

## **Finance & Facilities Committee**

Monday, November 10, 2025 6:00 PM

Waconia High School - Room C107, 1650 Community Drive, Waconia, MN 55387

### **1. Construction Update**

**Presenter:** Pam  
Carman, Director of  
Finance and  
Operations



**MEMORANDUM**

**TO:** ISD 110 Finance Committee

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

**DATE:** November 10, 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 November 1, 2025. A summary is provided below:

Original Contract Value	Approved Change Orders	Current Contract Value	Paid to Date	Amount Remaining	% Remaining
\$13,887,323	\$222,540	\$14,109,863	\$12,159,364	\$1,950,499	13.82%

A brief summary of our contingency is below:

Contingency	Approved Change Orders	Contingency Balance after Approvals	Contract Change Potential	Potential Remaining Contingency
\$716,848	\$222,540	\$494,308	\$2,874	\$491,434

## Project Updates by Location

### High School

- Testing and balancing scheduled for next week.
- Cleaning of mechanical rooms is being completed.
- Insulation of piping is approximately 75% complete.
- Control wiring and programming are approximately 65% complete.

### District Office

- Owner training on equipment scheduled for Thursday, November 6.
- District will receive all paperwork and warranty information.
- Only two punch list items remain; once completed, project will be ready for final payment.

### Laketown Elementary

- All work is complete.
- Paperwork submitted and final payment issued.

### Waconia Middle School

- Finalizing punch list; four items need verification of completion:
  - Electrical wires from old sidewalk lights need to be placed in a ground box.
  - Old sprinkler line sticking out of the ground must be removed.
  - Side wood frame used to pour a sidewalk needs to be removed and the area regraded.
  - One drainage area holding water must be cut out and reworked to flow properly to a drain.
- Awaiting paperwork and warranty submissions.
- Final payment will be processed once documentation is received.

### Safari Island

- Space turned over to Safari Island on November 3.
- Some remaining work is being finalized in the F Mechanical Room.

### Items Delayed

- Second entrance in F Mechanical Room.
- Chiller enclosure.

2. **Sinkhole Update**

**Presenter:** Pam  
Carman, Director of  
Finance and  
Operations



## MEMORANDUM

**TO:** ISD 110 Finance Committee

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

**DATE:** November 10, 2025

**SUBJECT:** Sinkhole Repair Project - Bid Summary and Recommendation

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### Background

On October 13, 2025, Waconia Public Schools issued a formal *Request for Bids (RFB)* for the repair of a sinkhole and restoration of storm sewer infrastructure located on District property. The scope included excavation, removal and replacement of the damaged storm sewer, and restoration of the affected area.

### Bid Process

Consistent with Minnesota Statute §471.345 and District Policy 724 – *Purchasing*, bids for projects exceeding \$175,000 require sealed submissions and a competitive bid process. A total of six (6) proposals were received by the bid deadline of October 31, 2025, at 10:30 a.m., and opened publicly at 10:45 a.m. in Conference Room C at the District Office (512 Industrial Blvd., Waconia, MN).

### Vendors Participating in the RFB Process:

- Minger Construction Companies
- S.M. Hentges & Sons
- Schneider Excavating & Grading
- T. Scherber Demolition
- Vada Contracting
- Juul Underground (*disqualified – bid not sealed as required*)

## **Site Visit**

On October 24, 2025, Tim Bisek, Director of Buildings and Grounds, conducted an on-site walkthrough for interested vendors. Six vendors attended to review the project area and clarify the scope of work.

## **Bid Evaluation**

Five responsive bids were evaluated based on cost, qualifications, references, and proposed schedule. Pricing ranged from \$183,995 to \$304,451. Following reference checks and evaluation, Schneider Excavating & Grading was identified as offering the *best overall value* based on cost competitiveness, demonstrated municipal experience, and the ability to meet the project timeline.

## **Recommendation**

Administration recommends awarding the bid to Schneider Excavating & Grading in the amount of \$183,995. Formal Board action will be requested at the November 10, 2025 Board Meeting.

## **Attachment:**

- Summary of Proposals – Waconia Sinkhole Repair Project



## Waconia Sinkhole Repair Bid: Sourcing Summary

### Project Overview

<b>Department:</b>	Facility and Grounds	<b>Date:</b>	11/3/2025
<b>Category:</b>	Facility Grounds Repair	<b>Sourcing Process:</b>	RFP
<b>Participating Vendors:</b>	<ul style="list-style-type: none"> <li>● Juul Underground – Disqualified bid was not in a sealed envelope</li> <li>● Minger Construction Companies (Quoted)</li> <li>● S.M. Henges (Quoted)</li> <li>● Schneider Excavating &amp; Grating (Quoted)</li> <li>● T. Scherber Demolition (Quoted)</li> <li>● Vada Contracting (Quoted)</li> </ul>		
<b>Disqualified Vendors</b>	<ul style="list-style-type: none"> <li>● The bid submitted by Juul Underground was disqualified as nonresponsive because it was not submitted in a sealed envelope as required by the RFB instructions. This requirement ensures fairness and confidentiality under Minnesota Statute §471.345 and the District's procurement policy</li> </ul>		
<b>Profess Notes:</b>	<ul style="list-style-type: none"> <li>● Independent School District No. 110 (Waconia Public Schools) issued a Request for Bids (RFB) for the repair of a sinkhole and restoration of the sewer infrastructure on District property. The RFB, released October 13, 2025, sought qualified contractors to provide all necessary labor, materials, equipment, and services. Bids were required to be delivered in a sealed envelope by October 31, 2025 at 10:30 AM</li> <li>● Contractors interested in bidding on this project were given access to inspect the site of the project on 10/24/2025</li> <li>● Bids were opened at the District Office starting at 10:45 AM (512 Industrial Blvd, Waconia MN) in conference room C             <ul style="list-style-type: none"> <li>○ Those in attendance to witness the opening:                 <ul style="list-style-type: none"> <li>▪ Pamela Carman, Waconia</li> <li>▪ Tim Bisek, Waconia</li> <li>▪ Kyle Trites, Catalyst</li> </ul> </li> </ul> </li> <li>● A total of Six proposals were received. Upon review, one proposal was disqualified due to an incorrect and non-sealed submission, which did not meet the mandatory bid requirements outlined in the RFB.</li> <li>● Following evaluation based on cost competitiveness, qualifications, project timeline, and municipal preference, the District determined that Schneider Excavating &amp; Grading provided the best overall value. Schneider's proposal offered a competitive cost, a strong reputation for quality work with the City of Waconia and other municipalities, and a demonstrated ability to meet the project timeline.</li> <li>● Responsive bids ranged from \$179,195 (Schneider Excavating) to \$280,651 (T. Scherber Demolition), with Schneider offering the most complete and cost-effective solution.</li> </ul>		



## Estimated Costs

Data Point	Minger	S.M. Henges	Schneider	T. Scherber	Vada
Mobilization/Site Prep & Staging	\$41,000.00	\$23,000.00	\$10,000.00	\$28,000.00	\$16,500.00
Clearing and Grubbing	\$9,750.00	\$6,500.00	\$5,000.00	\$9,050.00	\$1,215.00
Remove 36" HDPE Pipe	\$11,742.50	\$15,250.00	\$4,600.00	\$31,110.00	\$19,520.00
Remove Pipe Apron (36")	\$1,500.00	\$700.00	\$500.00	\$320.00	\$725.00
Remove & Replace 6" Irrigation Line	\$11,850.00	\$4,400.00	\$6,500.00	\$22,500.00	\$2,500.00
36" RC Pipe Apron	\$9,500.00	\$6,500.00	\$3,160.00	\$3,700.00	\$4,600.00
36" RCP CL. 3 Storm Sewer	\$85,400.00	\$143,350.00	\$102,132.00	\$122,000.00	\$109,190.00
Construct Drainage Structure Design	\$18,500.00	\$13,000.00	\$12,185.00	\$18,400.00	\$16,500.00
Biolog	\$21,500.00	\$16,000.00	\$13,261.00	\$21,100.00	\$18,775.00
Topsoil Finishing / Turf Restoration	\$4,350.00	\$6,750.00	\$7,725.00	\$8,550.00	\$7,500.00
Seeding	\$11,273.15	\$30,598.55	\$11,300.00	\$9,018.00	\$17,392.86
Seed Mix (Turf Mix)	\$7,973.50	\$888.00	\$1,100.00	\$4,558.00	\$6,002.86
Fertilizer	\$1,365.00	\$2,100.00	\$1,347.00	\$1,960.00	\$1,750.00
	<b>\$236,089.15</b>	<b>\$269,841.55</b>	<b>\$179,195.00</b>	<b>\$280,651.00</b>	<b>\$222,520.72</b>



**Estimated Additional Costs (Additions needed to complete)**

Data Point	Minger	S.M. Henges	Schneider	T. Scherber	Vada
Utility Location				\$1,000.00	
Remove & Reinstall Backstop				\$12,400.00	
36" Apron Safety/Trash gate				\$2,400.00	
Erosion Blanket (Straw Mat)				\$8,000.00	\$14,000.00
Remove Drinking fountain pad	\$1,250.00		\$1,500.00		
Cap Existing water line			\$1,500.00		
Rip Rap 15 Ton Class V			\$1,800.00		
<b>Total Including Base</b>	<b>\$237,339.15</b>	<b>\$269,841.55</b>	<b>\$183,995.00</b>	<b>\$304,451.00</b>	<b>\$236,520.72</b>

**References**

	Minger	S.M. Henges	Schneider	T. Scherber	Vada
Reference #1	City of Waconia	Canterbury Amphitheater	City of Waconia	JE Dunn	City of Plymouth
Reference #2	Bolton and Menk	City of Burnsville	Bolton and Menk	Ryan Companies	City of Otsego

**Qualification Checklist**

	Minger	S.M. Henges	Schneider	T. Scherber	Vada
Do you agree with the District Terms, conditions, specifications, & requirements in this RFP?	Y	Y	Y	Y	Y
Are you authorized to do business with Minnesota public schools?	Y	Y	Y	Y	Y



Have you included all required bid forms and documents?	Y	Y	Y	Y	Y
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## Repair Timeline

Data Point	Minger	S.M. Henges	Schneider	T. Scherber	Vada
Mobilization/Site Prep & Staging	11/24/25 – 11/26/25	11/10/25 -11/17/25	12-1-25 – 12-23-25	11/17/25 – 12/12/25	11/24/25 – 11/25/25
Clearing and Grubbing	11/24/25 – 11/26/25	11/10/25 -11/17/25	12-1-25 – 12-23-25	11/17/25 – 11/18/25	-11/24/25 – 11/25/25
Remove 36" HDPE Pipe	12/1/25 – 12/12/25	11/10/25 -11/17/25	12-1-25 – 12-23-25	11/17/25 – 12/10/25	11/26/25 – 11/28/25
Remove Pipe Apron (36")	12/1/25 – 12/1/25	11/10/25 -11/17/25	12-1-25 – 12-23-25	11/18/25 – 11/18/25	11/28/25 – 11/28/25
Remove & Replace 6" Irrigation Line	12/1/25 – 12/1/25	11/10/25 -11/17/25	12-1-25 – 12-23-25	11/18/25 – 12/10/25	11/29/25 – 11/29/25
36" RC Pipe Apron	12/1/25 – 12/17/25	11/10/25 -11/17/25	12-1-25 – 12-23-25	11/18/25 – 11/19/25	12/1/25 – 12/12/25
36" RCP CL. 3 Storm Sewer	12/1/25 – 12/1/25	11/10/25 -11/17/25	12-1-25 – 12-23-25	11/19/25 – 12/10/25	12/3/25 – 12/12/25
Construct Drainage Structure Design	12/1/25 – 12/12/25	11/10/25 -11/17/25	12-1-25 – 12-23-25	11/18/25 – 12/10/25	12/13/25 – 12/13/25
Construct Drainage Structure Design	12/1/25 – 12/12/25	11/10/25 -11/17/25	12-1-25 – 12-23-25	12/1/25 – 12/5/25	12/13/25 – 12/13/25
Biolog	11/24/25 – 12/19/25	11/10/25 -11/17/25	12-1-25 – 12-23-25	12/1/25 – 12/5/25	11/24/25 – 11/24/25
Topsoil Finishing / Turf Restoration	12/15/25 – 12/19/25	11/17/25-11/24/25	12-1-25 – 12-23-25	12/8/25 – 12/12/25	12/15/25 – 12/17/25
Seeding	12/15/25 – 12/19/25	11/17/25-11/24/25	12-1-25 – 12-23-25	12/8/25 – 12/12/25	12/18/25 – 12/18/25
Seed Mix (Turf Mix)	12/15/25 – 12/19/25	11/17/25-11/24/25	12-1-25 – 12-23-25	12/8/25 – 12/12/25	12/18/25 – 12/18/25
Fertilizer	12/15/25 – 12/19/25	11/17/25-11/24/25	12-1-25 – 12-23-25	12/8/25 – 12/12/25	12/18/25 – 12/18/25

## Selection Criteria

Data Point	Pts	Minger	S.M. Henges	Schneider	T. Scherber	Vada
Cost competitiveness and completeness of bid	31	27	10	31	0	28
Contractor qualifications and experience	25	22	25	25	25	22
Proposed Schedule Project Timeline	25	25	25	25	25	25
Preferences of Local Municipalities	19	19	19	19	19	19



Total	100	93	79	100	69	94
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### Evaluation And Recommendation Notes

After evaluating the Five (5) responsive proposals based on cost, qualifications, project timeline, and references, the District determined that Schneider Excavating & Grading represents the best overall value to the District.

Schneider's proposal offered:

- Competitive pricing,
- Proven experience with similar municipal and school infrastructure projects,
- Strong reference and past performance with the City of Waconia (Reference Verified by Tim Bisek)
- A project timeline consistent with District needs.

**Recommendation:**

It is recommended that the contract for the Waconia Sinkhole Repair Project be awarded to Schneider Excavating & Grading,

3. **September Bank Reconciliation**

**Presenter:** Pam  
Carman, Director of  
Finance and  
Operations



Transfers

	Transfers To	Transfers From	
Security Bank	2,200,000.00		
	1,600,000.00		
	2,500,000.00		
Bond Disbursement			
OPEB EQUITY			
OPEB			
2025 Bonds		163,907.51	
		1,886,583.17	
Hometown Bank		106,264.36	
			Deposit in
			Transit-
			Clears in
Hometown Bank Sweep	96,925.36		Oct
2019 Lease (Tennis Court)			
2024 BONDS			
OPEB Equity			
OPEB			
PM-A Operating	163,907.51	2,200,000.00	
	1,886,583.17	1,600,000.00	
		2,500,000.00	
Refunding Bonds			
2017 COPS-US Bank			
PMA			
KleinBank General to Activities			
Old National			
Mid Country			
LTFM Bond			
Facility Bond to Debt Service			
Total Transfers	8,447,416.04	8,456,755.04	

## Bank Reconciliation Overview

Prepared for the Finance & Facilities Committee

Last Updated: September 30, 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 for employee reimbursements via ACH and Community Education programming and Kids Space and Preschool Payments, GoFan ticketing receipts for Waconia Activities, and High School Store sales deposits.
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	This account was closed in September, 2025. All balances and activity were moved to Hometown Bank.
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.
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### **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.

4. **Referendum Outcome**

**Presenter:** Pam  
Carman, Director of  
Finance and  
Operations

5. **Paid Family Medical Leave Act (PFMLA)**

**Presenter:** Jeni  
Super, Director of  
Human Resources