

**Council Work Session 6 p.m. Re: Snow Fences**

REGULAR WASECA CITY COUNCIL MEETING

TUESDAY, JANUARY 5, 2021 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: 989 7047 1080

Passcode: 900968

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

Jamie Nace – Property Split Request

- 6 CONSENT AGENDA

- A. Minutes –Regular City Council Meeting & Work Session December 15, 2020
- B. Payroll & Expenditures
- C. **Resolution 21-01:** Not Waiving Tort Liability Limits
- D. **Resolution 21-02:** Designating Authorized Signers

- 7 ACTION AGENDA

- A. RCCA: Council Boards and Commission Assignments
- B. Appointing Mayor Pro Tem 2021
- C. RCCA: Gaiter Lake Request for Proposals
- D. Council Meeting Format - Discussion
- E. Lead for MN Lease Agreement - Discussion

- 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 1<sup>st</sup> and 3<sup>rd</sup> 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

<b>Title:</b>	Nace Property Discussion		
<b>Meeting Date:</b>	January 5, 2021	<b>Agenda Item Number:</b>	<b>5</b>
<b>Action:</b>	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input checked="" type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	
<b>Originating Department:</b>		<b>Presented By:</b>	City Staff
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	Information for the City Council regarding Mr. Nace's property request. Item is for Council discussion and possible Staff Direction.		
<b>How does this item pertain to Vision 2030 goals?</b>	Good Governance		

**BACKGROUND:** The situation with this property has been evolving over the past several years. The issues in front of the Council involve sewer service and the City Subdivision Code.

With regard to sewer service, initial requests for sewer service we dealt with by installing a grinder pump system which provided the needed sewer service while keeping special assessment charges down. The system was designed to serve two properties and no requests were made to design a more robust, and expensive, system. The City Engineer has advised the City that the existing grinder pump system's 1.25" force main is likely not sufficient to serve three properties. The property owner disagrees with this assessment, although the City is unaware of any data that was used to reach this conclusion. If the actual capacity of the existing grinder pumps and tanks are known, further analysis may determine that the 1.25" force main is adequate to support one additional single-family home.

The second request involves the request to allow for a lot split conducted in a manner contrary to City Code. The existing site is divided into two parcels, both of which are described via metes and bounds. The main parcel has a fairly complex description with many different sides. Under existing code, a combination of the existing parcels and the creation of two new parcels from the newly created piece of property is required to go through the subdivision process. As part of this process, there would need to be a concrete decision on how the newly created parcels would be zoned, defining what uses would be allowed.

**BUDGET IMPACT:** Enforcement of the subdivision code should have minimal impact on the budget. Any effort to amend the code would involve incurring fees with our consultant and City Attorney and would likely take several months to complete. The sewer issue may impact the Sewer Budget depending upon the course of action the Council determines to take.

**ALTERNATIVES CONSIDERED:** The Council will need to either uphold the existing subdivision ordinance or act to amend the code. Attempting to waive the code would open the City to liability and create a precedent that would make it difficult to enforce land use controls.

The Sanitary Sewer question has multiple options for the Council:

1. Turn the existing grinder pump system over to the two properties that currently use the system. The two (potentially three) property owners could assume the liability of adding an additional service to the system. A dual pumping system could be required for the grinder pump which will serve two properties. This action would limit the City's future liability as the property that asserts the existing system will be sufficient will bear the liability for any future issue.
2. Construct a new force main and assess the costs of the work to the newly created western lot. Install a dual pump system as in option 1. This would increase capacity and limit the City's liability should future problems arise. (If the City is retaining ownership of the sewer in this case, the new lot would need to have its own service line per city code)
3. Require a dual pump system be installed for the north properties. This would not eliminate City liability as the downstream pipe capacity issue would remain. (Again, if the City is retaining ownership of the sewer, then the new lot would need its own service)
4. Grant the request as submitted. The City will retain liability and it is likely that any future property owner will expect the City to take responsibility for any future issues.

**RECOMMENDATION:** There are a number of options and combinations of options. Staff would enforce the Subdivision Code and turn the sewer system over to private ownership. (If the City is to retain ownership of the sewer, then the new lot would need its own service line)



## BOARD & COMMISSION MEETINGS: RESIDENT REQUEST FORM

Meeting Date for Request:	12/15/2020
Subject of Resident Request (Agenda Item)	Dividing Property into 2 Parcels

Resident Name:	Jamie Nace and David Peterson (Father -in Law)
Mailing Address:	37471 State Hwy 13 & 37471 State Hwy 13 Ste. 1
City, State, ZIP Code:	Waseca, MN 56093
Telephone #	Jamie 507.461.4621 & Dave 507.521.1936

Description of Request
We would like to formally request permission from the city council to divide my property at the above address. The request is to separate the business building and the home. Previous discussion has taken place with City officials.
Is this something we can do remotely via telephone or web based virtual meeting?
I will include a GIS capture of the property listed above.

Return completed form to the Assistant to the City Manager prior to the meeting of request. The request will be presented to the Board or Commission prior to the meeting and will answer/deliver information over the phone during the meeting. The Assistant to the City Manager will follow up with the resident per their request the following day via email or telephone.

Requests can be sent to [MikeA@ci.waseca.mn.us](mailto:MikeA@ci.waseca.mn.us)

### Meeting Dates:

City Council – 1<sup>st</sup> & 3<sup>rd</sup> Tuesday of each month. 7 p.m.

Heritage Preservation Commission – 1<sup>st</sup> Monday of each month. 5 p.m.

Economic Development Authority – 2<sup>nd</sup> Wednesday of each month. 12 p.m.

Planning Commission – 2<sup>nd</sup> Tuesday of each month. 5:30 p.m.



# Nace Property Image



MINUTES  
REGULAR WASECA CITY COUNCIL MEETING  
TUESDAY, DECEMBER 15, 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 Larry Johnson  
Daren Arndt Les Tlougan  
Jeremy Conrath Mark Christiansen  
Allan Rose

Councilmembers Absent: None

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

Others Present: Sophia Hoiseth, Vision 2030

**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 Conrath to approve the agenda as presented. Roll call 7-0. Motion carried.

**PUBLIC COMMENT**

- 4 None

**REQUESTS AND PRESENTATIONS**

- 5 None

**CONSENT AGENDA**

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

- 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 Places

### **ACTION AGENDA**

- 7      A.      **Adopting 2021 General Fund & Utility Budgets**  
                    **- Resolution 20-61: Adopting 2021 Levy**  
                    **- Resolution 20-62: Adopting 2021 Annual City Budget**

City Manager Mattson explained to Council that the two resolutions in front of them for approval were information based on previous Work Sessions and Meetings. The Council had no questions or comments regarding the 2021 Levy or 2021 City Budget

A motion was made by Tloughan, seconded by Rose to approve Resolution 20-61. Roll call 7-0, motion carried.

A motion was made by Arndt, seconded by Rose to approve Resolution 20-62. Roll call 7-0, motion carried.

- B.      **Resolution 20-63: Adopting the 2021 EDA Levy**

The Finance Director informed Council that the 2021 EDA Levy is set at \$93,990. The Council had no questions or comments regarding the 2021 EDA Levy.

A motion was made by Conrath, seconded by Srp to approve Resolution 20-63. Roll call 7-0, motion carried.

- C.      **Resolution 20-64: Authorizing Construction Services with Stantec for TH 13 Safe Routes to School & Trail Improvement Project**

The City Engineer presented information to the Council regarding Stantec and their services for the new project by the High School. The funding for their services will be funded by a grant in the amount of \$80,000. The Council had no questions for the City Engineer.

A motion was made Rose, seconded by Srp to approve Resolution 20-64. Roll call 7-0, motion carried.

- D.      **LBAE Board of Review Discussion**

The City Manager informed Council that as of January 1, 2021 there will be nobody who is trained for the annual meeting in April. Staff will send out a link to the training and there will need to be at least one Councilmember trained by February 1, 2021.



E. **RCCA: Vision 2030 Funding Request**

Sophia Hoiseth has requested \$960 for printing materials for Vision 2030.

A motion was made by Johnson, seconded by Srp to approve \$960 funding request. Roll call 7-0, motion carried.

F. **City Manager Employment Agreement**

Finance Director Fischer explained that this agreement allows for a freeze on the City Managers COLA for 2021 and the City Council can look at the budget throughout the year and can approve back pay compensation.

A motion was made by Tlougan, seconded by Arndt to approve the Agreement. Roll call 7-0, motion carried.

**REPORTS**

- 8 A. City Manager's Report
- Human Resource Technician Kristy Larson has been promoted to Human Resources Director
  - The Connections grant has been renewed for two more years without competition
  - Kudos to the Parks Dept. for their work on Southview shelter
  - A closing date is drawing near for Southwest MN Housing Partnership on the apartments Southwest of Taco Johns
- B. Commission Reports
- EDA
    - Discussed housing incentives for new construction
  - Waseca Tourism
    - Elected new officers
    - Prepared the 2021 brochure
    - Preparing for 2021 Sleigh and Cutter Festival
    - Lighting contest for the downtown businesses
  - Park Board
    - Approved 2021 meeting dates
    - Maplewood Park cabin discussions
    - Confirmed the Northeast trail is open
  - HPC
    - Approved priorities for 2021
    - Discussed the virtual tour of the downtown
    - Elected temporary officers

**ANNOUNCEMENTS**

- 9 All Council– Thanked Les Tlougan for his contributions over the years while wishing everyone a Merry Christmas and Happy New Year  
Tlougan – Thanked everyone who he has worked with over the years

**ADJOURNMENT**

- 10      There being no further business to be brought before the Council, it was moved by Tlougan, seconded by Arndt, to adjourn the meeting at 7:49 p.m.; Roll call, 7-0. Motion carried.

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R. D. SRP  
MAYOR

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

MINUTES  
CITY COUNCIL WORK SESSION  
TUESDAY, DECEMBER 15, 2020

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

Councilmembers present:      Roy Srp  
   Mark Christiansen      Larry Johnson  
   Jeremy Conrath      Les Tloughan  
   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  
                                 Carl Sonnenberg, Utilities and PW Director

**Electric Utility Work Session**

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

Finance Director Fischer presented information on the following Electric Utility that included three scenarios to fund \$1,221,120 over the next five years.

The discussion included how residents would react and what was the best scenario to approve.

There being no further discussion and no action taken, the work session ended at 6:30 p.m.

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R. D. SRP  
MAYOR

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER



6B

## LIST OF EXPENDITURES

January 5, 2020



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City Council	4,250.00
Streets	51,578.56
Parks	21,154.96
Wastewater	15,714.71
Utility Administration	9,419.28
Utility Billing	15,674.87
Electric	27,814.28
Water	14,486.90
Building and Code Compliance	5,380.05
Police	130,241.07
Administration	14,825.97
Community Aides	301.00
Fire	19,802.16
Paid On Call Fire Department	850.36
Election Judges	0.00
PEG	0.00
Finance	15,977.60
Connections	4,223.91
Community Development	10,876.19
Engineering	30,311.71
Recreation	4,148.92
Econ Development	<u>12,199.09</u>
 Total Gross Payroll	 409,231.59
 *Less- Payroll Deductions	 <u>(132,314.40)</u>

Net Payroll Cost	\$	276,917.19
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\*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:  
December 11, 2020-December 31, 2020  
Includes check #'s 156174-156216  
Bank ACH Withdrawals.....413,241.48

GRAND TOTAL EXPENDITURES	\$	<u>690,158.67</u>
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Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
<b>General Fund</b>						
12/17/2020	122023	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 12/13/202	101-21701-0000	18,375.86	M
12/31/2020	122033	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 12/27/202	101-21701-0000	20,041.12	M
Total 101217010000:					38,416.98	
12/17/2020	122018	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 12/13/2020	101-21702-0000	8,459.16	M
12/31/2020	122029	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 12/27/2020	101-21702-0000	9,149.88	M
Total 101217020000:					17,609.04	
12/17/2020	122023	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 12/13/2020	101-21703-0000	8,003.95	M
12/17/2020	122023	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 12/13/2020	101-21703-0000	7,638.70	M
12/31/2020	122033	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 12/27/2020	101-21703-0000	8,166.41	M
12/31/2020	122033	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 12/27/2020	101-21703-0000	8,057.11	M
Total 101217030000:					31,866.17	
12/17/2020	122020	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 12/13/2020	101-21704-0000	1,285.77	M
12/17/2020	122020	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 12/13/20	101-21704-0000	8,357.39	M
12/17/2020	122020	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 12/13/2020	101-21704-0000	7,792.47	M
12/17/2020	122020	Public Employees Retirement Assn (ACH	DEF CONTRIBUTION/EMPL Pay Period: 12/13/2020	101-21704-0000	88.05	M
12/17/2020	122020	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 12/13/20	101-21704-0000	8,357.39	M
12/17/2020	122020	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 12/13/2020	101-21704-0000	11,688.70	M
12/17/2020	122020	Public Employees Retirement Assn (ACH	DEF CONT Employer Pay Period: 12/13/2020	101-21704-0000	88.05	M
12/31/2020	122030	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 12/27/2020	101-21704-0000	1,312.56	M
12/31/2020	122030	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 12/27/20	101-21704-0000	8,531.50	M
12/31/2020	122030	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 12/27/2020	101-21704-0000	8,155.50	M
12/31/2020	122030	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 12/27/20	101-21704-0000	8,531.50	M
12/31/2020	122030	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 12/27/2020	101-21704-0000	12,233.20	M
Total 101217040000:					76,422.08	
12/31/2020	20200991	Greater Mankato Area United Way	UNITED WAY Pay Period: 12/13/2020	101-21708-0000	45.00	
12/31/2020	20200991	Greater Mankato Area United Way	UNITED WAY Pay Period: 11/29/2020	101-21708-0000	45.00	
12/31/2020	20200991	Greater Mankato Area United Way	UNITED WAY Pay Period: 12/27/2020	101-21708-0000	20.00	
Total 101217080000:					110.00	
12/17/2020	156174	NCPERS Minnesota - 8266711	LIFE INSURANCE - PERA Pay Period: 12/13/2020	101-21711-0000	192.00	
Total 101217110000:					192.00	
12/17/2020	122023	ACH Internal Revenue Service	MEDICARE Pay Period: 12/13/2020	101-21712-0000	2,732.64	M
12/17/2020	122023	ACH Internal Revenue Service	MEDICARE Pay Period: 12/13/2020	101-21712-0000	2,732.64	M
12/31/2020	122033	ACH Internal Revenue Service	MEDICARE Pay Period: 12/27/2020	101-21712-0000	2,846.49	M
12/31/2020	122033	ACH Internal Revenue Service	MEDICARE Pay Period: 12/27/2020	101-21712-0000	2,846.49	M
Total 101217120000:					11,158.26	
12/17/2020	122026	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 12/13/2020	101-21713-0000	990.00	M
12/17/2020	122026	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 12/13/2020	101-21713-0000	669.00	M
12/31/2020	122034	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 12/27/2020	101-21713-0000	990.00	M
12/31/2020	122034	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 12/27/2020	101-21713-0000	669.00	M



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101217130000:					3,318.00	
12/17/2020	122022	Vantagepoint Transfer Agents 457	ICMA - ROTH (AFTER TAX) Pay Period: 12/13/2020	101-21714-0000	150.00	M
12/17/2020	122022	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 12/13/2020	101-21714-0000	2,309.00	M
12/31/2020	122032	Vantagepoint Transfer Agents 457	ICMA - ROTH (AFTER TAX) Pay Period: 12/27/2020	101-21714-0000	150.00	M
12/31/2020	122032	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 12/27/2020	101-21714-0000	2,367.00	M
Total 101217140000:					4,976.00	
12/17/2020	122019	AFLAC	AFLAC AFTER TAX Pay Period: 11/29/2020	101-21715-0000	325.78	M
12/17/2020	122019	AFLAC	AFLAC AFTER TAX Pay Period: 12/13/2020	101-21715-0000	325.78	M
12/17/2020	122019	AFLAC	AFLAC PRE TAX Pay Period: 11/29/2020	101-21715-0000	643.61	M
12/17/2020	122019	AFLAC	AFLAC PRE TAX Pay Period: 12/13/2020	101-21715-0000	643.61	M
Total 101217150000:					1,938.78	
12/31/2020	122028	Further	Flex/HSA Reimbursement	101-21716-0000	1,226.21	M
12/17/2020	122024	Further	HSA Contribution Pay Period: 12/13/2020	101-21716-0000	361.71	M
12/31/2020	122035	Further	HSA Contribution Pay Period: 12/27/2020	101-21716-0000	133.54	M
Total 101217160000:					1,721.46	
12/17/2020	122021	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 12/13/2020	101-21717-0000	880.47	M
12/31/2020	122031	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 12/27/2020	101-21717-0000	880.47	M
Total 101217170000:					1,760.94	
12/17/2020	122025	MN Public Employees Insurance Progra	McKay Dec Cobra	101-21720-0000	608.32	M
12/17/2020	122025	MN Public Employees Insurance Progra	PEIP Family Pay Period: 11/29/2020	101-21720-0000	15,305.81	M
12/17/2020	122025	MN Public Employees Insurance Progra	PEIP Single Pay Period: 12/13/2020	101-21720-0000	11,862.24	M
12/17/2020	122025	MN Public Employees Insurance Progra	Rugger Dec Cobra	101-21720-0000	608.32	M
12/17/2020	122025	MN Public Employees Insurance Progra	PEIP Single Pay Period: 11/29/2020	101-21720-0000	11,862.24	M
12/17/2020	122025	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 11/29/2020	101-21720-0000	751.92	M
12/17/2020	122025	MN Public Employees Insurance Progra	Timlin Dec Cobra	101-21720-0000	1,663.66	M
12/17/2020	122025	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 12/13/2020	101-21720-0000	751.92	M
12/17/2020	122025	MN Public Employees Insurance Progra	Snook Adj	101-21720-0000	1,663.66-	M
12/17/2020	122025	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 11/29/2020	101-21720-0000	3,007.86	M
12/17/2020	122025	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 12/13/2020	101-21720-0000	3,007.86	M
12/17/2020	122025	MN Public Employees Insurance Progra	Seberson Adj	101-21720-0000	1,663.66-	M
12/17/2020	122025	MN Public Employees Insurance Progra	PEIP Family Pay Period: 12/13/2020	101-21720-0000	3,826.28	M
12/17/2020	122025	MN Public Employees Insurance Progra	PEIP Family Pay Period: 11/29/2020	101-21720-0000	3,826.28	M
12/17/2020	122025	MN Public Employees Insurance Progra	Willey Adj	101-21720-0000	1,663.66	M
12/17/2020	122025	MN Public Employees Insurance Progra	PEIP Family Pay Period: 12/13/2020	101-21720-0000	15,305.81	M
12/17/2020	122025	MN Public Employees Insurance Progra	Kramer Adj	101-21720-0000	608.32-	M
12/17/2020	122025	MN Public Employees Insurance Progra	Wellman Adj	101-21720-0000	2,074.06-	M
Total 101217200000:					68,042.48	
12/31/2020	156184	Fame Awards	Name Plates-Mansfield & Conrath	101-41110-2000	48.00	
Total 101411102000:					48.00	
12/31/2020	156179	City of Waseca	Petty cash reimb	101-41320-2170	2.90	
12/31/2020	156184	Fame Awards	Name Plate - Snook	101-41320-2170	12.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101413202170:					14.90
12/31/2020	156204	Shred-it USA LLC	Monthly service	101-41320-3100	16.78
Total 101413203100:					16.78
12/31/2020	20201011	Waseca Area Chamber of Commerce	Employee Recognition	101-41320-4930	10.00
Total 101413204930:					10.00
12/31/2020	20200990	Flaherty & Hood PA	Job eval review-HR Technician	101-41600-3000	350.00
12/31/2020	20200990	Flaherty & Hood PA	Labor and Employment Services	101-41600-3000	101.25
Total 101416003000:					451.25
12/31/2020	20201006	Pantheon Computer Systems Inc.	Laptop	101-41920-2050	5,388.00
12/31/2020	20201006	Pantheon Computer Systems Inc.	Laptop	101-41920-2050	2,289.69
Total 101419202050:					7,677.69
12/31/2020	20200997	Innovative Office Supply	Office supplies	101-41940-2000	79.14
12/31/2020	20200997	Innovative Office Supply	Office Supplies	101-41940-2000	4.39
Total 101419402000:					83.53
12/31/2020	156178	Cintas Corporation	First aid cabinet supplies	101-41940-2170	34.66
12/31/2020	156200	Red Feather Paper Company	2 ply tissue, roll towels, can liners	101-41940-2170	223.43
12/31/2020	156200	Red Feather Paper Company	Cleaning Supplies	101-41940-2170	55.21
Total 101419402170:					313.30
12/31/2020	156177	Cintas Corporation	Floor mat service	101-41940-3100	45.05
Total 101419403100:					45.05
12/31/2020	156182	Consolidated Communications	Monthly Billing	101-41940-3200	178.32
12/31/2020	156182	Consolidated Communications	Monthly Billing	101-41940-3200	97.31
Total 101419403200:					275.63
12/31/2020	122037	Centerpoint Energy	Monthly Billing	101-41940-3800	388.83 M
Total 101419403800:					388.83
12/31/2020	156207	Stantec Consulting Services Inc	Engineering	101-41950-3000	164.00
12/31/2020	20201013	WSB & Associates Inc	Planning Services	101-41950-3000	121.25
Total 101419503000:					285.25
12/31/2020	122036	MN State Retirement System	Comp time payout	101-42100-1010	102.59 M
Total 101421001010:					102.59
12/31/2020	20200997	Innovative Office Supply	office supplies-police	101-42100-2000	119.84

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421002000:					119.84
12/31/2020	156200	Red Feather Paper Company	Toilet paper police	101-42100-2170	57.75
Total 101421002170:					57.75
12/31/2020	20200986	Chrz, Jared	Uniform Allowance	101-42100-2180	74.95
12/31/2020	20200993	Hartle, Courtney	Uniform Allowance	101-42100-2180	244.94
12/31/2020	20201009	Streicher's	Uniform Allowance	101-42100-2180	195.43
12/31/2020	20201009	Streicher's	Uniform expense	101-42100-2180	255.98
Total 101421002180:					771.30
12/31/2020	156178	Cintas Corporation	First Aid - Police	101-42100-2190	38.13
Total 101421002190:					38.13
12/31/2020	156214	Waseca County License Bureau	Forfeiture title -police	101-42100-2220	25.00
Total 101421002220:					25.00
12/31/2020	156204	Shred-it USA LLC	Monthly service	101-42100-3100	16.78
Total 101421003100:					16.78
12/31/2020	156182	Consolidated Communications	Monthly Billing	101-42100-3200	178.32
12/31/2020	156182	Consolidated Communications	Monthly Billing	101-42100-3200	299.22
12/31/2020	156182	Consolidated Communications	Monthly Billing	101-42100-3200	28.78
Total 101421003200:					506.32
12/31/2020	122037	Centerpoint Energy	Monthly Billing	101-42100-3800	420.49 M
Total 101421003800:					420.49
12/31/2020	20200984	Central Fire Protection Inc.	extinguisher refill	101-42200-2160	25.00
12/31/2020	20200984	Central Fire Protection Inc.	Tags	101-42200-2160	15.00
Total 101422002160:					40.00
12/31/2020	156200	Red Feather Paper Company	Paper Towels	101-42200-2170	84.02
Total 101422002170:					84.02
12/31/2020	156186	Gall's LLC	return credit	101-42200-2180	26.99-
12/31/2020	156186	Gall's LLC	Uniform allowance	101-42200-2180	35.70
12/31/2020	156186	Gall's LLC	Uniform allowance	101-42200-2180	105.40
12/31/2020	20200999	Jefferson Fire & Safety Inc	turn out gear	101-42200-2180	13,335.00
Total 101422002180:					13,449.11
12/31/2020	156190	MacQueen Equipment Inc.	Large Diameter hose	101-42200-2210	2,000.00
Total 101422002210:					2,000.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/31/2020	156192	Med Compass	Fire Fit Testing	101-42200-3100	1,000.00
12/31/2020	156192	Med Compass	Fit Testing	101-42200-3100	90.00
Total 101422003100:					1,090.00
12/31/2020	156182	Consolidated Communications	Monthly Billing	101-42200-3200	28.78
Total 101422003200:					28.78
12/31/2020	122037	Centerpoint Energy	Monthly Billing	101-42200-3800	420.48 M
12/31/2020	156182	Consolidated Communications	Monthly Billing	101-42200-3800	31.63
Total 101422003800:					452.11
12/31/2020	20200987	City Building Inspection Services LLC	building inpsctions	101-42400-3000	5,680.32
Total 101424003000:					5,680.32
12/31/2020	156184	Fame Awards	Name Plate - Willey	101-43000-2170	12.00
Total 101430002170:					12.00
12/31/2020	156207	Stantec Consulting Services Inc	ConAgra Project Wetlands	101-43000-3000	3,395.50
12/31/2020	156207	Stantec Consulting Services Inc	Engineering	101-43000-3000	164.00
12/31/2020	156207	Stantec Consulting Services Inc	Interim engineer	101-43000-3000	1,990.50
Total 101430003000:					5,550.00
12/31/2020	122039	Verizon Wireless	Monthly Verizon Data Bill	101-43000-3200	65.03 M
Total 101430003200:					65.03
12/31/2020	20200982	Bomgaars Supply	Parts & Supplies	101-43100-2170	73.55
12/31/2020	20200982	Bomgaars Supply	Parts & Supplies	101-43100-2170	92.88
12/31/2020	156178	Cintas Corporation	First aid cabinet supplies	101-43100-2170	50.50
12/31/2020	20200996	Holtmeier Construction Inc.	crushed rock	101-43100-2170	873.75
12/31/2020	20200998	James Brothers Construction Inc.	Class V gravel/dozer rental	101-43100-2170	1,740.50
12/31/2020	20201005	Owatonna Shoe Company	Safety boots-RK	101-43100-2170	183.96
Total 101431002170:					3,015.14
12/31/2020	20200980	AmeriPride Services Inc	uniform-service	101-43100-2180	178.70
12/31/2020	20200980	AmeriPride Services Inc	uniform-service	101-43100-2180	179.04
12/31/2020	20200980	AmeriPride Services Inc	uniform-service	101-43100-2180	180.25
12/31/2020	20200980	AmeriPride Services Inc	uniform-service	101-43100-2180	179.56
Total 101431002180:					717.55
12/31/2020	20200983	Border States Electric Supply	lighting supplies	101-43100-2230	1,111.10
12/31/2020	156191	Manthe Garage Doors	openers	101-43100-2230	820.00
Total 101431002230:					1,931.10
12/31/2020	156182	Consolidated Communications	Monthly Billing	101-43100-3200	31.63

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101431003200:					31.63	
12/31/2020	122037	Centerpoint Energy	Monthly Billing	101-43100-3800	862.37	M
Total 101431003800:					862.37	
12/31/2020	156175	Affordable Lawn Care Inc	Snow Hauling	101-43125-3100	2,422.50	
12/31/2020	20200998	James Brothers Construction Inc.	Snow Hauling	101-43125-3100	789.50	
Total 101431253100:					3,212.00	
12/31/2020	20201003	M-R Sign Company Inc.	street signs	101-43170-2170	1,164.89	
12/31/2020	20201003	M-R Sign Company Inc.	Street Signs	101-43170-2170	514.00	
Total 101431702170:					1,678.89	
12/31/2020	156182	Consolidated Communications	Monthly Billing	101-45130-3200	173.83	
Total 101451303200:					173.83	
12/31/2020	122037	Centerpoint Energy	Monthly Billing	101-45130-3800	256.70	M
Total 101451303800:					256.70	
12/31/2020	20200992	H & J Fuel Inc	park dept fuel	101-45200-2120	727.60	
Total 101452002120:					727.60	
12/31/2020	156181	Condon Farm Service	Propane	101-45200-2170	15.35	
Total 101452002170:					15.35	
12/31/2020	20200989	Dushaw, Bradley J	Uniform Allowance	101-45200-2180	134.97	
Total 101452002180:					134.97	
12/31/2020	20201004	MTI Distributing Inc.	Toro Parts	101-45200-2210	193.79	
Total 101452002210:					193.79	
12/31/2020	20200982	Bomgaars Supply	Parts & Supplies	101-45200-2230	197.54	
12/31/2020	156202	Rick's Major Appliance Repair	Park Shop microwave	101-45200-2230	269.00	
Total 101452002230:					466.54	
12/31/2020	156182	Consolidated Communications	Monthly Billing	101-45200-3200	25.92	
Total 101452003200:					25.92	
12/31/2020	122037	Centerpoint Energy	Monthly Billing	101-45200-3800	195.81	M
12/31/2020	122037	Centerpoint Energy	Monthly Billing	101-45200-3800	20.87	M
Total 101452003800:					216.68	
12/31/2020	156201	Rent 'N' Save Portable Services	October Parks - Portable Toilets	101-45200-4100	409.25	



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101452004100:					409.25	
12/31/2020	156203	ServiceMaster by Ayotte	can liners	101-45500-2170	25.23	
Total 101455002170:					25.23	
12/31/2020	122037	Centerpoint Energy	Monthly Billing	101-45500-3800	407.47	M
12/31/2020	156182	Consolidated Communications	Monthly Billing	101-45500-3800	53.50	
Total 101455003800:					460.97	
Total General Fund:					312,207.48	
<b>Airport</b>						
12/31/2020	122038	CenturyLink	Airport service	230-49810-3200	111.91	M
Total 230498103200:					111.91	
12/31/2020	122037	Centerpoint Energy	Monthly Billing	230-49810-3800	38.68	M
12/31/2020	122040	Xcel Energy	Airport November service	230-49810-3800	236.44	M
Total 230498103800:					275.12	
Total Airport:					387.03	
<b>Safe Haven Grant</b>						
12/31/2020	20200995	Herschman, Kesi	Cleaning supplies	279-46350-2170	20.49	
Total 279463502170:					20.49	
Total Safe Haven Grant:					20.49	
<b>PEG Channel</b>						
12/31/2020	156199	RadioShack	Stereo Audio Cord	290-41920-2170	11.69	
12/31/2020	156199	RadioShack	Multimedia Stereophone	290-41920-2170	39.99	
Total 290419202170:					51.68	
Total PEG Channel:					51.68	
<b>Capital Improvement</b>						
12/31/2020	20200982	Bomgaars Supply	Parts & Supplies	430-43010-5320	284.98	
Total 430430105320:					284.98	
12/31/2020	156207	Stantec Consulting Services Inc	TLCF Dugout Renovation	430-43010-5340	444.56	
Total 430430105340:					444.56	
12/31/2020	156207	Stantec Consulting Services Inc	NE Trail Project wetland documentation	430-43010-5440	668.00	
Total 430430105440:					668.00	
Total Capital Improvement:					1,397.54	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
<b>Annexation &amp; Growth fund</b>						
12/31/2020	156206	Southwest MN Housing Partnership	Project Planning Application Submission	470-46800-3000	4,500.00	
Total 470468003000:					4,500.00	
Total Annexation & Growth fund:					4,500.00	
<b>Water</b>						
12/31/2020	122027	MN Sales and Use Tax Payable	Sales Tax Payable	601-20210-0000	2,088.19	M
Total 601202100000:					2,088.19	
12/31/2020	156194	Neleman, Paul	Reimbursement for SAC/Wac Charges	601-37175-0000	1,240.00	
Total 601371750000:					1,240.00	
12/31/2020	156188	Hawkins Inc	Chemical parts	601-49401-2230	60.00	
Total 601494012230:					60.00	
12/31/2020	122037	Centerpoint Energy	Monthly Billing	601-49401-3800	115.18	M
Total 601494013800:					115.18	
12/31/2020	20200982	Bomgaars Supply	Parts & Supplies	601-49430-2170	19.92	
Total 601494302170:					19.92	
12/31/2020	20200982	Bomgaars Supply	Parts & Supplies	601-49430-2180	59.99	
12/31/2020	20201005	Owatonna Shoe Company	Boots-Terrell	601-49430-2180	178.50	
Total 601494302180:					238.49	
12/31/2020	20200988	Core & Main LP	Main Repair	601-49430-2230	173.00	
12/31/2020	20200988	Core & Main LP	Main Repair	601-49430-2230	235.44	
12/31/2020	20200988	Core & Main LP	Main Repair	601-49430-2230	693.51	
Total 601494302230:					1,101.95	
12/31/2020	20200980	AmeriPride Services Inc	uniform service	601-49430-3100	16.32	
12/31/2020	20200980	AmeriPride Services Inc	uniform service	601-49430-3100	16.32	
12/31/2020	20200980	AmeriPride Services Inc	uniform service	601-49430-3100	16.32	
12/31/2020	20200980	AmeriPride Services Inc	uniform service	601-49430-3100	19.25	
12/31/2020	20200984	Central Fire Protection Inc.	Fire extinguisher testing	601-49430-3100	65.25	
12/31/2020	156201	Rent 'N' Save Portable Services	Portable services	601-49430-3100	112.00	
12/31/2020	20201012	Water Conservation Service Inc.	Water Leak Locate	601-49430-3100	507.50	
Total 601494303100:					752.96	
12/31/2020	20200997	Innovative Office Supply	Folders	601-49585-2000	12.89	
Total 601495852000:					12.89	
12/31/2020	156182	Consolidated Communications	Monthly Billing	601-49585-3200	47.55	
12/31/2020	156212	U.S. Postal Service	Postage - January utility bills	601-49585-3200	437.16	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601495853200:					484.71
12/31/2020	156180	City of Waseca	Summit AR customer accounts	601-49585-4320	6.00
12/31/2020	156208	Summit Account Resolution	Collection Fees	601-49585-4320	6.52
Total 601495854320:					12.52
12/31/2020	156207	Stantec Consulting Services Inc	Engineering	601-49593-5300	427.50
12/31/2020	156207	Stantec Consulting Services Inc	Water Tower Engineering	601-49593-5300	1,085.76
12/31/2020	156207	Stantec Consulting Services Inc	State Street Water Main	601-49593-5300	5,835.00
12/31/2020	156207	Stantec Consulting Services Inc	Project GreenJay	601-49593-5300	1,974.41
12/31/2020	156207	Stantec Consulting Services Inc	MJ Properties Water Services	601-49593-5300	2,189.00
Total 601495935300:					11,511.67
Total Water:					17,638.48
<b>Sanitary Sewer</b>					
12/31/2020	156194	Neleman, Paul	Reimbursement for SAC/Wac Charges	602-37275-0000	1,090.00
Total 602372750000:					1,090.00
12/31/2020	156207	Stantec Consulting Services Inc	Engineering	602-49470-3000	164.00
Total 602494703000:					164.00
12/31/2020	156182	Consolidated Communications	Monthly Billing	602-49470-3200	480.10
Total 602494703200:					480.10
12/31/2020	122037	Centerpoint Energy	Monthly Billing	602-49470-3800	19.52 M
12/31/2020	122037	Centerpoint Energy	Monthly Billing	602-49470-3800	142.26 M
Total 602494703800:					161.78
12/31/2020	156205	Sigma Controls Inc	spare new transducer	602-49470-4020	1,171.00
Total 602494704020:					1,171.00
12/31/2020	20200992	H & J Fuel Inc	Generator Fuel	602-49480-2120	1,299.28
Total 602494802120:					1,299.28
12/31/2020	20200982	Bomgaars Supply	Parts & Supplies	602-49480-2170	118.90
12/31/2020	156188	Hawkins Inc	Aluminum Sulfate	602-49480-2170	5,295.75
12/31/2020	156196	NSI Lab Solutions	Testing supplies	602-49480-2170	86.00
12/31/2020	156213	USA Blue Book	Lab Supplies	602-49480-2170	253.20
12/31/2020	156213	USA Blue Book	Lab Supplies	602-49480-2170	261.52
12/31/2020	156213	USA Blue Book	Lab Supplies	602-49480-2170	418.71
Total 602494802170:					6,434.08
12/31/2020	20200982	Bomgaars Supply	Parts & Supplies	602-49480-2180	314.81

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 602494802180:					314.81
12/31/2020	156207	Stantec Consulting Services Inc	Chlorine Audit	602-49480-3000	4,186.00
12/31/2020	156207	Stantec Consulting Services Inc	Engineering	602-49480-3000	588.00
12/31/2020	156207	Stantec Consulting Services Inc	Project GreenJay	602-49480-3000	720.00
Total 602494803000:					5,494.00
12/31/2020	156177	Cintas Corporation	Floor mat service	602-49480-3100	19.10
12/31/2020	156177	Cintas Corporation	Floor mat service	602-49480-3100	19.10
Total 602494803100:					38.20
12/31/2020	156182	Consolidated Communications	Monthly Billing	602-49480-3200	171.94
Total 602494803200:					171.94
12/31/2020	20200994	Hellevik, Brian	MPCA test travel 2020	602-49480-3300	89.42
Total 602494803300:					89.42
12/31/2020	122037	Centerpoint Energy	Monthly Billing	602-49480-3800	2,020.55 M
12/31/2020	156215	Xcel Energy	November Service	602-49480-3800	2,158.63
Total 602494803800:					4,179.18
12/31/2020	156178	Cintas Corporation	WWTP First Aid Cabinet Supplies	602-49480-4940	65.52
Total 602494804940:					65.52
12/31/2020	20200997	Innovative Office Supply	Folders	602-49585-2000	12.88
Total 602495852000:					12.88
12/31/2020	156182	Consolidated Communications	Monthly Billing	602-49585-3200	47.55
12/31/2020	156212	U.S. Postal Service	Postage - January utility bills	602-49585-3200	437.16
Total 602495853200:					484.71
12/31/2020	156180	City of Waseca	Summit AR customer accounts	602-49585-4320	11.50
12/31/2020	156208	Summit Account Resolution	Collection Fees	602-49585-4320	12.49
Total 602495854320:					23.99
12/31/2020	156207	Stantec Consulting Services Inc	I&I Project	602-49593-5300	4,147.00
Total 602495935300:					4,147.00
Total Sanitary Sewer:					25,821.89
<b>Electric Utility</b>					
12/31/2020	122027	MN Sales and Use Tax Payable	Sales Tax Payable	604-20210-0000	28,751.81 M
Total 604202100000:					28,751.81

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/31/2020	20200982	Bomgaars Supply	Parts & Supplies	604-49571-2170	31.20
12/31/2020	20200983	Border States Electric Supply	supplies	604-49571-2170	260.52
12/31/2020	20200983	Border States Electric Supply	general supplies	604-49571-2170	177.97
12/31/2020	156216	Zacks Inc.	supplies	604-49571-2170	126.95
Total 604495712170:					596.64
12/31/2020	156183	Dahnert, Brian S.	Rebate	604-49571-2300	50.00
12/31/2020	156187	Harguth, Bill	Rebate	604-49571-2300	1,095.00
12/31/2020	20201001	Kanewischer, Trevor J.	LED Rixture Rebate	604-49571-2300	128.79
12/31/2020	156197	Peters, Mike	Rebate	604-49571-2300	2,083.00
Total 604495712300:					3,356.79
12/31/2020	156193	MN Valley Action Council	Low income energy audit reimbursement	604-49571-2340	75.00
Total 604495712340:					75.00
12/31/2020	20201000	JT Services of MN	Street Light Bulbs	604-49574-2230	171.46
Total 604495742230:					171.46
12/31/2020	20200997	Innovative Office Supply	Folders	604-49585-2000	12.89
Total 604495852000:					12.89
12/31/2020	156182	Consolidated Communications	Monthly Billing	604-49585-3200	89.16
12/31/2020	156182	Consolidated Communications	Monthly Billing	604-49585-3200	34.65
12/31/2020	156212	U.S. Postal Service	Postage - January utility bills	604-49585-3200	437.16
Total 604495853200:					560.97
12/31/2020	156180	City of Waseca	Summit AR customer accounts	604-49585-4320	32.50
12/31/2020	156208	Summit Account Resolution	Collection Fees	604-49585-4320	35.29
Total 604495854320:					67.79
12/31/2020	156204	Shred-it USA LLC	Monthly Service	604-49586-3100	16.78
Total 604495863100:					16.78
12/31/2020	20200981	Barr Engineering Company	Substation Engineering	604-49593-5300	1,821.63
12/31/2020	20200983	Border States Electric Supply	conversion supplies	604-49593-5300	215.48
12/31/2020	20200983	Border States Electric Supply	conversion supplies	604-49593-5300	569.29
12/31/2020	20200983	Border States Electric Supply	conversion supplies	604-49593-5300	203.89
Total 604495935300:					2,810.29
Total Electric Utility:					36,420.42
<b>Storm Water Utility</b>					
12/31/2020	156207	Stantec Consulting Services Inc	Jevning property wetland investigation	651-43140-3000	1,138.95
12/31/2020	156207	Stantec Consulting Services Inc	Stantec - Loon/Clear Lake analysis	651-43140-3000	8,355.13
Total 651431403000:					9,494.08



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
12/31/2020	156175	Affordable Lawn Care Inc	Mini-x rental	651-43140-4000	966.38
12/31/2020	156185	Ferguson Enterprises Inc	pipe & fittings	651-43140-4000	199.56
Total 651431404000:					1,165.94
Total Storm Water Utility:					10,660.02
<b>Central Garage Services</b>					
12/31/2020	20201002	Miller, Scott	Safety Glasses-Miller	701-43180-2170	240.00
Total 701431802170:					240.00
12/31/2020	156176	Altec Industries Inc.	bucket truck parts	701-43180-2210	141.64
12/31/2020	20200982	Bomgaars Supply	Parts & Supplies	701-43180-2210	138.34
12/31/2020	20200985	Christensen Tire Service	vehicle maintenance	701-43180-2210	774.48
12/31/2020	156189	John Deere Financial	inventory	701-43180-2210	151.91
12/31/2020	156195	Northland Farm Systems Inc	Brush Mower Service	701-43180-2210	391.31
12/31/2020	156198	Pomp's Tire Service Inc	new tires	701-43180-2210	915.20
12/31/2020	20201007	Sanco Equipment LLC	seal rings	701-43180-2210	383.74
12/31/2020	20201007	Sanco Equipment LLC	Filters	701-43180-2210	454.28
12/31/2020	20201008	Smiths Mill Implement Inc.	surface water	701-43180-2210	71.38
12/31/2020	156209	Titan Machinery	Filter	701-43180-2210	233.17
12/31/2020	156210	Towmaster Inc	plow hyd. port cover	701-43180-2210	132.58
12/31/2020	156211	Truck Center Companies	#21 hood latch catches	701-43180-2210	11.02
12/31/2020	20201014	Ziegler Inc	inventory	701-43180-2210	70.40
Total 701431802210:					3,869.45
12/31/2020	20201010	Tool Sales Company	tools	701-43180-2400	27.00
Total 701431802400:					27.00
Total Central Garage Services:					4,136.45
Grand Totals:					413,241.48

## Report Criteria:

Report type: GL detail  
[Report].Amount = {<>} 0

**RESOLUTION NO. 21-01****A RESOLUTION OF THE WASECA CITY COUNCIL  
TO NOT WAIVE THE STATUTORY MUNICIPAL  
TORT LIABILITY LIMIT FOR THE CITY OF  
WASECA**

**WHEREAS**, the League of Minnesota Cities Insurance Trust requires their member Cities to formally waive or not waive the statutory tort liability limits to the extent of coverage purchased; and

**WHEREAS**, this decision must be made by the Mayor and City Council of the City,

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

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Mayor and Council of the City of Waseca that the City DOES NOT WAIVE the monetary limits on municipal tort liability established by Minnesota Statutes 466.04 for the 2021 fiscal year.

Adopted this 5<sup>th</sup> day of January, 2021.

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R. D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO CITY MANAGER

## RESOLUTION NO. 21-02

**A RESOLUTION OF THE WASECA CITY COUNCIL  
DESIGNATING AUTHORIZED SIGNERS FOR THE  
OFFICIAL DEPOSITORIES AND  
BROKERS/DEALERS FOR THE CITY OF WASECA**

**WHEREAS**, State Statutes require that City funds be deposited with designated financial institutions; and

**WHEREAS**, the City has deposited various funds or may deposit funds with these following designated financial institutions:

First National Bank	Waseca, MN
The Roundbank	Waseca, MN
United Prairie Bank	Waseca, MN
UBS Financial Services Inc.	Wayzata, MN

**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, that the City is authorizing the following City officials to act as authorized signers for the City's financial institutions:

City Manager, City of Waseca, Lee Mattson  
Director of Utilities, City of Waseca, Carl Sonnenberg  
Finance Director, City of Waseca, Alicia Fischer

Adopted this 5<sup>th</sup> day of January, 2021.

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R.D. SRP  
MAYOR

ATTEST:

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MIKE ANDERSON  
ASSISTANT TO THE CITY MANAGER

<b>Title:</b>	CITY COUNCIL BOARD/COMMISSION APPOINTMENTS		
<b>Meeting Date:</b>	JANUARY 5, 2021	<b>Agenda Item Number:</b>	<b>7A</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Board/Commission Descriptions  2021 Assignments
<b>Originating Department:</b>	ADMINISTRATION	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	Motion to appoint Council representatives to various Boards and Commissions.		

**BACKGROUND:** The City Council annually reviews their appointments to various Boards and Commissions for the coming year. Unless otherwise noted, one Councilmember serves on each Board or Commission.

A description of each Board and their area of responsibility is attached. Councilmembers can be re-appointed to their current assignment or be assigned to a new Board or Commission as the Council wishes. Below is a chart of current appointments.

	Srp	Rose	Arndt	Christiansen	J. Conrath	T. Conrath	Mansfield
Airport Board		X					
Charter Commission		X					
Economic Development Authority (2)	X						
Heritage Preservation Commission							
Human Rights Commission							
Park Board				X			
Planning Commission			X				
Fire Relief Association					X		
<b>Outside Boards</b>							
Community Ed Advisory Board							
Region 9			X				
Discover Waseca Tourism Board					X		

**RECOMMENDATION:** Staff recommends a motion to appoint City Council representatives to various Boards and Commissions for 2021 per Council Direction.

Members are appointed by the City Council at a regular meeting of the Council in January of each year. Members may serve up to four (4) terms consecutively. Most groups meet on a monthly basis.

**Airport Board** – Composed of five (5) members – four (4) general public and one (1) Councilmember, who assist in an advisory capacity regarding the operation, management and improvement of the Municipal Airport. *3 year term.* Meets 1<sup>st</sup> Tuesday of the month at 12:00 noon.

**Charter Commission** – Composed of not less than 7 nor more than 15 members. Shall be a qualified voter of the City. Appointed by the Chief Judge of the District Court. Primary function is to review and suggest amendments to the Waseca City Charter. Members may serve only two consecutive terms. The office term is determined by the Chief Judge but is *not for more than 4 years*. Meets monthly on as-needed basis.

**Community Ed Advisory Board** – A joint council of 12-18 members appointed by the School District and the City. Responsible for recommendations regarding the programming and operation of the Community Education Program. *3 year term.* Meets 3<sup>rd</sup> Monday of every other month at 7:00 p.m..

**Economic Development Authority** – Composed of seven (7) members – one (1) HRA member, one (1) Waseca Development Corporation or Chamber of Commerce member, three (3) at-large members, and two (2) Council members. The Authority will focus efforts on economic development in order to retain current businesses and help promote growth of new businesses. *6 year term.* Meets the 2<sup>nd</sup> Wednesday of every month at 12:00 noon.

**Heritage Preservation Commission** – Composed of five (5) members – three (3) at-large members, one (1) nominated by Waseca Co. Historical Society, and one (1) nominated by City Planning Commission. A representative of the City Council also sits on this Commission. The Commission will engage in a comprehensive program of historic preservation, promote the historical resources of the City, and designation of heritage preservation sites. *3 year term.* Meets 1<sup>st</sup> Monday of every month at 5:00 p.m.

**Housing & Redevelopment Authority** – The Municipal Housing and Redevelopment Authority is composed of five (5) members. Address housing shortages for low and moderate income residents and redevelop blighted areas where private developers would not act without government assistance. *5 year term.*

**Human Rights Commission** – Composed of five (5) members – four (4) general public and one (1) Councilmember, who advise the City Council regarding civil and human rights problems, issues and policies. The Commission will strive to improve human relations in the City, and develop and recommend programs of formal and informal education for all citizens. *3 year term.* Meets as needed on the 3<sup>rd</sup> Monday of the month at 5:30 p.m.

**Park Board** – Composed of five (5) members – four (4) general public and one (1) Councilmember. The Board will make recommendations to the City Manager and City Council pertaining to, but not limited to, park land acquisition, development, improvement and use. *3 year term.* Meets 1<sup>st</sup> Tuesday of every month at 11:30 a.m.

**Planning Commission** – Composed of seven (5) members – six (4) general public and one (1) City Council representative. This is an advisory commission to the Council concerning comprehensive planning, zoning, platting, changes in streets, and other matters of a general planning nature. *3 year term.* Meets 2<sup>nd</sup> Tuesday of every month at 5:30 p.m.

<b>Title:</b>	Approving Gaiter Lake Request for Proposals		
<b>Meeting Date:</b>	January 5, 2021	<b>Agenda Item Number:</b>	<b>7C</b>
<b>Action:</b>	<input checked="" type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	<b>Supporting Documents:</b>	Modeled High Water Level for Gaiter Lake
<b>Originating Department:</b>	Administration	<b>Presented By:</b>	City Manager
<b>Approved By City Manager:</b> <input checked="" type="checkbox"/>	<b>Proposed Action:</b> Approve the proposed RFP so Staff can send the document to the appropriate outlets to seek a Developer for the Gaiter Lake parcel.		
<b>How does this item pertain to Vision 2030 goals?</b>	This process could bring in a developer to bring new development and infrastructure within the City of Waseca to meet the needs of the City. This potential development would be part of the High-Quality Community Assets pillar for Vision 2030.		

**BACKGROUND:** Staff has been working on this project since 2016. In 2018, the process was halted with the change in Staff and the wishes of the Council. In 2020, Council directed Staff to begin the process again. We have gone through one (1) Request for Proposal (RFP) process already, but because of unseen circumstances, we did not receive any proposals.

Since then, Staff received good feedback from Developers on why they did not submit their proposal. Using that information, the RFP has been updated and is ready to be sent out.

Once the deadline for the RFP has lapsed, Staff will be meeting with Council during Work Sessions to discuss how to move forward.

**BUDGET IMPACT:** TBD – Development would increase tax revenue for the City once structures are within the parcel.

**RECOMMENDATION:** Staff recommends Council make a motion to approve the RFP and allow Staff to go through the process.



## REQUEST FOR PROPOSAL

### [Abstract](#)

The City of Waseca is seeking proposals from qualified developers for the development of city-owned land in the South Eastern part of the City



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# REQUEST FOR PROPOSALS (RFP) FOR THE DEVELOPMENT OF Gaiter Lake

## I. INTRODUCTION

The City of Waseca (“the City”) is requesting proposals from qualified developers for the development of City-owned property located in the Southeastern quadrant of the City. This development site is described as follows:



- Vacant – previously leased out as agricultural farmland
- Consists of 62.29 acres of land that is proposed to be zoned as a PUD, Planned Unit Development Overlay District
- Close access to 4-lane Highway 14 that has access to Mankato, Owatonna, and Rochester

Waseca City Hall

The City of Waseca was incorporated in 1868 and is organized under the Home Rule Charter in accordance with applicable Minnesota State Statutes. The Council is composed of six members and the Mayor. The City is divided into three specific areas known as Wards, and two Council members are elected from each Ward. The Mayor is elected by the voters at large. As the policy-making body of the City, the City Council is responsible for the overall operation of the City; however, the City Council does not become involved in day-to-day administration. The City Manager, Lee Mattson, is responsible for carrying out the Council’s policies and for the administration of all City business.

The City encompasses approximately 6.7 square miles and has a population of approximately 9,710. It is the largest City in Waseca County, is the County Seat, and contains nearly half of the County’s population. The City has approximately 40 miles of streets and is home to three significant water bodies: Clear Lake, Loon Lake, and Gaiter Lake; and has an active Lakes Association.

The Gaiter Lake property is included in a Federally recognized **Opportunity Zone** as defined in the Tax Cuts and Jobs Act passed in 2017. The basic Opportunity Zone concept is that investors can defer capital gains tax liabilities from the sale of assets by investing those gains in funds that finance eligible projects in the Opportunity Zone. The deferral can extend until December 2028, and income taxes on profits from these investments are Federal income tax free as prescribed in the 2017 Act.

Recently the City of Waseca was awarded a designation on the National Register of Historic Places with a Commercial Downtown District. This designation brings a new beam of light to the City of Waseca and attracts tourists from all over the Country. This is an added incentive when advertising quality of life to potential home buyers.



## II. DEVELOPMENT PARAMETERS

The development site consists of 62.29 acres of City owned land, and is currently Zoned R-3, with a proposed Planned Unit Development (PUD) Overlay District. The purpose of the PUD is to provide flexibility for the development of single-family patio-style homes, twin homes, condos, apartments, and open space to accommodate the housing needs of the City of Waseca. The City is also looking at incorporating a 2-3-acre dog park within the development and is open to the idea of “phased implementation”. The City does not expect this development to be completed all at once but over the course of 3-5 years or more.

This development site is located within the Shoreland Overlay District. Because of this, the DNR requires that no more than 25% of the development shall be Impervious Surface.

Stand-alone, multi-family residential uses are allowed in this development area. The PUD will allow for flexibility in design and development. Rezoning may be accommodated if warranted by development design.

*(A) Permitted principal uses.*

- (1) Refer to Table 4-1.
- (2) Some permitted uses have requirements that are presented in §§ 154.109 through 154.143, Specific Development Requirements. Refer also to §§ 154.148 through 154.169, General Development Requirements.
- (3) In the R-3 zoning district, there shall be no more than one 2-or 3-family dwelling per land parcel, not counting accessory dwelling units.

*(B) Conditional principal uses.*

- (1) Refer to Table 4-1.
- (2) Refer to §§ 154.109 through 154.143 for specific requirements that must be met for approval of some Conditional Uses. Refer also to §§ 154.148 through 154.169, General Development Requirements.
- (3) In the R-3 zoning district, there shall be no more than one 2-or 3-family dwelling per land parcel, not counting accessory dwelling units.

*(C) Accessory uses.*

- (1) Refer to Table 4-2.
- (2) Refer to §§ 154.109 through 154.143 and §§ 154.148 through 154.169 for conditions that must be met for approval of certain accessory uses.

*(D) Dimensional requirements.*



**Table 4-11: Required Setbacks, R-3 District**

	Front	Side	Corner Side	Rear	Side abutting SF House	From any Water Body
Two- or three-family dwelling	25 <sup>1</sup>	10	20 <sup>2</sup>	25	15	§§ <u>154.047 - 154.063</u> , Shoreland Overlay District; § <u>154.169</u> , Wetlands
Townhouse cluster	25	15	20 <sup>2</sup>	25	20	
Apartment building, up to 16 dwelling units	25	15	20 <sup>2</sup>	25	25	
Apartment building, more than 16 dwelling units	25	15	20 <sup>2</sup>	25	25	
Non-residential buildings	25	15	20 <sup>2</sup>	25	25	
Driveway	Not applicable	5	10	10	10	
Parking <sup>3</sup>	10	5	20 <sup>2</sup>	10	10	
1 If two or more existing houses on the same side of the block have front setbacks other than the standard, the setbacks for the remaining lots on that side of the block may be the average setback of the existing houses. 2 If an adjacent house has a front yard facing the side street, then the corner side setback shall equal the front setback of the adjacent house. 3 For parking other than in the driveway.						

**Table 4-12: Minimum Lot Dimensions, R-3 District**

	Area	Width	Depth
Two- or three-family dwelling (per dwelling unit)	5,000	120	120
Townhouse (per dwelling unit)	4,000	--	--
Apartment building (per dwelling unit)	3,000	--	--
Seniors' housing (per unit)	1,750	--	--
Apartments	3,750		
Townhouses			

**Table 4-13: Maximum Structure Height, R-3 District**

	Feet
Principal Building <sup>1</sup>	40
Fences	4
Front yards	6
Side or rear yards	

- 1 Or 3.5 stories, whichever is less, measured to the mid-point of the roof slope. See §§ 154.201, Rules of Measurement, Building Height.

**Table 4-14: Requirements for Detached Accessory Structures, R-3 District**

	Two-or Three-Family Residential Use	Multiple-Family Residential Use	Permitted Non-Residential Use
Number of structures allowed	2	2	2
Size of first structure maximum	700 sf	300 sf / unit	1,000 sf
Size of second structure, maximum	120 sf	250 sf	250 sf
Lot coverage maximum	10 %	10 %	10 %
Height maximum - garage	20	20	20
Side wall height max - garage *	9	9	9
Height maximum - other	12	12	12
Minimum setbacks	No closer than principal	No closer than principal	No closer than principal
Front	3	3	3
Side	No closer than principal	No closer than principal	No closer than principal
Corner side	3	3	3
Rear	No closer than principal	No closer than principal	No closer than principal
From principal structure	3	3	3
From alley	10	10	10
	5	5	5
<p>* See also § <u>154.150(B)(5)</u></p> <p>** No permanent structure (one attached to frost-free footings) shall be located in an easement unless the easement is amended or otherwise allows such structures. A non-permanent structure may be located in an easement but may have to be moved if the easement-holder demands.</p>			

- (E) *Maximum building coverage.* No more than 50% of the parcel shall be occupied by buildings having vertical mass including dwellings, garages, storage buildings, gazebos and greenhouses but not including driveways, parking areas, decks, patios, unscreened courts, not allowed in this district or solar energy equipment, play equipment or dog houses.
- (F) *Driveway width.* The maximum width of a residential driveway at the property line shall be 24 feet.
- (G) *Specific development requirements.* Some conditional uses and some permitted uses have specific requirements that are presented in §§ 154.109 through 154.143, Specific Development Requirements. Refer to Table 4-1 for the uses that have specific requirements.
- (H) *General development requirements.* See §§ 154.148 through 154.169, General Development Requirements.

The City welcomes creative proposals that envision this site as primarily Multi-Family, with single family patio-style homes as warranted - blending the architectural character of the surrounding area, taking advantage of lot size and topography, and positively contributing to the characteristics of the City.

### III. TIMELINE

*The timeline below is approximate, and subject to change based on the number of submissions, completeness of applications, reviewer questions and other variables.*

RFP Approved by City Council	January 5, 2021
RFP Issued/Published	January 8, 2021
Proposal Due Date:	February 11, 2021
Review of Proposals:	Feb 12- Mar 1, 2021
2021 Selection of Developer by City Council:	March 2, 2021

*The City Manager can, at his discretion, modify the timelines if deemed necessary. The City Manager also reserves the right to request additional materials as deemed necessary and reserves the right to reject any/all of the RFP responses.*



## IV. PROPOSAL REQUIREMENTS

Proposals should demonstrate the capacity of the Developer to produce housing that supports the vision and character of the City, compliments the surrounding Developments, is pedestrian friendly, and is able to be built to scale. The Developer should submit one hard copy of the proposal package and one electronic copy in a PDF format to:

Mike Anderson, Assistant to the City Manager  
City of Waseca  
508 South State Street  
Waseca, MN 56093  
[MikeA@ci.waseca.mn.us](mailto:MikeA@ci.waseca.mn.us)

**All responses must be received by 4:00 PM on February 18, 2021 for consideration.**

Any late responses will not be reviewed.

The following proposal requirements will serve to establish a Developer's overall capacity to complete this project and their vision for the site:

- A. Letter of Interest – to include the following information (at a minimum):
  - 1. Developer's name and mailing address
  - 2. Contact person's name, title, phone number, and email address
  - 3. Explanation of how their proposal is the best fit for Waseca
- B. Project Narrative
  - 1. Project Description – how the proposed development supports the surrounding areas and characteristics of Waseca
  - 2. Parking – location and amount of parking required to meet the project demands and the City code
  - 3. Development Entity – project management plan and the role of each development partner in the implementation of the plan as applicable
- C. Engineered or Architectural Schematic Drawings of the Proposed Project
  - 1. Site Plan
- D. Budget
  - 1. Proposed financing sources
  - 2. Project uses including detailed hard and soft costs
  - 3. Proposed purchase price of the land
- E. Proposed Development Timeline (Exhibits)

1. Schedule that identifies the duration of key tasks (i.e., due diligence, conceptual design, design development, permitting, final design, contract award, construction, occupancy, etc.) and includes major milestones
- F. Relevant Development Experience (Exhibits)
1. Resumes or biographies of the proposed development team
  2. Fact sheets for similar projects (images, dates, locations, concepts, funding sources, current vacancy rates, etc.)

## V. SELECTION PROCESS AND CRITERIA

It is the City's intention to enter an exclusive negotiation period with the selected Developer – with construction starting as early as summer of 2021(phase one). The exclusive negotiation period will provide the Developer sufficient time to complete due diligence activities necessary to define a scope of work and schedule that will ultimately become part of a formal Development Agreement.

A Developer may be selected based on, but not limited to, the following criteria:

1. Vision for the site
2. Quality of design and proposal
3. Experience completing similar development projects
4. Capacity to attract and secure financing
5. Readiness and ability to proceed with the project, including timelines
6. Proposed purchase price of subject property

## VI. OTHER

- A. Execution of a Development Agreement does not guarantee or warrant permits, zoning variances, incentives, or financial viability.
- B. The Developer, for itself and its employees, contractors and subcontractors, agrees not to discriminate against or segregate any person or group of persons on any unlawful basis in the construction, sale, transfer, use, occupancy, tenure or enjoyment of the property or any improvements erected or to be erected thereon, or any part thereof.
- C. The City shall determine which proposal best meets the selection criteria. The City reserves the right to reject any or all proposals received, to waive any informalities or irregularities in any submitted proposal, and to negotiate scope and proposal prices.
- D. It is the Developer's sole responsibility to read and interpret this RFP and the written instructions contained herein. A respondent may correct errors and omissions discovered before the time set for receipt of proposals by withdrawing the original

proposal and resubmitting a new proposal before the date and time set for the receipt of proposals. Errors and omissions may not be corrected after the submission date except when the City decides, in its sole discretion, to allow the correction.

- E. This RFP is submitted subject to errors, omissions, and/or withdrawal without notice by the City at any time.
- F. The Developer is encouraged to confer with the City Staff contact, Mike Anderson, prior to submitting their response with any questions or inquiries. All proposals, including attachments, supplementary materials, addenda, etc., shall become the property of the City and will not be returned.