54
09/30/2021	20210696	Innovative Office Supply	Laminating Pouches	602-49585-2000	2.91
Total 602495852000:					2.91
09/30/2021	157243	Consolidated Communications	Monthly Billing	602-49585-3200	49.14
09/30/2021	157267	U.S. Postal Service	Postage - October utility bills	602-49585-3200	473.64
Total 602495853200:					522.78
09/30/2021	20210706	Personalized Printing Inc.	Envelopes & perforated paper for utility bills	602-49585-3500	558.64
Total 602495853500:					558.64
09/30/2021	20210705	Pantheon Computer Systems Inc.	Maintenance Agreement	602-49586-4950	970.00
Total 602495864950:					970.00
09/30/2021	20210690	First National Bank	2020A Revenue Bonds	602-49980-6100	5,728.92

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 602499806100:					5,728.92	
Total Sanitary Sewer:					36,311.82	
<b>Electric Utility</b>						
09/30/2021	92124	MN Sales and Use Tax Payable	August Sales tax payable	604-20210-0000	49,318.49	M
Total 604202100000:					49,318.49	
09/30/2021	157250	Kwik Trip	SMMPA Commercial Rebate	604-49571-2330	861.47	
Total 604495712330:					861.47	
09/30/2021	20210709	Southern MN Inspection Co. LLC	Annual Inspection	604-49571-3100	312.80	
09/30/2021	20210709	Southern MN Inspection Co. LLC	Annual Inspection	604-49571-3100	230.50	
Total 604495713100:					543.30	
09/30/2021	20210680	Bomgaars Supply	Parts & Supplies	604-49573-2170	17.56	
09/30/2021	20210681	Border States Electric Supply	labels	604-49573-2170	426.92	
09/30/2021	20210681	Border States Electric Supply	Supplies	604-49573-2170	78.40	
09/30/2021	20210681	Border States Electric Supply	500 15kv splices	604-49573-2170	225.07	
09/30/2021	20210681	Border States Electric Supply	Supplies	604-49573-2170	930.24	
09/30/2021	20210681	Border States Electric Supply	Supplies	604-49573-2170	28.96	
09/30/2021	157274	Zacks Inc.	Small Tools	604-49573-2170	394.87	
Total 604495732170:					2,102.02	
09/30/2021	20210698	JT Services of MN	North State Lighting	604-49574-4000	176.31	
Total 604495744000:					176.31	
09/30/2021	20210696	Innovative Office Supply	Laminating Pouches	604-49585-2000	2.92	
Total 604495852000:					2.92	
09/30/2021	157243	Consolidated Communications	Monthly Billing	604-49585-3200	92.15	
09/30/2021	157243	Consolidated Communications	Monthly Billing	604-49585-3200	46.65	
09/30/2021	157267	U.S. Postal Service	Postage - October utility bills	604-49585-3200	473.64	
Total 604495853200:					612.44	
09/30/2021	20210706	Personalized Printing Inc.	Envelopes & perforated paper for utility bills	604-49585-3500	558.63	
Total 604495853500:					558.63	
09/30/2021	20210679	Barr Engineering Company	Solar Policies	604-49586-3000	3,400.00	
Total 604495863000:					3,400.00	
09/30/2021	157260	Shred-it USA LLC	Monthly service	604-49586-3100	17.79	
Total 604495863100:					17.79	
09/30/2021	20210705	Pantheon Computer Systems Inc.	Maintenance Agreement	604-49586-4950	970.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495864950:					970.00
09/30/2021	20210681	Border States Electric Supply	conversion supplies	604-49593-5300	274.36
09/30/2021	20210681	Border States Electric Supply	meter sockets	604-49593-5300	635.70
Total 604495935300:					910.06
Total Electric Utility:					59,473.43
<b>Storm Water Utility</b>					
09/30/2021	157263	Stantec Consulting Services Inc	Loon & Clear Lake Analysis	651-43140-3000	16,291.50
Total 651431403000:					16,291.50
Total Storm Water Utility:					16,291.50
<b>Central Garage Services</b>					
09/30/2021	157235	Auto Value Waseca	Parts	701-43180-2170	50.32
09/30/2021	157274	Zacks Inc.	shop supplies & equipment	701-43180-2170	199.82
Total 701431802170:					250.14
09/30/2021	157232	Ag Partners Coop	Oil	701-43180-2210	1,661.75
09/30/2021	157235	Auto Value Waseca	Parts	701-43180-2210	42.99
09/30/2021	157235	Auto Value Waseca	Clamp and hose connect	701-43180-2210	15.79
09/30/2021	20210680	Bomgaars Supply	Parts & Supplies	701-43180-2210	124.05
09/30/2021	20210684	Christensen Tire Service	New Tires	701-43180-2210	613.28
09/30/2021	20210689	Crysteel Truck Equipment Inc.	Side boards for dump trucks 20 & 21	701-43180-2210	720.00
09/30/2021	20210707	Pomp's Tire Service Inc	new tires #20 & #21	701-43180-2210	4,855.76
09/30/2021	20210707	Pomp's Tire Service Inc	New Tire #25	701-43180-2210	2,445.44
09/30/2021	157256	QC Supply	ringomatic nozzle	701-43180-2210	81.44
09/30/2021	157256	QC Supply	spare nozzle	701-43180-2210	977.28
09/30/2021	20210714	Zarnoth Brush Works Inc.	park broom/hub street broom	701-43180-2210	1,980.00
Total 701431802210:					13,517.78
09/30/2021	20210709	Southern MN Inspection Co. LLC	Annual Inspection	701-43180-3100	880.30
Total 701431803100:					880.30
Total Central Garage Services:					14,648.22
Grand Totals:					573,934.89

## Report Criteria:

Report type: GL detail  
[Report].Amount = {<>} 0

## CONSTRUCTION CONTRACT PAYMENT REQUEST

DATE: SEPTEMBER 30, 2021

TO: Mayor & City Council  
Lee Mattson - City Manager

PROJECT NAME: 2021 WATER MAIN IMPROVEMENTS

CITY PROJECT NO. 2021-13

PAYMENT REQUEST: NO. 1

PAYMENT PERIOD: AUGUST 26, 2021 to SEPTEMBER 24, 2021

CONTRACTOR: GM CONTRACTING INC.

### CONTRACT

Original Contract sum: \$ 118,678.76

### **Change Orders**

Net change by change orders: \$ -

Contract Sum to date: \$ 118,678.76

### PAYMENT

Contract Sum to date: \$ 118,678.76

Total earned to date  
(Includes Change Orders) \$ 115,374.75

Retainage: 5% \$ 5,768.74

Total earned less retainage: \$ 109,606.01

Less previous payment requests: \$ -

Payment due this request: \$ 109,606.01

% Contract completed to date: 97%

Amount remaining on contract: \$ 3,304.01

Total Amount Due: \$ 109,606.01

Approved By:

 U.P. 9/27/21  
Contractor Date

 9-27-21  
City Engineer Date

 9-27-21  
Director of Finance Date

 9-27-21  
City Manager Date

**CERTIFICATE OF PAYMENT**

PAGE ONE

PROJECT: 2021 WATER MAIN IMPROVEMENTS

 PAYMENT PERIOD  
 FROM: AUGUST 26, 2021  
 TO: SEPTEMBER 24, 2021

CITY PROJECT NO. 2021-13

PAYMENT REQUEST NO. 1

ORIGINAL CONTRACT AMOUNT: \$ 118,678.76

DATE: SEPTEMBER 30, 2021

REVISED CONTRACT AMOUNT: \$ 118,678.76

 CONTRACTOR:  
 GM CONTRACTING INC.  
 19810 515th Ave  
 Lake Crystal, MN 56055

CONTRACT APPROVAL DATE: AUGUST 17, 2021

CONTRACT COMPLETION DATE: OCTOBER 15, 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.

**MOBILIZATION AND TRAFFIC CONTROL**

NO.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	PLAN AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
1	MOBILIZATION	LS	1	\$ 17,500.00	\$ 17,500.00	1	\$ 17,500.00	1	\$ 17,500.00
2	TRAFFIC CONTROL	LS	1	\$ 3,000.00	\$ 3,000.00	1	\$ 3,000.00	1	\$ 3,000.00

**14TH AVENUE NW**

NO.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	PLAN AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
3	REMOVE EXISTING GATE VALVE AND BOX	EA	3	\$ 275.00	\$ 825.00	3	\$ 825.00	3	\$ 825.00
4	REMOVE EXISTING WATER MAIN	LF	70	\$ 4.50	\$ 315.00	70	\$ 315.00	70	\$ 315.00
5	REMOVE CURB & GUTTER	LF	49	\$ 3.00	\$ 147.00	29	\$ 87.00	29	\$ 87.00
6	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	36	\$ 6.00	\$ 216.00	0	\$ -	0	\$ -
7	REMOVE BITUMINOUS PAVEMENT	SY	146	\$ 2.25	\$ 328.50	40	\$ 90.00	40	\$ 90.00
8	REMOVE EXISTING HYDRANT AND GATE VALVE	EA	1	\$ 300.00	\$ 300.00	1	\$ 300.00	1	\$ 300.00
9	REMOVE CONCRETE WALK	SF	66	\$ 1.15	\$ 75.90	0	\$ -	0	\$ -
10	PLUG, FILL AND ABANDON WATER MAIN	LF	347	\$ 3.05	\$ 1,058.35	0	\$ -	0	\$ -
11	CONNECT TO EXISTING WATER MAIN	EA	3	\$ 2,663.00	\$ 7,989.00	4	\$ 10,652.00	4	\$ 10,652.00
12	INSTALL HYDRANT & VALVE	EA	1	\$ 5,825.20	\$ 5,825.20	1	\$ 5,825.20	1	\$ 5,825.20
13	6" GATE VALVE AND BOX	EA	3	\$ 2,622.50	\$ 7,867.50	3	\$ 7,867.50	3	\$ 7,867.50
14	6" WET TAP	EA	1	\$ 2,000.00	\$ 2,000.00	1	\$ 2,000.00	1	\$ 2,000.00
15	FURNISH & INSTALL ZINC ANODE BAG	EA	2	\$ 150.33	\$ 300.66	0	\$ -	0	\$ -
16	CONNECT SERVICE TO WATER MAIN 1" (INCLUDES CORP.)	EA	1	\$ 725.00	\$ 725.00	1	\$ 725.00	1	\$ 725.00
17	CONNECT SERVICE TO WATER MAIN 1 1/2" (INCLUDES CORP.)	EA	2	\$ 863.00	\$ 1,726.00	0	\$ -	0	\$ -
18	CONNECT SERVICE TO WATER MAIN 2" (INCLUDES CORP.)	EA	1	\$ 976.00	\$ 976.00	1	\$ 976.00	1	\$ 976.00
19	1 1/2" CURB STOP AND STAND PIPE	EA	1	\$ 828.76	\$ 828.76	0	\$ -	0	\$ -
20	2" CURB STOP AND STAND PIPE	EA	1	\$ 960.84	\$ 960.84	1	\$ 960.84	1	\$ 960.84
21	1" TYPE PE PIPE	LF	10	\$ 35.34	\$ 353.40	15	\$ 530.10	15	\$ 530.10
22	1 1/2" TYPE PE PIPE	LF	20	\$ 38.40	\$ 768.00	0	\$ -	0	\$ -
23	2" TYPE PE PIPE	LF	98	\$ 39.61	\$ 3,881.78	99	\$ 3,921.39	99	\$ 3,921.39
24	6" PVC C900 WATER MAIN PIPE	LF	405	\$ 42.45	\$ 17,192.25	406.2	\$ 17,243.19	406.2	\$ 17,243.19
25	WATER MAIN FITTINGS	LB	176	\$ 17.49	\$ 3,078.24	278	\$ 4,862.22	278	\$ 4,862.22
26	STORM DRAIN INLET PROTECTION	EA	1	\$ 80.00	\$ 80.00	1	\$ 80.00	1	\$ 80.00
27	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	75	\$ 2.50	\$ 187.50	168	\$ 420.00	168	\$ 420.00
28	SODDING TYPE LAWN	SY	1,049	\$ 7.25	\$ 7,605.25	1,049	\$ 7,605.25	1,049	\$ 7,605.25

**8TH STREET SE**

NO.	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	PLAN AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
29	REMOVE EXISTING GATE VALVE AND BOX	EA	2	\$ 275.00	\$ 550.00	1	\$ 275.00	1	\$ 275.00
30	REMOVE EXISTING WATER MAIN	LF	43	\$ 4.50	\$ 193.50	39	\$ 175.50	39	\$ 175.50
31	REMOVE CURB & GUTTER	LF	16	\$ 3.00	\$ 48.00	22	\$ 66.00	22	\$ 66.00
32	REMOVE BITUMINOUS PAVEMENT	SY	207	\$ 3.25	\$ 672.75	130	\$ 422.50	130	\$ 422.50
33	CONNECT TO EXISTING WATER MAIN	EA	7	\$ 1,450.00	\$ 10,150.00	7	\$ 10,150.00	7	\$ 10,150.00
34	8" GATE VALVE AND BOX	EA	4	\$ 3,229.00	\$ 12,916.00	3	\$ 9,687.00	3	\$ 9,687.00
35	6" GATE VALVE AND BOX	EA	1	\$ 2,866.00	\$ 2,866.00	1	\$ 2,866.00	1	\$ 2,866.00
36	FURNISH & INSTALL ZINC ANODE BAG	EA	4	\$ 149.26	\$ 597.04	4	\$ 597.04	4	\$ 597.04
37	8" PVC C900 WATER MAIN PIPE	LF	43	\$ 69.42	\$ 2,985.06	39	\$ 2,707.38	39	\$ 2,707.38
38	WATER MAIN FITTINGS	LB	86	\$ 18.48	\$ 1,589.28	143	\$ 2,642.64	143	\$ 2,642.64

<b>PROJECT TOTALS:</b>	<b>\$ 118,678.76</b>	<b>\$ 115,374.75</b>	<b>\$ 115,374.75</b>
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<b>Title:</b>	RESOLUTION 21-48 CALLING FOR A HEARING ON PROPOSED ASSESSMENTS FOR THE 2020 STREET AND UTILITY IMPROVEMENTS PROJECT (CITY PROJECT NO. 2020-01)		
<b>Meeting Date:</b>	October 5, 2021	<b>Agenda Item Number:</b>	<b>6D</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution Project Area Map
<b>Originating Department:</b>	Engineering	<b>Presented By:</b>	Consent Agenda
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Motion to Adopt Resolution No. 21-48 Calling for a Hearing on the Proposed Assessments for the 2020 Street and Utility Improvements Project (City Project 2020-01)		
<b>How does this item pertain to Vision 2030 goals?</b>	Creating high quality community assets.		

**BACKGROUND:** On March 4, 2020, City staff was directed to prepare proposed assessments of the cost of the 2020 Street and Utility Improvements Project (City Project No. 2020-01). City Staff has inspected the project and indicated that the work and assessment roll are completed.

The project costs are proposed to be partially financed with special assessments to benefiting properties in accordance with State Statute 429 and the City's Special Assessment Policy. State Statute and City Policy calls for the City Council to hold a hearing on the proposed assessments.

A hearing on the assessments is proposed to be held on Tuesday, October 19, 2021, at 7:00 PM.

**BUDGET IMPACT:** This project was included in the City's 2020 Capital Improvement Fund budget. Funding for this project consists of Street Capital Improvement Funds, Water and Sewer Utility Funds, and Waseca's Special Assessment Policy.

**RECOMMENDATION:** Staff recommends that the Waseca City Council adopt Resolution No. 21-48 calling for a hearing on the proposed assessments for the 2020 Street and Utility Improvements Project (City Project 2020-01).

**RESOLUTION 21-48**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
CALLING FOR A HEARING ON PROPOSED ASSESSMENTS FOR THE  
2020 STREET UTILITY IMPROVEMENT PROJECT (CITY PROJECT 2020-01)  
ASSESSMENT ROLL #282**

**WHEREAS**, by a resolution passed by the City Council of the City of Waseca on March 4, 2020, City staff was directed to prepare proposed assessments of the cost of the 2020 Street and Utility Improvement Project (City Project 2020-01); and

**WHEREAS**, the proposed assessments have been completed and are being prepared for public inspection; and

**WHEREAS**, the City of Waseca's Special Assessment Policy calls for the City Council to hold a public hearing for said assessments; and

**WHEREAS**, the City of Waseca, in compliance with Chapter 429 of the Minnesota Statutes, desires to hold a public hearing on the proposed assessments.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Waseca hereby calls for a public hearing on the proposed assessments for the 2020 Street and Utility Improvement Project (City Project 2020-01). The time and date of said public hearing is hereby established for Tuesday, October 19, 2021, at 7:00 PM in the City Council Chambers of the City of Waseca.

Adopted this 5<sup>th</sup> day of October 2021.

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R. D. SRP  
MAYOR

ATTEST:

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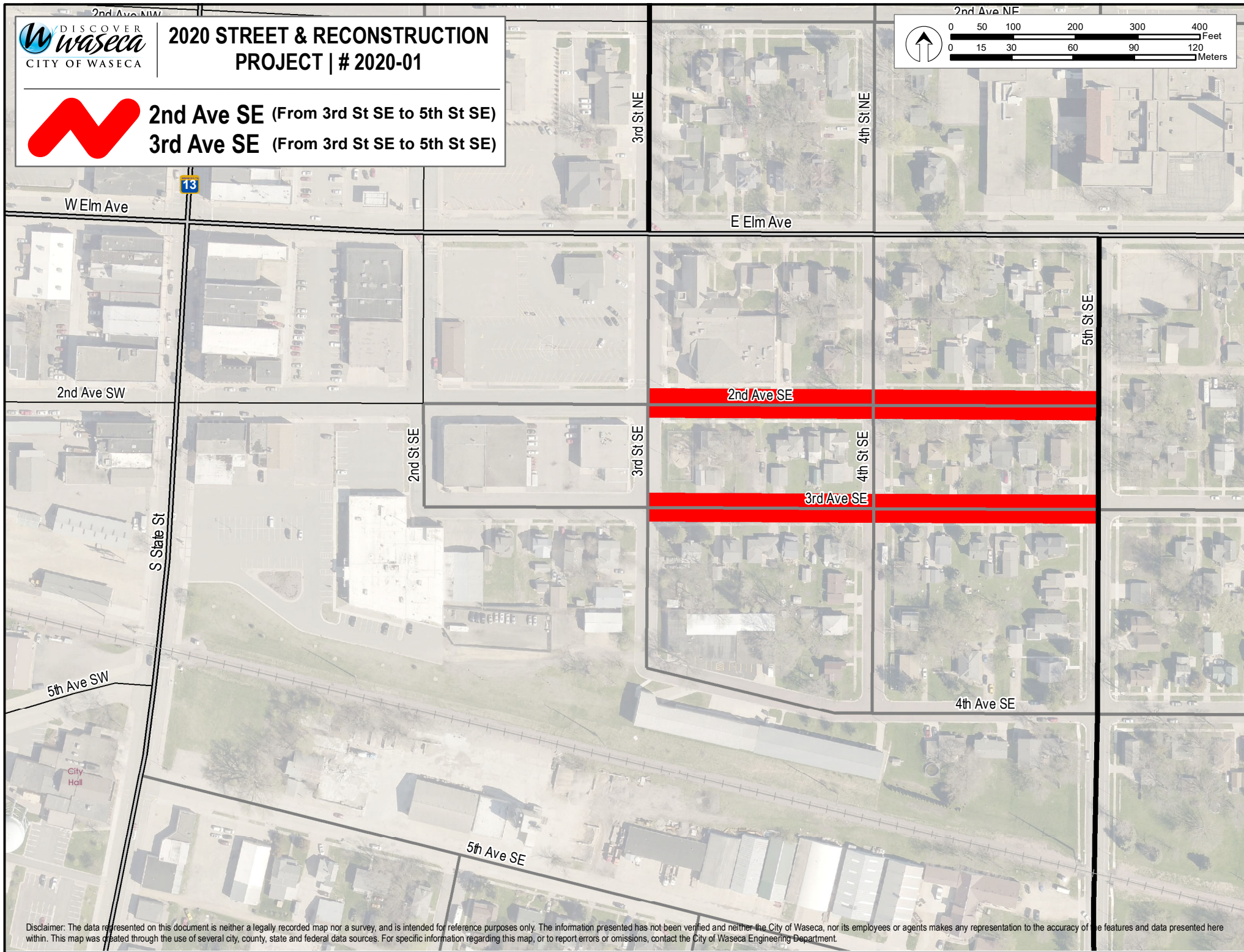
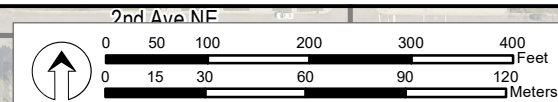
MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

# 2020 STREET & RECONSTRUCTION PROJECT | # 2020-01



**2nd Ave SE** (From 3rd St SE to 5th St SE)

**3rd Ave SE** (From 3rd St SE to 5th St SE)





<b>Title:</b>	Change Order No. 1 for Phase 1 Sanitary Sewer Improvements		
<b>Meeting Date:</b>	October 5, 2021	<b>Agenda Item Number:</b>	<b>6E</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Attached Change Order
<b>Originating Department:</b>	Sanitary Sewer	<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>	High Quality Community Assets are improved through reduced I&I		

**BACKGROUND:** Phase 1 Sanitary Sewer Improvements includes lining City owned sanitary sewer mains located in residential neighborhoods just north of Clear Lake Park. During significant rain fall events with saturated soil conditions, there is significant I&I (inflow and infiltration) from this area which leads to release of untreated wastewater from the sanitary sewer collection system to the storm water system flowing to Clear Lake. This project addresses lining of City owned pipes to keep rainwater out of the City pipes. This project does not address clear water which enters City pipes from privately owned sewer pipes, known as sanitary sewer service laterals (private laterals).

**BUDGET IMPACT:** Change Order No. 1 is a reduction of \$71,719.30. The main reason for the overall reduction is removal of televising private laterals from this contract. This work is under discussion for a future project.

**ALTERNATIVES CONSIDERED:** Not applicable.

**RECOMMENDATION:** City Council authorizes the City Manager to execute Change Order No.1.



Owner: City of Waseca, 508 South State Street, Waseca, MN 56093	Date Sept. 23, 2021
Visu-Sewer, Inc. W230 N4855 Betker Dr., Pewaukee, WI. 53072	

**CHANGE ORDER NO. 1**  
Waseca Phase 1 Sanitary Sewer Improvements  
CITY PROJECT NO. '2021-08  
STANTEC PROJECT NO. 193805190

**Description of Work**

This Change Order reflects a decrease of the contract value due to a change in the scope of the project. The City of Waseca recently received notice from Waseca County that 8th Avenue NE (Waseca County Road 13) will be part of a future reconstruction project from Clear Lake Drive to 3rd Street NE. The existing 8th Avenue NE sanitary sewer system from 8th Street NE to the Fair Grounds lift station includes parallel 10-inch diameter sanitary sewer lines that can likely be consolidated into one pipe as part of the planned reconstruction project. The 2021 CIPP project was to line one of the parallel (10-inch diameter) sewer pipes from 8th Street NE (MH 334) to the lift station. As a result of the planned 8th Avenue NE reconstruction and associated opportunity to eliminate a parallel sewer pipe segment, the 10-inch CIPP from MH 334 to the lift station is being eliminated from this project for a total of 644 LF. Also eliminated from the project are the manhole rehabilitations of MH 345, 346, and MH 351.

Work added to the 2021 CIPP scope for the project includes 8-inch diameter sanitary sewer pipe lining and manhole rehabilitation from the mid-block of 10th Avenue NE (MH-330) to 9th Street NE (MH-1088) and on 9th Street NE from 8th to 10th Avenue NE (MH-1088 to MH-321). The additional 8-inch CIPP sanitary sewer includes 886 LF of pipe lining and also includes rehabilitation of sanitary sewer manholes MH-330, MH-1088, and MH-320. Waseca City forces will remove and replace manhole castings and concrete adjustment rings on the three manholes added to the manhole rehabilitation portion of the project.

Lastly, Change Order No. 1 eliminates all work associated with Alternate 1 - Lateral Cleaning and CCTV.

No modification in the contract Mobilization, Traffic Control or Bypass Pumping Lump Sum pay items or the Final Completion date will be provided as a result of the additions and modifications of the work discussed within this Change Order No 1.

No.	Item	Unit	Contract Quantity	Unit Price	Total Amount
<b>CHANGE ORDER NO. 1 - DEDUCT</b>					
1	Sanitary Sewer Pipe Cleaning and Televising	LF	(675.00)	\$1.50	(\$1,012.50)
2	10" Sewer Rehabilitation, CIPP	LF	(675.00)	\$43.00	(\$29,025.00)
3	10" Pre-Liner	LF	(340.00)	\$0.50	(\$170.00)
4	Service Reinstatements	EA	(12.00)	\$360.00	(\$4,320.00)
5	MN Rehab Joint Grouting	Gal	(100.00)	\$10.00	(\$1,000.00)
6	Rehab Sanitary Sewer MH	LF	(49.45)	\$360.00	(\$17,802.00)
7	Bench and Invert Repair	SF	(37.50)	\$26.00	(\$975.00)
	Total Sanitary Sewer CIPP and MH Rehab Deduct				(\$54,304.50)
	Total Bid Alternate 1 - Lateral Cleaning & CCTV Deduct				(\$69,560.00)
	Total Change Order Deduct				(\$123,864.50)
<b>CHANGE ORDER NO. 1 - ADD</b>					
8	Sanitary Sewer Pipe Cleaning and Televising	LF	886.00	\$1.50	\$1,329.00
9	8" Sewer Rehabilitation, CIPP	LF	886.00	\$36.75	\$32,560.50
10	8" Pre-Liner	LF	443.00	\$0.50	\$221.50
11	Service Reinstatements	EA	13.00	\$360.00	\$4,680.00
12	MN Rehab Joint Grouting	Gal	150.00	\$10.00	\$1,500.00
13	Rehab Sanitary Sewer MH	LF	30.22	\$360.00	\$10,879.20
14	Bench and Invert Repair	SF	37.50	\$26.00	\$975.00

No.	Item	Unit	Contract Quantity	Unit Price	Total Amount
	Total Sanitary Sewer CIPP and MH Rehab Add				\$52,145.20
	Total Change Order Add				\$52,145.20
TOTAL CONTRACT DEDUCT CHANGE ORDER NO. 1:					<hr/> (\$71,719.30)

Original Contract Amount Base Bid + Alternate No. 1	\$314,945.00
Previous Change Orders	\$0.00
This Change Order	<b>(\$71,719.30)</b>
Revised Contract Amount (including this change order)	\$243,225.70

### CHANGE IN CONTRACT TIMES

Original Contract Times:

Substantial Completion (days or date):	N/A
Ready for final Payment (days or date):	Dec. 17, 2021

Increase of this Change Order:

Substantial Completion (days or date):	N/A
Ready for final Payment (days or date):	N/A

Contract Time with all approved Change Orders:

Substantial Completion (days or date):	N/A
Ready for final Payment (days or date):	N/A

Recommended for Approval by:


**STANTEC**



Date:  
9-23-2021

Approved by Contractor:

**Visu-Sewer, INC.**

  
PETER J. BAUMANN  
9/28/21

Approved by Owner:

**City of Waseca**

Date

Date

cc: Owner

Contractor

Stantec

Attachments

MH 330

MH Condition – Concrete Block – Fair

Ring Condition - Poor

Rim Elev. 1134.64

Pipe 8" Clay IE E – 1125.73, Pipe 8" PVC IE W 1129.58

Invert poor condition



MH 1088

MH Condition – Concrete Block – Fair

Ring Condition – Poor

Rim Elev. 1132.33

Pipe 8" Clay IE W – 1123.02, Pipe 8" Clay IE S. 1122.0

Inver Poor – 1' inside drop.





MH 320

MH Condition – Concrete Block – Fair

Ring Condition – Poor

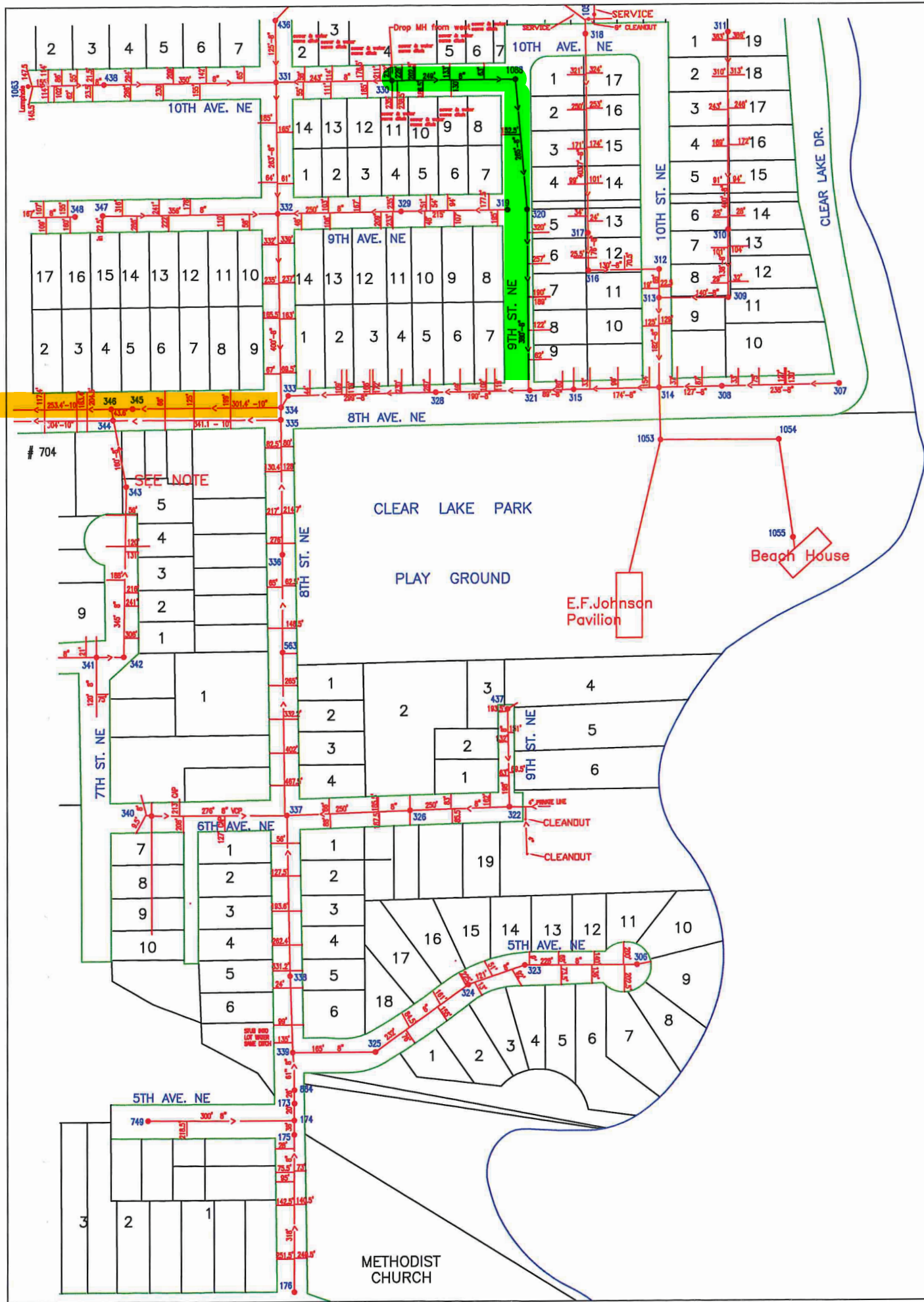
Rim Elev. 1131.08

Pipe 8" Clay IE S. 1120.9, Pipe 8" Clay IE N. 1020.98

Invert - Poor

Appears to have a service wye to MH 320





Note: Sanitary sewer CIPP and Manhole Rehab added to the project via Change Order No. 1 is highlighted in green and Sanitary Sewer CIPP and Manhole Rehab removed from the project via Change Order No. 1 is highlighted in orange.

NOTE:  
MH #343 - EAST OF RED FENCE  
1-2' NORTH OF SHRUBS  
MH @ GRADE

Clear

Lake





## *Request for City Council Action*

<b>Title:</b>	Resolution No. 21-49 – Adopt Miscellaneous Assessment Roll for City Services and Fees		
<b>Meeting Date:</b>	October 5, 2021	<b>Agenda Item Number:</b>	<b>7A</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Resolution 21-49 Misc. Assessment Roll #21-99
<b>Originating Department:</b>	Finance	<b>Presented By:</b>	Finance Director
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Adopt Resolution No. 21-49– Adopt Miscellaneous Assessment Roll for City Services and Fees		
<b>How does this item pertain to Vision 2030 goals?</b>	Good Governance		

### **BACKGROUND:**

At the September 7th City Council meeting the City Council adopted Resolution 21-43 setting October 5, 2021 as the hearing date for miscellaneous special assessments. These assessments are for unpaid bills issued by the City to various property owners for services and fees. The notice of the hearing was published and parcel specific information along with a copy of the notice was sent to each property owner on roll #21-99 in accordance with requirements of Chapter 429 of State Statute.

A copy of roll #21-99 is presented before you.

### **BUDGET IMPACT:**

This will have no impact on the budget since these are amounts previously owed. However should the taxes become delinquent or uncollectible at that point the expected revenue will be unattainable.

### **RECOMMENDATION:**

Staff recommends adoption of Resolution No. 21-49, a resolution adopting Special Assessment Roll #21-99 and authorizing transmittal of the roll to the County to be included on the parcel taxes for 2022.

**RESOLUTION NO. 21-49**

**A RESOLUTION OF THE WASECA CITY COUNCIL  
ADOPTING MISCELLANEOUS ASSESSMENT ROLL #21-99  
FOR CITY SERVICES AND FEES**

**WHEREAS**, the service/fees listed on the attached Roll #21-99 have been properly provided to the corresponding property in accordance with the Waseca City Charter and applicable State laws:

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waseca:

1. Such proposed Assessment Roll #21-99, a copy of which is attached hereto and made a part thereof, is hereby accepted and shall constitute the special assessment against the lands named therein.
2. Prior to November 05, 2021, payments on such assessments can be made with no interest accrual to the Waseca City Finance Department.
3. After November 05, 2021, assessment balances remaining will be certified to the Waseca County Auditor-Treasurer's Office to be placed on property tax statements. The balance of the assessment may be paid after November 05, 2021 to the Waseca County Auditor-Treasurer's Office. These assessment balances will accrue interest at a rate of four percent (4%) per annum. First year interest is calculated for a 12-month period, January 2022 through December 2022. Payments shall be payable in equal annual installments extending over a period of one year.
4. The Finance Department shall forthwith transmit a certified duplicate of this assessment to the Waseca County Auditor-Treasurer to be extended on the property tax lists. Such assessments shall be collected and paid in the same manner as other municipal taxes.

Adopted this 5<sup>th</sup> day of October 2021.

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R.D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISSTANT TO THE CITY MANAGER

**ROLL NO. 21-99****Miscellaneous Assessments for City Services/Fees**

<u>DATE</u>	<u>PROPERTY OWNER-SERVICE/FEE</u>	<u>PROPERTY ADDRESS</u>	<u>PARCEL ID #</u>	<u>TOTAL</u>
6/1/2021 Invoice	Anthony Francis Mow/Trim	1000 3rd St SE	17.102.0140	\$ 310.00
9/1/2021 Invoice	Roundbank Mow/trim	Woodville Meadows Outlet A	17.710.0230	\$ 450.00
6/22/2021 Invoice	Jeffrey Kunz Mow/Trim	519 3rd Ave NW	17.276.0070	\$ 165.00
11/2/2020 Invoice	Christopher Vogler Mow/Trim	709 4th Ave NE	17.120.0040	\$ 165.00
<b>TOTAL ROLL #21-99</b>				<b><u>\$1,090.00</u></b>