

COUNCIL WORKSESSION 6 P.M. RE: BUDGETS

REGULAR WASECA CITY COUNCIL MEETING

TUESDAY, DECEMBER 15, 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: 958 5601 9571

Passcode: 973699

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. When appropriate, the Council may refer inquiries and items brought up during the Public Comment period to the City Manager for follow up.

- 5 REQUESTS AND PRESENTATIONS
- 6 CONSENT AGENDA
 - A. Minutes –Regular City Council Meeting & Work Session December 1, 2020
 - B. Payroll & Expenditures
 - C. Approval of Contract Payments
 - D. Approval of Wetland Permit Application
 - E. **RCCA**: Authorizing Stantec for I & I Design Plans
 - F. **Resolution 20-67**: Electric Rates
 - G. **Resolution 20-68**: Budget Amendment
 - H. Authorizing Final Payment for Phase I of South State Street Water Main Project
 - I. **Resolution 20-65**: Authorizing Stantec for Design Services on South State Street Phase II Water Main Project
 - J. **Resolution 20-69**: Establishing Polling Locations
- 7 ACTION AGENDA
 - A. Adopting the 2021 General Fund & Utility Budgets
 - **Resolution 20-61**:- Adopting the 2021 Levy
 - **Resolution 20-62**: Adopting 2021 Annual City Budget
 - B. **Resolution 20-63**: Adopting 2021 EDA Levy
 - C. **Resolution 20-64**: Authorizing Construction Services with Stantec for TH 13 Safe Routes to School & Trail Improvements Project
 - D. LBAE Board of Review Discussion
 - E. RCCA: Vision 2030 Funding Request
 - F. City Manager Employment Agreement
- 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, DECEMBER 1, 2020

6A

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 virtually, due to COVID-19.

Councilmembers Present: Mayor Roy Srp
Daren Arndt Les Tlougan
Jeremy Conrath Mark Christiansen
Allan Rose

Councilmembers Absent: Larry Johnson

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

Others Present: Brian Weller, Resident
Michelle Oswald, Resident

MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

- 3 It was moved by Arndt, seconded by Rose to approve the agenda as presented. Roll call 6-0. Motion carried.

Truth in Taxation Meeting

- 4 The City Manager presented information to the Council and the Public regarding the 2021 budget process, the work sessions with Council, the comparison to other comparable Cities, and the Council recommended 3% levy increase for 2021. The final levy will be up for approval at the December 15, 2020 meeting.

The hearing opened at 7:26 a.m.

Residents Brian Weller and Michelle Oswald approached the Council with comments and concerns. The Council answered questions and took no further action.

The hearing closed at 7:46 p.m.

PUBLIC COMMENT

5A None

REQUESTS AND PRESENTATIONS

5B Paul Snook introduced himself to the Council and they welcomed him to the City of Waseca.

CONSENT AGENDA

6 Councilmember Conrath noticed there was an error on item 6G. Staff informed Council that the meeting date will be changed to Tuesday, November 2. It was moved by Arndt, seconded by Conrath to approve the Consent Agenda as amended. Roll call 6-0, motion carried.

- A. Minutes – November 17, 2020 Regular Meeting & Work Sessions November 12,17
- B. Payroll & Expenditures
- C. Approval of Contract Payment
- D. RCCA: TLCF Final Payment – Dugouts
- E. RCCA: Engineering Work for South State Street Water Main Project
- F. RCCA Designating 2021 Official City Newspaper
- G. RCCA: Approving 2021 Meeting Dates
- H. Accepting Sophia Hoiseth's Planning Commission Application

ACTION AGENDA

7 A. **RCCA: Wetland Replacement Credit Program**

City Engineer Willey informed Council that there was wetland disturbance during the construction of the NE Trail Bridge and path, which credits are needed to be purchased from the State or the replacement of the wetland needed to be completed. The City decided to pay for the credits in the amount just over \$22,000.

A motion was made by Rose, seconded by Arndt to approve the payment request. Roll call 6-0, motion carried.

B. **RCCA: Personnel Policy**

The City Manager and Human Resources Technician explained to Council that Staff had been working on updating a sixteen year old Personnel Policy. It has been reviewed by Directors and by the City Attorney and is now ready for Council approval.

A motion was made by Arndt, seconded by Rose to approve the Personnel Policy. The Mayor and Council applauded Kristy Larson and Staff for their hard work on this much needed update. Roll call 6-0, motion carried.

REPORTS

8 A. City Manager's Report

- There is a water main break on North State Street at the 800 block. It will be fixed this Wednesday
- The City Buildings are closed to the Public until further notice
- There has been an increase in COVID-19 cases in Waseca County

- B. Commission Reports
- None

ANNOUNCEMENTS

- 9 Srp – Read letters from Coach Tink Larson and Mary Williams of the Marching Classic thanking the City Council for approving their CARES Act funding.
- 10 ***CLOSED SESSION PER M.S. 13D.05, Subdvs. 1(d), 3(a) Individual Performance Evaluation re: City Manager : The Mayor summarized the closed session stating that the Council was satisfied with the performance of the City Manager.***

ADJOURNMENT

- 11 There being no further business to be brought before the Council, it was moved by Christiansen, seconded by Arndt, to adjourn the meeting at 8:29 p.m.; Roll call, 6-0. Motion carried.

R. D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

MINUTES
CITY COUNCIL WORK SESSION
TUESDAY, DECEMBER 1, 2020

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

Councilmembers present: Roy Srp
Mark Christiansen
Jeremy Conrath Les Tlougan
Daren Arndt Allan Rose

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

Budget Work Session

The Work Session began at 6:00 P.M.

Finance Director Fischer presented information on the following Utility Funds:

Electric Utility Fund CIP

The discussion included funding options to increase revenue funding for the next five years. The current rates will not reach the amount needed for projects.

The City Council discussed some revenue scenarios and asked for more information at an upcoming Council Work Session.

There being no further discussion and no action taken, the work session ended at 6:27 p.m.

R. D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

Micah Fischer

LIST OF EXPENDITURES

6B

December 15, 2020

Lee A. Miller

City Council	0.00
Streets	25,445.04
Parks	10,135.86
Wastewater	8,587.30
Utility Administration	4,834.63
Utility Billing	8,058.05
Electric	14,513.00
Water	6,427.91
Building and Code Compliance	2,673.53
Police	69,377.55
Administration	7,415.51
Community Aides	566.00
Fire	9,359.20
Paid On Call Fire Department	2,826.68
Election Judges	0.00
PEG	0.00
Finance	7,913.55
Connections	2,139.68
Community Development	5,540.26
Engineering	15,102.00
Recreation	1,954.58
Econ Development	<u>6,021.55</u>

Total Gross Payroll	208,891.88
---------------------	------------

*Less- Payroll Deductions	<u>(72,809.54)</u>
---------------------------	--------------------

Net Payroll Cost	\$	136,082.34
------------------	----	------------

*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:

November 26, 2020-December 10, 2020

Includes check #'s 156089-156165

Bank ACH Withdrawals.....	<u>932,592.17</u>
---------------------------	-------------------

GRAND TOTAL EXPENDITURES	\$	<u>1,068,674.51</u>
--------------------------	----	---------------------

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
General Fund						
12/03/2020	122005	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 11/29/2020	101-21701-0000	19,264.93	M
Total 101217010000:					19,264.93	
12/03/2020	122001	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 11/29/2020	101-21702-0000	8,690.96	M
Total 101217020000:					8,690.96	
12/03/2020	122005	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 11/29/2020	101-21703-0000	7,990.90	M
12/03/2020	122005	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 11/29/2020	101-21703-0000	7,961.44	M
Total 101217030000:					15,952.34	
12/03/2020	122002	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 11/29/2020	101-21704-0000	1,308.67	M
12/03/2020	122002	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 11/29/20	101-21704-0000	8,506.24	M
12/03/2020	122002	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 11/29/2020	101-21704-0000	8,608.81	M
12/03/2020	122002	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 11/29/20	101-21704-0000	8,506.24	M
12/03/2020	122002	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 11/29/2020	101-21704-0000	12,913.21	M
Total 101217040000:					39,843.17	
12/03/2020	156094	IBEW	IBEW UNION DUES Pay Period: 11/29/2020	101-21707-0000	335.09	
12/03/2020	156095	IUOE Local #70	FIRE UNION DUES Pay Period: 11/29/2020	101-21707-0000	133.78	
12/03/2020	156095	IUOE Local #70	IUOE UNION DUES Pay Period: 11/29/2020	101-21707-0000	549.10	
12/03/2020	156096	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 11/29/2020	101-21707-0000	744.00	
Total 101217070000:					1,761.97	
12/03/2020	156097	MN Life	LIFE INSURANCE MN Pay Period: 11/29/2020	101-21710-0000	645.60	
12/03/2020	156097	MN Life	LIFE INSURANCE MN Pay Period: 11/29/2020	101-21710-0000	1,188.00	
12/03/2020	156097	MN Life	Kramer Adj	101-21710-0000	23.30-	
12/03/2020	156097	MN Life	McKay Adj	101-21710-0000	37.25-	
12/03/2020	156097	MN Life	Rugger Adj	101-21710-0000	19.10-	
12/03/2020	156097	MN Life	Sebersson Adj	101-21710-0000	9.55-	
Total 101217100000:					1,744.40	
12/03/2020	122005	ACH Internal Revenue Service	MEDICARE Pay Period: 11/29/2020	101-21712-0000	2,784.64	M
12/03/2020	122005	ACH Internal Revenue Service	MEDICARE Pay Period: 11/29/2020	101-21712-0000	2,784.64	M
Total 101217120000:					5,569.28	
12/03/2020	122007	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 11/29/2020	101-21713-0000	990.00	M
12/03/2020	122007	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 11/29/2020	101-21713-0000	669.00	M
Total 101217130000:					1,659.00	
12/03/2020	122004	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 11/29/2020	101-21714-0000	2,405.00	M
Total 101217140000:					2,405.00	
12/10/2020	122013	Further	Flex/HSA Reimbursement	101-21716-0000	24.98	M
12/10/2020	122016	Further	Flex/HSA Reimbursement	101-21716-0000	301.76	M
12/03/2020	122008	Further	VEBA Contributions Pay Period: 11/29/2020	101-21716-0000	22,486.98	M
12/03/2020	122009	Further	HSA Contribution Pay Period: 11/29/2020	101-21716-0000	361.75	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
12/03/2020	122008	Further	HSA Contribution Pay Period: 11/29/2020	101-21716-0000	6,312.60	M
Total 101217160000:					29,488.07	
12/03/2020	122003	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 11/29/2020	101-21717-0000	880.47	M
Total 101217170000:					880.47	
12/03/2020	122006	Delta Dental	Kramer Adj	101-21719-0000	29.00-	M
12/03/2020	122006	Delta Dental	DENTAL EE + SPOUSE Pay Period: 11/29/2020	101-21719-0000	297.25	M
12/03/2020	122006	Delta Dental	DENTAL SINGLE Employee Pay Period: 11/29/2020	101-21719-0000	522.00	M
12/03/2020	122006	Delta Dental	Ziemke Dec Cobra	101-21719-0000	29.00	M
12/03/2020	122006	Delta Dental	Rugger Dec Cobra	101-21719-0000	114.00	M
12/03/2020	122006	Delta Dental	DENTAL FAMILY Employee Pay Period: 11/29/2020	101-21719-0000	1,446.70	M
12/03/2020	122006	Delta Dental	McKay Dec Cobra	101-21719-0000	59.45	M
Total 101217190000:					2,439.40	
12/03/2020	122010	VSP	VISION FAMILY Employee Pay Period: 11/29/2020	101-21722-0000	127.14	M
12/03/2020	122010	VSP	VISION SINGLE Employee Pay Period: 11/29/2020	101-21722-0000	60.93	M
12/03/2020	122010	VSP	VISION + ONE Employee Pay Period: 11/29/2020	101-21722-0000	73.38	M
12/03/2020	122010	VSP	Snook Adj	101-21722-0000	21.19-	M
12/03/2020	122010	VSP	Rugger Dec Cobra	101-21722-0000	12.23	M
12/03/2020	122010	VSP	Seberson Adj	101-21722-0000	12.23-	M
12/03/2020	122010	VSP	Ziemke Dec Cobra	101-21722-0000	6.77	M
Total 101217220000:					247.03	
12/10/2020	20200948	Christiansen, Mark	Technology Reimbursement	101-41110-3200	600.00	
Total 101411103200:					600.00	
12/10/2020	20200973	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00	
12/10/2020	156153	Waseca Art Center	2nd Half City Contribution 2020	101-41110-4455	1,500.00	
12/10/2020	156157	Waseca County Historical Society	2nd half city contribution 2020	101-41110-4455	2,250.00	
Total 101411104455:					4,875.00	
12/10/2020	156139	SMART Transit	2nd half of funding	101-41110-4730	10,200.00	
Total 101411104730:					10,200.00	
12/03/2020	122011	Reliance Standard	Dec LTD	101-41320-1340	53.72	M
Total 101413201340:					53.72	
12/10/2020	20200960	Innovative Office Supply	Binder	101-41320-2000	10.62	
Total 101413202000:					10.62	
12/10/2020	20200972	U.S. Bank - CC	Lunch conference with directors and new engineer	101-41320-3300	71.36	
Total 101413203300:					71.36	
12/10/2020	156124	Med Compass	Hearing and Fir Testing	101-41320-4940	54.50	
12/10/2020	156140	South Central College	Safety Program	101-41320-4940	1,300.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101413204940:					1,354.50
12/10/2020	20200941	A. H. Hermel Company	Pop for vending machine	101-41320-4945	34.07
Total 101413204945:					34.07
12/10/2020	156159	Waseca County Treasurer	Election expenses	101-41410-3100	6,596.00
Total 101414103100:					6,596.00
12/03/2020	122011	Reliance Standard	Dec LTD	101-41500-1340	60.81 M
Total 101415001340:					60.81
12/10/2020	20200953	Flaherty & Hood PA	November Legal Fees	101-41600-3000	725.00
12/10/2020	20200953	Flaherty & Hood PA	November Legal Fees	101-41600-3000	1,377.50
12/10/2020	20200961	Kennedy & Kennedy Law Office	November Legal Services	101-41600-3000	770.00
12/10/2020	156155	Waseca County Auditor-Treasurer	Legal Services - Contract Payment	101-41600-3000	5,370.33
Total 101416003000:					8,242.83
12/10/2020	156135	RadioShack	Monitor Cords	101-41920-2050	139.93
12/10/2020	156135	RadioShack	supplies	101-41920-2050	699.65
12/10/2020	156135	RadioShack	Return Monitor Cords	101-41920-2050	204.88-
12/10/2020	156135	RadioShack	Monitor Cords	101-41920-2050	143.92
Total 101419202050:					778.62
12/10/2020	20200967	Pantheon Computer Systems Inc.	December Service	101-41920-3100	6,601.00
Total 101419203100:					6,601.00
12/10/2020	20200956	H & J Fuel Inc	dyed fuel	101-41940-2120	1,001.40
Total 101419402120:					1,001.40
12/10/2020	156144	State Chemical Manufacturing Co.	bathroom deoderizer	101-41940-2170	98.00
12/10/2020	20200972	U.S. Bank - CC	Hand sanitizer	101-41940-2170	97.99
12/10/2020	20200972	U.S. Bank - CC	Masks	101-41940-2170	49.99
12/10/2020	20200972	U.S. Bank - CC	Disenfecting wipes	101-41940-2170	80.02
12/10/2020	20200972	U.S. Bank - CC	Laundry Basket for city hall cleaning	101-41940-2170	5.36
12/10/2020	20200974	Waseca Hardware LLC	Parts & Supplies	101-41940-2170	108.96
Total 101419402170:					440.32
12/10/2020	156102	Auto Value Waseca	Parts	101-41940-2230	66.55
Total 101419402230:					66.55
12/10/2020	156103	Bizzy Bee Cleaning LLC	Bathroom Cleaning-City Hall	101-41940-3100	475.00
12/10/2020	156110	Cintas Corporation	Floor mat service	101-41940-3100	45.05
12/10/2020	20200951	Culligan	RO lease	101-41940-3100	28.95
12/10/2020	156132	Orkin Pest Control	City Hall Pest Control	101-41940-3100	93.29
12/10/2020	20200976	Waste Management of Southern MN	November Service	101-41940-3100	194.92

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101419403100:					837.21	
12/10/2020	122014	City of Waseca	November Utilities	101-41940-3800	2,078.56	M
Total 101419403800:					2,078.56	
12/10/2020	20200972	U.S. Bank - CC	Heat Tape Wire for City Hall Roof	101-41940-4000	106.76	
Total 101419404000:					106.76	
12/03/2020	122011	Reliance Standard	Dec LTD	101-41950-1340	53.70	M
Total 101419501340:					53.70	
12/10/2020	20200978	WSB & Associates Inc	Planning Services	101-41950-3000	339.50	
Total 101419503000:					339.50	
12/10/2020	20200945	Berry Pallets Inc	2nd Half Tax Abatement-2020	101-41950-4310	8,015.50	
12/10/2020	156105	Boerboom, James & Mary Jo	2nd Half Tax Abatement-2020	101-41950-4310	521.00	
12/10/2020	156114	Elegant Creations	2nd half tax abatement-2020	101-41950-4310	2,786.00	
12/10/2020	156115	Fennert, Kristi	2nd Half Tax Abatement-2020	101-41950-4310	576.46	
12/10/2020	156117	Glaser, Thomas & Jean	2nd Half Tax Abatement-2020	101-41950-4310	637.76	
12/10/2020	156120	Judy Hoffman Trustee	2nd Half Tax Abatement-2020	101-41950-4310	1,234.58	
12/10/2020	156121	Latham Place	2nd Half Tax Abatement-2020	101-41950-4310	4,909.00	
12/10/2020	156131	Nelson, Joseph & Kristin	2nd Half Tax Abatement-2020	101-41950-4310	270.01	
12/10/2020	156137	Royer, Jessica	2nd Half Tax Abatement-2020	101-41950-4310	763.37	
12/10/2020	156146	Teders, Eric & Melanie	2nd Half Tax Abatement-2020	101-41950-4310	621.06	
12/10/2020	156160	Wenzel, Frank	2nd Half Tax Abatement-2020	101-41950-4310	521.31	
12/10/2020	156161	Wilker, Alan & Barbara	2nd half tax abatement-2020	101-41950-4310	449.97	
12/10/2020	156162	Winegar Inc.	2nd half tax abatement 2020	101-41950-4310	4,799.50	
Total 101419504310:					26,105.52	
12/03/2020	122011	Reliance Standard	Dec LTD	101-42100-1340	328.75	M
Total 101421001340:					328.75	
12/10/2020	20200960	Innovative Office Supply	Office supplies	101-42100-2000	40.68	
12/10/2020	20200960	Innovative Office Supply	office supplies-police	101-42100-2000	72.40	
12/10/2020	20200960	Innovative Office Supply	Office Supplies	101-42100-2000	47.96	
12/10/2020	20200972	U.S. Bank - CC	Paper CD envelopes	101-42100-2000	82.17	
Total 101421002000:					243.21	
12/10/2020	20200972	U.S. Bank - CC	Fuel for squad car	101-42100-2120	27.00	
12/10/2020	156156	Waseca County Highway Department	Monthly billing	101-42100-2120	1,655.63	
Total 101421002120:					1,682.63	
12/10/2020	20200972	U.S. Bank - CC	Nitrile Gloves	101-42100-2170	210.81	
12/10/2020	20200972	U.S. Bank - CC	Breaker for Fitness Room Treadmill	101-42100-2170	19.99	
Total 101421002170:					230.80	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/10/2020	20200955	Gruenhagen, Elizabeth	Uniform Allowance	101-42100-2180	149.98
12/10/2020	20200963	Markeson, Kris	Clothing allowance	101-42100-2180	900.00
12/10/2020	20200970	Streicher's	New Hire Uniform	101-42100-2180	289.99-
12/10/2020	20200970	Streicher's	Uniform expense	101-42100-2180	276.94
12/10/2020	20200970	Streicher's	uniform expense	101-42100-2180	165.96
12/10/2020	20200970	Streicher's	uniform expense	101-42100-2180	303.97
12/10/2020	20200970	Streicher's	uniform expense	101-42100-2180	19.99
12/10/2020	20200970	Streicher's	uniform expense	101-42100-2180	646.43
12/10/2020	20200970	Streicher's	Uniform expense	101-42100-2180	99.98
12/10/2020	20200970	Streicher's	Uniform expense	101-42100-2180	438.93
12/10/2020	20200970	Streicher's	Uniform expense	101-42100-2180	3.98
12/10/2020	20200972	U.S. Bank - CC	Uniform Allowance-Schoeder	101-42100-2180	199.00
12/10/2020	20200972	U.S. Bank - CC	Pants for Harren Swat	101-42100-2180	71.99
12/10/2020	20200972	U.S. Bank - CC	Uniform Allowance-Harren	101-42100-2180	95.95
12/10/2020	20200972	U.S. Bank - CC	Uniform Allowance-Wellman	101-42100-2180	243.67
12/10/2020	20200972	U.S. Bank - CC	Swat Uniform-Harren	101-42100-2180	81.02
12/10/2020	20200972	U.S. Bank - CC	Swat Uniform-Harren	101-42100-2180	151.94
12/10/2020	20200977	Wellman, Nick	Uniform Allowance	101-42100-2180	77.00
Total 101421002180:					3,636.74
12/10/2020	156104	Bock's Service Inc.	tow expense	101-42100-3100	65.00
12/10/2020	156104	Bock's Service Inc.	tow expense	101-42100-3100	340.00
12/10/2020	156104	Bock's Service Inc.	tow expense	101-42100-3100	75.00
12/10/2020	20200951	Culligan	Culligan	101-42100-3100	29.95
12/10/2020	156147	Thomson Reuters - West	West information	101-42100-3100	267.41
12/10/2020	20200976	Waste Management of Southern MN	November Service	101-42100-3100	88.73
Total 101421003100:					866.09
12/10/2020	20200972	U.S. Bank - CC	Sample mailed to BCA	101-42100-3200	11.00
12/10/2020	122015	Verizon Wireless	Monthly Billing	101-42100-3200	901.84 M
12/10/2020	122015	Verizon Wireless	Monthly Billing	101-42100-3200	41.45 M
Total 101421003200:					954.29
12/10/2020	20200972	U.S. Bank - CC	Meal during swat training	101-42100-3300	9.65
12/10/2020	20200972	U.S. Bank - CC	Taser Supplies	101-42100-3300	1,169.50
Total 101421003300:					1,179.15
12/10/2020	122014	City of Waseca	November Utilities	101-42100-3800	771.59 M
Total 101421003800:					771.59
12/10/2020	156124	Med Compass	Hearing and Fit Testing	101-42100-4940	141.00
Total 101421004940:					141.00
12/10/2020	156107	Canine Central	4th Quarter-2020	101-42150-3100	3,300.00
12/10/2020	156154	Waseca Clarks Grove Vet Clinic LLP	animal control expense	101-42150-3100	235.63
Total 101421503100:					3,535.63
12/03/2020	122011	Reliance Standard	Dec LTD	101-42200-1340	55.42 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101422001340:					55.42
12/10/2020	156156	Waseca County Highway Department	Monthly billing	101-42200-2120	133.01
Total 101422002120:					133.01
12/10/2020	20200972	U.S. Bank - CC	Reflective Tape	101-42200-2190	375.98
Total 101422002190:					375.98
12/10/2020	156124	Med Compass	Fire Fit and Medical Testing	101-42200-3100	3,400.00
12/10/2020	20200976	Waste Management of Southern MN	November Service	101-42200-3100	88.74
Total 101422003100:					3,488.74
12/10/2020	122015	Verizon Wireless	Monthly Billing	101-42200-3200	46.45 M
Total 101422003200:					46.45
12/10/2020	156108	Centerpoint Energy	November service	101-42200-3800	88.14
12/10/2020	122014	City of Waseca	November Utilities	101-42200-3800	771.59 M
12/10/2020	122014	City of Waseca	November Utilities	101-42200-3800	44.75 M
Total 101422003800:					904.48
12/10/2020	156124	Med Compass	Hearing and Fit Testing	101-42200-4940	43.50
Total 101422004940:					43.50
12/03/2020	122011	Reliance Standard	Dec LTD	101-42400-1340	30.71 M
Total 101424001340:					30.71
12/10/2020	20200949	City Building Inspection Services LLC	building inpsctions	101-42400-3000	3,995.00
Total 101424003000:					3,995.00
12/10/2020	122015	Verizon Wireless	Monthly Billing	101-42400-3200	24.36 M
Total 101424003200:					24.36
12/03/2020	122011	Reliance Standard	Dec LTD	101-43000-1340	139.77 M
Total 101430001340:					139.77
12/10/2020	20200972	U.S. Bank - CC	Print head cleaner	101-43000-2000	27.48
Total 101430002000:					27.48
12/10/2020	156156	Waseca County Highway Department	Monthly billing	101-43000-2120	32.33
Total 101430002120:					32.33
12/10/2020	122015	Verizon Wireless	Monthly Billing	101-43000-3200	41.45 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101430003200:					41.45
12/10/2020	20200972	U.S. Bank - CC	MN Dot recertification-Schwartz	101-43000-3300	500.00
12/10/2020	20200972	U.S. Bank - CC	MN Dot recertification erosion control	101-43000-3300	115.00
12/10/2020	20200972	U.S. Bank - CC	MN Dot recertificaiton-grading and base- Schwarts	101-43000-3300	250.00
12/10/2020	20200972	U.S. Bank - CC	MNDOT concrete plant recert-schwartz	101-43000-3300	250.00
12/10/2020	20200972	U.S. Bank - CC	Course for continuing education requirements	101-43000-3300	29.95
Total 101430003300:					1,144.95
12/10/2020	20200972	U.S. Bank - CC	Iowa PE License Renewal	101-43000-4330	100.00
Total 101430004330:					100.00
12/03/2020	122011	Reliance Standard	Dec LTD	101-43100-1340	88.13 M
Total 101431001340:					88.13
12/10/2020	20200972	U.S. Bank - CC	Printer Ink	101-43100-2000	136.86
Total 101431002000:					136.86
12/10/2020	156156	Waseca County Highway Department	Monthly billing	101-43100-2120	1,481.58
12/10/2020	156156	Waseca County Highway Department	Monthly billing	101-43100-2120	5.00
12/10/2020	156156	Waseca County Highway Department	Monthly billing	101-43100-2120	222.30
Total 101431002120:					1,708.88
12/10/2020	156111	Cintas Corporation	First Aid Supplies	101-43100-2170	99.02
12/10/2020	20200974	Waseca Hardware LLC	Parts & Supplies	101-43100-2170	76.79
Total 101431002170:					175.81
12/10/2020	20200944	AmeriPride Services Inc	uniform-service	101-43100-2180	178.70
12/10/2020	20200944	AmeriPride Services Inc	uniform-service	101-43100-2180	178.70
Total 101431002180:					357.40
12/10/2020	20200946	Border States Electric Supply	Wire and Boxes for Kritzer Building	101-43100-2230	605.00
Total 101431002230:					605.00
12/10/2020	20200976	Waste Management of Southern MN	November Service	101-43100-3100	178.37
Total 101431003100:					178.37
12/10/2020	156108	Centerpoint Energy	November service	101-43100-3800	88.14
12/10/2020	122014	City of Waseca	November Utilities	101-43100-3800	44.75 M
12/10/2020	122014	City of Waseca	November Utilities	101-43100-3800	965.36 M
Total 101431003800:					1,098.25
12/10/2020	156124	Med Compass	Hearing and Fit Testing	101-43100-4940	126.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101431004940:					126.50	
12/03/2020	122011	Reliance Standard	Dec LTD	101-43125-1340	24.45	M
Total 101431251340:					24.45	
12/03/2020	122011	Reliance Standard	Dec LTD	101-43170-1340	4.78	M
Total 101431701340:					4.78	
12/10/2020	122014	City of Waseca	November Utilities	101-43170-3800	192.23	M
Total 101431703800:					192.23	
12/03/2020	122011	Reliance Standard	Dec LTD	101-43220-1340	7.96	M
Total 101432201340:					7.96	
12/10/2020	20200959	Independent School District #829	City Contribution Community Education Recreation	101-45100-3100	8,333.33	
Total 101451003100:					8,333.33	
12/03/2020	122011	Reliance Standard	Dec LTD	101-45130-1340	14.58	M
Total 101451301340:					14.58	
12/10/2020	156118	Hawkins Inc	Hawkins Chemicals	101-45130-2165	1,137.70	
Total 101451302165:					1,137.70	
12/10/2020	20200972	U.S. Bank - CC	Sign for water park	101-45130-2170	33.34	
Total 101451302170:					33.34	
12/10/2020	156118	Hawkins Inc	Terminators	101-45130-2210	814.04	
12/10/2020	20200972	U.S. Bank - CC	Pressure release valve	101-45130-2210	155.45	
12/10/2020	20200974	Waseca Hardware LLC	Parts & Supplies	101-45130-2210	27.57	
Total 101451302210:					997.06	
12/10/2020	156141	SouthSide Marine Inc.	SouthSide Marine	101-45130-3000	120.00	
Total 101451303000:					120.00	
12/10/2020	122014	City of Waseca	November Utilities	101-45130-3800	602.83	M
Total 101451303800:					602.83	
12/10/2020	156163	Winegar, Dave	trellis support	101-45130-4000	80.00	
Total 101451304000:					80.00	
12/10/2020	156129	MN Department of Labor & Industry	Boiler	101-45130-4330	20.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101451304330:					20.00	
12/07/2020	155623	Waseca County Public Health	food stand license renewal	101-45130-4500	573.75-	V
Total 101451304500:					573.75-	
12/10/2020	156124	Med Compass	Hearing and Fit Testing	101-45130-4940	43.50	
12/10/2020	156124	Med Compass	Hearing and Fit Testing	101-45130-4940	14.50	
Total 101451304940:					58.00	
12/10/2020	122014	City of Waseca	November Utilities	101-45180-3800	4,439.95	M
Total 101451803800:					4,439.95	
12/03/2020	122011	Reliance Standard	Dec LTD	101-45200-1340	93.64	M
Total 101452001340:					93.64	
12/10/2020	20200972	U.S. Bank - CC	Office and Breakroom supplies	101-45200-2000	69.52	
12/10/2020	20200972	U.S. Bank - CC	Headphones and speakers for online trainings	101-45200-2000	51.21	
Total 101452002000:					120.73	
12/10/2020	156156	Waseca County Highway Department	Monthly billing	101-45200-2120	278.48	
Total 101452002120:					278.48	
12/10/2020	156102	Auto Value Waseca	Parts	101-45200-2170	13.37	
12/10/2020	20200951	Culligan	Park Shop water	101-45200-2170	11.00	
Total 101452002170:					24.37	
12/10/2020	156136	Recreation Supply Co. Inc.	Ropes and Floats for beaches	101-45200-2230	755.91	
12/10/2020	20200974	Waseca Hardware LLC	Parts & Supplies	101-45200-2230	46.90	
Total 101452002230:					802.81	
12/10/2020	20200976	Waste Management of Southern MN	November Service	101-45200-3100	27.85	
Total 101452003100:					27.85	
12/10/2020	122014	City of Waseca	November Utilities	101-45200-3800	6,429.25	M
Total 101452003800:					6,429.25	
11/30/2020	156089	Rent 'N' Save Portable Services	May Park - Portable Toilets	101-45200-4100	487.00	
11/30/2020	155321	Rent 'N' Save Portable Services	May Park - Portable Toilets	101-45200-4100	487.00-	V
11/30/2020	155321	Rent 'N' Save Portable Services	Extra Units	101-45200-4100	702.00-	V
11/30/2020	156089	Rent 'N' Save Portable Services	Extra Units	101-45200-4100	702.00	
11/30/2020	155321	Rent 'N' Save Portable Services	June Parks - Portable Toilets	101-45200-4100	354.40-	V
11/30/2020	156089	Rent 'N' Save Portable Services	June Parks - Portable Toilets	101-45200-4100	354.40	
11/30/2020	156089	Rent 'N' Save Portable Services	Extra Units	101-45200-4100	270.00	
11/30/2020	155321	Rent 'N' Save Portable Services	Extra Units	101-45200-4100	270.00-	V
12/10/2020	20200968	Sanco Equipment LLC	Tree Spade rental	101-45200-4100	200.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101452004100:					200.00
12/10/2020	156132	Orkin Pest Control	Library-Pest control	101-45500-3100	69.00
12/10/2020	156138	ServiceMaster by Ayotte	library service	101-45500-3100	790.00
12/10/2020	20200976	Waste Management of Southern MN	Library service	101-45500-3100	56.73
Total 101455003100:					915.73
12/10/2020	122014	City of Waseca	November Utilities	101-45500-3800	715.91 M
Total 101455003800:					715.91
Total General Fund:					254,184.01
Charter Oaks-TIF					
12/10/2020	156133	Park Manor at Academy Village LLP	2nd Half TIF Payments-2020	222-46650-4300	5,884.54
Total 222466504300:					5,884.54
Total Charter Oaks-TIF:					5,884.54
TIF District 27					
12/10/2020	156164	Worke Fox Meadows LLC	2nd Half TIF Payment-2020	227-46650-4300	8,555.18
Total 227466504300:					8,555.18
Total TIF District 27:					8,555.18
Airport					
12/10/2020	156145	Stensrud Aviation	Airport Contract payment	230-49810-3100	2,300.00
Total 230498103100:					2,300.00
12/10/2020	156109	CenturyLink	Anti-Virus Protection	230-49810-3200	2.95
Total 230498103200:					2.95
12/10/2020	122014	City of Waseca	November Utilities	230-49810-3800	62.95 M
Total 230498103800:					62.95
12/10/2020	20200974	Waseca Hardware LLC	Parts & Supplies	230-49810-4000	11.96
Total 230498104000:					11.96
Total Airport:					2,377.86
Economic Development-General f					
12/03/2020	122011	Reliance Standard	Dec LTD	261-46700-1340	12.37 M
Total 261467001340:					12.37
12/10/2020	20200972	U.S. Bank - CC	Registration for CEC Conference-Sandholm	261-46700-3300	20.00
12/10/2020	20200972	U.S. Bank - CC	Registration for CEC Conference-Sophia	261-46700-3300	20.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 261467003300:					40.00	
Total Economic Development-General f:					52.37	
Safe Haven Grant						
12/03/2020	122011	Reliance Standard	Dec LTD	279-46350-1340	16.92	M
Total 279463501340:					16.92	
12/10/2020	20200972	U.S. Bank - CC	Drawer for previous storage-had to order online	279-46350-2000	59.06	
Total 279463502000:					59.06	
12/10/2020	20200972	U.S. Bank - CC	Storage for Safe Haven	279-46350-2170	1,365.50	
12/10/2020	20200972	U.S. Bank - CC	Cleaning supplies for Safe Haven	279-46350-2170	122.29	
Total 279463502170:					1,487.79	
12/10/2020	122015	Verizon Wireless	Monthly Billing	279-46350-3200	41.45	M
Total 279463503200:					41.45	
Total Safe Haven Grant:					1,605.22	
Capital Improvement						
12/10/2020	20200953	Flaherty & Hood PA	November Legal Fees	430-43010-3000	362.50	
Total 430430103000:					362.50	
12/10/2020	20200975	Waseca Sand & Gravel Inc.	Concrete	430-43010-5320	161.10	
Total 430430105320:					161.10	
12/10/2020	156143	Stantec Consulting Services Inc	Professional Services - TLCF Dugout Project	430-43010-5340	3,340.30	
Total 430430105340:					3,340.30	
12/03/2020	156098	Mariska, Thomas	Wetland Bank Credits	430-43010-5440	20,736.00	
12/03/2020	156099	MN Board of Water & Soil	Wetland Bank Credit Fees	430-43010-5440	1,658.30	
12/10/2020	156143	Stantec Consulting Services Inc	TH 13 Safe Routes to School	430-43010-5440	15,258.90	
Total 430430105440:					37,653.20	
12/10/2020	20200943	American Engineering Testing Inc	Geotech Report for 2021-01	430-43010-5560	4,355.00	
12/10/2020	156106	Braun Intertec Corporation	Environmental Consulting Services Elm Ave Project	430-43010-5560	990.00	
12/10/2020	156116	Ferguson Enterprises Inc	Pipe & fittings Fairground tile repair	430-43010-5560	439.43	
12/10/2020	156130	MN Department of Transportation	Materials testing 2020 Street Project	430-43010-5560	341.30	
Total 430430105560:					6,125.73	
Total Capital Improvement:					47,642.83	
Water						
12/10/2020	156118	Hawkins Inc	BEF Chemical Well 4	601-49401-2170	2,966.74	
12/10/2020	156118	Hawkins Inc	City Wells Chemicals	601-49401-2170	6,869.80	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 601494012170:					9,836.54	
12/10/2020	156118	Hawkins Inc	Chemical Parts	601-49401-2230	469.29	
Total 601494012230:					469.29	
12/10/2020	156143	Stantec Consulting Services Inc	Wellhead Protection	601-49401-3000	2,415.00	
Total 601494013000:					2,415.00	
12/10/2020	20200969	Sportsmans Stop Inc.	Shipping	601-49401-3100	125.34	
Total 601494013100:					125.34	
12/10/2020	122014	City of Waseca	November Utilities	601-49401-3800	8,678.55	M
12/10/2020	156165	Xcel Energy	November Service	601-49401-3800	128.62	
Total 601494013800:					8,807.17	
12/10/2020	156118	Hawkins Inc	Chlorine Equipment Terminator Testing	601-49401-4000	407.02	
12/10/2020	20200979	Ziegler Inc	Generator Inspection	601-49401-4000	3,199.60	
12/10/2020	20200979	Ziegler Inc	Generator Inspection	601-49401-4000	2,631.25	
Total 601494014000:					6,237.87	
12/03/2020	122011	Reliance Standard	Dec LTD	601-49430-1340	48.34	M
Total 601494301340:					48.34	
12/10/2020	156156	Waseca County Highway Department	Monthly billing	601-49430-2120	242.56	
Total 601494302120:					242.56	
12/10/2020	20200950	Core & Main LP	Main Repair	601-49430-2230	677.97	
Total 601494302230:					677.97	
12/10/2020	20200944	AmeriPride Services Inc	uniform service	601-49430-3100	16.58	
12/10/2020	20200954	Gopher State One-Call Inc	Location calls - November	601-49430-3100	33.30	
12/09/2020	154895	Mid-America Meter Inc	Meter Calibration	601-49430-3100	237.08-	V
12/10/2020	156127	Mid-America Meter Inc	Meter Calibration	601-49430-3100	237.08	
12/10/2020	156127	Mid-America Meter Inc	Meter Calibration	601-49430-3100	318.00	
12/09/2020	154895	Mid-America Meter Inc	Meter Calibration	601-49430-3100	318.00-	V
12/09/2020	154895	Mid-America Meter Inc	Meter calibration	601-49430-3100	399.60-	V
12/10/2020	156127	Mid-America Meter Inc	Meter calibration	601-49430-3100	399.60	
12/10/2020	156127	Mid-America Meter Inc	Meter Calibration	601-49430-3100	155.00	
12/09/2020	154895	Mid-America Meter Inc	Meter Calibration	601-49430-3100	155.00-	V
12/09/2020	154970	Mid-America Meter Inc	Meter Calibration	601-49430-3100	276.85-	V
12/10/2020	156127	Mid-America Meter Inc	Meter Calibration	601-49430-3100	276.85	
12/10/2020	156126	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	237.08	
12/09/2020	155110	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	237.08-	V
12/09/2020	155110	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	223.00-	V
12/10/2020	156126	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	223.00	
12/09/2020	155150	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	311.19-	V
12/10/2020	156126	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	311.19	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
12/10/2020	156126	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	223.00	
12/09/2020	155150	Mid-America Meter Inc	Meter Calibration and Repair	601-49430-3100	223.00-	V
12/10/2020	156152	Utility Consultants Inc	Coliform Testing	601-49430-3100	180.00	
Total 601494303100:					229.88	
12/10/2020	122015	Verizon Wireless	Monthly Billing	601-49430-3200	40.01	M
Total 601494303200:					40.01	
12/10/2020	156124	Med Compass	Hearing and Fit Testing	601-49430-4940	79.00	
Total 601494304940:					79.00	
12/03/2020	122011	Reliance Standard	Dec LTD	601-49585-1340	21.77	M
Total 601495851340:					21.77	
12/10/2020	20200964	MAS Communications Inc.	Answering service - November	601-49585-3200	50.46	
Total 601495853200:					50.46	
12/03/2020	122011	Reliance Standard	Dec LTD	601-49586-1340	21.02	M
Total 601495861340:					21.02	
12/10/2020	20200967	Pantheon Computer Systems Inc.	December Service	601-49586-4950	943.00	
Total 601495864950:					943.00	
12/10/2020	20200957	Holtmeier Construction Inc.	South State Water Main Final Payment	601-49593-5300	130,105.15	
12/10/2020	156143	Stantec Consulting Services Inc	ConAgra Project Water	601-49593-5300	7,775.59	
12/10/2020	156143	Stantec Consulting Services Inc	South State Water Main	601-49593-5300	37,463.68	
Total 601495935300:					175,344.42	
Total Water:					205,589.64	
Sanitary Sewer						
12/03/2020	122011	Reliance Standard	Dec LTD	602-49470-1340	30.82	M
Total 602494701340:					30.82	
12/10/2020	20200972	U.S. Bank - CC	Casey's Pizza Lunch	602-49470-2170	19.30	
Total 602494702170:					19.30	
12/10/2020	156148	Titan Machinery	loader cab filterd	602-49470-2210	233.17	
Total 602494702210:					233.17	
12/10/2020	20200954	Gopher State One-Call Inc	Location calls - November	602-49470-3100	33.30	
Total 602494703100:					33.30	
12/10/2020	122015	Verizon Wireless	Monthly Billing	602-49470-3200	40.01	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
12/10/2020	122015	Verizon Wireless	Monthly Billing	602-49470-3200	40.01	M
Total 602494703200:					80.02	
12/10/2020	122014	City of Waseca	November Utilities	602-49470-3800	1,284.09	M
Total 602494703800:					1,284.09	
12/03/2020	122011	Reliance Standard	Dec LTD	602-49480-1340	65.50	M
Total 602494801340:					65.50	
12/10/2020	20200972	U.S. Bank - CC	Lab supplies	602-49480-2170	79.07	
12/10/2020	20200972	U.S. Bank - CC	cleaning supplies and mouse traps	602-49480-2170	28.37	
12/10/2020	156151	USA Blue Book	Lab Supplies	602-49480-2170	35.82	
Total 602494802170:					143.26	
12/10/2020	20200962	M & R Electric Inc.	Electric parts	602-49480-2210	311.40	
Total 602494802210:					311.40	
12/10/2020	20200965	Napa Auto Parts	Parts	602-49480-2400	24.99	
Total 602494802400:					24.99	
12/10/2020	156122	Martin-McAllister	Supervisor Training	602-49480-3000	300.00	
12/10/2020	156158	Waseca County Public Health	Hep B shots	602-49480-3000	45.00	
12/07/2020	155623	Waseca County Public Health	Hepatitis B shot	602-49480-3000	45.00-	V
Total 602494803000:					300.00	
12/10/2020	156100	Affordable Lawn Care Inc	Mowing	602-49480-3100	600.00	
12/10/2020	156110	Cintas Corporation	Floor mat service	602-49480-3100	19.10	
12/10/2020	20200962	M & R Electric Inc.	Electrician`	602-49480-3100	170.00	
12/10/2020	20200966	Nardini Fire Equipment Co. Inc.	Fire System Inspection	602-49480-3100	321.00	
12/10/2020	156152	Utility Consultants Inc	Permit Testing	602-49480-3100	2,911.75	
12/10/2020	20200976	Waste Management of Southern MN	Waste Mgmt	602-49480-3100	304.74	
12/10/2020	20200979	Ziegler Inc	Generator Service	602-49480-3100	315.14	
Total 602494803100:					4,641.73	
12/10/2020	122015	Verizon Wireless	Monthly Billing	602-49480-3200	41.45	M
Total 602494803200:					41.45	
12/10/2020	122014	City of Waseca	November Utilities	602-49480-3800	599.17	M
12/10/2020	156142	SSI Crestmark MN Holding LLC	Solar Utility	602-49480-3800	4,804.22	
Total 602494803800:					5,403.39	
12/10/2020	20200971	Temple Electric Motor Service Inc	Biosolids Motor Repair	602-49480-4000	1,062.00	
12/10/2020	156163	Winegar, Dave	Railing repair parts	602-49480-4000	60.00	
Total 602494804000:					1,122.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
12/10/2020	156124	Med Compass	Hearing and Fit Testing	602-49480-4940	79.00	
Total 602494804940:					79.00	
12/03/2020	122011	Reliance Standard	Dec LTD	602-49585-1340	21.77	M
Total 602495851340:					21.77	
12/10/2020	20200964	MAS Communications Inc.	Answering service - November	602-49585-3200	50.47	
Total 602495853200:					50.47	
12/03/2020	122011	Reliance Standard	Dec LTD	602-49586-1340	21.02	M
Total 602495861340:					21.02	
12/10/2020	20200967	Pantheon Computer Systems Inc.	December Service	602-49586-4950	943.00	
Total 602495864950:					943.00	
Total Sanitary Sewer:					14,849.68	
Electric Utility						
12/10/2020	122017	SMMPA	SMMPA Power	604-49550-3810	370,728.43	M
Total 604495503810:					370,728.43	
12/03/2020	122011	Reliance Standard	Dec LTD	604-49570-1340	3.35	M
Total 604495701340:					3.35	
12/10/2020	122014	City of Waseca	November Utilities	604-49570-3800	54.70	M
Total 604495703800:					54.70	
12/03/2020	122011	Reliance Standard	Dec LTD	604-49571-1340	73.84	M
Total 604495711340:					73.84	
12/10/2020	156156	Waseca County Highway Department	Monthly billing	604-49571-2120	291.95	
Total 604495712120:					291.95	
12/10/2020	156112	Condon Farm Service	General Supplies	604-49571-2170	25.50	
12/10/2020	20200965	Napa Auto Parts	Parts	604-49571-2170	27.20	
12/10/2020	20200974	Waseca Hardware LLC	Parts & Supplies	604-49571-2170	61.22	
Total 604495712170:					113.92	
12/10/2020	20200942	Amaril Uniform Co.	FR Clothing	604-49571-2180	340.51	
Total 604495712180:					340.51	
12/10/2020	20200972	U.S. Bank - CC	Safety Glasses	604-49571-2190	40.67	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 604495712190:					40.67	
12/10/2020	20200954	Gopher State One-Call Inc	Location calls - November	604-49571-3100	33.30	
12/10/2020	156125	Megger Corp	megger repair	604-49571-3100	1,974.63	
12/10/2020	20200972	U.S. Bank - CC	UPS Shipping	604-49571-3100	6.90	
12/10/2020	20200972	U.S. Bank - CC	UPS Shipping	604-49571-3100	131.96	
12/10/2020	20200972	U.S. Bank - CC	UPS Shipping	604-49571-3100	6.90	
Total 604495713100:					2,153.69	
12/10/2020	122015	Verizon Wireless	Monthly Billing	604-49571-3200	80.02	M
Total 604495713200:					80.02	
12/03/2020	122011	Reliance Standard	Dec LTD	604-49572-1340	7.43	M
Total 604495721340:					7.43	
12/03/2020	122011	Reliance Standard	Dec LTD	604-49573-1340	13.34	M
12/03/2020	122012	Reliance Standard	Dec LTD	604-49573-1340	.05	M
Total 604495731340:					13.39	
12/10/2020	20200972	U.S. Bank - CC	Lumber for Kritzer building	604-49573-2230	134.21	
Total 604495732230:					134.21	
12/03/2020	122011	Reliance Standard	Dec LTD	604-49574-1340	6.59	M
Total 604495741340:					6.59	
12/10/2020	156165	Xcel Energy	November Service	604-49574-3800	467.34	
Total 604495743800:					467.34	
12/03/2020	122011	Reliance Standard	Dec LTD	604-49585-1340	21.91	M
Total 604495851340:					21.91	
12/10/2020	20200960	Innovative Office Supply	Chair Mat-Sonnenberg	604-49585-2000	47.08	
Total 604495852000:					47.08	
12/10/2020	20200964	MAS Communications Inc.	Answering service - November	604-49585-3200	50.46	
Total 604495853200:					50.46	
12/03/2020	122011	Reliance Standard	Dec LTD	604-49586-1340	23.10	M
Total 604495861340:					23.10	
12/10/2020	20200953	Flaherty & Hood PA	November Legal Fees	604-49586-3000	181.25	
12/10/2020	156123	McGrann Shea Carnival Straughn & Lam	Service Territory Acquisition-Nov-Dec 2012	604-49586-3000	456.25	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 604495863000:					637.50	
12/10/2020	156128	MN Department of Commerce	DOC Assessment 4th Qtr 2020 9	604-49586-4330	1,674.30	
Total 604495864330:					1,674.30	
12/10/2020	156124	Med Compass	Hearing and Fit Testing	604-49586-4940	43.50	
Total 604495864940:					43.50	
12/10/2020	20200967	Pantheon Computer Systems Inc.	December Service	604-49586-4950	943.00	
Total 604495864950:					943.00	
12/10/2020	20200946	Border States Electric Supply	EV Charge Station	604-49593-5300	322.13	
12/10/2020	20200946	Border States Electric Supply	conversion supplies	604-49593-5300	145.68	
12/10/2020	20200946	Border States Electric Supply	conversion supplies	604-49593-5300	206.95	
12/10/2020	20200972	U.S. Bank - CC	State inspections	604-49593-5300	1,861.00	
12/10/2020	20200972	U.S. Bank - CC	State inspections	604-49593-5300	1,320.00	
Total 604495935300:					3,855.76	
Total Electric Utility:					381,806.65	
Storm Water Utility						
12/03/2020	122011	Reliance Standard	Dec LTD	651-43140-1340	9.55	M
Total 651431401340:					9.55	
12/10/2020	122014	City of Waseca	November Utilities	651-43140-3800	1,004.88	M
Total 651431403800:					1,004.88	
12/10/2020	156116	Ferguson Enterprises Inc	Pipe and Fittings -Fairground Tile	651-43140-4000	1,549.82	
Total 651431404000:					1,549.82	
12/03/2020	122011	Reliance Standard	Dec LTD	651-49585-1340	3.45	M
Total 651495851340:					3.45	
Total Storm Water Utility:					2,567.70	
Central Garage Services						
12/03/2020	122011	Reliance Standard	Dec LTD	701-43180-1340	36.78	M
Total 701431801340:					36.78	
12/10/2020	156156	Waseca County Highway Department	Monthly billing	701-43180-2120	40.68	
Total 701431802120:					40.68	
12/10/2020	156102	Auto Value Waseca	Parts	701-43180-2170	15.48	
12/10/2020	156119	Huber Supply Co Inc	welding gas & supplies	701-43180-2170	391.00	
12/10/2020	156119	Huber Supply Co Inc	tank rental	701-43180-2170	22.98	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/10/2020	20200958	IFACS	shop supplies	701-43180-2170	186.68
12/10/2020	20200958	IFACS	shop supplies	701-43180-2170	16.85
12/10/2020	156144	State Chemical Manufacturing Co.	spray paint & lubricant	701-43180-2170	889.20
12/10/2020	20200974	Waseca Hardware LLC	Parts & Supplies	701-43180-2170	17.18
Total 701431802170:					1,539.37
12/10/2020	156101	Ag Partners Coop	Oil & Hyd fluid	701-43180-2210	1,397.35
12/10/2020	156102	Auto Value Waseca	Parts	701-43180-2210	119.99
12/10/2020	20200947	Christensen Tire Service	bobcat tire repair	701-43180-2210	46.80
12/10/2020	20200947	Christensen Tire Service	new tires	701-43180-2210	587.58
12/10/2020	156113	Deml Ford Lincoln Mercury Inc	Latch	701-43180-2210	120.70
12/10/2020	20200965	Napa Auto Parts	Parts	701-43180-2210	183.55
12/10/2020	156134	Pomp's Tire Service Inc	Tire Alignment	701-43180-2210	128.69
12/10/2020	20200968	Sanco Equipment LLC	Glass Door	701-43180-2210	180.79
12/10/2020	156149	Towmaster Inc	hyd. block cover	701-43180-2210	160.23
12/10/2020	156150	Truck Center Companies	parts for #21	701-43180-2210	42.09
12/10/2020	20200972	U.S. Bank - CC	Hydrolyic hose for case loader	701-43180-2210	282.61
12/10/2020	156163	Winegar, Dave	material for leaf vac	701-43180-2210	1,154.40
12/10/2020	156163	Winegar, Dave	tarp tubes	701-43180-2210	150.65
12/10/2020	156163	Winegar, Dave	leaf vac material	701-43180-2210	18.00
12/10/2020	156163	Winegar, Dave	plate for quik tach	701-43180-2210	165.00
12/10/2020	156163	Winegar, Dave	metal for snow equip.	701-43180-2210	126.00
Total 701431802210:					4,864.43
12/10/2020	156102	Auto Value Waseca	Parts	701-43180-2400	35.98
12/10/2020	20200965	Napa Auto Parts	Parts	701-43180-2400	10.25
Total 701431802400:					46.23
12/10/2020	20200972	U.S. Bank - CC	Monthly diagnostic Tool Charge	701-43180-3100	149.00
Total 701431803100:					149.00
Total Central Garage Services:					6,676.49
Property and Liability Insuran					
12/10/2020	20200952	First National Insurance	Agency Fee	702-49955-3000	800.00
Total 702499553000:					800.00
Total Property and Liability Insuran:					800.00
Grand Totals:					932,592.17

Report Criteria:

Report type: GL detail

[Report].Amount = {<>} 0

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: November 30, 2020

TO: Mayor & City Council
Lee Mattson, City Manager

PROJECT NAME: State Street Watermain Improvements

CITY PROJECT NO. 2020-18

PAYMENT REQUEST : No.1 & Final

PAYMENT PERIOD : 10/14/2020-10/30/2020

CONTRACTOR: Holtmeier Construction

PAYMENT AMOUNT: \$130,105.15

Approved By:

Nathan Willey 12-1-20
Department Head Date

Julia Fischer December 2, 2020
Director of Finance Date

Lee Mattson 12-3-20
City Manager Date



Owner: City of Waseca, 508 South State Street, Waseca, MN 56093	Date: November 4, 2020
For Period: 10/14/2020 to 10/30/2020	Request No: 1 & Final
Contractor: Holtmeier Construction, Inc., 3301 Third Avenue, Mankato, MN 56001	

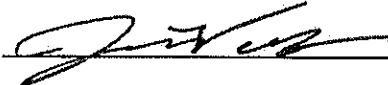
CONTRACTOR'S REQUEST FOR PAYMENT
STATE STREET SOUTH WATERMAIN IMPROVEMENTS
CITY PROJECT NO. '2020-18
STANTEC PROJECT NO. 193805124

SUMMARY

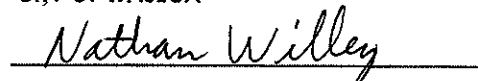
1	Original Contract Amount		\$ 119,773.85
2	Change Order - Addition	\$ 2,145.00	
3	Change Order - Deduction	\$ 0.00	
4	Revised Contract Amount		\$ 121,918.85
5	Value Completed to Date		\$ 130,105.15
6	Material on Hand		\$ 0.00
7	Amount Earned		\$ 130,105.15
8	Less Retainage 0%		\$ 0.00
9	Subtotal		\$ 130,105.15
10	Less Amount Paid Previously		\$ 0.00
11	Liquidated damages -		\$ 0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO.	1 & Final	\$ 130,105.15

Recommended for Approval by:
STANTEC

Approved by Contractor:
HOLTMEIER CONSTRUCTION, INC.

 11/30/20

Approved by Owner:
CITY OF WASECA



Specified Contract Completion Date:
November 6, 2020

Date: 12-1-20

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
BASE BID:							
1	MOBILIZATION AND TRAFFIC CONTROL	LUMP SUM	1	\$15,750.00	1	1	\$15,750.00
2	DETOUR	LUMP SUM	1	\$3,450.00	1	1	\$3,450.00
3	REMOVE PIPE FROM CASING	LUMP SUM	1	\$2,500.00	1	1	\$2,500.00
4	REMOVE/ ABANDON FILL WATER MAIN PIPE	LIN FT	165	\$9.70	212	212	\$2,056.40
5	REMOVE BITUMINOUS PAVEMENT	SQ YD	495	\$7.00	532	532	\$3,724.00
6	SAWCUT BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	331	\$3.50	424	424	\$1,484.00
7	COMMON EXCAVATION (EV) (P)	CU YD	217	\$17.00	229	229	\$3,893.00
8	AGGREGATE BASE, CLASS 5 (CV)	CU YD	217	\$34.00	229	229	\$7,786.00
9	SELECT GRANULAR BACKFILL (CV) (P)	CU YD	350	\$32.60	380	380	\$12,388.00
10	BITUMINOUS PAVING	TON	264	\$79.00	311	311	\$24,569.00
11	CONNECT TO EXISTING WATER MAIN	EACH	4	\$1,631.70	5	5	\$8,158.50
12	8" GATE VALVE AND BOX	EACH	3	\$2,039.50	3	3	\$6,118.50
13	RECONNECT WATER SERVICE (COMPLETE)	LUMP SUM	1	\$1,256.25	1	1	\$1,256.25
14	WATER MAIN TESTING	LUMP SUM	1	\$1,000.00	1	1	\$1,000.00
15	6" C900 DR18 PVC WATER MAIN, INCL. TRACER WIRE	LIN FT	15	\$59.20	31	31	\$1,835.20
16	8" C900 DR18 PVC WATER MAIN, INCL. TRACER WIRE	LIN FT	188	\$54.10	188	188	\$10,170.80
17	8" C900 DR18 PVC WATER MAIN WITHIN CASING	LIN FT	60	\$203.60	60	60	\$12,216.00
18	DUCTILE IRON FITTINGS	POUND	520	\$9.20	440	440	\$4,048.00
19	TEMPORARY WATER SERVICE	LUMP SUM	1	\$5,000.00	1	1	\$5,000.00
20	4" SOLID WHITE LINE, PAINT	LIN FT	139	\$0.50	139	139	\$69.50
21	24" SOD WHITE LINE, PAINT	LIN FT	44	\$3.00	44	44	\$132.00
22	4" BROKEN YELLOW LINE, PAINT	LIN FT	30	\$0.50	30	30	\$15.00
23	4" DOUBLE SOLID LINE, PAINT	LIN FT	90	1.00	90	90	\$90.00
24	RAIL ROAD CROSSING PAVEMENT MESSAGE WHITE, PAINT	EACH	1	250.00	1	1	\$250.00
TOTAL BASE BID							\$127,960.15
TOTAL BASE BID							\$127,960.15
CHANGE ORDER 1 - ADDITIONAL DETOUR SIGNAGE							\$2,145.00
TOTAL BASE BID							\$130,105.15

PROJECT PAYMENT STATUS

OWNER CITY OF WASECA

STANTEC PROJECT NO. 193805124

CONTRACTOR HOLTMEIER CONSTRUCTION, INC.

CHANGE ORDERS

No.	Date	Description	Amount
1	10/30/2020	Additional signage for detour route	\$2,145.00
Total Change Orders			\$2,145.00

PAYMENT SUMMARY

No.	From	To	Payment	Retainage	Completed
1 & Final	10/14/2020	10/30/2020	130,105.15		130,105.15

Material on Hand

Total Payment to Date	\$130,105.15	Original Contract	\$119,773.85
Retainage Pay No. 1 & Final		Change Orders	\$2,145.00
Total Amount Earned	\$130,105.15	Revised Contract	\$121,918.85

Fax: 952-469-6689

[illegible]

[illegible]



Owner: City of Waseca, 508 South State Street, Waseca, MN 56093	Date: October 30, 2020
Contractor: Holtmeier Construction, Inc., 3301 Third Avenue, Mankato, MN 56001	

CHANGE ORDER NO. 1
STATE STREET SOUTH WATERMAIN IMPROVEMENTS
CITY PROJECT NO. '2020-18
STANTEC PROJECT NO. 193805124

Description of Work

This Change Order reflects an increase in bid prices pricing due to a change in the work scope requested by MnDOT for additional signage along the detour route that routes northbound and southbound traffic from TH 13 to a detour route along Elm Ave. East to 8th Ave SE. The detour route was necessary to facilitate construction of the water main in front of City Hall to 60 feet north of the CP rail road tracks on TH 13.

No.	Item	Unit	Contract Quantity	Unit Price	Total Amount
CHANGE ORDER NO. 1					
1	Detour Route	Lump Sum	1	\$2,145.00	\$2,145.00
TOTAL CHANGE ORDER NO. 1:					\$2,145.00

Original Contract Amount	\$119,773.85
Previous Change Orders	\$0.00
This Change Order	\$2,145.00
Revised Contract Amount (including this change order)	\$121,918.85

CHANGE IN CONTRACT TIMES

Original Contract Times:

Substantial Completion (days or date):	October 30, 2020
Ready for final Payment (days or date):	November 6, 2020

Increase of this Change Order:

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

Contract Time with all approved Change Orders:

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

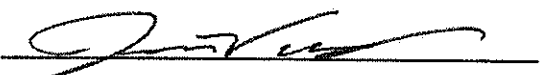
Recommended for Approval by:

STANTEC

Date:

Approved by Contractor:
Holtmeier Construction, Inc.

Approved by Owner:
City of Waseca





11/4/20
Date

12-1-20
Date

cc: Owner
Contractor
Stantec



Your Contractor Affidavit request is Approved. A copy of this page MUST be provided to the contractor or government agency that hired you.

Submitted Date and Time: 30-Nov-2020 9:19:45 AM

Confirmation Number: 1-247-010-080

Name: HOLTMEIER CONSTRUCTION INC

ID: 4139935

Affidavit Number: 477487104

Project Owner: CITY OF WASECA

Project Number: N/A

Project Begin Date: 10/14/2020

Project End Date: 11/1/2020

Project Location: WASECA - STATE ST S WATERMAIN IMPROVEMENTS

Project Amount: \$130,105.15

Subcontractors:

Name	ID	Affidavit Number
ULLAND BROTHERS INC	9603565	1140776960
SAFETY SIGNS LLC	5139558	318562304

Please [print this page](#) for your records using the print or save functionality built into your browser.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 1-204-108-576
Submitted Date and Time: 23-Nov-2020 4:32:55 PM
Legal Name: SAFETY SIGNS LLC
Federal Employer ID: 41-1991774
User Who Submitted: beth novak
Type of Request Submitted: Contractor Affidavit

Affidavit Summary

Affidavit Number: 318562304
Minnesota ID: 5139558
Project Owner: CITY OF WASECA
Project Number: CP 2020-18
Project Begin Date: 12-Oct-2020
Project End Date: 02-Nov-2020
Project Location: STATE STREET SOUTH WATER MAIN IMP
Project Amount: \$7,406.50
Subcontractors: No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 0-157-904-160
Submitted Date and Time: 5-Nov-2020 3:15:06 PM
Legal Name: ULLAND BROTHERS INC
Federal Employer ID: 41-0741712
User Who Submitted: WendyBrackey
Type of Request Submitted: Contractor Affidavit

Affidavit Summary

Affidavit Number: 1140776960
Minnesota ID: 9603565
Project Owner: CITY OF WASECA
Project Number: 2020-18
Project Begin Date: 28-Oct-2020
Project End Date: 28-Oct-2020
Project Location: WASECA STATE ST
Project Amount: \$25,069.00
Subcontractors: No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.

Title:	APPROVE THE WETLAND DISTURBANCE PERMIT APPLICATION FOR THE NE TRAIL CONNECTION PROJECT (CITY PROJECT NO. 2020-06)		
Meeting Date:	December 15, 2020	Agenda Item Number:	6D
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Joint Application Form for Activities Affecting Water Resources in Minnesota, Transaction Form to Withdraw Credits
Originating Department:	Engineering	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to approve the wetland disturbance permit application for the NE Trail Connection Project (City Project No. 2020-06)		
How does this item pertain to Vision 2030 goals?	Creating high quality community assets		

BACKGROUND: Per state regulations, the wetland disturbance permit application associated with the NE Trail Connection Project (City Project No. 2020-06) requires City Council approval. The wetland bank credit payment and fees associated with this permit were previously approved at the December 1, 2020, City Council meeting.

BUDGET IMPACT: None

RECOMMENDATION: Staff recommends the Waseca City Council approve the wetland disturbance permit application for the NE Trail Connection Project (City Project No. 2020-06).

Joint Application Form for Activities Affecting Water Resources in Minnesota

This joint application form is the accepted means for initiating review of proposals that may affect a water resource (wetland, tributary, lake, etc.) in the State of Minnesota under state and federal regulatory programs. Applicants for Minnesota Department of Natural Resources (DNR) Public Waters permits **MUST** use the MPARS online permitting system for submitting applications to the DNR. Applicants can use the information entered into MPARS to substitute for completing parts of this joint application form (see the paragraph on MPARS at the end of the joint application form instructions for additional information). This form is only applicable to the water resource aspects of proposed projects under state and federal regulatory programs; other local applications and approvals may be required. Depending on the nature of the project and the location and type of water resources impacted, multiple authorizations may be required as different regulatory programs have different types of jurisdiction over different types of resources.

Regulatory Review Structure

Federal

The St. Paul District of the U.S. Army Corps of Engineers (Corps) is the federal agency that regulates discharges of dredged or fill material into waters of the United States (wetlands, tributaries, lakes, etc.) under Section 404 of the Clean Water Act (CWA) and regulates work in navigable waters under Section 10 of the Rivers and Harbors Act. Applications are assigned to Corps project managers who are responsible for implementing the Corps regulatory program within a particular geographic area.

State

There are three state regulatory programs that regulate activities affecting water resources. The Wetland Conservation Act (WCA) regulates most activities affecting wetlands. It is administered by local government units (LGUs) which can be counties, townships, cities, watershed districts, watershed management organizations or state agencies (on state-owned land). The Minnesota DNR Division of Ecological and Water Resources issues permits for work in specially-designated public waters via the Public Waters Work Permit Program (DNR Public Waters Permits). The Minnesota Pollution Control Agency (MPCA) under Section 401 of the Clean Water Act certifies that discharges of dredged or fill material authorized by a federal permit or license comply with state water quality standards. One or more of these regulatory programs may be applicable to any one project.

Required Information

Prior to submitting an application, applicants are **strongly encouraged** to seek input from the Corps Project Manager and LGU staff to identify regulatory issues and required application materials for their proposed project. Project proponents can request a pre-application consultation with the Corps and LGU to discuss their proposed project by providing the information required in Sections 1 through 5 of this joint application form to facilitate a meaningful discussion about their project. Many LGUs provide a venue (such as regularly scheduled technical evaluation panel meetings) for potential applicants to discuss their projects with multiple agencies prior to submitting an application. Contact information is provided below.

The following bullets outline the information generally required for several common types of determinations/authorizations.

- For delineation approvals and/or jurisdictional determinations, submit Parts 1, 2 and 5, and Attachment A.
- For activities involving CWA/WCA exemptions, WCA no-loss determinations, and activities not requiring mitigation, submit Parts 1 through 5, and Attachment B.
- For activities requiring compensatory mitigation/replacement plan, submit Parts 1 thru 5, and Attachments C and D.
- For local road authority activities that qualify for the state's local road wetland replacement program, submit Parts 1 through 5, and Attachments C, D (if applicable), and E to both the Corps and the LGU.

Submission Instructions

Send the completed joint application form and all required attachments to:

U.S Army Corps of Engineers. Applications may be sent directly to the appropriate Corps Office. For a current listing of areas of responsibilities and contact information, visit the St. Paul District's website at:

<http://www.mvp.usace.army.mil/Missions/Regulatory.aspx> and select "Minnesota" from the contact Information box.

Alternatively, applications may be sent directly to the St. Paul District Headquarters and the Corps will forward them to the appropriate field office.

Section 401 Water Quality Certification: Applicants do not need to submit the joint application form to the MPCA unless specifically requested. The MPCA will request a copy of the completed joint application form directly from an applicant when they determine an individual 401 water quality certification is required for a proposed project.

Wetland Conservation Act Local Government Unit: Send to the appropriate Local Government Unit. If necessary, contact your county Soil and Water Conservation District (SWCD) office or visit the Board of Water and Soil Resources (BWSR) web site (www.bwsr.state.mn.us) to determine the appropriate LGU.

DNR Public Waters Permitting: In 2014 the DNR will begin using the Minnesota DNR Permitting and Reporting System (MPARS) for submission of Public Waters permit applications (<https://webapps11.dnr.state.mn.us/mpars/public/authentication/login>).

Applicants for Public Waters permits **MUST** use the MPARS online permitting system for submitting applications to the DNR. To avoid duplication and to streamline the application process among the various resource agencies, applicants can use the information entered into MPARS to substitute for completing parts of this joint application form. The MPARS print/save function will provide the applicant with a copy of the Public Waters permit application which, at a minimum, will satisfy Parts one and two of this joint application. For certain types of activities, the MPARS application may also provide all of the necessary information required under Parts three and four of the joint application. However, it is the responsibility of the Applicant to make sure that the joint application contains all of the required information, including identification of all aquatic resources impacted by the project (see Part four of the joint application). After confirming that the MPARS application contains all of the required information in Parts one and two the Applicant may attach a copy to the joint application and fill in any missing information in the remainder of the joint application.

PART ONE: Applicant Information

If applicant is an entity (company, government entity, partnership, etc.), an authorized contact person must be identified. If the applicant is using an agent (consultant, lawyer, or other third party) and has authorized them to act on their behalf, the agent's contact information must also be provided.

Applicant/Landowner Name: City of Waseca

Mailing Address: 508 S. State St.

Phone: 507-835-9700

E-mail Address:

Authorized Contact (do not complete if same as above): Brad Dushaw

Mailing Address: 508 S. State St.

Phone: 507-835-9727

E-mail Address: bradd@ci.waseca.mn.us

Agent Name:

Mailing Address:

Phone:

E-mail Address:

PART TWO: Site Location Information

County: Waseca

City/Township: Waseca

Parcel ID and/or Address: 170050625 and 170080400

Legal Description (Section, Township, Range): 5 + 8, T-107-N, R-22-W

Lat/Long (decimal degrees):

Attach a map showing the location of the site in relation to local streets, roads, highways.

Approximate size of site (acres) or if a linear project, length (feet): 1400'

If you know that your proposal will require an individual Permit from the U.S. Army Corps of Engineers, you must provide the names and addresses of all property owners adjacent to the project site. This information may be provided by attaching a list to your application or by using block 25 of the Application for Department of the Army permit which can be obtained at:

http://www.mvp.usace.army.mil/Portals/57/docs/regulatory/RegulatoryDocs/engform_4345_2012oct.pdf

PART THREE: General Project/Site Information

If this application is related to a delineation approval, exemption determination, jurisdictional determination, or other correspondence submitted **prior to** this application then describe that here and provide the Corps of Engineers project number.

Describe the project that is being proposed, the project purpose and need, and schedule for implementation and completion. The project description must fully describe the nature and scope of the proposed activity including a description of all project elements that effect aquatic resources (wetland, lake, tributary, etc.) and must also include plans and cross section or profile drawings showing the location, character, and dimensions of all proposed activities and aquatic resource impacts.

See attachment 3-1.

PART FOUR: Aquatic Resource Impact¹ Summary

If your proposed project involves a direct or indirect impact to an aquatic resource (wetland, lake, tributary, etc.) identify each impact in the table below. Include all anticipated impacts, including those expected to be temporary. Attach an overhead view map, aerial photo, and/or drawing showing all of the aquatic resources in the project area and the location(s) of the proposed impacts. Label each aquatic resource on the map with a reference number or letter and identify the impacts in the following table.

Aquatic Resource ID (as noted on overhead view)	Aquatic Resource Type (wetland, lake, tributary etc.)	Type of Impact (fill, excavate, drain, or remove vegetation)	Duration of Impact Permanent (P) or Temporary (T) ¹	Size of Impact ²	Overall Size of Aquatic Resource ³	Existing Plant Community Type(s) in Impact Area ⁴	County, Major Watershed #, and Bank Service Area # of Impact Area ⁵
BTW-1	Wetland	Fill	P	.288		Wet Meadow	Waseca

¹If impacts are temporary; enter the duration of the impacts in days next to the "T". For example, a project with a temporary access fill that would be removed after 220 days would be entered "T (220)".

²Impacts less than 0.01 acre should be reported in square feet. Impacts 0.01 acre or greater should be reported as acres and rounded to the nearest 0.01 acre. Tributary impacts must be reported in linear feet of impact and an area of impact by indicating first the linear feet of impact along the flowline of the stream followed by the area impact in parentheses). For example, a project that impacts 50 feet of a stream that is 6 feet wide would be reported as 50 ft (300 square feet).

³This is generally only applicable if you are applying for a de minimis exemption under MN Rules 8420.0420 Subp. 8, otherwise enter "N/A".

⁴Use *Wetland Plants and Plant Community Types of Minnesota and Wisconsin* 3rd Ed. as modified in MN Rules 8420.0405 Subp. 2.

⁵Refer to Major Watershed and Bank Service Area maps in MN Rules 8420.0522 Subp. 7.

If any of the above identified impacts have already occurred, identify which impacts they are and the circumstances associated with each:

PART FIVE: Applicant Signature

☐ Check here if you are requesting a pre-application consultation with the Corps and LGU based on the information you have provided. Regulatory entities will not initiate a formal application review if this box is checked.

By signature below, I attest that the information in this application is complete and accurate. I further attest that I possess the authority to undertake the work described herein.

Signature: Bridget J. Rusko Date: 8.25.2020

I hereby authorize _____ to act on my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this application.

¹ The term "impact" as used in this joint application form is a generic term used for disclosure purposes to identify activities that may require approval from one or more regulatory agencies. For purposes of this form it is not meant to indicate whether or not those activities may require mitigation/replacement.

Attachment C

Avoidance and Minimization

Project Purpose, Need, and Requirements. Clearly state the purpose of your project and need for your project. Also include a description of any specific requirements of the project as they relate to project location, project footprint, water management, and any other applicable requirements. Attach an overhead plan sheet showing all relevant features of the project (buildings, roads, etc.), aquatic resource features (impact areas noted) and construction details (grading plans, storm water management plans, etc.), referencing these as necessary:

See Attachment C-1: Project Purpose, Need, and Requirements

Avoidance. Both the CWA and the WCA require that impacts to aquatic resources be avoided if practicable alternatives exist. Clearly describe all on-site measures considered to avoid impacts to aquatic resources and discuss at least two project alternatives that avoid all impacts to aquatic resources on the site. These alternatives may include alternative site plans, alternate sites, and/or not doing the project. Alternatives should be feasible and prudent (see MN Rules 8420.0520 Subp. 2 C). Applicants are encouraged to attach drawings and plans to support their analysis:

See Attachment C-2: Avoidance

Minimization. Both the CWA and the WCA require that all unavoidable impacts to aquatic resources be minimized to the greatest extent practicable. Discuss all features of the proposed project that have been modified to minimize the impacts to water resources (see MN Rules 8420.0520 Subp. 4):

See Attachment C-3: Minimization

Off-Site Alternatives. An off-site alternatives analysis is not required for all permit applications. If you know that your proposal will require an individual permit (standard permit or letter of permission) from the U.S. Army Corps of Engineers, you may be required to provide an off-site alternatives analysis. The alternatives analysis is not required for a complete application but must be provided during the review process in order for the Corps to complete the evaluation of your application and reach a final decision. Applicants with questions about when an off-site alternatives analysis is required should contact their Corps Project Manager.

Attachment D

Replacement/Compensatory Mitigation

Complete this part **if** your application involves wetland replacement/compensatory mitigation not associated with the local road wetland replacement program. Applicants should consult Corps mitigation guidelines and WCA rules for requirements.

Replacement/Compensatory Mitigation via Wetland Banking. Complete this section if you are proposing to use credits from an existing wetland bank (with an account number in the State wetland banking system) for all or part of your replacement/compensatory mitigation requirements.

Wetland Bank Account #	County	Major Watershed #	Bank Service Area #	Credit Type (if applicable)	Number of Credits
1536	Waseca	39/8	8		.576

Applicants should attach documentation indicating that they have contacted the wetland bank account owner and reached at least a tentative agreement to utilize the identified credits for the project. This documentation could be a signed purchase agreement, signed application for withdrawal of credits or some other correspondence indicating an agreement between the applicant and the bank owner. *However, applicants are advised not to enter into a binding agreement to purchase credits until the mitigation plan is approved by the Corps and LGU.*

Project-Specific Replacement/Permittee Responsible Mitigation. Complete this section if you are proposing to pursue actions (restoration, creation, preservation, etc.) to generate wetland replacement/compensatory mitigation credits for this proposed project.

WCA Action Eligible for Credit ¹	Corps Mitigation Compensation Technique ²	Acres	Credit % Requested	Credits Anticipated ³	County	Major Watershed #	Bank Service Area #

¹Refer to the name and subpart number in MN Rule 8420.0526.

²Refer to the technique listed in *St. Paul District Policy for Wetland Compensatory Mitigation in Minnesota*.

³If WCA and Corps crediting differs, then enter both numbers and distinguish which is Corps and which is WCA.

Explain how each proposed action or technique will be completed (e.g. wetland hydrology will be restored by breaking the tile.....) and how the proposal meets the crediting criteria associated with it. Applicants should refer to the Corps mitigation policy language, WCA rule language, and all associated Corps and WCA guidance related to the action or technique:

Attach a site location map, soils map, recent aerial photograph, and any other maps to show the location and other relevant features of each wetland replacement/mitigation site. Discuss in detail existing vegetation, existing landscape features, land use (on and surrounding the site), existing soils, drainage systems (if present), and water sources and movement. Include a topographic map showing key features related to hydrology and water flow (inlets, outlets, ditches, pumps, etc.):

Attach a map of the existing aquatic resources, associated delineation report, and any documentation of regulatory review or approval. Discuss as necessary:

For actions involving construction activities, attach construction plans and specifications with all relevant details. Discuss and provide documentation of a hydrologic and hydraulic analysis of the site to define existing conditions, predict project outcomes, identify specific project performance standards and avoid adverse offsite impacts. Plans and specifications should be prepared by a licensed engineer following standard engineering practices. Discuss anticipated construction sequence and timing:

For projects involving vegetation restoration, provide a vegetation establishment plan that includes information on site preparation, seed mixes and plant materials, seeding/planting plan (attach seeding/planting zone map), planting/seeding methods, vegetation maintenance, and an anticipated schedule of activities:

For projects involving construction or vegetation restoration, identify and discuss goals and specific outcomes that can be determined for credit allocation. Provide a proposed credit allocation table tied to outcomes:

Provide a five-year monitoring plan to address project outcomes and credit allocation:

Discuss and provide evidence of ownership or rights to conduct wetland replacement/mitigation on each site:

Quantify all proposed wetland credits and compare to wetland impacts to identify a proposed wetland replacement ratio. Discuss how this replacement ratio is consistent with Corps and WCA requirements:

By signature below, the applicant attests to the following (only required if application involves project-specific/permittee responsible replacement):

- All proposed replacement wetlands were not:
 - Previously restored or created under a prior approved replacement plan or permit
 - Drained or filled under an exemption during the previous 10 years
 - Restored with financial assistance from public conservation programs
 - Restored using private funds, other than landowner funds, unless the funds are paid back with interest to the individual or organization that funded the restoration and the individual or organization notifies the local government unit in writing that the restored wetland may be considered for replacement.
- The wetland will be replaced before or concurrent with the actual draining or filling of a wetland.
- An irrevocable bank letter of credit, performance bond, or other acceptable security will be provided to guarantee successful completion of the wetland replacement.
- Within 30 days of either receiving approval of this application or beginning work on the project, I will record the Declaration of Restrictions and Covenants on the deed for the property on which the replacement wetland(s) will be located and submit proof of such recording to the LGU and the Corps.

Applicant or Representative:

Title:

Part Three: 3-1 Project Information (Update 8-25-2020)

The City of Waseca was awarded grant funding through the MNDNR Local Trail Connection Program. The purpose of this project is to provide a connection between the 5.3-mile Clear Lake Trail and the 0.6-mile trail system at Northeast Park. The City had to stay within City property and the location of the wetland made a trail connection not possible without wetland impacts.

The original trail alignment was designed to cross at the narrowest point of the wetland to reduce wetland impact. The original wetland impact was calculated at 0.067 acres. Due to various factors listed below our wetland impacts were greater than what we anticipated and increased to .288.

Those additional wetland impacts were caused by the following:

- The original trail alignment was revised due to design standards as we approached the ditch near 19th Ave NE. Also, the trail realignment increased impacts where the new trail meets the existing trail on the south end.
- We also encountered very poor soil conditions on the south half of the trail construction area. The poor soils needed to be removed and corrected to meet sub-base standards. The result of soil corrections was to construct a wider cross section to provide adequate structural support.
- Additional impacts were also created because we needed to ensure we had safe slopes/banks off the trail to meet specific design standards and facilitate storm water run-off. Most slopes adjacent to the trail were constructed at a 10% grade for safety concerns.
- Please refer to the Disturbed Wetland Exhibit for a visual of the wetland impacts.

The impacts will be replaced at 2:1 ration totaling 0.576 acres using wetland bank account #1536
– Waseca County – Bank Service Area: 8

Attachment C-1: Project Purpose, Need, and Requirements

The City of Waseca has been awarded grant funding through the MN DNR Local Trail Connection Program. The purpose of this project is to provide a connection between the 5.3-mile Clear Lake Trail which circles Clear Lake and the .6-mile trail system at Northeast Park which connects to the remainder of the City's trail system on the west side of TH 13. The construction of a new 10-ft wide bituminous trail which will conform to all MnDOT's trail requirements. The trail will be constructed entirely on City owned property or within City rights-of-way.

These grant funds will be used directly for construction and engineering related to the proposed trail connection. Construction will include the bituminous trail and associated grading as well as one prefabricated steel truss recreation bridge for the ditch crossing at 19th Ave NE. Noted as Project Location on the attached map there will be an off-street trail that connects from the Clear Lake Trail through the City's Treatment Marsh. This trail has been identified as the City's top priority trail connection according to the City's most recent comprehensive plan completed in 2013 and has the support of the City Council, Waseca Park Board, Waseca County Board, Waseca School District, and others. Proposed project timeline is Spring of 2020 with a completion date of no later than June 2021.

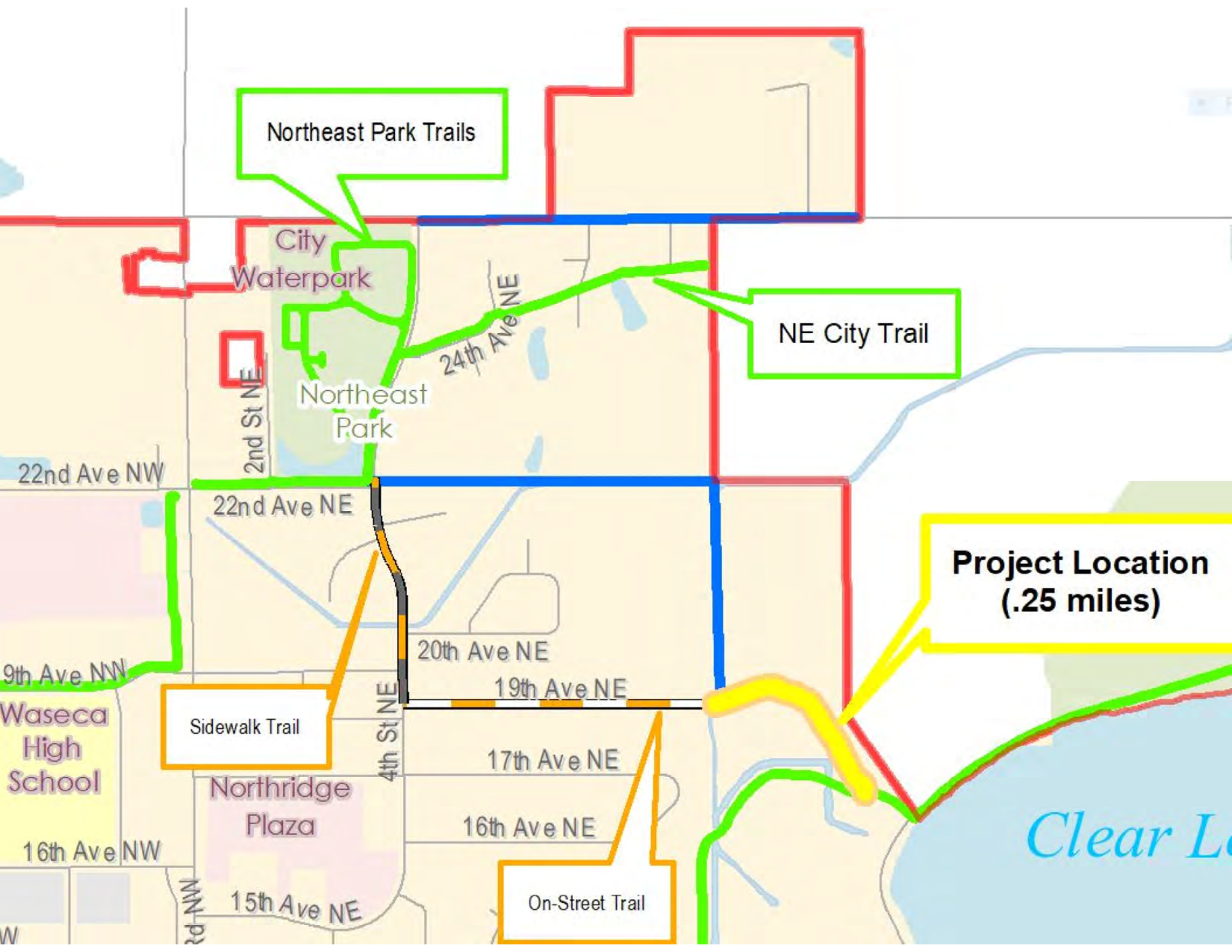
Attachment C-2: Avoidance

This trail connection is proposed through a parcel of City owned land that contains both wetland and upland undeveloped land. A wetland mitigation has been completed, and the City has made trail route alterations to avoid or minimize impacts to existing wetlands. The surrounding land uses are a mix of undeveloped natural land, low density residential housing, City stormwater treatment basins and Clear Lake. This project enhances the uses of these adjacent areas and is considered compatible. There are no known impacts to any aquatic resources.

All disturbed natural areas will be restored with native grasses and plantings to promote and enhance the natural environment and recreational opportunities of the trail users. Impacts such as dust, odor and noise will be limited to activities associated with standard construction practices for a project like this and should have no long-term effects once construction has ended. All impacted areas will be protected with industry standard erosion control measures for similar projects.

Attachment C-3: Minimization

The City of Waseca has modified the trail route after the wetland mitigation survey was complete. The City has minimized the wetland impacts to extent possible however poor soils encountered and slopes needed to meet safety concerns required more impacts than originally proposed.



Northeast Park Trails

City Waterpark

Northeast Park

NE City Trail

**Project Location
(.25 miles)**

Sidewalk Trail

On-Street Trail

Clear Lake

Waseca High School

Northridge Plaza



Transaction Form to Withdraw Credits

Minnesota Wetland Bank Program

If the layout of this form looks incorrect, click on [View, Edit Document](#), then save it to your computer.

1. Credit User		<i>This space for BWSR use only.</i>
Name: Brad Dushaw	Organization: City of Waseca	
Address: 508 South State Street Waseca, MN 56093	Email: bradd@ci.waseca.mn.us	
Phone: 507-835-9727	LGU File #: 193705843	
Consultant:		

2. Wetland Impact Information	
To be completed for the project impacting wetlands and with which this withdrawal is intended to replace.	
Project Name: Northeast Trail Connection (Clear Lake Trail)	Impact Size (acres): 0.288
Impact County: Waseca	Impact Wetland type: 2
Impact Major Watershed/BSA: _39 / _8_	Replacement Ratio: 2:1
Sec/Twp/Range: 5 & 8/107N/R22W	
*Projects with multiple locations should use the most central location in relation to the project as a whole.	
Are Federally authorized credits required for this impact? Yes No	
Corps Regulatory File Number: MVP-	
Comments:	

3. Credits to be Withdrawn To be completed by the seller of the credits (account holder)				
Account Information				
Account: 1536		County: Waseca		Bank Service Area: 8
Credit Subgroup	Wetland Type/Plant Community Type	Federally Approved?	Cost per Credit	Credit Amounts
A	Shrub-carr/alder thicket		\$36,000	0.4140
B	Sedge meadow		\$36,000	0.0620
C	Deep marsh		\$36,000	0.1000
Per Credit Withdrawal Fee by BSA BSA 1 \$520 BSA 6 \$1,083 BSA 2 \$371 BSA 7 \$1,992 BSA 3 \$725 BSA 8 \$2,577 BSA 4 \$1,412 BSA 9 \$2,628 BSA 5 \$685 BSA 10 \$3,099			Enter the Withdrawal Fee for the BSA of the account: <div style="border: 1px solid black; padding: 2px; display: inline-block;">\$2,577</div>	
			Total Credits:	0.576
			<i>(Withdrawal Fee x total credits)</i>	
			Withdrawal Fee:	\$1,484.35
			<i>(Easement Stewardship fee x total credits)</i>	
			Easement Stewardship Fee:	
			<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$302</div>	Stewardship Fee:
				\$173.95
			Total Fees:	\$1,658.30

Please make checks payable to the Minnesota Board of Water and Soil Resources. BWSR does not accept cash.

BWSR fee policy: http://www.bwsr.state.mn.us/wetlands/wetlandbanking/fee_and_sales_data/Wetland_Banking_Fee_Policy_Effective_June1_2017.pdf

Project Name: Northeast Trail Connection (Clear Lake Trail)

If anyone else should be notified please indicated their emails below:

4. Regulatory Authorization

By signing below, the identified agency and authorized representative hereby certifies that they have: **a)** verified that the subject wetland credits are deposited in the account of the owner/seller, **b)** approved a wetland replacement plan or similar agreement under their jurisdiction, and **c)** approve the proposed use of the wetland bank credit described above.

WCA LGU/Agency:

LGU Representative:

Email Address:

Signature

Date

For NRCS, DNR, etc. as applicable

Agency Name and Location:

Representative:

Email Address:

Signature

Date

5. Credit User Signature

By signing below the proposed credit user attests that he/she owns or has purchased the credits identified in this form and has received approval from the regulatory authority(ies).

Signature

Date

6. Account Holder Signature

By signing below I, the seller and holder of the aforementioned account in the State of Minnesota Wetland Mitigation Bank, certify that:

- 1) The credits described in this transaction form have been sold to the credit user or will be used for my own project;
- 2) I have received payment in full from the buyer (if applicable);
- 3) The credits described in this transaction form have not been sold or used in any way to mitigate wetland losses other than for the project and location identified in the wetland impact information block on the previous page;
- 4) The credits described in this application should be withdrawn from my account; and
- 5) I will not have a negative balance of credits after the subject credits are debited from my account

Disclaimer: All transactions in the Wetland Bank system are public information

Name/Representative:

Email Address:

Signature

Date

Send complete forms and fee payments to:

**Wetland Bank Administration
Minnesota Board of Water and Soil Resources
520 Lafayette Road North
Saint Paul, MN 55155**

Title:	Engineering Services for Phase 1 of Sanitary Sewer Inflow and Infiltration Project.		
Meeting Date:	December 15, 2020	Agenda Item Number:	6E
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Attached engineering services proposal
Originating Department:	Utilities & Public Works	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>			
How does this item pertain to Vision 2030 goals?	Enhanced community assets through reducing I&I (inflow and infiltration of clean water to the sanitary sewer system), minimizing wastewater releases, and complying with the MPCA Schedule of Compliance (SOC)		

BACKGROUND: Inflow and Infiltration (I&I) has been a community problem for decades. It is costly to transport and treat clean water that flows into the sanitary sewer system. Excessive I&I is the reason for wastewater releases into basements and into the environment, including into Clear Lake. In recent years, the City has redoubled its efforts to resolve I&I problems, and the MPCA has taken a firm stance that the City must reduce I&I and minimize wastewater releases. MPCA has the statutory authority to impose financial fines on the City and has the authority to deny sanitary sewer system expansion, which is required for the City to grow.

This proposed construction project will begin to tackle a significant source of I&I just north of Clear Lake Park, as shown in the attachment. Phase 1 construction costs are estimated at \$300,000. Phase 1 includes lining City sanitary sewer mains and City manholes. Bid results will determine how much work can be accomplished with Phase 1. Phase 2 is projected to take place in 2022 and is planned to include restoration of private property laterals, which also contribute significant I&I to the City system. Research into documenting the private service lateral deficiencies has been delayed due to the COVID pandemic.

BUDGET IMPACT: I&I engineering & construction projects are budgeted within the City's Capital Improvement Plan (CIP). Engineering design services, as outlined in the attached agreement, are estimated at \$30,665. Future construction administration/inspection services are estimated at \$45,710.

ALTERNATIVES CONSIDERED: Based on detailed flow analysis, pipe structural review, and based on direct negative impact to Clear Lake from wastewater releases from the City collection system pipes, this site was chosen as the demonstration project related to the MPCA Schedule of Compliance (SOC).

RECOMMENDATION: City Council authorization for the attached engineering services proposal.



December 10, 2020
File: 193800266

Attention: Carl Sonnenberg, Director of Utilities & Public Works

City of Waseca
500 South State Street
Waseca, MN 56093

Dear Mr. Sonnenberg,

Reference: Proposal for Engineering Services for Phase 1 Sanitary Sewer Improvements

In January 2019, the City of Waseca initiated a 5-year plan to reduce the quantity of clear water entering the sanitary collection system. Clear water, typically referred to as infiltration and inflow (I&I), enters the system directly due to planned and unplanned connections with the stormwater system or indirectly due to defects in private service laterals and public sanitary piping and manholes. The objectives of the plan are to reduce I&I and to minimize wastewater releases.

In October 2019, Waseca completed a City-wide flow monitoring study to locate which portions of the system exhibit excessive I&I. In 2020 the City prepared a Facilities Plan to develop priorities for sanitary system rehabilitation focused on I&I reduction.

Initial improvements for I&I reduction, labeled as Phase 1 in the Facilities Plan, are focused on the sanitary system highlighted in Attachment A. These pipe segments and manholes were selected because they exhibited high levels of I&I and because wastewater releases from this portion of the sanitary system can enter Clear Lake during peak rain events.

Under the current concept, improvements will be separated into a Phase 1 in 2021 and a Phase 2 in 2022. Phase 1 includes lining of City-owned main-line sewer and manholes. Private services will be lined in Phase 2.

The method of improvements will include cured-in-place liners for the sanitary sewer pipe. Manholes will be rehabilitated using methods determined after field investigation and discussion with the City. This letter proposal is for professional engineering services for Phase 1 improvements with an estimated construction cost of \$300,000.

Performing cured-in-place (CIPP) repairs to the 50+ year old VCP pipe will extend the life span of the system. After reviewing the pipe televising videos, we would recommend lining of the pipes



December 10, 2020

Page 2 of 5

Reference: Proposal for Professional Engineering Services

based on a structural evaluation alone. CIPP repair will provide a double benefit of increasing the longevity of the City infrastructure as well as reducing I&I.

Scope of Services for Phase 1 Improvements

1. Review available background information to establish current conditions. Such information includes sump pump inspections, collection system bypass reports, CCTV tapes, and smoke testing reports.
2. One site-visit for field survey and site investigations
3. Preparation of plans and specifications. City will be responsible for obtaining easements or rights of entry if alternate access is required.
4. One in-person meeting with City staff to review 90% design package and incorporate review comments.
5. Estimated construction cost.
6. Submit specifications and plans to MPCA for review and comment. Revise bid documents to resolve review comments.
7. Make pre-televising videos available for contractor bidding (FTP site)
8. Advertise project in City's legal newspaper, Finance and Commerce, and QuestCDN. City to pay advertising fee(s).
9. Answer questions from bidders during the bid period.
10. Prepare addendums.
11. City Staff to perform bid opening.
12. Prepare project award letter and bid tabulation.
13. City responsible for notifying residents and holding neighborhood meeting (if applicable)
14. Preconstruction conference.
15. Part time construction observation and administration.
16. Materials testing to be performed by independent laboratory (separate direct contract between laboratory and City).



December 10, 2020

Page 3 of 5

Reference: Proposal for Professional Engineering Services

17. Assist City with documentation for prevailing wage compliance.
18. Record Drawings.
19. Post-project flow monitoring at one manhole immediately down-stream to project area (MM16) and one manhole upstream (MM17).

Fee Proposal

We propose to complete the design services on an hourly rate basis not-to-exceed \$29,795 plus reimbursable expenses estimated at \$870. Total estimated design fee is \$30,665.

We propose to provide services for Construction Administration and for Post-Construction flow monitoring on an hourly estimated basis at \$45,710 including reimbursables and expenses.

Services will be provided in accordance with the terms and conditions of our Master Services Agreement with the City of Waseca.

Our fee assumes the following project schedule:

- City authorization to proceed with design services on December 15, 2020
- Submit plans and specifications to MPCA for approval by March 30, 2021
- City approval to advertise project May 2021
- Award project June 2021
- Notice to proceed August 2021
- Substantial completion October 2021
- Final completion November 2021
- Post-project flow monitoring Spring 2022

Upon acceptance of this proposal and notification to proceed from the City of Waseca, we will initiate work on the scope of services.



December 10, 2020
Page 4 of 5

Reference: Proposal for Professional Engineering Services

Please contact us if you have any questions or comments.

Regards,

STANTEC CONSULTING SERVICES INC.

Ronald A. LaFond, P.E.
Associate
Phone: (612) 712-2075
ron.lafond@stantec.com

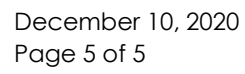
Tyler McLeete, P.E.
Associate
Phone: (612) 712-2089
tyler.mcleete@stantec.com

By signing this proposal, the City of Waseca authorizes Stantec Consulting Services Inc. to proceed with the services herein described and the Client acknowledges that this work shall be completed in accordance with the Master Service Agreement effective February 24, 2012.

This proposal is accepted and agreed on the ____ day of _____, 2020.

Carl Sonnenberg
Waseca Director of Utilities and Public Works

Signature



ATTACHMENT A



Title:	Electric Utility Capital Funding Charges		
Meeting Date:	December 15, 2020	Agenda Item Number:	6F
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:	Resolution 20-67
Originating Department:	City Administration	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>			
How does this item pertain to Vision 2030 goals?	Enhanced community assets are accomplished through improving Electric Utility infrastructure and are critical to the long-term development of the Waseca community.		

BACKGROUND: Five years ago, the City Council approved Capital Funding Charge schedules for the Water Utility and Sanitary Sewer Utility to replace existing water mains and sanitary sewer mains. More recently, the City Council has implemented an increased fee schedule for the Storm Water Utility. The purpose of these three fee systems is to begin to keep pace with the City's street improvement program and to replace worn out and fully depreciated infrastructure.

Staff is recommending implementation of a Capital Funding Charge schedule for the Electric Utility. While there is significant debt in the Water Utility and Sanitary Sewer Utility, there is no debt in the Electric Utility.

For the past five years, the Electric Utility has been replacing overhead electric infrastructure with underground electric infrastructure as a long-term improvement to reliability for the Waseca community. Improvements in our substation infrastructure have been made and continue. Community wide electric outages have been greatly reduced over the years. Line crew response times to repair outages are excellent, by any standard. Community aesthetics and safety have also improved. Most of this work has been accomplished internally with our own line crew and utility equipment. These internal efforts save the utility and the rate payer great amounts of money and create improved efficiencies in all operations aspects.

The Electric Utility is a business enterprise. As such, the City stakeholders, its rate payers, staff, and City Council, must rely on accurate cash registers. For any utility, its cash registers are its meters and billing systems. We replaced our worn-out meters during the early 2000's through a financial and beta testing partnership with Itron. With the changing Itron partnership, advances in metering systems technology, and age of our meters, it is time to fund a metering systems replacement program.

The attached proposed Capital Funding Charge scenarios are for Council consideration to help keep the Electric Utility operating as a business enterprise by funding necessary improvements outlined above

BUDGET IMPACT: Each of the attached Capital Funding Charge scenarios would generate about \$1.2 million by the end of the first five years. In comparison over the next five years, existing utility rates should generate about \$35 million. The additional \$1.2 million, a significant amount, would result in an average 3.4% increase in utility revenue over the five-year period.

ALTERNATIVES CONSIDERED: Staff has considered initial debt funding and operations revenue rate increases to fund many of the capital increases briefly outlined in this memo. However, such rate adjustments would not be as transparent in purpose as the proposed Capital Funding Charge schedule. Also, the utility would have to raise rates to begin to repay debt.

RECOMMENDATION: Council adoption of an Electric Utility Capital Funding Charge schedule through the attached resolution.

Electric Capital Funding Charge Scenarios

4240 customers

Scenario #1 - Proposed to Council December 1st		
Year	Rate	Est. Rev
1st	\$ 3.00	\$ 152,640
2nd	\$ 4.00	\$ 203,520
3rd	\$ 5.00	\$ 254,400
4th	\$ 6.00	\$ 305,280
5th	\$ 7.00	\$ 356,160
Total after 5 years		\$ 1,272,000

Scenario #2 - Increase by \$2 each year, last year \$1 Increase		
Year	Rate	Est. Rev
1st	\$ 1.00	\$ 50,880
2nd	\$ 3.00	\$ 152,640
3rd	\$ 5.00	\$ 254,400
4th	\$ 7.00	\$ 356,160
5th	\$ 8.00	\$ 407,040
Total after 5 years		\$ 1,221,120

Scenario #3 - Council idea from Dec 1st.		
Year	Rate	Est. Rev
1st	\$ 2.00	\$ 101,760
2nd	\$ 4.00	\$ 203,520
3rd	\$ 5.00	\$ 254,400
4th	\$ 6.00	\$ 305,280
5th	\$ 7.00	\$ 356,160
Total after 5 years		\$ 1,221,120

RESOLUTION NO. 20-67

**A RESOLUTION OF THE WASECA CITY COUNCIL
SETTING ELECTRIC CAPITAL FUNDING CHARGES
AND STREETLIGHT FEES**

WHEREAS, The Waseca City Council establishes electric rates by resolution; and

WHEREAS, electric rates have been reviewed in light of the budgetary needs for the electric utility; and

WHEREAS, the need to address existing capital infrastructure replacement will require additional revenue for the electric utility; and

WHEREAS, the electric utility funding needs will not be met without an increase in rates; and

WHEREAS, an equitable distribution of the increasing funding needs can be made by establishing Electric Capital Funding Charges as set forth below.

<u>Year</u>	<u>Rate per Account per Month</u>
2021	\$1.00
2022	\$3.00
2023	\$5.00
2024	\$7.00
2025	\$8.00

WHEREAS, Street Light rates have been reviewed in light of operations, maintenance, and infrastructure replacement budgetary needs; and,

WHEREAS, an equitable distribution of funding was needed by establishing a Street Light Rate Structure in order to eliminate General Fund and Electric Utility subsidization of street light expenses; and,

WHEREAS, funding needs can be equitably met by reducing the charges from \$3.60 per customer per month to \$3.10 per customer per month.

NOW, THEREFORE, BE IT RESOLVED by the City of Waseca that the electric rates shall be amended as set forth above.

This resolution shall become effective upon its passage without publication.

This rate structure will be implemented effective with all electric charges payable and due on each Electric Utility account bill due April 15th of 2021, 2022, 2023, 2024 and 2025.

Adopted this 15th day of December, 2020.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

RESOLUTION NO. 67

**A RESOLUTION OF THE WASECA CITY COUNCIL
SETTING ELECTRIC CAPITAL FUNDING CHARGES
AND STREETLIGHT FEES**

WHEREAS, The Waseca City Council establishes electric rates by resolution; and

WHEREAS, electric rates have been reviewed in light of the budgetary needs for the electric utility; and

WHEREAS, the need to address existing capital infrastructure replacement will require additional revenue for the electric utility; and

WHEREAS, the electric utility funding needs will not be met without an increase in rates; and

WHEREAS, an equitable distribution of the increasing funding needs can be made by establishing Electric Capital Funding Charges as set forth below.

<u>Year</u>	<u>Rate per Account per Month</u>
2021	\$2.00
2022	\$4.00
2023	\$5.00
2024	\$6.00
2025	\$7.00

WHEREAS, Street Light rates have been reviewed in light of operations, maintenance, and infrastructure replacement budgetary needs; and,

WHEREAS, an equitable distribution of funding was needed by establishing a Street Light Rate Structure in order to eliminate General Fund and Electric Utility subsidization of street light expenses; and,

WHEREAS, funding needs can be equitably met by reducing the charges from \$3.60 per customer per month to \$3.10 per customer per month.

NOW, THEREFORE, BE IT RESOLVED by the City of Waseca that the electric rates shall be amended as set forth above.

This resolution shall become effective upon its passage without publication.

This rate structure will be implemented effective with all electric charges payable and due on each Electric Utility account bill due April 15th of 2021, 2022, 2023, 2024 and 2025.

Adopted this 15th day of December, 2020.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

**RESOLUTION AMENDING CITY OF WASECA
BUDGET FOR CALENDAR YEAR 2020**

WHEREAS, the budget is intended as a guide for revenues and expenditures; and

WHEREAS, it is important that we have an accurate tracking of our revenues and expenditures;

NOW THEREFORE, BE IT RESOLVED that the recitals set forth above are incorporated herein.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Mayor and Council of the City of Waseca hereby approve that the 2020 Budget of the City of Waseca for the calendar year beginning January 1, which has previously been adopted by the City Council is hereby amended as follows:

Account Number	Description	Original Budget	Increase / (Decrease)	Amended Budget	Reason
101-49300-7245	Transfer out – Special Revenue	\$ 0	\$ 8,740	\$ 8,740	To Close TIF Fund
224-39201-0000	Transfer in – General	\$ 0	\$ 8,740	\$ 8,740	To Close TIF Fund
705-49920-5400	Equip. Replacement – Police	\$ 60,000	\$ 50,000	\$ 110,000	Rollover of purchase of new squad from 2019
705-49920-5400	Equip. Replacement – Fire	\$ 44,800	\$ 45,000	\$ 89,800	Ventilation System
705-33140-0000	Equip. Federal Funding	\$ 0	\$ 80,559	\$ 80,559	Ventilation System Grant

Adopted this 15th Day of December 2020.

ROY D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

Title:	APPROVE FINAL PAYMENT FOR THE SOUTH STATE STREET PHASE I WATER MAIN IMPROVEMENTS PROJECT (CITY PROJECT NO. 2020-18)		
Meeting Date:	December 15, 2020	Agenda Item Number:	6H
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Pay Request (1 & Final), Letter from Stantec
Originating Department:	Engineering	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to Approve the 1 st and Final Payment for the South State Street Phase I Water Main Improvements Project (City Project No. 2020-18)		
How does this item pertain to Vision 2030 goals?	Creating high quality community assets.		

BACKGROUND: The work on the South State Street Phase I Water Main Improvements Project (City Project No. 2020-18) has been completed and all work has been recommended for approval and acceptance by Stantec, our contracted inspector on this project. The project is therefore ready for final acceptance and payment. The total construction cost for this project is \$130,105.15, and the original contract amount was \$119,773.85. The increase in total cost is due to a change order of \$2,145.00 for additional detour signage and additional quantities of work performed. The contractor has provided all documentation required prior to release of the final payment.

BUDGET IMPACT: The costs associated with this pay request will be funded through the water utility capital outlay improvements account.

RECOMMENDATION: Staff recommends the Waseca City Council accept the work and approve the final pay request for the South State Street Phase I Water Main Improvements Project (City Project No. 2020-18).



Stantec Consulting Services Inc.
6188 Rome Circle NW
Rochester MN 55901
Tel: (507) 282-2100
Fax: (507) 282-3100

November 30, 2020

Carl Sonnenberg– Waseca Utilities Director
Lee Mattson – Waseca City Administrator
City of Waseca
508 S. State Street
Waseca, MN 56093

Reference: **State Street Phase 1 Watermain Improvements**

Holtmeier Construction Inc. has successfully completed the State Street South Phase I Watermain Improvements in accordance with the contract documents. Waseca's 2 year warranty period for the work began at substantial completion of the work which was achieved on November 4, 2020. Attached to this letter, please find Change Order No. 1 which compensates Holtmeier Construction for additional detour signage required on the project per MnDOT permit review comments. Also attached is the 1st and Final Pay Request and associated IC-134 Form. We recommend the City of Waseca accept the work completed by Holtmeier, execute the attached change order and final pay request and make payment in full to the contractor. Should you have any questions or concerns, please feel free to contact me at (507) 529-6036.

Regards,
STANTEC CONSULTING SERVICES INC.

A handwritten signature in blue ink that reads "Joseph C. Palen".

Joseph C. Palen, PE
Senior Associate
Phone: (507) 529-6036
Joseph.palen@stantec.com

Title:	RESOLUTION 20-65 AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH STANTEC FOR DESIGN SERVICES FOR THE SOUTH STATE STREET PHASE II WATER MAIN IMPROVEMENTS PROJECT (CITY PROJECT NO. 2021-07)		
Meeting Date:	December 15, 2020	Agenda Item Number:	6I
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:	Resolution No. 20-65
Originating Department:	Engineering	Presented By:	Consent Agenda
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to Approve Resolution No. 20-65 (City Project No. 2021-07)		
How does this item pertain to Vision 2030 goals?	Creating high quality community assets.		

BACKGROUND: The existing water main located along South State Street (T.H. 13) between 2nd Ave SE and 6th Ave SE has experienced multiple breaks and needs to be replaced. In late fall of 2020, the water main between 5th Ave SE and just north of the RR right-of-way was completed as Phase I of the South State Street Water Main Improvements Project. Phase II of this project involves the replacement of water main between 6th Ave SE and 5th Ave SE and between 2nd Ave SE and the RR right-of-way. The City has received a proposal from Stantec for the design of these improvements.

BUDGET IMPACT: The Stantec design services proposal is for a not-to-exceed total of \$30,205.75. This contract will be funded through the water utility professional services account.

RECOMMENDATION: Staff recommends the Waseca City Council adopt Resolution No. 20-65 authorizing the City Manager to execute a contract with Stantec for design services for the South State Street Phase II Water Main Improvements Project (City Project No. 2021-07).

RESOLUTION NO. 20-65

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A
CONTRACT WITH STANTEC FOR PROFESSIONAL DESIGN SERVICES FOR THE
SOUTH STATE STREET PHASE II WATER MAIN IMPROVEMENTS PROJECT
(NO. 2021-07)**

WHEREAS, the water main along South State Street (Hwy 13) between 2nd Avenue SE and 6th Avenue SE has experienced multiple breaks and needs to be replaced, and

WHEREAS, Phase II of this project involves water main replacement along South State Street between 5th Avenue SE and 6th Avenue SE and between 2nd Avenue SE and the Railroad right-of-way, and

WHEREAS, the City desires to hire a consultant to provide professional design services for this project, and

WHEREAS, Stantec is qualified to provide said professional design services through their Master Service Agreement with the City of Waseca.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Waseca, Minnesota that the City Manager for the City of Waseca is hereby authorized to execute a contract with Stantec for professional services related to the design of the South State Street Phase II Water Main Improvements Project.

Adopted this 15th day of December 2020.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

RESOLUTION NO. 20-69

6J

**A RESOLUTION OF THE WASECA CITY COUNCIL
DESIGNATING POLLING PLACES
IN THE CITY OF WASECA**

WHEREAS, the boundaries of all City precincts must be reviewed following State legislative redistricting; and

WHEREAS, the City is required to approve polling locations on a yearly basis; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca, Minnesota that the polling places for City precincts are hereby established and designated:

WARD 1, PRECINCT A – Christ Community Church
2200 4th Street NE

WARD 1, PRECINCT B - Treanor Campion Center
111 4th Street NW

WARD 2, PRECINCT A - Faith United Methodist Church
801 4th Avenue NE

WARD 2, PRECINCT B - St. John Lutheran Church
401 3rd Avenue NE – west entrance

WARD 3, PRECINCT A - Waseca City Hall
508 South State Street

WARD 3, PRECINCT B - Waseca County Highway Shop
1495 5th Street SE

Adopted this 15th day of December, 2020

R. D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

RESOLUTION NO. 20-61

**A RESOLUTION OF THE WASECA CITY COUNCIL
APPROVING THE CITY FINAL 2020 CITY OF WASECA
TAX LEVY COLLECTIBLE IN 2021**

WHEREAS, the City of Waseca, State of Minnesota, requires Property Tax to provide needed and necessary services to the citizens of the City of Waseca; and

WHEREAS, the preliminary tax levy was adopted September 15, 2020 by the Waseca City Council; and

WHEREAS, the City Council has reviewed budget requests from various departments of the City and has made a determination of the Property Tax required to support city operations for the Calendar Year 2021; and

WHEREAS, State law requires adoption of the 2021 final City of Waseca tax levy by December 28, 2020.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca, Waseca County, Minnesota, that the following sums of money are proposed to be levied for the current year, collectible in 2021 upon the taxable property in said City of Waseca for the following purposes:

Distributed Based on Tax Capacity

General Fund & Tax Abatement	\$ 2,884,488
Capital Funding	<u>\$ 1484,907</u>
General Levy Total	\$ 4,369,395

Debt Service Levy

Wastewater Public Facilities Authority (PFA) loan	181,442
7 th Avenue Bonds	154,425
Public Safety Building Bonds	148,725
Northeast Park	70,950

Distributed Based on Market Value (Passed Through Referendum)

Water Park	105,300
Total City Levy	<u>\$ 5,030,237</u>

BE IT FURTHER RESOLVED that the Records Secretary is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Waseca County, Minnesota, as required by law.

Adopted this 15th day of December, 2020.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

RESOLUTION NO. 20-62

7A-2

**A RESOLUTION OF THE WASECA CITY COUNCIL
ADOPTING THE 2021 ANNUAL CITY BUDGET**

WHEREAS, the City Council of the City of Waseca has reviewed the proposed annual governmental and enterprise budgets, as submitted by the City Manager; and

WHEREAS, the City Council has reviewed said proposed governmental and enterprise budgets to provide for all necessary governmental services.

NOW, THEREFORE, BE IT RESOLVED the annual budget of the City of Waseca for the fiscal year beginning January 1, 2021, which has been submitted by the City Manager, is hereby adopted, the totals of said budget and the major divisions are summarized as set forth in the exhibit which is attached hereto and incorporated herein by reference.

Adopted this 15th day of December, 2020.

R. D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

Legislative - 41110					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Personnel	\$ 57,103	\$ 56,620	\$ 56,564	\$ 56,962	0.7%
Supplies	61	97	200	100	-50.0%
Services & Charges	13,250	5,994	10,100	10,100	0.0%
Charges	90,968	131,125	130,850	115,525	-11.7%
Total Expenditures	\$ 161,382	\$ 193,836	\$ 197,714	\$ 182,687	-7.6%

Administration - 41320					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Personnel	\$ 167,320	\$ 227,603	\$ 296,314	\$ 329,919	11.3%
Supplies	3,314	1,994	500	600	20.0%
Services & Charges	88,461	13,750	22,800	19,800	-13.2%
Charges	2,279	23,111	25,700	25,700	0.0%
Total Expenditures	\$ 261,374	\$ 266,458	\$ 345,314	\$ 376,019	8.9%

Elections - 41410					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Personnel	\$ 11,436	\$ 6,342	\$ 15,600	\$ -	-100.0%
Supplies	89	351	350	-	-100.0%
Services & Charges	7,104	100	10,000	-	-100.0%
Total Expenditures	\$ 18,629	\$ 6,793	\$ 25,950	\$ -	-100.0%

Finance - 41500					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Personnel	\$ 333,918	\$ 298,102	\$ 349,367	\$ 374,099	7.1%
Supplies	6,198	6,889	5,000	5,000	0.0%
Services & Charges	29,334	57,547	23,700	23,500	-0.8%
Charges	2,180	270	600	600	0.0%
Total Expenditures	\$ 371,630	\$ 362,808	\$ 378,667	\$ 403,199	6.5%

Law - 41600					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Services & Charges	\$ 87,192	\$ 95,995	\$ 105,000	\$ 103,000	-1.9%
Total Expenditures	\$ 87,192	\$ 95,995	\$ 105,000	\$ 103,000	-1.9%

Information Technology - 41920					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Supplies	\$ 15,854	\$ 23,918	\$ 23,000	\$ 23,000	0.0%
Services & Charges	75,565	80,915	110,070	110,070	0.0%
Charges	23,114	25,058	30,000	30,000	0.0%
Total Expenditures	\$ 114,533	\$ 129,891	\$ 163,070	\$ 163,070	0.0%

City Hall Buildings and Grounds - 41940					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Supplies	\$ 11,882	\$ 14,731	\$ 15,000	\$ 20,500	36.7%
Services & Charges	97,004	68,167	92,542	74,841	-19.1%
Charges	15,914	10,882	40,000	30,000	-25.0%
Total Expenditures	\$ 124,800	\$ 93,780	\$ 147,542	\$ 125,341	-15.0%

Community Development - 41950					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Personnel	\$ 192,024	\$ 205,756	\$ 217,089	\$ 243,242	12.0%
Supplies	1,098	343	1,750	1,000	-42.9%
Services & Charges	18,147	21,408	27,700	24,700	-10.8%
Charges	69,456	48,486	69,415	66,898	-3.6%
Total Expenditures	\$ 280,725	\$ 275,993	\$ 315,954	\$ 335,840	6.3%

Police - 42100					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Personnel	\$ 1,889,299	\$ 2,087,181	\$ 2,150,489	\$ 2,331,608	8.4%
Supplies	97,496	90,576	65,400	59,900	-8.4%
Services & Charges	109,259	116,164	105,010	107,564	2.4%
Charges	15,894	18,956	16,200	14,150	-12.7%
Total Expenditures	\$ 2,111,948	\$ 2,312,877	\$ 2,337,099	\$ 2,513,222	7.5%

Community Service - 42150					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Personnel	\$ 17,795	\$ 18,115	\$ 18,929	\$ 18,929	0.0%
Supplies	-	-	1,200	-	-100.0%
Services & Charges	12,594	12,620	13,600	13,000	-4.4%
Total Expenditures	\$ 30,389	\$ 30,735	\$ 33,729	\$ 31,929	-5.3%

Fire - 42200					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Personnel	\$ 408,269	\$ 410,110	\$ 433,610	\$ 411,608	-5.1%
Supplies	87,950	54,975	52,300	40,210	-23.1%
Services & Charges	87,282	58,505	52,135	44,614	-14.4%
Charges	3,692	5,230	7,500	7,500	0.0%
Total Expenditures	\$ 587,193	\$ 528,820	\$ 545,545	\$ 503,932	-7.6%

Civil Defense Operations - 42300					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Charges	\$ 3,488	\$ 6,068	\$ 6,000	\$ 6,000	0.0%
Total Expenditures	\$ 3,488	\$ 6,068	\$ 6,000	\$ 6,000	0.0%

Building & Code Compliance - 42400					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Personnel	\$ 128,239	\$ 128,029	\$ 129,389	\$ 145,708	12.6%
Supplies	917	247	1,650	500	-69.7%
Services & Charges	128,911	133,620	141,250	138,550	-1.9%
Charges	30	50	100	50	-50.0%
Total Expenditures	\$ 258,097	\$ 261,946	\$ 272,389	\$ 284,808	4.6%

Engineering - 43000					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Personnel	\$ 315,905	\$ 421,305	\$ 464,609	\$ 478,618	3.0%
Supplies	6,221	3,432	7,900	5,100	-35.4%
Services & Charges	35,985	8,791	26,900	17,200	-36.1%
Charges	1,465	1,129	2,500	1,500	-40.0%
Total Expenditures	\$ 359,576	\$ 434,657	\$ 501,909	\$ 502,418	0.1%

Street Maintenance - 43100					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Personnel	\$ 377,831	\$ 435,741	\$ 462,320	\$ 498,895	7.9%
Supplies	268,590	357,692	253,000	266,000	5.1%
Services & Charges	57,519	66,443	85,600	77,140	-9.9%
Charges	-	308	1,300	300	-76.9%
Total Expenditures	\$ 703,940	\$ 860,184	\$ 802,220	\$ 842,335	5.0%

Snow & Ice Removal - 43125					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Personnel	\$ 126,983	\$ 175,372	\$ 126,301	\$ 133,814	5.9%
Supplies	108,925	120,268	100,000	100,000	0.0%
Services & Charges	28,773	63,163	25,000	30,000	20.0%
Total Expenditures	\$ 264,681	\$ 358,803	\$ 251,301	\$ 263,814	5.0%

Street Lighting - 43160					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Services & Charges	\$ 33,580	\$ -	\$ -	\$ -	0.0%
Total Expenditures	\$ 33,580	\$ -	\$ -	\$ -	0.0%

Traffic Signs & Markings - 43170					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Personnel	\$ 28,051	\$ 15,406	\$ 24,614	\$ 26,072	5.9%
Supplies	23,985	8,864	15,000	15,000	0.0%
Services & Charges	10,255	8,811	10,200	10,200	0.0%
Total Expenditures	\$ 62,291	\$ 33,081	\$ 49,814	\$ 51,272	2.9%

Streets Cleaning - 43220					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Personnel	\$ 30,593	\$ 27,679	\$ 40,414	\$ 42,845	6.0%
Supplies	15,347	19,077	18,000	18,000	0.0%
Total Expenditures	\$ 45,940	\$ 46,756	\$ 58,414	\$ 60,845	4.2%

Recreation - 45100					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Personnel	\$ 152	\$ 4,138	\$ -	\$ -	0.0%
Supplies	907	4,707	-	-	0.0%
Services & Charges	\$ 101,504	\$ -	\$ 100,000	\$ 100,000	0.0%
Charges	-	597	-	-	0.0%
Total Expenditures	\$ 102,563	\$ 9,442	\$ 100,000	\$ 100,000	0.0%

Water Park Operations - 45130					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Personnel	\$ 171,404	\$ 177,933	\$ 172,501	\$ 163,694	-5.1%
Supplies	38,979	47,223	46,550	48,300	3.8%
Services & Charges	47,026	52,167	41,834	48,799	16.6%
Charges	7,758	19,672	9,700	67,500	595.9%
Total Expenditures	\$ 265,167	\$ 296,995	\$ 270,585	\$ 328,293	21.3%

Tink Larson Community Field Operations - 45180					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Personnel	\$ -	\$ -	\$ 6,618	\$ 6,618	0.0%
Supplies	-	-	8,500	8,500	0.0%
Services & Charges	-	-	3,300	3,300	0.0%
Charges	-	-	500	500	0.0%
Total Expenditures	\$ -	\$ -	\$ 18,918	\$ 18,918	0.0%

Parks - 45200					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Personnel	\$ 422,468	\$ 436,626	\$ 469,581	\$ 493,030	5.0%
Supplies	85,900	79,511	63,650	63,850	0.3%
Services & Charges	72,574	73,703	66,478	67,097	0.9%
Charges	33,853	32,295	29,700	29,700	0.0%
Total Expenditures	\$ 614,795	\$ 622,135	\$ 629,409	\$ 653,676	3.9%

Waseca Lesuer Regional Library - 45500					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Supplies	\$ 1,296	\$ 1,126	\$ 2,000	\$ 2,000	0.0%
Services & Charges	27,979	28,632	31,800	31,800	0.0%
Charges	2,158	4,465	5,000	5,000	0.0%
Total Expenditures	\$ 31,433	\$ 34,223	\$ 38,800	\$ 38,800	0.0%

Waseca Transportation Program - 45600				
	2018	2019	2020	2021
	ACTUAL	ACTUAL	BUDGET	BUDGET
				%
				CHANGE
Charges	\$ 20,400	\$ -	\$ -	\$ -
Total Expenditures	\$ 20,400	\$ -	\$ -	\$ -

Non-Departmental General Expenditures - 49210				
	2018	2019	2020	2021
	ACTUAL	ACTUAL	BUDGET	BUDGET
				%
				CHANGE
Charges	\$ 25,474	\$ 155	\$ -	\$ -
Total Expenditures	\$ 25,474	\$ 155	\$ -	\$ -

Other General Fund Expenditures 49220, 49244, 49290, 49293				
	2018	2019	2020	2021
	ACTUAL	ACTUAL	BUDGET	BUDGET
				%
				CHANGE
Personnel	\$ 2,232	\$ (7)	\$ -	\$ -
Total Expenditures	\$ 2,232	\$ (7)	\$ -	\$ -

General Fund Transfers - 49300				
	2018	2019	2020	2021
	ACTUAL	ACTUAL	BUDGET	BUDGET
				%
				CHANGE
Transfers	\$ 1,809,470	\$ 1,574,498	\$ 1,744,787	\$ 233,643
Total Expenditures	\$ 1,809,470	\$ 1,574,498	\$ 1,744,787	\$ 233,643

Total All General Fund Departments					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Revenue					
Taxes - Levy	\$ 3,910,297	\$ 3,944,291	\$ 4,402,828	\$ 3,065,930	-30.4%
Taxes - Other	32,001	32,110	32,000	32,500	1.6%
Inter-Governmental	3,074,857	3,126,979	3,255,456	3,392,499	4.2%
Transfers	578,118	578,690	638,118	636,118	-0.3%
Franchise Fees	216,958	218,094	217,000	222,000	2.3%
License & Permits	217,981	278,094	253,650	248,100	-2.2%
Water Park Revenues	162,520	156,384	169,200	169,400	0.1%
Chrgs, Fees, Fines, Misc	546,339	379,894	371,878	356,515	-4.1%
Total Revenues	\$ 8,739,071	\$ 8,714,536	\$ 9,340,130	\$ 8,123,062	-13.0%

Expenditure					
Personnel	\$ 4,681,022	\$ 5,132,051	\$ 5,427,691	\$ 5,755,661	6.0%
Supplies	775,009	836,021	672,450	677,560	0.8%
Services & Charges	1,169,298	966,495	1,101,719	1,055,275	-4.2%
Charges	318,123	327,857	374,565	400,923	7.0%
Transfers	1,809,470	1,574,498	1,744,787	233,643	-86.6%
Total Expenditures	\$ 8,752,922	\$ 8,836,922	\$ 9,321,212	\$ 8,123,062	-12.9%

Economic Development Authority					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Revenue					
Taxes	\$ 80,121	\$ 79,905	\$ 88,471	\$ 93,990	6.2%
Interest & Misc. Revenue	5,523	428	1,500	1,500	0.0%
Total Revenues	85,644	80,333	89,971	95,490	0.0%
Expenditure					
Personnel	\$ 49,398	\$ 51,719	\$ 47,105	\$ 51,771	9.9%
Supplies	290	507	500	500	0.0%
Services & Charges	13,953	65,338	37,469	41,364	10.4%
Charges	166	64,216	2,000	2,000	0.0%
Total Expenditures	63,807	181,780	87,074	95,635	0.0%

Electric Utility					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Revenue					
Charges for Services	\$ 7,372,770	\$ 7,328,214	\$ 7,019,500	\$ 6,801,200	-3.1%
Miscellaneous Revenue	128,312	237,916	54,000	82,500	52.8%
Total Revenues	\$ 7,501,082	\$ 7,566,130	\$ 7,073,500	\$ 7,036,340	

Expenditure					
Personnel	\$ 667,765	\$ 676,232	\$ 688,478	\$ 758,108	10.1%
Supplies	200,079	386,655	207,000	202,550	-2.1%
Services & Charges	5,403,404	5,188,319	5,257,114	5,130,914	-2.4%
Charges	61,191	63,747	69,100	60,100	-13.0%
Capital Outlay	371,972	488,928	340,000	280,000	-17.6%
Debt Service	3,762	6,538	7,000	1,850	-73.6%
Transfers	428,000	428,000	488,000	482,000	-1.2%
Total Expenditures	\$ 7,136,173	\$ 7,238,419	\$ 7,056,692	\$ 6,915,522	

Water Utility					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Revenue					
Charges for Services	\$ 1,436,014	\$ 1,655,090	\$ 1,678,000	\$ 1,772,500	5.6%
Miscellaneous Revenue	39,412	35,590	33,883	30,000	-11.5%
Total Revenues	1,475,426	1,690,680	1,711,883	1,802,500	
Expenditure					
Personnel	\$ 396,094	\$ 399,657	\$ 359,739	\$ 400,300	11.3%
Supplies	135,894	134,601	150,300	138,250	-8.0%
Services & Charges	176,455	171,897	175,770	173,650	-1.2%
Charges	67,658	55,713	68,607	70,607	2.9%
Capital Outlay	1,112,809	485,780	315,000	405,000	28.6%
Debt Service	10,048	33,540	202,577	181,735	-10.3%
Transfers	27,250	27,250	27,250	27,250	0.0%
Total Expenditures	1,926,208	1,308,438	1,299,243	1,396,792	

Sanitary Sewer Utility					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Revenue					
Charges for Services	\$ 2,493,427	\$ 2,492,719	\$ 2,573,000	\$ 2,618,000	1.7%
Miscellaneous Revenue	12,937	228,153	15,600	5,000	-67.9%
Transfers In	181,392	187,119	181,215	181,442	0.1%
Total Revenues	2,687,756	2,907,991	2,769,815	2,804,442	

Expenditure					
Personnel	\$ 605,061	\$ 661,400	\$ 754,824	\$ 828,301	9.7%
Supplies	144,365	157,333	183,400	169,900	-7.4%
Services & Charges	341,492	317,050	343,525	337,205	-1.8%
Charges	88,749	208,375	93,907	90,707	-3.4%
Capital Outlay	832,304	982,180	615,400	730,000	18.6%
Debt Service	(2,931,549)	1,041,946	965,989	950,782	-1.6%
Transfers	116,468	116,468	116,468	120,468	3.4%
Total Expenditures	(803,110)	3,484,752	3,073,513	3,227,363	

Storm Water Utility					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Revenue					
Charges for Services	\$ 182,785	\$ 226,941	\$ 230,980	\$ 310,573	34.5%
Miscellaneous Revenue	26,890	1,047,233	34,240	45,343	32.4%
Total Revenues	209,675	1,274,174	265,220	355,916	
Expenditure					
Personnel	\$ 80,940	\$ 103,486	\$ 64,890	\$ 64,564	-0.5%
Supplies	2,251	1,804	2,500	4,050	62.0%
Services & Charges	8,619	4,888	105,200	75,148	-28.6%
Charges	14,779	50,896	51,200	61,200	19.5%
Transfers	6,400	6,400	6,400	100,871	1476.1%
Total Expenditures	112,989	167,474	230,190	305,833	

Special Revenue Funds					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Revenue					
Taxes	\$ 1,370	\$ 37	\$ 1,000	\$ 100	-90.0%
Intergovernmental Revenues	883,546	360,332	399,411	258,434	-35.3%
Charges for Services	104,252	91,959	93,897	93,997	0.1%
Fines and Forfeits	525	550	3,000	1,000	-66.7%
Miscellaneous Revenue	95,176	23,093	22,350	20,450	-8.5%
Transfers In	65,789	79,690	78,665	21,610	-72.5%
Total Revenues	\$ 1,150,658	\$ 555,661	\$ 598,323	\$ 395,591	-33.9%

Expenditure					
Personnel	\$ 243,810	\$ 239,894	\$ 255,001	\$ 192,469	-24.5%
Supplies	3,883	4,733	13,500	11,600	-14.1%
Services & Charges	102,983	102,791	161,205	100,945	-37.4%
Charges	73,896	71,373	62,320	57,980	-7.0%
Capital Outlay	724,827	366,140	174,200	5,950	-96.6%
Transfers	-	572	-	-	0.0%
Total Expenditures	\$ 1,149,399	\$ 785,503	\$ 666,226	\$ 368,944	-44.6%

Debt Service Funds					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Revenue					
Taxes	\$ 489,933	\$ 464,753	\$ 480,725	\$ 479,400	-0.3%
Interest & Miscellaneous	654	17	1,700	1,600	100.0%
Total Revenues	\$ 490,587	\$ 464,770	\$ 482,425	\$ 481,000	-0.3%
Expenditure					
Debt Service	478,575	481,100	480,925	480,825	0.0%
Total Expenditures	\$ 478,575	\$ 481,100	\$ 480,925	\$ 480,825	0.0%

Capital Project Funds					
	2018	2019	2020	2021	%
	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
Revenue					
Taxes	-	-	-	1,484,907	
Intergovernmental Revenues	4,628,899	2,179,495	150,000	107,090	-28.6%
Special Assessments	127,880	88,057	222,504	125,671	-43.5%
Interest & Miscellaneous	251,191	97,570	92,349	32,245	-65.1%
Bond Proceeds	-	-	-	-	0.0%
Transfers In	1,658,976	2,441,638	2,360,025	30,591	-98.7%
Total Revenues	\$ 6,666,946	\$ 4,806,760	\$ 2,824,878	\$ 1,780,504	-37.0%
Expenditure					
Personnel	\$ 69,803	\$ 10,297	\$ -	\$ -	0.0%
Supplies	-	-	-	-	0.0%
Services & Charges	300,755	83,206	150,000	175,000	16.7%
Charges	8,036	4,600	-	4,600	
Capital Outlay	9,397,725	4,437,568	3,063,460	1,519,242	-50.4%
Transfers	291,521	1,281,731	875,118	-	100.0%
Total Expenditures	\$ 10,067,840	\$ 5,817,402	\$ 4,088,578	\$ 1,698,842	-58.4%

RESOLUTION NO. 20-63
A RESOLUTION OF THE WASECA CITY COUNCIL
APPROVING THE FINAL CITY OF WASECA ECONOMIC
DEVELOPMENT AUTHORITY TAX LEVY
COLLECTIBLE IN 2021

7B

WHEREAS, the City of Waseca Economic Development Authority, State of Minnesota, requires Property Tax to provide needed and necessary services to the citizens of the City of Waseca; and

WHEREAS, the preliminary tax levy was adopted September 15, 2020 by the Waseca City Council; and

WHEREAS, the City Council has reviewed budget requests from the EDA and has made a determination of the Property Tax required to support EDA operations for the Calendar Year 2021; and

WHEREAS, State law requires adoption of the 2020 final City of Waseca tax levy by December 28, 2020.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca, Waseca County, Minnesota, that the following sum of money is proposed to be levied for the current year, collectible in 2021 upon the taxable property in said City of Waseca for the following purposes:

Economic Development Authority Levy	<u>\$ 93,990</u>
--	-------------------------

BE IT FURTHER RESOLVED that the Records Secretary is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Waseca County, Minnesota, as required by law.

Adopted this 15th day of December, 2020.

R. D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

Title:	RESOLUTION 20-64 AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE CONTRACT WITH STANTEC FOR CONSTRUCTION SERVICES FOR THE T.H. 13 SAFE ROUTES TO SCHOOL & TRAIL IMPROVEMENTS PROJECT (CITY PROJECT NO. 2020-07)		
Meeting Date:	December 15, 2020	Agenda Item Number:	7C
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:	Resolution No. 20-64
Originating Department:	Engineering	Presented By:	City Engineer
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to Approve Resolution No. 20-64 (City Project No. 2020-07)		
How does this item pertain to Vision 2030 goals?	Creating high quality community assets.		

BACKGROUND: In January of 2020, the City solicited proposals for engineering design services for the T.H. 13 Safe Routes to School & Trail Improvements Project (City Project No. 2020-07) and ultimately awarded a design contract to Stantec. After the design contract with Stantec was initiated, this project officially became federal grant funded through the Highway Safety Improvement Program (HSIP). As a result, the City was permitted to amend the contract with Stantec to include construction services for this project.

BUDGET IMPACT: The Stantec amendment for construction observation services is for a not-to-exceed total of \$75,714. The federal (HSIP) grant has allocated up to \$80,000 for construction services for this project.

RECOMMENDATION: Staff recommends the Waseca City Council adopt Resolution No. 20-64 authorizing the City Manager to execute an amendment to the contract with Stantec for construction services for the T.H. 13 SRTS & Trail Improvements Project (City Project No. 2020-07).

RESOLUTION NO. 20-64

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN
AMENDMENT TO THE CONTRACT WITH STANTEC FOR PROFESSIONAL
CONSTRUCTION SERVICES FOR THE
T.H. 13 SAFE ROUTES TO SCHOOL (SRTS) & TRAIL IMPROVEMENTS PROJECT
(NO. 2020-07)**

WHEREAS, the T.H. 13 Safe Routes to School & Trail Improvements Project (“Project”) has been successfully bid and awarded, and

WHEREAS, the City desires to hire a consultant to provide professional construction services for the Project, and

WHEREAS, through the solicitation process for design services the City determined that Stantec is qualified to provide the additional said professional construction services.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Waseca, Minnesota that the City Manager for the City of Waseca is hereby authorized to execute an amendment to the contract with Stantec for professional services related to the construction of the T.H. 13 Safe Routes to School & Trail Improvements Project.

Adopted this 15th day of December 2020.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

Title:	Request for Vision 2030 Printing Funds		
Meeting Date:		Agenda Item Number:	7E
Action:	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Quotes from printing and 2020 report
Originating Department:	Development	Presented By:	Sophia Hoiseth
Approved By City Manager: <input checked="" type="checkbox"/>	City manager was involved in committee creation process.		
How does this item pertain to Vision 2030 goals?	This report will be used for marketing material.		

BACKGROUND: IDM recommended that we have reading material to support the work that Vision 2030 is doing. At the BEST Meeting, several organizations expressed interest to have copies of the report. We are going to be printing 1000 copies.

BUDGET IMPACT: The funds could be taken from the Vision 2030 action committee funds or elsewhere.

ALTERNATIVES CONSIDERED: Not applicable.

RECOMMENDATION: We request the lower quote from Quality Print for \$960.

CARE ABOUT YOUR HOME TOWN

VISION 2030

2020 REPORT



WASECA VISION 2030

INTRODUCTION

WASECA VISION 2030

Waseca Vision 2030 began in 2016 when community leaders determined that it was critical for our community to have a common vision. If you had told the consulting firm that facilitated the project, the city partners that paid for it, and the 500 Waseca residents that participated what the year 2020 would hold, their thoughts about the future could have never predicted the COVID-19 outbreak.

The intent of a shared vision is to unify and coordinate efforts, enable better communication about what the community is and where it is going, and to provide a unified voice for where the community needs to invest its resources to get it to its preferred destination.

Our shared vision is founded on four outcomes. They are: Create High Quality Community Assets; Expand and Leverage Economic Development Initiatives; Strengthen Regional Connectivity; and Create a Vibrant and Dynamic Community.

In 2019, volunteer members formed four Strategic Action Teams to move forward on each outcome. Team members identified projects and regional partners that can provide resources. These teams are made up of committed community members that volunteer their time and give their gifts to Waseca.

On October 28th, 2020, friends in Waseca met both virtually and in person at the Mill to celebrate the work accomplished on the four outcomes. We are pleased to report that there has been incredible work that has occurred in Waseca, New Richland, Waldorf and Janesville over the last two years.

In the next few pages, you will learn more about the input from the celebration event and the work that is being done to accomplish our vision. If you are inspired by the projects completed or the projects to come, please reach out to us. Your gifts and talents are needed to make this a success!





HIGH-QUALITY ASSETS

Assets are any useful, valuable part of a community. Assets include access to two lakes, parks, big industry, libraries and art centers, roads, and more. Investment by the city, county, and individuals into improving, maintaining, and adding new assets makes our city more valuable.

The High-Quality Assets Action Team began to re-meet this year and worked on projects related to highlighting what great assets we already have to promote to the public as well as hosting a road trip for local leaders to garner excitement about assets in other communities.

Here are what folks identified as high quality assets Waseca Community has added in the last two years!

- Lead For Minnesota – Innovation Hub
- New Richland FFA, F-H, Library events.
- The city is working to fix infrastructure.
- Music Garden at Trowbridge Park
- Bike Path Extension.
- The updated path on highway 14 around the lake.
- New single-family homes.
- Historic Preservation Society got historic district status.
- New boutiques and restaurants downtown.
- Waseca Area Foundation gives grant dollars to nonprofits.
- School renovation.
- Entrepreneurs filling up Quad Graphics building.
- City park department enhancing trail system.
- New chamber involvement in New Richland.
- New infrastructure on the sewer lines.- Waldorf
- Veterans Memorial.
- Waldorf 16 million Sewer/Water/Storm Sewer and Street Improvement Project
- New breweries & Pizza Farm – brings many people to Waseca
- Community garden spaces – in town for people who lack transportation – edge of community for larger plots
- School renovation in Waldorf – Waldorf business and education center
- New boutiques and shopping for women
- Park by waterpark – soccer fields and pavilion
- Community Education rentals at Clear Lake
- Tink Larson Field



ECONOMIC DEVELOPMENT

Economic development was highlighted in the Vision 2030 report as the key to creating a long-lasting and successful community. A strong economy in a town created jobs and improves the quality of living.

The Economic-Development Action Team is the only committee that has not met in 2020, but it is looking to the future of 2021 to work on projects related to facilitating conversations with industry leaders and higher education institutions. If that is something you are interested in facilitating, please let us know!

Here are what folks identified as expanding economic development initiatives in Waseca Community has added in the last two years!

- Economic Development Authority Board pursuing development.
- Recovery Coordinator.
- Tax abatement strategies.
- Waseca Chamber works on marketing.
- Top 10 Small Business Revolution. Entrepreneurship Event.
- SROC working on biotechnology research.
- ConAgra Expansion
- AURI working with entrepreneurs.
- The Hemp processing plant.
- GreenSeam.
- Wausau Homes Design Studio
- Farmamerica.
- Wind energy service company
- Hand sanitizer
- Pop up craft fairs
- Entrepreneurial Conference
- Coding Day at Schools

REGIONAL CONNECTIVITY

Waseca County benefits from being close to larger cities like Mankato, Owatonna, and the Twin Cities. Partnering and collaborating with regional people, businesses, and more help keep Waseca thriving for years to come.

The Regional Connectivity Action Team was tasked with trying to connect in the year of social distancing. The team benefits from having people serve on it from all over Waseca County, they hosted an event to try and bring the county together and are looking to leverage the strength of all parts of our community to get through the challenges of COVID.



Here are what folks identified as promoting regional connectivity that Waseca Community has added in the last two years!

- Universities reaching out to Waseca graduates.
- Waseca Area Foundation offers grants across the region
- University of Minnesota Southern Extension office.
- Park signs.
- High speed internet with MediaCom and others.
- 2 lakes trails and bike paths
- The Pizza Farm
- Small Business Revolution Finalist
- Half Pint Brewing
- Big Brother Big Sister (housed in Owatonna office)
- The Mill
- One Million Cups
- Specialty shops and brochures
- Jr. Achievement (housed in Owatonna)
- Waseca County Fair
- Facebook pageHouse walks-Pink school house

VIBRANT, DYNAMIC COMMUNITY

The cities of Waseca County is currently doing many of the things needed to create a bright future for the city, but it has the opportunity to do more to avoid being trapped behind the rapid speed of change in our world today. Collaborative leadership, promoting social connectivity, and inspiring others help in countless ways for the betterment of the community



The Vibrant-Dynamic Action Team had a wonderful year with projects that focused on public art and community building. The committee received funding from the city council to create law signs that promoted our compassion for our community as well as funding to create promotional content to get the word out about Vision 2030 and all the work we do for Waseca!

Here are what folks identified as projects that have promoted a vibrant and dynamic community here in Waseca County in the last two years!

- Ladies Night Specialty Shops
- Marching Classic
- Waseca County Fair
- Waseca Art Center creative programs
- Library held two Wellness Days
- Community Ed Programs
- Discover Waseca Tourism Group.
- A police and fire department that cares about the citizens.
- Library Coding Days- went into middle school to teach coding.
- Library Babysitting Camps- taught negotiation, kids crafts, snack preparation.
- Library Adventure packs.
- Engaging 4H to help paint picnic tables and play structure at the Waldorf city park.
- East-West International Education Foundation
- Venues for weddings, graduations, etc. – different ranges (Miller-Armstrong, The Mill)
- Sleigh and cutter festival
- Top 10 of Small Business Revolution
- We have a great library and art center – Waseca Historical Society
- Relocation of Waldorf library
- New holiday lights in Waldorf
- Trowbridge bandstand restoration



**GET
INVOLVED
TODAY**



wasecavision2030.com



Waseca Vision 2030



@wasecavision2030

Waseca Vision 2030 relies on volunteers and community members that are passionate about taking steps and making action where there isn't. We would love to have your time, efforts, and attention in order to see this vision into a reality. Please consider joining an action team or pitching a project that seems interested or important to you. We look forward to connecting with you!

PERSONALIZED PRINTING & APPAREL

100 SOUTH STATE STREET • WASECA, MINNESOTA 56093
PHONE: (507) 835-7565 • EMAIL: info@pprintwaseca.com



Estimate 8399

December 10, 2020

Sophia
City of Waseca

PRODUCT: Copy Job of 7 page manual

Printed: One Side

Ink: Full Color

Quantity: 1000

Size: 8.5 x 11

Stock: 80lb Matte Book

Bindery: Collated and Stapled left corner

Cost: \$2.20 per manual



cory@qualityprintwaseca.com

Thu 12/10/2020 2:51 PM

To: Sophia Hoiseth



Good Afternoon,

We would be looking at \$950. Let me know if you have any questions.

Thanks,
Cory



FIRST ADDENDUM TO CITY MANAGER EMPLOYMENT AGREEMENT

CITY OF WASECA

508 S. State
Street Waseca,
MN 56093

FIRST ADDENDUM TO MANAGER EMPLOYMENT AGREEMENT

THIS FIRST ADDENDUM TO AGREEMENT, made this === day of ==, 2020, by and between the City of Waseca, Minnesota, a Municipal Corporation (hereinafter "City"), and Lee A. Mattson (hereinafter "Employee"):

WHEREAS, City and Employee are parties to Manager Employment Agreement made on [date] that established components of Employee's salary;

WHEREAS, consistent with Manager Employment Agreement, City Council reviews and determines changes to Employee's salary;

WHEREAS, City Council reviewed Employee's performance and salary on [date];

WHEREAS, based on unique circumstances discussed during such review; primarily the economic, financial, operational, and organizational uncertainty for the City; the City Council and Employee desire to memorialize their understanding reached on [date] related to certain components of Employee's salary on a one-time basis by and through this First Addendum to Manager Employment Agreement;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the City and the Employee agree as follows:

SECTION 1. SALARY AND RETROACTIVE INCREASE

- A. Employee will continue to perform services as City Manager, effective January 1, 2021, and his salary may be increased at the discretion of the City Council, effective January 1, 2021 or a later date, for performing such services, but that any such increase, effective January 1, 2021 or later date, will be reviewed and determined at some later date in 2021. Employee is performing services for the City, effective January 1, 2021, in reliance on such review and determination of any increase, effective January 1, 2021 or later, at the City Council's discretion.
- B. Unless and until otherwise determined by City Council as specified in the preceding paragraph, Employee will continue to be paid his salary in effect as of the date this First Addendum to Manager Employment Agreement is made.

SECTION 2. MANAGER EMPLOYMENT AGREEMENT IN FORCE AND EFFECT

- A. Manager Employment Agreement remains in full force and effect except to the extent it is directly contrary to this First Addendum to Manager Employment Agreement.
- B. This First Addendum to Manager Employment Agreement shall be attached and incorporated in its entirety to Manager Employment Agreement.

IN WITNESS WHEREOF, the City has caused this First Addendum to Agreement to be signed and executed on its behalf by its Mayor, and duly attested by its Records Clerk, and the Employee has signed and executed this Agreement on the day and in the year first above written.

THE CITY OF WASECA, MINNESOTA

EMPLOYEE

R. D. Srp, Mayor

Lee A. Mattson

ATTEST:

Mike Anderson, Assistant to the City Manager