

Work Session: Budget Kickoff – 6 p.m.
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, JUNE 16, 2020 7 p.m.
AGENDA

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

PUBLIC ACCESS INSTRUCTIONS

Dial: 1-929-436-2866
Meeting I.D. 990 5269 2729
Password: 698368

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

- 5 REQUESTS AND PRESENTATIONS
- 6 CONSENT AGENDA
 - A. Minutes –Regular City Council Meeting 6/2/20
 - B. Payroll & Expenditures
 - C. Adopting City COVID-19 Plan
- 7 ACTION AGENDA
 - A. Resolution 20-26 & 20-27: Liquor Violation Hearings
 - B. Council Format Discussion: Continuation from 6/2/20
 - C. Designating 2020 LMC Voting Designee
- 8 REPORTS
 - A. City Manager's Report
 - B. Commission Reports
- 9 ANNOUNCEMENTS
- 10 ADJOURNMENT

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

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

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

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

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

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

Dated: April 2, 2020


Lee Mattson, Waseca City Manager

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, JUNE 2, 2020

CALL TO ORDER/ROLL CALL

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

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

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

Others Present: Andrea Berger, Owner of Anytime Fitness Waseca
Julie Green, Resident of Owatonna

MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

- 3 Staff asked to add Items 6D: Resolution 20-26 MNDOT Outdoor Dining Application and 7F: Lead for MN Fellow Approval.

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

PUBLIC COMMENT

- 4 Andrea Berger, owner of Anytime Fitness Waseca expressed her concerns about not being able to open during the COVID-19 Pandemic.
Julie Green seconded Andrea's comments.

REQUESTS AND PRESENTATIONS

5. N/A

CONSENT AGENDA

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

- A. Minutes – Regular City Council Meeting & Work Session May 19, 2020
- B. Payroll & Expenditures
- C. Introducing Ordinance 1081: Annexation & Set Public Hearing – July 7, 2020

D. Resolution 20-26: MNDOT Outdoor Dining Application

ACTION AGENDA

7 A. Public Hearing: Resolution 20-21: Adding Parcels to Eligible Tax Abatement List

Mr. Anderson informed Council that new eligible lots that either are created by subdivision or that were missed in the original 2016 Resolution need to be added to the list by holding a public hearing and passing a resolution.

Public Hearing was opened at 7:16 p.m. No comments were made. The Public Hearing was closed at 7:17 p.m.

It was moved by Tlougan, seconded by Srp to adopt Resolution 20-21. Roll call 7-0. The motion carried.

B. Resolution 20-24: Two applications were submitted for tax abatement, which were the new lots that were approved in Resolution 20-21. Approval of the tax abatement application requires Council approval.

It was moved by Christiansen, seconded by Srp to approve Resolution 20-24. Roll call 7-0. Motion carried.

C. Resolution 20-25: Outdoor Dining Areas

City Manager Mattson presented information to the Council regarding the Outdoor Dining Application process, an indemnification agreement for businesses using City/County property, an indemnification agreement for Katie O'Leary's use of City Parking lot space, and asked for approval of City Manager discretion to close down streets on an as needed basis during COVID-19.

It was moved by Rose, seconded by Christiansen to approve Resolution 20-25. Roll call 7-0. Motion carried.

It was moved by Johnson, seconded by Arndt to approve the indemnification agreement for businesses using City/County property. Roll call 7-0. Motion carried

It was moved by Rose, seconded by Johnson to approve the Katie O'Leary's indemnification agreement. Roll call 7-0. Motion carried

It was moved by Rose, seconded by Srp to give the City Manager discretion to close streets on an as needed basis during COVID-19. Roll call 7-0. Motion carried

D. RCCA: Liquor License Pro-Rating Refunds

Finance Director Fischer discussed refunding a pro-rated amount of on-sale liquor licenses to all area businesses that have been affected during the COVID-19 shutdown. Refunds will be given for the months of April and May at this time.

It was moved by Rose, seconded by Srp to approve the refunds. Roll call 7-0. Motion carried.

- E. Council Meeting Format Discussion was tabled until the June 16 meeting.

It was moved by Johnson, seconded by Srp to table this item. Roll call 7-0. Motion carried.

- F. Lead for MN Fellow

City Manager Mattson informed Council that the EDA has pledged funds for a position to assist with COVID-19 recovery. This funding requires Council approval.

It was moved by Tlougan, seconded by Arndt to approve the funding. Roll call 7-0. Motion carried.

REPORTS

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

- 2021 budget work has begun at the Staff level
- The search for a new City Engineer has begun
- Thanked Staff for all the help during the COVID-19 pandemic thus far
- City Hall will be opening June 8 by appointment only

B **Commission Reports**

- None

ANNOUNCEMENTS

Tlougan– read a statement regarding the recent protesting.

Conrath – thanked the people who attended the meeting tonight.

ADJOURNMENT

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

R. D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER
OR AVAILABLE STAFF PER COVID-19 ORDERS

Lee A. Miller
Mural Foster

6B

LIST OF EXPENDITURES

June 16, 2020

=====

City Council	0.00
Streets	26,330.16
Parks	14,992.80
Wastewater	11,005.99
Utility Administration	4,709.63
Utility Billing	7,649.69
Electric	14,302.30
Water	7,444.52
Building and Code Compliance	2,581.41
Police	63,556.25
Administration	7,049.79
Community Aides	0.00
Fire	10,719.12
Paid On Call Fire Department	0.00
Election Judges	0.00
PEG	0.00
Finance	9,741.63
Connections	1,904.47
Community Development	6,117.10
Engineering	17,164.40
Recreation	2,050.71
Econ Development	<u>2,685.96</u>
 Total Gross Payroll	 210,005.93
 *Less- Payroll Deductions	 <u>(72,563.10)</u>
 Net Payroll Cost	 \$ 137,442.83

*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:
May 29, 2020-June 12, 2020
Includes check #'s 155185-155251
Bank ACH Withdrawals..... 711,292.19

GRAND TOTAL EXPENDITURES \$ 848,735.02

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
General Fund					
06/12/2020	155184	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 5/31/2020	101-21701-0000	20,694.37
Total 101217010000:					20,694.37
06/12/2020	155218	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 5/31/2020	101-21702-0000	9,237.86
Total 101217020000:					9,237.86
06/12/2020	155184	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 5/31/2020	101-21703-0000	8,440.38
06/12/2020	155184	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 5/31/2020	101-21703-0000	8,337.78
Total 101217030000:					16,778.16
06/12/2020	155226	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 5/31/2020	101-21704-0000	1,355.49
06/12/2020	155226	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 5/31/2020	101-21704-0000	8,810.87
06/12/2020	155226	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 5/31/2020	101-21704-0000	7,856.68
06/12/2020	155226	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 5/31/2020	101-21704-0000	8,810.80
06/12/2020	155226	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 5/31/2020	101-21704-0000	11,785.04
Total 101217040000:					38,618.88
06/12/2020	155204	IBEW	IBEW UNION DUES Pay Period: 5/31/2020	101-21707-0000	319.28
06/12/2020	155205	IUOE Local #70	FIRE UNION DUES Pay Period: 5/31/2020	101-21707-0000	140.28
06/12/2020	155205	IUOE Local #70	IUOE UNION DUES Pay Period: 5/31/2020	101-21707-0000	606.36
06/12/2020	155208	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 5/31/2020	101-21707-0000	682.00
Total 101217070000:					1,747.92
06/12/2020	20200459	Greater Mankato Area United Way	UNITED WAY Pay Period: 5/31/2020	101-21708-0000	55.00
Total 101217080000:					55.00
06/12/2020	155219	MN Life	June Life Insurance	101-21710-0000	643.90
Total 101217100000:					643.90
06/12/2020	155184	ACH Internal Revenue Service	MEDICARE Pay Period: 5/31/2020	101-21712-0000	2,859.45
06/12/2020	155184	ACH Internal Revenue Service	MEDICARE Pay Period: 5/31/2020	101-21712-0000	2,859.45
Total 101217120000:					5,718.90
06/12/2020	155221	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 5/31/2020	101-21713-0000	1,060.00
06/12/2020	155221	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 5/31/2020	101-21713-0000	595.00
Total 101217130000:					1,655.00
06/12/2020	155243	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 5/31/2020	101-21714-0000	440.00
Total 101217140000:					440.00
06/12/2020	155201	Further	Flex/HSA Reimbursement	101-21716-0000	73.70
06/12/2020	155201	Further	Flex/HSA Reimbursement	101-21716-0000	17.53
06/12/2020	155201	Further	HSA DEDUCTION Pay Period: 5/31/2020	101-21716-0000	413.34

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101217160000:					504.57
06/12/2020	155215	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 5/31/2020	101-21717-0000	1,245.95
Total 101217170000:					1,245.95
06/12/2020	155198	Delta Dental	DENTAL EE + SPOUSE Pay Period: 5/31/2020	101-21719-0000	356.70
06/12/2020	155198	Delta Dental	DENTAL SINGLE Employee Pay Period: 5/31/2020	101-21719-0000	551.00
06/12/2020	155198	Delta Dental	DENTAL FAMILY Employee Pay Period: 5/31/2020	101-21719-0000	1,254.00
06/12/2020	155198	Delta Dental	Ziemke Cobra June	101-21719-0000	29.00
06/12/2020	155198	Delta Dental	McKay Cobra June	101-21719-0000	59.45
Total 101217190000:					2,250.15
06/12/2020	155245	VSP	VISION FAMILY Employee Pay Period: 5/31/2020	101-21722-0000	105.95
06/12/2020	155245	VSP	VISION SINGLE Employee Pay Period: 5/31/2020	101-21722-0000	60.93
06/12/2020	155245	VSP	VISION + ONE Employee Pay Period: 5/31/2020	101-21722-0000	97.84
06/12/2020	155245	VSP	Ziemke Cobra June	101-21722-0000	6.77
Total 101217220000:					271.49
06/12/2020	20200467	Jes, Shannon	Park reservation cancellation	101-34785-0000	25.00
06/12/2020	155233	Ryan, Chris	Park reservation refund	101-34785-0000	45.00
06/12/2020	155236	Steele Waseca Drug Court	Park reservation refund	101-34785-0000	35.00
Total 101347850000:					105.00
06/12/2020	20200484	U.S. Bank - CC	Zoom Video Conferencing Ap	101-41110-3200	160.96
Total 101411103200:					160.96
06/12/2020	155248	Waseca Floral	Downtown Flowers Pots	101-41110-4450	1,470.00
Total 101411104450:					1,470.00
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-41320-1310	564.89
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-41320-1310	256.59
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-41320-1310	177.25
Total 101413201310:					998.73
06/12/2020	155219	MN Life	June Life Insurance	101-41320-1330	35.62
06/12/2020	155219	MN Life	June Life Insurance	101-41320-1330	4.13
Total 101413201330:					39.75
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-41320-1340	50.54
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-41320-1340	9.15
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-41320-1340	11.93
Total 101413201340:					71.62
06/12/2020	20200484	U.S. Bank - CC	Webcams	101-41320-2000	24.69

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101413202000:					24.69
06/12/2020	20200478	ServiceMaster by Ayotte	Sanitizing Wipes	101-41320-2170	17.90
Total 101413202170:					17.90
06/12/2020	20200484	U.S. Bank - CC	Conference cancellation and refund	101-41320-3300	410.00-
06/12/2020	20200484	U.S. Bank - CC	Refund for hotel stay cancelled	101-41320-3300	258.46-
Total 101413203300:					668.46-
06/12/2020	20200443	APG Media of So MN LLC	Public Hearing-Amend Res 16-56	101-41320-3400	39.00
Total 101413203400:					39.00
06/12/2020	20200440	A. H. Hermel Company	Pop for vending machine	101-41320-4945	96.69
Total 101413204945:					96.69
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-41500-1310	1,637.42
Total 101415001310:					1,637.42
06/12/2020	155219	MN Life	June Life Insurance	101-41500-1330	61.88
Total 101415001330:					61.88
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-41500-1340	77.38
Total 101415001340:					77.38
06/12/2020	20200478	ServiceMaster by Ayotte	Sanitizing Wipes	101-41500-2000	17.90
Total 101415002000:					17.90
06/12/2020	155210	MCFOA	Membership Dues	101-41500-4330	45.00
Total 101415004330:					45.00
06/12/2020	20200456	Flaherty & Hood PA	May Legal Fees	101-41600-3000	3,228.75
06/12/2020	20200456	Flaherty & Hood PA	May Labor and employment consult services	101-41600-3000	337.50
06/12/2020	20200468	Kennedy & Kennedy Law Office	May Legal Fees	101-41600-3000	672.00
Total 101416003000:					4,238.25
06/12/2020	20200475	Pantheon Computer Systems Inc.	Engineering Laptops	101-41920-2050	5,637.96
06/12/2020	20200484	U.S. Bank - CC	Webcams	101-41920-2050	123.43
Total 101419202050:					5,761.39
06/12/2020	20200475	Pantheon Computer Systems Inc.	PD Network Upgrade	101-41920-3100	480.00
06/12/2020	20200475	Pantheon Computer Systems Inc.	Charger for Kellogg	101-41920-3100	59.95
Total 101419203100:					539.95

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
06/12/2020	20200463	Innovative Office Supply	Office Supplies	101-41940-2000	3.48
06/12/2020	20200463	Innovative Office Supply	Office Supplies	101-41940-2000	51.64
06/12/2020	155212	Metro Sales Inc.	Toner-Mailroom	101-41940-2000	62.00
06/12/2020	155228	Quadient Leasing	3rd qtr lease payment	101-41940-2000	435.00
Total 101419402000:					552.12
06/12/2020	155246	Waseca County Highway Department	Monthly billing	101-41940-2120	30.46
Total 101419402120:					30.46
06/12/2020	155229	Red Feather Paper Company	2 ply tissue, roll towels, can liners	101-41940-2170	29.87
06/12/2020	20200478	ServiceMaster by Ayotte	Sanitizing Wipes	101-41940-2170	26.85
06/12/2020	20200484	U.S. Bank - CC	Hand sanitizer	101-41940-2170	33.52
Total 101419402170:					90.24
06/12/2020	20200486	Waseca Glass LLC	City Hall Glass--COVID	101-41940-2230	750.31
06/12/2020	20200486	Waseca Glass LLC	Door closure	101-41940-2230	89.95
Total 101419402230:					840.26
06/12/2020	155192	Cintas Corporation	Floor mat service	101-41940-3100	45.05
06/12/2020	20200452	Culligan	RO lease	101-41940-3100	28.95
06/12/2020	155224	Orkin Pest Control Inc.	Pest Control City Hall	101-41940-3100	93.29
06/12/2020	20200478	ServiceMaster by Ayotte	city hall service	101-41940-3100	1,556.00
06/12/2020	20200489	Waste Management of Southern MN	May Service	101-41940-3100	194.92
Total 101419403100:					1,918.21
06/12/2020	62015	City of Waseca	April Utilities	101-41940-3800	1,687.84 M
06/12/2020	155194	City of Waseca	April Utilities	101-41940-3800	1,687.84
06/12/2020	155194	City of Waseca	April Utilities	101-41940-3800	1,687.84- V
Total 101419403800:					1,687.84
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-41950-1310	825.98
Total 101419501310:					825.98
06/12/2020	155219	MN Life	June Life Insurance	101-41950-1330	30.19
Total 101419501330:					30.19
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-41950-1340	52.91
Total 101419501340:					52.91
06/12/2020	20200484	U.S. Bank - CC	Ink for printer-Green work from home	101-41950-2000	98.18
Total 101419502000:					98.18
06/12/2020	20200478	ServiceMaster by Ayotte	Sanitizing Wipes	101-41950-2170	24.90
Total 101419502170:					24.90

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
06/12/2020	20200491	WSB & Associates Inc	Planning Services	101-41950-3000	363.75
Total 101419503000:					363.75
06/12/2020	155247	Waseca County Recorder	Recordings	101-41950-3400	52.00
Total 101419503400:					52.00
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-42100-1310	7,318.34
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-42100-1310	513.17
Total 101421001310:					7,831.51
06/12/2020	155219	MN Life	June Life Insurance	101-42100-1330	330.00
Total 101421001330:					330.00
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-42100-1340	492.68
Total 101421001340:					492.68
06/12/2020	20200463	Innovative Office Supply	Office Supplies - Police	101-42100-2000	95.21
Total 101421002000:					95.21
06/12/2020	20200484	U.S. Bank - CC	Fuel-pumps not working	101-42100-2120	20.95
06/12/2020	20200484	U.S. Bank - CC	Fuel-pumps not working	101-42100-2120	25.01
06/12/2020	20200484	U.S. Bank - CC	Fuel-pumps not working	101-42100-2120	22.00
06/12/2020	20200484	U.S. Bank - CC	Fuel-pumps not working	101-42100-2120	29.00
06/12/2020	20200484	U.S. Bank - CC	Fuel-pumps not working	101-42100-2120	23.50
06/12/2020	20200484	U.S. Bank - CC	Fuel-pumps not working	101-42100-2120	15.03
06/12/2020	155246	Waseca County Highway Department	Monthly billing	101-42100-2120	1,077.40
06/12/2020	155246	Waseca County Highway Department	Monthly billing	101-42100-2120	5.00
Total 101421002120:					1,217.89
06/12/2020	155229	Red Feather Paper Company	Janitor Supplies	101-42100-2170	105.15
06/12/2020	20200484	U.S. Bank - CC	Digital Recorder	101-42100-2170	54.00
06/12/2020	20200484	U.S. Bank - CC	Postage	101-42100-2170	5.30
Total 101421002170:					164.45
06/12/2020	20200477	Schroeder, Timothy	Uniform Allowance - Schroeder	101-42100-2180	75.16
06/12/2020	20200485	Vought, Penny	Uniform Allowance - Vought	101-42100-2180	750.00
Total 101421002180:					825.16
06/12/2020	20200484	U.S. Bank - CC	AED Battery and pads	101-42100-2190	241.59
06/12/2020	20200484	U.S. Bank - CC	Refunded sales tax that was charged	101-42100-2190	16.59-
Total 101421002190:					225.00
06/12/2020	20200450	Connors Plumbing & Heating Inc.	Connors Plumbing/Heating	101-42100-2230	550.00
06/12/2020	155225	Overhead Door Company of Mankato Inc	Garage Door Repair	101-42100-2230	656.12

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421002230:					1,206.12
06/12/2020	155187	Bock's Service Inc.	tow expense	101-42100-3100	75.00
06/12/2020	155189	Canine Central	2nd Qtr Impounds	101-42100-3100	3,300.00
06/12/2020	20200452	Culligan	Culligan	101-42100-3100	29.95
06/12/2020	155238	Thomson Reuters - West	Information Charges	101-42100-3100	254.68
06/12/2020	20200489	Waste Management of Southern MN	May Service	101-42100-3100	88.73
Total 101421003100:					3,748.36
06/12/2020	155244	Verizon Wireless	Monthly Billing	101-42100-3200	964.90
06/12/2020	155244	Verizon Wireless	Monthly Billing	101-42100-3200	42.53
Total 101421003200:					1,007.43
06/12/2020	155222	Olmsted County Sheriff's Office	EVOC Training Fee	101-42100-3300	1,050.00
Total 101421003300:					1,050.00
06/12/2020	62015	City of Waseca	April Utilities	101-42100-3800	732.25 M
06/12/2020	155194	City of Waseca	April Utilities	101-42100-3800	732.25
06/12/2020	155194	City of Waseca	April Utilities	101-42100-3800	732.25- V
Total 101421003800:					732.25
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-42200-1310	1,310.67
Total 101422001310:					1,310.67
06/12/2020	155219	MN Life	June Life Insurance	101-42200-1330	49.50
Total 101422001330:					49.50
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-42200-1340	63.12
Total 101422001340:					63.12
06/12/2020	155187	Bock's Service Inc.	Fuel	101-42200-2120	20.34
06/12/2020	155187	Bock's Service Inc.	fuel	101-42200-2120	16.53
06/12/2020	20200471	Napa Auto Parts	Parts	101-42200-2120	59.94
06/12/2020	20200484	U.S. Bank - CC	Fuel-pumps not working	101-42200-2120	38.04
06/12/2020	155246	Waseca County Highway Department	Monthly billing	101-42200-2120	94.99
Total 101422002120:					229.84
06/12/2020	20200471	Napa Auto Parts	Parts	101-42200-2170	10.77-
06/12/2020	20200471	Napa Auto Parts	Parts	101-42200-2170	10.77
Total 101422002170:					.00
06/12/2020	20200457	FORSHEE, JASON	Uniform Allowance - J Forshee	101-42200-2180	600.00
06/12/2020	20200470	Municipal Emergency Services Inc.	Uniforms - J Kahnke	101-42200-2180	81.00
Total 101422002180:					681.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
06/12/2020	20200484	U.S. Bank - CC	Bandages for first aid	101-42200-2190	11.15
Total 101422002190:					11.15
06/12/2020	20200487	Waseca Hardware LLC	Parts & Supplies	101-42200-2210	4.95
Total 101422002210:					4.95
06/12/2020	20200450	Connors Plumbing & Heating Inc.	Connors Plumbing/Heating	101-42200-2230	550.00
Total 101422002230:					550.00
06/12/2020	20200465	Javens Mechanical Contracting Co.	Backflow Testing	101-42200-3100	75.00
06/12/2020	155207	Kirvida Fire Inc.	523 Pump Test	101-42200-3100	475.54
06/12/2020	155207	Kirvida Fire Inc.	525 Pump Test	101-42200-3100	1,874.84
06/12/2020	20200489	Waste Management of Southern MN	May Service	101-42200-3100	88.74
Total 101422003100:					2,514.12
06/12/2020	155244	Verizon Wireless	Monthly Billing	101-42200-3200	42.53
Total 101422003200:					42.53
06/12/2020	155190	Centerpoint Energy	Monthly billing	101-42200-3800	19.40
06/12/2020	62015	City of Waseca	April Utilities	101-42200-3800	732.25 M
06/12/2020	155194	City of Waseca	April Utilities	101-42200-3800	732.25
06/12/2020	155194	City of Waseca	April Utilities	101-42200-3800	732.25- V
06/12/2020	62015	City of Waseca	April Utilities	101-42200-3800	45.09 M
06/12/2020	155194	City of Waseca	April Utilities	101-42200-3800	45.09
06/12/2020	155194	City of Waseca	April Utilities	101-42200-3800	45.09- V
Total 101422003800:					796.74
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-42400-1310	443.00
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-42400-1310	116.99
Total 101424001310:					559.99
06/12/2020	155219	MN Life	June Life Insurance	101-42400-1330	5.45
06/12/2020	155219	MN Life	June Life Insurance	101-42400-1330	16.50
Total 101424001330:					21.95
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-42400-1340	22.93
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-42400-1340	6.87
Total 101424001340:					29.80
06/12/2020	20200448	City Building Inspection Services LLC	monthly bulding inspections	101-42400-3000	4,892.77
Total 101424003000:					4,892.77
06/12/2020	20200469	Lenz Lawn Care & Landscaping Inc.	Mow/Trim Woodville	101-42400-3100	50.00
06/12/2020	20200469	Lenz Lawn Care & Landscaping Inc.	Mow/Trim 600 5th St SE	101-42400-3100	75.00
06/12/2020	20200469	Lenz Lawn Care & Landscaping Inc.	Mow/Trim 519 3rd Ave NW	101-42400-3100	75.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101424003100:					200.00
06/12/2020	155244	Verizon Wireless	Monthly Billing	101-42400-3200	25.15
Total 101424003200:					25.15
06/12/2020	20200484	U.S. Bank - CC	2020 Code Books	101-42400-3300	320.00
Total 101424003300:					320.00
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-43000-1310	120.53
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-43000-1310	1,339.88
Total 101430001310:					1,460.41
06/12/2020	155219	MN Life	June Life Insurance	101-43000-1330	5.61
06/12/2020	155219	MN Life	June Life Insurance	101-43000-1330	74.74
Total 101430001330:					80.35
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-43000-1340	7.08
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-43000-1340	106.47
Total 101430001340:					113.55
06/12/2020	20200463	Innovative Office Supply	Office Supplies	101-43000-2000	7.32
Total 101430002000:					7.32
06/12/2020	155246	Waseca County Highway Department	Monthly billing	101-43000-2120	34.07
Total 101430002120:					34.07
06/12/2020	20200478	ServiceMaster by Ayotte	Sanitizing Wipes	101-43000-2170	76.65
Total 101430002170:					76.65
06/12/2020	20200465	Javens Mechanical Contracting Co.	Backflow Testing	101-43000-3100	75.00
Total 101430003100:					75.00
06/12/2020	155244	Verizon Wireless	Monthly Billing	101-43000-3200	42.53
Total 101430003200:					42.53
06/12/2020	20200484	U.S. Bank - CC	Refund for recertification class-Schwartz	101-43000-3300	300.00-
06/12/2020	20200484	U.S. Bank - CC	Continuing education material	101-43000-3300	96.00
Total 101430003300:					204.00-
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-43100-1310	1,894.23
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-43100-1310	51.32
Total 101431001310:					1,945.55

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
06/12/2020	155219	MN Life	June Life Insurance	101-43100-1330	89.10
06/12/2020	155219	MN Life	June Life Insurance	101-43100-1330	1.65
Total 101431001330:					90.75
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-43100-1340	105.42
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-43100-1340	2.09
Total 101431001340:					107.51
06/12/2020	20200484	U.S. Bank - CC	Printer Ink	101-43100-2000	125.67
Total 101431002000:					125.67
06/12/2020	155246	Waseca County Highway Department	Monthly billing	101-43100-2120	2,540.67
06/12/2020	155246	Waseca County Highway Department	Monthly billing	101-43100-2120	10.00
06/12/2020	155246	Waseca County Highway Department	Monthly billing	101-43100-2120	306.66
Total 101431002120:					2,857.33
06/12/2020	155185	Ancom Communications Inc	radio parts	101-43100-2170	161.00
06/12/2020	155188	Builders First Source Inc	supplies	101-43100-2170	196.43
06/12/2020	155188	Builders First Source Inc	supplies	101-43100-2170	62.20
06/12/2020	155188	Builders First Source Inc	credit	101-43100-2170	152.04-
06/12/2020	155188	Builders First Source Inc	sill sealer	101-43100-2170	6.99
06/12/2020	155188	Builders First Source Inc	Stakes	101-43100-2170	59.60
06/12/2020	155196	Condon Farm Service	Turf supplies	101-43100-2170	50.00
06/12/2020	20200452	Culligan	Culligan Water	101-43100-2170	18.75
06/12/2020	20200471	Napa Auto Parts	Parts	101-43100-2170	41.55
06/12/2020	20200484	U.S. Bank - CC	Office Supplies	101-43100-2170	14.06
06/12/2020	20200484	U.S. Bank - CC	Street Charge-Possible fraud-Parpart is looking into it	101-43100-2170	1.00
06/12/2020	20200487	Waseca Hardware LLC	Parts & Supplies	101-43100-2170	75.95
06/12/2020	155249	Waterville Foods & Ice Inc.	Ice	101-43100-2170	81.20
Total 101431002170:					616.69
06/12/2020	20200488	Waseca Sand & Gravel Inc.	concrete	101-43100-2171	1,059.00
06/12/2020	20200488	Waseca Sand & Gravel Inc.	concrete	101-43100-2171	422.50
Total 101431002171:					1,481.50
06/12/2020	20200442	AmeriPride Services Inc	uniform srvice	101-43100-2180	192.98
Total 101431002180:					192.98
06/12/2020	20200465	Javens Mechanical Contracting Co.	Backflow Testing	101-43100-3100	375.00
06/12/2020	20200478	ServiceMaster by Ayotte	Streets service	101-43100-3100	42.90-
06/12/2020	20200478	ServiceMaster by Ayotte	Streets service	101-43100-3100	286.00
06/12/2020	20200489	Waste Management of Southern MN	May Service	101-43100-3100	178.37
Total 101431003100:					796.47
06/12/2020	20200449	Clarke Environmental Mosquito Mgmt Inc	mosquito control	101-43100-3101	8,300.00
Total 101431003101:					8,300.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
06/12/2020	155190	Centerpoint Energy	Monthly billing	101-43100-3800	19.41
06/12/2020	62015	City of Waseca	April Utilities	101-43100-3800	45.09 M
06/12/2020	155194	City of Waseca	April Utilities	101-43100-3800	45.09
06/12/2020	155194	City of Waseca	April Utilities	101-43100-3800	45.09- V
06/12/2020	62015	City of Waseca	April Utilities	101-43100-3800	716.67 M
06/12/2020	155194	City of Waseca	April Utilities	101-43100-3800	716.67
06/12/2020	155194	City of Waseca	April Utilities	101-43100-3800	716.67- V
Total 101431003800:					781.17
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-43125-1310	491.10
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-43125-1310	51.32
Total 101431251310:					542.42
06/12/2020	155219	MN Life	June Life Insurance	101-43125-1330	23.10
06/12/2020	155219	MN Life	June Life Insurance	101-43125-1330	1.65
Total 101431251330:					24.75
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-43125-1340	27.33
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-43125-1340	2.09
Total 101431251340:					29.42
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-43170-1310	105.24
Total 101431701310:					105.24
06/12/2020	155219	MN Life	June Life Insurance	101-43170-1330	4.95
Total 101431701330:					4.95
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-43170-1340	5.86
Total 101431701340:					5.86
06/12/2020	20200453	Diamond Vogel Paints	paint striper parts-street	101-43170-2170	86.95
Total 101431702170:					86.95
06/12/2020	155194	City of Waseca	April Utilities	101-43170-3800	172.68
06/12/2020	155194	City of Waseca	April Utilities	101-43170-3800	172.68- V
06/12/2020	62015	City of Waseca	April Utilities	101-43170-3800	172.68 M
Total 101431703800:					172.68
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-43220-1310	175.39
Total 101432201310:					175.39
06/12/2020	155219	MN Life	June Life Insurance	101-43220-1330	8.25
Total 101432201330:					8.25
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-43220-1340	9.76

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101432201340:					9.76
06/12/2020	20200484	U.S. Bank - CC	Red Cross lifeguard Training Manual	101-45100-3300	40.96
Total 101451003300:					40.96
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-45130-1310	283.60
Total 101451301310:					283.60
06/12/2020	155219	MN Life	June Life Insurance	101-45130-1330	13.20
Total 101451301330:					13.20
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-45130-1340	14.58
Total 101451301340:					14.58
06/12/2020	155246	Waseca County Highway Department	Monthly billing	101-45130-2120	29.44
06/12/2020	155246	Waseca County Highway Department	Monthly billing	101-45130-2120	10.00
Total 101451302120:					39.44
06/12/2020	155188	Builders First Source Inc	Re-bar for concrete by storage shed	101-45130-2170	15.98
06/12/2020	20200471	Napa Auto Parts	Parts	101-45130-2170	16.14
06/12/2020	20200478	ServiceMaster by Ayotte	Sanitizing Wipes	101-45130-2170	22.95
06/12/2020	20200487	Waseca Hardware LLC	Parts & Supplies	101-45130-2170	125.97
Total 101451302170:					181.04
06/12/2020	20200487	Waseca Hardware LLC	Parts & Supplies	101-45130-2175	8.59
Total 101451302175:					8.59
06/12/2020	20200474	Owatonna Shoe Company	Safety Shooes - M Olsem	101-45130-2180	155.00
Total 101451302180:					155.00
06/12/2020	20200461	Horizon Commercial Pool Supply	Pool Floor Inlets	101-45130-2210	227.54
Total 101451302210:					227.54
06/12/2020	155194	City of Waseca	April Utilities	101-45130-3800	566.15
06/12/2020	155194	City of Waseca	April Utilities	101-45130-3800	566.15- V
06/12/2020	62015	City of Waseca	April Utilities	101-45130-3800	566.15 M
Total 101451303800:					566.15
06/12/2020	155232	Rick's Major Appliance Repair	Staff Fridge	101-45130-4000	609.00
06/12/2020	20200484	U.S. Bank - CC	Water Park Lily pad and rope replacement	101-45130-4000	296.66
06/12/2020	20200488	Waseca Sand & Gravel Inc.	WP Shed Concrete Apron	101-45130-4000	356.00
Total 101451304000:					1,261.66
06/12/2020	155217	MN Department of Health	Department of Health (SHF)	101-45130-4500	40.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101451304500:					40.00
06/12/2020	155211	Mediacom	TLCF Communications	101-45180-3200	30.53
Total 101451803200:					30.53
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-45200-1310	1,418.00
06/12/2020	155201	Further	VEBA/HSA submittal Jun	101-45200-1310	70.90
Total 101452001310:					1,488.90
06/12/2020	155219	MN Life	June Life Insurance	101-45200-1330	74.25
06/12/2020	155219	MN Life	June Life Insurance	101-45200-1330	3.30
Total 101452001330:					77.55
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-45200-1340	88.60
06/12/2020	155230	Reliance Standard	June LTD Insurance	101-45200-1340	3.64
Total 101452001340:					92.24
06/12/2020	155246	Waseca County Highway Department	Monthly billing	101-45200-2120	277.37
Total 101452002120:					277.37
06/12/2020	20200444	Bachman's Inc.	Trees	101-45200-2170	194.75
06/12/2020	155197	Crescent Landscape Supply Inc	Playground wood chips	101-45200-2170	2,400.00
06/12/2020	20200452	Culligan	park shop water	101-45200-2170	21.75
06/12/2020	20200483	Timm's Trucking Inc.	Top Soil	101-45200-2170	566.80
06/12/2020	20200484	U.S. Bank - CC	Doggy waste bags	101-45200-2170	537.00
06/12/2020	20200484	U.S. Bank - CC	Zep O Shine Car Wash	101-45200-2170	139.12
06/12/2020	20200487	Waseca Hardware LLC	Parts & Supplies	101-45200-2170	40.56
Total 101452002170:					3,899.98
06/12/2020	20200479	Spies, Loy	Uniform Allowance-Spies	101-45200-2180	75.07
Total 101452002180:					75.07
06/12/2020	20200471	Napa Auto Parts	Parts	101-45200-2230	9.90
06/12/2020	20200487	Waseca Hardware LLC	Parts & Supplies	101-45200-2230	255.11
Total 101452002230:					265.01
06/12/2020	155240	Turfwerks	Cushman Water Pump	101-45200-2240	231.44
06/12/2020	155240	Turfwerks	Cushman Master Cylinder	101-45200-2240	150.52
Total 101452002240:					381.96
06/12/2020	20200465	Javens Mechanical Contracting Co.	Backflow Testing	101-45200-3100	300.00
06/12/2020	20200478	ServiceMaster by Ayotte	May Park Dept Cleaning	101-45200-3100	158.86
06/12/2020	20200489	Waste Management of Southern MN	May Service	101-45200-3100	27.85
06/12/2020	20200489	Waste Management of Southern MN	May Parks - Waste Management	101-45200-3100	1,197.68

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101452003100:					1,684.39
06/12/2020	155194	City of Waseca	April Utilities	101-45200-3800	399.01
06/12/2020	155194	City of Waseca	April Utilities	101-45200-3800	399.01- V
06/12/2020	62015	City of Waseca	April Utilities	101-45200-3800	399.01 M
Total 101452003800:					399.01
06/12/2020	20200487	Waseca Hardware LLC	Parts & Supplies	101-45200-4000	5.98
06/12/2020	20200488	Waseca Sand & Gravel Inc.	MWP Park Sign Concrete Footings	101-45200-4000	442.50
Total 101452004000:					448.48
06/12/2020	20200447	Christensen Tire Service	Flat tire repair	101-45200-4040	16.00
Total 101452004040:					16.00
06/12/2020	155231	Rent 'N' Save Portable Services	April Park - Portable Toilets	101-45200-4100	347.50
Total 101452004100:					347.50
06/12/2020	20200452	Culligan	Culligan-softener	101-45500-3100	228.45
06/12/2020	155223	Orkin Pest Control	Library-Pest control	101-45500-3100	69.00
06/12/2020	20200478	ServiceMaster by Ayotte	library service	101-45500-3100	790.00
06/12/2020	20200489	Waste Management of Southern MN	Library service	101-45500-3100	56.73
Total 101455003100:					1,144.18
06/12/2020	155194	City of Waseca	April Utilities	101-45500-3800	646.17
06/12/2020	155194	City of Waseca	April Utilities	101-45500-3800	646.17- V
06/12/2020	62015	City of Waseca	April Utilities	101-45500-3800	646.17 M
Total 101455003800:					646.17
06/12/2020	20200450	Connors Plumbing & Heating Inc.	library small boiler repair	101-45500-4000	164.00
Total 101455004000:					164.00
06/12/2020	155219	MN Life	June Life Insurance	101-49220-1540	38.55
Total 101492201540:					38.55
Total General Fund:					186,849.40
Airport					
06/12/2020	155196	Condon Farm Service	Grass Seed	230-49810-2230	62.50
Total 230498102230:					62.50
06/12/2020	20200468	Kennedy & Kennedy Law Office	May Legal Fees	230-49810-3000	60.00
Total 230498103000:					60.00
06/12/2020	20200489	Waste Management of Southern MN	Airport Garbage Service	230-49810-3100	37.15

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 230498103100:					37.15
06/12/2020	155191	CenturyLink	Anti-Virus Protection	230-49810-3200	2.95
Total 230498103200:					2.95
06/12/2020	155194	City of Waseca	April Utilities	230-49810-3800	62.95
06/12/2020	155194	City of Waseca	April Utilities	230-49810-3800	62.95- V
06/12/2020	62015	City of Waseca	April Utilities	230-49810-3800	62.95 M
Total 230498103800:					62.95
06/12/2020	20200487	Waseca Hardware LLC	Parts & Supplies	230-49810-4000	6.99
Total 230498104000:					6.99
Total Airport:					232.54
Economic Development-General f					
06/12/2020	155201	Further	VEBA/HSA submittal Jun	261-46700-1310	177.25
Total 261467001310:					177.25
06/12/2020	155219	MN Life	June Life Insurance	261-46700-1330	4.13
Total 261467001330:					4.13
06/12/2020	155230	Reliance Standard	June LTD Insurance	261-46700-1340	11.93
Total 261467001340:					11.93
06/12/2020	20200478	ServiceMaster by Ayotte	Sanitizing Wipes	261-46700-2170	15.95
06/12/2020	20200484	U.S. Bank - CC	Lunch with economic development people	261-46700-2170	69.63
Total 261467002170:					85.58
06/12/2020	20200456	Flaherty & Hood PA	May Legal Fees	261-46700-3000	326.25
Total 261467003000:					326.25
Total Economic Development-General f:					605.14
Safe Haven Grant					
06/12/2020	155201	Further	VEBA/HSA submittal Jun	279-46350-1310	443.00
Total 279463501310:					443.00
06/12/2020	155219	MN Life	June Life Insurance	279-46350-1330	16.50
Total 279463501330:					16.50
06/12/2020	155230	Reliance Standard	June LTD Insurance	279-46350-1340	16.92
Total 279463501340:					16.92

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
06/12/2020	20200460	Herschman, Kesi	Supplies for Connections	279-46350-2170	8.75
Total 279463502170:					8.75
06/12/2020	155244	Verizon Wireless	Monthly Billing	279-46350-3200	42.53
Total 279463503200:					42.53
Total Safe Haven Grant:					527.70
PEG Channel					
06/12/2020	155200	EPA Audio Visual Inc.	2020 Subscription	290-41920-4330	1,295.00
Total 290419204330:					1,295.00
Total PEG Channel:					1,295.00
Capital Improvement					
06/12/2020	20200456	Flaherty & Hood PA	May Legal Fees	430-43010-3000	435.00
Total 430430103000:					435.00
06/12/2020	155239	Todd Norton Construction Inc	Southview Park Shelter Down Payment	430-43010-5320	2,300.00
Total 430430105320:					2,300.00
06/12/2020	20200456	Flaherty & Hood PA	May Legal Fees	430-43010-5430	181.25
Total 430430105430:					181.25
06/12/2020	20200464	James Brothers Construction Inc.	NE Trail Materials - Sand	430-43010-5440	4,603.50
06/12/2020	20200464	James Brothers Construction Inc.	NE Trail Materials	430-43010-5440	3,514.50
Total 430430105440:					8,118.00
06/12/2020	20200484	U.S. Bank - CC	NPDES Permit for 2020-01 project	430-43010-5560	400.00
Total 430430105560:					400.00
Total Capital Improvement:					11,434.25
Water					
06/12/2020	155220	MN Sales and Use Tax Payable	May sales tax payable	601-20210-0000	1,152.91
Total 601202100000:					1,152.91
06/12/2020	155194	City of Waseca	April Utilities	601-49401-3800	7,973.10
06/12/2020	155194	City of Waseca	April Utilities	601-49401-3800	7,973.10- V
06/12/2020	62015	City of Waseca	April Utilities	601-49401-3800	7,973.10 M
06/12/2020	155250	Xcel Energy	May Service	601-49401-3800	208.36
Total 601494013800:					8,181.46
06/12/2020	155201	Further	VEBA/HSA submittal Jun	601-49430-1310	354.50
06/12/2020	155201	Further	VEBA/HSA submittal Jun	601-49430-1310	2,071.13

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601494301310:					2,425.63
06/12/2020	155219	MN Life	June Life Insurance	601-49430-1330	16.50
06/12/2020	155219	MN Life	June Life Insurance	601-49430-1330	20.62
Total 601494301330:					37.12
06/12/2020	155230	Reliance Standard	June LTD Insurance	601-49430-1340	27.11
06/12/2020	155230	Reliance Standard	June LTD Insurance	601-49430-1340	26.51
Total 601494301340:					53.62
06/12/2020	155246	Waseca County Highway Department	Monthly billing	601-49430-2120	200.41
Total 601494302120:					200.41
06/12/2020	155241	USA Blue Book	Fore head thermometer	601-49430-2170	111.32
06/12/2020	20200487	Waseca Hardware LLC	Parts & Supplies	601-49430-2170	8.95
Total 601494302170:					120.27
06/12/2020	20200451	Core & Main LP	Hydrant parts	601-49430-2230	656.07
06/12/2020	155234	Sherwin-Williams Co	Fire hydrant paint	601-49430-2230	112.38
Total 601494302230:					768.45
06/12/2020	155195	CJ Masonry	service leak	601-49430-3100	1,050.00
06/12/2020	155195	CJ Masonry	service leak	601-49430-3100	950.00
06/12/2020	20200458	Gopher State One-Call Inc	Location calls - May	601-49430-3100	77.40
06/12/2020	20200465	Javens Mechanical Contracting Co.	Backflow Testing	601-49430-3100	1,200.00
06/12/2020	155213	Mid-America Meter Inc	Meter Calibration	601-49430-3100	565.25
06/12/2020	20200480	Sportsmans Stop Inc.	Shipping-meter Calibrations	601-49430-3100	28.19
06/12/2020	20200480	Sportsmans Stop Inc.	Shipping-meter Calibrations	601-49430-3100	40.48
06/12/2020	20200484	U.S. Bank - CC	Postage for Floride testing	601-49430-3100	4.60
06/12/2020	155242	Utility Consultants Inc	Coliform Testing	601-49430-3100	180.00
06/12/2020	20200490	Water Conservation Service Inc.	Water Leak Locate	601-49430-3100	684.98
Total 601494303100:					4,780.90
06/12/2020	155244	Verizon Wireless	Monthly Billing	601-49430-3200	40.01
Total 601494303200:					40.01
06/12/2020	155201	Further	VEBA/HSA submittal Jun	601-49585-1310	107.77
06/12/2020	155201	Further	VEBA/HSA submittal Jun	601-49585-1310	336.07
Total 601495851310:					443.84
06/12/2020	155219	MN Life	June Life Insurance	601-49585-1330	18.25
Total 601495851330:					18.25
06/12/2020	155230	Reliance Standard	June LTD Insurance	601-49585-1340	21.47

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601495851340:					21.47
06/12/2020	155228	Quadient Leasing	3rd qtr lease payment	601-49585-3100	575.00
Total 601495853100:					575.00
06/12/2020	20200439	MAS Communications Inc.	Answering Service - May	601-49585-3200	52.13
Total 601495853200:					52.13
06/12/2020	155194	City of Waseca	Summit AR	601-49585-4320	18.09- V
06/12/2020	155251	City of Waseca	Summit AR	601-49585-4320	18.09
06/12/2020	155194	City of Waseca	Summit AR	601-49585-4320	18.09
Total 601495854320:					18.09
06/12/2020	155201	Further	VEBA/HSA submittal Jun	601-49586-1310	42.54
06/12/2020	155201	Further	VEBA/HSA submittal Jun	601-49586-1310	147.67
Total 601495861310:					190.21
06/12/2020	155219	MN Life	June Life Insurance	601-49586-1330	3.47
06/12/2020	155219	MN Life	June Life Insurance	601-49586-1330	1.98
06/12/2020	155219	MN Life	June Life Insurance	601-49586-1330	2.72
Total 601495861330:					8.17
06/12/2020	155230	Reliance Standard	June LTD Insurance	601-49586-1340	4.30
06/12/2020	155230	Reliance Standard	June LTD Insurance	601-49586-1340	2.75
06/12/2020	155230	Reliance Standard	June LTD Insurance	601-49586-1340	13.81
Total 601495861340:					20.86
06/12/2020	20200443	APG Media of So MN LLC	Water Quality Report	601-49586-3200	95.20
06/12/2020	20200443	APG Media of So MN LLC	Hydrant Flushing	601-49586-3200	215.70
Total 601495863200:					310.90
06/12/2020	20200451	Core & Main LP	Hydrant Parts	601-49593-5300	354.29
Total 601495935300:					354.29
Total Water:					19,773.99
Sanitary Sewer					
06/12/2020	155201	Further	VEBA/HSA submittal Jun	602-49470-1310	631.41
06/12/2020	155201	Further	VEBA/HSA submittal Jun	602-49470-1310	51.32
Total 602494701310:					682.73
06/12/2020	155219	MN Life	June Life Insurance	602-49470-1330	29.70
06/12/2020	155219	MN Life	June Life Insurance	602-49470-1330	1.65
Total 602494701330:					31.35

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
06/12/2020	155230	Reliance Standard	June LTD Insurance	602-49470-1340	35.14
06/12/2020	155230	Reliance Standard	June LTD Insurance	602-49470-1340	2.09
Total 602494701340:					37.23
06/12/2020	20200458	Gopher State One-Call Inc	Location calls - May	602-49470-3100	77.40
Total 602494703100:					77.40
06/12/2020	155244	Verizon Wireless	Monthly Billing	602-49470-3200	40.01
06/12/2020	155244	Verizon Wireless	Monthly Billing	602-49470-3200	40.01
Total 602494703200:					80.02
06/12/2020	155194	City of Waseca	April Utilities	602-49470-3800	1,518.23
06/12/2020	155194	City of Waseca	April Utilities	602-49470-3800	1,518.23- V
06/12/2020	62015	City of Waseca	April Utilities	602-49470-3800	1,518.23 M
Total 602494703800:					1,518.23
06/12/2020	20200484	U.S. Bank - CC	Refund for transfer switch repair return	602-49470-4020	1,194.35-
Total 602494704020:					1,194.35-
06/12/2020	155201	Further	VEBA/HSA submittal Jun	602-49480-1310	265.88
Total 602494801310:					265.88
06/12/2020	155219	MN Life	June Life Insurance	602-49480-1330	61.88
Total 602494801330:					61.88
06/12/2020	155230	Reliance Standard	June LTD Insurance	602-49480-1340	81.32
Total 602494801340:					81.32
06/12/2020	20200484	U.S. Bank - CC	Ink for Lab printers	602-49480-2000	91.78
Total 602494802000:					91.78
06/12/2020	155246	Waseca County Highway Department	Monthly billing	602-49480-2120	95.40
Total 602494802120:					95.40
06/12/2020	155202	Hawkins Inc	Hawkins Chemicals	602-49480-2170	5,243.46
06/12/2020	20200473	NCL of Wisconsin Inc.	COVID 19 Sanitation Supplies	602-49480-2170	235.26
06/12/2020	20200484	U.S. Bank - CC	Lab supplies	602-49480-2170	115.31
06/12/2020	20200484	U.S. Bank - CC	Water for WWTP	602-49480-2170	7.80
Total 602494802170:					5,601.83
06/12/2020	20200487	Waseca Hardware LLC	Parts & Supplies	602-49480-2210	191.76
Total 602494802210:					191.76
06/12/2020	155196	Condon Farm Service	Weed Spray	602-49480-2230	19.99

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
06/12/2020	155196	Condon Farm Service	Weed Spray	602-49480-2230	36.64
Total 602494802230:					56.63
06/12/2020	155192	Cintas Corporation	Floor Mats	602-49480-3100	19.10
06/12/2020	155193	Cintas Corporation	First Aid supplies	602-49480-3100	34.57
06/12/2020	20200454	Fireline Sprinkler LLC	Fire sprinkler inspection Alum Bldg	602-49480-3100	460.00
06/12/2020	20200465	Javens Mechanical Contracting Co.	Backflow Testing	602-49480-3100	1,877.54
06/12/2020	20200472	Nardini Fire Equipment Co. Inc.	Fire Suppression Inspection	602-49480-3100	683.00
06/12/2020	155242	Utility Consultants Inc	Permit Testing	602-49480-3100	3,542.27
06/12/2020	20200489	Waste Management of Southern MN	Waste Mgmt	602-49480-3100	302.65
Total 602494803100:					6,919.13
06/12/2020	155244	Verizon Wireless	Monthly Billing	602-49480-3200	42.53
Total 602494803200:					42.53
06/12/2020	155194	City of Waseca	April Utilities	602-49480-3800	659.65
06/12/2020	155194	City of Waseca	April Utilities	602-49480-3800	659.65- V
06/12/2020	62015	City of Waseca	April Utilities	602-49480-3800	659.65 M
Total 602494803800:					659.65
06/12/2020	155201	Further	VEBA/HSA submittal Jun	602-49585-1310	107.77
06/12/2020	155201	Further	VEBA/HSA submittal Jun	602-49585-1310	336.07
Total 602495851310:					443.84
06/12/2020	155219	MN Life	June Life Insurance	602-49585-1330	18.25
Total 602495851330:					18.25
06/12/2020	155230	Reliance Standard	June LTD Insurance	602-49585-1340	21.47
Total 602495851340:					21.47
06/12/2020	155228	Quadient Leasing	3rd qtr lease payment	602-49585-3100	575.00
Total 602495853100:					575.00
06/12/2020	20200439	MAS Communications Inc.	Answering Service - May	602-49585-3200	52.13
Total 602495853200:					52.13
06/12/2020	155194	City of Waseca	Summit AR	602-49585-4320	34.68- V
06/12/2020	155251	City of Waseca	Summit AR	602-49585-4320	34.68
06/12/2020	155194	City of Waseca	Summit AR	602-49585-4320	34.68
Total 602495854320:					34.68
06/12/2020	155201	Further	VEBA/HSA submittal Jun	602-49586-1310	42.54
06/12/2020	155201	Further	VEBA/HSA submittal Jun	602-49586-1310	147.67
Total 602495861310:					190.21

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
06/12/2020	155219	MN Life	June Life Insurance	602-49586-1330	3.47
06/12/2020	155219	MN Life	June Life Insurance	602-49586-1330	1.98
06/12/2020	155219	MN Life	June Life Insurance	602-49586-1330	2.72
Total 602495861330:					8.17
06/12/2020	155230	Reliance Standard	June LTD Insurance	602-49586-1340	4.30
06/12/2020	155230	Reliance Standard	June LTD Insurance	602-49586-1340	2.75
06/12/2020	155230	Reliance Standard	June LTD Insurance	602-49586-1340	13.81
Total 602495861340:					20.86
Total Sanitary Sewer:					16,665.01
Electric Utility					
06/12/2020	155220	MN Sales and Use Tax Payable	June Estimate payment	604-20210-0000	23,655.00
06/12/2020	155220	MN Sales and Use Tax Payable	May sales tax payable	604-20210-0000	26,224.09
Total 604202100000:					49,879.09
06/12/2020	155235	SMPMA	SMPMA Power	604-49550-3810	367,537.07
Total 604495503810:					367,537.07
06/12/2020	155201	Further	VEBA/HSA submittal Jun	604-49570-1310	60.61
Total 604495701310:					60.61
06/12/2020	155219	MN Life	June Life Insurance	604-49570-1330	2.11
Total 604495701330:					2.11
06/12/2020	155230	Reliance Standard	June LTD Insurance	604-49570-1340	3.29
Total 604495701340:					3.29
06/12/2020	155194	City of Waseca	April Utilities	604-49570-3800	79.87
06/12/2020	155194	City of Waseca	April Utilities	604-49570-3800	79.87- V
06/12/2020	62015	City of Waseca	April Utilities	604-49570-3800	79.87 M
Total 604495703800:					79.87
06/12/2020	155201	Further	VEBA/HSA submittal Jun	604-49571-1310	1,337.17
Total 604495711310:					1,337.17
06/12/2020	155219	MN Life	June Life Insurance	604-49571-1330	46.60
Total 604495711330:					46.60
06/12/2020	155230	Reliance Standard	June LTD Insurance	604-49571-1340	72.61
Total 604495711340:					72.61
06/12/2020	155246	Waseca County Highway Department	Monthly billing	604-49571-2120	301.34

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495712120:					301.34
06/12/2020	155209	Locators & Supplies Inc.	Locate Supplies	604-49571-2170	167.79
06/12/2020	20200478	ServiceMaster by Ayotte	Sanitizing Wipes	604-49571-2170	53.70
06/12/2020	20200487	Waseca Hardware LLC	Parts & Supplies	604-49571-2170	59.04
Total 604495712170:					280.53
06/12/2020	20200441	Amaril Uniform Co.	Lineman Shirts	604-49571-2180	198.36
06/12/2020	20200484	U.S. Bank - CC	Safety Glasses	604-49571-2180	34.42
Total 604495712180:					232.78
06/12/2020	20200487	Waseca Hardware LLC	Parts & Supplies	604-49571-2400	23.99
Total 604495712400:					23.99
06/12/2020	20200458	Gopher State One-Call Inc	Location calls - May	604-49571-3100	77.40
Total 604495713100:					77.40
06/12/2020	155244	Verizon Wireless	Monthly Billing	604-49571-3200	80.02
Total 604495713200:					80.02
06/12/2020	155201	Further	VEBA/HSA submittal Jun	604-49572-1310	134.47
Total 604495721310:					134.47
06/12/2020	155219	MN Life	June Life Insurance	604-49572-1330	4.69
Total 604495721330:					4.69
06/12/2020	155230	Reliance Standard	June LTD Insurance	604-49572-1340	7.30
Total 604495721340:					7.30
06/12/2020	155201	Further	VEBA/HSA submittal Jun	604-49573-1310	242.43
Total 604495731310:					242.43
06/12/2020	155219	MN Life	June Life Insurance	604-49573-1330	8.45
Total 604495731330:					8.45
06/12/2020	155230	Reliance Standard	June LTD Insurance	604-49573-1340	13.16
Total 604495731340:					13.16
06/12/2020	155201	Further	VEBA/HSA submittal Jun	604-49574-1310	68.18
Total 604495741310:					68.18
06/12/2020	155219	MN Life	June Life Insurance	604-49574-1330	2.38

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495741330:					2.38
06/12/2020	155230	Reliance Standard	June LTD Insurance	604-49574-1340	3.70
Total 604495741340:					3.70
06/12/2020	155250	Xcel Energy	May Service	604-49574-3800	478.46
Total 604495743800:					478.46
06/12/2020	155201	Further	VEBA/HSA submittal Jun	604-49584-1310	51.15
Total 604495841310:					51.15
06/12/2020	155219	MN Life	June Life Insurance	604-49584-1330	1.76
Total 604495841330:					1.76
06/12/2020	155230	Reliance Standard	June LTD Insurance	604-49584-1340	2.78
Total 604495841340:					2.78
06/12/2020	155201	Further	VEBA/HSA submittal Jun	604-49585-1310	87.24
06/12/2020	155201	Further	VEBA/HSA submittal Jun	604-49585-1310	338.18
Total 604495851310:					425.42
06/12/2020	155219	MN Life	June Life Insurance	604-49585-1330	18.36
Total 604495851330:					18.36
06/12/2020	155230	Reliance Standard	June LTD Insurance	604-49585-1340	21.61
Total 604495851340:					21.61
06/12/2020	155228	Quadient Leasing	3rd qtr lease payment	604-49585-3100	575.00
Total 604495853100:					575.00
06/12/2020	20200439	MAS Communications Inc.	Answering Service - May	604-49585-3200	52.13
Total 604495853200:					52.13
06/12/2020	155194	City of Waseca	Summit AR	604-49585-4320	98.02- V
06/12/2020	155251	City of Waseca	Summit AR	604-49585-4320	98.02
06/12/2020	155194	City of Waseca	Summit AR	604-49585-4320	98.02
Total 604495854320:					98.02
06/12/2020	155201	Further	VEBA/HSA submittal Jun	604-49586-1310	81.54
06/12/2020	155201	Further	VEBA/HSA submittal Jun	604-49586-1310	147.66
Total 604495861310:					229.20
06/12/2020	155219	MN Life	June Life Insurance	604-49586-1330	2.81

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
06/12/2020	155219	MN Life	June Life Insurance	604-49586-1330	3.80
06/12/2020	155219	MN Life	June Life Insurance	604-49586-1330	2.81
Total 604495861330:					9.42
06/12/2020	155230	Reliance Standard	June LTD Insurance	604-49586-1340	3.48
06/12/2020	155230	Reliance Standard	June LTD Insurance	604-49586-1340	5.27
06/12/2020	155230	Reliance Standard	June LTD Insurance	604-49586-1340	14.22
Total 604495861340:					22.97
06/12/2020	20200484	U.S. Bank - CC	Accidental charge on city card	604-49586-2170	10.61
Total 604495862170:					10.61
06/12/2020	20200445	Barr Engineering Company	Green Jay	604-49586-3000	3,452.50
06/12/2020	20200456	Flaherty & Hood PA	May Legal Fees	604-49586-3000	580.00
Total 604495863000:					4,032.50
06/12/2020	155216	MN Department of Commerce	Department of Commerce Assessment	604-49586-4330	1,324.20
Total 604495864330:					1,324.20
06/12/2020	20200446	Border States Electric Supply	conversion supplies	604-49593-5300	105.62
06/12/2020	20200446	Border States Electric Supply	conversion supplies	604-49593-5300	97.37
06/12/2020	20200446	Border States Electric Supply	conversion supplies	604-49593-5300	524.20
06/12/2020	155188	Builders First Source Inc	conversion supplies	604-49593-5300	34.20
06/12/2020	20200488	Waseca Sand & Gravel Inc.	concrete	604-49593-5300	814.50
Total 604495935300:					1,575.89
Total Electric Utility:					429,428.72
Storm Water Utility					
06/12/2020	155201	Further	VEBA/HSA submittal Jun	651-43140-1310	210.47
Total 651431401310:					210.47
06/12/2020	155219	MN Life	June Life Insurance	651-43140-1330	9.90
Total 651431401330:					9.90
06/12/2020	155230	Reliance Standard	June LTD Insurance	651-43140-1340	11.71
Total 651431401340:					11.71
06/12/2020	155194	City of Waseca	April Utilities	651-43140-3800	146.87
06/12/2020	155194	City of Waseca	April Utilities	651-43140-3800	146.87- V
06/12/2020	62015	City of Waseca	April Utilities	651-43140-3800	146.87 M
Total 651431403800:					146.87
06/12/2020	20200488	Waseca Sand & Gravel Inc.	Storm sewer repair	651-43140-4000	307.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 651431404000:					307.00
06/12/2020	155201	Further	VEBA/HSA submittal Jun	651-49585-1310	53.18
Total 651495851310:					53.18
06/12/2020	155219	MN Life	June Life Insurance	651-49585-1330	2.89
Total 651495851330:					2.89
06/12/2020	155230	Reliance Standard	June LTD Insurance	651-49585-1340	3.40
Total 651495851340:					3.40
Total Storm Water Utility:					745.42
Central Garage Services					
06/12/2020	155201	Further	VEBA/HSA submittal Jun	701-43180-1310	872.38
Total 701431801310:					872.38
06/12/2020	155219	MN Life	June Life Insurance	701-43180-1330	28.05
Total 701431801330:					28.05
06/12/2020	155230	Reliance Standard	June LTD Insurance	701-43180-1340	35.47
Total 701431801340:					35.47
06/12/2020	155246	Waseca County Highway Department	Monthly billing	701-43180-2120	25.76
Total 701431802120:					25.76
06/12/2020	155203	Huber Supply Co Inc	tank leases	701-43180-2170	22.19
06/12/2020	20200462	IFACS	shop supplies	701-43180-2170	42.38
06/12/2020	155209	Locators & Supplies Inc.	high vis shirts	701-43180-2170	69.95
06/12/2020	20200480	Sportsmans Stop Inc.	Shipping	701-43180-2170	35.98
Total 701431802170:					170.50
06/12/2020	155186	Auto Trim Design of Owatonna	15 seat repair	701-43180-2210	200.00
06/12/2020	155199	Deml Ford Lincoln Mercury Inc	Repair	701-43180-2210	1,377.50
06/12/2020	155206	John Deere Financial	John Deere Repair	701-43180-2210	3,264.76
06/12/2020	155209	Locators & Supplies Inc.	LED strobe inventory	701-43180-2210	189.95
06/12/2020	155209	Locators & Supplies Inc.	frgt	701-43180-2210	12.90
06/12/2020	155214	Mills Automotive Group	Part for Police vehicle	701-43180-2210	272.81
06/12/2020	20200471	Napa Auto Parts	Parts	701-43180-2210	757.33
06/12/2020	155227	QC Supply LLC	Power washer supplies	701-43180-2210	401.07
06/12/2020	20200476	Sanco Equipment LLC	hyd high press coupler	701-43180-2210	42.75
06/12/2020	20200481	Terminal Supply Co	LED lights for #55	701-43180-2210	378.28
06/12/2020	20200482	Tesch Service Center Co.	Air vent repair	701-43180-2210	222.95
06/12/2020	155237	The Shop	trany sensor program	701-43180-2210	251.69
06/12/2020	20200484	U.S. Bank - CC	New Rarp material for rull up tarp	701-43180-2210	300.85

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 701431802210:					7,672.84
06/12/2020	20200471	Napa Auto Parts	Parts	701-43180-2400	7.02
Total 701431802400:					7.02
06/12/2020	20200484	U.S. Bank - CC	Monthly diaganostic tool charge	701-43180-3100	149.00
06/12/2020	20200484	U.S. Bank - CC	Monthly Diagnostice Tool Charge	701-43180-3100	149.00
Total 701431803100:					298.00
Total Central Garage Services:					9,110.02
Property and Liability Insuran					
06/12/2020	20200455	First National Insurance	June Agency Fee	702-49955-3000	800.00
Total 702499553000:					800.00
Total Property and Liability Insuran:					800.00
Worker's Compensation Insuranc					
06/06/2020	155183	League of MN Cities Insurance Trust	Work Comp Adjustment	703-49956-1510	32,514.00
Total 703499561510:					32,514.00
Total Worker's Compensation Insuranc:					32,514.00
Equipment Replacement Fund					
06/12/2020	20200466	Jefferson Fire & Safety Inc	Helmets	705-49930-5400	1,311.00
Total 705499305400:					1,311.00
Total Equipment Replacement Fund:					1,311.00
Grand Totals:					711,292.19

Report Criteria:

Report type: GL detail

[Report].Amount = {<>} 0

COVID-19 Preparedness Plan for City of Waseca

The City of Waseca is committed to providing a safe and healthy workplace for all our workers. To ensure that, the City has developed the following Preparedness Plan in response to the COVID-19 pandemic. The goal is to mitigate the potential for transmission of COVID-19 in our workplaces. This requires full cooperation among workers and management. Only through this cooperative effort can the City establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. City of Waseca directors and supervisors have the City's full support in enforcing the provisions of this plan.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and OSHA standards related to COVID-19 and addresses:

- Prompt identification and isolation of sick workers and workers exposed to sickness;
- Reducing the spread of COVID-19 in the workplace;
- Additional information; and
- Communication and training

Stay Home if Feel Ill

Many times, with the best of intentions, employees report to or stay at work even though they feel ill, but employees should not stay at nor report to work if they feel ill due to the current circumstances. If you feel ill, please inform your supervisor or designee immediately, leave immediately if you are at work, and do not return to work unless and until you are no longer ill or a pandemic virus is unlikely. Employees who report to work ill will be sent home in accordance with these health guidelines. The City may request appropriate information related to illnesses from any employee before reporting to work and documentation from an ill employee before such employee may return to work.

Stay Home if COVID-19 Symptoms or Positive Test

If employees have any of the symptoms described below and/or have tested positive for COVID-19, you must inform your supervisor or designee immediately, leave immediately if you are at work, and do not return to work unless and until the guidelines below are met. Employees who are at or report to work under these circumstances will be sent home in accordance with these health guidelines. The City may request appropriate information related to these items from any employee before reporting to work and documentation from an ill employee before such employee may return to work.

It is critical that employees **check for, leave work, and do not report to work** while they are experiencing **any** symptoms such as the following:

- Fever (100.4 degrees Fahrenheit or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If you have COVID-19 symptoms described above, but have not been tested, do not come to work until:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, your cough or shortness of breath have improved); and
- At least 7 days have passed since your symptoms first appeared; and
- You have followed the guidance of your healthcare provider and local health department.

If you have had COVID-19 symptoms described above and have tested positive for COVID-19, do not come to work until:

- You no longer have a fever (without the use of medicine that reduces fevers); and
- Other [symptoms](#) have improved (for example, when your cough or shortness of breath have improved); and
- You received two negative tests in a row, 24 hours apart. Your doctor will follow [CDC guidelines](#); and
- You have followed the guidance of your healthcare provider and local health department.

If you have not had COVID-19 symptoms described above but tested positive for COVID-19, do not come to work until:

- At least 7 days have passed since the date of your first positive COVID-19 diagnostic test; and
- You have had no subsequent illness; and
- You have remained asymptomatic; and
- More than 3 days have passed since your discontinuation of isolation; and
- You have followed the guidance of your healthcare provider and local health department.

If you develop any of the following **emergency warning signs**, as specified by the CDC, get **medical attention immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to become alert

- Bluish lips or face

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, you should contact your health care provider immediately and take the necessary steps to help prevent the disease from spreading to people in your home, place of employment, and community, which includes staying at home.

Stay Home if Exposed to COVID-19

Close Contact

If a household member or guest, an intimate partner, or someone you are providing care for has COVID-19 symptoms, or if you have been in close contact (less than 6 feet) for a prolonged period of time with a person with COVID-19 symptoms, you should:

- Inform your supervisor or designee immediately
- Leave work immediately if you are at work
- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times*
- Self-monitor for symptoms
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath
- Avoid contact with [people at higher risk for severe illness](#) (unless they live in the same home and had same exposure)
- Follow [CDC guidance](#) if symptoms develop

*To ensure continuity of operations of essential functions, CDC advises that **Critical Infrastructure workers (Public Works, Utilities) and emergency responders (Police Officers, Firefighters) may be permitted or required to continue work following potential exposure to COVID-19**, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure workers and Emergency Responders who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- Pre-Screen: Employees must complete the daily health screening questionnaire and assess symptoms prior to starting work.
- Regular Monitoring: As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.

- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

Travel

If you traveled to a country with widespread sustained (ongoing) transmission of COVID-19 as established by the CDC, or traveled on a cruise ship or river boat:

- Inform your supervisor or designee immediately
- Leave work immediately if you are at work
- Stay home until 14 days after your last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath
- Avoid contact with [people at higher risk for severe illness](#) (unless they live in the same home and had same exposure)
- Follow [CDC guidance](#) if symptoms develop

If you traveled from any other country:

- Inform your supervisor or designee for a determination of whether you should stay home, or leave work if you are at work
- Practice social distancing
 - Maintain a distance of at least 6 feet from others
 - Stay out of crowded places
- Be alert for symptoms
 - Watch for fever, cough, shortness of breath
 - Take temperature if symptoms develop
- Follow [CDC guidance](#) if symptoms develop

If you are planning on traveling:

- Carefully consider whether travel is necessary
- Inform your supervisor or designee
- Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel.
 - Self-monitor for symptoms before starting travel
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath

- If you become sick after starting travel, promptly call a healthcare provider for advice as needed, and inform your supervisor or designee.
 - If outside the United States, a U.S. consular office can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

Inability to be at Work

The City provides paid sick time and other benefits to compensate eligible employees who are unable to work under certain circumstances. You should refer to applicable personnel policies, labor contracts, and notices related to such benefits.

You may be eligible for Emergency Paid Sick Leave or Emergency Paid Family Leave under the Families First Coronavirus Response Act. Refer to the FFCRA – Employee Rights documents for details.

The City of Waseca may consider allowing certain employees in certain positions to work from home. For more information about such arrangements, please contact your supervisor and refer to applicable personnel policies and notices.

Reduce the Spread of COVID-19

Basic Hygiene

Wash your hands frequently with warm, soapy water for at least 20 seconds, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

- As much as practical, the City will provide alcohol-based hand sanitizers and other cleaning products throughout the workplace and in common areas as much as possible. (At times, it may be difficult to obtain these products due to increased demand.)

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean and Disinfect

Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection.

- As much as possible, cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. You should clean these office surfaces daily. (At times, it may be difficult to obtain these products due to increased demand.)

Social Distancing

Maintain a distance of at least 6 feet from other employees, patrons, customers, etc., when possible. The City recognizes that this is not always possible within City facilities and in the course of performing work duties.

Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

Use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak

Avoid people who are sick with the above symptoms or known to have traveled internationally or in a community in which COVID-19 is widespread.

Face Masks

You are encouraged to wear a cloth face cover while at work as a means of protecting others if you are infected.

- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep at least 6 feet away from others.
- The City provided each employee one cloth mask. Please notify your supervisor if you did not receive a mask.

Further guidance on facemasks is available from the CDC here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Personal Protective Equipment

Guidance related to any PPE that should be worn by employees to minimize exposure to hazards that cause serious workplace injuries and illnesses will be communicated to specific positions by supervisors.

Other Measures

Different areas of the organization will be taking specific measures to reduce the spread related to the above items. The City of Waseca's City Manager, Department Directors, and Supervisors will communicate to you such measures.

Employee Group-Specific Measures

More specific measures may be taken for specific employee groups based on their work, sites, and risk of exposure to illness. The City will be continually monitoring how to handle related workplace issues and will update you accordingly. In addition, the City of Waseca's City Manager, Department Directors, and Supervisors will communicate to you any impacted operational issues related to your position.

Additional Information

Additional general guidance on COVID-19 is available here:

- CDC Fact Sheet: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>
- MDH Guidance: <https://www.health.state.mn.us/diseases/coronavirus/index.html>

Communications and training

This Preparedness Plan will be communicated and training will be provided to all workers. Managers and supervisors are to monitor how effective the program has been implemented.

This Preparedness Plan has been certified by City of Waseca management and was posted throughout the workplace, online, and on the network. It will be updated as necessary.

Nothing in this communication establishes any precedent or practice. The City of Waseca may change or eliminate these items, or portions thereof, at any time and without notice.

This plan supplements existing employment policies, rules, procedures, and regulations. All current employment policies, rules, procedures, and regulations remain in full effect, except for instances where this plan directly contradicts another current policy, rule, procedure, or regulation in which case this plan supersedes existing policy, rule, procedure, or regulation. Therefore, employees are encouraged to review all other such policies, rules, procedures, and regulations in conjunction with this plan.

Please contact City Manager Lee Mattson at leem@ci.waseca.mn.us, 507-835-9747, or in-person with any questions or concerns.

Thank you for your cooperation.

Certified by:



City Manager

Title:	LIQUOR VIOLATION HEARINGS		
Meeting Date:	June 16, 2020	Agenda Item Number:	7A
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	City Code Ch. 113: liquor violations City Policy 1.06 Resolutions
Originating Department:	Administration	Presented By:	City Attorney
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Discussion and action on On & Off Sale Liquor Violation Policy penalties and adoption of pertinent resolutions.		

BACKGROUND: The Police Department conducted alcohol compliance checks in August, 2019 and citations were issued to the following licensed establishments for the sale of alcohol to a minor:

Oscars All American Food & Drink
Yellow Mushroom

The employees/servers pled guilty and were sentenced. The licensees have been notified via mail of the hearing and of their right to have an attorney present and also to present evidence on their behalf. The licensees were also provided a copy of the synopsis of the Police reports and conviction information.

The City Attorney has reviewed the liquor violation information and will be present for the hearings.

The City Council is the licensing authority and has the right to conduct a hearing whenever a liquor violation has taken place. The Council also determines the appropriate disciplinary action to be taken. Attached is a copy of City Code Section 113.03, Subd. E(5) regarding liquor violations, and City Policy Section 1.06 which provides guidelines for offenses.

RECOMMENDATION: Following the hearing, staff recommends Council discussion and a decision in accordance with the City's On and Off Sale Liquor Violation Policy. Resolutions pertaining to each establishment are presented for Council consideration.

WASECA CITY CODE
CHAPTER 113

113.03 INTOXICATING LIQUOR.

(A) It is unlawful for any person to sell, or keep or offer for on-sale or off-sale any liquor without a license therefor from the city.

(B) (1) The annual on-sale liquor license fee shall be set by the City Council in accordance with Minnesota Statutes regulating liquor licensing.

(2) The annual off-sale liquor license fee shall be set by the City Council in accordance with Minnesota Statutes regulating liquor licensing.

(3) The annual on-sale Sunday liquor license fee and the temporary on-sale Sunday liquor license fee per occasion shall be set by the City Council in accordance with Minnesota Statutes regulating liquor licensing.

(C) (1) No on-sale or off-sale license shall be effective beyond the compact and contiguous space names therein for which the same was granted.

(2) Not more than ten off-sale licenses shall be granted at any one time.

(3) Not more than ten on-sale licenses shall be granted at any one time.

(4) (a) Every person desiring a license shall file with the Records Administrative Secretary a written and verified application with information as may be required thereon. An off-sale application shall be accompanied with a certificate of liquor liability coverage meeting the state minimum coverage requirements or a certificate of the State Treasurer that the licensee has deposited with him or her the required in cash or securities. The liquor liability certificate must cover actual license period. On-sale applications must be accompanied by a certificate of liquor liability coverage meeting the state minimum coverage requirements or a certificate of the State Treasurer that the licensee has deposited with him or her the required amount.

(b) The insurance policy shall further provide that no cancellation of the same for any cause, can be made without first giving a ten-day notice to the Records Administrative Secretary. Sales by a licensee without insurance coverage shall be grounds for immediate revocation of the license.

(5) No license shall be issued for premises located within areas restricted against commercial use through zoning ordinances or other proceedings or legal processes regularly had for that purpose, except that licenses may be issued for sale in restaurants in premises which have been restricted against commercial uses since the establishment of the restaurants therein; and no license shall be issued contrary to the provisions of any charter, ordinance or any special law restricting areas within which intoxicating liquor may be sold. No license shall be issued for premises or places in which the sale or use thereof has been prohibited by the Intoxicating Liquor Act or the city code.

(D) (1) All off-sale stock located on premises for which both an "on-sale" and an "off-sale" license have been issued shall be maintained apart from "on-sale" liquor stock and shall be closed off and secured against access for any retail business purpose except during those hours when "off-sale" transactions are permitted.

(2) Off-sale purchases must be removed from the premises during the off-sale hours. This applies to all off-sale license holders including combination on-off sale licenses. For the purpose of allowing refrigeration of 3.2 malt liquor kegs, arrangements may be made with the Police Department for removal of kegs between 7:00 a.m. and 5:00 p.m. on the days during which sales are not allowed if the sale is confirmed during business hours.

(E) (1) Notwithstanding any provision of this section, no person shall, directly or indirectly, sell or serve intoxicating liquors on Sunday, without having first obtained a special license from the city therefor.

(2) A special Sunday on-sale license may be issued by the City Council for a period of one year.

(3) Sunday on-sale licenses may only be issued to bonafide hotels or restaurants, as defined in M.S. § 340A.101 (13) and (25), and Waseca City Code § [113.01](#)(A) respectively, as it may be amended from time to time.

(4) No licensee shall sell or serve liquor on Sunday unless in conjunction with the serving of food as provided in M.S. § 340A.504 (3), as it may be amended from time to time.

(a) The hours of Sunday operation shall be between the hours of 10:00 a.m. Sunday and 1:00 a.m. Monday.

(b) Food service must be provided and maintained from the time of opening until no less than three hours before closing.

(5) Failure of the licensee to comply with provisions of this section may result in immediate revocation of a liquor license after a hearing held by the City Council for which proper notice is given.

City POLICY HANDBOOK
CHAPTER ONE

SECTION 1.06 On-Off Sale Liquor Violation Policy. It is the policy of the Waseca City Council to conduct a hearing whenever a liquor violation has taken place to determine the appropriate disciplinary action to be taken by the City Council.

- A. The license holder will be sent appropriate notice concerning violation and the hearing date set by the City Council.
- B. The license holder shall appear before the City Council on hearing date and may be represented by an Attorney.
- C. The City Attorney will conduct the hearing process to determine if a liquor violation occurred.
- D. These guidelines will apply for offenses which occur within twelve months of each other and the severity of the penalty will depend on the circumstances of each individual case and will be determined by the City Council. In addition to the penalties listed below, Council may also impose a fine.
 - 1. First Offense - \$250 fine and required proof of the implementation of an employee training program
 - 2. Second Offense - Seven (7) days suspension, to include seven (7) consecutive business days
 - 3. Third Offense - Ten or more days suspension to possible revocation

(revised 1/02/08 Resol. 08-02)

RESOLUTION NO. 20-26**A RESOLUTION OF THE WASECA CITY COUNCIL
REGARDING LIQUOR LAW VIOLATION
OSCARS ALL AMERICAN FOOD & DRINK**

WHEREAS, a hearing was held at the regular meeting of the Waseca City Council on June 16, 2020 to consider whether or not there has been a violation of the laws governing the sale of alcoholic beverages committed by an employee of Oscar's All American Food & Drink, a licensee of the City of Waseca, Minnesota;

WHEREAS, the evidence has been presented and the licensee given an opportunity to be heard;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WASECA HEREBY RESOLVES:

1. That the allegations of an unlawful sale to a person under the age of 21 on August 19, 2019 by an employee of licensee have been proved by substantial evidence;
2. That a \$100.00 fine is hereby imposed on Oscars All American Food & Drink.
3. That proof of implementation of a detailed Minnesota liquor law employee compliance program shall be submitted before July 31, 2020.
4. That the City Attorney shall prepare Findings of Fact, Conclusions of Law and Order reflecting the action of the Council for approval by the Council and execution by the Mayor which shall be served by mail upon licensee as the Order of the Council.

Adopted this 16th day of June, 2020.

R.D. Srp
MAYOR

ATTEST:

Mike Anderson
Assistant to the City Manager

RESOLUTION NO. 20-27**A RESOLUTION OF THE WASECA CITY COUNCIL
REGARDING LIQUOR LAW VIOLATION
YELLOW MUSHROOM**

WHEREAS, a hearing was held at the regular meeting of the Waseca City Council on June 16, 2020 to consider whether or not there has been a violation of the laws governing the sale of alcoholic beverages committed by an employee of Yellow Mushroom, a licensee of the City of Waseca, Minnesota;

WHEREAS, the evidence has been presented and the licensee given an opportunity to be heard;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WASECA HEREBY RESOLVES:

1. That the allegations of an unlawful sale to a person under the age of 21 on August 19, 2019 by an employee of licensee have been proved by substantial evidence;
2. That a \$100.00 fine is hereby imposed on Yellow Mushroom.
3. That proof of implementation of a detailed Minnesota liquor law employee compliance program shall be submitted before July 31, 2020.
4. That the City Attorney shall prepare Findings of Fact, Conclusions of Law and Order reflecting the action of the Council for approval by the Council and execution by the Mayor which shall be served by mail upon licensee as the Order of the Council.

Adopted this 16th day of June, 2020.

R.D. Srp
MAYOR

ATTEST:

Mike Anderson
Assistant to the City Manager

Let's Get Together (online!) on June 25

The in-person events and activities for the 2020 Annual Conference have been canceled, but we still want to see you at the [2020 Virtual Annual Conference Business Meeting on June 25!](#)

Each year, this meeting is where we conduct essential League business, including voting on a new Board and new executive committee, and we can't do it without your help.

During the Annual Business Meeting, you will:

- Shape the future of the League by voting for a new board and executive committee.
- Hear from League leadership, including Executive Director Dave Unmacht, outgoing President Mike Mornson, and the incoming president.
- Get an update from the National League of Cities.

Choosing Your City's Delegate

Multiple people from your city can attend the virtual meeting, but only one person can be chosen as your voting delegate. Before the meeting, please let us know who your delegate will be by contacting Ashley Freitag by phone at (651) 281-1249 or (800) 925-1122 or via email at afreitag@lmc.org. If we do not have a delegate registered for your city, we will reach out prior to the meeting.

Date & time:

June 25 — 1-2:30 p.m.

The Annual Business Meeting will be held virtually through GoToWebinar. Registration is limited to 1,000 attendees. To help with registration, please use your city email.

Fee:

Free

Though the Annual Business Meeting will be different to what we've seen before, we look forward to joining you for this important event.

[Make sure your city's vote is counted.](#)



As part of your membership in the League of Minnesota Cities, you will receive occasional emails from us about our events, products, and services. You can opt out of these emails by clicking the unsubscribe link below.

[Unsubscribe](#) leem@ci.waseca.mn.us from e-mails about LMC products and services.

[Forward](#) this email to a friend

League of Minnesota Cities, 145 University Ave. W, Saint Paul, MN 55103-2044 | www.lmc.org

