

WABASHA CITY COUNCIL

WABASHA CITY HALL

Tuesday, September 5, 2023

Council Meeting 6:00 PM

To see Council meeting YouTube videos, go to the City's YouTube page and go to the "LIVE" tab.

All matters listed under "Consent Agenda" are considered to be routine by the City Council and will be entered by one motion. Unless requested by a Council Member or citizen, there will be no separate discussion on these items. If discussion is required regarding an item, that item will be removed from the Consent Agenda and will be considered separately. This meeting will be held in person at Wabasha City Hall, a virtual option is also available, to join click here <https://us02web.zoom.us/j/82339495094>. To watch the meeting live on your computer or Smart Phone, [click here](#) to watch the meeting on YouTube (or search City of Wabasha YouTube Channel). Council member Dean Meurer will join the meeting by Zoom from : 218 Main St w, Wabasha, MN 55981

1. **Pledge of Allegiance**
2. **Guest Speaker -**
3. **Public Comments**
4. **Changes or Additions to Agenda**
5. **Mayor's Presentation - Mayor Emily Durand**
6. **Committee Reports and Wabasha Good News**
 1. Administrator's Report Attached
8. **Consent Agenda**
 1. 2024 County Highway Maintenance Agreement
 2. 2023 Street Project Pay Application #1
 3. Athletic Complex Pay Application #2
 4. Tool cat salt spreader
 5. September Warrants
 6. 8-1-23 City Council Minutes
 7. Temporary Liquor License
 8. Painting of Eagle Center dock pilings
9. **Public Hearing**
10. **General Business**
 1. Approve 2024 Preliminary Budget Levy and Call for Public Hearing December 5, 2023
 2. Warming House/Concessions Bid for Wabasha Athletic Complex and Approve Contract
 3. Chamber request to improve Transfer building at no city cost
 4. Approval to seek letters of interest for new development on City owned properties.
 5. Approval to apply for variance on fire station expansion.
 6. Alpine Ridge Minor Plat
 7. Application for MPCA funding for city-wide flood mitigation plan
 8. Cannabis Moratorium 2nd Read
11. **Donations**
 1. Resolution 30-23 September Donations
12. **Information - financials emailed to Council.**
13. **Announcements**

14. **Adjournment**

City Council Regular

1.

Meeting Date: 09/05/2023

ITEM TITLE: Administrator's Report Attached

DEPARTMENT: Administration

PURPOSE:

Administrator's Report - Caroline Gregerson

ITEM SUMMARY:

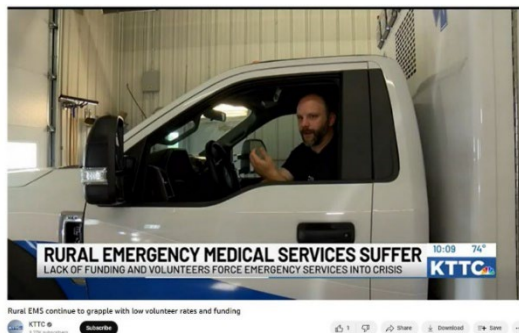
Attachments

Administrators Report



September Council Administrator Update

Happy 1-year anniversary to Ryan Marking, who joined the Wabasha Ambulance Services one year ago. Managing the ambulance service is no easy task, with a number of challenges putting rural ambulances out of service. Since his time, Ryan has tackled a number of long-held priorities for Wabasha- bringing Advanced Life Support Services and starting the process for receiving township revenues. He has also secured a number of grants and is a data person, who loves using data to drive decision making. Ryan has a poster on his desk, that simply says “Good” with a picture of Jocko Willink, a decorated ex-Navy Seal officer, who whenever a colleague presented him with a problem or challenge or an issue, he would say “good”. Ryan approaches his job and the challenges presented in his life, anytime something doesn’t work out or go as he plans, he says “Good” because its helping him grow as a professionally and personally. <https://youtube.com/watch?v=IdTMDpizis8&si=HUz2ZFd14wvTy16a>. We are fortunate to have Ryan as our ambulance director, continually trying to move our service in a positive, forward direction.



Ambulance: Colten Kruempel and Elliott Kann just started as part-time EMTs. We learned we received a successful \$50,000 USDA Equipment Grant towards their 2025 Ambulance purchase.

Police: The police department had one candidate and are conducted a background check.

The streets and athletic field project are running on-time. The lighting for downtown will be delayed. This Thursday, there will be an Athletic Field Steering Committee meeting.

It was a busy summer. The library had a hugely successful summer reading program and the pool was busy as well, as well as experiencing a number of maintenance issues. Downtown and athletic field torn up and running on time.

There is a Housing Developers Meeting at the Coffee Mill Golf Course next Wednesday morning. We are looking forward to promoting Wabasha as open for new housing.

John Friedmeyer, David Wodele, Craig Falkum, Brian Malm, and I are trying to wrap up negotiations with the Kohners to operationalize the Port.

Fire: October 11th, 2023 will be their annual community event.

City Council Regular

8. 1.

Meeting Date: 09/05/2023

ITEM TITLE: 2024 County Highway Maintenance Agreement

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Attachments

2024 County Highway Maintenance Agreement

Maintenance Agreement
Between Wabasha County and the City of Wabasha

WHEREAS, Wabasha County State Aid Highways 58, 59, 64, and 65 are within the City of Wabasha; and

WHEREAS, Wabasha County is obliged to maintain these roads; and

WHEREAS, It is beneficial for the citizens of the City of Wabasha and Wabasha County to have the City of Wabasha perform the following maintenance activities on the listed road segments:

Sweeping and removal of debris.

Snow and ice control including applying salt and/or abrasives and removal by the method shown in the table below.

Road	Termini	Snow/Ice Removal Method	Length (miles)	Annual Payment Rate (\$/mile)	Amount
CSAH 58 (2nd St)	Hiawatha Dr - Pembroke Ave	Plowing	0.39	2,502	975.78
CSAH 58 (2nd St)	Hiawatha Dr - Pembroke Ave	Plowing and Hauling	0.06	6,255	375.30
CSAH 58 (Main and Bridge St)	Pembroke Ave - Grant Blvd	Plowing and Hauling	0.43	6,255	2,689.65
CSAH 59 (Grant Blvd)	TH 60 - TH 61	Plowing	1.82	2,502	4,553.64
CSAH 64 (Gambia)	Hiawatha Dr - Grant Blvd	Plowing	0.37	2,502	925.74
CSAH 65 (Pembroke)	Grant Blvd - Main St	Plowing and Hauling	0.23	6,255	1,438.65
Total Annual Amount =					\$10,958.76

NOW THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

That Wabasha County agrees to pay the City of Wabasha for performing the above described maintenance activities on the listed roads from January 1, 2024 through December 31, 2024 in one annual payment having a total amount of \$10,958.76.

The City of Wabasha agrees to indemnify and hold harmless Wabasha County from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to the activities conducted by the City of Wabasha under this Agreement. The City of Wabasha will be solely responsible for its own employees for any Workers Compensation claims.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed.

City of Wabasha, Minnesota

County of Wabasha

APPROVED:

APPROVED:

City Mayor

Date



Wabasha County Engineer

8/1/2023

Date

ATTEST:

City Clerk

Date

City Council Regular

8. 2.

Meeting Date: 09/05/2023

ITEM TITLE: 2023 Street Project Pay Application #1

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Attached is the breakdown for Contractor's Estimate No. 1 in the amount of \$297,766.65
Bolton & Menk has reviewed the quantities and amounts shown to be assured of complete satisfaction.
Upon approval of the City council the contractor will be paid for the first payment of the project.

ACTION REQUIRED:

Approve 2023 Street Project Pay Application #1.

Attachments

Street Project Pay App #1



Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

Ph: (507) 208-4332
Bolton-Menk.com

August 10, 2023

Ryan Pember
Pember Companies Inc
N4449 469th Street
Menomonie, WI 54751

RE: 2023 Street & Utility Improvements
City of Wabasha, MN
Project No.: OH1.120756
SAP No. 079-658-004 & 079-665-002

Dear Ryan:

Enclosed is Contractor's Estimate No. 1 in the amount of \$297,766.65.


Please review the quantities and amounts shown to be assured of complete satisfaction. If everything is in order, please process through DocuSign as soon as possible.

If you have any questions, please feel free to call.

Sincerely,

Bolton & Menk, Inc.

DocuSigned by:


0EE9BA235C16487...

Katheryn Gehler, PE
Senior Project Manager

Enclosures

Contractor's Application for Payment

Owner:	CITY OF WABASHA		Owner's Project No.:		
Engineer:	BOLTON & MENK		Engineer's Project No.:	H19.120756	
Contractor:	PEMBER COMPANIES		Agency's Project No.:	SAP 079-658-004 & 079-665-002	
Project:	2023 STREET & UTILITY IMPROVEMENTS				
Contract:					
Application No.:	1	Application Date:	8/8/2023		
Application Period:	From	7/19/2023	to	7/31/2023	

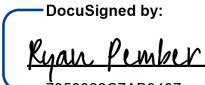
1. Original Contract Price	\$	6,148,306.02
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	6,148,306.02
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	313,438.58
5. Retainage		
a. 5% X \$ 177,920.41 Work Completed	\$	8,896.02
b. 5% X \$ 135,518.17 Stored Materials	\$	6,775.91
c. Total Retainage (Line 5.a + Line 5.b)	\$	15,671.93
6. Amount eligible to date (Line 4 - Line 5.c)	\$	297,766.65
7. Less previous payments		
8. Amount due this application	\$	297,766.65
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	5,834,867.44

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

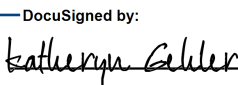
- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Pember Companies

Signature:  **Date:** August 11, 2023

Name: Ryan Pember **Title:** Project Manager


Recommended by Engineer

By:  **Name:** Kathryn Gehler, PE

Title: Senior Project Manager

Date: August 10, 2023

Approved by Owner

By:  **Name:** Caroline Gregerson

Title: City Administrator

Date: August 11, 2023

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	CITY OF WABASHA	Owner's Project No.:	
Engineer:	BOLTON & MENK	Engineer's Project No.:	H19.120756
Contractor:	PEMBER COMPANIES	Contractor's Project No.:	
Project:	2023 STREET & UTILITY IMPROVEMENTS	Agency's Project No.:	SAP 079-658-004 & 079-665-00
Contract:			

Application No.: 1		Application Period:		From	07/19/23	to	07/31/23	Application Date: 08/08/23					
A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract													
1	CONSTRUCTION ALLOWANCE	42,500.00	UNIT	1.00	42,500.00			-	-		-		42,500.00
2	MOBILIZATION	1.00	L S	203,685.00	203,685.00			0.50	101,842.50		101,842.50	50%	101,842.50
3	CLEARING	10.00	EACH	715.00	7,150.00			-	-		-		7,150.00
4	GRUBBING	10.00	EACH	345.00	3,450.00			-	-		-		3,450.00
5	REMOVE LIGHT FOUNDATION	71.00	EACH	565.00	40,115.00			-	-		-		40,115.00
6	REMOVE SIGN	22.00	EACH	42.50	935.00			-	-		-		935.00
7	SALVAGE LIGHTING UNIT	10.00	EACH	210.00	2,100.00			-	-		-		2,100.00
8	SALVAGE SIGN	18.00	EACH	42.50	765.00			-	-		-		765.00
9	SALVAGE BENCH	6.00	EACH	135.00	810.00			-	-		-		810.00
10	SAWING CONCRETE PAVEMENT (FULL DEPTH)	869.00	L F	5.85	5,083.65			-	-		-		5,083.65
11	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	2,213.00	L F	3.35	7,413.55			-	-		-		7,413.55
12	REMOVE CURB AND GUTTER	7,515.00	L F	5.80	43,587.00			-	-		-		43,587.00
13	REMOVE CONCRETE DRIVEWAY PAVEMENT	504.00	S Y	18.50	9,324.00			-	-		-		9,324.00
14	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	83.00	S Y	11.00	913.00			-	-		-		913.00
15	REMOVE BITUMINOUS PAVEMENT	19,752.00	S Y	5.55	109,623.60			8,396.20	46,598.91		46,598.91	43%	63,024.69
16	REMOVE CONCRETE WALK	45,462.00	S F	1.35	61,373.70			-	-		-		61,373.70
17	REMOVE CONCRETE PAVEMENT WITH BITUMINOUS OVERLAY	2,197.00	S Y	12.90	28,341.30			-	-		-		28,341.30
18	REMOVE BRICK PAVERS	1,013.00	S F	2.70	2,735.10			-	-		-		2,735.10
19	EXCAVATION - COMMON	7,973.00	C Y	29.50	235,203.50			-	-		-		235,203.50
20	EXCAVATION - SUBGRADE	877.00	C Y	25.00	21,925.00			-	-		-		21,925.00
21	SELECT GRANULAR EMBANKMENT (CV)	877.00	C Y	25.00	21,925.00			-	-		-		21,925.00
22	GEOTEXTILE FABRIC TYPE 9	1,975.00	S Y	3.50	6,912.50			-	-		-		6,912.50
23	STREET SWEEPER (WITH PICKUP BROOM)	23.00	HOOR	150.00	3,450.00			-	-		-		3,450.00
24	AGGREGATE BASE (CV) CLASS 5	6,779.00	C Y	31.50	213,538.50			-	-		-		213,538.50
25	DRILL AND GROUT NO. 4 BARS (EPOXY COATED)	84.00	EACH	7.00	588.00			-	-		-		588.00
26	TYPE SP 9.5 WEARING COURSE MIXTURE (3;C) 2.0" THICK	21,210.00	S Y	14.40	305,424.00			-	-		-		305,424.00
27	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	290.00	S Y	29.50	8,555.00			-	-		-		8,555.00
28	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	120.00	S Y	42.85	5,142.00			-	-		-		5,142.00
29	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 4.0" THICK	31.00	S Y	67.00	2,077.00			-	-		-		2,077.00
30	TYPE SP 12.5 WEARING COURSE MIXTURE (3;C) 2.0" THICK	21,210.00	S Y	15.70	332,997.00			-	-		-		332,997.00
31	6" PVC PIPE DRAIN	4,885.00	L F	28.00	136,780.00			-	-		-		136,780.00
32	6" PVC PIPE DRAIN CLEANOUT	17.00	EACH	615.00	10,455.00			-	-		-		10,455.00
33	SUMP PUMP SERVICE CONNECTION	17.00	EACH	1,500.00	25,500.00			-	-		-		25,500.00
34	CONNECT TO PIPE DRAIN	13.00	EACH	925.00	12,025.00			-	-		-		12,025.00
35	CONNECT TO EXISTING STRUCTURE	1.00	EACH	500.00	500.00			-	-		-		500.00
36	4" CONCRETE WALK	37,492.00	S F	6.65	249,321.80			-	-		-		249,321.80
37	6" CONCRETE WALK	11,677.00	S F	8.75	102,173.75			-	-		-		102,173.75
38	4" CONCRETE WALK - SPECIAL 1	1,152.00	S F	9.60	11,059.20			-	-		-		11,059.20
39	6" CONCRETE WALK - SPECIAL 1	360.00	S F	13.70	4,932.00			-	-		-		4,932.00
40	6" CONCRETE WALK - SPECIAL 2	1,630.00	S F	13.70	22,331.00			-	-		-		22,331.00
41	CONCRETE CURB AND GUTTER DESIGN B624	8,482.00	L F	19.40	164,550.80			-	-		-		164,550.80
42	CONCRETE CURB AND GUTTER DESIGN SPECIAL 1	52.00	L F	40.50	2,106.00			-	-		-		2,106.00
43	CONCRETE CURB AND GUTTER DESIGN SPECIAL 2	616.00	L F	47.75	29,414.00			-	-		-		29,414.00
44	CONCRETE CURB DESIGN V	555.00	L F	35.25	19,563.75			-	-		-		19,563.75
45	6" CONCRETE DRIVEWAY PAVEMENT	244.00	S Y	81.70	19,934.80			-	-		-		19,934.80
46	7" CONCRETE DRIVEWAY PAVEMENT	293.00	S Y	89.00	26,077.00			-	-		-		26,077.00
47	TRUNCATED DOMES	790.00	S F	56.50	44,635.00			-	-		-		44,635.00
48	TRAFFIC CONTROL	1.00	L S	63,000.00	63,000.00			0.10	6,300.00		6,300.00	10%	56,700.00

Progress Estimate - Unit Price Work**Contractor's Application for Payment**

Owner:	CITY OF WABASHA	Owner's Project No.:	
Engineer:	BOLTON & MENK	Engineer's Project No.:	H19.120756
Contractor:	PEMBER COMPANIES	Contractor's Project No.:	
Project:	2023 STREET & UTILITY IMPROVEMENTS	Agency's Project No.:	SAP 079-658-004 & 079-665-00
Contract:			

Application No.: 1 Application Period: From 07/19/23 to 07/31/23

Application Date: 08/08/23

A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
49	ACCESS MANAGER	1.00	L S	8,400.00	8,400.00			0.10	840.00		840.00	10%	7,560.00
50	INSTALL SIGN	32.00	EACH	530.00	16,960.00			-	-		-		16,960.00
51	INSTALL SALVAGED SIGN	26.00	EACH	265.00	6,890.00			-	-		-		6,890.00
52	STABILIZED CONSTRUCTION EXIT	6.00	EACH	1,100.00	6,600.00			-	-		-		6,600.00
53	EROSION CONTROL SUPERVISOR	1.00	L S	5,000.00	5,000.00			0.10	500.00		500.00	10%	4,500.00
54	STORM DRAIN INLET PROTECTION	68.00	EACH	135.00	9,180.00			17.00	2,295.00		2,295.00	25%	6,885.00
55	SILT FENCE; TYPE MS	172.00	L F	3.25	559.00			-	-		-		559.00
56	SEDIMENT CONTROL LOG TYPE ROCK	23.00	EACH	110.00	2,530.00			12.00	1,320.00		1,320.00	52%	1,210.00
57	ROCK DITCH CHECK	36.00	L F	34.00	1,224.00			6.00	204.00		204.00	17%	1,020.00
58	AMENDED TOPSOIL BORROW (LV)	1,061.00	C Y	72.00	76,392.00			-	-		-		76,392.00
59	SODDING TYPE LAWN	6,367.00	S Y	13.00	82,771.00			-	-		-		82,771.00
60	RAPID STABILIZATION METHOD 4	6,367.00	S Y	1.00	6,367.00			-	-		-		6,367.00
61	INTERIM PAVEMENT MARKING	6,481.00	LF	2.15	13,934.15			-	-		-		13,934.15
62	4" SOLID LINE PAINT	3,755.00	L F	2.15	8,073.25			-	-		-		8,073.25
63	6" SOLID LINE PAINT	2,359.00	L F	3.70	8,728.30			-	-		-		8,728.30
64	12" SOLID LINE PAINT	367.00	L F	5.85	2,146.95			-	-		-		2,146.95
65	PAVEMENT MESSAGE PAINT	6.00	S F	42.50	255.00			-	-		-		255.00
66	PAVEMENT MARKING SPECIAL	2,232.00	LF	1.60	3,571.20			-	-		-		3,571.20
67	INSTALL SALVAGED BENCH	6.00	EACH	330.00	1,980.00			-	-		-		1,980.00
68	TEMPORARY MAIL BOX BANK	1.00	L S	500.00	500.00			-	-		-		500.00
69	REMOVE MANHOLE (SANITARY)	10.00	EACH	875.00	8,750.00			-	-		-		8,750.00
70	REMOVE SEWER PIPE (SANITARY)	3,519.00	L F	12.60	44,339.40			-	-		-		44,339.40
71	DEWATERING	1.00	L S	1,000.00	1,000.00			-	-		-		1,000.00
72	CONNECT TO EXISTING SANITARY SEWER	10.00	EACH	1,400.00	14,000.00			-	-		-		14,000.00
73	8"X6" PVC WYE	51.00	EACH	700.00	35,700.00			-	-		-		35,700.00
74	SANITARY CHIMNEY SEAL	10.00	EACH	355.00	3,550.00			-	-		-		3,550.00
75	8" PVC PIPE SEWER	278.00	L F	100.00	27,800.00			-	-		-		27,800.00
76	10" PVC PIPE SEWER	1,968.00	L F	95.00	186,960.00			-	-		-		186,960.00
77	12" PVC PIPE SEWER	61.00	L F	108.00	6,588.00			-	-		-		6,588.00
78	15" PVC PIPE SEWER	1,187.00	L F	120.00	142,440.00			-	-		-		142,440.00
79	6" PVC SANITARY SERVICE PIPE	1,927.00	L F	63.50	122,364.50			-	-		-		122,364.50
80	CASTING ASSEMBLY (SANITARY)	10.00	EACH	905.00	9,050.00			-	-		-		9,050.00
81	ADJUST FRAME AND RING CASTING (SANITARY)	10.00	EACH	555.00	5,550.00			-	-		-		5,550.00
82	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4007	124.00	L F	565.00	70,060.00			-	-		-		70,060.00
83	SANITARY SEWER TRACER SYSTEM	1.00	L S	15,100.00	15,100.00			0.10	1,510.00		1,510.00	10%	13,590.00
84	REMOVE GATE VALVE AND BOX	20.00	EACH	150.00	3,000.00			-	-		-		3,000.00
85	REMOVE HYDRANT	8.00	EACH	740.00	5,920.00			-	-		-		5,920.00
86	REMOVE WATER MAIN	4,016.00	L F	12.50	50,200.00			-	-		-		50,200.00
87	TEMPORARY WATER SERVICE	1.00	L S	10,000.00	10,000.00			-	-		-		10,000.00
88	CONNECT TO EXISTING WATER MAIN	15.00	EACH	2,000.00	30,000.00			-	-		-		30,000.00
89	HYDRANT (8.5' BURY)	5.00	EACH	6,800.00	34,000.00			-	-		-		34,000.00
90	HYDRANT (9' BURY)	2.00	EACH	7,000.00	14,000.00			-	-		-		14,000.00
91	HYDRANT (9.5' BURY)	1.00	EACH	7,210.00	7,210.00			-	-		-		7,210.00
92	HYDRANT (10' BURY)	1.00	EACH	7,365.00	7,365.00			-	-		-		7,365.00
93	ADJUST VALVE BOX	38.00	EACH	235.00	8,930.00			-	-		-		8,930.00
94	1" CORPORATION STOP	68.00	EACH	440.00	29,920.00			-	-		-		29,920.00
95	2" CORPORATION STOP	3.00	EACH	885.00	2,655.00			-	-		-		2,655.00
96	6" GATE VALVE AND BOX	9.00	EACH	2,690.00	24,210.00			-	-		-		24,210.00
97	8" GATE VALVE AND BOX	21.00	EACH	3,550.00	74,550.00			1.00	3,550.00		3,550.00	5%	71,000.00
98	10" GATE VALVE AND BOX	4.00	EACH	5,090.00	20,360.00			-	-		-		20,360.00
99	12" GATE VALVE AND BOX	4.00	EACH	6,075.00	24,300.00			-	-		-		24,300.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	CITY OF WABASHA	Owner's Project No.:	
Engineer:	BOLTON & MENK	Engineer's Project No.:	H19.120756
Contractor:	PEMBER COMPANIES	Contractor's Project No.:	
Project:	2023 STREET & UTILITY IMPROVEMENTS	Agency's Project No.:	SAP 079-658-004 & 079-665-00
Contract:			

Application No.:	1	Application Period:	From	07/19/23	to	07/31/23	Application Date: 08/08/23						
A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Contract Information			Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)		Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
100	1" CURB STOP AND BOX	68.00	EACH	455.00	30,940.00			-	-		-		30,940.00
101	2" CURB STOP AND BOX	3.00	EACH	860.00	2,580.00			-	-		-		2,580.00
102	1" WATER SERVICE PIPE	2,311.00	L F	53.00	122,483.00			-	-		-		122,483.00
103	2" WATER SERVICE PIPE	111.00	L F	88.00	9,768.00			-	-		-		9,768.00
104	4" PVC WATERMAIN	39.00	L F	55.00	2,145.00			-	-		-		2,145.00
105	6" PVC WATERMAIN	320.00	L F	63.00	20,160.00			2.00	126.00		126.00	1%	20,034.00
106	8" PVC WATERMAIN	2,496.00	L F	74.00	184,704.00			10.00	740.00		740.00		183,964.00
107	10" PVC WATERMAIN	503.00	L F	89.00	44,767.00			-	-		-		44,767.00
108	12" PVC WATERMAIN	827.00	L F	106.00	87,662.00			-	-		-		87,662.00
109	WATERMAIN FITTINGS	4,017.00	L B	19.00	76,323.00			176.00	3,344.00		3,344.00	4%	72,979.00
110	VALVE BOX TOP SECTION & CAP	58.00	EACH	240.00	13,920.00			-	-		-		13,920.00
111	WATERMAIN TRACER SYSTEM	1.00	L S	20,150.00	20,150.00			-	-		-		20,150.00
112	REMOVE MANHOLE	12.00	EACH	625.00	7,500.00			14.00	8,750.00		8,750.00	117%	(1,250.00)
113	REMOVE CATCH BASIN	26.00	EACH	560.00	14,560.00			-	-		-		14,560.00
114	REMOVE SEWER PIPE (STORM)	2,830.00	L F	17.45	49,383.50			-	-		-		49,383.50
115	28" SPAN RC PIPE SEWER CLASS IVA	350.00	L F	190.00	66,500.00			-	-		-		66,500.00
116	CONNECT TO EXISTING STORM SEWER	4.00	EACH	835.00	3,340.00			-	-		-		3,340.00
117	CONNECT TO EXISTING STRUCTURE	3.00	EACH	1,010.00	3,030.00			-	-		-		3,030.00
118	10" PIPE SEWER	76.00	L F	75.00	5,700.00			-	-		-		5,700.00
119	CASTING ASSEMBLY (STORM)	58.00	EACH	965.00	55,970.00			-	-		-		55,970.00
120	ADJUST FRAME AND RING CASTING (STORM)	20.00	EACH	550.00	11,000.00			-	-		-		11,000.00
121	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	4.00	L F	650.00	2,600.00			-	-		-		2,600.00
122	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	96.00	L F	770.00	73,920.00			-	-		-		73,920.00
123	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	21.00	L F	1,180.00	24,780.00			-	-		-		24,780.00
124	CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020	4.00	L F	1,635.00	6,540.00			-	-		-		6,540.00
125	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1	120.00	L F	362.00	43,440.00			-	-		-		43,440.00
126	REMOVE SERVICE CABINET	3.00	EA	1,410.00	4,230.00			-	-		-		4,230.00
127	LIGHTING UNIT TYPE SPECIAL 1-ORNAMENTAL ACORN LIGHT	34.00	E A	5,530.00	188,020.00			-	-		-		188,020.00
128	LIGHTING UNIT TYPE SPECIAL 2-ORNAMENTAL DOUBLE	20.00	E A	8,545.00	170,900.00			-	-		-		170,900.00
129	LIGHTING UNIT TYPE SPECIAL 3-COBRAHEAD OVERHEAD	8.00	EA	3,640.00	29,120.00			-	-		-		29,120.00
130	GFCI DUPLEX RECEPTACLE PEDESTAL	10.00	E A	1,285.00	12,850.00			-	-		-		12,850.00
131	DECIDUOUS TREE - 2.5" CAL. B&B	20.00	E A	1,235.00	24,700.00			-	-		-		24,700.00
132	TREE GRATE & FRAMES	10.00	E A	4,100.00	41,000.00			-	-		-		41,000.00
133	STRUCTURAL SOIL BORROW (CV)	100.00	C Y	330.00	33,000.00			-	-		-		33,000.00
134	FURNISH AND INSTALL BENCH	6.00	EA	2,085.00	12,510.00			-	-		-		12,510.00
135	WASTE RECEPTACLE	6.00	EA	2,065.00	12,390.00			-	-		-		12,390.00
136	1-1/2" SCH 40 PVC TRENCHED	5,752.00	LF	5.85	33,649.20			-	-		-		33,649.20
137	1-1/2" SCH 40 PVC BEHIND CURB	1,730.00	LF	4.25	7,352.50			-	-		-		7,352.50
138	TWO 1-1/2" HDPE CONDUIT HDD	205.00	LF	26.00	5,330.00			-	-		-		5,330.00
139	3/4 INCH SCH 40 PVC TRENCHED	280.00	LF	3.20	896.00			-	-		-		896.00
140	HANDHOLE	10.00	EA	1,060.00	10,600.00			-	-		-		10,600.00
141	LIGHT FOUNDATION DESIGN E MODIFIED	62.00	EA	1,280.00	79,360.00			-	-		-		79,360.00
142	1-1/C#6 AWG	26,705.00	LF	1.55	41,392.75			-	-		-		41,392.75
143	1-1/C#4 AWG	2,556.00	LF	2.05	5,239.80			-	-		-		5,239.80
144	1-1/C#10 AWG	1,908.00	LF	0.90	1,717.20			-	-		-		1,717.20
145	TEMPORARY ELECTRICAL SERVICE	1.00	LS	19,030.00	19,030.00			-	-		-		19,030.00
146	ELECTRICAL SERVICE CABINET A	1.00	LS	12,530.00	12,530.00			-	-		-		12,530.00
147	ELECTRICAL SERVICE CABINET B	1.00	LS	10,385.00	10,385.00			-	-		-		10,385.00
148	LOAM TOPSOIL BORROW (PLANTINGS)	9.00	CY	100.00	900.00			-	-		-		900.00
149	PERENNIAL NO. 1 CONTAINER	86.00	EA	63.00	5,418.00			-	-		-		5,418.00
150	CAST STONE ASSEMBLY	12.00	EA	2,450.00	29,400.00			-	-		-		29,400.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	CITY OF WABASHA	Owner's Project No.:	
Engineer:	BOLTON & MENK	Engineer's Project No.:	H19.120756
Contractor:	PEMBER COMPANIES	Contractor's Project No.:	
Project:	2023 STREET & UTILITY IMPROVEMENTS	Agency's Project No.:	SAP 079-658-004 & 079-665-00
Contract:			

Application No.:		1	Application Period:		From		07/19/23	to		07/31/23	Application Date:		08/08/23			
A	B		C	D	E	F	F1	F2	G	H	I	J	K	L		
Contract Information				Previous Estimate		Work Completed										
Bid Item No.			Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)						
	Description		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)		
	151	BOLLARD	6.00	EA	2,075.00	12,450.00			-	-		-		12,450.00		
	152	12" RC PIPE SEWER DESIGN 3006 CLASS V	1,773.00	L F	70.25	124,553.25			-	-		-		124,553.25		
	153	15" RC PIPE SEWER DESIGN 3006 CLASS V	491.00	L F	81.10	39,820.10			-	-		-		39,820.10		
154	18" RC PIPE SEWER DESIGN 3006 CLASS III	682.00	L F	85.65	58,413.30			-	-		-		58,413.30			
155	24" RC PIPE SEWER DESIGN 3006 CLASS III	275.00	L F	101.20	27,830.00			-	-		-		27,830.00			
SM	VALVES & HYDRANTS - CORE & MAIN	1.00	-	135,518.17	135,518.17			-	-	135,518.17	135,518.17	100%	-			
		-	-	-	-			-	-	-	-		-			
Original Contract Totals					\$	6,148,306.02		\$	-	\$	177,920.41	\$	313,438.58	5%	\$	5,834,867.44

Stored Materials Summary

Contractor's Application for Payment

Owner: CITY OF WABASHA						Owner's Project No.:					
Engineer: BOLTON & MENK						Engineer's Project No.: H19.120756					
Contractor: PEMBER COMPANIES						Contractor's Project No.:					
Project: 2023 STREET & UTILITY IMPROVEMENTS						Agency's Project No.: 079-665-002					
Contract:											

Application No.: 1		Application Period:		From 07/19/23		to 07/31/23		Application Date: 08/08/23				
A	B	C	D	E	F	G	H	I	J	K	L	M
Item No. (Lump Sum Tab) or Bid Item No. (Unit Price Tab)	Supplier Invoice No.	Submittal No. (with Specification Section No.)	Description of Materials or Equipment Stored	Storage Location	Application No. When Materials Placed in Storage	Materials Stored			Incorporated in Work			Materials Remaining in Storage (I-L) (\$)
						Previous Amount Stored (\$)	Amount Stored this Period (\$)	Amount Stored to Date (G+H) (\$)	Amount Previously Incorporated in the Work (\$)	Amount Incorporated in the Work this Period (\$)	Total Amount Incorporated in the Work (J+K) (\$)	
	T013460		Valves and Hydrants - Core & Main		1		135,518.17	135,518.17			-	135,518.17
Totals						\$ -	\$ 135,518.17	\$ 135,518.17	\$ -	\$ -	\$ -	\$ 135,518.17

Funding Breakdown										Contractor's Application for Payment									
Owner:					CITY OF WABASHA					Owner's Project No.: 0									
Engineer:					BOLTON & MENK					Engineer's Project No.: H19.120756									
Contractor:					PEMBER COMPANIES					Contractor's Project No.: 0									
Project:					2023 STREET & UTILITY IMPROVEMENTS					Agency's Project No.: SAP 079-658-004 & 079-665-002									
Contract:					0														
Application No.:					1					Application Period: From 07/19/23 to 07/31/23					Application Date: 08/08/23				

SAP 079-658-004 CSAH 58 (BRIDGE AVE & MAIN ST)															SAP 079-658-004 CSAH 65 (PEMBROKE AVE)															LOCAL PROJECTS - ADA PED RAMPS, 2ND STREET STORM SEWER, & ALLEGHANY AVE ALLEY IMPROVEMENTS			
Item No.	MnDOT Number	Description	Units	Unit Price	Participating		Storm Sewer		Non-Participating				Total		Participating		Storm Sewer		Non-Participating				Total		Total		TOTAL PROJECT						
					Quantity	Value	Quantity	Value	PFA Eligible Water	PFA Eligible Sewer	City Funds	Quantity	Value	Quantity	Value	Quantity	Value	PFA Eligible Water	PFA Eligible Sewer	City Funds	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Cost					
1	2016.615	CONSTRUCTION ALLOWANCE	UNIT	\$1.00	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
2	2021.501	MOBILIZATION	LS	\$203,685.00	0.070	\$ 14,257.95	0.015	\$ 3,055.28	0.115	\$ 23,423.78	0.080	\$ 16,294.80	0.055	\$ 11,202.68	0.335	\$ 68,234.48	0.030	\$ 6,110.55	0.005	\$ 1,018.43	0.050	\$ 10,184.25	0.040	\$ 8,147.40	0.025	\$ 5,092.13	0.150	\$30,552.75	0.015	\$3,055.28	0.50	\$101,842.50	
3	2101.502	CLEARING	EACH	\$715.00	-	\$ -	-	\$ -	-	\$ -	-	-	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
4	2101.502	GRUBBING	EACH	\$345.00	-	\$ -	-	\$ -	-	\$ -	-	-	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
5	2104.502	REMOVE LIGHT FOUNDATION	EACH	\$565.00	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
6	2104.502	REMOVE SIGN	EACH	\$42.50	-	\$ -	-	\$ -	-	\$ -	-	-	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
7	2104.602	SALVAGE LIGHTING UNIT	EACH	\$210.00	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
8	2104.502	SALVAGE SIGN	EACH	\$42.50	-	\$ -	-	\$ -	-	\$ -	-	-	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
9	2104.502	SALVAGE BENCH	EACH	\$135.00	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
10	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	\$5.85	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
11	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	\$3.35	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
12	2104.503	REMOVE CURB AND GUTTER	LF	\$5.80	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
13	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	\$18.50	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
14	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SY	\$11.00	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
15	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	\$5.55	3,877.50	\$ 21,520.13	-	\$ -	2,326.50	\$ 12,912.08	1,551.00	\$ 8,608.05	0.000	\$ -	7755.000	\$ 43,040.25	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	641.200	\$3,558.66	8396.20	\$46,598.91	0.00	\$0.00	
16	2104.518	REMOVE CONCRETE WALK	SF	\$1.35	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
17	2104.604	REMOVE CONCRETE PAVEMENT WITH BITUMING	SY	\$12.90	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
18	2104.618	REMOVE BRICK PAVERS	SF	\$2.70	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
19	2106.507	EXCAVATION - COMMON	CY	\$29.50	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
20	2106.507	EXCAVATION - SUBGRADE	CY	\$25.00	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
21	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CY	\$25.00	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
22	2108.504	GEOTEXTILE FABRIC TYPE 9	SY	\$3.50	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
23	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$150.00	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
24	2211.507	AGGREGATE BASE (CV) CLASS 5	CY	\$31.50	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
25	2301.602	DRILL AND GROUT NO. 4 BARS (EPOXY COATED)	EACH	\$7.00	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
26	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (3-C) 2.0	SY	\$14.40	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
27	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2-B) 2.0	SY	\$29.50	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
28	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2-B) 3.0	SY	\$42.85	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
29	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2-B) 4.0	SY	\$67.00	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
30	2360.504	TYPE SP 12.5 WEARING COURSE MIXTURE (3-C) 2.0	SY	\$15.70	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
31	2502.503	6" PVC PIPE DRAIN	LF	\$28.00	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
32	2502.602	6" PVC PIPE DRAIN CLEANOUT	EACH	\$615.00	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
33	2502.602	SUMP PUMP SERVICE CONNECTION	EACH	\$1,500.00	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
34	2506.602	CONNECT TO PIPE DRAIN	EACH	\$925.00	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
35	2506.602	CONNECT TO EXISTING STRUCTURE	EACH	\$500.00	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
36	2521.518	4" CONCRETE WALK	SF	\$6.65	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
37	2521.518	6" CONCRETE WALK	SF	\$8.75	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
38	2521.618	4" CONCRETE WALK - SPECIAL 1	SF	\$9.60	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
39	2521.618	6" CONCRETE WALK - SPECIAL 1	SF	\$13.70	-	\$ -	-	\$ -	-	\$ -	-	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$ -	0.000	\$0.00	0.000	\$0.00	0.000	\$0.00						
40	2521.618	6" CONCRETE W																															

Funding Breakdown					Contractor's Application for Payment				
Owner:	CITY OF WABASHA				Owner's Project No.:	0			
Engineer:	BOLTON & MENK				Engineer's Project No.:	H19.120756			
Contractor:	PEMBER COMPANIES				Contractor's Project No.:	0			
Project:	2023 STREET & UTILITY IMPROVEMENTS				Agency's Project No.:	SAP 079-658-004 & 079-665-002			
Contract:	0								
Application No.:	1	Application Period:	From	07/19/23	to	07/31/23	Application Date:	08/08/23	

SAP 079-658-004 CSAH 58 (BRIDGE AVE & MAIN ST)															SAP 079-658-004 CSAH 65 (PEMBROKE AVE)										LOCAL PROJECTS - ADA PED RAMPS, 2ND STREET STORM SEWER, & ALLEGHANY AVE ALLEY IMPROVEMENTS					
Item No.	MnDOT Number	Description			Participating		Storm Sewer		Non-Participating				Total		Participating		Storm Sewer		Non-Participating						Total		Total		TOTAL PROJECT	
			Units	Unit Price	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Cost		
97	2504.602	8" GATE VALVE AND BOX	EACH	\$3,550.00				1.00	\$3,550.00					1.000	\$3,550.00				0.000	\$0.00					0.000	\$0.00	0.000	\$0.00	1.00	\$3,550.00
98	2504.602	10" GATE VALVE AND BOX	EACH	\$5,090.00				0.00	\$0.00					0.000	\$0.00										0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
99	2504.602	12" GATE VALVE AND BOX	EACH	\$6,075.00				0.00	\$0.00					0.000	\$0.00										0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
100	2504.602	1" CURB STOP AND BOX	EACH	\$455.00				0.00	\$0.00					0.000	\$0.00				0.000	\$0.00					0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
101	2504.602	2" CURB STOP AND BOX	EACH	\$860.00				0.00	\$0.00					0.000	\$0.00										0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
102	2504.603	1" WATER SERVICE PIPE	L F	\$53.00				0.00	\$0.00					0.000	\$0.00				0.000	\$0.00					0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
103	2504.603	2" WATER SERVICE PIPE	L F	\$88.00				0.00	\$0.00					0.000	\$0.00										0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
104	2504.603	4" PVC WATERMAIN	L F	\$55.00				0.00	\$0.00					0.000	\$0.00										0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
105	2504.603	6" PVC WATERMAIN	L F	\$63.00				2.00	\$126.00					2.000	\$126.00				0.000	\$0.00					0.000	\$0.00	0.000	\$0.00	2.00	\$126.00
106	2504.603	8" PVC WATERMAIN	L F	\$74.00				10.00	\$740.00					10.000	\$740.00				0.000	\$0.00					0.000	\$0.00	0.000	\$0.00	10.00	\$740.00
107	2504.603	10" PVC WATERMAIN	L F	\$89.00				0.00	\$0.00					0.000	\$0.00										0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
108	2504.603	12" PVC WATERMAIN	L F	\$106.00				0.00	\$0.00					0.000	\$0.00										0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
109	2504.608	WATERMAIN FITTINGS	L B	\$19.00				176.00	\$3,344.00					176.000	\$3,344.00				0.000	\$0.00					0.000	\$0.00	0.000	\$0.00	176.00	\$3,344.00
110		VALVE BOX TOP SECTION & CAP	EACH	\$240.00				0.00	\$0.00					0.000	\$0.00				0.000	\$0.00					0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
111		WATERMAIN TRACER SYSTEM	L S	\$20,150.00				0.00	\$0.00					0.000	\$0.00				0.000	\$0.00					0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
112	2104.502	REMOVE MANHOLE	EACH	\$625.00			2.49	\$1,556.25	0.27	\$168.75	0.24	\$150.00		3.000	\$1,875.00			4.150	\$2,593.75	0.450	\$281.25	0.400	\$250.00		5.000	\$3,125.00	6.000	\$3,750.00	14.00	\$8,750.00
113	2104.502	REMOVE CATCH BASIN	EACH	\$560.00			0.00	\$0.00	0.00	\$0.00	0.00	\$0.00		0.000	\$0.00			0.000	\$0.00	0.000	\$0.00	0.000	\$0.00		0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
114	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$17.45			0.00	\$0.00	0.00	\$0.00	0.00	\$0.00		0.000	\$0.00			0.000	\$0.00	0.000	\$0.00	0.000	\$0.00		0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
115	2503.503	28" SPAN RC PIPE SEWER CLASS I/VA	L F	\$190.00			0.00	\$0.00	0.00	\$0.00	0.00	\$0.00		0.000	\$0.00			0.000	\$0.00	0.000	\$0.00	0.000	\$0.00		0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
116	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$835.00			0.00	\$0.00	0.00	\$0.00	0.00	\$0.00		0.000	\$0.00			0.000	\$0.00	0.000	\$0.00	0.000	\$0.00		0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
117	2503.602	CONNECT TO EXISTING STRUCTURE	EACH	\$1,010.00			0.00	\$0.00	0.00	\$0.00	0.00	\$0.00		0.000	\$0.00			0.000	\$0.00	0.000	\$0.00	0.000	\$0.00		0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
118	2503.603	10" PIPE SEWER	L F	\$75.00			0.00	\$0.00	0.00	\$0.00	0.00	\$0.00		0.000	\$0.00			0.000	\$0.00	0.000	\$0.00	0.000	\$0.00		0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
119	2506.502	CASTING ASSEMBLY (STORM)	EACH	\$965.00			0.00	\$0.00	0.00	\$0.00	0.00	\$0.00		0.000	\$0.00			0.000	\$0.00	0.000	\$0.00	0.000	\$0.00		0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
120	2506.502	ADJUST FRAME AND RING CASTING (STORM)	EACH	\$550.00			0.00	\$0.00	0.00	\$0.00	0.00	\$0.00		0.000	\$0.00			0.000	\$0.00	0.000	\$0.00	0.000	\$0.00		0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
121	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	L F	\$650.00			0.00	\$0.00	0.00	\$0.00	0.00	\$0.00		0.000	\$0.00			0.000	\$0.00	0.000	\$0.00	0.000	\$0.00		0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
122	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4	L F	\$770.00			0.00	\$0.00	0.00	\$0.00	0.00	\$0.00		0.000	\$0.00			0.000	\$0.00	0.000	\$0.00	0.000	\$0.00		0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
123	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4	L F	\$1,180.00			0.00	\$0.00	0.00	\$0.00	0.00	\$0.00		0.000	\$0.00			0.000	\$0.00	0.000	\$0.00	0.000	\$0.00		0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
124	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4	L F	\$1,635.00			0.00	\$0.00	0.00	\$0.00	0.00	\$0.00		0.000	\$0.00			0.000	\$0.00	0.000	\$0.00	0.000	\$0.00		0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
125	2506.603	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPEC	L F	\$362.00			0.00	\$0.00	0.00	\$0.00	0.00	\$0.00		0.000	\$0.00			0.000	\$0.00	0.000	\$0.00	0.000	\$0.00		0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
126	2104.502	REMOVE SERVICE CABINET	EA	\$1,410.00								0.000	\$0.00	0.000	\$0.00								0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
127	2545.502	LIGHTING UNIT TYPE SPECIAL 1-ORNAMENTAL AD	E A	\$5,530.00								0.000	\$0.00	0.000	\$0.00								0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
128	2545.502	LIGHTING UNIT TYPE SPECIAL 2-ORNAMENTAL DE	E A	\$8,545.00								0.000	\$0.00	0.000	\$0.00								0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
129	2545.502	LIGHTING UNIT TYPE SPECIAL 3-COBRAHEAD OVE	EA	\$3,640.00								0.000	\$0.00	0.000	\$0.00								0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
130	2545.602	GFCI DUPLEX RECEPTACLE PEDESTAL	E A	\$1,285.00								0.000	\$0.00	0.000	\$0.00								0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
131	2571.502	DECIDUOUS TREE - 2.5" CAL. B&B	E A	\$1,235.00								0.000	\$0.00	0.000	\$0.00								0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
132	2571.602	TREE GRATE & FRAMES	E A	\$4,100.00								0.000	\$0.00	0.000	\$0.00								0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
133	2105.607	STRUCTURAL SOIL BORROW (CV)	C Y	\$330.00								0.000	\$0.00	0.000	\$0.00								0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
134	2540.602	FURNISH AND INSTALL BENCH	EA	\$2,085.00								0.000	\$0.00	0.000	\$0.00								0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
135	2540.602	WASTE RECEPTACLE	EA	\$2,065.00								0.000	\$0.00	0.000	\$0.00								0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
136	2545.503	1-1/2" SCH 40 PVC TRENCHED	L F	\$5.85								0.000	\$0.00	0.000	\$0.00								0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
137	2545.503	1-1/2" SCH 40 PVC BEHIND CURB	L F	\$4.25								0.000	\$0.00	0.000	\$0.00								0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
138	2545.503	TWO 1-1/2" HDPE CONDUIT HDD	L F	\$26.00								0.000	\$0.00	0.000	\$0.00								0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
139	2545.503	3/4 INCH SCH 40 PVC TRENCHED	L F	\$3.20								0.000	\$0.00	0.000	\$0.00								0.000	\$0.00	0.000	\$0.00	0.000	\$0.00	0.00	\$0.00
140	2545.502	HANDHOLE	EA	\$1,060.00																										

Certificate Of Completion

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1960 Premier Drive

MANKATO, MN 56001

Heather.hanson@bolton-menk.com

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Katheryn Gehler

katy.gehler@bolton-menk.com

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Ryan Pember

rpember@pembercompanies.com

Project Manager

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Caroline Gregerson

cityadmin@wabasha.org

City Administrator

Security Level: Email, Account Authentication
(None)

DocuSigned by:



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Carbon Copy Events	Status	Timestamp
Brian Malm brian.malm@bolton-menk.com City Engineer Bolton & Menk, Inc. Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 3/3/2020 4:43:38 PM ID: 27e36b48-064b-401d-8352-dcca02a4639e	COPIED	Sent: 8/10/2023 5:04:52 PM Viewed: 8/10/2023 5:06:03 PM
Russ Morsching russell.morsching@bolton-menk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/10/2023 5:04:52 PM Viewed: 8/10/2023 6:15:32 PM
Haley Pember hpember@pembercompanies.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 6/27/2023 8:28:13 AM ID: 4aa58d91-8888-41c9-831c-5dd6fc43cfcf	COPIED	Sent: 8/10/2023 5:07:18 PM
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Tyler Grabau finance@wabasha.org Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/11/2023 10:12:29 AM
Chelsea Alger chelsea.alger@bolton-menk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 3/10/2023 1:15:41 PM ID: 3b14032d-a73d-4dca-be00-b89e3400565b	COPIED	Sent: 8/11/2023 11:13:16 AM
Pam Harbath pam.harbath@bolton-menk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/11/2023 11:13:16 AM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/10/2023 5:04:52 PM
Certified Delivered	Security Checked	8/11/2023 11:12:56 AM
Signing Complete	Security Checked	8/11/2023 11:13:13 AM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	8/11/2023 11:13:16 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Bolton & Menk:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: docusign@bolton-menk.com

To advise Bolton & Menk of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at docusign@bolton-menk.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Bolton & Menk

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to docusign@bolton-menk.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. If any fees are incurred you will be billed for them at that time.

To withdraw your consent with Bolton & Menk

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to docusign@bolton-menk.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions will take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Bolton & Menk as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Bolton & Menk during the course of your relationship with Bolton & Menk.

City Council Regular

8. 3.

Meeting Date: 09/05/2023

ITEM TITLE: Athletic Complex Pay Application #2

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Attached is the breakdown for Contractor's Estimate No. 2 in the amount of \$542,155.73
Bolton & Menk has reviewed the quantities and amounts shown to be assured of complete satisfaction.
Upon approval of the City council the contractor will be paid for the first payment of the project.

ACTION REQUIRED:

Approve Athletic Complex Pay Application #2.

Attachments

Athletic Complex Pay App #2



Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

Ph: (507) 208-4332
Bolton-Menk.com

August 23, 2023

Joe Pember
Pember Companies Inc
N4449 469th Street
Menomonie, WI 54751

RE: Athletic Park Relocation Project
City of Wabasha, MN
Project No.: 0H1.128626

Dear Joe:

Enclosed is Contractor's Estimate No. 2 in the amount of \$542,155.73.

Please review the quantities and amounts shown to be assured of complete satisfaction. If everything is in order, please process through DocuSign as soon as possible.

If you have any questions, please feel free to call.

Sincerely,

Bolton & Menk, Inc.

DocuSigned by:

Jonathan Nelsen

24BFDC18197F458...

Jonathan Nelsen, PLA
Project Manager

Enclosures

Contractor's Application for Payment

Owner:	CITY OF WABASHA	Owner's Project No.:	
Engineer:	BOLTON & MENK	Engineer's Project No.:	0H1.128626
Contractor:	PEMBER COMPANIES	Agency's Project No.:	
Project:	ATHLETIC PARK RELOCATION PROJECT		
Contract:			
Application No.:	2	Application Date:	
Application Period:	From 7/16/2023	to	8/15/2023

1. Original Contract Price	\$	1,681,840.15
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	1,681,840.15
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	921,402.79
5. Retainage		
a. 5% X \$ 921,402.79 Work Completed	\$	46,070.14
b. X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	46,070.14
6. Amount eligible to date (Line 4 - Line 5.c)	\$	875,332.65
7. Less previous payments	\$	333,176.92
8. Amount due this application	\$	542,155.73
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	760,437.36

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

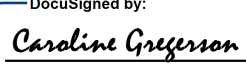
Contractor: Pember Companies

Signature:  **Date:** August 24, 2023
Name: Joe Pember **Title:** Senior Project Manager

Recommended by Landscape Architect

By: 
Name: Jonathan Nelsen
Title: Project Manager
Date: August 24, 2023

Approved by Owner

By: 
Name: Caroline Gregerson
Title: City Administrator
Date: August 28, 2023

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	CITY OF WABASHA	Owner's Project No.:	
Engineer:	BOLTON & MENK	Engineer's Project No.:	0H1.128626
Contractor:	PEMBER COMPANIES	Agency's Project No.:	
Project:	ATHLETIC PARK RELOCATION PROJECT		
Contract:			

Application No.:	2	Application Period:	From	07/16/23	to	08/15/23	Application Date:						
A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract													
1	MOBILIZATION	1.00	LS	132,250.00	132,250.00	0.50	66,125.00	0.90	119,025.00		119,025.00	90%	13,225.00
2	STORM DRAIN INLET PROTECTION	10.00	EA	200.00	2,000.00	2.00	400.00	2.00	400.00		400.00	20%	1,600.00
3	SEDIMENT CONTROL LOG TYPE COMPOST, 12"	450.00	LF	8.00	3,600.00	300.00	2,400.00	300.00	2,400.00		2,400.00	67%	1,200.00
4	SILT FENCE, TYPE MACHINE SLICED	1,900.00	LF	3.20	6,080.00	2,576.00	8,243.20	2,576.00	8,243.20		8,243.20	136%	(2,163.20)
5	STABILIZED CONSTRUCTION EXIT	1.00	EA	3,000.00	3,000.00	1.00	3,000.00	1.00	3,000.00		3,000.00	100%	-
6	CLEARING & GRUBBING	37.00	TREE	265.00	9,805.00	37.00	9,805.00	37.00	9,805.00		9,805.00	100%	-
7	SAWING CONCRETE PAVEMENT (FULL DEPTH)	20.00	LF	20.00	400.00	-	-	-	-		-	-	400.00
8	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	80.00	LF	10.00	800.00	-	-	74.50	745.00		745.00	93%	55.00
9	REMOVE CONCRETE PAVEMENT	10.00	SY	53.00	530.00	10.00	530.00	10.00	530.00		530.00	100%	-
10	REMOVE BITUMINOUS PAVEMENT	1,200.00	SY	5.40	6,480.00	702.00	3,790.80	748.80	4,043.52		4,043.52	62%	2,436.48
11	REMOVE GRAVEL PARKING LOT	2,300.00	SY	4.25	9,775.00	2,185.00	9,286.25	2,185.00	9,286.25		9,286.25	95%	488.75
12	REMOVE SIGN	3.00	EA	160.00	480.00	3.00	480.00	3.00	480.00		480.00	100%	-
13	REMOVE CONCRETE DRAINAGE STRUCTURE (DRIVEWAY	50.00	LF	10.60	530.00	50.00	530.00	50.00	530.00		530.00	100%	-
14	REMOVE LIGHT POLE BASE & FOOTING	6.00	EA	380.00	2,280.00	6.00	2,280.00	6.00	2,280.00		2,280.00	100%	-
15	REMOVE FENCE (WOOD POSTS AND CABLE)	1.00	LS	850.00	850.00	1.00	850.00	1.00	850.00		850.00	100%	-
16	INSTALL SCOREBOARD	2.00	EA	4,500.00	9,000.00	-	-	-	-		-	-	9,000.00
17	INSTALL BATTING CAGE SYSTEM	1.00	EA	11,400.00	11,400.00	-	-	-	-		-	-	11,400.00
18	COMMON EXCAVATION (P) (EV)	7,500.00	CY	7.45	55,875.00	7,000.00	52,150.00	7,000.00	52,150.00		52,150.00	93%	3,725.00
19	TOPSOIL STRIP AND RESPREAD (P)	8,400.00	CY	8.50	71,400.00	8,000.00	68,000.00	8,200.00	69,700.00		69,700.00	98%	1,700.00
20	SAND SUBBASE (P)	2,120.00	CY	12.75	27,030.00	2,342.00	29,860.50	2,342.00	29,860.50		29,860.50	110%	(2,830.50)
21	ORGANIC TOPSOIL BORROW (P)	26.00	CY	42.50	1,105.00	26.00	1,105.00	26.00	1,105.00		1,105.00	100%	-
22	FILTER TOPSOIL BORROW (ENGINEERED SOIL MIX) (P)	85.00	CY	31.80	2,703.00	85.00	2,703.00	85.00	2,703.00		2,703.00	100%	-
23	FINE FILTER AGGREGATE (P)	13.00	CY	53.00	689.00	13.00	689.00	13.00	689.00		689.00	100%	-
24	COARSE FILTER AGGREGATE (P)	78.00	CY	53.00	4,134.00	78.00	4,134.00	78.00	4,134.00		4,134.00	100%	-
25	CORPORATION STOP (WATER SERVICE)	1.00	EA	992.00	992.00	-	-	1.00	992.00		992.00	100%	-
26	CURB STOP AND BOX (WATER SERVICE)	1.00	EA	915.00	915.00	-	-	2.00	1,830.00		1,830.00	200%	(915.00)
27	2" COPPER SERVICE PIPE (WATER SERVICE)	75.00	LF	87.30	6,547.50	-	-	108.00	9,428.40		9,428.40	144%	(2,880.90)
28	CONNECT TO EXISTING SANITARY MAIN (SANITARY)	1.00	EA	1,250.00	1,250.00	-	-	1.00	1,250.00		1,250.00	100%	-
29	8" PVC PIPE SEWER (SDR 35) (SANITARY)	12.00	LF	87.20	1,046.40	-	-	6.40	558.08		558.08	53%	488.32
30	4" PVC PIPE SEWER (SDR-26) (SANITARY)	130.00	LF	71.15	9,249.50	-	-	138.00	9,818.70		9,818.70	106%	(569.20)
31	SANITARY CLEANOUT	2.00	EA	985.00	1,970.00	-	-	1.00	985.00		985.00	50%	985.00
32	MANHOLE (SANITARY)	1.00	EA	5,360.00	5,360.00	-	-	1.00	5,360.00		5,360.00	100%	-
33	CASTING ASSEMBLY (SANITARY MANHOLE)	1.00	EA	905.00	905.00	-	-	-	-		-	-	905.00
34	6" PERFORATED PVC STORM PIPE (DRAINTILE)	1,300.00	LF	32.55	42,315.00	1,216.00	39,580.80	1,216.00	39,580.80		39,580.80	94%	2,734.20
35	CONSTRUCT DRAINTILE CLEANOUT	10.00	EA	1,085.00	10,850.00	10.00	10,850.00	10.00	10,850.00		10,850.00	100%	-
36	12" STORM PIPE (STORM)	1,100.00	LF	94.65	104,115.00	-	-	1,057.50	100,092.38		100,092.38	96%	4,022.62
37	CONSTRUCT DRAINAGE STRUCTURE (4022, 48") (CATCH	9.00	EA	3,230.00	29,070.00	-	-	8.00	25,840.00		25,840.00	89%	3,230.00
38	CONSTRUCT DRAINAGE STRUCTURE OVER EXISTING STORM	1.00	EA	8,520.00	8,520.00	-	-	1.00	8,520.00		8,520.00	100%	-
39	CASTING ASSEMBLY (STORM)	10.00	EA	980.00	9,800.00	-	-	-	-		-	-	9,800.00
40	STABILIZED AGGREGATE BASE (CLASS 5 AGGREGATE) (P)	2,500.00	CY	21.20	53,000.00	1,600.00	33,920.00	1,600.00	33,920.00		33,920.00	64%	19,080.00
41	PARKING LOT TYPE SP 9.5 WEARING COURSE MIXTURE	170.00	TON	134.65	22,890.50	-	-	-	-		-	-	22,890.50
42	PARKING LOT TYPE SP 9.5 NON-WEARING COURSE MIXTURE	170.00	TON	166.15	28,245.50	-	-	-	-		-	-	28,245.50
43	PARKING LOT BITUMINOUS MATERIAL FOR TACK COAT	150.00	GAL	5.55	832.50	-	-	-	-		-	-	832.50
44	BITUMINOUS PATCH	75.00	SY	83.40	6,255.00	-	-	-	-		-	-	6,255.00
45	BITUMINOUS TRAIL, 8' WIDE	470.00	SY	39.00	18,330.00	-	-	-	-		-	-	18,330.00
46	CONCRETE CURB AND GUTTER (B612)	370.00	LF	22.85	8,454.50	-	-	-	-		-	-	8,454.50
47	CONCRETE CURB AND GUTTER (B618)	25.00	LF	38.55	963.75	-	-	-	-		-	-	963.75
48	4 INCH CONCRETE WALK	5,680.00	SF	6.70	38,056.00	-	-	2,081.60	13,946.72		13,946.72	37%	24,109.28
49	6 INCH CONCRETE WALK	4,465.00	SF	8.70	38,845.50	-	-	4,755.80	41,375.46		41,375.46	107%	(2,529.96)

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	CITY OF WABASHA	Owner's Project No.:	
Engineer:	BOLTON & MENK	Engineer's Project No.:	0H1.128626
Contractor:	PEMBER COMPANIES	Agency's Project No.:	
Project:	ATHLETIC PARK RELOCATION PROJECT		
Contract:			

Application No.:	2	Application Period:	From	07/16/23	to	08/15/23	Application Date:						
A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
						Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
50	6 INCH CONCRETE PEDESTRIAN RAMP	240.00	SF	10.75	2,580.00	-	-	-	-		-		2,580.00
51	TRUNCATED DOMES	51.00	SF	50.20	2,560.20	-	-	-	-		-		2,560.20
52	6 INCH REINFORCED HOCKEY RINK CONCRETE	261.00	CY	737.00	192,357.00	-	-	267.00	196,779.00		196,779.00	102%	(4,422.00)
53	HOCKEY RINK SLAB REINFORCING	6,440.00	LBS	3.10	19,964.00	-	-	5,729.00	17,759.90		17,759.90	89%	2,204.10
54	4 INCH CONCRETE MAINTENANCE STRIP (18" WIDTH)	745.00	LF	42.35	31,550.75	-	-	-	-		-		31,550.75
55	SIGN TYPE C (HANDICAP PARKING AND ACCESS AISLE SIGNS)	3.00	EA	91.00	273.00	-	-	-	-		-		273.00
56	SIGN POST	3.00	EA	318.50	955.50	-	-	-	-		-		955.50
57	PAVT MSSG - WHITE PAINT (HANDICAP SYMBOL)	2.00	EA	63.65	127.30	-	-	-	-		-		127.30
58	4 INCH SOLID LINE WHITE PAINT (PARKING LOT)	1,500.00	LF	1.80	2,700.00	-	-	-	-		-		2,700.00
59	TURF ESTABLISHMENT - SPORTS FIELD SEED MIX	600.00	LBS	3.50	2,100.00	-	-	-	-		-		2,100.00
60	TURF ESTABLISHMENT - 25-151-HIGH MAINTENANCE TURF	720.00	LBS	3.50	2,520.00	-	-	-	-		-		2,520.00
61	TURF ESTABLISHMENT-25-131-LOW MAINTENANCE TURF	45.00	LBS	3.50	157.50	-	-	-	-		-		157.50
62	HYDRAULIC MATRIX, TYPE MULCH	6.00	ACRE	10,000.00	60,000.00	-	-	-	-		-		60,000.00
63	ROLLED EROSION PREVENTION PRODUCT, CATEGORY 20	200.00	SY	3.20	640.00	-	-	-	-		-		640.00
64	MODULAR BLOCK RETAINING WALL	90.00	SF	119.00	10,710.00	-	-	-	-		-		10,710.00
65	BASKETBALL HOOP	2.00	EA	6,310.00	12,620.00	-	-	-	-		-		12,620.00
66	BASKETBALL COURT PAINT LINES	610.00	LF	1.55	945.50	-	-	-	-		-		945.50
67	HOCKEY RINK DASHER BOARDS	1.00	LS	129,000.00	129,000.00	-	-	-	-		-		129,000.00
68	ELECTRICAL SERVICE/CONTROL CABINET	1.00	LS	10,235.00	10,235.00	-	-	-	-		-		10,235.00
69	RECEPTACLE STANCHION	2.00	EA	1,285.00	2,570.00	-	-	-	-		-		2,570.00
70	3/4" NON-METALLIC CONDUIT, SCH 40	115.00	LF	3.15	362.25	-	-	-	-		-		362.25
71	1" NON-METALLIC CONDUIT, SCH 40	752.00	LF	3.60	2,707.20	-	-	-	-		-		2,707.20
72	1-1/4" NON-METALLIC CONDUIT, SCH 40	635.00	LF	4.50	2,857.50	-	-	-	-		-		2,857.50
73	2" NON-METALLIC CONDUIT, SCH 40	356.00	LF	6.90	2,456.40	-	-	-	-		-		2,456.40
74	UNDERGROUND WIRE 1 C#3/0 AWG	820.00	LF	6.00	4,920.00	-	-	-	-		-		4,920.00
75	UNDERGROUND WIRE 1 C#10 AWG	1,876.00	LF	0.90	1,688.40	-	-	-	-		-		1,688.40
76	UNDERGROUND WIRE 1 C#4 AWG	2,555.00	LF	2.35	6,004.25	-	-	-	-		-		6,004.25
77	HANDHOLE	3.00	EA	1,120.00	3,360.00	-	-	-	-		-		3,360.00
78	LIGHTING UNIT TYPE A-PARKING LOT LIGHT (LIGHT AND	2.00	EA	5,375.00	10,750.00	-	-	-	-		-		10,750.00
79	LIGHT FOUNDATION TYPE A (FUTURE TRAIL LIGHTING)	4.00	EA	1,035.00	4,140.00	-	-	-	-		-		4,140.00
80	SCOREBOARD ELECTRICAL	2.00	EA	815.00	1,630.00	-	-	-	-		-		1,630.00
81	BASES, HOME PLATE, AND PITCHING RUBBER	2.00	EA	2,645.00	5,290.00	-	-	-	-		-		5,290.00
82	AGLIME SURFACING (P)	835.00	TON	74.25	61,998.75	-	-	-	-		-		61,998.75
83	18' HT. GALVANIZED CHAIN LINK FENCE - BACKSTOP	150.00	LF	270.40	40,560.00	-	-	-	-		-		40,560.00
84	8' HT. GALVANIZED CHAIN LINK FENCE	40.00	LF	91.00	3,640.00	-	-	-	-		-		3,640.00
85	SPECTATOR BLEACHER PADS (CV)	24.00	CY	36.10	866.40	-	-	-	-		-		866.40
86	SPORT COURT TYPE SP 9.5 WEAR COURSE MIXTURE	1,190.00	SY	13.10	15,589.00	-	-	-	-		-		15,589.00
87	SPORT COURT TYPE SP 9.5 BINDER COURSE MIXTURE	1,190.00	SY	18.90	22,491.00	-	-	-	-		-		22,491.00
88	SPORT COURT BITUMINOUS MATERIAL FOR TACK COAT	120.00	GAL	5.55	666.00	-	-	-	-		-		666.00
89	ACRYLIC SPORT COURT SURFACING INCLUDING COURT	1,190.00	SY	15.90	18,921.00	-	-	-	-		-		18,921.00
90	PICKLEBALL NET AND POST SYSTEM	2.00	EA	3,345.00	6,690.00	-	-	1.00	3,345.00		3,345.00	50%	3,345.00
91	TENNIS NET AND POST SYSTEM	1.00	EA	3,730.00	3,730.00	-	-	0.50	1,865.00		1,865.00	50%	1,865.00
92	10' HT. GALVANIZED CHAIN LINK FENCE (TENNIS ENDS)	152.00	LF	112.70	17,130.40	-	-	-	-		-		17,130.40
93	6' HT. GALVANIZED CHAIN LINK FENCE (TENNIS SIDES +	320.00	LF	53.05	16,976.00	-	-	-	-		-		16,976.00
94	4' HT. GALVANIZED CHAIN LINK FENCE (PICKLEBALL EAST	50.00	LF	58.85	2,942.50	-	-	-	-		-		2,942.50
95	6' HT. GALVANIZED CHAIN LINK FENCE SINGLE GATE, 4' WIDE	2.00	EA	482.50	965.00	-	-	-	-		-		965.00
96	6' HT. GALVANIZED CHAIN LINK FENCE DOUBLE GATE, 10'	1.00	EA	1,115.00	1,115.00	-	-	-	-		-		1,115.00
97	4' HT. GALVANIZED CHAIN LINK FENCE DOUBLE GATE, 10'	1.00	EA	865.00	865.00	-	-	-	-		-		865.00
98	POST TENSION CONCRETE	10,575.00	SF	14.25	150,693.75	-	-	5,287.50	75,346.88		75,346.88	50%	75,346.87
99	SPORT COURT TYPE SP 9.5 WEAR COURSE MIXTURE	(1,190.00)	SY	13.05	(15,529.50)	-	-	-	-		-		(15,529.50)

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	CITY OF WABASHA	Owner's Project No.:	
Engineer:	BOLTON & MENK	Engineer's Project No.:	0H1.128626
Contractor:	PEMBER COMPANIES	Agency's Project No.:	
Project:	ATHLETIC PARK RELOCATION PROJECT		
Contract:			

Application No.: 2		Application Period: From 07/16/23 to 08/15/23		Application Date:									
A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
100	SPORT COURT TYPE SP 9.5 BINDER COURSE MIXTURE	(1,190.00)	SY	18.85	(22,431.50)	-	-	-	-		-		(22,431.50)
101	BITUMINOUS MATERIAL FOR TACK COAT (CREDIT)	(120.00)	GAL	5.55	(666.00)	-	-	-	-		-		(666.00)
102	12 INCH CONCRETE MAINTENANCE STRIP (18" WIDTH)	545.00	LF	45.00	24,525.00	-	-	-	-		-		24,525.00
103	4 INCH CONCRETE MAINTENANCE STRIP (18" WIDTH)(CREDIT)	(545.00)	LF	38.85	(21,173.25)	-	-	-	-		-		(21,173.25)
104	HOCKEY RINK LIGHT POLE FOUNDATION	2.00	EA	2,740.00	5,480.00	-	-	-	-		-		5,480.00
105	HOCKEY RINK LIGHT POLE AND FIXTURES	2.00	EA	220.60	441.20	-	-	-	-		-		441.20
106	1" NON-METALLIC CONDUIT, SCH 40	290.00	LF	3.55	1,029.50	-	-	-	-		-		1,029.50
107	UNDERGROUND WIRE 1 C#8 AWG	1,110.00	LF	1.35	1,498.50	-	-	-	-		-		1,498.50
108	HANDHOLE	1.00	EA	1,120.00	1,120.00	-	-	-	-		-		1,120.00
		-	-	-	-						-		-
Original Contract Totals					\$ 1,681,840.15		\$ 350,712.55		\$ 921,402.79	\$ -	\$ 921,402.79	55%	\$ 760,437.36

Certificate Of Completion

Envelope Id: 5506A5784FB3459E9C6D00E0DF425F5A

Status: Completed

Subject: Complete with DocuSign: 128626 Pay App No. 2 08-23-2023.pdf

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Document Pages: 5

Signatures: 4

Envelope Originator:

Certificate Pages: 5

Initials: 0

Heather Hanson

AutoNav: Enabled

1960 Premier Drive

Envelope Stamping: Enabled

MANKATO, MN 56001

Time Zone: (UTC-06:00) Central Time (US & Canada)

Heather.hanson@bolton-menk.com

IP Address: 65.141.17.74

Record Tracking

Status: Original

Holder: Heather Hanson

Location: DocuSign

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Heather.hanson@bolton-menk.com

Signer Events

Jonathan Nelsen

jonathan.nelsen@bolton-menk.com

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:



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Signature Adoption: Pre-selected Style

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Resent: 8/23/2023 12:39:08 PM

Viewed: 8/24/2023 12:02:28 PM

Signed: 8/24/2023 12:03:27 PM

Electronic Record and Signature Disclosure:

Accepted: 8/24/2023 12:02:28 PM

ID: 4a3d7bcf-9beb-470b-96f0-681f396ba9a5

Joe Pember

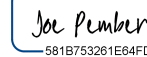
jpember@pembercompanies.com

Senior Project Manager

Jack Pine Enterprises LLC

Security Level: Email, Account Authentication
(None)

DocuSigned by:



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Signature Adoption: Pre-selected Style

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Electronic Record and Signature Disclosure:

Accepted: 8/24/2023 12:11:21 PM

ID: 6ab1f514-8370-49e7-aac9-8edd0bc2fa07

Caroline Gregerson

cityadmin@wabasha.org

City Administrator

Security Level: Email, Account Authentication
(None)

DocuSigned by:



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Electronic Record and Signature Disclosure:

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In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp**

Carbon Copy Events	Status	Timestamp
Katy Gehler katy.gehler@bolton-menk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 8/10/2023 5:06:01 PM ID: 5c849c9e-fc09-4dea-9ddf-162b41438d92	COPIED	Sent: 8/23/2023 12:24:43 PM Viewed: 8/23/2023 12:29:07 PM
Haley Pember hpember@pembercompanies.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 6/27/2023 8:28:13 AM ID: 4aa58d91-8888-41c9-831c-5dd6fc43cfcf	COPIED	Sent: 8/24/2023 12:03:29 PM
Jane Hanke jahnke@pembercompanies.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/24/2023 12:03:29 PM
Tyler Grabau finance@wabasha.org Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/24/2023 12:47:58 PM Viewed: 8/24/2023 1:03:47 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/23/2023 12:24:43 PM
Envelope Updated	Security Checked	8/23/2023 12:39:04 PM
Certified Delivered	Security Checked	8/28/2023 12:11:19 PM
Signing Complete	Security Checked	8/28/2023 12:11:35 PM
Completed	Security Checked	8/28/2023 12:11:35 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Bolton & Menk:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: docusign@bolton-menk.com

To advise Bolton & Menk of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at docusign@bolton-menk.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request paper copies from Bolton & Menk

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to docusign@bolton-menk.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. If any fees are incurred you will be billed for them at that time.

To withdraw your consent with Bolton & Menk

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to docusign@bolton-menk.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions will take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Bolton & Menk as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Bolton & Menk during the course of your relationship with Bolton & Menk.

City Council Regular

8. 4.

Meeting Date: 09/05/2023

ITEM TITLE: Tool cat salt spreader

DEPARTMENT: Public Works

PURPOSE:

Purchase of a commercial quality grade salter for the tool cat.

ITEM SUMMARY:

We are in need of a replacement salt/sand spreader for the tool cat. The previous unit that we purchased for \$1,100 has been used over the past 3 years and does not work well for our application. Constant plugging, electrical issues, create a problem through snow removal and sidewalk deicing. We need a good commercial grade salt/sand spreader which we can use for years to come. This sander is also stainless steel which will hold up for many years. We have funds reserved in the CIP for this purchase. The old salt/sand spreader can be sold on auction. State bid purchase price is \$5,812.00.

STAFF RECOMMENDATION:

Staff recommends purchase of the new equipment to help with snow removal operations, especially with the downtown street changes.

ACTION REQUIRED:

Motion to approve purchase as presented.

Attachments

spreader quote



Product Quotation

Quotation Number: 4037E040489

Date: 2023-01-27 09:55:43

Ship to	Bobcat Dealer	Bill To
CITY OF WABASHA Attn: TONY 900 Hiawatha Dr E WABASHA, MN 55981	Bobcat of the Coulee Region, Inc., Dresbach, MN 31465 VETERANS RD DRESBACH MN 55947 Phone: (507) 643-6781 Fax: (507) 643-7053 ----- Contact: David Vanderzee Phone: 507-643-6781 Fax: 507-643-7053 Cellular: 507-313-8474 E Mail: dvanderzee@couleebobcat.com	CITY OF WABASHA Attn: TONY 900 Hiawatha Dr E WABASHA, MN 55981

Description	Part No	Qty	Price Ea.	Total
SP13 Sand and Salt Spreader	7453395	1	\$6,620.00	\$6,620.00
--- Box Stake Pocket	7190021	1	\$34.00	\$34.00
Total of Items Quoted				\$6,654.00
Dealer P.D.I.				\$100.00
Freight Charges				\$137.00
Dealer Assembly Charges				\$518.00
Other Charges: Material and Logistics				\$0.00
Discount gov 20				(\$1,597.00)
Quote Total - US dollars				\$5,812.00

Notes:

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

Customer Acceptance:

Purchase Order: _____

Authorized Signature:

Print: _____ Sign: _____ Date: _____

City Council Regular

8. 5.

Meeting Date: 09/05/2023

ITEM TITLE: September Warrants

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Attachments

September Warrants

CITY OF WABASHA COUNCIL PAYABLES

08/31/23 11:22 AM

Page 1

PROG Descr	Search Name	Account Descr	Amount	Comments
PROG Descr				
	VISA	G 100-10424 Pool Concession Fund	\$162.80	SAMS CLUB POOL CONCESSIONS
	DICKS FRESH MARKET	G 100-10424 Pool Concession Fund	\$127.63	POOL CONCESSIONS
	VISA	G 100-10424 Pool Concession Fund	-\$78.00	SLUSHIE MIX REFUND
	VISA	G 100-10424 Pool Concession Fund	-\$26.00	SLUSHIE MIX DAMAGES
	VISA	G 100-10424 Pool Concession Fund	-\$23.74	SLUSHIE MIX DAMAGES
	VISA	G 100-10424 Pool Concession Fund	\$23.35	SLUSHIE MIX
	VISA	G 100-10424 Pool Concession Fund	\$23.11	SLUSHIE MIX
	VISA	G 100-10424 Pool Concession Fund	\$187.74	POOL CONCESSIONS - SAMS
	VISA	G 100-10424 Pool Concession Fund	\$268.59	POOL CONCESSIONS - SAM'S
	VISA	G 100-10424 Pool Concession Fund	\$93.88	SLUSHIE MIX
	VISA	G 100-10424 Pool Concession Fund	\$142.16	SCHWANS POOL CONCESSIONS
	VISA	G 100-10424 Pool Concession Fund	\$141.69	SLUSHIE MIX
	VISA	G 100-10424 Pool Concession Fund	\$68.75	SCHWANS POOL SUPPLIES
	VISA	G 100-10424 Pool Concession Fund	\$510.24	SAMS CLUB POOL SUPPLIES
PROG Descr			\$1,622.20	
PROG Descr Administration				
Administration	VISA	E 100-410-41500-308 Continuing Ed	\$250.00	MNGFOA CONFERENCE REGISTRATION
Administration	WATER SYSTEMS COMPANY	E 100-410-41500-311 Contractor Fees	\$14.98	WATER SERVICES
Administration	WATER SYSTEMS COMPANY	E 100-410-41500-311 Contractor Fees	\$7.20	WATER SERVICES
Administration	CINTAS	E 100-410-41500-311 Contractor Fees	\$76.02	CITY HALL RUGS
Administration	HERREID & ASSOCIATES	E 100-410-41500-311 Contractor Fees	\$1,200.00	CONSULTING SERVICES
Administration	HBC	E 100-410-41500-321 Telephone	\$147.78	CITY HALL PHONE
Administration	QUADIENT LEASING USA, INC.	E 100-410-41500-322 Postage	\$159.63	POSTAGE MACHINE LEASE
Administration	VISA	E 100-410-41500-350 Printing and Binding	\$9.78	FACEBOOK ADVERTISING
Administration	VISA	E 100-410-41500-433 Dues and Subscriptions	\$21.46	ADOBE
Administration	VISA	E 100-410-41500-433 Dues and Subscriptions	\$9.99	POST BULLETIN SUBSCRIPTION
Administration	VISA	E 100-410-41500-558 Computer Replacement Fund	\$124.56	HP MULTIPOINT HUB
PROG Descr Administration			\$2,021.40	
PROG Descr Ambulance				
Ambulance	PLATINUM EDUCATIONAL GROUP, L	E 100-420-42500-206 Training Center Expenditures	\$500.00	EMS TESTING ANNUAL INSTITUTION SIT
Ambulance	KWIK TRIP INC	E 100-420-42500-212 Motor Fuels	\$335.50	AMBULANCE FUEL
Ambulance	WABASHA COUNTY	E 100-420-42500-212 Motor Fuels	\$341.46	AMBULANCE DIESEL
Ambulance	LIFE-ASSIST, INC	E 100-420-42500-217 Medical Supplies	\$117.80	LUER - JET SYRINGES
Ambulance	LIFE-ASSIST, INC	E 100-420-42500-217 Medical Supplies	\$3.11	MISC MEDICAL SUPPLIES

PROG Descr	Search Name	Account Descr	Amount	Comments
Ambulance	BOUND TREE MEDICAL, LLC	E 100-420-42500-217 Medical Supplies	\$101.04	MEDICAL SUPPLIES
Ambulance	LIFE-ASSIST, INC	E 100-420-42500-217 Medical Supplies	\$271.25	MEDICAL SUPPLIES
Ambulance	LIFE-ASSIST, INC	E 100-420-42500-217 Medical Supplies	\$937.37	MEDICAL SUPPLIES
Ambulance	LIFE-ASSIST, INC	E 100-420-42500-217 Medical Supplies	\$99.50	MEDICAL SUPPLIES
Ambulance	MEDPRO MIDWEST GROUP	E 100-420-42500-221 Equipment Maintenance/Parts	\$146.50	QUARTERLY BILLING
Ambulance	THE JOY LABS	E 100-420-42500-308 Continuing Ed	\$293.23	RE CUT CHECK
Ambulance	ECP SERVICES, LLC	E 100-420-42500-311 Contractor Fees	\$2,184.04	JULY COMMISSION
Ambulance	HBC	E 100-420-42500-321 Telephone	\$70.97	AMBULANCE PHONE
Ambulance	FIRSTNET BUILT WITH AT & T	E 100-420-42500-321 Telephone	\$76.46	AMBULANCE MOBILE INTERNET
Ambulance	CLEARWAY COMMUNITY SOLAR LLC	E 100-420-42500-381 Electric/Gas Utility	\$123.08	AMBULANCE SOLAR
Ambulance	XCEL ENERGY	E 100-420-42500-381 Electric/Gas Utility	\$127.93	AMUBLANCE GARAGE
Ambulance	CULLIGAN	E 100-420-42500-409 Maintenance Agreements	\$71.77	SANI SYSTEM
Ambulance	CULLIGAN	E 100-420-42500-409 Maintenance Agreements	\$59.00	WATER SOFTNER
Ambulance	DICK S AUTO PARTS	E 100-420-42500-414 Vehicle Maintenance	\$23.08	BUTT TERMINAL, HEAT SHRINK TUBE
Ambulance	EVEREST EMERGENCY VEHICLES, IN	E 100-420-42500-414 Vehicle Maintenance	\$42.34	BLUE COVER
Ambulance	JESSES AUTOMOTIVE LLC	E 100-420-42500-414 Vehicle Maintenance	\$453.98	FORD F-450 SUPER DUTY
Ambulance	DICK S AUTO PARTS	E 100-420-42500-414 Vehicle Maintenance	\$407.87	BUGS B GONE, BATTERIES
Ambulance	DICKS FRESH MARKET	E 100-420-42500-430 Miscellaneous	\$77.64	MISC SUPPLIES
Ambulance	EVEREST EMERGENCY VEHICLES, IN	E 501-420-42500-500 CAPITAL OUTLAY	\$22,975.08	LIQUID SPRING INSTALLATION
PROG Descr Ambulance			\$29,840.00	
PROG Descr Elections/Voters Registration				
Elections/Voters Registrati	WABASHA COUNTY AUDITOR/TREAS	E 100-410-41200-403 Office Equipment Maint. Agreem	\$765.00	DS200 MAINTENANCE ALL 3 WARDS
PROG Descr Elections/Voters Registration			\$765.00	
PROG Descr Emergency Management				
Emergency Management	COULEE REGION DOCKS LLC	E 100-420-42400-387 Emergency Mgmt/Flood Expense	\$749.00	MALONE PARK DOCK FLOOD REPAIRS
PROG Descr Emergency Management			\$749.00	
PROG Descr Engineering				
Engineering	BOLTON AND MENK INC	E 100-410-41300-303 Engineering Fees	\$3,600.00	PROFESSIONAL SERVICES
Engineering	CONSTRUCTION MANAGEMENT SER	E 100-410-41300-315 Building Inspector Fees	\$2,110.34	BUILDING INSPECTIONS
PROG Descr Engineering			\$5,710.34	
PROG Descr Fire Protection				
Fire Protection	HILLS HARDWARE HANK	E 100-420-42200-200 Office Supplies	\$71.76	FIRE HALL SUPPLIES
Fire Protection	WABASHA COUNTY	E 100-420-42200-212 Motor Fuels	\$68.84	FIRE DEPARTMENT GAS
Fire Protection	WABASHA COUNTY	E 100-420-42200-212 Motor Fuels	\$121.54	FIRE DEPARTMENT DIESEL
Fire Protection	KWIK TRIP INC	E 100-420-42200-212 Motor Fuels	\$109.19	FUEL
Fire Protection	DICK S AUTO PARTS	E 100-420-42200-221 Equipment Maintenance/Parts	\$85.44	THE ABSORBER
Fire Protection	FIRE SAFETY USA	E 100-420-42200-221 Equipment Maintenance/Parts	\$1,145.00	LABOR & TRAVEL TO REBUILD CYLINDER
Fire Protection	MISSISSIPPI PARKSIDE MARINA	E 100-420-42200-221 Equipment Maintenance/Parts	\$467.00	NEW PUMP HOSE

PROG Descr	Search Name	Account Descr	Amount	Comments
Fire Protection	DICK S AUTO PARTS	E 100-420-42200-221 Equipment Maintenance/Parts	\$14.69	BUNGEE VALUE PACK
Fire Protection	DICK S AUTO PARTS	E 100-420-42200-221 Equipment Maintenance/Parts	\$11.18	CONV OIL 5W30
Fire Protection	MISSISSIPPI PARKSIDE MARINA	E 100-420-42200-221 Equipment Maintenance/Parts	\$4,802.00	TRANSPORT & INSTALL OF LIFT
Fire Protection	ROMANS OVERHEAD DOOR LLC	E 100-420-42200-223 Building Maint/Repair Supplies	\$1,000.00	REPLACEMENT OF OVERHEAD DOOR
Fire Protection	FIRE SAFETY USA	E 100-420-42200-223 Building Maint/Repair Supplies	\$1,013.50	ENGINE 6 PUMP TEST & REPAIRS
Fire Protection	FIRE SAFETY USA	E 100-420-42200-223 Building Maint/Repair Supplies	\$382.50	LADDER 1 PUMP TEST AND SUPPLIES
Fire Protection	FIRE SAFETY USA	E 100-420-42200-223 Building Maint/Repair Supplies	\$942.50	ENGINE 2 PUMP TEST WITH LABOR AND
Fire Protection	VISA	E 100-420-42200-308 Continuing Ed	\$192.20	BREEZY POINT FOR TRAINING
Fire Protection	CLEARWAY COMMUNITY SOLAR LLC	E 100-420-42200-381 Electric/Gas Utility	\$192.35	FIRE DEPARTMENT SOLAR
Fire Protection	XCEL ENERGY	E 100-420-42200-381 Electric/Gas Utility	\$8.27	FIRE SIREN
Fire Protection	XCEL ENERGY	E 100-420-42200-381 Electric/Gas Utility	\$18.00	FIRE SIREN
Fire Protection	XCEL ENERGY	E 100-420-42200-381 Electric/Gas Utility	\$97.25	FIRE STATION
Fire Protection	XCEL ENERGY	E 100-420-42200-381 Electric/Gas Utility	\$26.99	FIRE SIREN
Fire Protection	XCEL ENERGY	E 100-420-42200-381 Electric/Gas Utility	\$8.37	FIRE SIREN
Fire Protection	WABASHA RUBBISH REMOVAL	E 100-420-42200-384 Refuse Disposal	\$93.60	FIRE HALL GARBAGE
PROG Descr Fire Protection			\$10,872.17	
PROG Descr General Govt Bldg City Hall				
General Govt Bldg City Hall	VISA	E 100-410-41900-200 Office Supplies	\$24.99	THANK YOUR CARDS
General Govt Bldg City Hall	CINTAS	E 100-410-41900-211 Cleaning/Janitorial Supplies	\$76.02	RUG SERVICES
General Govt Bldg City Hall	WABASHA COUNTY D. A. C.	E 100-410-41900-313 Cleaning Services	\$330.75	CLEANING CREW - JULY SERVICES
General Govt Bldg City Hall	CLEARWAY COMMUNITY SOLAR LLC	E 100-410-41900-381 Electric/Gas Utility	\$636.87	CITY HALL SOLAR
General Govt Bldg City Hall	WABASHA RUBBISH REMOVAL	E 100-410-41900-384 Refuse Disposal	\$163.80	CITY HALL & POOL
General Govt Bldg City Hall	ON-SITE COMPUTERS INC	E 100-410-41900-558 Computer Replacement Fund	\$1,516.00	SWITCH FOR INTERNET
PROG Descr General Govt Bldg City Hall			\$2,748.43	
PROG Descr IT Department				
IT Department	VISA	E 100-410-41920-311 Contractor Fees	\$289.99	DESKTOP SCANNER - PD
IT Department	ON-SITE COMPUTERS INC	E 100-410-41920-312 Computer Support	\$1,392.00	EXPANDED BUSINESS AGREEMENT
IT Department	ON-SITE COMPUTERS INC	E 100-410-41920-312 Computer Support	\$252.23	ICLOUD BACK UP
IT Department	ON-SITE COMPUTERS INC	E 100-410-41920-312 Computer Support	\$42.00	FIREWALL PROTECTION PLAN
IT Department	ON-SITE COMPUTERS INC	E 100-410-41920-312 Computer Support	\$66.00	MICROSOFT 365 AGREEMENT
IT Department	VISION DESIGN GROUP INC	E 100-410-41920-312 Computer Support	\$25.00	WP ACTIVITY PLUGIN INSTALL
IT Department	ON-SITE COMPUTERS INC	E 100-410-41920-312 Computer Support	\$201.10	BILLABLE SERVICES
IT Department	HBC	E 100-410-41920-320 Internet/Website Service	\$982.01	INTERNET SERVICES
PROG Descr IT Department			\$3,250.33	
PROG Descr Legal				
Legal	FLAHERTY & HOOD, P.A.	E 100-410-41800-304 Legal Fees	\$918.75	GENERAL MUNICIPAL MATTERS
PROG Descr Legal			\$918.75	
PROG Descr Library				

PROG Descr	Search Name	Account Descr	Amount	Comments
Library	HBC	E 211-471-47100-321 Telephone	\$67.42	LIBRARY PHONE
PROG Descr Library			\$67.42	
PROG Descr Miscellaneous				
Miscellaneous	ZOLL MEDICAL CORPORATION	E 100-490-45400-430 Miscellaneous	\$1,453.11	
Miscellaneous	XCEL ENERGY	E 100-490-45400-450 Food Share Expenses	\$443.48	TRANSFER BUILDING
Miscellaneous	WABASHA COUNTY ATTYS OFFICE	E 202-490-45400-430 Miscellaneous	\$2,000.00	2023 LEGAL SERVICES
PROG Descr Miscellaneous			\$3,896.59	
PROG Descr Planning & Community Developme				
Planning & Community De	BOLTON AND MENK INC	E 100-420-42300-311 Contractor Fees	\$2,257.00	PLANNING AND ZONING
Planning & Community De	BOLTON AND MENK INC	E 350-410-42300-311 Contractor Fees	\$23,676.00	ATHLETIC FIELD COMPLEX
Planning & Community De	DAVID DROWN ASSOCIATES	E 350-410-42300-621 Bond-Fiscal Agent Fee	\$13,374.35	BOND FISCAL AGENT FEE
PROG Descr Planning & Community Developme			\$39,307.35	
PROG Descr Police Protection				
Police Protection	WABASHA COUNTY	E 100-420-42100-212 Motor Fuels	\$2,167.44	POLICE GAS
Police Protection	HILLS HARDWARE HANK	E 100-420-42100-219 General Supplies	\$16.99	POLICE ACCOUNT
Police Protection	VISA	E 100-420-42100-219 General Supplies	\$189.99	4 TIER LIBRARY WITH DOORS
Police Protection	PAUL BUSCH AUTO CENTER, INC	E 100-420-42100-221 Equipment Maintenance/Parts	\$99.80	2021 INTERCEPTOR MAINTENANCE
Police Protection	TOM HEFFERNAN FORD, INC	E 100-420-42100-221 Equipment Maintenance/Parts	\$91.02	SWITCH
Police Protection	PAUL BUSCH AUTO CENTER, INC	E 100-420-42100-221 Equipment Maintenance/Parts	\$150.00	2019 FORD F-150 MAINTENANCE
Police Protection	JESSES AUTOMOTIVE LLC	E 100-420-42100-221 Equipment Maintenance/Parts	\$49.84	OIL CHANGE 22 INTERCEPTOR
Police Protection	PAUL BUSCH AUTO CENTER, INC	E 100-420-42100-221 Equipment Maintenance/Parts	\$371.75	DIFFERENCE IN INVOICE PD ON CK 392
Police Protection	JESSES AUTOMOTIVE LLC	E 100-420-42100-221 Equipment Maintenance/Parts	\$53.00	MOUNT NEW TIRE ON INTERCEPTOR
Police Protection	APPEL S SERVICE INC	E 100-420-42100-221 Equipment Maintenance/Parts	\$146.00	EAGLE ENFORCER A/W
Police Protection	VISA	E 100-420-42100-308 Continuing Ed	\$12.21	MEAL @ TRAINING
Police Protection	VISA	E 100-420-42100-308 Continuing Ed	\$15.08	MEAL @ TRAINING
Police Protection	VISA	E 100-420-42100-308 Continuing Ed	\$27.00	MEAL @ TRAINING
Police Protection	VISA	E 100-420-42100-308 Continuing Ed	\$15.78	MEAL @ TRAINING
Police Protection	VISA	E 100-420-42100-308 Continuing Ed	\$27.00	MEAL @ TRAINING
Police Protection	VERIZON WIRELESS	E 100-420-42100-321 Telephone	\$160.12	PORTABLE INTERNET
Police Protection	HBC	E 100-420-42100-321 Telephone	\$75.05	FIRE DEPARTMENT PHONE
Police Protection	WABASHA COUNTY SHERIFF S DEPT	E 100-420-42100-325 Towing Expenses	\$300.00	REIMBURSEMENT OF TOW BILL
Police Protection	WABASHA COUNTY	E 100-420-42100-412 Building Rent	\$1,000.00	CJC LEASE FOR OCTOBER
Police Protection	WABASHA COUNTY	E 100-420-42100-412 Building Rent	\$1,000.00	CJC LEASE - SEPTEMBER 2023
Police Protection	DEPUTY REGISTRAR #86	E 100-420-42100-437 Misc Licenses and Permits	\$108.00	TITLE TRANSFERS - PD
Police Protection	VISA	E 100-420-42100-581 Uniforms	\$388.34	UNIFORM
Police Protection	STREICHER S	E 100-420-42100-581 Uniforms	\$23.98	UNIFORMS SUPPLIES
Police Protection	VISA	E 100-420-42100-581 Uniforms	\$34.99	HOLSTER
Police Protection	AXON ENTERPRISES	E 501-420-42100-500 CAPITAL OUTLAY	\$295.45	BATTERIES & CARTRIDGES
Police Protection	APPEL S SERVICE INC	E 501-420-42100-500 CAPITAL OUTLAY	\$708.16	TIRES

PROG Descr	Search Name	Account Descr	Amount	Comments
Police Protection	ANCOM	E 501-420-42100-500 CAPITAL OUTLAY	\$280.00	POWER SUPPLY AND SPEAKER
PROG Descr Police Protection			\$7,806.99	
PROG Descr Pool				
Pool	HAWKINS, INC	E 100-450-45300-216 Chemical and Chemical Products	\$419.76	HYDROCHLORIC ACID & CCH GRANULAR
Pool	HAWKINS, INC	E 100-450-45300-216 Chemical and Chemical Products	\$20.00	CHLORINE
Pool	HILLS HARDWARE HANK	E 100-450-45300-219 General Supplies	\$94.70	POOL ACCOUNT
Pool	HILLS HARDWARE HANK	E 100-450-45300-219 General Supplies	\$145.73	POOL INVOICES
Pool	VISA	E 100-450-45300-221 Equipment Maintenance/Parts	\$1,609.50	KLEEN - RITE RECLIAM PUMP
Pool	VISA	E 100-450-45300-221 Equipment Maintenance/Parts	\$573.25	POOL HEATER PARTS
Pool	VISA	E 100-450-45300-221 Equipment Maintenance/Parts	\$54.79	STRAINER
Pool	HILLS HARDWARE HANK	E 100-450-45300-223 Building Maint/Repair Supplies	\$6.86	KEYS - CITY HALL ACCOUNT
Pool	DEMAND ELECTRIC	E 100-450-45300-223 Building Maint/Repair Supplies	\$300.00	STREET LIGHT & POOL ELECTRICAL
Pool	HBC	E 100-450-45300-321 Telephone	\$39.84	POOL PHONE
Pool	CLEARWAY COMMUNITY SOLAR LLC	E 100-450-45300-381 Electric/Gas Utility	\$641.24	POOL DEPT
Pool	XCEL ENERGY	E 100-450-45300-381 Electric/Gas Utility	\$3,536.51	PARKS & POOL
Pool	THATCHER POOLS & SPAS	E 100-450-45300-402 Other Contract Maintenance	\$219.00	DISPATCH POOL TECHNICIAL
Pool	VISA	E 100-450-45300-402 Other Contract Maintenance	\$25.00	CREDIT CARD FEE
PROG Descr Pool			\$7,686.18	
PROG Descr Public Works				
Public Works	FEILS OIL COMPANY	E 100-430-43100-212 Motor Fuels	\$861.43	PREMIUM GAS - STATE TAX
Public Works	WABASHA COUNTY	E 100-430-43100-212 Motor Fuels	\$1,048.97	PUBLIC WORKS GAS
Public Works	WABASHA COUNTY	E 100-430-43100-212 Motor Fuels	\$530.70	PUBLIC WORKS DIESEL
Public Works	RILEY COSTELLO	E 100-430-43100-212 Motor Fuels	\$20.01	REIMBURSEMENT FUEL
Public Works	MID AMERICAN RESEARCH CHEMICAL	E 100-430-43100-216 Chemical and Chemical Products	\$753.91	JUDGEMENT DAY WEED KILLER
Public Works	HILLS HARDWARE HANK	E 100-430-43100-219 General Supplies	\$409.26	PUBLIC WORKS ACCOUNT
Public Works	VISA	E 100-430-43100-219 General Supplies	\$126.90	OFFICE CHAIR
Public Works	BEE FOREST LLC	E 100-430-43100-219 General Supplies	\$50.00	RIVERBOAT DAYS SAWDUST
Public Works	WATER SYSTEMS COMPANY	E 100-430-43100-219 General Supplies	\$14.98	PUBLIC WORKS WATER
Public Works	INTERSTATE BUILDING & SUPPLY	E 100-430-43100-219 General Supplies	\$253.80	MISC REPAIR SUPPLIES
Public Works	HILLS HARDWARE HANK	E 100-430-43100-219 General Supplies	\$1,396.68	MISC PARTS
Public Works	WATER SYSTEMS COMPANY	E 100-430-43100-219 General Supplies	\$27.30	PUBLIC WORKS WATER
Public Works	PAUL BUSCH AUTO CENTER, INC	E 100-430-43100-221 Equipment Maintenance/Parts	\$621.42	2005 CHEVROLET
Public Works	MAJERUS GARAGE	E 100-430-43100-221 Equipment Maintenance/Parts	\$65.00	2022 FREIGHTLINER DOT INSPECTION
Public Works	JOHN DEERE FINANCIAL	E 100-430-43100-221 Equipment Maintenance/Parts	\$1,009.27	PARTS @ MIDWEST
Public Works	PAUL BUSCH AUTO CENTER, INC	E 100-430-43100-221 Equipment Maintenance/Parts	\$226.74	6.6 DURAMAX REPAIRS
Public Works	PAUL BUSCH AUTO CENTER, INC	E 100-430-43100-221 Equipment Maintenance/Parts	\$33.11	1999 FORD F150 XL 4W
Public Works	BOBCAT OF COULEE REGION	E 100-430-43100-221 Equipment Maintenance/Parts	\$511.13	STUMP GRINDER REPAIRS
Public Works	DICK S AUTO PARTS	E 100-430-43100-221 Equipment Maintenance/Parts	\$73.63	OIL FILTERS AND FUEL
Public Works	DICK S AUTO PARTS	E 100-430-43100-221 Equipment Maintenance/Parts	\$18.99	GLOVES
Public Works	TEC INDUSTRIAL INC.	E 100-430-43100-221 Equipment Maintenance/Parts	\$452.05	MOTOR REPAIR SERVICES

PROG Descr	Search Name	Account Descr	Amount	Comments
Public Works	JOHN DEERE FINANCIAL	E 100-430-43100-221	\$334.27	V-BELT & AIR CLEANER
Public Works	MAJERUS GARAGE	E 100-430-43100-221	\$65.00	1990 CHEVROLET - C70 DOT INSPECTIO
Public Works	POLY LOCK	E 100-430-43100-223	\$100.00	POLICE GARAGE LOCK
Public Works	BRUENING ROCK PRODUCTS	E 100-430-43100-224	\$1,875.21	MN CLASS 2 AGGREGATE
Public Works	BRUENING ROCK PRODUCTS	E 100-430-43100-224	\$959.80	CLASS 5 ROCK
Public Works	VISA	E 100-430-43100-240	\$265.00	AIR FILTER CLEANER
Public Works	GERKEN S INC	E 100-430-43100-240	\$39.99	PRUNING SAW
Public Works	VISA	E 100-430-43100-240	\$78.79	MEASURING WHEEL
Public Works	HBC	E 100-430-43100-321	\$73.79	PUBLIC WORKS PHONE
Public Works	VERIZON WIRELESS	E 100-430-43100-321	\$40.03	PORTABLE INTERNET
Public Works	XCEL ENERGY	E 100-430-43100-381	\$70.28	311 MAIN & LAWRENCE
Public Works	XCEL ENERGY	E 100-430-43100-381	\$334.72	PARKS & POOL
Public Works	XCEL ENERGY	E 100-430-43100-381	\$80.12	MAIN ST PARKING LOT
Public Works	XCEL ENERGY	E 100-430-43100-381	\$106.40	CITY GARAGE
Public Works	XCEL ENERGY	E 100-430-43100-381	\$24.68	PARKS
Public Works	CLEARWAY COMMUNITY SOLAR LLC	E 100-430-43100-381	\$271.16	PUBLIC WORKS DEPT
Public Works	XCEL ENERGY	E 100-430-43100-382	\$3,909.47	STREET LIGHTS
Public Works	XCEL ENERGY	E 100-430-43100-382	\$172.65	STREET LIGHTS
Public Works	DEMAND ELECTRIC	E 100-430-43100-382	\$470.00	STREET LIGHT & POOL ELECTRICAL
Public Works	GERKEN S INC	E 100-430-43100-383	\$58.97	JOBES TREE & SHRUB FERT SPIKES
Public Works	BRUEGGER VALLEY LLC	E 100-430-43100-383	\$715.00	HAULING OF BRUSH DUMP ASH
Public Works	VISA	E 100-430-43100-383	\$15.00	HOSE FITTINGS
Public Works	VISA	E 100-430-43100-383	\$294.27	FIRE HOSE
Public Works	VISA	E 100-430-43100-383	\$27.72	HYDRANT ADAPTER
Public Works	VISA	E 100-430-43100-383	\$47.39	CAST CAM LOCK FITTINGS
Public Works	VISA	E 100-430-43100-383	\$23.25	PIPE FITTING
Public Works	VISA	E 100-430-43100-383	\$19.70	FIRE HOSE FITTINGS
Public Works	WABASHA RUBBISH REMOVAL	E 100-430-43100-384	\$1,062.38	BEACH PARK CAMPGROUND
Public Works	WABASHA RUBBISH REMOVAL	E 100-430-43100-384	\$469.01	CIRCUS DUMPSTER
Public Works	WABASHA RUBBISH REMOVAL	E 100-430-43100-384	\$468.00	HARBOR DUMPSTER
Public Works	WABASHA RUBBISH REMOVAL	E 100-430-43100-384	\$439.92	STREETS DEPT DUMPSTER
Public Works	WABASHA RUBBISH REMOVAL	E 100-430-43100-384	\$336.96	IKES PARK
Public Works	HALL ELECTRIC, INC.	E 100-430-43100-401	\$392.94	POLICE GARGE POWER
Public Works	COULEE REGION DOCKS LLC	E 100-430-43100-527	\$2,259.00	OLD NEC DOCK TO FISHING DOCK
Public Works	NATURAL PLAYGROUNDS SHOP	E 100-430-43100-527	\$6,667.01	EMBANKMENT SLIDES
Public Works	GERKEN S INC	E 100-430-43100-527	\$301.98	CORNER STONE & PRAMITOL
Public Works	GERKEN S INC	E 100-430-43100-527	\$119.99	25# LAWN SEED
Public Works	GERKEN S INC	E 100-430-43100-527	\$301.98	CORNERSTONE, PRAMITOL
Public Works	AMERICAN FENCE COMPANY OF MN	E 100-430-43100-527	\$3,503.00	FENCE REPAIRS
Public Works	MN DNR ECOLOGICAL & WATER RES	E 100-430-43100-527	\$72.30	FY23 INVOICE
Public Works	WABASHA MAIN STREET	E 100-430-43100-527	\$500.00	PLANTER

PROG Descr	Search Name	Account Descr	Amount	Comments
Public Works	JASONS PORTABLE TOILETS	E 100-430-43100-527 PARK MAINTENANCE	\$775.00	PARK RESTROOMS
Public Works	SOUTHERN MINNESOTA INSPECTIO	E 100-430-43100-579 Safety Equipment	\$1,265.30	INSPECTIONS
Public Works	PLAID PRODUCTIONS	E 100-430-43100-583 Signs	\$85.90	18" X 18" BOAT DOCK SIGN
Public Works	BOLTON AND MENK INC	E 389-430-43100-303 Engineering Fees	\$31,785.50	2023 STREET & UT IMP
Public Works	DAVID DROWN ASSOCIATES	E 389-430-43100-621 Bond-Fiscal Agent Fee	\$11,775.65	BOND FISCAL AGENT FEE
PROG Descr Public Works			\$81,559.76	
PROG Descr Sewer Department				
Sewer Department	WABASHA COUNTY RECORDER	E 810-500-49449-316 Recorder Fees	\$46.00	ATHLETIC FIELD UT EASEMENTS
Sewer Department	WABASHA COUNTY RECORDER	E 810-500-49449-316 Recorder Fees	\$23.00	ATHLETIC FIELD UT EASEMENTS
Sewer Department	HBC	E 810-500-49449-321 Telephone	\$64.12	UT PHONE
Sewer Department	U S POSTAL SERVICE	E 810-500-49449-322 Postage	\$278.92	AUGUST UT BILLS
Sewer Department	CLEARWAY COMMUNITY SOLAR LLC	E 810-500-49449-381 Electric/Gas Utility	\$7,584.68	UTILITIES
Sewer Department	XCEL ENERGY	E 810-500-49449-381 Electric/Gas Utility	\$27.01	SEWER LIFT STATION
Sewer Department	WABASHA RUBBISH REMOVAL	E 810-500-49449-384 Refuse Disposal	\$117.00	OLD ORANGE PLASTIC HOSE
PROG Descr Sewer Department			\$8,140.73	
PROG Descr Water Department				
Water Department	WABASHA COUNTY RECORDER	E 800-500-49000-316 Recorder Fees	\$23.00	ATHLETIC FIELD UT EASEMENTS
Water Department	WABASHA COUNTY RECORDER	E 800-500-49000-316 Recorder Fees	\$46.00	ATHLETIC FIELD UT EASEMENTS
Water Department	HBC	E 800-500-49000-321 Telephone	\$45.39	UT PHONE LINE
Water Department	U S POSTAL SERVICE	E 800-500-49000-322 Postage	\$278.92	AUGUST UT BILLS
Water Department	XCEL ENERGY	E 800-500-49000-381 Electric/Gas Utility	\$9.46	DUGAN LIFT STATION
Water Department	XCEL ENERGY	E 800-500-49000-381 Electric/Gas Utility	\$206.05	UT COMM LIFT STATION
Water Department	XCEL ENERGY	E 800-500-49000-381 Electric/Gas Utility	\$268.37	6005 WABASHA
Water Department	CLEARWAY COMMUNITY SOLAR LLC	E 800-500-49000-381 Electric/Gas Utility	\$2,895.83	UTILITIES
Water Department	XCEL ENERGY	E 800-500-49000-381 Electric/Gas Utility	\$550.81	LIFT STATION
Water Department	GOPHER STATE ONE CALL	E 800-500-49000-407 Gopher State One-Call	\$139.05	103 TICKETS @ \$1.35 EA
PROG Descr Water Department			\$4,462.88	
			\$211,425.52	

City Council Regular

8. 6.

Meeting Date: 09/05/2023

ITEM TITLE: 8-1-23 City Council Minutes

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Attachments

8-1-23 CC Minutes

DRAFT

Councilpersons:

First Ward: Friedmeyer, Jensen

Second Ward: Wallerich, Wodele

Third Ward: Meurer, Sulla

Mayor: Emily Durand

City Attorney: Mike Flaherty

City Administrator: Caroline Gregerson

Deputy Clerk: Jessica Leonhardt

Date: August 1, 2023

PROCEEDINGS OF THE CITY COUNCIL

The regular meeting of the City Council of the City of Wabasha was held on Tuesday, August 1, 2023, and was called to order at 6:00 p.m. by Council President Wallerich.

Present: Council Member John Friedmeyer; Council Member Dean Meurer; Council Member Brian Wodele; Council Member Jeff Sulla; Council Member Tim Wallerich; Council Member Eugene Jensen

Absent: Mayor Emily Durand

All present stood and recited the Pledge of Allegiance.

1. **Pledge of Allegiance**

2. **Guest Speaker - None**

3. **Public Comments**

Wanda Stingley expressed concerns about the train whistle and reviewed the process and criteria to cease the train whistle.

4. **Changes or Additions to Agenda**

There were no changes or additions to the agenda.

Moved by Council Member John Friedmeyer, seconded by Council Member Brian Wodele to approve the agenda as presented.

Vote: 6 - 0 Adopted - Unanimously

Other: Mayor Emily Durand (ABSENT)

5. **Mayor's Presentation**

Council President Wallerich expressed appreciation to the Riverboat Days committee, volunteers, and Public Works staff, noting that it was a successful event.

6. **Committee Reports and Wabasha Good News**

Planning Commission: Council President Wallerich noted that the next meeting is scheduled on August 8.

Utilities Commission: Council Member Wodele reported that the next meeting is scheduled on August 7.

Port Authority: Council Member Friedmeyer summarized topics of discussion during the most recent meeting, including the housing study and upcoming housing summit. Council Member Sulla commented regarding housing projects. Council Member Friedmeyer also discussed Port Authority loan programs and grant awards. He also expressed appreciation for all of the hard work on the 217(d) agreement, noting that a signing ceremony was recently conducted.

Street Commission: Public Works Director Tony Johnson summarized topics of discussion during the most recent meeting, including the Eagles Basin subdivision street repairs.

Ambulance Director Ryan Marking discussed increasing call volumes, billing and collection procedures, and staffing. He also provided an ambulance update.

7. **Administrator's Report**

City Administrator Gregerson congratulated Pat Mueller on 15 years of service with the City of Wabasha. She discussed a request for Federal funding toward the Highway 60 realignment project. She discussed a Wabasha-Kellogg trail feasibility report and potential joint projects. She discussed Police Department staffing.

8. **Consent Agenda**

Council President Wallerich reviewed the consent agenda. City Administrator Gregerson and Police Chief Joe Stark discussed the Minnesota Internet Crimes Against Children Task Force and the police officer vacancy.

Moved by Council Member Jeff Sulla, seconded by Council Member Eugene Jensen to approve the consent agenda as presented.

Vote: 6 - 0 Adopted - Unanimously

Other: Mayor Emily Durand (ABSENT)

1. Athletic Field Complex Pay Application #1
2. 7-12-23 Council Minutes
3. August Warrants
4. Approval to Hire Alyssa Simonson as Part-Time Casual, EMT III
5. Accept Tony Patraw's Resignation as Full-Time EMT, Re-Fill Position with Two Part-Time EMT or Part-Time Paramedic
6. Public Works Employee Hire Approval

7. Eagles Basin Subdivision Pavement Repair
8. MINNESOTA INTERNET CRIMES AGAINST CHILDREN TASK FORCE (ICAC) Joint Powers Agreement

9. **Public Hearing**

1. Cannabis Moratorium
Council President Wallerich reviewed a proposed ordinance establishing a moratorium on the sale, manufacture, and distribution of THC projects in Wabasha until January 1, 2025. He opened the public hearing for this item at 6:19 p.m. No one spoke during the public hearing. Council President Wallerich closed the public hearing at 6:20 p.m.

The interim ordinance language was reviewed.

2. 2023 Street Improvement Project Assessment Hearing
Katy Gehler from Bolton & Menk provided background information regarding the project and discussed the proposed assessments. She reviewed property owner payment options.

Council President Wallerich opened the public hearing for this item at 6:23 p.m.

Carol Proud, Wabasha, asked about the assessment deferment process, and Ms. Gehler provided information in this regard.

Chaz Swenson, 228 Pembroke Avenue, Wabasha, asked about parking during the project, noting a mother with mobility issues, and expressed concerns about the assessment. Ms. Gehler and City Administrator Gregerson discussed access considerations. The assessment deferment process was further discussed.

No one else spoke during the public hearing. Council President Wallerich closed the public hearing at 6:30 p.m.

Council Member Meurer relayed business owner concerns about signage. Ms. Gehler and City Administrator Gregerson provided information in this regard.

10. **General Business**

1. Resolution 29-2023 Adopting 2023 Street & Utility Improvement Project Assessments

Moved by Council Member Dean Meurer, seconded by Council Member Jeff Sulla to adopt Resolution 29-2023, approving the street and utility project assessments as presented.

Vote: 6 - 0 Adopted - Unanimously

Other: Mayor Emily Durand (ABSENT)

2. Stegemann Addition Plat Approval

Moved by Council Member Dean Meurer, seconded by Council Member Jeff Sulla to approve the Stegemann Addition plat as presented.

Vote: 6 - 0 Adopted - Unanimously

Other: Mayor Emily Durand (ABSENT)

11. **Donations**

1. 27-2023 August Donations

Council Member Wodele reviewed the August donations:

• LIBRARY

\$50 – In memory of Paul Klees – Dave & Nancy Houtkooper

\$25 – In memory of Paul Klees – John & Sue Mundy

\$25 – In memory of Paul Klees – David & Myriam Miller

\$25 – In memory of Paul Klees – William & Joan Whitaker

\$200 – for large print westerns – Anonymous

\$50 – In memory of Eunice Sulentich - Gary & Fahl

\$50 – In memory of Eunice Sulentich – Kathleen Sulentich M.D.

\$25 – In memory of Eunice Sulentich – John & Sue Hampe

\$20 – In memory of Eunice Sulentich – Kathy Edwards

\$1000 – Summer Reading Program – Rotary Club of Wabasha

• ATHLETIC FIELD COMPLEX

\$1000 – Anonymous

\$250 – Peter & Sharon Malin

Moved by Council Member Brian Wodele, seconded by Council Member Eugene Jensen to adopt Resolution 27-2023 approving the August donations.

Vote: 6 - 0 Adopted - Unanimously

Other: Mayor Emily Durand (ABSENT)

12. **Information - Financials Emailed to Council**

13. **Announcements**

1. 2024 Budget Workshop: Tuesday, August 22nd at 3PM Wabasha Public Library
A reminder was provided regarding the budget workshop.

14. **Adjournment**

Moved by Council Member Dean Meurer, seconded by Council Member John Friedmeyer to adjourn the meeting. The meeting adjourned at 6:35 p.m.

Vote: 6 - 0 Adopted - Unanimously

Other: Mayor Emily Durand (ABSENT)

City Council Regular

8. 7.

Meeting Date: 09/05/2023

ITEM TITLE: Temporary Liquor License

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

The Chamber has submitted paperwork to host a Fundraiser for Septoberfest in Grandpas barn on October 14th, 2023. This will be a beer garden with music in Grandpas Barn.

ACTION REQUIRED:

to approve application with the concert agenda.

City Council Regular

8. 8.

Meeting Date: 09/05/2023

ITEM TITLE: Painting of Eagle Center dock pilings

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

The NEC is looking to paint the dock pilings. They will cover the cost the first time (\$5000). Bolton Menk believes if not properly painted at a cost of \$60,000, it would require to be re-painted in 4-5 years. NEC would hope that the City would be willing to consider repainting it in 4-5 years but no set agreement in place.

ACTION REQUIRED:

approve the painting of the dock pilings by the NEC along with the concent agenda.

City Council Regular

10. 1.

Meeting Date: 09/05/2023

ITEM TITLE: Approve 2024 Preliminary Budget Levy and Call for Public Hearing December 5, 2023

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

The City of Wabasha 2024 proposed preliminary levy is attached. The proposed 2024 levy increase is 7.1%. Once the preliminary levy is set the levy can be lowered, but cannot be increased. Also attached is the Resolution setting City of Wabasha 2024 preliminary budget and setting the dates and times for required truth-in-taxation hearing.

This resolution must be submitted to the County Auditor's Office by September 30th.

The final City of Wabasha 2024 budget will be considered for adoption on December 5, 2023, at 6:00 PM.

Major budget highlights:

- Invests in major capital projects such as streets, a fire station expansion, pool skimmers, with additional capital improvement investment.
- We retired debt this year and have not full executed long-range capital plans so there is future debt planned that is not yet taken on this year. Overall debt levels decreased for 2024.
- 3% general wage increase, step increase for staff (2%)
- Assumes 10% cost in health care costs
- Adds 1 full-time paramedic position and part-time paramedic position and additional revenue growth for the ambulance service (requested by Ambulance Director Marking). This would mean a total of four full-time staff, 3 part-time staff (5.5 FTE), increasing from the current 4.5 full-time equivalent. This change has been added contingent on future formal approval by Ambulance Commission and Council in future meetings. The goal is to add scheduled paramedic staff to be able to take ALS transfers and grow the revenue and relieve pressure on overall understaffing for the service. A data analysis showed that we are still short 7 volunteers, if they are working the required minimum hours (36 hours/month). Director Marking believes that by investing in additional staffing, we should be able to grow the revenue to make up for the additional staff, due to the ability to take additional transfers. Administrator Gregerson supports the idea, as long as we can re-evaluate if there is no additional revenue growth. Our analysis showed we were about 7 paid on-call (volunteer) short of a number recommended not to burn out our volunteers but still meet our staffing.
- IT cost increase due to increased costs for Microsoft, improved security services and IT contracted services.

ACTION REQUIRED:

Motion to approve the 2024 City of Wabasha preliminary levy.

Attachments

31-2023 2023 Prelim. Budget Levy Resolution

2024 BUDGET WORKSHEET Prelim Levy

2024 CIP Projects 8-29-23

RESOLUTION # 31- 2023

RESOLUTION SETTING PRELIMINARY ANNUAL CITY BUDGET, PRELIMINARY PROPERTY TAX LEVY FOR THE YEAR 2023, AND SETTING DATES AND TIMES FOR REQUIRED TRUTH-IN-TAXATION HEARING.

BE IT RESOLVED, by the City Council of the City of Wabasha, Minnesota, that the attached City preliminary budget be approved for the year 2024.

FURTHER BE IT RESOLVED, by the City Council of the City of Wabasha, Minnesota that the City estimates that the following sums of money will be levied for the current year, collectable in 2024 upon the taxable property in the City of Wabasha, for the following purposes:

General Fund:	\$ 2,051,984
Library Fund:	\$ 181,922
Port Authority:	\$ 67,005
2019A Debt Service-Street Project	\$ 40,000
2023A General Obligation Improvement	\$ 231,000
<u>TOTAL LEVY:</u>	<u>\$ 2,571,912</u>

FURTHER BE IT RESOLVED, by the City Council of the City of Wabasha, Minnesota that the required Truth-IN-Taxation hearing is scheduled for Tuesday, December 5, 2023 at 6:00 PM in the City Council Chambers, 900 Hiawatha Drive East, Wabasha, Minnesota, and that a continuation hearing, if needed, is scheduled for Tuesday, December 19, 2023, at that same location and hour.

FURTHER BE IT RESOLVED, by the City Council of the City of Wabasha, Minnesota that the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Wabasha County, Minnesota.

Adopted by the City Council of the City of Wabasha, Minnesota on this 5th day of September 2023.

Dated: _____

Emily Durand, Mayor

ATTEST:

Wendy Busch, City Clerk

City of Wabasha, Minnesota
Summary Budget Page
Proposed 2024

Summary of Levy Breakdown

	Pay 2023	Proposed Pay 2024	Percent Increase (Year to Year)
General Fund	\$1,762,445	\$2,051,984	16.4%
Library Fund	\$180,676	\$181,922	0.7%
Port Authority	\$55,838	\$67,005	20.0%
2013A Debt Service	\$361,631	\$0	-100.0%
2019A Debt Service - Street Proj	\$40,000	\$40,000	0.0%
2023A General Obligation Improvement	\$0	\$231,000	
Total	\$2,400,590	\$2,571,912	7.1%

General Fund

Revenue:

\$2,051,984 Tax Levy
 \$685,058 Local Government Aid
 \$116,600 Aids & Credits
 \$46,600 Licenses & Permits
 \$861,480 Fees and Charges for Services
 \$500 Investment Earnings (Interest)
 \$25,000 Grants
 \$12,000 Insurance Reimbursement League of Minnesota Cities/Insurance Refunds
 \$5,000 Utility Payment for Staff
 \$15,000 Port Authority Staff Reimbursement
 \$45,088 W-K Schools Reimbursement for Police
 \$54,962 Street Light Utility Fees
 15,570 Reception Center Reimbursement

\$3,934,843 Total Revenue

\$1,882,859 Per General Fund Revenue Tab
 \$1,882,859 Non-Levy Revenue (From Above)
 \$0 Difference

Expenditures:

\$28,877 Mayor/Council
 \$74,000 Elections/Engineering
 \$423,745 Administration
 \$88,200 Auditor/Legal
 \$39,750 City Hall
 \$1,142,242 Police
 \$202,879 Fire/Fire Relief
 \$99,485 Planning/Zoning
 \$579,818 Ambulance
 \$841,865 Public Works (Streets and Parks)
 \$6,790 Emergency Management
 \$92,622 Pool
 \$269,570 Misc/Transfers
 \$45,000 IT Dept

\$3,934,843 Total Expenditures

\$3,934,843 Per Summary Page
 \$0 Deficit/Surplus:
 \$0 Difference to General Fund Reserves (above):

Library Fund

\$181,922 Tax Levy
 \$48,772 County Funds
 \$2,500 Fees for Service

\$233,195 Total Revenue

General Fund Revenue Summary

Account Description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Through June 30	2024 Proposed
AIDS & CREDITS							
R 100-33401 Local Government Aid	\$604,426	\$605,148	\$605,559	\$605,559	\$609,023	\$0	\$685,058
R 100-33402 Market Value Credit AG	\$1,600	\$1,296	\$1,600	\$1,573	\$1,600	\$0	\$1,600
R 100-33406 Police State Aid	\$64,000	\$64,348	\$67,000	\$80,131	\$78,000	\$0	\$80,000
R 100-33407 Fire State Aid	\$26,500	\$42,624	\$29,000	\$35,710	\$31,000	\$0	\$35,000
R 100-33408 PERA Aid	\$2,400	\$0	\$1,000	\$0	\$1,000	\$0	\$0
Misc Grant Revenue (Fund 502)	\$25,000	\$30,238	\$25,000	\$39,930	\$25,000	\$37,018	\$25,000
TOTAL AIDS & CREDITS	\$723,926	\$743,653	\$729,159	\$762,904	\$745,623	\$37,018	\$826,658

FEES FOR SERVICE

R 100-32137 Golf Cart Permit	\$600	\$1,740	\$600	\$340	\$600	\$240	\$600
R 100-32138 ATV Permit	\$500	\$1,620	\$500	\$660	\$500	\$440	\$1,100
R 100-32140 Transient Merchant Licence	\$0	\$90	\$0	\$90	\$0	\$30	\$0
R 100-32145 Garbage	\$0	\$500	\$2,000	\$625	\$2,000	\$375	\$500
R 100-34109 Clean Up Day	\$1,900	\$6,027	\$0	\$4,910	\$2,000	\$4,580	\$5,000
R 100-34150 Dog Pound Fees	\$250	\$175	\$250	\$240	\$250	\$300	\$250
R 100-34160 Vehicle Impound Fees	\$0	\$439	\$0	\$1,560	\$0	\$160	\$500
R 100-34161 Towing Charge	\$0	\$1,350	\$0	\$1,250	\$250	\$920	\$250
R 100-32181 Rent or Use of Land (Transfer Building, DH	\$0	\$7,150	\$0	\$9,250	\$8,700	\$0	\$10,000
R 100-34201 Police - Misc Revenue	\$0	\$11,522	\$0	\$620	\$0	\$2,552	\$0
R 100-34204 Fire Revenue	\$80,000	\$86,966	\$80,000	\$59,474	\$60,000	\$30,485	\$80,000
R 100-34207 Ambulance Services	\$250,000	\$178,879	\$240,000	\$256,787	\$240,000	\$162,631	\$310,000
R 100-34210 Ambulance Township Revenue	\$0	\$0	\$0	\$0	\$0	\$12,241	\$35,000
R 100-34212 Ambulance Training Center Revenue	\$0	\$310	\$2,000	\$120	\$500	\$1,260	\$1,500
R 100-34213 Misc - Ambulance	\$0	\$947	\$0	\$342	\$0	\$9,616	\$8,000
R 100-34302 Street Rental Equipment	\$0	\$2,100	\$0	\$2,100	\$0	\$300	\$0
R 100-34305 Street-County Road Maintenance	\$10,100	\$10,100	\$10,100	\$10,591	\$10,578	\$10,578	\$10,959
R 100-34720 Pool- Fees	\$28,000	\$20,652	\$35,000	\$30,804	\$35,000	\$34,842	\$40,000
R 100-34780 Park -Misc. Revenue	\$400	\$3,292	\$400	\$611	\$400	\$1,070	\$400
R 100-34781 Park-Campsite Lease	\$134,000	\$121,925	\$134,000	\$130,965	\$144,000	\$144,935	\$144,000
R 100-34782 Park-Campsite Fees	\$1,000	\$0	\$2,000	\$2,931	\$2,000	\$1,110	\$2,000
R 100-34786 Park -Campers-winter storge	\$1,700	\$2,250	\$2,000	\$7,750	\$2,000	\$2,600	\$2,000
R 100-34787 Park-slip leases	\$19,750	\$36,900	\$19,750	\$35,300	\$20,000	\$45,800	\$45,800
R 100-34790 Park - Boat Slip Daily Fees	\$500	\$476	\$500	\$1,235	\$500	\$0	\$500
R 100-34791 Park- Reservation Fees	\$1,500	\$2,011	\$1,500	\$1,113	\$1,500	\$1,089	\$1,500
R 100-35101 Police-Court Fines	\$16,000	\$20,324	\$16,000	\$12,331	\$16,000	\$8,878	\$16,000
R 100-34104 Plan Checking Fees	\$12,000	\$20,292	\$12,000	\$11,842	\$12,000	\$5,869	\$10,000
R 100-34106 Misc. Sales	\$0	\$2,177	\$0	\$73	\$0	\$164	\$0
R 100-36200 Miscellaneous Revenue/ Fees for Service	\$2,000	\$10,476	\$2,000	\$18,228	\$2,000	\$7,636	\$2,000
R 100-36221 Cable franchise fee	\$56,000	\$58,663	\$56,000	\$56,869	\$56,000	\$26,337	\$56,000
R 100-36290 Harbor Lease Agreement	\$25,500	\$24,495	\$25,000	\$28,045	\$27,061	\$13,942	\$28,441

General Fund Revenue Summary

Account Description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Through June 30	2024 Proposed
R 100-36334 Kellogg Police Protection	\$44,544	\$42,820	\$45,435	\$43,371	\$46,798	\$22,943	\$48,681
TOTAL FEES FOR SERVICE	\$686,244	\$676,668	\$687,035	\$730,428	\$690,637	\$553,922	\$860,980

LICENSES & PERMITS

R 100-32100 Liquor Licenses	\$15,000	\$15,000	\$15,000	\$14,383	\$15,000	\$21,160	\$20,000
R 100-32130 Games of Skill/Musical License	\$0	\$0	\$0	\$100	\$0	\$0	\$0
R 100-32132 Owners of Games of Skill License	\$0	\$0	\$0	\$400	\$0	\$350	\$0
R 100-32210 Building Permits	\$15,000	\$39,097	\$20,000	\$24,703	\$22,000	\$11,305	\$20,000
R 100-32555 Plumbing Permit	\$500	\$695	\$500	\$811	\$500	\$351	\$500
R 100-32556 Mechanical Permit	\$500	\$958	\$500	\$1,362	\$500	\$663	\$500
R 100-32221 Zoning Fees	\$1,500	\$450	\$1,000	\$1,800	\$1,500	\$5,150	\$1,500
R 100-32222 Sign Permit	\$100	\$250	\$100	\$300	\$100	\$505	\$100
R 100-32557 Digging Permit	\$500	\$2,593	\$500	\$550	\$500	\$604	\$500
R 100-36110 Building Permit State Surcharge	\$1,000	\$2,792	\$1,000	\$989	\$1,000	\$834	\$1,000
TOTAL LICENSES & PERMITS	\$34,100	\$61,834	\$38,600	\$45,398	\$41,100	\$40,922	\$44,100

MISCELLANEOUS REVENUE

R 100-31420 Lodging Tax	\$0	\$2,645	\$2,000	\$4,014	\$3,500	\$1,239	\$2,500
R 100-31421 Short-Term Rental Registration	\$0	\$0	\$0	\$0	\$0	\$6,000	\$500
R 100-36210 Interest Earnings	\$15,000	\$6,079	\$4,000	\$1,288	\$0	\$3,800	\$500
R 100-36323 Workmans Comp Dividend	\$0	\$1,758	\$0	\$1,965	\$0	\$0	\$0
R 100-36327 Property/Casualty Insurance Dividend	\$3,000	\$16,322	\$3,000	\$11,424	\$3,000	\$0	\$10,000
R 100-33104 REP Center Reimbursement	\$0	\$0	\$0	\$19,384	\$0	\$27,025	\$15,570
R 100-36317 Insurance Refunds and Recoveries	\$0	\$0	\$0	\$2,282	\$0	\$14,306	\$2,000
TOTAL MISCELLANEOUS REVENUE	\$18,000	\$26,803	\$9,000	\$40,357	\$6,500	\$52,370	\$31,070

R 100-36335 Police W-K School Resource Officer	\$40,000	\$40,000	\$42,000	\$42,500	\$43,000	\$0	\$45,088
R 100-37270 Water/Sewer Enterprise Transfer In	\$55,000	\$55,000	\$145,000	\$55,000	\$5,000	\$0	\$5,000
R 100-37272 Port Authority - Salary Fund	\$15,000	\$11,159	\$15,000	\$15,000	\$15,000	\$7,500	\$15,000
R 100-31063 Street Light Utility Fee	\$50,000	\$46,002	\$50,000	\$54,962	\$50,000	\$28,381	\$54,962
	\$160,000	\$152,162	\$252,000	\$167,462	\$113,000	\$35,881	\$120,051

TOTAL GENERAL FUND REVENUE	\$1,622,270	\$1,661,120	\$1,715,794	\$1,746,549	\$1,596,860	\$720,114	\$1,882,859
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2018-2024 Budget Summary											
Department	2018	2019	2020	2021	2022	2023 Budget	2024	\$ Change 2023 to 2024	% Change 2023 to 2024	\$ change 2018 to 2024	% change 2018 to 2024
Council	\$29,777	\$28,777	\$28,777	\$25,527	\$26,852	\$26,002	\$28,877	\$2,875	11%	-\$900	-3%
Elections	\$11,350	\$5,100	\$13,800	\$2,000	\$8,750	\$1,300	\$13,000	\$11,700	900%	\$1,650	15%
Engineering	\$34,000	\$30,500	\$30,500	\$29,000	\$48,000	\$51,000	\$61,000	\$10,000	20%	\$27,000	79%
Admin	\$283,777	\$291,321	\$371,241	\$418,000	\$414,271	\$385,622	\$423,745	\$38,123	10%	\$139,968	49%
Accounting	\$31,030	\$31,510	\$30,500	\$32,000	\$34,000	\$33,000	\$43,000	\$10,000	30%	\$11,970	39%
Legal	\$45,050	\$44,500	\$54,700	\$38,700	\$40,700	\$44,200	\$45,200	\$1,000	2%	\$150	0%
City Hall	\$42,950	\$42,150	\$41,100	\$42,100	\$40,400	\$39,750	\$39,750	\$0	0%	-\$3,200	-7%
Police	\$743,217	\$770,377	\$815,593	\$884,565	\$976,305	\$1,070,409	\$1,142,242	\$71,832	7%	\$399,025	54%
Fire	\$166,433	\$184,078	\$186,827	\$187,459	\$142,445	\$145,937	\$202,879	\$56,942	39%	\$38,446	22%
Planning and Zoning	\$114,731	\$115,336	\$87,010	\$88,969	\$89,064	\$93,777	\$99,485	\$5,708	6%	-\$15,246	-13%
Ambulance	\$373,350	\$342,582	\$353,917	\$378,196	\$399,788	\$461,903	\$579,818	\$117,916	26%	\$206,468	55%
Public Works	\$685,511	\$705,883	\$752,170	\$752,562	\$771,191	\$764,194	\$841,865	\$77,672	10%	\$156,354	23%
Pool	\$71,050	\$71,693	\$81,384	\$78,984	\$85,969	\$91,422	\$92,622	\$1,200	1%	\$21,572	30%
Misc (Capital Improvement)	\$150,000	\$150,000	\$25,000	\$25,000	\$175,000	\$175,000	\$269,570	\$94,570	54%	\$119,570	80%
Emergency Mgmt	\$9,614	\$9,614	\$9,614	\$7,929	\$6,790	\$4,790	\$6,790	\$2,000	42%	-\$2,824	-29%
Information Technology	\$24,500	\$25,500	\$28,500	\$28,500	\$27,500	\$36,000	\$45,000	\$9,000	25%	\$20,500	84%
Total	\$2,816,339	\$2,848,921	\$2,910,632	\$3,019,492	\$3,287,025	\$3,424,305	\$3,934,843	\$510,538	14.91%	\$1,118,503	40%
Separate Levy											
Library	\$193,514	\$221,588	\$221,588	\$222,188	\$209,588	\$230,122	\$233,195	\$3,073	1%	\$39,681	21%

2018-2023 Revenue Summary								
Description	2019 Actuals	2020 Actuals	2021 Actuals	2022 Actual	2023 Budget	2024 Proposed	Percent Change 2023 to 2024	Percent Change 2019 to 2024
Aids and Credits	\$864,400	\$743,349	\$743,653	\$762,904	\$810,623	\$826,658	2%	-4%
Fees for Service	\$650,961	\$557,149	\$669,518	\$730,428	\$690,637	\$860,980	25%	32%
Licenses and Permits	\$38,582	\$20,492	\$61,834	\$45,398	\$41,100	\$44,100	7%	14%
Miscellaneous	\$24,789	\$11,916	\$26,803	\$40,357	\$6,500	\$31,070	378%	25%
Staff	\$112,111	\$202,422	\$152,162	\$167,462	\$113,000	\$120,051	6%	7%
Total	\$1,690,843	\$1,535,328	\$1,653,970	\$1,746,549	\$1,661,860	\$1,882,859	13%	11%

CITY COUNCIL

<u>Account Description</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Through June 30</u>	<u>2023 Budget</u>	<u>2024 Proposed</u>	<u>Comments</u>
E 100-410-41100-106 Elected Officials	\$18,360	\$19,305	\$9,060	\$18,000	\$18,000	Mayor: \$3,000 Council: \$2,500
E 100-410-41100-121 PERA Contributions	\$125	\$125	\$0	\$125	\$0	
E 100-410-41100-122 FICA Contributions	\$1,116	\$1,155	\$562	\$1,116	\$1,116	6.2% of Pay
E 100-410-41100-124 Medicare Contributions	\$261	\$270	\$131	\$261	\$261	1.45% of Pay
E 100-410-41100-308 Continuing Ed	\$0	\$1,464	\$0	\$1,500	\$1,500	
E 100-410-41100-330 Meeting Expense	\$5	\$0	\$255	\$0	\$500	
E 100-410-41100-331 Travel Expense	\$0	\$520	\$95	\$300	\$300	
E 100-410-41100-350 Printing and Binding	\$263	\$0	\$29	\$300	\$300	
E 100-410-41100-351 Legal Notice Publishing	\$1,143	\$0	\$0	\$1,000	\$1,000	
E 100-410-41100-433 Dues and Subscriptions	\$2,985	\$3,139	\$0	\$3,400	\$5,900	
Total:	\$24,257	\$25,977	\$10,132	\$26,002	\$28,877	

ELECTION						
<u>Account Description</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Through June 30</u>	<u>2023 Budget</u>	<u>2024 Proposed</u>	<u>Comments</u>
E 100-410-41200-109 Election Judges	\$0	\$3,977	\$0	\$0	\$7,500	
E 100-410-41200-219 General Supplies	\$0	\$979	\$0	\$0	\$3,000	
E 100-410-41200-350 Printing and Binding	\$28	\$867	\$0	\$0	\$800	
E 100-410-41200-351 Legal Notice Publishing	\$65	\$305	\$0	\$0	\$400	
E 100-410-41200-403 Office Equipment Maint. Agreem	\$1,260	\$5,927	\$675	\$1,300	\$1,300	
E 100-410-41200-560 Furniture and Fixtures	\$0	\$0	\$0	\$0	\$0	
Total:	\$1,353	\$12,054	\$675	\$1,300	\$13,000	

ENGINEERING

<u>Account Description</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Through June 30</u>	<u>2023 Budget</u>	<u>2023 Proposed</u>	<u>Comments</u>
E 100-410-41300-303 Engineering Fees	\$35,914	\$35,620	\$12,675	\$30,000	\$36,000	
E 100-410-41300-315 Building Inspector Fees	\$22,062	\$23,586	\$8,247	\$20,000	\$24,000	
E 100-410-41300-317 Consultant Fees	\$0	\$0	\$214	\$0	\$0	
E 100-410-41300-435 Bldg. Permit Surcharge-State	\$1,414	\$835	\$709	\$1,000	\$1,000	
Total:	\$59,389	\$60,040	\$21,845	\$51,000	\$61,000	

ADMINISTRATION

Account Description	2021 Actual	2022 Actual	2023 Through June 30	2023 Budget	2024 Proposed	Comments
E 100-410-41500-101 Full-time Employees-Regular	\$248,265	\$293,002	\$132,838	\$259,919	\$278,625	Gregerson, Grabau, Busch (60%), Springer,
E 100-410-41500-121 PERA Contributions	\$18,580	\$21,993	\$9,979	\$19,494	\$20,897	7.5% of Full-time Payroll
E 100-410-41500-122 FICA Contributions	\$14,581	\$17,211	\$7,728	\$16,115	\$17,275	6.2% of Full-time Payroll
E 100-410-41500-124 Medicare Contributions	\$3,410	\$4,025	\$1,807	\$3,769	\$4,040	1.45% of Full-time Payroll
E 100-410-41500-131 Health Insurance	\$58,212	\$65,454	\$36,150	\$55,725	\$60,906	1 family, 1 E+D, 1 single, 1 waived
E 100-410-41500-133 Dental Insurance	\$2,381	\$2,753	\$1,162	\$2,324	\$2,811	2 family, 1 E+D, 1 single
E 100-410-41500-134 Life Insurance	\$1,336	\$1,775	\$814	\$0	\$1,791	
E 100-410-41500-151 WC Ins. Premium	\$1,984	\$1,734	\$1,647	\$2,100	\$2,100	
E 100-410-41500-308 Continuing Education	\$13,219	\$9,412	\$3,365	\$6,000	\$7,000	
E 100-410-41500-311 Contractor Fees	\$5,882	\$6,630	\$3,618	\$4,000	\$5,000	
E 100-410-41500-321 Telephone	\$2,704	\$2,594	\$1,500	\$2,500	\$3,000	
E 100-410-41500-322 Postage	\$213	\$34	\$63	\$300	\$300	
E 100-410-41500-326 H S A - Administrative Fees	\$3,227	\$6,811	\$971	\$3,000	\$3,000	
E 100-410-41500-327 H.S.A. Employee Contributions	\$0	\$810	\$3,370	\$0	\$7,440	
E 100-410-41500-330 Meeting Expense	\$403	\$185	\$198	\$750	\$750	
E 100-410-41500-331 Travel Expense	\$272	\$1,312	\$850	\$1,500	\$1,500	
E 100-410-41500-350 Printing and Binding	\$1,931	\$2,278	\$1,506	\$1,700	\$1,700	
E 100-410-41500-351 Legal Notice Publishing	\$1,222	\$2,508	\$81	\$500	\$500	
E 100-410-41500-354 Franchise Fee Publication	\$0	\$2,753	\$0	\$0	\$0	
E 100-410-41500-364 Bond Insurance-Finance	\$0	\$0	\$0	\$0	\$0	
E 100-410-41500-433 Dues and Subscriptions	\$2,063	\$1,346	\$1,421	\$2,110	\$2,110	EAP
E 100-410-41500-436 Insurance Deductible for Claim	\$0	\$0	\$2,500	\$0	\$2,500	
E 100-410-41500-558 Computer Replacement	\$289	\$14	\$0	\$0	\$0	
E 100-410-41500-581 Uniforms	\$0	\$0	\$0	\$500	\$500	
Total:	\$380,173	\$444,631	\$211,569	\$382,306	\$423,745	

ACCOUNTING						
Account Description	2021 Actual	2022 Actual	2023 Through June 30	2023 Budget	2024 Proposed	Comments
E 100-410-41700-301 Auditing and Accounting Serv.	\$29,784	\$30,600	\$35,990	\$30,000	\$40,000	
E 100-410-41700-307 County Auditor Fees	\$436	\$485	\$320	\$1,000	\$1,000	
E 100-410-41700-317 Consultant Fees	\$2,000	\$1,500	\$3,000	\$2,000	\$2,000	
Total:	\$32,219	\$32,585	\$39,310	\$33,000	\$43,000	

LEGAL

<u>Account Description</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Through</u> <u>June 30</u>	<u>2023 Budget</u>	<u>2024 Proposed</u>	<u>Comments</u>
E 100-410-41800-304 Legal Fees	\$63,970	\$44,911	\$16,485	\$44,000	\$45,000	
E 100-410-41800-316 Recorder Fees	\$0	\$0	\$0	\$200	\$200	
E 100-410-41800-317 Consultant Fees	\$0	\$0	\$0	\$0	\$0	
E 100-410-41800-318 TIF Fees	\$0	\$0	\$0	\$0	\$0	
Total:	\$63,970	\$44,911	\$16,485	\$44,200	\$45,200	

CITY HALL

<u>Account Description</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Through June 30</u>	<u>2023 Budget</u>	<u>2024 Budget</u>	<u>Comments</u>
E 100-410-41900-200 Office Supplies	\$1,789	\$2,310	\$923	\$2,500	\$2,500	
E 100-410-41900-211 Cleaning/Janitorial Supplies	\$873	\$1,617	\$407	\$800	\$800	
E 100-410-41900-223 Building Maint/Repair Supplies	\$1,143	\$2,586	\$417	\$1,300	\$1,300	
E 100-410-41900-313 Cleaning Services	\$3,555	\$2,993	\$1,898	\$3,500	\$3,500	
E 100-410-41900-321 Telephone	\$6,243	\$83	\$0	\$3,000	\$3,000	
E 100-410-41900-322 Postage	\$1,000	\$2,077	\$1,050	\$2,100	\$2,100	
E 100-410-41900-361 General Liability/Property Ins	\$10,417	\$9,366	\$11,365	\$12,000	\$12,000	
E 100-410-41900-381 Electric/Gas Utility	\$8,595	\$8,569	\$3,762	\$10,000	\$10,000	
E 100-410-41900-384 Refuse Disposal	\$1,165	\$1,573	\$99	\$1,100	\$1,100	
E 100-410-41900-401 Building Contract Maintenance	\$35	\$47	\$0	\$250	\$250	
E 100-410-41900-409 Maintenance Agreements	\$2,051	\$226	\$0	\$1,200	\$1,200	
E 100-410-41900-413 Office Equipment Rent	\$662	\$639	\$362	\$650	\$650	
E 100-410-41900-418 P.O.Box Rent/Safe Deposit Box	\$150	\$160	\$178	\$150	\$150	
E 100-410-41900-433 Dues and Subscriptions	\$1,560	\$2,777	\$664	\$0	\$0	
E 100-410-41900-558 Computer Replacement	\$0	\$0	\$0	\$0	\$0	
E 100-410-41900-560 Furniture and Fixtures	\$2,570	\$32	\$0	\$1,200	\$1,200	
Total:	\$41,809	\$35,054	\$21,124	\$39,750	\$39,750	

IT

<u>Account Description</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Through</u> <u>June 30</u>	<u>2023 Budget</u>	<u>2024 Proposed</u>	<u>Comments</u>
E 100-410-41920-311 Contracted Fees	\$12,712	\$7,622	\$14,000	\$8,000	\$0	Combined with 320
E 100-410-41920-312 Computer Support	\$8,419	\$12,286	\$4,842	\$8,000	\$8,000	
E 100-410-41920-320 Internet/Website Service	\$13,676	\$18,737	\$8,957	\$18,000	\$35,000	
E 100-410-41920-558 Computer Replacement Fund	\$0	\$0	\$0	\$2,000	\$2,000	
Total:	\$34,807	\$38,645	\$27,799	\$36,000	\$45,000	

POLICE

<u>Account Description</u>	<u>2021</u> <u>Actual</u>	<u>2022</u> <u>Actual</u>	<u>2023 Through</u> <u>June 30</u>	<u>2023</u> <u>Budget</u>	<u>2024</u> <u>Proposed</u>	<u>Comments</u>
E 100-420-42100-101 Full-time Employees-Regular	\$576,263	\$610,329	\$344,647	\$633,328	\$645,093	*see Employees below
Overtime				\$15,000	\$30,000	Overtime YTD 7/31/23: \$16,176.18
E 100-420-42100-103 Part-time Employees	\$1,279	\$1,380	\$220	\$2,288	\$2,311	
E 100-420-42100-121 PERA Contributions	\$96,640	\$101,635	\$55,381	\$114,754	\$119,492	17.7% of Full-time Payroll
E 100-420-42100-122 FICA Contributions	\$4,090	\$3,366	\$2,581	\$3,791	\$3,983	6.2% of Full-time Payroll
E 100-420-42100-124 Medicare Contributions	\$7,983	\$8,439	\$4,712	\$9,183	\$9,354	1.45% of Full-time Payroll
E 100-420-42100-131 Health Insurance	\$130,519	\$138,999	\$101,059	\$152,545	\$175,523	4 family, 1 E+D, 3 single, 1 waived
E 100-420-42100-133 Dental Insurance	\$4,386	\$4,772	\$2,453	\$4,469	\$6,269	1 family, 1 E+D, 7 single
E 100-420-42100-134 Life Insurance	\$2,597	\$3,109	\$1,712	\$2,700	\$3,766	
E 100-420-42100-140 UNEMPLOYMENT TAXES	\$0	\$0	\$0	\$0	\$0	
E 100-420-42100-151 Workers Comp Ins. Premium	\$31,147	\$46,548	\$47,492	\$44,000	\$48,000	
E 100-420-42100-212 Motor Fuels	\$19,156	\$22,861	\$10,167	\$20,500	\$23,000	
E 100-420-42100-219 General Supplies	\$2,704	\$1,154	\$361	\$1,000	\$1,000	
E 100-420-42100-221 Equipment Maintenance/Parts	\$6,050	\$5,916	\$3,473	\$6,000	\$6,000	
E 100-420-42100-305 Medical/physical fees	\$0	\$53	\$0	\$0	\$0	
E 100-420-42100-308 Continuing Ed	\$8,243	\$2,321	\$6,711	\$8,000	\$8,000	
E 100-420-42100-321 Telephone	\$4,442	\$4,621	\$2,271	\$4,500	\$4,500	
E 100-420-42100-322 Postage	\$165	\$182	\$21	\$300	\$300	
E 100-420-42100-325 Towing Expenses	\$1,925	\$1,725	\$1,475	\$0	\$0	
E 100-420-42100-350 Printing and Binding	\$0	\$0	\$0	\$50	\$50	
E 100-420-42100-351 Legal Notice Publishing	\$0	\$16	\$0	\$0	\$0	
E 100-420-42100-361 General Liability/Property Insurance	\$24,701	\$26,398	\$32,917	\$27,000	\$34,000	
E 100-420-42100-412 Building Rent	\$7,803	\$9,959	\$5,000	\$12,000	\$12,600	Confirm contract
E 100-420-42100-430 Miscellaneous	\$0	\$88	\$0	\$0	\$0	
E 100-420-42100-433 Dues and Subscriptions	\$2,068	\$1,783	\$407	\$1,500	\$1,500	
E 100-420-42100-436 Insurance Deductible for Claim	\$2,115	\$0	\$0	\$1,000	\$1,000	
E 100-420-42100-437 Misc Licenses and Permits	\$0	\$0	\$0	\$0	\$0	
E 100-420-42100-551 Equipment Replacement Fund	\$1,157	\$0	\$0	\$500	\$500	
E 100-420-42100-558 Computer Replacement Fund	\$0	\$0	\$0	\$0	\$0	
E 100-420-42100-570 Office Equipment & Furnishings	\$0	\$0	\$0	\$0	\$0	
E 100-420-42100-580 Other Equipment	\$574	\$0	\$0	\$0	\$0	
E 100-420-42100-581 Uniforms	\$4,396	\$9,473	\$4,972	\$6,000	\$6,000	
E 100-420-42100-582 Radio Equipment	\$0	\$0	\$0	\$0	\$0	
Total:	\$940,403	\$1,005,126	\$628,031	\$1,070,409	\$1,142,242	

Employees: Stark, Johnson, Wagoner, Roemer, Metcalf, Venz, Jacobs, Meurer, One Vacant Position

FIRE

<u>Account Description</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Through June 30</u>	<u>2023 Budget</u>	<u>2024 Proposed</u>	<u>Comments</u>
E 100-420-42200-103 Part-time Employees	\$37,678	\$45,345	\$6,459	\$41,000	\$46,706	
E 100-420-42200-121 PERA Contributions	\$0	\$0	\$0	\$0	\$0	
E 100-420-42200-122 FICA Contributions	\$2,336	\$2,811	\$400	\$2,542	\$2,896	6.2% of Payroll
E 100-420-42200-124 Medicare Contributions	\$546	\$658	\$94	\$595	\$677	1.45% of Payroll
E 100-420-42200-125 FIRE RELIEF PENSION STATE	\$41,452	\$31,570	\$0	\$0	\$35,000	Equal to Fire State Aid revenue
E 100-420-42200-140 UNEMPLOYMENT TAXES	\$0	\$621	\$0	\$0	\$0	
E 100-420-42200-151 WC Ins. Premium	\$8,087	\$8,527	\$8,253	\$8,100	\$8,400	
E 100-420-42200-200 Office Supplies	\$775	\$1,391	\$306	\$1,000	\$1,000	
E 100-420-42200-212 Motor Fuels	\$2,255	\$3,787	\$1,354	\$3,500	\$3,500	
E 100-420-42200-219 General Supplies	\$2,401	\$1,254	\$86	\$300	\$300	
E 100-420-42200-221 Equipment Maintenance/Parts	\$11,093	\$47,293	\$14,639	\$25,000	\$25,000	
E 100-420-42200-223 Building Maint/Repair Supplies	\$2,453	\$1,315	\$339	\$6,000	\$6,000	
E 100-420-42200-240 Small Tools and Minor Equip.	\$0	\$0	\$0	\$500	\$500	
E 100-420-42200-305 Medical/physical fees	\$3,763	\$0	\$0	\$1,000	\$1,000	
E 100-420-42200-308 Continuing Education	\$8,725	\$10,305	\$11,141	\$5,000	\$8,000	
E 100-420-42200-321 Telephone	\$844	\$877	\$397	\$1,500	\$1,500	
E 100-420-42200-322 Postage	\$0	\$0	\$0	\$0	\$0	
E 100-420-42200-350 Printing and Binding	\$0	\$0	\$0	\$0	\$0	
E 100-420-42200-351 Legal Notice Publishing	\$0	\$0	\$0	\$200	\$200	
E 100-420-42200-361 General Liability/Property Ins	\$5,013	\$3,917	\$4,402	\$5,200	\$5,200	
E 100-420-42200-365 AMB/FIRE DISABILITY ACCIDENT	\$0	\$2,345	\$0	\$1,000	\$1,000	
E 100-420-42200-381 Electric/Gas Utility	\$3,704	\$8,014	\$3,960	\$4,000	\$7,000	
E 100-420-42200-384 Refuse Disposal	\$1,625	\$1,188	\$593	\$1,000	\$1,000	
E 100-420-42200-402 Other Contract Maintenance	\$0	\$0	\$0	\$0	\$0	
E 100-420-42200-404 Mach & Equip Maint. Agreement	\$0	\$1,038	\$0	\$0	\$0	
E 100-420-42200-415 Other Equipment Rent	\$4,199	\$0	\$0	\$0	\$0	
E 100-420-42200-430 Miscellaneous	\$0	\$207	\$0	\$0	\$0	
E 100-420-42200-433 Dues and Subscriptions	\$1,201	\$1,455	\$121	\$1,000	\$1,000	
E 100-420-42200-436 Insurance Deductible for Claim	\$2,346	\$3,602	\$0	\$1,000	\$1,000	
E 100-420-42200-437 Misc Licenses and Permits	\$1,842	\$0	\$0	\$1,000	\$1,000	
E 100-420-42200-438 Vehicle License	\$0	\$39	\$0	\$0	\$0	
E 100-420-42200-551 Equipment Replacement	\$52,529	\$0	\$10,730	\$32,000	\$35,000	
E 100-420-42200-580 Other Equipment	\$36	\$0	\$0	\$0	\$0	
E 100-420-42200-581 Uniforms	\$0	\$12,672	\$5,808	\$1,500	\$5,000	
E 100-420-42200-582 Radio Equipment	\$8,333	\$2,120	\$0	\$2,000	\$5,000	
Total:	\$203,236	\$192,351	\$69,082	\$145,937	\$202,879	

PLANNING & ZONING

<u>Account Description</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Through June 30</u>	<u>2023 Budget</u>	<u>2024 Proposed</u>	<u>Comments</u>
E 100-420-42300-103 Part-time Employees	\$24,027	\$25,203	\$14,656	\$29,311	\$30,795	Busch (40%)
E 100-420-42300-121 PERA Contributions	\$1,802	\$1,890	\$1,099	\$2,198	\$2,310	7.5% of Full-time Payroll
E 100-420-42300-122 FICA Contributions	\$1,459	\$1,532	\$888	\$1,817	\$1,909	6.2% of Full-time Payroll
E 100-420-42300-124 Medicare Contributions	\$341	\$358	\$208	\$425	\$447	1.45% of Full-time Payroll
E 100-420-42300-133 Dental Insurance	\$0	\$0	\$0	\$475	\$475	
E 100-420-42300-134 Life Insurance	\$0	\$0	\$0	\$0	\$0	
E 100-420-42300-151 WC Ins. Premium	\$0	\$0	\$0	\$100	\$100	
E 100-420-42300-306 Survey Fees	\$0	\$0	\$0	\$250	\$250	
E 100-420-42300-308 Continuing Ed	\$0	\$0	\$0	\$1,000	\$1,000	
E 100-420-42300-311 Contractor Fees	\$8,071	\$51,317	\$10,303	\$48,000	\$52,000	
E 100-420-42300-316 Recorder Fees	\$138	\$623	\$66	\$300	\$300	
E 100-420-42300-317 Consultant Fees	\$11,738	\$3,691	\$152	\$1,200	\$1,200	
E 100-420-42300-351 Legal Notice Publishing	\$856	\$384	\$63	\$700	\$700	
E 100-420-42300-453 Historic Preservation Commission	\$0	\$1,133	\$0	\$2,000	\$2,000	
E 100-420-42300-455 Main Street Allocation	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	
Total:	\$54,433	\$92,131	\$33,435	\$93,777	\$99,485	

EMERGENCY MANAGEMENT

<u>Account Description</u>	<u>2022 Actual</u>	<u>2022 Actual</u>	<u>2023 Through June 30</u>	<u>2023 Budget</u>	<u>2024 Proposed</u>	<u>Comments</u>
E 100-420-42400-103 Part-time Employees	\$1,973	\$1,973	\$0	\$2,500	\$2,500	
E 100-420-42400-121 PERA Contributions	\$0	\$0	\$0	\$300	\$300	
E 100-420-42400-122 FICA Contributions	\$122	\$122	\$0	\$150	\$150	
E 100-420-42400-124 Medicare Contributions	\$29	\$29	\$0	\$40	\$40	
E 100-420-42400-219 General Supplies	\$0	\$3,295	\$0	\$300	\$300	
E 100-420-42400-221 Equipment Maintenance/Parts	\$0	\$0	\$0	\$0	\$0	
E 100-420-42400-223 Building Maint/Repair Supplies	\$0	\$0	\$0	\$0	\$0	
E 100-420-42400-308 Continuing Education	\$0	\$0	\$0	\$1,500	\$1,500	
E 100-420-42400-387 Emergency Mgmt/Flood Expense	\$500	\$0	\$20,059	\$0	\$2,000	
Total:	\$2,624	\$5,419	\$20,059	\$4,790	\$6,790	

AMBULANCE

Account Description	2021 Actual	2022 Actual	2023 Through June 30	2023 Budget	2024 Budget	Comments
E 100-420-42500-101 Full-time Employees-Regular	\$151,354	\$150,115	\$108,057	\$197,808	\$214,482	Marking, Burt, Cook, Full-time Vacant
E 100-420-42500-103 Part-time Employees	\$83,130	\$90,395	\$41,163	\$83,000	\$136,273	Paid On-Call Staff, two Part-Time Paramedics, part-time EMT
Overtime				\$5,000	\$7,000	Overtime YTD 7/31/23: \$10,190.55
E 100-420-42500-121 PERA Contributions	\$11,469	\$11,436	\$7,845	\$14,836	\$16,086	7.5% of Full-time Payroll
E 100-420-42500-122 FICA Contributions	\$14,151	\$14,741	\$8,726	\$17,410	\$22,181	6.2% of Payroll
E 100-420-42500-124 Medicare Contributions	\$3,310	\$3,447	\$2,041	\$4,072	\$5,187	1.45% of Payroll
E 100-420-42500-131 Health Insurance	\$36,673	\$27,695	\$29,806	\$49,093	\$56,859	1 family,2 E+D, 1 single
E 100-420-42500-133 Dental Insurance	\$1,164	\$891	\$925	\$2,004	\$2,471	1 family,2 E+D, 1 single
E 100-420-42500-134 Life Insurance	\$805	\$727	\$581	\$872	\$1,279	
E 100-420-42500-151 Workers Comp Insurance Premium	\$15,102	\$16,233	\$16,771	\$16,000	\$17,000	
E 100-420-42500-200 Office Supplies	\$208	\$4,791	\$351	\$500	\$500	
E 100-420-42500-206 Training Center Expenditures	\$1,716	\$430	\$1,280	\$2,000	\$4,000	
E 100-420-42500-212 Motor Fuels	\$3,520	\$5,748	\$3,145	\$3,500	\$7,000	
E 100-420-42500-215 Oxygen-Supplies	\$967	\$987	\$1,722	\$1,000	\$1,500	
E 100-420-42500-217 Medical Supplies	\$12,722	\$13,509	\$9,077	\$10,000	\$18,000	
E 100-420-42500-219 General Supplies	\$328	\$2,579	\$399	\$1,500	\$1,500	
E 100-420-42500-221 Equipment Maintenance/Parts	\$431	\$1,977	\$228	\$4,000	\$4,000	
E 100-420-42500-223 Building Maint/Repair Supplies	\$1,079	\$901	\$552	\$1,000	\$1,000	
E 100-420-42500-308 Continuing Ed	\$1,119	\$1,687	\$1,393	\$5,000	\$5,000	
E 100-420-42500-310 First Responders	\$0	\$0	\$0	\$0	\$0	
E 100-420-42500-311 Contractor Fees	\$15,345	\$21,053	\$12,303	\$18,000	\$23,000	
E 100-420-42500-321 Telephone	\$1,737	\$1,012	\$1,280	\$2,500	\$2,500	Internet for Ambulances
E 100-420-42500-322 Postage	\$0	\$0	\$175	\$50	\$50	
E 100-420-42500-331 Travel Expense	\$615	\$151	\$2,370	\$1,000	\$3,000	
E 100-420-42500-350 Printing and Binding	\$283	\$385	\$339	\$500	\$500	
E 100-420-42500-361 General Liability/Property Ins	\$3,936	\$3,593	\$4,390	\$5,000	\$5,000	
E 100-420-42500-365 AMB/FIRE DISABILITY ACCIDENT	\$1,960	\$3,518	\$0	\$3,000	\$3,000	
E 100-420-42500-381 Electric/Gas Utility	\$1,885	\$3,079	\$1,405	\$2,500	\$3,200	
E 100-420-42500-388 Lodging	\$0	\$0	\$0	\$0	\$800	
E 100-420-42500-401 Building Contract Maintenance	\$601	\$0	\$0	\$500	\$500	
E 100-420-42500-409 Maintenance Agreements	\$653	\$1,104	\$295	\$750	\$750	
E 100-420-42500-414 Vehicle Maintenance	\$1,782	\$699	\$3,065	\$3,000	\$5,000	
E 100-420-42500-430 Miscellaneous	\$4,120	\$5,278	\$2,433	\$2,000	\$6,000	
E 100-420-42500-433 Dues and Subscriptions	\$2,352	\$2,444	\$455	\$1,200	\$1,200	
E 100-420-42500-436 Insurance Deductible for Claim	\$4,411	\$464	\$1,353	\$500	\$500	
E 100-420-42500-570 Office Equipment & Furnishings	\$572	\$1,304	\$312	\$500	\$500	
E 100-420-42500-581 Uniforms	\$3,069	\$2,155	\$2,724	\$2,000	\$3,000	
E 100-420-42500-582 Radio Equipment	\$6,956	\$2,345	\$120	\$0	\$0	
Total:	\$389,525	\$396,873	\$267,079	\$461,595	\$579,818	

PUBLIC WORKS

Account Description	2021 Actual	2022 Actual	2023 Through June 30	2023 Budget	2024 Proposed	Comments
E 100-430-43100-101 Full-time Employees-Regular	\$260,654	\$261,626	\$139,530	\$277,207	\$297,160	Johnson, Costello, Wobbe, Huth, McNallan (50%)
E 100-430-43100-103 Part-time Employees	\$22,008	\$16,109	\$7,167	\$23,405	\$33,840	
E 100-430-43100-121 PERA Contributions	\$19,491	\$18,500	\$10,490	\$20,791	\$22,287	7.5% of Full-time Payroll
E 100-430-43100-122 FICA Contributions	\$16,309	\$16,247	\$8,598	\$18,638	\$20,522	6.2% of Payroll
E 100-430-43100-124 Medicare Contributions	\$3,814	\$3,800	\$2,011	\$4,359	\$4,799	1.45% of Payroll
E 100-430-43100-131 Health Insurance	\$71,761	\$73,592	\$34,918	\$60,510	\$62,565	2 family, 1 E+D, 1 single, 1 waived
E 100-430-43100-133 Dental Insurance	\$2,025	\$1,686	\$953	\$1,863	\$2,083	2 family, 2 single, 1 waived
E 100-430-43100-134 Life Insurance	\$1,326	\$1,479	\$794	\$2,821	\$1,747	
E 100-430-43100-140 Unemployment Taxes	\$0	\$0	\$7,748	\$0	\$0	
E 100-430-43100-151 WC Ins. Premium	\$23,228	\$23,018	\$21,763	\$25,000	\$25,000	
E 100-430-43100-211 Cleaning/Janitorial Supplies	\$961	\$3,091	\$1,120	\$3,800	\$4,000	
E 100-430-43100-212 Motor Fuels	\$17,140	\$23,611	\$13,529	\$20,000	\$23,000	
E 100-430-43100-215 Oxygen- Welding Supplies	\$979	\$52	\$496	\$1,000	\$1,000	
E 100-430-43100-216 Chemical and Chemical Products	\$764	\$835	\$0	\$250	\$1,000	
E 100-430-43100-219 General Supplies	\$10,747	\$10,689	\$4,433	\$10,000	\$10,000	
E 100-430-43100-221 Equipment Maintenance/Parts	\$24,489	\$23,902	\$12,694	\$25,000	\$25,000	
E 100-430-43100-223 Building Maint/Repair Supplies	\$1,803	\$2,714	\$665	\$3,000	\$3,000	
E 100-430-43100-224 Street Maintenance Materials	\$7,338	\$353	\$2,517	\$6,000	\$7,000	
E 100-430-43100-240 Small Tools and Minor Equip.	\$0	\$1,003	\$1,029	\$1,800	\$1,800	
E 100-430-43100-303 Engineering Fees	\$0	-\$45,963	\$0	\$0	\$0	
E 100-430-43100-305 Medical/physical fees	\$402	\$572	\$122	\$800	\$800	
E 100-430-43100-308 Continuing Education	\$2,563	\$1,666	\$1,287	\$2,500	\$2,500	
E 100-430-43100-321 Telephone	\$2,334	\$2,924	\$1,483	\$3,000	\$3,000	
E 100-430-43100-350 Printing and Binding	\$0	\$58	\$0	\$0	\$0	
E 100-430-43100-351 Legal Notice Publishing	\$390	\$829	\$105	\$0	\$0	No more legal ads
E 100-430-43100-361 General Liability/Property Insurance	\$48,244	\$37,870	\$43,799	\$48,000	\$48,000	
E 100-430-43100-381 Electric/Gas Utility	\$7,048	\$19,028	\$10,950	\$12,000	\$16,000	Will move electric bill into Chamber cost
E 100-430-43100-382 Street Lights	\$44,988	\$54,523	\$18,657	\$40,000	\$54,962	Offset by Street Light Revenue
E 100-430-43100-383 Forestry	\$21,683	\$12,833	\$12,087	\$15,000	\$20,000	
E 100-430-43100-384 Refuse Disposal	\$14,043	\$11,773	\$2,742	\$10,000	\$10,000	
E 100-430-43100-385 Clean Up Day Expense	\$6,794	\$4,859	\$3,921	\$2,500	\$4,000	
E 100-430-43100-386 Snow Removal	\$27,537	\$37,455	\$23,648	\$30,000	\$35,000	Increased salt prices
E 100-430-43100-401 Building/Equipment Contract Maintenance	\$2,700	\$0	\$0	\$3,000	\$3,000	
E 100-430-43100-402 Other Contract Maintenance	\$0	\$552	\$0	\$0	\$0	
E 100-430-43100-406 Street Maintenance	\$14,540	\$12,774	\$7,500	\$25,000	\$30,000	
E 100-430-43100-411 Land Rent	\$15,350	\$15,650	\$16,850	\$15,700	\$16,850	
E 100-430-43100-436 Insurance Deductible for Claim	\$2,907	\$15,611	\$0	\$3,000	\$3,000	
E 100-430-43100-437 Miscellaneous Licenses and Permits	\$531	\$1,339	\$495	\$1,000	\$1,000	
E 100-430-43100-438 Vehicle License	\$0	\$231	\$21	\$750	\$750	
E 100-430-43100-439 Taxes	\$3,196	\$2,876	\$2,744	\$3,500	\$3,500	
E 100-430-43100-454 Bike Share Expenses	\$0	\$99	\$360	\$0	\$0	
E 100-430-43100-472 Grants/Donations	\$0	\$0	\$3,745	\$0	\$0	
E 100-430-43100-527 PARK MAINTENANCE	\$19,214	\$38,839	\$3,645	\$30,000	\$30,000	
E 100-430-43100-579 Safety Equipment	\$2,212	\$3,463	\$292	\$2,200	\$2,200	
E 100-430-43100-580 Other Equipment	\$2,959	\$4,911	-\$658	\$5,000	\$4,000	
E 100-430-43100-581 Uniforms	\$390	\$933	\$269	\$500	\$500	
E 100-430-43100-582 Radio Equipment	\$1,113	\$5,989	\$0	\$0	\$0	
E 100-430-43100-583 Signs	\$5,264	\$2,668	\$682	\$4,000	\$5,000	
E 100-430-43100-596 Flags	\$835	\$1,155	\$1,248	\$1,300	\$2,000	
Total:	\$732,073	\$727,821	\$426,447	\$764,194	\$841,865	

POOL

<u>Account Description</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Through June 30</u>	<u>2023 Budget</u>	<u>2024 Proposed</u>	<u>Comments</u>
E 100-450-45300-103 Part-time Employees	\$38,719	\$52,071	\$8,116	\$48,000	\$50,000	
E 100-450-45300-122 FICA Contributions	\$2,401	\$3,315	\$503	\$2,976	\$2,976	
E 100-450-45300-124 Medicare Contributions	\$561	\$755	\$118	\$696	\$696	
E 100-450-45300-151 WC Ins. Premium	\$2,362	\$2,775	\$2,712	\$2,500	\$2,700	
E 100-450-45300-207 Training & instructional suppl	\$3,380	\$5,181	\$80	\$4,000	\$4,000	
E 100-450-45300-216 Chemical and Chemical Products	\$3,720	\$5,023	\$1,418	\$5,000	\$5,000	
E 100-450-45300-219 General Supplies	\$2,097	\$1,629	\$120	\$2,000	\$2,000	
E 100-450-45300-221 Equipment Maintenance/Parts	\$8,150	\$5,742	\$3,811	\$6,000	\$6,000	
E 100-450-45300-223 Building Maint/Repair Supplies	\$1,174	\$2,546	\$0	\$2,000	\$2,000	
E 100-450-45300-308 Continuing Ed	\$0	\$244	\$283	\$2,000	\$2,000	
E 100-450-45300-321 Telephone	\$149	\$110	\$0	\$300	\$300	
E 100-450-45300-322 Postage	\$0	\$1	\$0	\$0	\$0	
E 100-450-45300-350 Printing and Binding	\$71	\$281	\$518	\$50	\$50	
E 100-450-45300-352 General Notices & Public Info	\$190	\$96	\$432	\$200	\$200	
E 100-450-45300-361 General Liability/Property Ins	\$0	\$0	\$0	\$5,500	\$0	
E 100-450-45300-381 Electric/Gas Utility	\$6,824	\$14,514	\$3,136	\$7,500	\$12,000	
E 100-450-45300-402 Other Contract Maintenance	\$3,005	\$75	\$0	\$500	\$500	
E 100-450-45300-404 Mach & Equip Maint. Agreement	\$0	\$0	\$0	\$0	\$0	
E 100-450-45300-436 Insurance Deductible for Claim	\$0	\$0	\$0	\$0	\$0	
E 100-450-45300-437 Misc Licenses and Permits	\$830	\$25	\$830	\$1,000	\$1,000	
E 100-450-45300-542 Pool Improvements	\$559	\$77	\$0	\$500	\$500	
E 100-450-45300-581 Uniforms	\$2,840	\$3,412	\$400	\$700	\$700	
Total:	\$77,030	\$97,871	\$22,477	\$91,422	\$92,622	

MISCELLANEOUS						
<u>Account Description</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Through June 30</u>	<u>2023 Budget</u>	<u>2024 Budget</u>	<u>Comments</u>
E 100-490-45400-430 Miscellaneous	\$32,754	-\$2,760	\$5,970	\$0	\$0	
E 100-490-45400-440 Summer Recreation	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	
E 100-490-45400-449 City Publicity	\$15,000	\$15,000	\$0	\$15,000	\$15,000	
E 100-490-45400-450 Wabasha Food Share Expenses	\$0	\$683	\$2,313	\$0	\$4,000	
E 100-490-45400-451 PUBLIC IMP. PROJECTS	\$0	\$0	\$0	\$0	\$0	
E 100-490-45400-471 Fireworks	\$8,300	\$8,300	\$4,550	\$2,000	\$2,000	
E 100-490-45400-478 Reception Center	\$0	\$22,263	\$17,319	\$0	\$15,570	
E 100-490-45400-720 Transfers Out	\$20,500	\$172,000	\$150,000	\$150,000	\$225,000	Contribution to CIP
Total:	\$84,554	\$223,486	\$188,151	\$175,000	\$269,570	

LIBRARY

Account Description	2021 Actual	2022 Actual	2023 Through June 30	2023 Budget	2024 Proposed	Comments
E 211-471-47100-101 Full-time Employees-Regular	\$46,941	\$49,360	\$26,498	\$59,821	\$54,992	Hall (budgeted 1.0 in 2023, should have been .875)
E 211-471-47100-103 Part-time Employees	\$48,813	\$52,017	\$26,930	\$65,540	\$67,868	Fenske, Glomski, Schumacher, Knox, Mueller
E 211-471-47100-121 PERA Contributions	\$6,717	\$7,034	\$3,752	\$9,402	\$9,214	7.5% of Payroll
E 211-471-47100-122 FICA Contributions	\$5,649	\$6,196	\$3,251	\$7,772	\$7,617	6.2% of Payroll
E 211-471-47100-124 Medicare Contributions	\$1,321	\$1,449	\$760	\$1,818	\$1,781	1.45% of Payroll
E 211-471-47100-131 Health Insurance	\$16,670	\$8,092	\$8,726	\$13,887	\$15,228	1 family
E 211-471-47100-133 Dental Insurance	\$506	\$558	\$311	\$621	\$621	1 E+S
E 211-471-47100-134 Life Insurance	\$244	\$290	\$156	\$560	\$342	
E 211-471-47100-140 UNEMPLOYMENT TAXES	\$0	\$0	\$0	\$0	\$0	
E 211-471-47100-151 WC Ins. Premium	\$735	\$687	\$714	\$650	\$800	
E 211-471-47100-200 Office Supplies	\$1,546	\$1,875	\$589	\$1,500	\$1,500	
E 211-471-47100-201 Processing Supplies	\$1,184	\$1,636	\$409	\$1,200	\$1,200	
E 211-471-47100-308 Continuing Ed	\$25	\$191	\$0	\$500	\$500	
E 211-471-47100-311 Contractor Fees	\$0	\$0	\$0	\$0	\$0	
E 211-471-47100-312 Computer Support	\$3,686	\$3,720	\$3,540	\$4,800	\$5,000	
E 211-471-47100-321 Telephone	\$923	\$984	\$568	\$1,500	\$1,500	
E 211-471-47100-322 Postage	\$55	\$60	\$0	\$150	\$150	
E 211-471-47100-323 Other Communication/Library	\$10,288	\$7,441	\$5,252	\$9,400	\$10,000	
E 211-471-47100-331 Travel Expense	\$0	\$106	\$38	\$300	\$300	
E 211-471-47100-352 General Notices & Public Info	\$0	\$0	\$0	\$100	\$100	
E 211-471-47100-361 General Liability/Property Ins	\$2,883	\$2,197	\$2,759	\$3,600	\$3,600	
E 211-471-47100-380 Utility Service	\$3,406	\$4,759	\$2,462	\$3,000	\$5,000	
E 211-471-47100-401 Building Contract Maintenance	\$7,803	\$6,645	\$3,263	\$6,000	\$6,780	
E 211-471-47100-413 Office Equipment Rent	\$1,341	\$1,443	\$444	\$1,300	\$1,300	
E 211-471-47100-430 Miscellaneous	\$0	\$79	\$0	\$0	\$0	
E 211-471-47100-433 Dues and Subscriptions	\$10	\$0	\$0	\$0	\$0	
E 211-471-47100-443 Programs/Library	\$2,041	\$1,709	\$699	\$1,500	\$1,500	
E 211-471-47100-560 Furniture and Fixtures	\$0	\$0	\$0	\$0	\$0	
E 211-471-47100-570 Office Equipment & Furnishings	\$0	\$0	\$0	\$0	\$0	
E 211-471-47100-580 Other Equipment	\$204	\$18,198	\$378	\$0	\$1,000	
E 211-471-47100-581 Uniforms	\$289	\$0	\$209	\$200	\$300	
E 211-471-47100-590 Books	\$32,083	\$33,796	\$16,275	\$35,000	\$35,000	
E 211-471-47100-591 Library Reserve Fund	\$0	\$0	\$0	\$0	\$0	
Total:	\$195,364	\$210,521	\$107,983	\$230,122	\$233,195	

Capital Improvement Plan
City of Wabasha, Minnesota

Data in Year 2024

Department Administration
Contact
Type Unassigned
Useful Life
Category Unassigned

Project #24-ADMIN-01

Project NameCity Hall Carpet Replacement

Description

Total Project Cost: \$5,000

City Hall Carpet Replacement Updated carpet for City Hall.

Justification

Worn and stained carpet at City Hall looks unprofessional when the public and clients are in City Hall.

Expenditures	2024	2025	2026	2027	2028	Total
Other	5,000					5,000
Total	5,000					5,000

Prior

5,000

Total



Capital Improvement Plan

City of Wabasha, Minnesota

Data in Year 2024

Department Ambulance
Contact Ambulance Director
Type Unassigned
Useful Life
Category Unassigned

Project # AMB D&W
Project Name Ambulance Doors and Windows

Description

Total Project Cost: \$22,000

Ambulance Doors The Ambulance Station doors are in need to replacement.

Justification

Ambulance Station doors and windows are in need of replacement. In the winter months, Ambulance Station doors and windows allow considerable draft that leads to the training area/kitchen.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	22,000					22,000
Total	22,000					22,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Improvement Fund	22,000					22,000
Total	22,000					22,000



Capital Improvement Plan

City of Wabasha, Minnesota

Data in Year 2024

Department Fire
Contact Fire Chief
Type Unassigned
Useful Life
Category Unassigned

Project #	24-FIRE-01
Project Name	Fire Station Improvements

Description	Total Project Cost: \$400,000
Fire Station Remodel 30x80 additional to the back of the current Fire Station.	

Justification
The addition will be used to store equipment that is currently stored at the city shop. It is important to have the equipment at the Fire Station to not delay valuable response time.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	400,000					400,000
Total	400,000					400,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Improvement Fund	286,664					286,664
Grants	113,336					113,336
Total	400,000					400,000



Capital Improvement Plan

City of Wabasha, Minnesota

Data in Year 2024

Department Fire
Contact
Type Unassigned
Useful Life
Category Unassigned

Project #	24-FIRE-03
Project Name	Fire Hall: Election Improvements

Description	Total Project Cost: \$25,000
Accessibility improvements at the Waabsha Fire Station.	

Justification
These imporvements would make the Fire Station more accessible. This is important because voting for all three wards is now done at the Wabasha Fire Station.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	25,000					25,000
Total	25,000					25,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Improvement Fund	25,000					25,000
Total	25,000					25,000



Capital Improvement Plan

City of Wabasha, Minnesota

Data in Year 2024

Department Library
Contact Library Director
Type Unassigned
Useful Life
Category Unassigned

Project # MAINTENANCE
Project Name Library Building Maintenance

Total Project Cost: \$55,000

Description

Library Building Maintenance. This will be used for maintenance to the Library building.

Justification

The main Library was built in 1968. Because this is an aging facility, it is important to have funds set aside for ongoing maintenance costs. For example, this past year one of the large windows was cracked during the winter and needed to be replaced.

Prior	Expenditures	2024	2025	2026	2027	2028	Total	Future
5,000	Construction/Maintenance	5,000	5,000	5,000	5,000	5,000	25,000	25,000
Total	Total	5,000	5,000	5,000	5,000	5,000	25,000	Total

Prior	Funding Sources	2024	2025	2026	2027	2028	Total	Future
5,000	Capital Improvement Fund	5,000	5,000	5,000	5,000	5,000	25,000	25,000
Total	Total	5,000	5,000	5,000	5,000	5,000	25,000	Total



Capital Improvement Plan

City of Wabasha, Minnesota

Data in Year 2024

Department Parks

Contact

Type Unassigned

Useful Life

Category Unassigned

Project # 24-PARKS-01

Project Name Skate Park Ramp Repair

Total Project Cost: \$30,000

Description

Repair skate park equipment.

Justification

The top of the skate park equipment has ramp boards that need to be replaced due to fatigue. We are also working with FEMA on funding from flood, but not looking to promising.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	30,000					30,000
Total	30,000					30,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Improvement Fund	30,000					30,000
Total	30,000					30,000



Capital Improvement Plan

City of Wabasha, Minnesota

Data in Year 2024

Department Parks
Contact Public Works Director
Type Unassigned
Useful Life
Category Buildings

Project # 24-PARKS-02
Project Name Warming House/Concession Stand/Restroom

Description

Total Project Cost: \$180,000

The new Wabasha Athletic Complex is in need of a warming house, concession stand, restrooms, storage, and shade.

Justification

This was taken out of the current Athletic Field since the price came in at roughly \$329,000. City Staff have worked with a private contractor to lower the building costs using local contractors.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	180,000					180,000
Total	180,000					180,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Improvement Fund	147,400					147,400
Fundraising	32,600					32,600
Total	180,000					180,000



Capital Improvement Plan

City of Wabasha, Minnesota

Data in Year 2024

Department Police
Contact Police Chief
Type Unassigned
Useful Life
Category Unassigned

Project #	POLICE OER
Project Name	Ongoing Equipment Replacement

Description	Total Project Cost: \$97,000
Police Ongoing Equipment Replacement Fund. This helps the Police Department with continued maintenance that is needed to keep the squad cars in good working order.	

Justification
The Police Department encounters unexpected costs to keep the squad cars in working order. This fund helps ensure there are funds available to do maintenance and repairs to the squad cars when needed.

Prior	Expenditures	2024	2025	2026	2027	2028	Total	Future
16,000	Other	9,000	9,000	9,000	9,000	9,000	45,000	36,000
Total	Total	9,000	9,000	9,000	9,000	9,000	45,000	Total

Prior	Funding Sources	2024	2025	2026	2027	2028	Total	Future
16,000	Capital Improvement Fund	9,000	9,000	9,000	9,000	9,000	45,000	36,000
Total	Total	9,000	9,000	9,000	9,000	9,000	45,000	Total



Capital Improvement Plan

City of Wabasha, Minnesota

Data in Year 2024

Department Police
Contact Police Chief
Type Unassigned
Useful Life
Category Vehicles

Project # SQUAD CAR
Project Name Police Squad Car

Total Project Cost: \$250,000

Description

2024 Squad Car. The CIP contains a new Police squad car every other year (on even numbered years).

Justification

Police squad cars need to be rotated due to the high milage and stress on the vehicles. If squad cars are not rotated the maintenance and repair bills get very high in the later years.

Expenditures	2024	2025	2026	2027	2028	Total	Future
Equip/Vehicles/Furnishings	50,000		50,000		50,000	150,000	100,000
Total	50,000		50,000		50,000	150,000	Total

Funding Sources	2024	2025	2026	2027	2028	Total	Future
Capital Improvement Fund	50,000		50,000		50,000	150,000	100,000
Total	50,000		50,000		50,000	150,000	Total



Capital Improvement Plan

City of Wabasha, Minnesota

Data in Year 2024

Department

Pool

Contact

Type

Unassigned

Useful Life

Category

Unassigned

Project #

24-POOL-01

Project Name

Replace Lifeguard Stands

Description

Total Project Cost: \$5,400

Replace Lifeguard Stands at the Wabasha Pool.

Justification

The current lifeguard stands have been in service for approximately 20 years. They are beginning to fall apart. Frames are loose. They are no longer safe and need replacement.

Expenditures	2024	2025	2026	2027	2028	Total
Other	5,400					5,400
Total	5,400					5,400

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Improvement Fund	5,400					5,400
Total	5,400					5,400



Capital Improvement Plan

City of Wabasha, Minnesota

Data in Year 2024

Department

Pool

Contact

Type

Unassigned

Useful Life

Category

Unassigned

Project #

24-POOL-02

Project Name

Pool Skimmer

Description

Total Project Cost: \$93,448

New pool skimmer for the Wabasha Pool.

Justification

The pool skimmers and associated piping are leaking and it is becoming increasingly difficult to keep the main pool pump primed and running. They are 37 years old, plastic and falling apart, and are out of code. This may turn into a larger project after more inspections coming fall of 2023.

Expenditures	2024	2025	2026	2027	2028	Total
Other	93,448					93,448
Total	93,448					93,448

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Improvement Fund	93,448					93,448
Total	93,448					93,448



Capital Improvement Plan

City of Wabasha, Minnesota

Data in Year 2024

Department Public Works

Contact

Type Unassigned

Useful Life

Category Unassigned

Project # 24-PW-01

Project Name John Deere Z930M Ztrak

Description

Total Project Cost: \$8,910

John Deere Z930M Ztrak zero turn mower.

Justification

We put a new zero turn in the CIP for 2024 due to the many maintenance costs which have occurred over the past two years along with the higher usage hours. We feel that it is time to trade in and purchase new to keep us on schedule amongst the other equipment.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	8,910					8,910
Total	8,910					8,910

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Improvement Fund	8,910					8,910
Total	8,910					8,910



Capital Improvement Plan

City of Wabasha, Minnesota

Data in Year 2024

Department Public Works
Contact Public Works Director
Type Unassigned
Useful Life
Category Unassigned

Project #

M&O

Project Name

Mill and Overlay (Street Repaving) 2023 & 2024

Description

Total Project Cost: \$200,000

Mill and Overlay Street Repaving 2023 and 2024

Justification

Several streets are badly in need of mill and overlay similar to what was completed in 2015-2019. Work needs to be done in the next year or two. The longer we wait, the larger the project will get. A phased approach is recommended.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	200,000					200,000
Total	200,000					200,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Improvement Fund	200,000					200,000
Total	200,000					200,000



Capital Improvement Plan

City of Wabasha, Minnesota

Data in Year 2024

Department Public Works
Contact Public Works Director
Type Unassigned
Useful Life
Category Equipment: PW Equip

Project #

PW Toolcat

Project Name

Toolcat Revolving Purchase

Description

Total Project Cost: \$45,000

Toolcat Revolving Purchase

Justification

With the government state bid contract, working with the dealer, we can trade in this piece of equipment yearly at a cost of \$5,000. This will keep us updated with the latest equipment, keeping it under warranty the entire time we are using it, not having to replace tires yearly.

Expenditures	2024	2025	2026	2027	2028	Total	Future
Equip/Vehicles/Furnishings	5,000	5,000	5,000	5,000	5,000	25,000	20,000
Total	5,000	5,000	5,000	5,000	5,000	25,000	Total

Funding Sources	2024	2025	2026	2027	2028	Total	Future
Capital Improvement Fund	5,000	5,000	5,000	5,000	5,000	25,000	20,000
Total	5,000	5,000	5,000	5,000	5,000	25,000	Total

Meeting Date: 09/05/2023

ITEM TITLE: Warming House/Concessions Bid for Wabasha Athletic Complex and Approve Contract

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

The City of Wabasha has received the attached bid for the athletic complex warming house/concessions from Jon Schmoker. This is an 816 square foot building. The amount of the bid hits a target set of under \$175,000. The bid price will be presented at the meeting. Our purchasing policy allows us to accept only one bid when its under \$175,000 and we can justify only one bid. The justification is as follows:

- Jon was able to re-design our warming house / concession designs drawn by Bolton Menk which resulted in \$350,000 or more when bid out by multiple contractors. City also sought another proposal from Buck Gusse with WKAF and his estimates were close to what was bid originally using the same design.
- The design changes are proprietary to Jon to meet the needs of the City and provide a bid. We were not able to find another contractor willing to re-design this warming house/concessions and provide us a price, without engagement of an architect/designer.
- Jon's costs do not include additional contractor manager fees that are applied when using Bolton Menk or other such similar construction management service.
- Would utilize a contract agreement with this bid attached, ensuring all conditions and clauses are included in the contract.
- Public Works Director believes that the cost is reasonable for the work provided and competitive.
- Johnson requested another local builder to bid the project Advanced Construction and Remodeling LLC and they verbally indicated that they were unable to bid due to staffing shortages.
- Proposal contingent on meeting all commercial code and code applicable to city-owned buildings.
- Due to very low overhead by Jon, we know that even with the reduced design costs, we have a competitive price for the proposed design. Jon is based in Kellogg and would be considered a local contractor, per our purchasing policy.

Jon's changes to original plans to reduce costs:

- Slab on grade versus excavated four foot pre-cast footings. This provides significant cost savings and is acceptable for a small footprint building.
- Propanel steel roofing instead of metal roofing
- Replacement of prime steel door with primed steel from with standard painted door with aluminum clad joints.
- Replaced glassboard walls with sanded plywood walls.
- No infloor heat
- 2x6 stud walls
- LP Smart Siding Exterior

Improvements made to the original warming house/concessions design:

- Bigger overhangs
- Larger concrete slabs
- Same main structure
- Ceramic tiles on wall in bathroom

Buck Gusse also offered a proposal to the City of Wabasha to serve as our contract manager, with a 7% management fee. He offers more commercial experience than Jon. He would work with an architect to re design the warming house/concessions and then re-bid out the proposal for us. His services would be similar to Bolton Menk but less costly. He would require performance bonds and work with contractors to ensure satisfaction of work. Staff felt that the direction for Council was to obtain the lowest price possible with the construction of the

concessions/warming house, so did not move forward with this option. Buck indicated that a commercial operations such as WKAF cannot provide a lower prices that Jon's business due to costs such as an office, payroll, accounting. etc.

Purchasing Policy, in compliance with MN State Statute:

Purchasing Policy approved by Council, consistent with State Statute: All contracts or purchases between \$25,000 and \$175,000 must be approved by City Council and can be made either by sealed bids or by direct negotiation based on two (2) written quotations if possible **unless it can be shown that the product or service is only available from one source**. Quotations must be kept on file for at least one year. *Whenever reasonably possible, purchase will be made from local vendors. If the local vendor's quote does not exceed the lowest non-local vendor's quote by more than 10%, the purchase may be made from the local vendor.*

ACTION REQUIRED:

Motion to approve warming house/concession bid presented at Council and attached for amount stated at Council meeting. Determine if a performance bond should be required. A performance bond protects the City that the contractor will pay all suppliers and subcontractors or in the case of other issues. Since Jon Schmoker is local, we feel there is a reduced risk but a performance bond would create assurances for the City.

Attachments

Jon Schmoker Warming House & Concessions Bid

Warming House Drawings Jon Schmoker

Building Plans Schematics

Warming House

Commercial Contract

Commercial Contract

SCHMOKER CONSTRUCTION, LLC

Licensed and Insured

Jon Schmoker

59292 County Road 84

Kellogg, MN 55945

651.380.7289

08/21/23

City of Wabasha- Warming House Proposal

Material and labor to build a main structure warming house 24'x34'x10'

- with two 16' covered overhangs, on each end, for shade and picnic tables
- 3' eave overhangs on the entire 66' length of the building
- Two ADA bathrooms, with 4' ceramic tiles, for easy cleaning
- Propanel II steel roofing
- Propanel II steel ceiling, under the 16' overhangs and inside structure ceiling
- 1/2" sanded plywood (AC grade) on entire interior of the building
- 9'x8' insulated garage door in mechanical area, for ice rink sweeper and misc.
- 1- two bottom insulated overhead door panels, 16' long, to open for concessions, approximately 42" of the floor for the serving counter
- 1- 3'x4' window in warming house
- Four wet set post anchors for posts to hold up beams, under the covered overhangs
- Aluminum soffits and fascia (no gutters figured)
- LP colored Smart Siding and accessories
- Paint interior plywood white, and fill nail/screw holes
- R-21 wall insulation
- R-49 blown attic insulation
- Price does not include if excavating needs to be done, or if CMS will require foam around outside perimeter of building.
- 6 panel painted steel doors- with clad jams, closers and deadbolts

Cement

- 24'x34' main structure with a 12"x12" thickened edge, for footing with two rows of 1/2" rebar in perimeter
- 5" thick cement in the middle, and rebar as needed
- Power trowel finish
- Plastic under cement

Exterior cement

- 6' out of eave sides
- 20' on ends
- Top of cement will be 1½" lower than main structure, to prevent water in building
- 5" thick – rebar as needed
- Broom finish
- Grade needs to be set- fill and pump truck not included

HVAC- Aaron LaRocque

- One heating estimate of \$17,800
- 56,000 BTU Rheem furnace and exposed spiral ductwork
- Three exhaust fans
- No A/C
- Received an unofficial quote from Nate Binner HVAC, for \$14,000, and he could provide written quote upon request

Plumbing- Aaron LaRocque

- Estimate was \$17,900
 - Two ADA toilets
 - Two single handle vanity faucets
 - Two wall hung porcelain sinks
 - Two hand dryers
 - Two ADA grab bars (I think three/restroom may be required)
 - One 8' stainless steel sink, with faucets (many options and varying costs)
 - Four floor drains
 - 20 gallon electric water heater
 - PVC, waterlines and misc. materials
 - State plans
 - All labor
 - Need water from hydrant inside of building and sewer from edge of building
 - Add to price \$1,200 stainless steel drinking fountain or \$3,100 drinking fountain/water filler combination
 - Diaper changing table and toilet paper dispensers, not included
 - Gas line supply needs to be inside building

Bruce Hall Electric

- Quote was for \$13,500- no underground wires or trenching

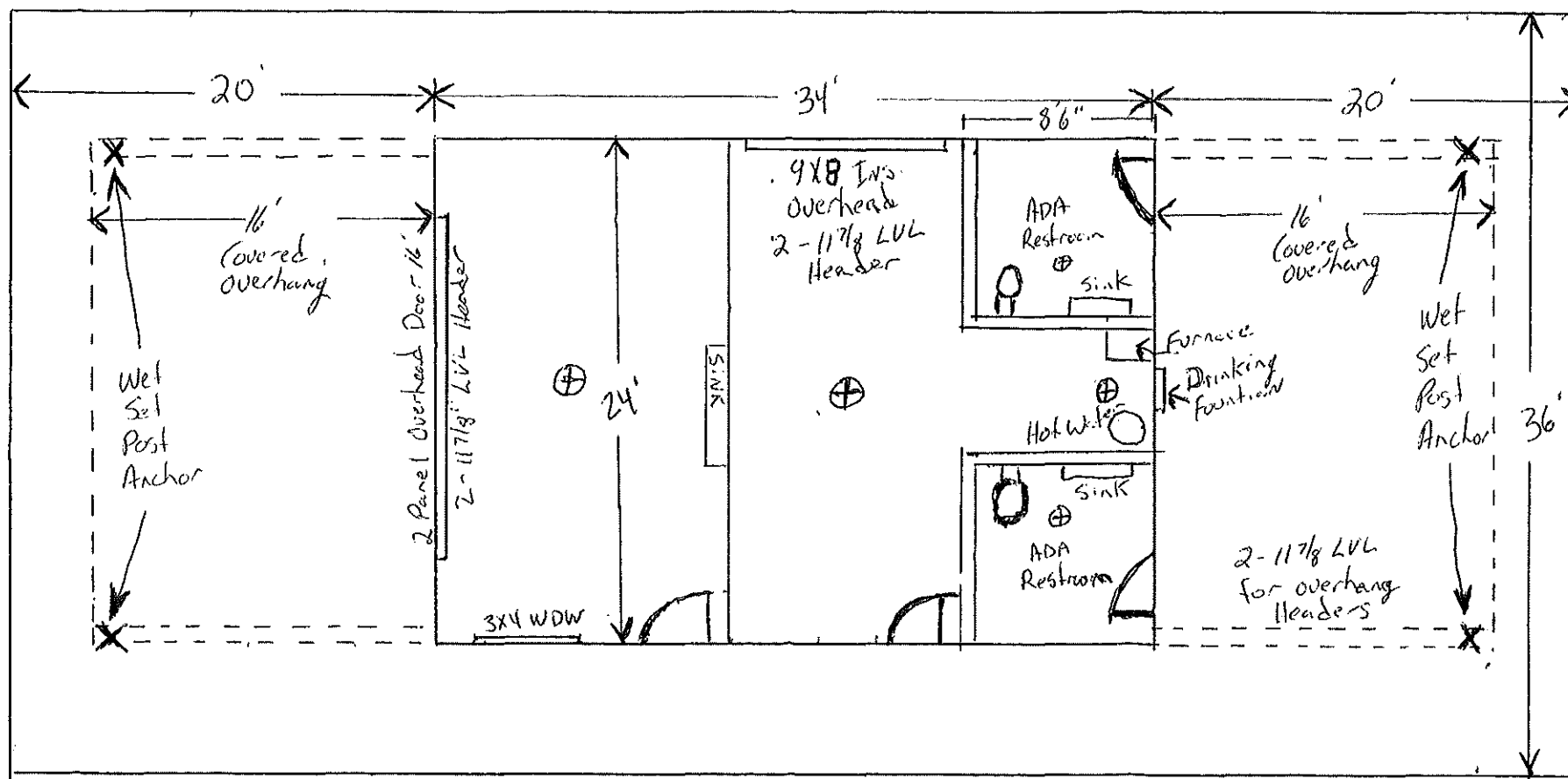
Proposed cost for everything listed above: \$168,313

Thank you and I'm very much looking forward to working with you.

Jon Schmoker

Jon Schmoker

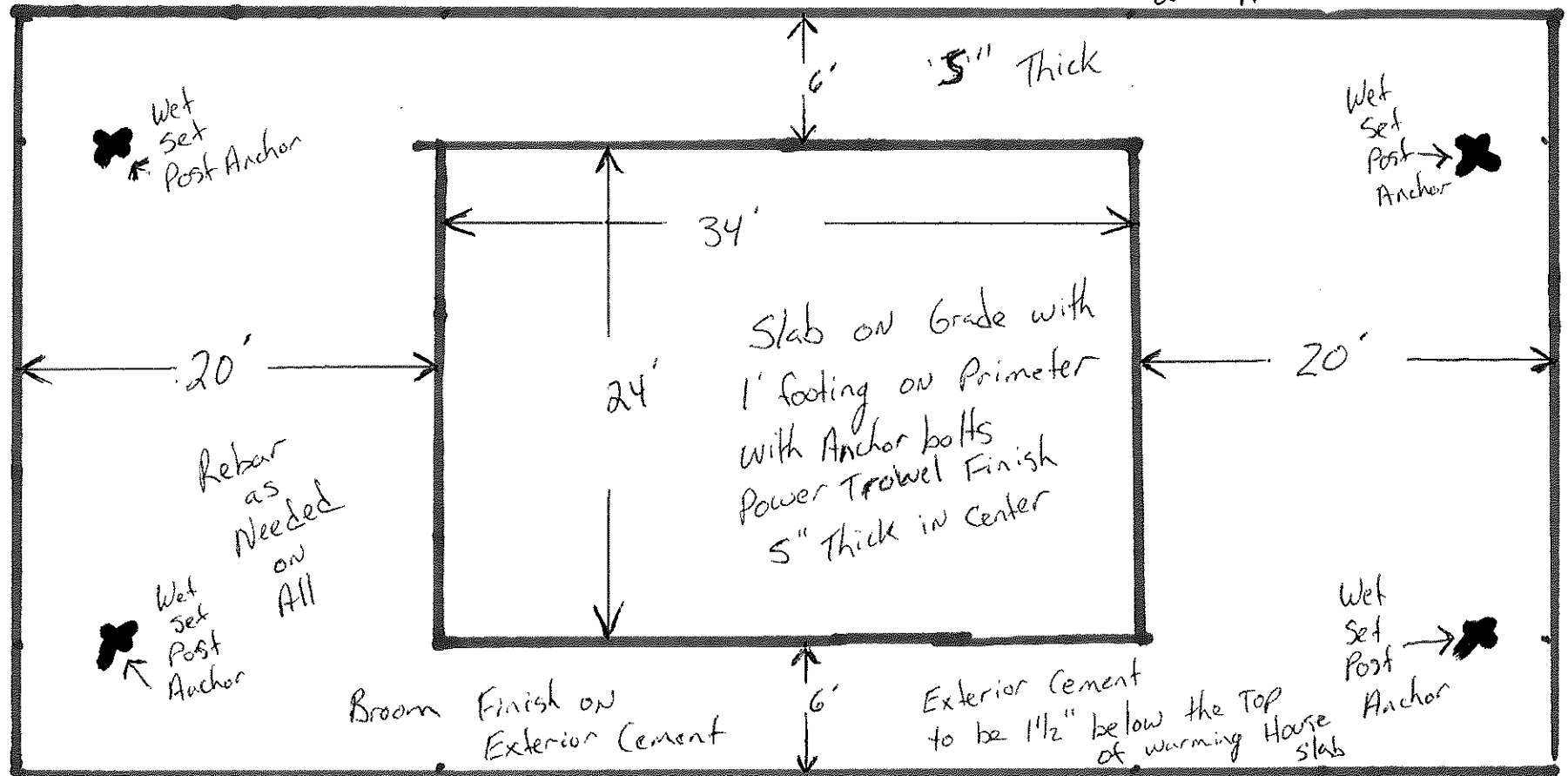
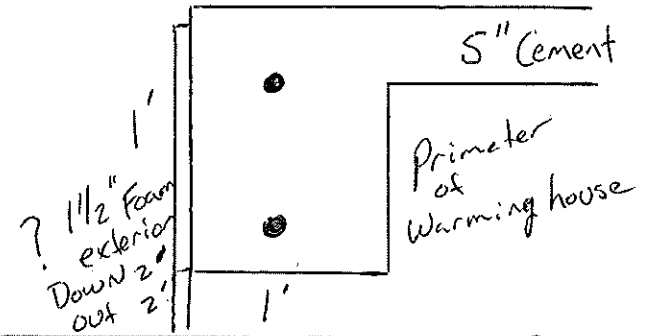
City of Wabasha Warming House

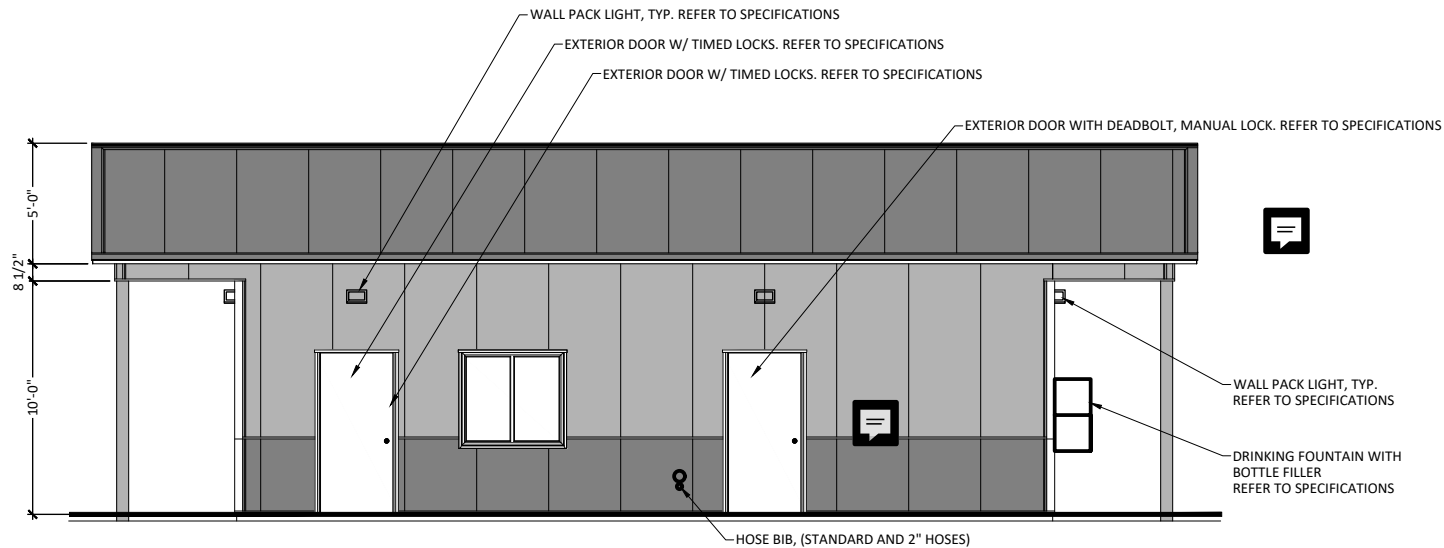


PPII Steel Roof + Ceiling
 1/2" Sanded Plywood walls Interior (AC)
 L.P Smart Siding (colored)
 Alum soffits + Fascia
 3' Cant Eave overhangs
 Trusses 11' AC

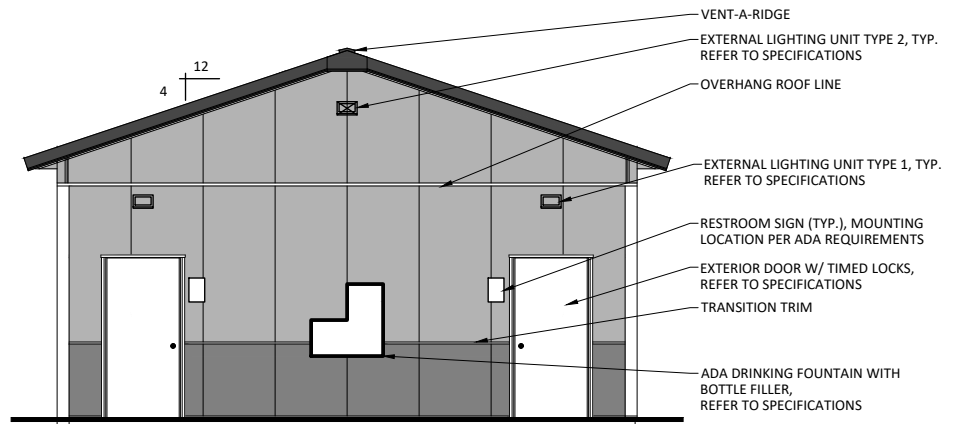
No In-Floor Heat
 2x6 - Stud Walls
 10' Wall Height

Jon Schmoker / City of Wabasha
Warming House

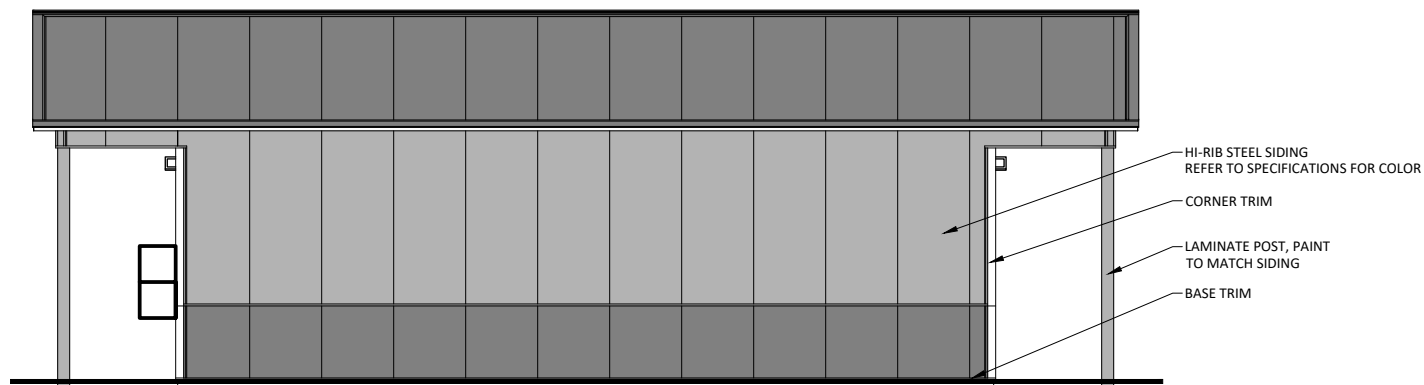




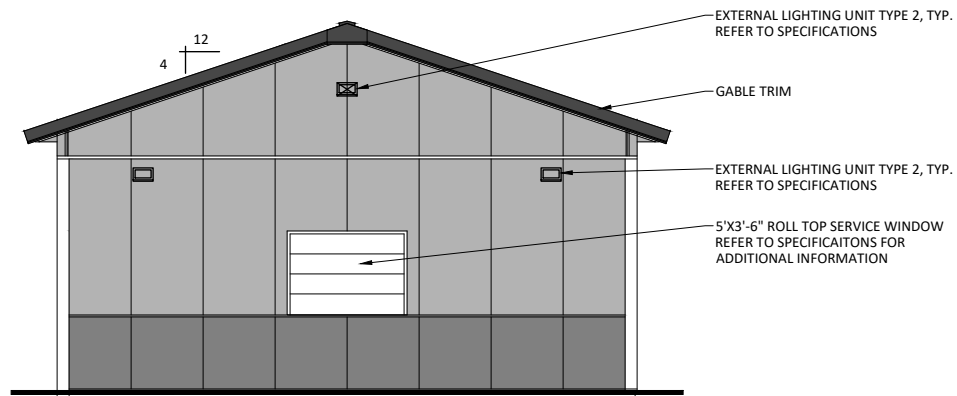
1
A1.00
ELEVATION: SOUTH SIDE
NOT TO SCALE



3
A1.00
ELEVATION: EAST SIDE
NOT TO SCALE



2
A1.00
ELEVATION: NORTH SIDE
NOT TO SCALE

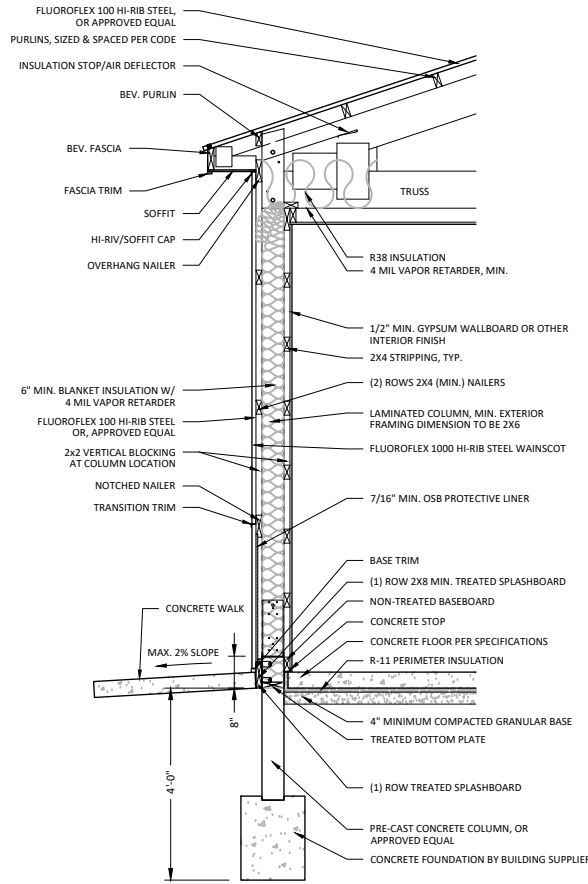
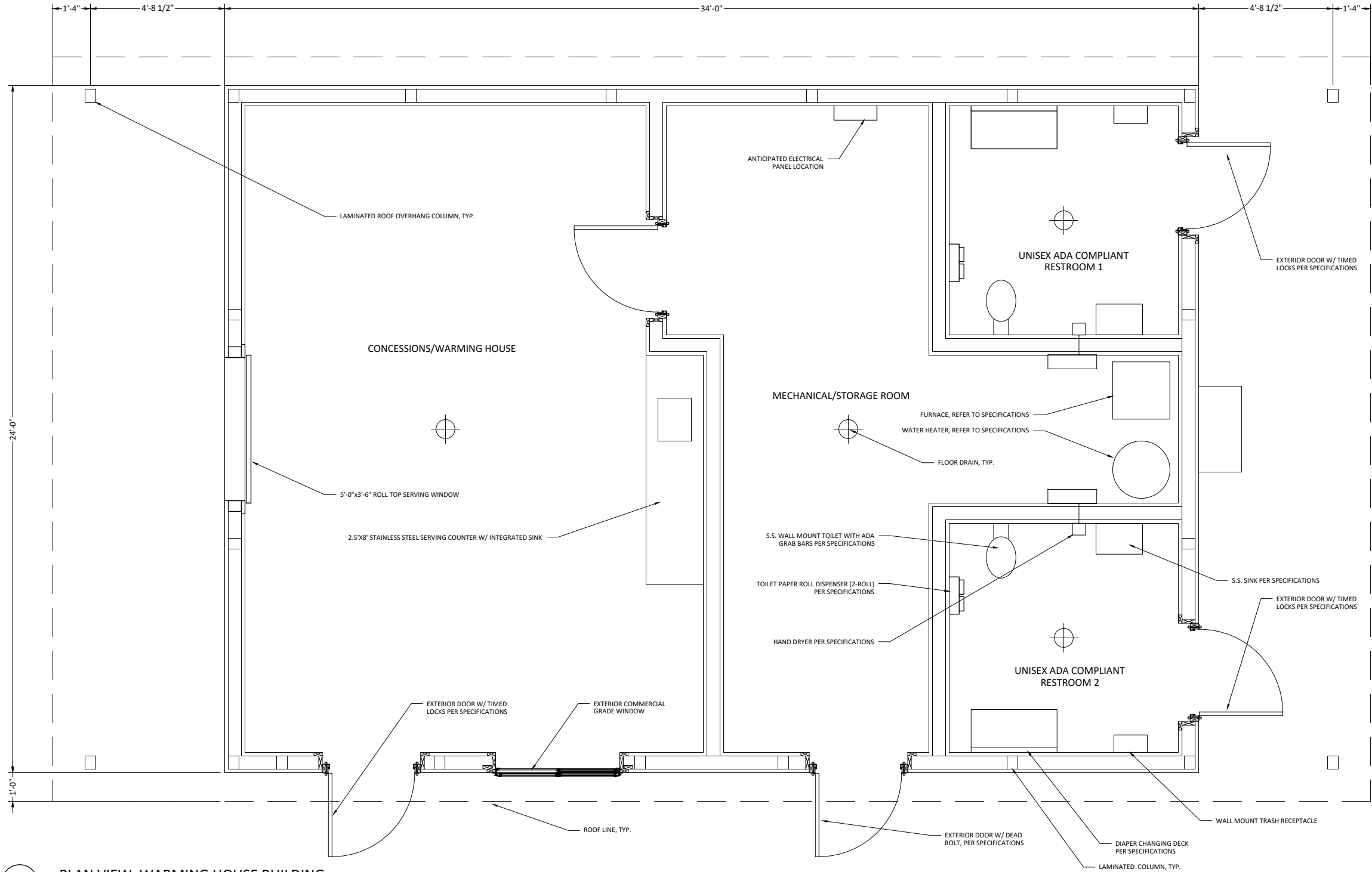


4
A1.00
ELEVATION: WEST SIDE
NOT TO SCALE

NOTES:

1. REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION AND SUBMITTAL REQUIREMENTS.
2. STRUCTURAL, ARCHITECTURAL, AND MECHANICAL, ELECTRICAL AND PLUMBING DESIGN OF RESTROOM BUILDING AND FOUNDATION ARE THE RESPONSIBILITY OF THE CONTRACTOR.
3. DRAWINGS PROVIDED FOR REFERENCE ONLY AND ARE SCHEMATIC IN NATURE. CONTRACTOR/BIDDER SHALL BE RESPONSIBLE FOR COMPLIANCE WITH ALL RELAVENT AND APPLICABLE LOCAL, STATE, AND RELATED BUILDING CODES.
4. REFER TO SHEET E1.05 FOR LIGHTING AND ELECTRICAL COMPONENT LAYOUT.

FOR REFERENCE ONLY











2
A1.01
TYPICAL SECTION: BUILDING SIDEWALL
NOT TO SCALE

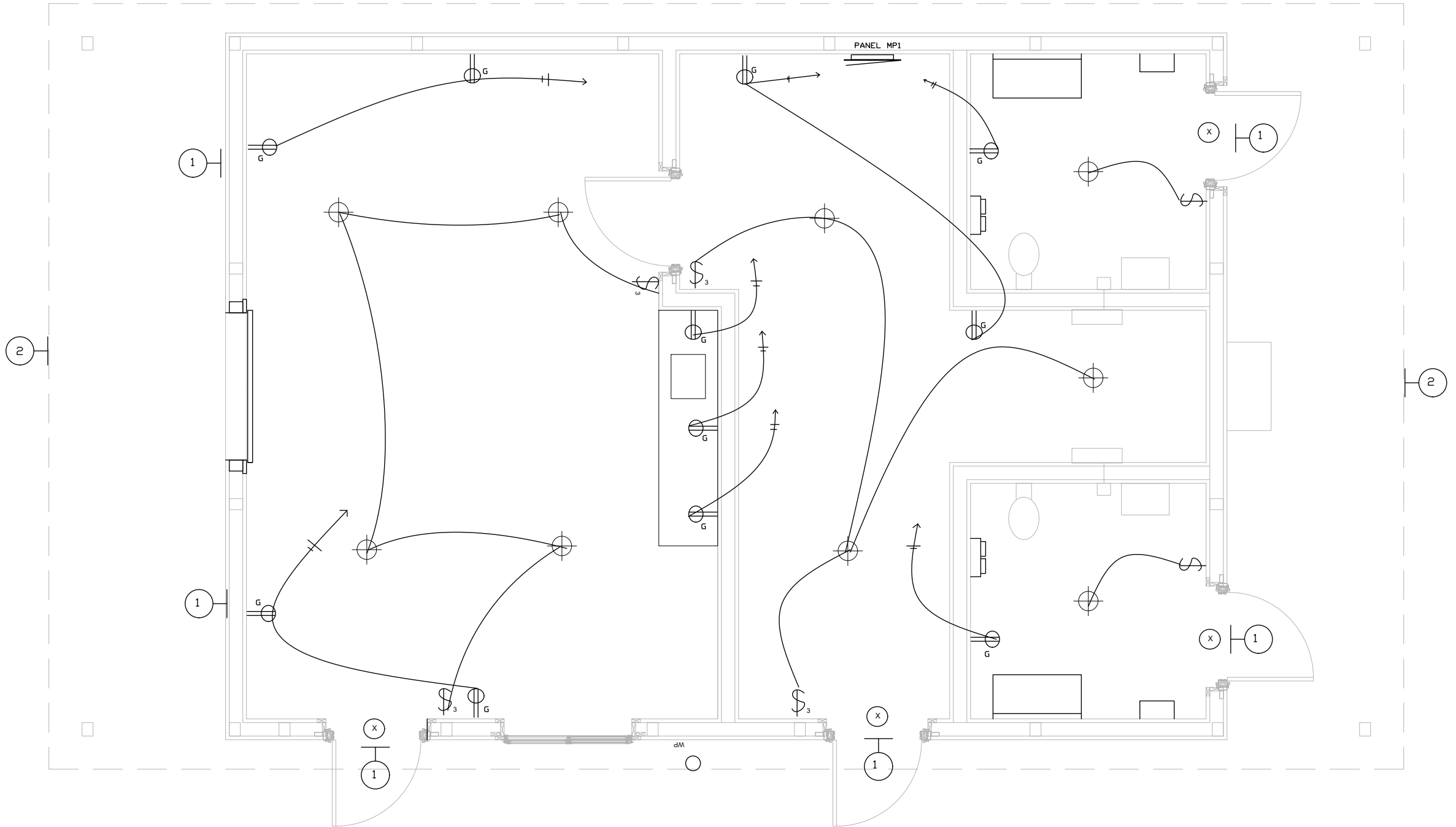
1
A1.01
PLAN VIEW: WARMING HOUSE BUILDING
NOT TO SCALE

- NOTES:**
1. REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION AND SUBMITTAL REQUIREMENTS.
 2. STRUCTURAL, ARCHITECTURAL, AND MECHANICAL, ELECTRICAL AND PLUMBING DESIGN OF RESTROOM BUILDING AND FOUNDATION ARE THE RESPONSIBILITY OF THE CONTRACTOR.
 3. DRAWINGS PROVIDED FOR REFERENCE ONLY AND ARE SCHEMATIC IN NATURE. CONTRACTOR/BIDDER SHALL BE RESPONSIBLE FOR COMPLIANCE WITH ALL RELEVANT AND APPLICABLE LOCAL, STATE, AND RELATED BUILDING CODES.
 4. REFER TO SHEET E1.05 FOR LIGHTING AND ELECTRICAL COMPONENT LAYOUT.

FOR REFERENCE ONLY

-  MAIN ELECTRICAL LOAD CENTER
-  INTERIOR LIGHT FIXTURE
-  GFCI DUPLEX RECEPTACLE
-  SINGLE POLE SWITCH
-  THREE WAY SWITCH
-  COMBINATION EXIT/EGRESS LIGHT
-  EXTERIOR WALL MOUNT FIXTURE
INDICATES FIXTURE TYPE
-  EXTERIOR GFCI DUPLEX RECEPTACLE
WP

- WARMING HOUSE ELECTRICAL NOTES:**
1. ALL INTERIOR LIGHTING SWITCHES SHALL HAVE OCCUPANCY SENSORS
 2. ONLY LIGHTING AND RECEPTACLE CIRCUITS SHOWN. FURNISH AND INSTALL OTHER CIRCUITS AS SHOWN ON THE PANELBOARD SCHEDULE.
 3. FOLLOW THE PANELBOARD SCHEDULE FOR DETERMINING WHICH LOADS ARE WIRED ON EACH INDIVIDUAL CIRCUIT
 4. EXTERIOR LIGHTING SHALL BE EQUIPPED WITH A PHOTOCELL AND MOTION SENSING CONTROL.



1 PLAN VIEW: WARMING HOUSE BUILDING ELECTRICAL (ALTERNATE BID #3)
E1.05
NOT TO SCALE

CONSTRUCTION AGREEMENT
For Warming Housing/Concessions/Bathrooms at Athletic Field
CITY OF WABASHA, MINNESOTA

This **AGREEMENT** (the "Agreement") made this 4 day of September, 2023, by and between the **CITY OF WABASHA** a Minnesota municipal corporation (the "City"), and Schmoker Construction LLC, a business organized and existing under the laws of the State of Minnesota, (the "Contractor").

IN CONSIDERATION OF THE MUTUAL UNDERTAKINGS HEREIN CONTAINED, THE PARTIES AGREE AS FOLLOWS:

1. CONTRACT DOCUMENTS. The following documents shall be referred to as the "Contract Documents," all of which shall be taken together as a whole as the contract between the parties as if they were set verbatim and in full herein:

- A. This Agreement.
- B. Change Orders (which may be issued after the effective date of this Agreement).
- C. Project Description, Specifications, or Proposal.
- D. Contractor's Bid.

In the event of conflict among the provisions of the Contract Documents, the order in which they are listed above shall control in resolving any such conflicts.

2. OBLIGATIONS OF THE CONTRACTOR. The Contractor shall perform the Work in accordance with the Contract Documents. The Work includes all labor, materials, equipment, services, and documentation necessary to construct the project. The Contractor shall supervise and direct the Work competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the Work in accordance with the Contract Documents. The Contractor shall be solely responsible for maintaining and supervising all safety precautions and programs in connection with the Work.

3. CHANGE ORDERS. Without invalidating this Agreement, the City may from time to time, order additions, deletions, or revisions to the Work. The Contractor and the City shall execute a Change Order changing the Work and agreeing upon a price for the changes.

4. TIME OF PERFORMANCE. The Contractor shall substantially complete the Work on or before April 30, 2024. Substantial completion is that date when the project is fit for occupancy and ready to be used for its intended purpose.

5. LIQUIDATED DAMAGES. The Contractor and the City recognize that time is of the essence in the performance of this Agreement and that the City will incur damages if the Contractor does not substantially complete the Work by the date listed in Paragraph 4. Because such damages for delay would be difficult and costly to determine, the Contractor and the City agree that as liquidated damages for

delay (but not as a penalty), the Contractor shall pay the City \$100 for each day that expires after the time for substantial completion; provided the delay was caused by the actions/inactions of the Contractor.

6. PAYMENT. The City shall pay the Contractor the total sum of \$168,313 inclusive of sales tax. The City shall make monthly progress payments in the amount of ninety-five percent (95%) of the value of the Work completed upon application by the Contractor and certification by the City that such Work has been completed. Five percent (5%) of the amount owed to the Contractor will be retained by the City until after completion of all the Work in an acceptable manner. Final payment shall be made not later than thirty (30) days after certification thereof and invoicing by the Contractor.

7. PROMPT PAYMENT TO SUBCONTRACTORS. Pursuant to Minnesota Statutes, section 337.10, subd. 3, the Contractor shall promptly pay all subcontractors and material suppliers.

8. INDEPENDENT CONTRACTOR RELATIONSHIP. It is expressly understood that the Contractor is an “independent contractor” and not an employee of the City. The Contractor shall have control over the manner in which the Work is performed under this Agreement. The Contractor shall supply, at its own expense, all materials, supplies, equipment, and tools required to perform the Work contemplated by this Agreement. The City shall not supervise, direct, or have control or authority over, nor be responsible for Contractor’s methods of construction, or the Contractor’s safety precautions and programs. Nothing in this Agreement shall be deemed to constitute a partnership, joint venture, or agency relationship between the parties.

9. INSURANCE. The Contractor, at its expense, shall procure and maintain in force for the duration of this Agreement the following minimum insurance coverages:

- A. General Liability. The Contractor shall maintain Commercial General Liability insurance in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. The City, including its elected and appointed officials, employees, and agents, shall be endorsed as additional insureds.
- B. Automobile Liability. Contractor shall maintain Business Automobile Liability Insurance, including owned, hired, and non-owned automobiles, with a minimum combined single liability limit of \$1,000,000 per occurrence
- C. Workers’ Compensation. The Contractor agrees to provide Workers’ Compensation insurance for all its employees in accordance with the statutory requirements of the State of Minnesota. The Contractor shall also carry Employer’s Liability insurance with minimum limits as follows:
 - \$500,000 – Bodily Injury by Disease per employee
 - \$500,000 – Bodily Injury by Disease aggregate
 - \$500,000 – Bodily Injury by Accident

Not Applicable: Contractor has no employees

D. Additional Insurance Conditions.

The Contractor shall, prior to commencing the Work, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect.

The insurance requirements may be met through any combination of primary and umbrella/excess insurance. The city must be endorsed as an additional insured on any umbrella/excess policy.

The Contractor's policies shall be primary insurance and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of the Contractor's performance under this Agreement.

The Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' written notice for non-payment of premium.

10. BUILDERS RISK (PROPERTY) INSURANCE. The City shall maintain property insurance written on a builder's risk "all-risk" or equivalent policy form in the amount of the initial contract sum, plus the value of subsequent modifications and cost of materials supplied or installed by others, comprising the total value for the entire project at the site on a replacement cost basis.

11. WAIVER OF SUBROGATION. The City and the Contractor waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant Paragraph 9.

12. INDEMNIFICATION. To the fullest extent permitted by law, the Contractor agrees to defend, indemnify and hold harmless the City, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the Contractor's negligence or the Contractor's performance or failure to perform its obligations under this Agreement. The Contractor's indemnification obligation shall apply to the Contractor's subcontractor(s), or anyone directly or indirectly employed or hired by the Contractor, or anyone for whose acts the Contractor may be liable. The Contractor agrees this indemnity obligation shall survive the completion or termination of this Agreement.

13. WARRANTY. The Contractor warrants and guarantees that all Work will be in accordance with the Contract Documents and will not be defective. If within two years after the date of substantial completion, any Work is found to be defective, the Contractor shall promptly and without cost to the City, correct such defective Work.

14. PERFORMANCE AND PAYMENT BONDS. ~~Prior to commencement of work, the Contractor shall furnish the City performance and payment bonds satisfying the requirements of Minnesota Statutes, section 574.26 each in the amount of the contract price. (INTENTIONALLY OMITTED)~~

15. PERMITS AND LICENSES; RIGHTS-OF-WAY AND EASEMENTS. The Contractor shall procure all permits and licenses, pay all charges and fees therefore, and give all notices necessary and incidental to the construction and completion of the Work. The City will, at its expense, obtain all necessary rights-of-way and easements.

16. DATA PRACTICES/RECORDS. All data created, collected, received, maintained, or disseminated for any purpose in the course of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and any other state or federal laws, rules, or regulations related to data privacy. The Contractor agrees to abide by all applicable data privacy laws and other applicable rules and regulations pertaining to privacy or confidentiality. All books, records, documents, and accounting procedures and practices of the Contractor and its subcontractors, if any, relative to this Agreement are subject to examination by the City.

17. WAIVER. If either party shall at any time or times waive any breach of this Agreement by the other, such waiver shall not constitute a waiver of any other or any succeeding breach of this Agreement by either party, whether of the same or any other covenant, condition, or obligation.

18. ASSIGNMENT. Neither party may assign, sublet, or transfer any interest or obligation in this Agreement without the prior written consent of the other party, and then only upon such terms and conditions as both parties may agree to and set forth in writing.

19. FORCE MAJEURE. Except for payment of sums due, neither party shall be liable to the other or deemed in default under this Agreement, if and to the extent that party's performance is prevented by reason of force majeure. "Force majeure" includes war, an act of terrorism, a pandemic or epidemic, fire, earthquake, flood and other circumstances which are beyond the control and without the fault or negligence of the party affected and which by the exercise of reasonable diligence the party affected was unable to prevent.

20. DISPUTE RESOLUTION. The parties shall cooperate and use their best efforts to ensure that the various provisions of the Agreement are fulfilled. The parties agree to act in good faith to undertake resolution of disputes in an equitable and timely manner and in accordance with the provisions of this Agreement. If disputes cannot be resolved informally, the parties shall first attempt to mediate the dispute. The parties shall agree upon a mediator, or if they cannot agree, shall obtain a list of court-approved mediators from the Wabasha County District Court Administrator and select a mediator by alternately striking names until one remains. The City shall strike the first name followed by the Contractor and shall continue in that order until one name remains. If the dispute is not resolved within thirty (30) days after the end of mediation proceedings, the parties may pursue any legal remedy.

21. GOVERNING LAW. The laws of the State of Minnesota govern the interpretation of this Agreement. Any action related to this Agreement shall be brought in Wabasha County, Minnesota

22. SEVERABILITY. If any provision, term, or condition of this Agreement is found to be or becomes unenforceable or invalid, it shall not affect the remaining provisions, terms, and conditions of this Agreement, unless such invalid or unenforceable provision, term, or condition renders this Agreement

impossible to perform. Such remaining terms and conditions of the Agreement shall continue in full force and effect and shall continue to operate as the parties' entire contract.

23. ENTIRE AGREEMENT. This Agreement represents the entire agreement of the parties and is a final, complete, and all-inclusive statement of the terms thereof, and supersedes and terminates any prior agreement(s), understandings, or written or verbal representations made between the parties with respect thereto.

CITY OF Wabasha, Minnesota

BY: _____
Mayor

BY: _____
City Clerk

CONTRACTOR

BY: _____
Its Owner

C. PROJECT DESCRIPTION

PART 1 – GENERAL

1.1 SUMMARY

- A. The work shall include furnishing the plans as well as the construction of the warming house building complete as shown on drawings and as specified in the bid.

1.2 SCOPE

- A. The contractor shall be a single source design, engineering, and building contractor who shall construct the warming house building complete and meet all the following scope requirements.
- B. Work will generally include: site preparation and grading, excavations for structures, backfill and/or structural backfill, utility connections, foundation and pad construction, and building construction complete.
- C. Warming house building shall be a four season, fully insulated, vented, and heated structure.
- D. The building and its concrete footings, foundation, and slab are to be engineered and constructed by the contractor to meet site specific conditions including wind and snow loading, local frost depth, and ground conditions.
- E. Building is to be designed and constructed on site to meet local codes and approvals for permanent structures. Any building that is temporary or permanently re-locatable is not an accepted equal to permanent, on site, conventional construction.
- F. No outside entity approval will override the local building authority's codes and inspections.
- G. Building sidings, treatments, and roofing are to be as specified on bid.
- H. The contractor shall submit complete, code compliant building plans including plans, elevations, sections, and details
- I. All work and materials shall comply with the latest industry building codes and regulations for the state of Minnesota.
- J. Americans with Disabilities Act Accessibility Guidelines (ADAAG) will be followed in design, manufacture, and construction.

1.3 SUBMITTAL DOCUMENTATION

- A. Drawings
 - 1. Warming house building detailing dimensions, materials, and finishes shall be submitted prior to fabrication.
 - 2. Shop drawing / diagram displaying the mechanical layout and all fixtures to be used.
- B. Product Data / Cut Sheets:
 - 1. Samples for Verification: For each type and color of the following:
 - (a) Building Façade material
 - (b) Roof material
- C. Qualification Data
 - 1. Submit data verifying qualifications and years of experience for manufacturer and installer. Include list of completed projects having similar scope of work identified by name, location, date, reference names, and phone numbers.

1.4 WARRANTY

- A. The building and all its associated components shall be warranted against defects in materials and workmanship for a period of not less than two (2) year from date of final acceptance.

1.5 MAINTENANCE

- A. Maintenance of the warming house facility is the responsibility of the City after final acceptance.

PART 2 -- PRODUCTS

2.1 BUILDING DESCRIPTION

- A. Building dimensions shall match what is indicated on drawings

2.2 MATERIALS-FRAMING

- A. Pre-Cast Concrete Pier Foundation Columns or Equal
 - 1. Post frame building columns consisting of a pre-cast concrete embedded portion with exposed rebar dowels for embedment in cast-in-place concrete footing..
 - 2. Columns to have integrated bracket for attachment to an upper wood column
 - 3. Column to have attached points allowing perimeter baseboards to be structurally connected to the column.
- B. Wood Column or Equal

1. Factory fabricated from minimum 3-ply No. 1 (or better) southern yellow pine lumber
 2. Attach wood column to concrete column bracket with appropriate number and size of mechanically driven fasteners.
 3. Provide factory or field installed blocking on outside face of column between nailers.
- C. Wood Trusses or Equal
1. Lumber
 - (a) Top Chord: Southern yellow pine of size and grade to meet design requirements.
 - (b) Bottom Chord: Southern yellow pine of size and grade to meet design requirements.
 - (c) Webs: Southern yellow pine of size and grade to meet design requirements.
 2. Trusses shall be constructed of surfaced lumber (S45) and compliant with SPIB visual and structural grade requirements.
 3. Plates: Connector plates shall meet design requirements and shall be compliant with ICC-ES report specifications.
 4. Design and fabricate trusses and connections to withstand snow, wind, dead, and all other loads indicated.
 5. Fabricate trusses in plant, using mechanical or hydraulic fixtures as required to bring members into contact.
- D. Baseboards
1. Nominal No. 1 southern yellow pine with notch to accommodate OSB protective liner as may be required.
 2. Pressure treated with wood preservative to a retention in compliance with applicable AWPA or ICC-ESR standards and specifications, and kiln dried after treatment to 19% maximum moisture content
 3. Preservative shall penetrate sapwood in compliance with AWPA or ICC-ESR standards and specifications
- E. Wall girts (nailers)
1. As required on building plans.
- F. Purlins and Truss Ties
1. Nominal No. 2 or machine stress rated spruce-pine-fir as required on building plans.
- G. Overhang Framing
1. Provide factory fabricated rafter frames.
 2. Provide No. 2 spruce-pine-fir factory beveled fascia boards.
- H. Lateral Bracing
1. No. 2 spruce-pine-fir factory or field cut boards to brace end wall columns with

nearest available intermediate truss

I. Framing around openings

1. No. 2 spruce-pine-fir around personnel doors and windows, according to building plans.
2. No. 2 spruce-pine-fir around overhead door openings, according to building plans.

J. Headers

1. Provide headers as required on building plans.

K. Incidental Framing

1. 2"x6" No. 2 spruce-pine-fir

L. Interior Framing

1. 2"x6" No. 2 spruce-pine-fir

2.3 MATERIALS- PREFINISHED METALS

A. Roofing / Siding / Wainscot Ribbed Building Panels

See bid furnished by contractor Interior Liner Ribbed Building Panels

1. Panel substrate shall be 0.019" minimum thickness commercial steel sheet with G40 (zinc) metallic coating per ASTM A653
2. The side of the panel facing the interior of the building shall receive a nominal two tenths (0.2) mil polyurethane primer and a nominal nine tenths (0.9) mil topcoat of polyester resin to achieve a total nominal dry film thickness of one (1) mil
3. The wall cavity or attic facing side paint system shall consist of a two coat finish with a total nominal dry film thickness of one-half (0.5) mil
4. Color selection of interior liner panels shall be standard white, or panels may be selected from the manufacturer's standard color chart of exterior quality ribbed building panels

B. Metal Trim Items

1. Die-formed steel from the same quality material as the siding panels. Steel substrate thickness may vary from that of ribbed building panels

2.4 MATERIALS-OTHER

A. Corner Bracing

1. Provide 1-1/4" wide min. high tensile steel strapping to be installed in all unobstructed corners in a "X" configuration.

B. Roofing/Siding/Wainscot Fasteners

1. Center-drive stainless steel screws with EPDM-gasketed washers for ribbed steel panels
2. Fasteners shall be painted to match selected colors.

C. Interior Liner Fasteners

1. Center-drive carbon steel pan-head screws for ribbed steel panels, painted in standard white color, or
 2. Center-drive stainless steel screws with EPDM-gasketed washers for optional exterior ribbed steel panels
- D. Closure Strips
1. Strips shall be made from closed cell foam.
- E. Sealant
1. 100% neutral curing silicone sealant shall be applied where required.
 2. Paintable sealant shall be applied where required,
- F. Insulation
1. Minimum 6" thick, R-19 fiberglass blankets in wall cavity
 2. Minimum R38 blown-in fiberglass insulation above ceiling.
- G. Vapor Retarder
1. 4 mil thickness polyethylene sheets.

2.5 CAST IN-PLACE CONCRETE

- A. Includes all materials and labor for foundations/footings, interior slabs, exterior/entry slabs, and sidewalks.
- B. Engineered fill shall be $\frac{3}{4}$ " minus crushed aggregate around footings, foundations, and slabs as required.
- C. Slab vapor barrier shall be 6-mil continuous plastic under the concrete slab.
- D. The foundation shall be installed as designed with all cast in-place concrete poured to dimensions specified in bid and in accordance with code.
 - 1. Footings will be built to local frost depth.
 - 2. Minimum compressive strength of 3000 psi at 28 days, 4+/-1" slump, with max $\frac{3}{4}$ " aggregate, cured in accordance with ACI 308.
 - 3. Interior slabs shall have a trowel finish with joints required in flat work as shown on final plans.
 - 4. Steel rebar shall be installed as specified in final plans.
- E. Concrete slab sealer shall be a nonflammable, UV stable, high gloss, nonporous, water-based transparent curing, sealing and dust proofing compound with two (2) coats to be applied per manufacturer's instructions. Concrete sealer coating shall be capable of withstanding continuous rubber wheel, foot traffic, and cyclical temperature change.
- F. Refer to drawings for sidewalks and entry slabs.
 - 1. Minimum concrete compressive strength of 2500 psi at 28 days.
 - 2. All sidewalks shall be finished with a fine broom with control joints installed per local code.

2.6 WALLS

- A. Door system : See bid
 - 1. Door frame shall be pre-welded Steelcraft® 3-Sided flush frame, 16-gauge galvanized A-60 steel, and powder coated customer chosen color. OR EQUAL
 - 2. Door hinges shall be ANSI A5112 with non-removable pin and two ball bearings. OR EQUAL
 - 3. Door closer shall have double heat-treated steel tempered springs, and a triple heat treated steel spindle. OR EQUAL
 - 4. Kick plate shall be 34" x 10" with stainless steel finish, preinstalled on door.
 - 5. Door locks shall be ADA compliant, cylinder deadbolt with stainless steel pull plate and handle.
 - 6. Door magnetic locks shall be ADA complaint, top mounted with "Push to Exit" button and motion sensor emergency releases. Locks shall be Locknetics 9600 series Magnetic locks with 6200 Automatic time clock, SBP2 Standard Battery Pack, and 510 series power supply, OR EQUAL

B. Roll Top Concession Window

1. Roll top concession window to be Overhead Door Brand Counter Door Series 650, painted galvanized steel slat curtain finish, OR EQUAL.
2. Dimensions per plans.
3. Roll top door to include all necessary surrounding framing for complete installation.

4. Roll top window to be lockable from the building interior.

2.7 PLUMBING

- A. All plumbing shall follow the current Uniform Plumbing Code and City of Wabasha building codes.
- B. Floor drains shall be a total of (4) four, one per room.
- C. Shutoff valves shall be provided for all fixtures.
- D. Waterline to be connected to stubbed waterline provided under this contract.
 1. Contractor to provide RPZ/Backflow and City Meter with blowout valve for winterization of facility.
- E. Stainless steel non-refrigerated drinking fountain with bottle filler shall be provided on the exterior.
 1. Wall mounted drinking fountain constructed of 18-gauge, type 304, stainless steel polished to a satin finish with vandal resistant push-button, stainless steel bottom cover plate, flow regulator that provides constant stream from 20 to 105 psi water pressure.
- F. 2" and standard hose bibs to be provided in the mechanical room and adjacent to exterior mechanical room door.

2.8 RESTROOM FIXTURES

- A. Toilets shall be wall mounted, 14-gauge type 304 stainless steel seamlessly welded to form a one-piece tamper resistant fixture with stainless steel wall plate.
 1. Flush valve shall be a chrome manual lever with ADA compliant metal oscillating non-hold-open handle with triple seal handle packing.
- B. Lavatory (sink) shall be stainless steel, wall mounted, with a 4 in. high backsplash and 1-5/8 in. drain opening.
 1. Faucet shall have a metering adjustable cycle time closure cartridge, durable brass construction, rated operating pressure of 20-125 psi, and 0.5 gpm aerator.
- C. Grab bars meeting ADA codes.
- D. Toilet paper dispensers shall be stainless steel with 2-roll capacity.
- E. Soap dispenser shall be 20-gauge stainless steel, with 40 oz. soap capacity, and soap valve that has chrome plated brass housing with ABS plastic mechanism.
- F. Trash receptacles shall be stainless steel and wall mounted.
- G. Diaper Deck shall be high-density polyethylene, only protrude 4 in. when compacted, and have pneumatic gas shock mechanism to ensure smooth, safe open and close motions

2.9 CONCESSIONS FIXTURES

- A. Stainless Steel Serving Counter with Integrated Sink shall be Regency 30"x96" 16 gauge stainless steel work table with sink (sink on left), OR EQUAL.

2.10 ELECTRICAL

- A. All building electrical to utilize sub-panel in mechanical room of warming house building. Connection from site electrical panel to building sub panel, sub panel, and all associated wiring, conduit, and other equipment shall be incidental to the Lump Sum Warming House Bid Item included under Bid Alternate #3.
- B. Hand dryers
 - 1. Hand dryers shall be semi recessed white epoxy coated aluminum without heater coils. Hand dryer shall operate on thirty second intervals.

C. Light fixtures

1. Interior Light Fixture

- (a) LED Ceiling lighting,
- (b) Quantity and locations as shown on electrical plans.
- (c) Lighting to be controlled with occupancy sensor.
- (d) Interior Light Fixtures shall be:
 - (1) Holophane Archway Passage Interior LED Light
 - 1. Model # EVT46000LMFSTWD40K 80CRI
 - (2) Or Approved Equal

2. External lighting Unit Type 1:

- (a) External wall mounted LED fixtures under roof overhang and above doorways, as shown on plans.
- (b) Lighting Unit Type 1 Shall be:
 - (1) Holophane HLWPC2 Wallpack Full Cutoff LED
 - 1. Model # HLWPC2 P10 40K 120 T3M MASL
 - (2) Or Approved Equal

3. External lighting Unit Type 2:

- (a) External wall mounted LED fixtures near peak of roof on ends with roof overhang, as shown on plans.
- (b) Lighting Unit Type 2 Shall be:
 - (1) Holophane HLWPC2 Wallpack Full Cutoff LED
 - 1. Model # HLWPC2 P20 40K 120 T3M MASL
 - (2) Or Approved Equal

- 4. All external lighting shall be controlled by photocell and motion activated sensor or other approved method.

D. Mechanical exhaust system

- 1. Exhaust system shall include 7-day programmable timer with duct fans, constant airflow regulator, and aluminum exhaust grilles.
- 2. Exhaust system shall use same occupancy sensor settings as lighting.

E. Main breaker panel

- 1. Main Breaker Panel (MP1) and electrical feed per drawings.

F. ADA Compliant Restroom Signs

- 1. "ALL GENDER" Restroom Braille Sign complying with ADA Laws

- (a) High Impact styrene 8"x9" with non-glare blue surface
 - (b) All pictograms, borders, lettering and Braille are to be raised 1/32 inch.
 - (c) Sign to be mechanically attached with vandal proof hardware.
2. Or approved equal.
- G. Gas Furnace
- 1. Commercial Grade Gas Furnace of appropriate size for the warming house structure to be provided.
- H. Hot Water Heater
- 1. Commercial Grade, 100 Gallon Capacity, Gas Hot Water Heater.

PART 3 -- EXECUTION

3.1 SPECIAL INSPECTION

- A. Contractor is responsible for coordinating inspections and permits as required per the building department or other regulatory agencies at no additional cost to the Owner.

3.2 INSTALLATION

- A. All components to be installed according to the construction plan sets and/or manufacturer's instructions.

3.3 OPERATION & MAINTENANCE MANUALS

- A. Contractor to provide all Operations & Maintenance manuals that are provided by the manufacturers to the owner.

******END OF SECTION******

CONSTRUCTION AGREEMENT
For Warming Housing/Concessions/Bathrooms at Athletic Field
CITY OF WABASHA, MINNESOTA

This **AGREEMENT** (the "Agreement") made this 4 day of September, 2023, by and between the **CITY OF WABASHA** a Minnesota municipal corporation (the "City"), and Schmoker Construction LLC, a business organized and existing under the laws of the State of Minnesota, (the "Contractor").

IN CONSIDERATION OF THE MUTUAL UNDERTAKINGS HEREIN CONTAINED, THE PARTIES AGREE AS FOLLOWS:

1. CONTRACT DOCUMENTS. The following documents shall be referred to as the "Contract Documents," all of which shall be taken together as a whole as the contract between the parties as if they were set verbatim and in full herein:

- A. This Agreement.
- B. Change Orders (which may be issued after the effective date of this Agreement).
- C. Project Description, Specifications, or Proposal.
- D. Contractor's Bid.

In the event of conflict among the provisions of the Contract Documents, the order in which they are listed above shall control in resolving any such conflicts.

2. OBLIGATIONS OF THE CONTRACTOR. The Contractor shall perform the Work in accordance with the Contract Documents. The Work includes all labor, materials, equipment, services, and documentation necessary to construct the project. The Contractor shall supervise and direct the Work competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the Work in accordance with the Contract Documents. The Contractor shall be solely responsible for maintaining and supervising all safety precautions and programs in connection with the Work.

3. CHANGE ORDERS. Without invalidating this Agreement, the City may from time to time, order additions, deletions, or revisions to the Work. The Contractor and the City shall execute a Change Order changing the Work and agreeing upon a price for the changes.

4. TIME OF PERFORMANCE. The Contractor shall substantially complete the Work on or before April 30, 2024. Substantial completion is that date when the project is fit for occupancy and ready to be used for its intended purpose.

5. LIQUIDATED DAMAGES. The Contractor and the City recognize that time is of the essence in the performance of this Agreement and that the City will incur damages if the Contractor does not substantially complete the Work by the date listed in Paragraph 4. Because such damages for delay would be difficult and costly to determine, the Contractor and the City agree that as liquidated damages for

delay (but not as a penalty), the Contractor shall pay the City \$100 for each day that expires after the time for substantial completion; provided the delay was caused by the actions/inactions of the Contractor.

6. PAYMENT. The City shall pay the Contractor the total sum of \$168,313 inclusive of sales tax. The City shall make monthly progress payments in the amount of ninety-five percent (95%) of the value of the Work completed upon application by the Contractor and certification by the City that such Work has been completed. Five percent (5%) of the amount owed to the Contractor will be retained by the City until after completion of all the Work in an acceptable manner. Final payment shall be made not later than thirty (30) days after certification thereof and invoicing by the Contractor.

7. PROMPT PAYMENT TO SUBCONTRACTORS. Pursuant to Minnesota Statutes, section 337.10, subd. 3, the Contractor shall promptly pay all subcontractors and material suppliers.

8. INDEPENDENT CONTRACTOR RELATIONSHIP. It is expressly understood that the Contractor is an “independent contractor” and not an employee of the City. The Contractor shall have control over the manner in which the Work is performed under this Agreement. The Contractor shall supply, at its own expense, all materials, supplies, equipment, and tools required to perform the Work contemplated by this Agreement. The City shall not supervise, direct, or have control or authority over, nor be responsible for Contractor’s methods of construction, or the Contractor’s safety precautions and programs. Nothing in this Agreement shall be deemed to constitute a partnership, joint venture, or agency relationship between the parties.

9. INSURANCE. The Contractor, at its expense, shall procure and maintain in force for the duration of this Agreement the following minimum insurance coverages:

- A. General Liability. The Contractor shall maintain Commercial General Liability insurance in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. The City, including its elected and appointed officials, employees, and agents, shall be endorsed as additional insureds.
- B. Automobile Liability. Contractor shall maintain Business Automobile Liability Insurance, including owned, hired, and non-owned automobiles, with a minimum combined single liability limit of \$1,000,000 per occurrence
- C. Workers’ Compensation. The Contractor agrees to provide Workers’ Compensation insurance for all its employees in accordance with the statutory requirements of the State of Minnesota. The Contractor shall also carry Employer’s Liability insurance with minimum limits as follows:
 - \$500,000 – Bodily Injury by Disease per employee
 - \$500,000 – Bodily Injury by Disease aggregate
 - \$500,000 – Bodily Injury by Accident

Not Applicable: Contractor has no employees

D. Additional Insurance Conditions.

The Contractor shall, prior to commencing the Work, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect.

The insurance requirements may be met through any combination of primary and umbrella/excess insurance. The city must be endorsed as an additional insured on any umbrella/excess policy.

The Contractor's policies shall be primary insurance and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of the Contractor's performance under this Agreement.

The Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' written notice for non-payment of premium.

10. BUILDERS RISK (PROPERTY) INSURANCE. The City shall maintain property insurance written on a builder's risk "all-risk" or equivalent policy form in the amount of the initial contract sum, plus the value of subsequent modifications and cost of materials supplied or installed by others, comprising the total value for the entire project at the site on a replacement cost basis.

11. WAIVER OF SUBROGATION. The City and the Contractor waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant Paragraph 9.

12. INDEMNIFICATION. To the fullest extent permitted by law, the Contractor agrees to defend, indemnify and hold harmless the City, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the Contractor's negligence or the Contractor's performance or failure to perform its obligations under this Agreement. The Contractor's indemnification obligation shall apply to the Contractor's subcontractor(s), or anyone directly or indirectly employed or hired by the Contractor, or anyone for whose acts the Contractor may be liable. The Contractor agrees this indemnity obligation shall survive the completion or termination of this Agreement.

13. WARRANTY. The Contractor warrants and guarantees that all Work will be in accordance with the Contract Documents and will not be defective. If within two years after the date of substantial completion, any Work is found to be defective, the Contractor shall promptly and without cost to the City, correct such defective Work.

14. PERFORMANCE AND PAYMENT BONDS. ~~Prior to commencement of work, the Contractor shall furnish the City performance and payment bonds satisfying the requirements of Minnesota Statutes, section 574.26 each in the amount of the contract price. (INTENTIONALLY OMITTED)~~

15. PERMITS AND LICENSES; RIGHTS-OF-WAY AND EASEMENTS. The Contractor shall procure all permits and licenses, pay all charges and fees therefore, and give all notices necessary and incidental to the construction and completion of the Work. The City will, at its expense, obtain all necessary rights-of-way and easements.

16. DATA PRACTICES/RECORDS. All data created, collected, received, maintained, or disseminated for any purpose in the course of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and any other state or federal laws, rules, or regulations related to data privacy. The Contractor agrees to abide by all applicable data privacy laws and other applicable rules and regulations pertaining to privacy or confidentiality. All books, records, documents, and accounting procedures and practices of the Contractor and its subcontractors, if any, relative to this Agreement are subject to examination by the City.

17. WAIVER. If either party shall at any time or times waive any breach of this Agreement by the other, such waiver shall not constitute a waiver of any other or any succeeding breach of this Agreement by either party, whether of the same or any other covenant, condition, or obligation.

18. ASSIGNMENT. Neither party may assign, sublet, or transfer any interest or obligation in this Agreement without the prior written consent of the other party, and then only upon such terms and conditions as both parties may agree to and set forth in writing.

19. FORCE MAJEURE. Except for payment of sums due, neither party shall be liable to the other or deemed in default under this Agreement, if and to the extent that party's performance is prevented by reason of force majeure. "Force majeure" includes war, an act of terrorism, a pandemic or epidemic, fire, earthquake, flood and other circumstances which are beyond the control and without the fault or negligence of the party affected and which by the exercise of reasonable diligence the party affected was unable to prevent.

20. DISPUTE RESOLUTION. The parties shall cooperate and use their best efforts to ensure that the various provisions of the Agreement are fulfilled. The parties agree to act in good faith to undertake resolution of disputes in an equitable and timely manner and in accordance with the provisions of this Agreement. If disputes cannot be resolved informally, the parties shall first attempt to mediate the dispute. The parties shall agree upon a mediator, or if they cannot agree, shall obtain a list of court-approved mediators from the Wabasha County District Court Administrator and select a mediator by alternately striking names until one remains. The City shall strike the first name followed by the Contractor and shall continue in that order until one name remains. If the dispute is not resolved within thirty (30) days after the end of mediation proceedings, the parties may pursue any legal remedy.

21. GOVERNING LAW. The laws of the State of Minnesota govern the interpretation of this Agreement. Any action related to this Agreement shall be brought in Wabasha County, Minnesota

22. SEVERABILITY. If any provision, term, or condition of this Agreement is found to be or becomes unenforceable or invalid, it shall not affect the remaining provisions, terms, and conditions of this Agreement, unless such invalid or unenforceable provision, term, or condition renders this Agreement

impossible to perform. Such remaining terms and conditions of the Agreement shall continue in full force and effect and shall continue to operate as the parties' entire contract.

23. ENTIRE AGREEMENT. This Agreement represents the entire agreement of the parties and is a final, complete, and all-inclusive statement of the terms thereof, and supersedes and terminates any prior agreement(s), understandings, or written or verbal representations made between the parties with respect thereto.

CITY OF Wabasha, Minnesota

BY: _____
Mayor

BY: _____
City Clerk

CONTRACTOR

BY: _____
Its Owner

C. PROJECT DESCRIPTION

PART 1 – GENERAL

1.1 SUMMARY

- A. The work shall include furnishing the plans as well as the construction of the warming house building complete as shown on drawings and as specified in the bid.

1.2 SCOPE

- A. The contractor shall be a single source design, engineering, and building contractor who shall construct the warming house building complete and meet all the following scope requirements.
- B. Work will generally include: site preparation and grading, excavations for structures, backfill and/or structural backfill, utility connections, foundation and pad construction, and building construction complete.
- C. Warming house building shall be a four season, fully insulated, vented, and heated structure.
- D. The building and its concrete footings, foundation, and slab are to be engineered and constructed by the contractor to meet site specific conditions including wind and snow loading, local frost depth, and ground conditions.
- E. Building is to be designed and constructed on site to meet local codes and approvals for permanent structures. Any building that is temporary or permanently re-locatable is not an accepted equal to permanent, on site, conventional construction.
- F. No outside entity approval will override the local building authority's codes and inspections.
- G. Building sidings, treatments, and roofing are to be as specified on bid.
- H. The contractor shall submit complete, code compliant building plans including plans, elevations, sections, and details
- I. All work and materials shall comply with the latest industry building codes and regulations for the state of Minnesota.
- J. Americans with Disabilities Act Accessibility Guidelines (ADAAG) will be followed in design, manufacture, and construction.

1.3 SUBMITTAL DOCUMENTATION

- A. Drawings
 - 1. Warming house building detailing dimensions, materials, and finishes shall be submitted prior to fabrication.
 - 2. Shop drawing / diagram displaying the mechanical layout and all fixtures to be used.
- B. Product Data / Cut Sheets:
 - 1. Samples for Verification: For each type and color of the following:
 - (a) Building Façade material
 - (b) Roof material
- C. Qualification Data
 - 1. Submit data verifying qualifications and years of experience for manufacturer and installer. Include list of completed projects having similar scope of work identified by name, location, date, reference names, and phone numbers.

1.4 WARRANTY

- A. The building and all its associated components shall be warranted against defects in materials and workmanship for a period of not less than two (2) year from date of final acceptance.

1.5 MAINTENANCE

- A. Maintenance of the warming house facility is the responsibility of the City after final acceptance.

PART 2 -- PRODUCTS

2.1 BUILDING DESCRIPTION

- A. Building dimensions shall match what is indicated on drawings

2.2 MATERIALS-FRAMING

- A. Pre-Cast Concrete Pier Foundation Columns or Equal
 - 1. Post frame building columns consisting of a pre-cast concrete embedded portion with exposed rebar dowels for embedment in cast-in-place concrete footing..
 - 2. Columns to have integrated bracket for attachment to an upper wood column
 - 3. Column to have attached points allowing perimeter baseboards to be structurally connected to the column.
- B. Wood Column or Equal

1. Factory fabricated from minimum 3-ply No. 1 (or better) southern yellow pine lumber
 2. Attach wood column to concrete column bracket with appropriate number and size of mechanically driven fasteners.
 3. Provide factory or field installed blocking on outside face of column between nailers.
- C. Wood Trusses or Equal
1. Lumber
 - (a) Top Chord: Southern yellow pine of size and grade to meet design requirements.
 - (b) Bottom Chord: Southern yellow pine of size and grade to meet design requirements.
 - (c) Webs: Southern yellow pine of size and grade to meet design requirements.
 2. Trusses shall be constructed of surfaced lumber (S45) and compliant with SPIB visual and structural grade requirements.
 3. Plates: Connector plates shall meet design requirements and shall be compliant with ICC-ES report specifications.
 4. Design and fabricate trusses and connections to withstand snow, wind, dead, and all other loads indicated.
 5. Fabricate trusses in plant, using mechanical or hydraulic fixtures as required to bring members into contact.
- D. Baseboards
1. Nominal No. 1 southern yellow pine with notch to accommodate OSB protective liner as may be required.
 2. Pressure treated with wood preservative to a retention in compliance with applicable AWPA or ICC-ESR standards and specifications, and kiln dried after treatment to 19% maximum moisture content
 3. Preservative shall penetrate sapwood in compliance with AWPA or ICC-ESR standards and specifications
- E. Wall girts (nailers)
1. As required on building plans.
- F. Purlins and Truss Ties
1. Nominal No. 2 or machine stress rated spruce-pine-fir as required on building plans.
- G. Overhang Framing
1. Provide factory fabricated rafter frames.
 2. Provide No. 2 spruce-pine-fir factory beveled fascia boards.
- H. Lateral Bracing
1. No. 2 spruce-pine-fir factory or field cut boards to brace end wall columns with

nearest available intermediate truss

I. Framing around openings

1. No. 2 spruce-pine-fir around personnel doors and windows, according to building plans.
2. No. 2 spruce-pine-fir around overhead door openings, according to building plans.

J. Headers

1. Provide headers as required on building plans.

K. Incidental Framing

1. 2"x6" No. 2 spruce-pine-fir

L. Interior Framing

1. 2"x6" No. 2 spruce-pine-fir

2.3 MATERIALS- PREFINISHED METALS

A. Roofing / Siding / Wainscot Ribbed Building Panels

See bid furnished by contractor Interior Liner Ribbed Building Panels

1. Panel substrate shall be 0.019" minimum thickness commercial steel sheet with G40 (zinc) metallic coating per ASTM A653
2. The side of the panel facing the interior of the building shall receive a nominal two tenths (0.2) mil polyurethane primer and a nominal nine tenths (0.9) mil topcoat of polyester resin to achieve a total nominal dry film thickness of one (1) mil
3. The wall cavity or attic facing side paint system shall consist of a two coat finish with a total nominal dry film thickness of one-half (0.5) mil
4. Color selection of interior liner panels shall be standard white, or panels may be selected from the manufacturer's standard color chart of exterior quality ribbed building panels

B. Metal Trim Items

1. Die-formed steel from the same quality material as the siding panels. Steel substrate thickness may vary from that of ribbed building panels

2.4 MATERIALS-OTHER

A. Corner Bracing

1. Provide 1-1/4" wide min. high tensile steel strapping to be installed in all unobstructed corners in a "X" configuration.

B. Roofing/Siding/Wainscot Fasteners

1. Center-drive stainless steel screws with EPDM-gasketed washers for ribbed steel panels
2. Fasteners shall be painted to match selected colors.

C. Interior Liner Fasteners

1. Center-drive carbon steel pan-head screws for ribbed steel panels, painted in standard white color, or
 2. Center-drive stainless steel screws with EPDM-gasketed washers for optional exterior ribbed steel panels
- D. Closure Strips
1. Strips shall be made from closed cell foam.
- E. Sealant
1. 100% neutral curing silicone sealant shall be applied where required.
 2. Paintable sealant shall be applied where required,
- F. Insulation
1. Minimum 6" thick, R-19 fiberglass blankets in wall cavity
 2. Minimum R38 blown-in fiberglass insulation above ceiling.
- G. Vapor Retarder
1. 4 mil thickness polyethylene sheets.

2.5 CAST IN-PLACE CONCRETE

- A. Includes all materials and labor for foundations/footings, interior slabs, exterior/entry slabs, and sidewalks.
- B. Engineered fill shall be $\frac{3}{4}$ " minus crushed aggregate around footings, foundations, and slabs as required.
- C. Slab vapor barrier shall be 6-mil continuous plastic under the concrete slab.
- D. The foundation shall be installed as designed with all cast in-place concrete poured to dimensions specified in bid and in accordance with code.
 - 1. Footings will be built to local frost depth.
 - 2. Minimum compressive strength of 3000 psi at 28 days, 4+/-1" slump, with max $\frac{3}{4}$ " aggregate, cured in accordance with ACI 308.
 - 3. Interior slabs shall have a trowel finish with joints required in flat work as shown on final plans.
 - 4. Steel rebar shall be installed as specified in final plans.
- E. Concrete slab sealer shall be a nonflammable, UV stable, high gloss, nonporous, water-based transparent curing, sealing and dust proofing compound with two (2) coats to be applied per manufacturer's instructions. Concrete sealer coating shall be capable of withstanding continuous rubber wheel, foot traffic, and cyclical temperature change.
- F. Refer to drawings for sidewalks and entry slabs.
 - 1. Minimum concrete compressive strength of 2500 psi at 28 days.
 - 2. All sidewalks shall be finished with a fine broom with control joints installed per local code.

2.6 WALLS

- A. Door system : See bid
 - 1. Door frame shall be pre-welded Steelcraft® 3-Sided flush frame, 16-gauge galvanized A-60 steel, and powder coated customer chosen color. OR EQUAL
 - 2. Door hinges shall be ANSI A5112 with non-removable pin and two ball bearings. OR EQUAL
 - 3. Door closer shall have double heat-treated steel tempered springs, and a triple heat treated steel spindle. OR EQUAL
 - 4. Kick plate shall be 34" x 10" with stainless steel finish, preinstalled on door.
 - 5. Door locks shall be ADA compliant, cylinder deadbolt with stainless steel pull plate and handle.
 - 6. Door magnetic locks shall be ADA complaint, top mounted with "Push to Exit" button and motion sensor emergency releases. Locks shall be Locknetics 9600 series Magnetic locks with 6200 Automatic time clock, SBP2 Standard Battery Pack, and 510 series power supply, OR EQUAL

B. Roll Top Concession Window

1. Roll top concession window to be Overhead Door Brand Counter Door Series 650, painted galvanized steel slat curtain finish, OR EQUAL.
2. Dimensions per plans.
3. Roll top door to include all necessary surrounding framing for complete installation.

4. Roll top window to be lockable from the building interior.

2.7 PLUMBING

- A. All plumbing shall follow the current Uniform Plumbing Code and City of Wabasha building codes.
- B. Floor drains shall be a total of (4) four, one per room.
- C. Shutoff valves shall be provided for all fixtures.
- D. Waterline to be connected to stubbed waterline provided under this contract.
 1. Contractor to provide RPZ/Backflow and City Meter with blowout valve for winterization of facility.
- E. Stainless steel non-refrigerated drinking fountain with bottle filler shall be provided on the exterior.
 1. Wall mounted drinking fountain constructed of 18-gauge, type 304, stainless steel polished to a satin finish with vandal resistant push-button, stainless steel bottom cover plate, flow regulator that provides constant stream from 20 to 105 psi water pressure.
- F. 2" and standard hose bibs to be provided in the mechanical room and adjacent to exterior mechanical room door.

2.8 RESTROOM FIXTURES

- A. Toilets shall be wall mounted, 14-gauge type 304 stainless steel seamlessly welded to form a one-piece tamper resistant fixture with stainless steel wall plate.
 1. Flush valve shall be a chrome manual lever with ADA compliant metal oscillating non-hold-open handle with triple seal handle packing.
- B. Lavatory (sink) shall be stainless steel, wall mounted, with a 4 in. high backsplash and 1-5/8 in. drain opening.
 1. Faucet shall have a metering adjustable cycle time closure cartridge, durable brass construction, rated operating pressure of 20-125 psi, and 0.5 gpm aerator.
- C. Grab bars meeting ADA codes.
- D. Toilet paper dispensers shall be stainless steel with 2-roll capacity.
- E. Soap dispenser shall be 20-gauge stainless steel, with 40 oz. soap capacity, and soap valve that has chrome plated brass housing with ABS plastic mechanism.
- F. Trash receptacles shall be stainless steel and wall mounted.
- G. Diaper Deck shall be high-density polyethylene, only protrude 4 in. when compacted, and have pneumatic gas shock mechanism to ensure smooth, safe open and close motions

2.9 CONCESSIONS FIXTURES

- A. Stainless Steel Serving Counter with Integrated Sink shall be Regency 30"x96" 16 gauge stainless steel work table with sink (sink on left), OR EQUAL.

2.10 ELECTRICAL

- A. All building electrical to utilize sub-panel in mechanical room of warming house building. Connection from site electrical panel to building sub panel, sub panel, and all associated wiring, conduit, and other equipment shall be incidental to the Lump Sum Warming House Bid Item included under Bid Alternate #3.
- B. Hand dryers
 - 1. Hand dryers shall be semi recessed white epoxy coated aluminum without heater coils. Hand dryer shall operate on thirty second intervals.

C. Light fixtures

1. Interior Light Fixture

- (a) LED Ceiling lighting,
- (b) Quantity and locations as shown on electrical plans.
- (c) Lighting to be controlled with occupancy sensor.
- (d) Interior Light Fixtures shall be:
 - (1) Holophane Archway Passage Interior LED Light
 - 1. Model # EVT46000LMFSTWD40K 80CRI
 - (2) Or Approved Equal

2. External lighting Unit Type 1:

- (a) External wall mounted LED fixtures under roof overhang and above doorways, as shown on plans.
- (b) Lighting Unit Type 1 Shall be:
 - (1) Holophane HLWPC2 Wallpack Full Cutoff LED
 - 1. Model # HLWPC2 P10 40K 120 T3M MASL
 - (2) Or Approved Equal

3. External lighting Unit Type 2:

- (a) External wall mounted LED fixtures near peak of roof on ends with roof overhang, as shown on plans.
- (b) Lighting Unit Type 2 Shall be:
 - (1) Holophane HLWPC2 Wallpack Full Cutoff LED
 - 1. Model # HLWPC2 P20 40K 120 T3M MASL
 - (2) Or Approved Equal

- 4. All external lighting shall be controlled by photocell and motion activated sensor or other approved method.

D. Mechanical exhaust system

- 1. Exhaust system shall include 7-day programmable timer with duct fans, constant airflow regulator, and aluminum exhaust grilles.
- 2. Exhaust system shall use same occupancy sensor settings as lighting.

E. Main breaker panel

- 1. Main Breaker Panel (MP1) and electrical feed per drawings.

F. ADA Compliant Restroom Signs

- 1. "ALL GENDER" Restroom Braille Sign complying with ADA Laws

- (a) High Impact styrene 8"x9" with non-glare blue surface
 - (b) All pictograms, borders, lettering and Braille are to be raised 1/32 inch.
 - (c) Sign to be mechanically attached with vandal proof hardware.
- 2. Or approved equal.
- G. Gas Furnace
 - 1. Commercial Grade Gas Furnace of appropriate size for the warming house structure to be provided.
- H. Hot Water Heater
 - 1. Commercial Grade, 100 Gallon Capacity, Gas Hot Water Heater.

PART 3 -- EXECUTION

3.1 SPECIAL INSPECTION

- A. Contractor is responsible for coordinating inspections and permits as required per the building department or other regulatory agencies at no additional cost to the Owner.

3.2 INSTALLATION

- A. All components to be installed according to the construction plan sets and/or manufacturer's instructions.

3.3 OPERATION & MAINTENANCE MANUALS

- A. Contractor to provide all Operations & Maintenance manuals that are provided by the manufacturers to the owner.

******END OF SECTION******

City Council Regular

10. 3.

Meeting Date: 09/05/2023

ITEM TITLE: Chamber request to improve Transfer building at no city cost

DEPARTMENT: Public Works

PURPOSE:

Discuss the Wabasha Chamber's request to change part of the interior of the Transfer Building owned by City.

ITEM SUMMARY:

Courtney from the Wabasha Chamber will be on hand to answer any questions about the inside of the city owned Transfer Building. They would like to remove one room what was added before the city's involvement with the building. They would also like to improve one existing room into a concession stand. This would be at no expense to the city and would be completed over time. See attached request to Mayor Durand and pictures.

STAFF RECOMMENDATION:

The staff have nothing to add other than for the city council to think about the long-term plan for the city-owned buildings. Tony - I like the idea of improving the building. Just don't forget about the roof and outside structure/long term use/plan for the building. If these are of no concern to Courtney and the Chamber, then it should be a workable situation.

Attachments

Letter to Mayor
barn layout
remove old room
future concession stand room
inside future concession stand

Mayor Durand & City Council,

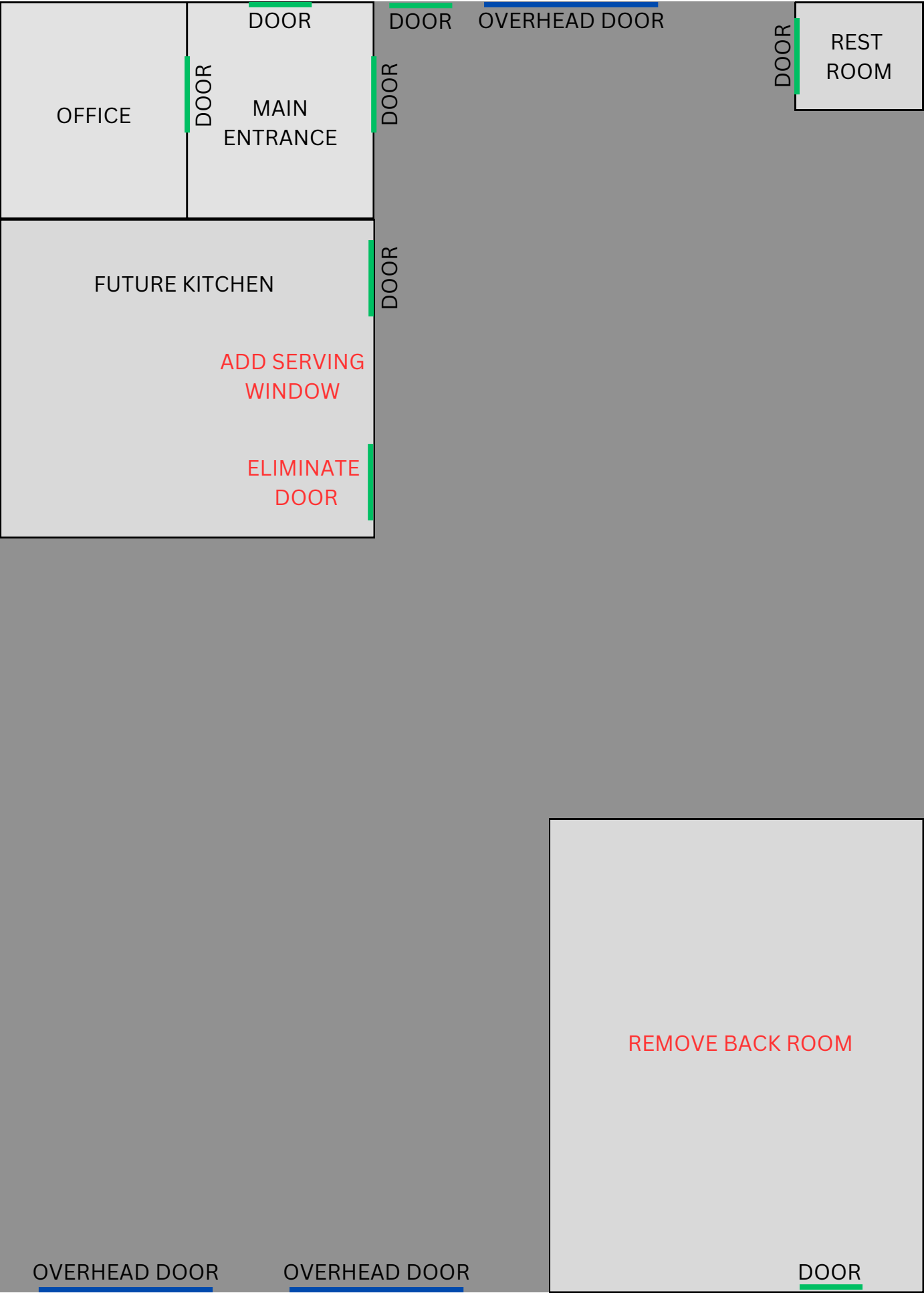
The Wabasha Kellogg Chamber of Commerce is requesting modifications to city property located at 128 2nd Street W (Grandpa's Barn). I have attached a rough drawing and pictures of the building. Our goal is to make this location into an event center for the public to rent for vendor fairs, graduations, birthdays, or anything else that space is needed for. I am asking permission to eliminate the back room (shown in the drawing), eliminate one walk through door and add a serving window in what would be a new kitchen/serving area. (Shown on the drawing). I would also like to update the new kitchen area with added electricity, sheet rock, and paint. I would also like to update the front entrance room and office area. This work would be done over time and at the expense of the Chamber of Commerce. I will be at the council meeting on Tuesday September 5th to answer any questions.

Thank you,

Courtney Schaefer
Executive Director

Wabasha  Kellogg

Chamber of Commerce & CVB









City Council Regular

10. 4.

Meeting Date: 09/05/2023

ITEM TITLE: Approval to seek letters of interest for new development on City owned properties.

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

The Port Authority is requesting the Wabasha City Council seeks letters of interest for future development of the following properties. This is consistent with the stated priorities of the recently completed Housing Study:

- East Main Street Property: Due to the code requirement that right of way vacations must be split between properties, according to planning and zoning this property is only developable if future developer acquires and moves or demolishes the "Sears home" behind the site. The RFP would inform that the Port is looking for developers willing to purchase the City's land and develop there.
- Mosquito Field: This property would be of interest for commercial and retail development. Requires an large amount of fill (7 to 8 feet) and working with the DNR on the wetlands. It could accommodate a larger commercial building. Allows for a 28,000 square foot building.
- Grandpa's Barn/Transfer Building, Food Share/Glander Building, Parking Lot: Release a request for future development for acquisition and demolition of the properties, then rebuild to condos or apartments. Would likely require underground parking due to small site size. 4-5 years out for project.

For Grandpa's Barn, we know that if it was no longer being used by the Chamber, there would be commercial interest for the City to appraise the building and list it for sale. However, long-term, a new apartment building would be worth much more in future tax base and meeting a stated priority for employers in Wabasha.

Staff would also like to know which site is the state priority (has the greatest potential) to create a project, so it can begin conversations to pursue funding from the State and County for Housing Aid.

Attachments

Mosquito Field/ Rivers Crossing

Transfer Building/Parking Lot

Main Street Property



REQUEST FOR LETTERS OF INTEREST

Housing, Mixed Use, and Commercial Developments

RIVER CROSSINGS - SITE B

August 28, 2023

The City of Wabasha is seeking Letters of Interest from qualified developers for the re-development of a city-owned parcel of land located in the Downtown District zoned Traditional Downtown Commercial (TDC). The site is currently known in Wabasha as “River Crossings Site B.” **The priority is mixed use, retail, or housing.** The city-owned piece of land **would require about six feet of fill and consideration of impact on the surrounding wetland environment.** The City of Wabasha is willing and able to work with interested developers through every step of the pre-development and development process and to ensure all needs, requirements, and requests are met.

River Crossings Site B



LETTER OF INTEREST (LOI) FOR THE REDEVELOPMENT OF ONE CITY-OWNED PARCEL, RIVER CROSSINGS SITE B

1. BACKGROUND

The City of Wabasha and its Port Authority (“the City”) is requesting Letters of Interest (LOI) from qualified developers for the redevelopment of city-owned property located within the City. The City has a subcommittee, the Wabasha Port Authority, tasked with navigating the city’s dynamic economic landscape with a focused approach by offering diverse incentives for businesses and developers. This includes leveraging federal and state resources for business start-up, business expansion, housing development, and community development. Our goal is to assist in creating a robust, diversified, and equitable economic ecosystem with an emphasis on the community’s unique local and historical assets.

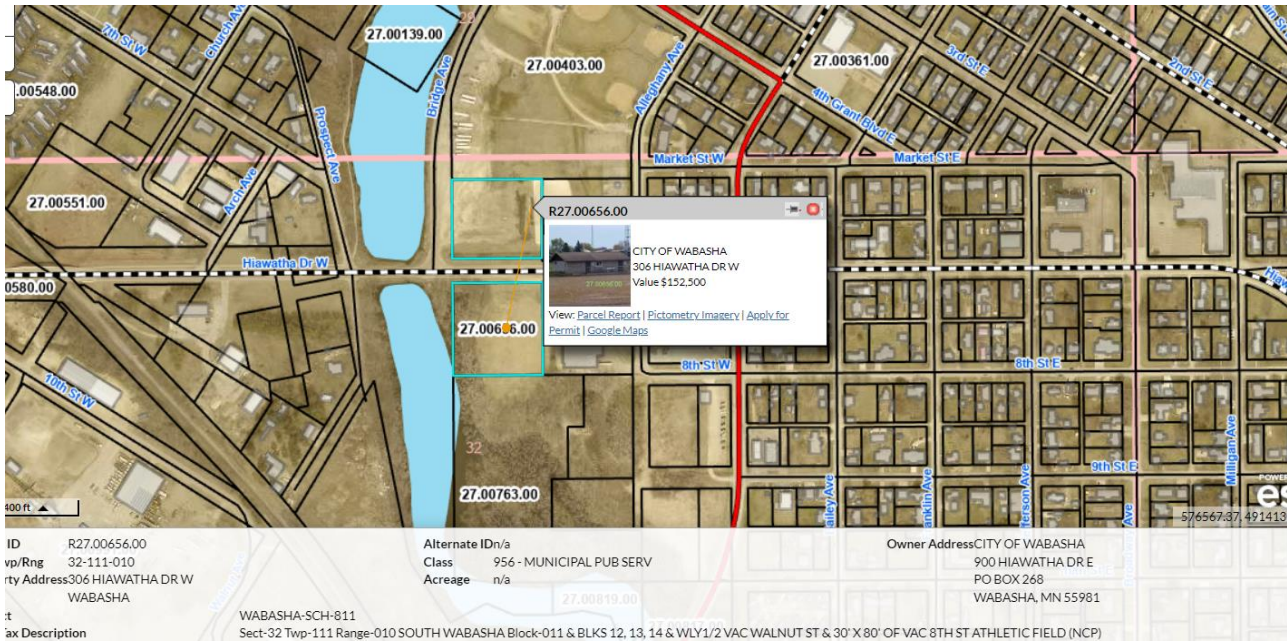
The City Administration and Port Authority Staff work together to build the City’s tax base and infrastructure. Wabasha City Administrator Caroline Gregerson is responsible for carrying out the Council’s policies and for the administration of all City business. She can be reached via email at cityadmin@wabasha.org or phone at 651-565-4568. Ben Strand is contracted through Community and Economic Development Associates (CEDA) to carry out the strategic goals of the Wabasha Port Authority and can be reached via email at ben.strand@cedausa.com. Cathy Enerson is contracted through CEDA to carry out the goals and strategies outlined by Wabasha’s Housing Committee (W.A.T.C.H) and the recent housing study adopted by City Council in May of 2023. Cathy can be reached via email at cathy.enerson@cedausa.com.

The City has a population of approximately 2,500 and is the County Seat within Wabasha County. The City is home to St. Elizabeth’s Hospital, employing over 320 people, is also the county seat who employs over 150 people, and the National Eagle Center, which is a huge year-round tourist draw. There are approximately 125 other businesses that employ nearly 1,900 people, two schools (public and private), and nearly 70 child care providers exist within the County (22 of which are licensed in The City).

Housing is on both The City and Port Authority’s work plans and is considered a top priority by both departments. In March of 2022 The City was awarded the opportunity to be a member of the Minnesota Housing Partnership Institute’s (MHPI) 7th Cohort, an eighteen month program that teaches best practices to enact strategies that bring quality, affordable housing options to the community. MHPI and the Wabasha housing committee (W.A.T.C.H) brings a new beam of light to the City of Wabasha advocating for housing needs.

2. PARCEL DESCRIPTION

CITY-OWNED PARCEL, RIVER CROSSINGS - SITE B



River Crossings Site B (Parcel 27.00656.00) is zoned Residential Conservancy (RC) and is currently owned by the City of Wabasha. The current market value of the property is \$152,500, totals 4.77 acres, and has access to water and sewer. The parcel of land has no current use and is located near a Kwik Trip, the local grocery store, the local bank, and within walking distance of downtown.

3. VISIONS AND TIMELINE

The City envisions this location becoming retail, mixed use, or housing. Given its location adjacent to a grocery store and two separate large parcels of land The City would like to see developed in the future, retail or mixed use are viewed as the most ideal possibilities. The City is willing to work with the developer and assist in making it development-ready and navigate those processes.

4. LETTER OF INTEREST REQUIREMENTS

Letters of Interest should include the following information (at a minimum):

1. Developer's name and mailing address
2. Contact person's name, title, phone number, and email address
3. Explanation of why developer has interest in parcel (or parcels)
4. Key aspects of the project, like the development approach, concept plans
5. Estimated proposed square footage or number of units
6. Expected source of financing for the project
7. Relevant Development Experience

5. RESERVATION OF RIGHTS

The City reserves the rights to:

1. Cancel or withdraw the Request for Letters of Interest
2. Modify or issue clarifications
3. Reject any submissions for any reason
4. Consider a submission that is non-compliant with the submission requirements
5. Reject all submissions that are submitted under the LOI
6. Modify the timeline and/or deadline for submissions or other actions
7. Reissue the LOI, a modified LOI, or a new LOI, whether or not any submissions have been received in response to the initial LOI issuance

6. POINTS OF CONTACT

Please send Letters of Interest in Word or PDF format to City Administrator Caroline Gregerson at cityadmin@wabasha.org and Port Authority Director Ben Strand at ben.strand@cedausa.com, cc - cathy.enerson@cedausa.com. For questions please call Wabasha City Hall at 651-565-4568.



REQUEST FOR LETTERS OF INTEREST

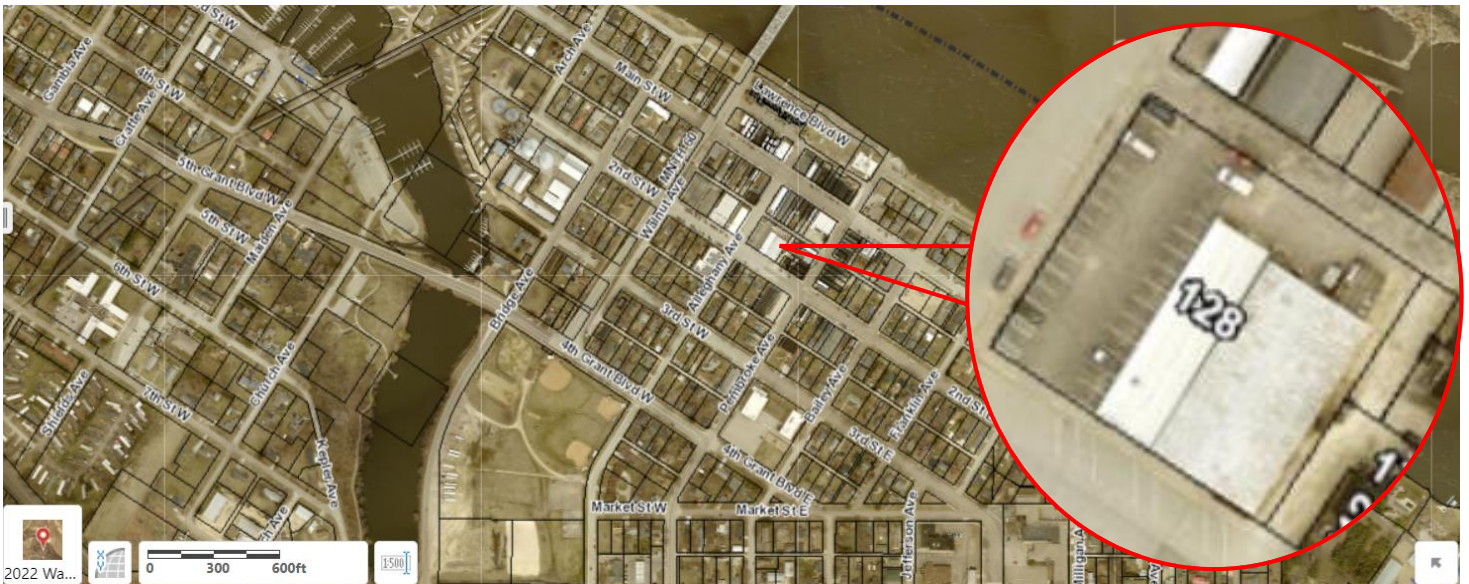
Housing, Mixed Use, and Commercial Developments

GRANDPA'S BARN/TRANSFER BUILDING SITE

August 28, 2023

The City of Wabasha is seeking Letters of Interest from qualified developers for the re-development of a city-owned parcel of land located in the Downtown District zoned Traditional Downtown Commercial (TDC). The site is currently known in Wabasha as the "Grandpa's Barn/Transfer Building Site." **The priority is housing redevelopment.** The city-owned piece of land **would require demolition but has connections to City water and sewer.** The City of Wabasha is willing and able to work with interested developers through every step of the pre-development and development process and to ensure all needs, requirements, and requests are met.

Downtown Wabasha



LETTER OF INTEREST (LOI) FOR THE REDEVELOPMENT OF ONE CITY-OWNED PARCEL,
LOCATION A

1. BACKGROUND

The City of Wabasha and its Port Authority (“the City”) is requesting Letters of Interest (LOI) from qualified developers for the redevelopment of city-owned property located within the City. The City has a subcommittee, the Wabasha Port Authority, tasked with navigating the city’s dynamic economic landscape with a focused approach by offering diverse incentives for businesses and developers. This includes leveraging federal and state resources for business start-up, business expansion, housing development, and community development. Our goal is to assist in creating a robust, diversified, and equitable economic ecosystem with an emphasis on the community’s unique local and historical assets.

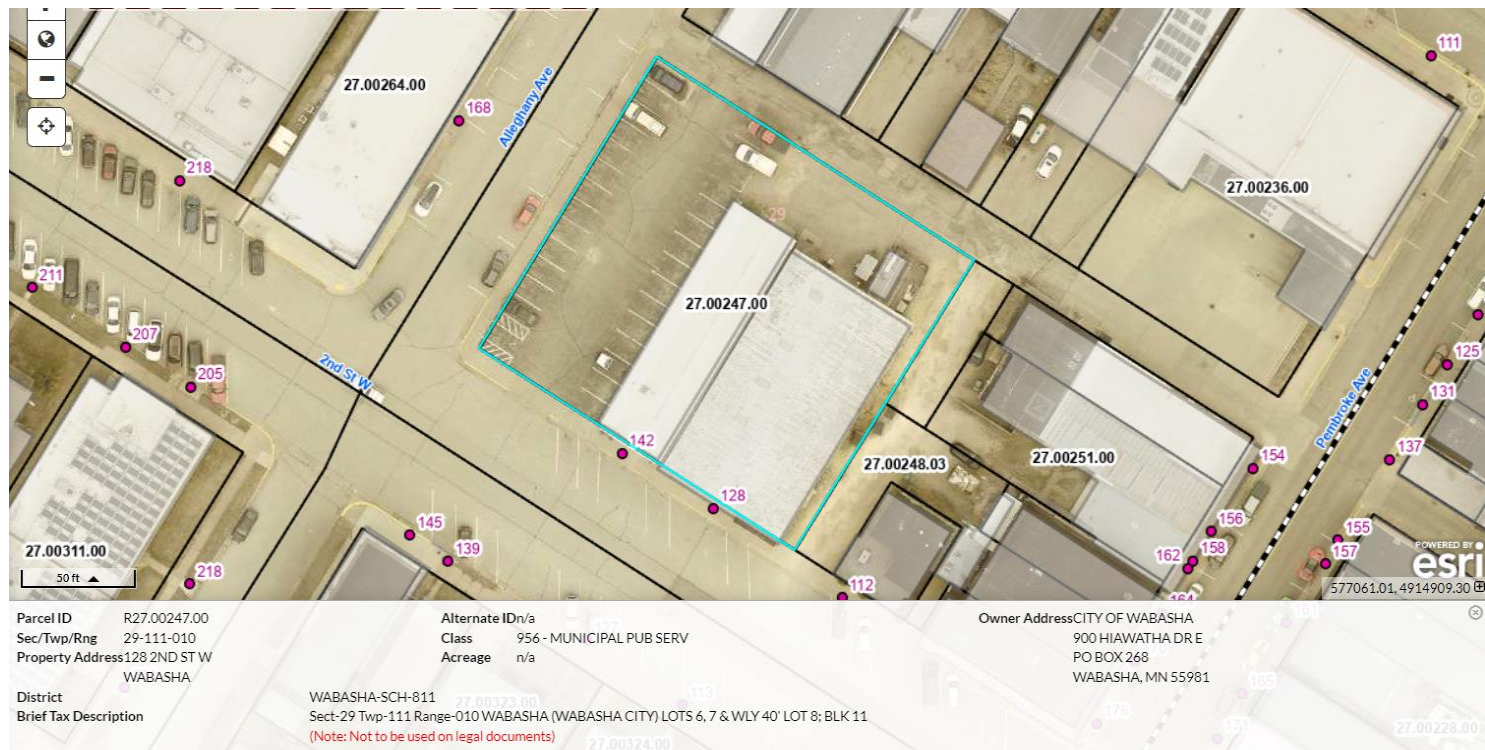
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The City has a population of approximately 2,500 and is the County Seat within Wabasha County. The City is home to St. Elizabeth’s Hospital, employing over 320 people, is also the county seat who employs over 150 people, and the National Eagle Center, which is a huge year-round tourist draw. There are approximately 125 other businesses that employ nearly 1,900 people, two schools (public and private), and nearly 70 child care providers exist within the County (22 of which are licensed in The City).

Housing is on both The City and Port Authority’s work plans and is considered a top priority by both departments. In March of 2022 The City was awarded the opportunity to be a member of the Minnesota Housing Partnership Institute’s (MHPI) 7th Cohort, an eighteen month program that teaches best practices to enact strategies that bring quality, affordable housing options to the community. MHPI and the Wabasha housing committee (W.A.T.C.H) brings a new beam of light to the City of Wabasha advocating for housing needs.

2. PARCEL DESCRIPTION

CITY-OWNED PARCEL: 128 2ND STREET WEST (R27.00247.00)



The Site (parcel 27.00247.00) is zoned Traditional Downtown Commercial (TDC) and is currently operated in partnership with the Wabasha Chamber of Commerce and Visitor’s Bureau (CVB), the Wabasha Food Share, and the parking lot is used for commuter parking. The current market value of the property is \$233,500, totals .51 acres, and has water and sewer connection. The parcel of land is located in the heart of downtown Wabasha and within walking distance of a Kwik Trip, the local grocery store, and local bank.

3. VISIONS AND TIMELINE

The City envisions the Site becoming multi-family housing, like condos or apartments, or senior housing that will accommodate the needs outlined in the City's recently completed housing study.

The site will require demolition of the current buildings and it is an old pole barn currently used for storage. Its long-time prior use was as a curated, seasonal antique shop and event space and before that an auto-repair shop. The CVB currently leases the property but plans to re-evaluate the necessity of leasing the property at the end of its current tenure. The Food Share has a two-year lease. The parking is owned by the City and is used by commuters.

Letters of Interest will be accepted on an ongoing basis until an appropriate proposal is received. Proposals will be reviewed by the Port Authority Board at their monthly meeting on the third Tuesday of each month.

4. LETTER OF INTEREST REQUIREMENTS

Letters of Interest should include the following information (at a minimum):

1. Developer's name and mailing address
2. Contact person's name, title, phone number, and email address
3. Explanation of why developer has interest in parcel (or parcels)
4. Key aspects of the project, like the development approach, concept plans
5. Estimated proposed square footage or number of units
6. Expected source of financing for the project
7. Relevant Development Experience

5. RESERVATION OF RIGHTS

The City reserves the rights to:

1. Cancel or withdraw the Request for Letters of Interest
2. Modify or issue clarifications
3. Reject any submissions for any reason
4. Consider a submission that is non-compliant with the submission requirements
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REQUEST FOR LETTERS OF INTEREST

Housing, Mixed Use, and Commercial Developments

MAIN STREET EAST

August 28, 2023

The City of Wabasha is seeking Letters of Interest from qualified developers for the re-development of a city-owned parcel of land located in the Downtown District zoned Traditional Downtown Commercial (TDC). The site is currently known in Wabasha as the “Grandpa’s Barn/Transfer Building Site.” **The priority is housing redevelopment.** The city-owned piece of land **would require acquisition of adjacent properties, alleyway vacation, replatting, and right-of-way changes.** The City of Wabasha is willing and able to work with interested developers through every step of the pre-development and development process and to ensure all needs, requirements, and requests are met.

Main Street East



LETTER OF INTEREST (LOI) FOR THE REDEVELOPMENT OF ONE CITY-OWNED PARCEL, MAIN STREET EAST

1. BACKGROUND

The City of Wabasha and its Port Authority (“the City”) is requesting Letters of Interest (LOI) from qualified developers for the redevelopment of city-owned property located within the City. The City has a subcommittee, the Wabasha Port Authority, tasked with navigating the city’s dynamic economic landscape with a focused approach by offering diverse incentives for businesses and developers. This includes leveraging federal and state resources for business start-up, business expansion, housing development, and community development. Our goal is to assist in creating a robust, diversified, and equitable economic ecosystem with an emphasis on the community’s unique local and historical assets.

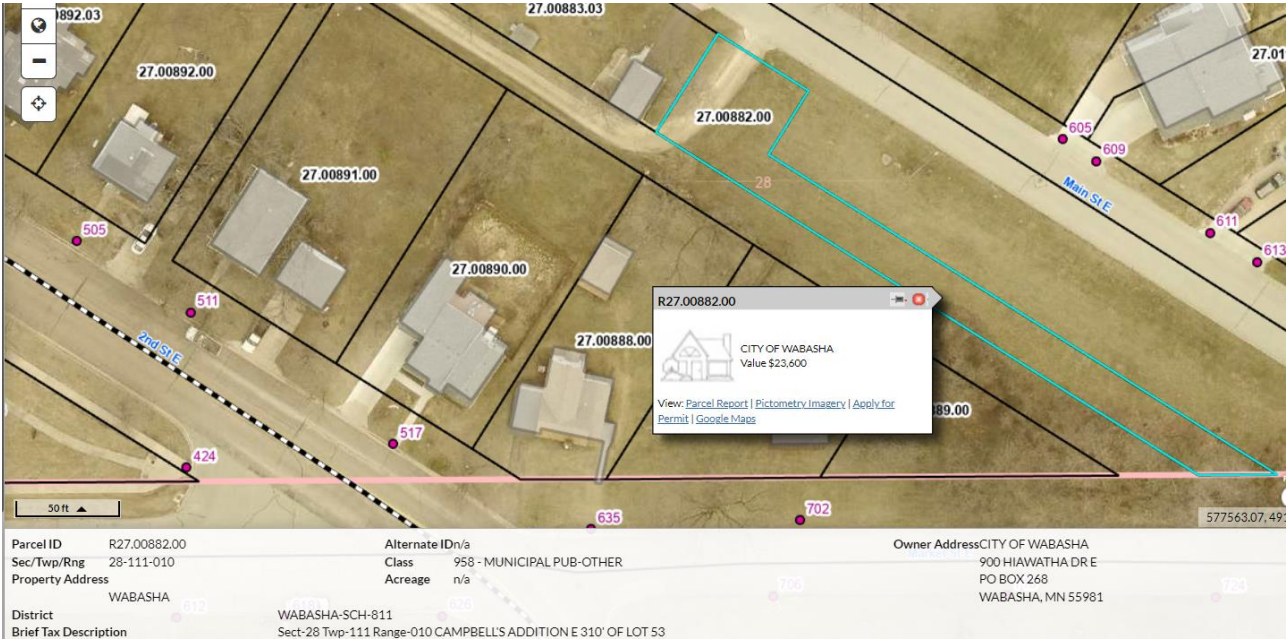
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The City has a population of approximately 2,500 and is the County Seat within Wabasha County. The City is home to St. Elizabeth’s Hospital, employing over 320 people, is also the county seat who employs over 150 people, and the National Eagle Center, which is a huge year-round tourist draw. There are approximately 125 other businesses that employ nearly 1,900 people, two schools (public and private), and nearly 70 child care providers exist within the County (22 of which are licensed in The City).

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2. PARCEL DESCRIPTION

CITY-OWNED PARCEL, LOCATION C: MAIN STREET EAST (27.00882.00)





Main Street East (27.00882.00) is zoned R2 Medium Density Residential (MDR) and is currently owned by the City of Wabasha. The current market value of the property is \$23,600, totals .18 acres, and has water and sewer connection. The parcel of land is located just a few blocks from downtown and within walking distance of a Kwik Trip, the local grocery store, and the local bank.

3. VISIONS AND TIMELINE

The City envisions this location becoming single or multi-family housing, like a fourplex or two duplexes that will accommodate the needs outlined in the City's recently completed housing study. Based on input from The City's engineer team and City's planner the property would not be developable unless the adjacent parcels (27.00888.00, 27.00887.00, 27.00889.00) are acquired from the current owner, and alleyway vacation, right-of way change, and re-platte requests are made by the developer. The City is willing to work with the developer and assist in making it development-ready and navigate those processes.

4. LETTER OF INTEREST REQUIREMENTS

Letters of Interest should include the following information (at a minimum):

1. Developer's name and mailing address
2. Contact person's name, title, phone number, and email address
3. Explanation of why developer has interest in parcel (or parcels)
4. Key aspects of the project, like the development approach, concept plans

5. Estimated proposed square footage or number of units
6. Expected source of financing for the project
7. Relevant Development Experience

5. RESERVATION OF RIGHTS

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6. POINTS OF CONTACT

Please send Letters of Interest in Word or PDF format to City Administrator Caroline Gregerson at cityadmin@wabasha.org and Port Authority Director Ben Strand at ben.strand@cedausa.com, cc - cathy.enerson@cedausa.com. For questions please call Wabasha City Hall at 651-565-4568.

City Council Regular

10. 5.

Meeting Date: 09/05/2023

ITEM TITLE: Approval to apply for variance on fire station expansion.

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Preliminarily, planning staff do not see concerns with variance for fire station that is required for the expansion. However, it will require investment of consultant planning staff (Kristi Trusko) to do required public notices to neighbors and public hearings approval. Thereafter, Chief Sheeley is requesting to move forward with engaging consultant engineers.

City Council Regular

10. 6.

Meeting Date: 09/05/2023

ITEM TITLE: Alpine Ridge Minor Plat

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Please see attached memo and Minor Plat details.

Attachments

Alpine Ridge Minor Plat Memo



TO: CITY COUNCIL
FROM: KRISTI TRSKO, PLANNING CONSULTANT
SUBJECT: ALPINE RIDGE SUBDIVISION
DATE: 08/29/23

Meeting Date: September 5, 2023
Applicants: Bruce and Pricilla Wyman and Honore Bremer, Joseph Bauer
Agent: Johnson & Scofield Inc. Land Surveyors
Request: Final Plat

Details: The owners have six (6) lots; four (4) along Alpine Ridge and two (2) inaccessible lots north of their home sites. The Alpine Ridge Plat corrects the inaccessible lots north of the existing homes and combines six (6) lots into four (4) lots allowing each homeowner to manage the open space directly behind their own homes and eliminating the outlots that were not accessible.

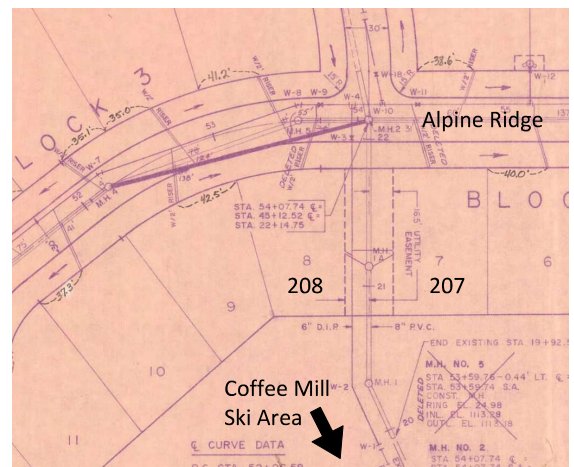
The plat also formally extends a 33' utility easement containing the existing 6" watermain, 8" sanitary sewer, and 24" storm sewer.

The properties included in the plat are: R27.01151.00, R27.00124.18, R27.01152.00, R27.00124.33, R27.01153.00, R27.00124.00 and has approximately 4.83 acres.

Emergency Services:

- **Ambulance:** Mr. Marking, Ambulance Director, has no comments or concerns with this plat.
- **Fire:** Mr. Sheeley, Fire Chief, has no comments or concerns with this plat.
- **Police:** Mr. Stark, Chief of Police, has no comments or concerns with this plat.

Utility & Street Comments: An existing watermain and sanitary sewer were installed with the original plat improvements from Alpine Ridge through the plat between Lots 207 and 208 and down the slope to the Coffee Mill Ski property. A 33' wide drainage and utility easement was provided over this infrastructure between lots 207 and 208, but did not extend through the lots currently being replatted. A 33' wide drainage and utility easement will be provided over the utilities as part of this replat. In addition, a drainage ponding area was created behind the lots with the original plat grading. This area has been mapped and a drainage and utility easement will be provided to cover the public drainage. See the Alpine Ridge Subdivision Plat to review the proposed drainage and utility easement that extends through Lots 1, 2 and 3 of the Plat.



City Planner's Notes: The proposed lots meet the standards within the R-2 (Medium Density Residential) zoning district.

Lot Access: All four (4) lots have access to Alpine Ridge.

Parkland Dedication Fee: As this plat is reducing or combining residential lots and not creating additional lots, no parkland dedication fee is required.

Staff Recommendation: It is staffs' finding that the proposed Alpine Ridge Subdivision Plat is compliant with City requirements.

Recommended Conditions: None

Attachments: Alpine Ridge Sudivision Plat

City Council Regular

10. 7.

Meeting Date: 09/05/2023

ITEM TITLE: Application for MPCA funding for city-wide flood mitigation plan

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Bolton Menk offered services to prepare an application for us for MPCA funding for flood plain mitigation. About \$1000 to prepare application. Would target sites prone to flooding in Wabasha and determine engineered solutions to reducing flooding. Staff have limited time to work on this project but Bolton Menk believes city staff time would be minimal other than providing input on where the most flooding is occurring and what should be part of plan. Do we want to use Bolton Menk for this plan?

City Council Regular

10. 8.

Meeting Date: 09/05/2023

ITEM TITLE: Cannabis Moratorium 2nd Read

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Wabasha City Council held a public hearing on August 1, 2023 to consider a moratorium prohibiting the establishment of new uses, expansion, sales, testing, manufacturing, or distribution of real tetrahydrocannabinol (THC) projects so the City can study potential regulations that will protect the health and safety of the residents of Wabasha. A first read of the moratorium was held at this meeting as well. This is the second read and final adoption. Please see attached.

ACTION REQUIRED:

Second read and adoption.

Attachments

Interim Cannabis Business Ord 02-2023

ORDINANCE NO. 02-2023
AN INTERIM ORDINANCE OF THE CITY OF WABASHA, MINNESOTA
PROHIBITING THE OPERATION OF CANNABIS BUSINESSES WITHIN THE CITY
OF WABASHA

THE CITY COUNCIL OF THE CITY OF WABASHA DOES ORDAIN:

SECTION 1. Preamble and Findings.

1. By enacting 2023 Session Laws, Chapter 63, Article 1, the Minnesota Legislature enacted Minnesota Statutes, Chapter 342, entitled “Regulation of Adult-Use Cannabis” (hereinafter the “Cannabis Law”), which takes effect on July 1, 2023, thereby, among many other provisions, regulating the retail sale of cannabis and certain cannabis and hemp products (collectively “Regulated Cannabis Products”), and establishing the Office of Cannabis Management, which will provide licensing and regulation of cannabis businesses, including cannabis businesses engaged in the retail sale of the aforementioned products (hereinafter, “Cannabis Business”).
2. The Cannabis Law provides that local units of government (1) may adopt reasonable restrictions on the time, place, and manner of the operation of a Cannabis Business, (2) may prohibit the operation of a Cannabis Business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field, (3) may limit the number of certain licensed Cannabis Businesses based on population, and (4) may require local registration of Cannabis Businesses making retail sales to customers.
3. The Cannabis Law directs the Office of Cannabis Management to work with local units of government to (1) develop model ordinances for reasonable restrictions on the time, place, and manner of the operation of a Cannabis Business, (2) develop standardized forms and procedures for the issuance of a retail registration, and (3) develop model policies and procedures for the performance of compliance checks local units of government are required to conduct.
4. The City Council finds there is a need to study the adoption of reasonable restrictions on the time, place, and manner of the operation of Cannabis Businesses in the City of Wabasha, including through zoning ordinances, for the purpose of protecting the planning process and the health, safety, and welfare of its citizens.
5. The City Council further finds that the City must consider future recommendations of the Office of Cannabis Management regarding license and registration restrictions imposed on Cannabis Businesses, and model ordinances and policies to be developed by that office.
6. This interim ordinance will ensure that any ordinance changes and adoption of reasonable restrictions on the time, place, and manner of the operation of Cannabis Businesses will

be carefully considered and evaluated while protecting and the public health safety and welfare during the moratorium period.

7. The Cannabis Law specifically authorizes the City to adopt this interim ordinance, and requires a public hearing to be held prior to adoption. The City held a public hearing on August 1, 2023, after at least ten days published notice. The Cannabis Law specifically authorizes this interim ordinance to continue until January 1, 2025.

SECTION 2. Purpose and Intent. The purpose and intent of this Ordinance is to prohibit the registration and operation of Cannabis Businesses within the City for the purpose of researching, studying, and considering the impacts and potential impacts of the above-referenced Cannabis Businesses in order to determine the necessary or appropriate reasonable restrictions on the time, place, and manner of the operation of Cannabis Businesses in the City, as well as to consult with the newly established Office of Cannabis Management on a model ordinance, model policies, and standardized forms for the registration of Cannabis Businesses.

SECTION 3. Moratorium Declaration. For the duration stated herein and until the City has studied and adopted any reasonable restrictions on the time, place, and manner of the operation of Cannabis Businesses related to the aforementioned purpose, intent and findings of this Ordinance, the City shall not license or register any Cannabis Businesses in the City and no business, person, or entity may operate a Cannabis Business within the City. The City shall not accept, process, or act on any license application or registration request, site plan, building permit, zoning request, or other approval, including any requested confirmation, certification, approval, or other request from the Office of Cannabis Management or other governmental entity requesting City review of any application or proposal for a Cannabis Business.

SECTION 4. Study Authorized. During the period of this moratorium, the Council hereby authorizes and directs City staff to conduct a study to help determine the need for reasonable restrictions on the time, place, and manner of the operation of Cannabis Businesses that may need to be adopted as authorized under Minn. Stat. § 342.13 to protect the public's health, safety and welfare related to the aforementioned purpose, intent and findings. The Council hereby directs City staff to study the impacts and effects the operation of Cannabis Businesses within the City for the purpose of determining the adequacy and effectiveness of current regulations and to study and consider the model ordinances and policies promulgated by the Office of Cannabis Management. Upon completion of the study, the Council, together with such boards and commissions as the Council deems appropriate, or as may be required by law or City Code, will consider the advisability of adopting new ordinances or amending its current ordinances.

SECTION 5. Definitions. For the purpose of this Ordinance, the following terms having the meaning given to them in this section.

1. *Cannabis Businesses* means any of the businesses as provided under Minn. Stat., § 342.01, subd. 14 and shall not mean any business engaged in the sale of edible cannabinoid products as defined by Minn. Stat. § 151.72.

2. *Cannabis Law* means 2023 Session Laws, Chapter 63, Article 1, enacting Minnesota Statutes, Chapter 342, entitled “Regulation of Adult-Use Cannabis.”
3. *City* means the City of Wabasha.
4. *Edible cannabinoid product* means any product as defined under Minn. Stat. § 151.72, subd. 1(f) and which conforms to all other requirements for retail and consumption of such products under Minn. Stat. § 151.72.
5. *Regulated Cannabis Products* means cannabis and certain cannabis and hemp products referenced in Minnesota Statutes, Chapter 342, including cannabis flower, cannabis products, cannabis concentrate, and certain hemp products as defined in Minn. Stat. § 342.01.
6. *Ordinance* means this interim ordinance, which is adopted pursuant to Minn. Stat. § 342.13(e).

SECTION 6. Duration. This Ordinance shall expire, without further City Council action, on January 1, 2025; or it may be repealed earlier if the Council determines that no further study is necessary, that no further action is necessary, and/or any reasonable restrictions on the time, place, and manner of the operation of Cannabis Businesses within the City have been adopted by the City Council and are effective.

SECTION 7. Violation. During the term of the moratorium, it is a violation of this Ordinance for any business, person, or entity to operate a Cannabis Business within the City.

SECTION 8. Enforcement. Any business, person, or entity in violation of this Ordinance shall be subject to any enforcement actions authorized in City of Wabasha City Code, including without limitation, criminal prosecution and/or civil penalties and fines. The City may also enforce this Ordinance by mandamus, injunctive relief, or other appropriate civil remedy. A violation of this Ordinance may result in the City reporting the violation to the Office of Cannabis Management if such violation is relevant to Office of Cannabis Management licensing. The City Council hereby authorizes the City Administrator, in consultation with the City Attorney, to initiate any legal action deemed necessary to secure compliance with this Ordinance.

SECTION 9. Exceptions. The moratorium imposed by this Ordinance does not apply to: (1) the continued operation of a business as part of the Medical Cannabis Program administered by the Minnesota Department of Health that was lawfully operating within the City prior to July 1, 2023; (2) the lawful sale of edible cannabinoid products in compliance with Minn. Stat. § 151.72; or (3) sales of edible cannabinoid products at an exclusive liquor store in accordance with Minn. Stat. § 340A.412, subdivision 14. Nothing in this Article exempts a business, person, or entity that is selling edible cannabinoid products from having to comply with all requirements and prohibitions of applicable laws and ordinances.

SECTION 10. **Separability.** Every section, provision, or part of this Ordinance is declared separable from every other section, provision or part; and if any section, provision, or part thereof or action taken hereunder shall be held invalid, it shall not affect any other section, provision, or part.

SECTION 11. **Effective Date.** That this ordinance shall take effect immediately upon its adoption and publication.

SECTION 12. **Summary Publication.** This ordinance shall be published in summary form as follows: "The purpose of City of Wabasha Ordinance 02-2023 is to prohibit the operation of Cannabis Businesses in the City of Wabasha, until January 1, 2025, so that the City of Wabasha may study the regulation and operation of such businesses and establish reasonable restrictions on the same consistent with Minnesota Statutes, Chapter 342. Until January 1, 2025, no business, person or entity shall operate a Cannabis Business within the City of Wabasha or sell products defined in Minn. Stat. Sec. 342.01.

Passed by the City Council of the City of Wabasha this _____ day of _____, 2023.

Mayor

Attested By:

City Clerk

Published:

Date: _____

City Council Regular

11. 1.

Meeting Date: 09/05/2023

ITEM TITLE: Resolution 30-23 September Donations

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

The City is required to accept all donations by Resolution.

STAFF RECOMMENDATION:

Review and approve all donations for September of 2023.

ACTION REQUIRED:

motion to approve the resolution.

Attachments

30-2023 September Donations

CITY OF WABASHA
RESOLUTION No. 30-2023
RESOLUTION ACCEPTING DONATIONS

WHEREAS The City of Wabasha is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

WHEREAS the following persons and entities have offered to contribute the cash amounts or items set forth below to the city for the following.

• **LIBRARY**

- \$50 – In memory of Eunice Sulentich by Phil & Kate Perry
- \$100 – In memory of Paul Klees by friends and family
- \$10 – In memory of Jim Johnson by Judy Knose

• **FIRE DEPARTMENT**

- Refuse services for Department Chicken Feed (\$400 Value)

• **PUBLIC WORKS**

- Beach park slide replacement (\$2,530 Value)

• **ATHLETIC FIELD COMPLEX**

- \$1,000 – Brian & Sue Wolfe
- \$1,000 – Ed & Jolene Greenheck
- \$1,000 – Ed & Lucy Passe
- \$5,000 – Ted & Michelle Passe
- \$1000 - Paul Busch
- \$2500 – Don & Mary Jacoby
- \$2500 – Perry Dental, LTD
- \$1000 – John & Sandy Theisman
- \$2,500 – John & Sandy Wolfe
- \$10,000 – John & Rose Doffing
- \$5,000 – Mathew & Amanda Arens

WHEREAS all such donations contributed are determined to be a benefit to the citizens of the City of Wabasha; and

WHEREAS The City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WABASHA, MINNESOTA, AS FOLLOWS:

1. The donations described above are hereby acknowledged and accepted and shall be used in accordance with the terms prescribed by the donor.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted by the City Council of the City of Wabasha on September 5th, 2023.

Approved:

Mayor - Emily Durand

Attested:

City Clerk – Wendy Busch