

Finance & Facilities Committee

Monday, August 11, 2025 6:00 PM

District Office Conf Rm B, 512 Industrial Blvd., Waconia, MN 55387

1. Early Childhood Playground Proposal

Presenter: Steven
Jensen, Director of
Community Education



MEMORANDUM

TO: ISD 110 Finance Committee

FROM: Steven Jensen, Director of Community Education
Pam Carman, Director of Finance & Operations
Tim Bisek, Director of Buildings & Grounds

DATE: August 11, 2025

SUBJECT: Early Childhood Playground Safety and Accessibility Upgrades

Background and Rationale

The Early Childhood playground at the Waconia Enrichment Center (WEC) is in need of safety and accessibility upgrades. The current rubber tile surface—originally installed prior to 2007 and repurposed in 2015—has warped significantly due to sun exposure and aging, creating tripping hazards, exposed screws, and an uneven surface that limits accessibility for children with mobility needs.

Families have expressed concerns, and site staff have confirmed the surface condition has deteriorated beyond repair. In addition, increased preschool enrollment has led to overcrowding and limited inclusive play options. As a Unified School committed to inclusive play, the current environment is inconsistent with our goals of providing safe, equitable learning spaces for all students, including those on IEPs.

The Early Childhood team—comprised of Waconia Wildcats Preschool, Kids' Company, ECFE, and ECSE—has developed a multi-phase plan to improve the playground by replacing the damaged tile surfacing with a poured-in-place (PIP) rubber surface and adding inclusive play features over time.

Scope of Work – Phase 1: Safety Surface Installation

Phase 1 addresses the most urgent need: replacing the deteriorating surface under and around the play structures with a continuous, ADA-compliant poured-in-place rubber surface.

Scope Includes:

- Removal of damaged tile surfacing (to be completed by district staff)
- Installation of poured-in-place (PIP) rubber surfacing over the existing concrete base:
 - Main playground area: 1,678 sq. ft.

This work represents a **partial implementation** of the full vendor estimate, focusing only on the most critical area at this time.

Quotes to Date

In accordance with Board policy, we are obtaining competitive pricing. To date:

Vendor: SafetyFirst Playground Maintenance

Quote (Estimate #7558, dated 05/09/2025):

- Total project cost (full scope, including path and apron areas): \$57,229.02
- **Phase 1 – Main play area only:** \$44,869.72
- **Status:** Second quote pending

Funding Plan

Phase 1 would be funded from the Community Education Fund 04.

- **Audited FY24 Fund 04 Ending Balance:** \$1.6 million
- **Projected FY25 Fund 04 Ending Balance:** \$1.8 million

Future phases—such as adding inclusive play structures, expanding the sandbox, and improving access paths—will be pursued through donations and available funds. The Early Childhood team is engaging local partners including the Lions Club, DandyLions, American Legion, and Unified Programs to support this work.

Next Steps

- Obtain a second quote in alignment with procurement requirements
- Make a recommended vendor selection and present option to the School Board for action at the August 25, 2025 School Board meeting

SafetyFirst Playground Maintenance

31095 Baugh St NW
Princeton, MN 55371
+13204969118

office.manager@safetyfirstplayground.com
www.safetyfirstplayground.com



Estimate

ADDRESS	SHIP TO	ESTIMATE # 7558
Tim Bisek	Tim Bisek	DATE 05/09/2025
ISD 110 Waconia Public Schools	ISD 110 Waconia Public Schools	
Educational Service Center	Educational Service Center	
512 Industrial Blvd	512 Industrial Blvd	
Waconia, MN 55387	Waconia MN 55387	

ACTIVITY	QTY	RATE	AMOUNT
Waconia Early Childhood PIP project (remove tiles and replace with PIP unitary rubber surfacing)			
(1678 sq/ft main play area) (300 sq/ft path) (400 sq/ft apron)			
Owner completing tile removal and concrete base			
Poured In Place (PIP) Rubber unitary surfacing 6' CFH, over existing concrete base. 3" thick	1,678	26.74	44,869.72T
Poured In Place (PIP) Rubber unitary surfacing 48" x 75' long PIP path to sandbox area east side of building	300	26.74	8,022.00T
Poured In Place (PIP) Rubber unitary surfacing 400 sq/ft apron from spinner PIP to shed + sand wood chip area	400	26.74	10,696.00T
CPC Contract #24.8 SFP	63,587	-0.10	-6,358.70

Tax ID 84-3718494	SUBTOTAL	57,229.02
Surcharges are applied at the time work is completed to the total price of the contract	TAX	0.00
	TOTAL	\$57,229.02

PLEASE REFER TO THE MIDWEST DIESEL FUEL, EIA PRICE
WWW.EIA.GOV/PETROLEUM/GASDIESEL

Unless otherwise noted, this estimate assumes a single mobilization

by SFPM to complete the work described herein. Additional charges of a minimum of \$2,500 per mobilization will be added if site and/or equipment is not ready for installation upon arrival.

All projects are contingent on weather and aggregate material availability (e.g. concrete). Agreed upon timelines may shift due to inclement weather. SFPM will do our best to accommodate all projects in a timely manner.

This estimate is based on the entire scope of work described herein. Any changes made to the project scope will require a new estimate.

This estimate is good for 30 days from the date shown at the top of the estimate.

SFMP is not responsible for damage to any private utilities that are not communicated via drawings.

Accepted By

Accepted Date

2. Bank Reconciliation

Bank Reconciliation Overview

Prepared for the Finance & Facilities Committee

Last Updated: July 29, 2025

This summary provides context and explanations for the various accounts listed in the bank reconciliation. It is intended to aid in understanding the function of each account and the flow of funds.

Bank & Investment Accounts

Account	Description
Security Bank, #908166	This is the District's main checking account used for paying general disbursements and payroll. Funds are transferred here from the investment account (INV-PMA) to meet cash flow needs.
Hometown Bank – ACH Account	This account is used exclusively for employee reimbursements via ACH.
Refunding – US Bank	Holds proceeds from the 2025 bond issuance refunding. If there is no bond refunding activity, this account remains unused. The account closed in July 2025 and will be removed from Bank Rec going forward.
INV – PMA	This is the District's main operating investment account, receiving deposits from state aid, property taxes, third-party billing, and miscellaneous grants. Transfers are made from this account to other accounts to cover obligations.
OPEB Bonds – PMA	Contains bond investments from the District's OPEB Irrevocable Trust. These funds are restricted for retiree benefits.
OPEB Equity – PMA	Contains equity investments from the OPEB Irrevocable Trust. Like the bond account, funds are restricted to retiree benefits.
2024A Bonds	Account holding bond proceeds from the 2024 bond sale, used to fund approved capital projects. The account will be closed once all proceeds are spent. The account closed in July 2025 and will be removed from Bank Rec going forward.
2025A Bonds	Account holding bond proceeds from the 2025 bond sale, also used for capital projects and will be closed once depleted.
MidCountry Bank	Used for Community Education programming and Kids Space and Preschool Payments, GoFan ticketing receipts for Waconia Activities, and High School Store sales deposits.
US Bank COP (Certificate of Participation)	Holds funds solely for principal and interest payments on the Waconia Learning Center (WLC). Payments occur in January (P&I) and July (Interest); the account typically maintains a minimal balance made up of a small amount of bank interest.

Explanation of Transfers

The Transfers page is included as part of the monthly bank reconciliation to provide transparency and documentation for all inter-account transfers that occur within the district's various bank and investment accounts.

Purpose of Transfers

Transfers are made to:

- Align available cash with disbursement needs (e.g., moving funds from investment to checking accounts for payroll or vendor payments)
- Allocate funds to specific restricted accounts such as bond proceeds, trust accounts, or debt service
- Record internal movements of funds between accounts used for specialized purposes (e.g., Community Education, Activity Accounts, or capital projects)

Note: These transfers do not represent revenue or expense activity. They reflect the internal movement of existing funds to support operational efficiency and compliance with accounting best practices and funding restrictions.

Outstanding Checks & Net Payroll

- **Outstanding Checks:** Checks issued in prior months but not yet cleared are carried forward and netted against current month activity.
- **Payroll:** Includes the full payroll expense for the period (typically two payrolls), including wages, benefits, and related adjustments.

Adjustments

Adjustments typically include:

- Monthly dental claims and administrative fees;
- Flex medical and dependent care spending account claims and processing fees;
- Voided checks, credit card refunds, deposits or payments in transit, and other miscellaneous reconciling items, as needed.

Totals & Reconciliation Accuracy

- The totals for receipts, disbursements, and journal entries must match Skyward totals exactly in order for the reconciliation to be considered complete.
- The ending balance listed in the reconciliation spreadsheet must equal the cash balance in Skyward across all funds.
- Supporting documentation for all entries and balances is maintained in the Business Office and available upon request.

Transfers

	Transfers To	Transfers From
Security Bank	4,200,000.00	
	200,000.00	
	1,400,000.00	
Bond Disbursement		
OPEB EQUITY		
OPEB		
2025 Bonds		
Hometown Bank		
AAC Proceeds		
2019 Lease (Tennis Court)		
2024 BONDS		1,722,307.90
		18,520.70
OPEB Equity		
OPEB		
PM-A Operating	1,722,307.90	4,200,000.00
	18,520.70	200,000.00
		1,400,000.00
Refunding Bonds		
2017 COPS-US Bank		
PMA		
KleinBank General to Activities		
Old National		
Mid Country		
LTFM Bond		
Facility Bond to Debt Service		
Total Transfers	7,540,828.60	7,540,828.60

Transfers

	Transfers To	Transfers From
Security Bank	1,900,000.00	
	150,000.00	
	2,500,000.00	
	150,000.00	
Bond Disbursement		
OPEB EQUITY		
OPEB		
2025 Bonds		
Hometown Bank		
AAC Proceeds		
2019 Lease (Tennis Court)		
2024 BONDS		6,250.00
		102,198.86
OPEB Equity		
OPEB		
PM-A Operating	6,250.00	1,900,000.00
	102,198.86	2,500,000.00
		150,000.00
Refunding Bonds		
2017 COPS-US Bank		
PMA		
KleinBank General to Activities		
Old National		
Mid Country		150,000.00
LTFM Bond		
Facility Bond to Debt Service		
 Total Transfers	 4,808,448.86	 4,808,448.86

3. Monthly Construction Update



MEMORANDUM

TO: ISD 110 Finance Committee

FROM: Pam Carman, Director of Finance and Operations
Tim Bisek, Director of Buildings & Grounds

DATE: August 11, 2025

SUBJECT: Monthly Construction Update

Overview

This memo provides the Finance Committee with a monthly update on the status of our construction projects across ISD 110. The update includes a financial summary, recent project highlights, and any current issues or risks being monitored.

Budget Summary

Attached are the updated SiteLogiq dashboards reflecting progress across all major project sites as of the end of May 2025. A brief summary is provided below:

Original Contract Value	Approved Change Orders	Current Contract Value	Paid to Date	Amount Remaining	% Remaining
\$13,887,323	\$141,720	\$14,029,043	\$8,724,542	\$5,304,500	38.20%

A brief summary of our contingency is below:

Contingency	Approved Change Orders	Contingency Balance after Approvals	Contract Change Potential	Potential Remaining Contingency
\$716,848	\$141,720	\$575,128	\$10,006	\$565,122

Project Updates by Location

High School

- **Chiller Startup:** August 15–19; cooling available August 18–19
- **Substantial Completion:** August 15
 - Staff may occupy space beginning August 18
- **Floor Coverings:** Removal begins August 6 (G Corridor)

District Office

- Ceiling tiles installed; floor coverings removed by August 6
- Cleaning and painting completed by district staff
- Move-in: Begins August 15; final moves by August 22
- Ventilation/circulation operational August 21
- Temporary in-and-out access allowed August 15; permanent occupancy August 22

Laketown Elementary

- Parking lot open to public August 7

Waconia Middle School

- Parking lot open to public August 18

Safari Island

- Work begins August 20

Current Items Being Monitored – August 2025

Parking Lot Contingency

- Middle School project exceeded contingency due to district-directed functionality upgrades: West Lot and East Lot enhancements
- Overage of approximately \$21,000 covered by LTFM funds

IAQ Contingency

- Balance currently sufficient; will continue close monitoring during Safari Island work

Project Close-Out Process

As each project reaches completion, a formal final walkthrough will be conducted by:

- Tim Bisek, Director of Buildings & Grounds
- Representatives from SiteLogiq
- Associated vendors

During the walkthrough, Tim will:

- Verify all work is complete per project scope, specifications, and approved change orders.
- Document any outstanding punch-list items for correction before final acceptance.
- Confirm receipt of all warranties, manuals, and required documentation.

This process ensures that the district receives the contracted work in full and that any deficiencies are addressed prior to final payment.

Project Cost Tracking



Waconia Full Project Dashboard

Amount Billed Against Fund

Date Updated: 7/11/2025

Signed Contracts	Original Contract Value	Approved Change Orders	Current Contract Value	Paid To Date	Amount Remaining	% Remaining	Contractor Change Potential Under Review
BCI Construction	\$1,210,000.00	\$15,759.54	\$1,225,759.54	\$ 535,757.85	\$690,001.69	56.29%	\$0.00
Cool Air Mechanical	\$5,636,000.00	\$47,801.00	\$ 5,683,801.00	\$ 3,823,987.50	\$1,859,813.50	32.72%	\$7,132.00
Choice Electric	\$626,850.00	(\$2,700.00)	\$ 624,150.00	\$ 384,685.00	\$239,465.00	38.37%	\$0.00
Cool Air Controls	\$659,474.00	\$0.00	\$ 659,474.00	\$ 260,305.70	\$399,168.30	60.53%	\$2,874.00
SMB	\$58,100.00	\$1,000.00	\$ 59,100.00	\$ 456.00	\$58,644.00	99.23%	\$0.00
SCR	\$209,000.00	\$39,901.54	\$ 248,901.54	\$ 56,646.98	\$192,254.56	77.24%	\$0.00
UHL	\$51,756.00	\$0.00	\$ 51,756.00	\$ -	\$51,756.00	100.00%	\$0.00
Mech Pre Purch / Owner Product	\$1,534,140.00	\$0.00	\$ 1,534,140.00	\$ 753,230.50	\$780,909.50	50.90%	\$0.00
Minnesota Roadways	\$55,118.00	\$0.00	\$ 55,118.00	\$ 40,413.19	\$14,704.81	26.68%	\$0.00
Bituminous Roadways	\$665,976.00	\$39,958.00	\$ 705,934.00	\$ -	\$705,934.00	100.00%	\$0.00
Minnesota Power	\$28,096.00	\$0.00	\$ 28,096.00	\$ -	\$28,096.00	100.00%	\$0.00
SiteLogIQ Professional Services	\$3,152,812.50	\$0.00	\$ 3,152,812.50	\$ 2,869,059.10	\$283,753.40	9.00%	\$0.00
Total Cost	\$13,887,322.50	\$ 141,720.08	\$ 14,029,042.58	\$ 8,724,541.82	\$ 5,304,500.76	38.20%	\$10,006.00

Contingency	\$	716,848.40
Approved Change Orders	\$	141,720.08
Owner Provided	\$	-
Contractor Change Potential		\$10,006.00
Remaining Contingency	\$	565,122.32

Project Cost Tracking



Laketown Elementary Amount Billed Against Fund

Signed Contracts	Original Contract Value	Approved Change Orders	Current Contract Value	Paid To Date	Amount Remaining	% Remaining	Contractor Change Potential Under Review
Minnesota Roadways	\$55,118.00	\$0.00	\$ 55,118.00	\$ 40,413.19	\$14,704.81	26.68%	\$0.00
Total Cost	\$55,118.00	\$0.00	\$55,118.00	\$40,413.19	\$14,704.81	26.68%	\$0.00

Contingency	\$	3,858.26
Approved Change Orders	\$	-
NIC - Owner Provided	\$	-
Contractor Change Potential		\$0.00
Remaining Contingency	\$	3,858.26

Project Cost Tracking



High School	Amount Billed Against Fund
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Signed Contracts	Original Contract Value	Approved Change Orders	Current Contract Value	Paid To Date	Amount Remaining	% Remaining	Contractor Change Potential Under Review
BCI Construction	\$1,035,000.00	\$14,135.04	\$ 1,049,135.04	\$ 475,582.41	\$573,552.63	54.67%	\$0.00
Cool Air Mechanical	\$5,636,000.00	\$47,801.00	\$ 5,683,801.00	\$ 3,823,987.50	\$1,859,813.50	32.72%	\$7,132.00
Choice Electric	\$558,100.00	(\$2,700.00)	\$ 555,400.00	\$ 348,555.00	\$206,845.00	37.24%	\$0.00
Cool Air Controls	\$659,474.00	\$0.00	\$ 659,474.00	\$ 260,305.70	\$399,168.30	60.53%	\$2,874.00
SMB	\$53,300.00	\$0.00	\$ 53,300.00	\$ -	\$53,300.00	100.00%	\$0.00
Mech Pre Purch	\$1,352,400.00	\$0.00	\$ 1,352,400.00	\$ 662,520.50	\$689,879.50	51.01%	\$0.00
Minnesota Power	\$28,096.00	\$0.00	\$ 28,096.00	\$ -	\$28,096.00	100.00%	\$0.00
Total Cost	\$9,322,370.00	\$ 59,236.04	\$ 9,381,606.04	\$ 5,570,951.11	\$ 3,810,654.93	40.88%	\$10,006.00

Contingency	\$	650,599.18
Approved Change Orders	\$	59,236.04
NIC - Owner Provided	\$	-
Contractor Change Potential		\$10,006.00
Remaining Contingency	\$	581,357.14

Project Cost Tracking



Middle School	Amount Billed Against Fund	
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Signed Contracts	Original Contract Value	Approved Change Orders	Current Contract Value	Paid To Date	Amount Remaining	% Remaining	Contractor Change Potential Under Review
<i>Bituminous Roadways</i>	\$665,976.00	\$39,958.00	\$ 705,934.00	\$ -	\$705,934.00	100.00%	\$0.00
Total Cost	\$665,976.00	\$39,958.00	\$705,934.00	\$0.00	\$705,934.00	106.00%	\$0.00

Contingency	\$	14,017.74
Approved Change Orders	\$	39,958.00
NIC - Owner Provided	\$	-
Contractor Change Potential		\$0.00
Remaining Contingency	\$	(25,940.26)

Project Cost Tracking



District Office	Amount Billed Against Fund
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Signed Contracts	Original Contract Value	Approved Change Orders	Current Contract Value	Paid To Date	Amount Remaining	% Remaining	Contractor Change Potential Under Review
BCI Construction	\$175,000.00	\$1,624.50	\$ 176,624.50	\$ 60,175.44	\$116,449.06	65.93%	\$0.00
Choice Electric	\$68,750.00	\$0.00	\$ 68,750.00	\$ 36,130.00	\$32,620.00	47.45%	\$0.00
SMB	\$4,800.00	\$1,000.00	\$ 5,800.00	\$ 456.00	\$5,344.00	92.14%	\$0.00
SCR	\$209,000.00	\$39,901.54	\$ 248,901.54	\$ 56,646.98	\$192,254.56	77.24%	\$0.00
UHL	\$51,756.00	\$0.00	\$ 51,756.00	\$ -	\$51,756.00	100.00%	\$0.00
Mech Pre Purch	\$91,740.00	\$0.00	\$ 91,740.00	\$ 90,710.00	\$1,030.00	1.12%	\$0.00
Owner Project Items	\$90,000.00	\$0.00	\$ 90,000.00	\$ -	\$90,000.00	100.00%	\$0.00
Total Cost	\$691,046.00	\$ 42,526.04	\$ 733,572.04	\$ 244,118.42	\$489,453.62	70.83%	\$0.00

Contingency	\$	48,373.22
Approved Change Orders	\$	42,526.04
NIC - Owner Provided	\$	-
Contractor Change Potential		\$0.00
Remaining Contingency	\$	5,847.18

4. IAQ Project Update



MEMORANDUM

TO: ISD 110 Finance Committee

FROM: Pam Carman, Director of Finance & Operations
Tim Bisek, Director of Building & Grounds

DATE: August 11, 2025

SUBJECT: City of Waconia's Share of the Indoor Air Quality (IAQ) Project

Purpose

To provide the Finance Committee with an update regarding ongoing discussions with the City of Waconia related to their share of the Indoor Air Quality (IAQ) improvement project at Safari Island, associated cost allocations, and a proposed repayment structure.

Background and Cost Allocation

The total bid cost associated with the Safari Island portion of the IAQ project is \$855,422. Cost allocations have been applied using multiple methods, each based on the specific component of work performed, and are aligned with the *Shared Use Agreement* between ISD 110 and the City of Waconia. Under Section 2 (*Term of Agreement*), the agreement commenced on the Commencement Date and continues for a term of thirty (30) years, unless earlier terminated as otherwise provided. This agreement, entered into on March 15, 2000, remains in effect through March 15, 2030.

Allocation methods include:

- **17% Allocation:** Applied to components serving joint-use facilities, reflecting the City's proportional responsibility as outlined in the Shared Use Agreement.
- **Per-Unit Allocation:** Applied to items such as control handlers and air handling units that serve only the City, billed at 100% to the City.
- **Exclusive Use Areas:** Applied to work specific to the lower-level mechanical room, which is used exclusively by the City, billed at 100%.

This blended allocation approach ensures that costs are distributed equitably, consistently with the terms of the Shared Use Agreement, and reflective of each party's actual use and benefit.

In addition to direct bid costs, the District has included a SiteLogiq project management fee equal to 15% of the overall project costs, as part of the City's share. This fee is consistent with industry standards, where construction management services typically range from 10–15%. Because the District owns the facility and is leading the project, traditional architectural and engineering services were not separately itemized—instead, project management oversight by SiteLogiq encompasses these roles in execution.

Outstanding Debt to the City

The District currently has an interest-free debt to the City totaling \$313,663, originating from prior agreements related to the Baseball Park and Pool Filter projects. The District has been making annual payments of \$51,053 toward this obligation.

Proposed Repayment Scenario

Following recent discussions, both the City and District have expressed support for a repayment structure that:

1. Forgives the District's \$313,663 debt to the City in its entirety.
2. Provides for smaller City payments toward the IAQ project in 2025–2027 (FY26, FY27, and FY28 for ISD 110), while existing City debt obligations are still in place.
3. Schedules larger payments in 2028–2029 (FY29 and FY30 for ISD 110), once other City debt (e.g., ice arena construction) is retired.

This approach ensures that:

- The City's share of the IAQ project is paid in full by the end of 2029 (FY30 for ISD 110).
- All prior obligations between the City and District are fully reconciled, resulting in a clean financial slate moving forward.

Next Steps

- Collaborate with the City to formalize the agreed-upon terms in a memorandum of understanding or similar written agreement, ensuring a clear and transparent record.
- Continue working jointly on a process for reviewing and approving change orders, including additional costs and any potential credits.
- Present finalized terms to both governing bodies for approval once the repayment agreement is documented.

City of Waconia's Share of IAQ Project - Safari Island

Item/Company/Description	Bid Cost	% per Agreement	# Air Handler Units (AHU)	# of Control Handlers	Cost per AHU / Control Handler	Safari Island AHU / Control Handler	City of Waconia's Share of IAQ Project
Two Chillers	\$540,168	17.00%					91,829
New Switch Gears (needed to run chillers & boilers)	\$102,395	17.00%					17,407
Cost of AHUs (a)	\$709,837		22		\$32,265.32	6	193,592
Cool Air Estimate to provide and install boiler	\$750,000	17.00%					127,500
Cool Air - Downstairs Mechanical Room - all Safari Island	\$255,000	100.00%					255,000
Choice Electric - Safari Island Estimate	\$150,000	17.00%					25,500
Temperature Controls (b)	\$659,474			45	\$14,654.98	6	87,930
General Trades - BCI Construction - SI Portion	\$316,993	17.00%					53,889
Test & Balance - SMB - SI Portion	\$16,324	17.00%					2,775
Subtotal (c)							855,422
Portion of SitelogiQ (d)		15.00%					128,313
Total							983,735

Footnotes:

- (a) Twenty-two Airhandlers are all identical, for which Safari Island is only responsible for six.
- (b) Forty-five temperature controls reflects the cost to hookup ALL air handlers for which Safari Island is only responsible for six.
- (c) The total does not reflect any change orders.
- (d) Typically fee for SitelogiQ would be around 10-15% of the total cost of the project

What we owe the City of Waconia

Project	Total Cost	Date Initiated	# of Payments Made	Total Payments	Annual Payment	Outstanding Balance	Interest
Baseball Park	\$400,000	2016	9	\$180,000	\$20,000	\$220,000	No
Pool Filter - 50% of the Total	\$155,264		2	\$62,106	\$31,053	\$93,159	No
Total					\$51,053	\$313,159	

5. Sinkhole