

COUNCIL WORKSESSION: 6 P.M.
REGULAR WASECA CITY COUNCIL MEETING
WEDNESDAY, MARCH 4, 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

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

- 5 REQUESTS AND PRESENTATIONS

- 6 CONSENT AGENDA

- A. Minutes –Regular City Council Meeting & Work Session 2/18/20 + 2/27/20
- B. Payroll & Expenditures
- C. **Resolution 20-11:** Authorizing City Manager to execute contract with Stantec
- D. RCCA: Approval of Amended Animal Impound Contract
- E. RCCA: Sanitary Sewer Plan & Set Public Hearing for April 7, 2020
- F. Approval of Consumption & Display Permit – Hobby and Craft Shop

- 7 ACTION AGENDA

- A. Public Hearing: City Project 2020-01
- B. **Resolution 20-12:** Authorizing Preparation of Plans and Specifications for Project 2020-01
- C. RCCA: New Airport Engineering Services
- D. RCCA: Vision 2030 Funds

- 8 REPORTS

- A. City Manager's Report
-flooding
- B. Commission Reports
- Airport Board (Rose)
- Park Board (Christiansen)
- HPC (Tlougan)
- Fire Relief (Conrath)

- 9 ANNOUNCEMENTS

- 10 ADJOURNMENT

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, FEBRUARY 18, 2020

CALL TO ORDER/ROLL CALL

- 1 The regular Waseca City Council meeting was called to order by Mayor Roy Srp at 7:00 p.m.

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

Staff Present: Lee Mattson, City Manager
Mike Anderson, Assistant to the City Manager

MOMENT OF SILENT PRAYER/PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

- 3 Staff asked that item 6H "Approving Contract Payments" is added to the agenda. It was moved by Tlougan, seconded by Christiansen, to approve the agenda as amended. Motion carried 7-0.

PUBLIC COMMENT

- 4 None

REQUESTS AND PRESENTATIONS

5. None.

CONSENT AGENDA

- 6 It was moved by Tlougan seconded by Conrath to approve the Consent Agenda as amended. The motion carried 7-0, and included the following:

- A. Minutes – Regular City Council Meeting – February 4, 2020
- B. Payroll & Expenditures
- C. Introducing Ordinance 1075: Airport Board Composition & Set Public Hearing for March 17, 2020
- D. Accepting Jeanette Thompson's resignation from the HPC
- E. Accepting Julie Anderson's HPC Application
- F. RCCA: Northeast Trail Wetland Replacement Project
- G. Approval of IUOE Union Contract
- H. Approval of Contract Payments: Keys Drilling & Heselton Construction

ACTION AGENDA

7A. RCCA: Approval of Final Payment – Elm Ave Project

Council was informed that all work has been done and the final payment to be issued needs approval.

It was moved by Arndt, seconded by Rose to approve the final payment. Motion carried 7-0.

7B. Resolution 20-10: Setting Stormwater Utility Rates

An additional \$1 fee over the next two years is being proposed to residents Stormwater bill.

Motion was made by Conrath, seconded by Arndt to approve Resolution 20-10. Motion carried 7-0.

REPORTS

8A City Manager's Report

- The Process for hiring the Recovery Coordinator has begun. Hoping for an April start date.
- Fire Department Contract negotiations have been completed.
- Highway 13 project is moving forward with MNDOT & School District
- Waste Water Treatment Plant is looking at subscribing to a solar garden to help save money on electric bills.

8B Commission Reports

- HPC – Tlougan
 - Katie Youngberg was introduced as a new member.
 - Postponed election of officers until March meeting.
 - Discussions on the Downtown District and Design Guidelines.
- EDA – Johnson
 - Elected new officers.
 - Approved requests for funding of \$300 & \$500.
- Discover Waseca Tourism – Conrath
 - Had an assessment from the U of M.
 - Submitted a grant to Explore MN Tourism.
 - Discussed marketing ideas for Sinister Forest.
 - Sleigh & Cutter monument sign on Clear Lake has been removed.
 - Looking at MY Town Ambassadors to help promote the community.

ANNOUNCEMENTS

Mayor Srp – Updated the Council on Officer Matson who is progressing nicely.

Rose – Thanked the plow drivers for their efforts in Snow Removal.

Conrath – Thanked Waseca County for the grooming on snowmobile trails.

ADJOURNMENT

- 10 There being no further business to be brought before the Council, it was moved by Arndt, seconded by Conrath, to adjourn the meeting at 7:32 p.m.; the motion carried 7-0.

R. D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

MINUTES
CITY COUNCIL WORK SESSION
THURSDAY, FEBRUARY 27, 2020

The work session began at 6:00 p.m. at the Public Safety Building.

Councilmembers present: Roy Srp
 Allan Rose Mark Christiansen
 Jeremy Conrath Les Tloughan

Staff present: Lee Mattson, City Manager
 Mike Anderson, Assistant to the City Manager

2020 Goal Setting

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

City Manager Mattson began the work session by presenting potential 2020 goals relating to Vision 2030. He discussed each goal under all four pillars.

The Council discussed the goals and are content with the approach set by the City Manager. The Mayor would also like to see these goals related to Agriculture.

There being no further discussion and no action taken, the work session ended at 7:45 p.m.

R. D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

MINUTES
CITY COUNCIL WORK SESSION
TUESDAY, FEBRUARY 18, 2020

The work session began at 6:00 p.m. in the Council Chambers.

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

Staff present:	Lee Mattson, City Manager
	Mike Anderson, Assistant to the City Manager

Public Nuisance

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

City Manager Mattson began the work session by presenting information regarding public nuisance. He informed Council of the current process in place for complaints.

The Council discussed public nuisance in terms of junk in yards, snow on sidewalks, and blighted properties. After their discussion the Council informed the City Manager that they are happy with the current complaint process.

The City Manager will be working with Staff to develop some educational material regarding public nuisance.

There being no further discussion and no action taken, the work session ended at 6:55 p.m.

R. D. SRP
MAYOR

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

Lee A. Miller

LIST OF EXPENDITURES

Micah Foster 6b

March 4, 2020

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City Council	4,250.00
Streets	57,413.30
Parks	20,387.55
Wastewater	22,966.98
Utility Administration	9,419.26
Utility Billing	15,460.39
Electric	27,099.62
Water	12,588.23
Building and Code Compliance	5,195.83
Police	122,673.25
Administration	14,680.89
Community Aides	1,995.00
Fire	17,526.27
Paid On Call Fire Department	7,470.62
Election Judges	0.00
PEG	0.00
Finance	19,254.25
Connections	4,619.10
Community Development	10,472.49
Engineering	31,664.73
Recreation	38,863.43
Econ Development	<u>5,371.93</u>
Total Gross Payroll	449,373.12
*Less- Payroll Deductions	<u>(154,056.11)</u>

Net Payroll Cost \$ 295,317.01

*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:
February 15, 2020-March 3, 2020
Includes check #'s 154757-154800
Bank ACH Withdrawals..... 308,285.06

GRAND TOTAL EXPENDITURES \$ 603,602.07

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
General Fund						
02/28/2020	22017	MN Sales and Use Tax Payable	Sales tax payable	101-20210-0000	73.76	M
Total 101202100000:					73.76	
02/28/2020	22027	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 2/23/2020	101-21701-0000	30,563.03	M
Total 101217010000:					30,563.03	
02/28/2020	22016	MN Department of Revenue	Missed payment	101-21702-0000	35.00	M
02/28/2020	22023	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 2/23/2020	101-21702-0000	12,024.49	M
Total 101217020000:					12,059.49	
02/28/2020	22027	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 2/23/2020	101-21703-0000	10,390.16	M
02/28/2020	22027	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 2/23/2020	101-21703-0000	10,390.16	M
Total 101217030000:					20,780.32	
02/28/2020	22024	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 2/23/2020	101-21704-0000	1,302.67	M
02/28/2020	22024	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 2/23/2020	101-21704-0000	8,467.59	M
02/28/2020	22024	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 2/23/2020	101-21704-0000	7,912.56	M
02/28/2020	22024	Public Employees Retirement Assn (ACH	DEF CONTRIBUTION/EMPL Pay Period: 2/23/2020	101-21704-0000	88.05	M
02/28/2020	22024	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 2/23/2020	101-21704-0000	8,467.59	M
02/28/2020	22024	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 2/23/2020	101-21704-0000	11,868.86	M
02/28/2020	22024	Public Employees Retirement Assn (ACH	DEF CONT Employer Pay Period: 2/23/2020	101-21704-0000	88.10	M
Total 101217040000:					38,195.42	
02/28/2020	20200194	Greater Mankato Area United Way	UNITED WAY Pay Period: 2/23/2020	101-21708-0000	55.00	
Total 101217080000:					55.00	
02/28/2020	154780	NCPERS Minnesota - 8266711	LIFE INSURANCE - PERA Pay Period: 2/23/2020	101-21711-0000	208.00	
Total 101217110000:					208.00	
02/28/2020	22027	ACH Internal Revenue Service	MEDICARE Pay Period: 2/23/2020	101-21712-0000	3,317.35	M
02/28/2020	22027	ACH Internal Revenue Service	MEDICARE Pay Period: 2/23/2020	101-21712-0000	3,317.35	M
Total 101217120000:					6,634.70	
02/28/2020	22028	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 2/23/2020	101-21713-0000	1,000.00	M
02/28/2020	22028	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 2/23/2020	101-21713-0000	495.00	M
Total 101217130000:					1,495.00	
02/28/2020	22026	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 2/23/2020	101-21714-0000	440.00	M
Total 101217140000:					440.00	
02/28/2020	154759	AFLAC	Correcting payment	101-21715-0000	969.39-	
02/28/2020	154759	AFLAC	AFLAC AFTER TAX Pay Period: 2/23/2020	101-21715-0000	325.78	
02/28/2020	154759	AFLAC	AFLAC PRE TAX Pay Period: 2/23/2020	101-21715-0000	643.61	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101217150000:					.00	
02/28/2020	22022	Further	Flex/HSA Reimbursement	101-21716-0000	168.26	M
02/28/2020	22019	Further	Flex/HSA Reimbursement	101-21716-0000	1,086.26	M
02/28/2020	22029	Further	HSA DEDUCTION Pay Period: 2/23/2020	101-21716-0000	388.34	M
Total 101217160000:					1,642.86	
02/28/2020	22025	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 2/23/2020	101-21717-0000	1,220.57	M
Total 101217170000:					1,220.57	
02/19/2020	22015	MN Public Employees Insurance Progra		101-21720-0000	3,935.64-	V
02/19/2020	154757	MN Public Employees Insurance Progra		101-21720-0000	3,935.64	
02/19/2020	22015	MN Public Employees Insurance Progra	PEIP Single Pay Period: 2/9/2020	101-21720-0000	12,774.72-	V
02/19/2020	154757	MN Public Employees Insurance Progra	PEIP Single Pay Period: 2/9/2020	101-21720-0000	12,774.72	
02/19/2020	22015	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 2/9/2020	101-21720-0000	1,127.88-	V
02/19/2020	154757	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 2/9/2020	101-21720-0000	1,127.88	
02/19/2020	22015	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 2/9/2020	101-21720-0000	4,511.79-	V
02/19/2020	154757	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 2/9/2020	101-21720-0000	4,511.79	
02/19/2020	22015	MN Public Employees Insurance Progra	PEIP Family Pay Period: 2/9/2020	101-21720-0000	2,828.12-	V
02/19/2020	154757	MN Public Employees Insurance Progra	PEIP Family Pay Period: 2/9/2020	101-21720-0000	2,828.12	
02/19/2020	22015	MN Public Employees Insurance Progra	PEIP Family Pay Period: 2/9/2020	101-21720-0000	11,312.99-	V
02/19/2020	154757	MN Public Employees Insurance Progra	PEIP Family Pay Period: 2/9/2020	101-21720-0000	11,312.99	
02/28/2020	154778	MN Public Employees Insurance Progra	PEIP Single Pay Period: 2/23/2020	101-21720-0000	12,774.72	
02/28/2020	154778	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 2/23/2020	101-21720-0000	1,127.88	
02/28/2020	154778	MN Public Employees Insurance Progra	PEIP Employee + 1 Pay Period: 2/23/2020	101-21720-0000	4,511.79	
02/28/2020	154778	MN Public Employees Insurance Progra	PEIP Family Pay Period: 2/23/2020	101-21720-0000	2,828.12	
02/28/2020	154778	MN Public Employees Insurance Progra	PEIP Family Pay Period: 2/23/2020	101-21720-0000	11,312.99	
Total 101217200000:					32,555.50	
02/28/2020	154782	New Richland Police Department	Toward Zero Death	101-33426-0000	231.91	
Total 101334260000:					231.91	
02/28/2020	20200193	Discover Waseca Tourism	January Lodging Tax	101-41110-4440	1,587.79	
Total 101411104440:					1,587.79	
02/28/2020	154779	MPeters Enterprises Inc.	Downtown Flags	101-41110-4450	1,332.00	
Total 101411104450:					1,332.00	
02/28/2020	20200213	Waseca Area Senior Citizens Center	City Contribution	101-41110-4455	1,125.00	
Total 101411104455:					1,125.00	
02/28/2020	154768	First Source Solutions	Annual Subscription	101-41320-3100	500.00	
02/28/2020	154785	Shred-it USA LLC	Shredding Service	101-41320-3100	16.18	
Total 101413203100:					516.18	
02/28/2020	22018	Further	Admin Fees Flex HSA	101-41500-1600	576.50	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101415001600:					576.50
02/28/2020	154785	Shred-it USA LLC	Shredding Service	101-41500-3100	71.94
Total 101415003100:					71.94
02/28/2020	154796	Waseca County Treasurer	Legal Services - Contract Payment	101-41600-3000	5,370.33
Total 101416003000:					5,370.33
02/28/2020	20200206	Pantheon Computer Systems Inc.	Anti-virus for peg channel	101-41920-2050	60.00
Total 101419202050:					60.00
02/28/2020	154775	MailFinance	Postage Machine Lease	101-41940-2000	435.00
Total 101419402000:					435.00
02/28/2020	20200184	A. H. Hermel Company	Breakroom supplies	101-41940-2170	151.70
02/28/2020	20200187	Bomgaars Supply	Parts & Supplies	101-41940-2170	49.58
02/28/2020	154764	Cintas Corporation	First aid cabinet supplies	101-41940-2170	35.92
Total 101419402170:					237.20
02/28/2020	20200188	Border States Electric Supply	Lighting	101-41940-2230	55.23
Total 101419402230:					55.23
02/28/2020	20200189	Cady Business Technologies Inc	Monthly Phone Support Plan	101-41940-3100	262.62
02/28/2020	154763	Cintas Corporation	Floor mat service	101-41940-3100	61.50
02/28/2020	154783	Orkin Pest Control	Pest Control City Hall	101-41940-3100	93.29
Total 101419403100:					417.41
02/28/2020	154762	Centerpoint Energy	Monthly Billing	101-41940-3800	896.33
Total 101419403800:					896.33
02/28/2020	154767	Driver and Vehicle Services	Electric Car Renewal	101-41950-2170	169.25
02/20/2020	154687	Driver and Vehicle Services	Registration Renewal for Electric Car	101-41950-2170	19.25- V
Total 101419502170:					150.00
02/28/2020	20200214	WSB & Associates Inc	January Billing	101-41950-3000	1,803.25
02/28/2020	20200214	WSB & Associates Inc	January Billing	101-41950-3000	848.75
Total 101419503000:					2,652.00
02/28/2020	20200199	Innovative Office Supply	Office supplies	101-42100-2000	162.96
02/28/2020	20200199	Innovative Office Supply	Office supplies	101-42100-2000	78.39
Total 101421002000:					241.35
02/28/2020	154764	Cintas Corporation	first aid cabinet PSB	101-42100-2170	85.22

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421002170:					85.22
02/28/2020	20200202	Maziarka, Chris	Uniform Allowance	101-42100-2180	254.80
02/28/2020	20200208	Streicher's	uniform expense	101-42100-2180	93.99
02/28/2020	20200208	Streicher's	uniform expense	101-42100-2180	505.98
02/28/2020	20200208	Streicher's	uniform expense	101-42100-2180	169.98
Total 101421002180:					1,024.75
02/28/2020	154763	Cintas Corporation	Floor Mats	101-42100-3100	14.29
02/28/2020	154763	Cintas Corporation	Floor Mats	101-42100-3100	14.29
02/28/2020	154785	Shred-it USA LLC	Shredding Service	101-42100-3100	16.19
02/28/2020	154787	South Central Drug Investigative Unit	2020 SCDIU	101-42100-3100	5,000.00
Total 101421003100:					5,044.77
02/28/2020	154789	Sunset Law Enforcement	Training-swat	101-42100-3300	441.60
Total 101421003300:					441.60
02/28/2020	154762	Centerpoint Energy	Monthly Billing	101-42100-3800	714.53
Total 101421003800:					714.53
02/28/2020	154787	South Central Drug Investigative Unit	2020 Swat	101-42100-4370	1,500.00
Total 101421004370:					1,500.00
02/28/2020	154795	Waseca Community Education	ECFE Fair expense	101-42100-4640	10.00
Total 101421004640:					10.00
02/28/2020	154784	Overhead Door Company of Mankato Inc	Garage Door Repair	101-42200-2230	100.95
Total 101422002230:					100.95
02/28/2020	154763	Cintas Corporation	Floor Mats	101-42200-3100	14.29
02/28/2020	154763	Cintas Corporation	Floor Mats	101-42200-3100	14.29
02/28/2020	20200205	Municipal Emergency Services Inc.	SCBA Function Tests	101-42200-3100	2,087.00
Total 101422003100:					2,115.58
02/28/2020	154762	Centerpoint Energy	Monthly Billing	101-42200-3800	714.53
03/02/2020	22021	Centerpoint Energy	Monthly Service	101-42200-3800	131.41 M
Total 101422003800:					845.94
02/28/2020	20200190	City Building Inspection Services LLC	building inspections	101-42400-3000	4,313.09
Total 101424003000:					4,313.09
03/03/2020	22020	Verizon Wireless	Monthly Verizon Data Bill	101-43000-3200	65.03 M
Total 101430003200:					65.03

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
02/28/2020	20200187	Bomgaars Supply	Parts & Supplies	101-43100-2170	19.28	
Total 101431002170:					19.28	
02/28/2020	20200185	AmeriPride Services Inc	uniform srvice	101-43100-2180	206.95	
02/28/2020	20200185	AmeriPride Services Inc	Uniforms	101-43100-2180	195.48	
Total 101431002180:					402.43	
02/28/2020	20200207	R.I.C Properties LLC	Kritzer Building	101-43100-3100	650.00	
Total 101431003100:					650.00	
02/28/2020	154762	Centerpoint Energy	Monthly Billing	101-43100-3800	1,503.46	
03/02/2020	22021	Centerpoint Energy	Monthly Service	101-43100-3800	131.41	M
Total 101431003800:					1,634.87	
02/28/2020	20200195	H & J Fuel Inc	Fuel	101-43125-2120	1,547.70	
02/28/2020	20200195	H & J Fuel Inc	fuel	101-43125-2120	1,799.28	
Total 101431252120:					3,346.98	
02/28/2020	20200187	Bomgaars Supply	Parts & Supplies	101-43125-2170	35.98	
Total 101431252170:					35.98	
02/28/2020	154758	Affordable Lawn Care Inc	Snow hauling	101-43125-3100	2,677.50	
02/28/2020	20200200	James Brothers Construction Inc.	Snow hauling	101-43125-3100	2,677.50	
Total 101431253100:					5,355.00	
02/28/2020	20200198	Independent School District #829	City Contribution Com Ed	101-45100-3100	8,333.33	
Total 101451003100:					8,333.33	
02/28/2020	20200188	Border States Electric Supply	Lighting	101-45130-2170	198.15	
Total 101451302170:					198.15	
02/28/2020	154771	Hillyard Inc/ Hutchinson	cleaning supplies	101-45130-2175	95.40	
Total 101451302175:					95.40	
02/28/2020	154762	Centerpoint Energy	Monthly Billing	101-45130-3800	512.36	
Total 101451303800:					512.36	
02/28/2020	154769	Goodin Company	Toilet Repairs Water Park	101-45130-4000	573.61	
Total 101451304000:					573.61	
02/28/2020	154777	MN Department of Health	Lang CFPM Application	101-45130-4500	35.00	
Total 101451304500:					35.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
02/28/2020	154771	Hillyard Inc/ Hutchinson	Restroom Supplies	101-45200-2170	317.94
02/28/2020	154797	Waseca Soil & Water Conservation Dist	Tree order	101-45200-2170	75.00
Total 101452002170:					392.94
02/28/2020	154764	Cintas Corporation	First aid cabinet supplies	101-45200-2190	51.00
Total 101452002190:					51.00
02/28/2020	20200187	Bomgaars Supply	Parts & Supplies	101-45200-2230	38.79
02/28/2020	20200188	Border States Electric Supply	Park Shop Emergency Lights	101-45200-2230	211.64
Total 101452002230:					250.43
02/28/2020	20200204	MTI Distributing Inc.	Toro Parts	101-45200-2240	426.65
02/28/2020	20200215	Zarnoth Brush Works Inc.	Toro Broom Core	101-45200-2240	358.00
Total 101452002240:					784.65
02/28/2020	154765	Condon Farm Service	Snow shovels	101-45200-2400	73.98
Total 101452002400:					73.98
02/28/2020	154762	Centerpoint Energy	Monthly Billing	101-45200-3800	421.51
02/28/2020	154762	Centerpoint Energy	Monthly Billing	101-45200-3800	45.19
Total 101452003800:					466.70
02/28/2020	154783	Orkin Pest Control	Library-Pest control	101-45500-3100	69.00
Total 101455003100:					69.00
02/28/2020	154762	Centerpoint Energy	Monthly Billing	101-45500-3800	550.53
Total 101455003800:					550.53
02/28/2020	20200212	Waseca Area Chamber of Commerce	Chamber Bucks - Milestone Anniversaries	101-49210-4930	10.00
Total 101492104930:					10.00
Total General Fund:					201,982.90
Airport					
02/28/2020	154794	Waseca Abstract Company	Abstract Research	230-49810-3000	39.00
Total 230498103000:					39.00
02/28/2020	154788	Stensrud Aviation	Airport Contract Payment	230-49810-3100	2,300.00
Total 230498103100:					2,300.00
03/03/2020	22030	CenturyLink	Airport Phone and Internet	230-49810-3200	114.57 M
Total 230498103200:					114.57
02/28/2020	154762	Centerpoint Energy	Monthly Billing	230-49810-3800	54.04

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
02/28/2020	154800	Xcel Energy	January service	230-49810-3800	146.75
02/28/2020	154800	Xcel Energy	January Service	230-49810-3800	261.85
Total 230498103800:					462.64
Total Airport:					2,916.21
Water					
02/28/2020	22017	MN Sales and Use Tax Payable	Sales tax payable	601-20210-0000	1,042.44 M
02/28/2020	154781	Nelson, Blain	Refund of overbilled charges	601-20210-0000	192.65
Total 601202100000:					1,235.09
02/28/2020	154781	Nelson, Blain	Refund of overbilled charges	601-36210-0000	26.92
Total 601362100000:					26.92
02/28/2020	154781	Nelson, Blain	Refund of overbilled charges	601-37000-3802	2,096.18
Total 601370003802:					2,096.18
02/28/2020	154781	Nelson, Blain	Refund of overbilled charges	601-37000-3905	671.50
Total 601370003905:					671.50
02/28/2020	20200187	Bomgaars Supply	Parts & Supplies	601-49401-2230	24.28
Total 601494012230:					24.28
02/28/2020	154762	Centerpoint Energy	Monthly Billing	601-49401-3800	285.58
Total 601494013800:					285.58
02/28/2020	154770	Hawkins Inc	Well chlorine actuators testing	601-49401-4000	1,063.83
02/28/2020	154770	Hawkins Inc	Well chlorine actuators testing	601-49401-4000	401.38
02/28/2020	154793	USA Blue Book	well house CL2	601-49401-4000	204.35
Total 601494014000:					1,669.56
02/28/2020	20200203	Metering & Technology Solutions	Meter Materials	601-49430-2215	39.82
Total 601494302215:					39.82
02/28/2020	20200191	Connors Plumbing & Heating Inc.	Shock line at Boathouse	601-49430-3000	330.09
Total 601494303000:					330.09
02/28/2020	20200185	AmeriPride Services Inc	uniform service	601-49430-3100	12.84
02/28/2020	20200185	AmeriPride Services Inc	uniform service	601-49430-3100	14.61
02/28/2020	154776	Mid-America Meter Inc	Meter testing	601-49430-3100	235.19
02/28/2020	154776	Mid-America Meter Inc	Meter Testing	601-49430-3100	225.00
02/28/2020	154776	Mid-America Meter Inc	Meter Calibration (Well Meter)	601-49430-3100	394.13
Total 601494303100:					881.77
02/28/2020	154775	MailFinance	Folding Machine Lease	601-49585-3100	575.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601495853100:					575.00
02/28/2020	154792	U.S. Postal Service	Postage - March utility bills	601-49585-3200	437.42
Total 601495853200:					437.42
Total Water:					8,273.21
Sanitary Sewer					
02/28/2020	154781	Nelson, Blain	Refund of overbilled charges	602-37000-3902	4,520.15
Total 602370003902:					4,520.15
02/28/2020	154781	Nelson, Blain	Refund of overbilled charges	602-37000-3905	756.03
Total 602370003905:					756.03
02/28/2020	154762	Centerpoint Energy	Monthly Billing	602-49470-3800	22.62
02/28/2020	154762	Centerpoint Energy	Monthly Billing	602-49470-3800	234.44
Total 602494703800:					257.06
02/28/2020	20200192	Core & Main LP	Tetzloff pump couplers	602-49470-4020	24.50
02/28/2020	154786	Sigma Controls Inc	rebuild transducer for lift	602-49470-4020	454.00
Total 602494704020:					478.50
02/28/2020	20200187	Bomgaars Supply	Parts & Supplies	602-49480-2180	33.98
Total 602494802180:					33.98
02/28/2020	154770	Hawkins Inc	WWP Equipment Parts	602-49480-2210	104.30
02/28/2020	154791	Thermal Process Systems	Aerzen Blower Air filters	602-49480-2210	495.10
Total 602494802210:					599.40
02/28/2020	20200187	Bomgaars Supply	Parts & Supplies	602-49480-2230	64.97
Total 602494802230:					64.97
02/28/2020	154763	Cintas Corporation	Floor Mats	602-49480-3100	19.28
02/28/2020	154764	Cintas Corporation	First aid cabinet supplies	602-49480-3100	52.18
Total 602494803100:					71.46
02/28/2020	154762	Centerpoint Energy	Monthly Billing	602-49480-3800	3,317.17
02/28/2020	154800	Xcel Energy	January Service	602-49480-3800	9,937.79
Total 602494803800:					13,254.96
02/28/2020	154775	MailFinance	Folding Machine Lease	602-49585-3100	575.00
Total 602495853100:					575.00
02/28/2020	154792	U.S. Postal Service	Postage - March utility bills	602-49585-3200	437.42

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 602495853200:					437.42	
02/28/2020	154785	Shred-it USA LLC	Shredding Service	602-49586-3100	71.93	
Total 602495863100:					71.93	
02/28/2020	154770	Hawkins Inc	WWTP Chlorine Equipment	602-49593-5400	12,888.54	
02/28/2020	20200211	W W Goetsch Associates Inc.	Pump Rebuild	602-49593-5400	6,048.85	
Total 602495935400:					18,937.39	
Total Sanitary Sewer:					40,058.25	
Electric Utility						
02/28/2020	22017	MN Sales and Use Tax Payable	Sales tax payable	604-20210-0000	32,496.70	M
Total 604202100000:					32,496.70	
02/28/2020	154761	Auto Value Waseca	Parts	604-49571-2170	54.95	
02/28/2020	20200187	Bomgaars Supply	Parts & Supplies	604-49571-2170	25.00	
02/28/2020	22017	MN Sales and Use Tax Payable	Sales tax payable	604-49571-2170	22.10	M
Total 604495712170:					102.05	
02/28/2020	20200209	Stuart C. Irby Company	Hot stick testing	604-49571-2190	145.34	
Total 604495712190:					145.34	
02/28/2020	20200209	Stuart C. Irby Company	Fuses S&C	604-49573-2230	3,168.00	
02/28/2020	154798	Wesco Receivables Corp	Primary Splices	604-49573-2230	1,370.06	
Total 604495732230:					4,538.06	
02/28/2020	154775	MailFinance	Folding Machine Lease	604-49585-3100	575.00	
Total 604495853100:					575.00	
02/28/2020	154792	U.S. Postal Service	Postage - March utility bills	604-49585-3200	437.42	
Total 604495853200:					437.42	
02/28/2020	20200186	Barr Engineering Company	Engineering	604-49586-3000	560.00	
Total 604495863000:					560.00	
02/28/2020	154785	Shred-it USA LLC	Shredding Service	604-49586-3100	88.13	
02/28/2020	154785	Shred-it USA LLC	Shredding Service	604-49586-3100	71.93	
Total 604495863100:					160.06	
02/28/2020	20200201	JT Services of MN	Conversion Supplies	604-49593-5300	1,029.73	
02/28/2020	154798	Wesco Receivables Corp	conversion supplies	604-49593-5300	3,087.57	
Total 604495935300:					4,117.30	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total Electric Utility:					43,131.93
Storm Water Utility					
02/28/2020	154774	League of MN Cities	2020 Membership Dues	651-43140-3000	640.00
Total 651431403000:					640.00
Total Storm Water Utility:					640.00
Central Garage Services					
02/28/2020	154761	Auto Value Waseca	Parts	701-43180-2170	8.34
02/28/2020	20200197	IFACS	shop supplies	701-43180-2170	52.94
02/28/2020	20200197	IFACS	supplies	701-43180-2170	57.66
02/28/2020	154790	Texas Refinery Corp.	drum gear oil	701-43180-2170	619.20
Total 701431802170:					738.14
02/28/2020	154760	Aspen Equipment Co	#21 underbody hyd cyl	701-43180-2210	931.60
02/28/2020	154761	Auto Value Waseca	Parts	701-43180-2210	669.79
02/28/2020	154766	Deml Ford Lincoln Mercury Inc	air tube repair	701-43180-2210	104.13
02/28/2020	20200196	H & L Mesabi	edges for 11' equipment	701-43180-2210	404.96
02/28/2020	20200196	H & L Mesabi	HLA edges	701-43180-2210	2,438.60
02/28/2020	154772	Interstate Battery Systems	Battery	701-43180-2210	370.85
02/28/2020	154773	John Deere Financial	side skids for case HLA	701-43180-2210	791.84
02/28/2020	154799	Winegar, Dave	HLA added shield material	701-43180-2210	903.74
02/28/2020	154799	Winegar, Dave	HLA plow trip edge	701-43180-2210	810.00
02/28/2020	20200216	Ziegler Inc	belt	701-43180-2210	85.56
02/28/2020	20200216	Ziegler Inc	grader repair	701-43180-2210	840.63
Total 701431802210:					8,351.70
02/28/2020	20200210	Total Tool Supply Inc.	frgt for tool warranty	701-43180-2400	21.23
Total 701431802400:					21.23
02/28/2020	154761	Auto Value Waseca	Parts	701-43180-3300	89.00
Total 701431803300:					89.00
Total Central Garage Services:					9,200.07
Equipment Replacement Fund					
02/28/2020	154770	Hawkins Inc	chlorine Safety Equipment	705-49960-5400	2,082.49
Total 705499605400:					2,082.49
Total Equipment Replacement Fund:					2,082.49
Grand Totals:					308,285.06

Report Criteria:

Report type: GL detail

[Report].Amount = {<>} 0

Title:	RESOLUTION 20-11 AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH STANTEC FOR PROFESSIONAL SERVICES FOR THE WASTE LOAD ALLOCATION ANALYSIS OF LOON AND CLEAR LAKES PROJECT, CITY PROJECT NO. 20-12		
Meeting Date:	March 4, 2020	Agenda Item Number:	6c
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. 20-11
Originating Department:	Engineering	Presented By:	City Engineer
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to Approve Resolution No. 20-11, City Project No. 20-12.		
How does this item pertain to Vision 2030 goals?	Creating high quality community assets.		

BACKGROUND: The MPCA has identified Loon Lake and Clear Lake as both being impaired waters of the state for water quality. Because of these impairments, the MPCA performed a Total Maximum Daily Load (TMDL) study to determine a Waste Load Allocation (WLA). The City now needs to show progress in reducing their Total Phosphorous (TP) contributions to each respective lake to meet the TMDL's WLA.

Stantec has provided a proposal to complete this work. The total cost for these efforts is \$36,600.

BUDGET IMPACT: This cost for this work was included in the 2020 budget

RECOMMENDATION: Staff recommends the Waseca City Council adopt Resolution No. 20-11 authorizing the City Manager to execute a contract with Stantec for professional services for the WLA Analysis of Loon and Clear Lakes Project, City Project No. 20-12.

RESOLUTION NO. 20-11**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A
CONTRACT WITH STANTEC FOR PROFESSIONAL SERVICES FOR THE WASTE
LOAD ALLOCATION ANALYSIS FOR LOON AND CLEAR LAKES
20-12**

WHEREAS, the MPCA has imposed a Waste Load Allocation (WLA) for Loon and Clear Lakes,

WHEREAS, the City must show progress in meeting the Total Maximum Daily Loading WLA,

WHEREAS, the City desires to hire a consultant to provide professional engineering related services for the WLA project,

WHEREAS, through a request for a proposal the City has determined that Stantec is qualified to provide said professional 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 a contract with Stantec for professional services related to the WLA Analysis for Loon and Clear Lakes project.

Adopted this 4th day of March 2020.

ROY SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

Title:	Animal Impound Contract for Services		
Meeting Date:	3-4-2020	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:	Contract
Originating Department:	Public Safety	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Approve a new Professional Services Agreement for Impounding Animals.		
How does this item pertain to Vision 2030 goals?	Good government.		

BACKGROUND: Bill Kortuam has sold Canine Central to his son, Blake Kortuem. This agreement will replace Bill with Blake as the Independent Contractor that the City is contracting with for animal impound services. The only amendment is changing Bill to Blake.

BUDGET IMPACT: None

POLICY QUESTION: None

ALTERNATIVES CONSIDERED: None

RECOMMENDATION: Approve the new contract for Professional Services with Blake Kortuem.

PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT, is between City of Waseca (hereinafter "City") and Blake Kortuem, independent contractor, not an employee of the City of Waseca (hereinafter "Contractor")

WHEREAS, City is in need of professional services; and

WHEREAS, the Contractor represents they are duly qualified and willing to perform the services set forth in this Contract.

WHEREAS, It is the intent of the parties to provide a cooperative endeavor between the City and Blake Kortuem for the purpose of providing general animal services to the City of Waseca and its citizens.

NOW, THEREFORE, it is agreed:

TERM OF CONTRACT:

This contract shall be for a period of six months effective as of July 1, 2019 and shall continue until either party exercises its termination rights.

CONTRACTOR'S DUTIES:

The Contractor will provide the following services:

- Maintain a 24-hour, seven-day facility available to the City; specifically the Waseca Police Department acting as the "Animal Control Officer" (as that term is defined in Minnesota Statute 343.20 Sub 5) for the City of Waseca.
- Provide an animal boarding facility that is in compliance with all local, state and federal laws and regulations;
- Provide all necessary veterinary services, including but not limited to: euthanization, internal parasite treatment, external flea treatment, and burial services This may be provided by a 3rd party veterinarian at the City's approval.
- The contractor will be provided with an "Animal Release Form" authorizing the release of said animal(s) by the Waseca Police Department, most commonly delivered through the owner of the animal(s). The owner of the animal(s) will receive the "Animal Release Form" from the Waseca Police Department. The contractor will not release any animal(s) prior to receiving the "Animal Release Form";
- The Waseca Police Department is NOT responsible for collecting any fee/charge relating to the impound and/or any service incurred or rendered by the contractors. Any and all fees will be collected from the owner of said animal(s) by the contractors in accordance with its policies, procedures and directives for services rendered. The contractor's personnel should retain the "Animal Release Form" for their records.

CONSIDERATION AND TERMS OF PAYMENT:

The City will pay the contractor for all services performed under this contract equal to \$3,300 per quarter, for a total of \$13,200 for the full year ("Contract Amount"). The services shall include animal boarding, medical services/expenses, and any other services requested by the City. The Contractor shall provide the City with itemized invoices on a quarterly basis. Invoices shall only cover the Contractor's reasonable expenditures which were incurred since the effective date of the agreement and that are directly related to the outlined services. The invoices/payments shall not include any costs incurred by the contractor from the adoption of animals by 3rd parties.

CANCELLATION AND TERMINATION:

This Contract may be cancelled by either party at any time upon 60 day written notice given to the other. In the event of such a cancellation, the Contractor shall be entitled to payment determined on a pro rata basis for work or services satisfactorily performed.

ASSIGNMENT:

The Contractors shall neither assign nor transfer any rights and obligations under this Contract without the prior written consent of City.

DATA DISCLOSURE:

The Contractors agree to not disclose any confidential and/or private information during the course of the agreement and upon termination of the agreement. The Contractors agree to indemnify, hold harmless, and defend the City from and against any and all claims brought, or actions filed in any manner for damages related to third persons arising out of the disclosure of any confidential and/or private information by the Contractors or any of their agents or employees. The Contractors understand that they must comply with the Minnesota Government Data Practices Act (Minnesota Statute Chapter 13) as it applies to all data provided by the City under this agreement. The contractors agree to sign a confidentiality agreement.

LIABILITY:

Except as otherwise provided in this agreement, animals held by the Contractor on behalf of the Waseca Police Department acting as the Animal Control Officer for the City shall be the responsibility of the City and City shall remain liable to the owners of such animals (or such person or entities having legitimate ownership rights in such animals) for the first five (5) regular business days (as that term is defined under Minnesota Law).

Until such time as the City properly delivers and impounds an animal at the Contractors' facilities, the City remains liable, and shall not seek damages and/or reimbursement in any form or manner from the Contractors, for injury (including but not limited to death) and/or damages to property caused directly or indirectly by such animal and/or the process of its delivery and impoundment. Notwithstanding anything to the contrary contained herein, upon the proper delivery and impoundment of an animal by the City to the Contractor, the City's liability shall cease with respect to damages or injury (including but not limited to death) to either person(s) or property (excluding the City's continuing liability to owners denoted above), caused directly or indirectly by such animal and/or the

process of its proper delivery and impoundment of such animal by the City, and the Contractors agree to indemnify the City and hold the City harmless from and against any and all claims brought, or actions filed against the City or its agents thereto.

Under no circumstances shall this language be read to increase the limits of liability for the City beyond those limits established under Minnesota Statutes in determining the total amount of liability arising from a cause of action.

The contractor shall maintain in force liability insurance in an amount of not less than \$1,000,000 per occurrence, naming the city as an additional insured. The contractor will provide proof that this policy is in force and effect if requested by the City.

WORKER'S COMPENSATION:

The Contractor certifies it is in compliance with Minnesota Statute §176.181, Subd. 2 pertaining to worker's compensation insurance coverage. The Contractor will not be considered a City employee. Any claims that may arise under the Minnesota Worker's Compensation Act on behalf of Contractor are in no way City's obligation or responsibility.

GOVERNMENT DATA PRACTICES ACT:

The Contractor and City must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by City in accordance with this Contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the Contractor in accordance with this Contract. The civil remedies of Minnesota Statute §13.08 apply to the release of data referred to in this clause by either the Contractor or City.

In the event Contractor receives a request to release the data referred to in this clause, the Contractor must immediately notify City. City will give Contractor instructions concerning release of the data to the requesting party before the data is released.

OWNERSHIP OF THE MATERIALS AND INTELLECTUAL PROPERTY RIGHTS:

City will retain ownership of any materials personally owned by City. This Contract will not transfer, modify or change any pre-existing intellectual property rights of any materials of the Contractor or City.

GOVERNING LAW, JURISDICTION, AND VENUE:

This Contract shall be governed by the laws of the State of Minnesota. The venue for all legal proceedings arising out of this Contract, or breach thereof, shall be in the State Court with competent jurisdiction in Waseca County, Minnesota.

AMENDMENTS:

Any amendments to this Contract shall be in writing executed by the same parties who executed the original Contract, or their successors in office.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

WITNESSES

CITY OF WASECA

By: _____
Lee Mattson, City Manager
City of Waseca
Waseca, MN 56093

CONTRACTOR

By: _____
Blake Kortuem
Waseca, MN 56093

Title:	Set Public Hearing – Sanitary Sewer Facilities Plan		
Meeting Date:	March 4, 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:	Available prior to meeting.
Originating Department:	Sanitary Sewer	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Set a public hearing on the Sanitary Sewer Facilities Plan for the Regular Council Meeting of April 7, 2020.		
How does this item pertain to Vision 2030 goals?	Develop and Maintain High Quality Community Assets		

BACKGROUND: The Schedule of Compliance that the City has negotiated with the Minnesota Pollution Control Agency specifies that the City shall prepare a plan to reduce Inflow and Infiltration and minimize releases from the sanitary sewer system. The proposed Sanitary Sewer Facilities Plan identifies project areas that the City intends to focus on and also contains cost estimates for the work that could be performed. The City is not absolutely bound by the Plan, as this document may be amended to meet the City's needs. What the Facilities Plan does do is grant the City eligibility to seek financing from the Clean Water Revolving Fund of the Minnesota Public Facilities Authority at rates and terms that could be advantageous to the City. In adopting the plan, the City is not bound to utilize this financing source, but cannot access the financing if a plan is not completed.

BUDGET IMPACT: None. Preparation of the plan is part of the Sewer Fund Budget and has largely been completed.

POLICY QUESTION: Will the City continue to follow the terms of the Schedule of Compliance that was negotiated with the MPCA? Does the City wish to keep its financing options open?

ALTERNATIVES CONSIDERED: Completion of the process of finalizing the Facilities Plan should not eliminate alternatives from consideration. Development of the plan involved examining the City's sanitary sewer system as a whole. The completed flow micro monitoring project and staff knowledge of the system as used to determine what portions of the system would give the greatest potential reduction in Inflow and Infiltration relative to the size of the project.

RECOMMENDATION: Set a public hearing for the April 7, 2020 Council Meeting.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600
St. Paul, MN 55101
651-201-7512 Fax 651-297-5259 TDD 651-282-6555

6f

NOTE: ALL CLUB 'ON-SALE' INTOXICATING LIQUOR LICENSEES ARE EXEMPT FROM APPLYING.

APPLICATION FOR CONSUMPTION AND DISPLAY (Set Up) PERMIT
PERMIT FEE \$250 (Permits expire March 31st of each year)

Workers Comp. Ins. Co. _____

Policy No. _____ Dates of Coverage _____

Licensee's MN Sales & Use Tax ID # _____ To apply for MN Tax ID# 651-296-6181

Licensee's Federal Tax ID # _____ A \$30.00 service charge will be added to all dishonored checks. You may also be subjected civil penalty of \$100 or 100% of the value of the check, whichever is greater, plus interest and attorney fees.

Amount Received

Applicants Full Name (Business, Partnership, LLC, Corporation) Elayna Dale Carrigan		DOB 2-19-199	SS# [REDACTED]	Trade Name or DBA	
Business Street Address 115 South State Street			County US	Business Phone 5073838105	
City Waseca			State Minnesota	Zip Code 56063	
Permit Type <input type="checkbox"/> Private Club <input checked="" type="checkbox"/> Public Business		Type of Business (Restaurant, Dance Hall, etc.) Hobby, Craft shop			
Full Name of Business or Club Manager Elayna Dale Carrigan		DOB 2-19-199	Address of Manager 220 Roosevelt Circle apt 209, Mankato, MN 56001		
Name of Building Owner SouthSota Properties, LLC		Address of Owner 220 Roosevelt Circle apt 209, Mankato, MN 56001			
Are the club or business premises separate from any other business establishment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is there a current 3.2 beer license to this business at this location? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is application <input checked="" type="checkbox"/> Original <input type="checkbox"/> Transfer		If transfer, former license and business trade name	
If a partnership, state the name and address of each partner. If a corporation, state the name and address of each officer. If a club, state the name and address of each officer or director.					
Full Name Adam Andrew Hahn		DOB 8-4-1989	SS# [REDACTED]	Address 220 Roosevelt Circle apt 209, Mankato, MN 56001	
Full Name		DOB	SS#	Address	
Full Name		DOB	SS#	Address	
For a Private club. A club must attach a copy of the constitution and bylaws of the club and current list of members.					
Date club organized	Number of members	Amount of dues	Is club owned or rented?	Length of time club at present location	
Membership requirements				Does club store liquor for members? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Has applicant; if partnership, any partner; if corporation, any officer or director; if club, any club officer or director, ever had a license under the Minnesota Liquor Control Act revoked or suspended or been convicted for any violation of State laws or local ordinances; if so, give date and details.					
I hereby certify that the answers are true of my own knowledge and understand that the giving of false information or the failure to give pertinent information constitutes cause for revocation of this permit. THIS PERMIT DOES NOT ALLOW THE SALE OF INTOXICATING LIQUOR.					
Permittee Signature <i>Elayna Carrigan</i>			Date 1-27-2020		
(Signature certifies all above information to be correct and permit has been approved by city/county.)					
City/County Auditor Signature			Date		
(Signature certifies all above information to be correct and permit has been approved by city/county.)					

Title:	RESOLUTION NO. 20-12, ORDERING THE 2020 STREET & UTILITY IMPROVEMENT PROJECT, CITY PROJECT NO. 2020-01 AND AUTHORIZING THE PREPARATION OF PLANS AND SPECIFICATIONS AND THE PREPARATION OF ASSESSMENT ROLL #282		
Meeting Date:	March 4, 2020	Agenda Item Number:	7b
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 20-12 & Area Map
Originating Department:	Engineering	Presented By:	City Engineer
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to Adopt Resolution No. 20-12, Ordering the 2020 Street & Utility Improvement Project, City Project No. 2020-01 and Authorizing the Preparation of Plans and Specifications and Preparation of Assessment Roll #282.		
How does this item pertain to Vision 2030 goals?	Create high quality community assets		

BACKGROUND: On February 4, 2020 the City Council received and approved a Feasibility Study for the 2020 Street and Utility Improvement Project, 2020-01 and set a public hearing for March 4, 2020. Notice of the public hearing was published according to Minnesota State Statute 429 and a letter with the preliminary estimated assessment amount was sent to all property owners on the proposed assessment rolls.

BUDGET IMPACT: The 2020 Street & Utility Improvement Project is included in the 2020 Budget. Based on information in the Feasibility Study, the estimated cost and funding sources for 2018 Street and Utility Improvement Project are as follows:

Table 3-2020 Street Improvement Project Summary of Cost	
Item	Estimate
Construction Items	\$1,154,352
Contingency 15%	<u>\$173,152</u>
Construction Subtotal	\$1,327,504
Engineering 15%	\$199,126
Administration 5%	\$76,332
(5% of Construction and Engineering)	
Total Project	\$1,602,962

Table 5-2020 Street Improvement Project Funding Summary	
Funding Source	Amount
440 Special Assessment Fund	\$144,324
430 Capital Improvement Street Fund	\$610,245
602 Sanitary Sewer Fund	\$269,100
601 Water Utility Fund	\$270,990
651 Storm Water Fund	\$308,303
Total Project	\$1,602,962

POLICY QUESTION: Are the proposed improvements consistent with the City of Waseca’s Pavement Management and Special Assessment Policies? Yes, the proposed project is consistent with the policies for the City and is necessary to provide safe and reasonable transportation to the citizens of the City.

RECOMMENDATION: Following the Public Hearing, Staff recommends the Waseca City Council adopt Resolution No. 20-12, Ordering the 2020 Street and Utility Improvement Project, City Project No. 2020-01 and Authorizing Preparation of Plans and Specifications and Preparation of Assessment Roll #282.

RESOLUTION NO. 20-12

**A RESOLUTION OF THE WASECA CITY COUNCIL
ORDERING THE 2020 STREET AND UTILITY IMPROVEMENT PROJECT, CITY
PROJECT NO. 2020-01 AND AUTHORIZING THE PREPARATION OF PLANS AND
SPECIFICATIONS, AND PREPARATION OF ASSESSMENT ROLL #282**

WHEREAS, the City Council has received and reviewed the feasibility study for City Project No. 2020-01.

AND WHEREAS, a public improvement hearing has been scheduled and held to consider the project;

AND WHEREAS, staff needs to prepare plans and specifications and prepare the assessment roll for the improvements included City Project No.2020-01;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Waseca that the City Council has determined:

1. Such improvements are necessary, cost-effective, and feasible as detailed in the feasibility report.
2. A public improvement hearing was scheduled and held on March 4, 2020.
3. The City of Waseca City Engineer is hereby designated as the engineer for this improvement.
4. Staff is also ordered to prepare preliminary Assessment Roll No. 282 in compliance with the adopted Assessment Policy and in accordance with Chapter 429 of Minnesota State Statutes.

Adopted this 4th day of March, 2020.

R.D. SRP
MAYOR

ATTEST:

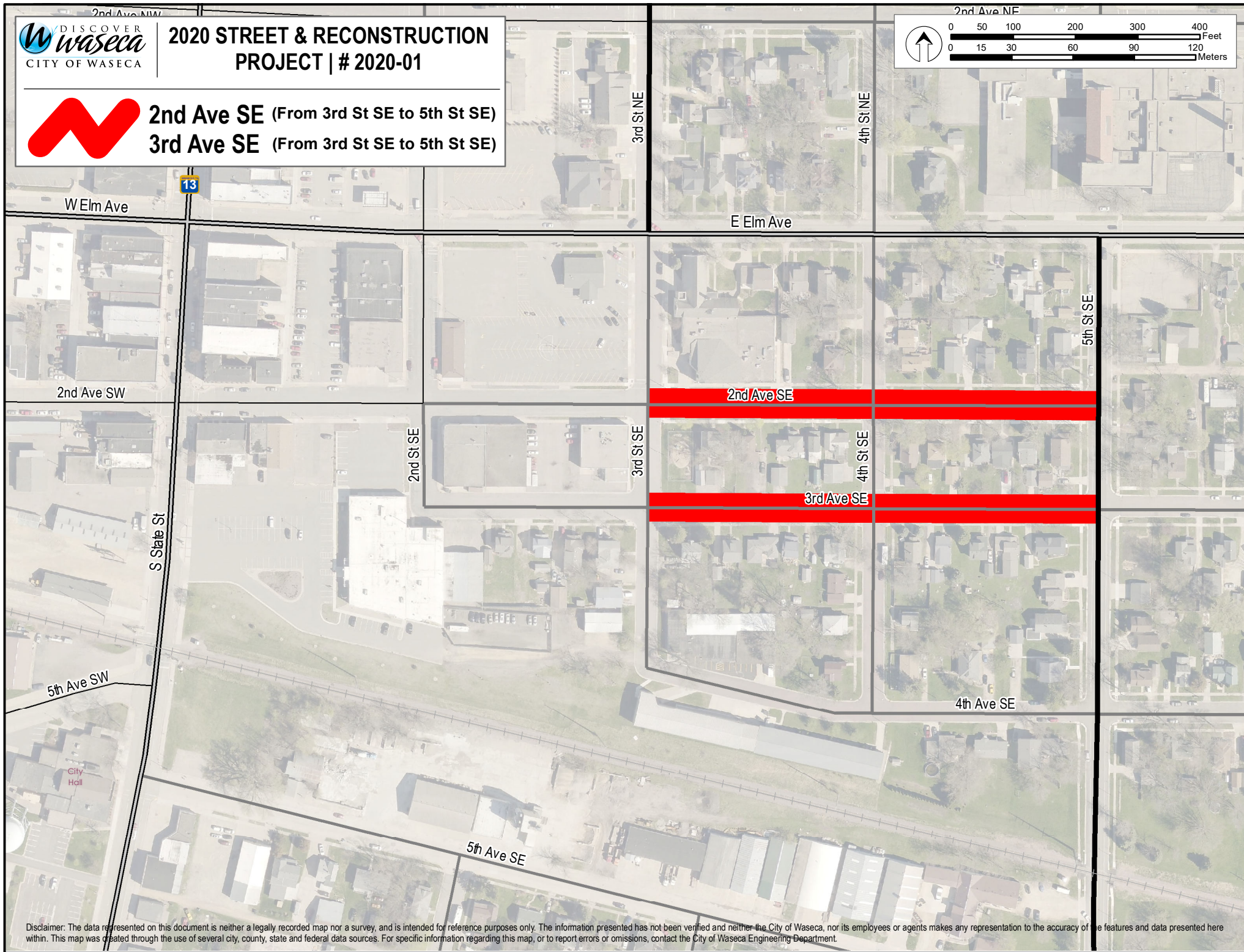
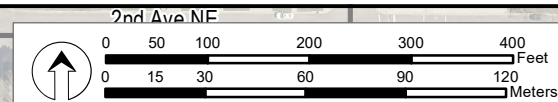
MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

2020 STREET & RECONSTRUCTION PROJECT | # 2020-01



2nd Ave SE (From 3rd St SE to 5th St SE)

3rd Ave SE (From 3rd St SE to 5th St SE)



Title:	RESOLUTION 20-13 AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH BOLTON & MENK FOR AIRPORT ENGINEERING PROFESSIONAL SERVICES		
Meeting Date:	March 4, 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. 20-13
Originating Department:	Engineering	Presented By:	City Engineer
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Motion to Approve Resolution No. 20-13		
How does this item pertain to Vision 2030 goals?	Creating high quality community assets.		

BACKGROUND: The FAA requires that every 5-years we must advertise for airport engineering consultant services. Our current airport engineering agreement with TKDA expired at the end of 2019. A selection committee was formed that consisted of Tom Kellogg, Maynard Stensrud and Allan Rose. Advertisements for Statements of Qualifications (SOQ) ran the last week in January 2020. We received 3 SOQ's and scored them in accordance with FAA rules. The highest scoring firm was Bolton & Menk.

BUDGET IMPACT: This cost for this work will be on a project by project basis and will primarily be funded by state and federal grants.

RECOMMENDATION: Staff recommends the Waseca City Council adopt Resolution No. 20-13 authorizing the City Manager to execute an agreement with Bolton & Menk for airport engineering professional services.

RESOLUTION NO. 20-13

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN
AGREEMENT WITH BOLTON & MENK FOR AIRPORT ENGINEERING
PROFESSIONAL SERVICES**

WHEREAS, the FAA requires the City of Waseca to solicit for airport engineering professional services every 5-years,

WHEREAS, the City advertised for Statements Of Qualifications (SOQ) for airport engineering professional services,

WHEREAS, the City scored the SOQ's in accordance with FAA rules,

WHEREAS, the highest scoring airport engineering SOQ was from Bolton & Menk;

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 agreement with Bolton & Menk for airport engineering professional services.

Adopted this 4th day of March 2020.

ROY SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

Title:	Vision 2030 Funding		
Meeting Date:	March 4, 2020	Agenda Item Number:	7d
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:	
Originating Department:	Administration	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Approve Guidelines for the Award of Vision 2030 Funds to local projects.		
How does this item pertain to Vision 2030 goals?	Funds to be used to potentially implement projects in all four pillars of Vision 2030.		

BACKGROUND: As part of the 2020 Budget, the City Council approved the use of \$20,000 to assist the Strategic Action Teams in implementing Vision 2030. The Council indicated that they wished to have a role in determining the use of funds. Staff has taken the Council input and is proposing the attached guidelines be used. Under the guidelines, the Council retains sole authority to award funds and will determine if investment is justified on a project by project basis. Staff suggests that a July 1 application date be used for 2020 due to the delay in developing guidelines. If approved, and if funded in future years, staff would suggest a due date in late March or early April.

BUDGET IMPACT: \$20,000 has been budgeted for this activity.

POLICY QUESTION: Do the proposed guidelines meet the Council's desires and goals on how to determine the use of these funds?

ALTERNATIVES CONSIDERED: Staff considered a variety of project funding caps, payment options, eligible applicants, and criteria for determining a projects impact on Waseca. The proposed guidelines are fairly loose to allow the Council flexibility in determining how to apply them.

RECOMMENDATION: Staff asks that the Council discuss the proposed guidelines, make any desired changes, and either approve the guidelines or set the guidelines for final review at the March 17 Council Meeting.

Guidelines for Vision 2030 Funds

The City Council has set aside \$20,000 in 2020 to assist the Strategic Action Teams in implementing projects related to Vision 2030. The following guidelines apply:

1. The City Council shall review all applications and make a determination on funding. The Council may choose to partially fund a request.
2. All City funding will be controlled and expended through the City of Waseca's Finance Department. All expenditures must be for a legal public purpose.
3. No project shall receive more than \$8,000 in funding from the City.
4. Projects with a specific physical location should take place within the City limits of Waseca or in an extraterritorial area that is maintained or owned by the City (i.e. Clear Lake Trail, Sportsman's Park, Waseca Airport, etc.). The City Council shall determine if a geographic location is suitable. Projects with a regional impact will also be considered with the City Council determining if the City of Waseca is sufficiently impacted to justify an award of funds.
5. Only Strategic Action Teams are eligible to apply for these funds. Strategic Action Teams may partner with other organizations.
6. Additional weight shall be given to applications that leverage funds from other sources.
7. Funds not awarded by the City shall be carried into the next year and continue to be available for award.
8. All applications shall include the following information:
 - a. A description of the proposed project.
 - b. A letter from the property owner indicating support for the project. The City Manager's consent shall be required for a project on City property or within the City right-of-way.
 - c. A project timeline.
 - d. A project budget that identifies all revenues and expenditures.
 - e. A copy of any quotes or pricing used in developing the budget.
 - f. The amount of money sought from the City.
9. Applications received by the City prior to July 1, 2020 will be forwarded to the Council for review at a July Council Meeting. Applications received after July 1 will be brought before the Council as they are received and as funding is available. Applications will not carry over into 2021.
10. The City will provide awarded funds in one of two ways:
 - a. The City will directly pay vendors/suppliers. An invoice shall be presented to the Finance Department who shall place the invoice in the City's payable process.
 - b. The City will reimburse individuals who expend funds towards a project. Invoices or receipts must be presented to the City in order to qualify for reimbursement.

WASECA MUNICIPAL AIRPORT

ECONOMIC & COMMUNITY BENEFITS

TOTAL ANNUAL ECONOMIC IMPACTS FOR WASECA MUNICIPAL AIRPORT

In 2019, the Minnesota Department of Transportation's Office of Aeronautics conducted a study of the annual economic impacts generated by Minnesota's public airports.* These annual economic impacts are related to activities associated with management of the airport, business tenants at the airport, average annual capital investment in the airport, and spending by visitors who arrive via the airport.



VISITORS 811



SPENDING \$1.5 MILLION



AREA EMPLOYMENT 25



ECONOMIC ACTIVITY \$2.3 MILLION



PAYROLL \$811,070



STATE & LOCAL TAX REVENUES \$85,490

Note: Annual Economic Activity is the sum of the Annual Payroll and Annual Spending.

ANNUAL ECONOMIC IMPACT FOR WASECA MUNICIPAL AIRPORT

	AREA EMPLOYMENT	PAYROLL	SPENDING	ECONOMIC ACTIVITY
Airport Management and Business Tenants	17	\$545,680	\$970,620	\$1,516,300
Capital Investment	4	\$134,390	\$374,330	\$508,720
General Aviation Visitor Spending	4	\$131,000	\$174,000	\$305,000
TOTAL	25	\$811,070	\$1,518,950	\$2,330,020

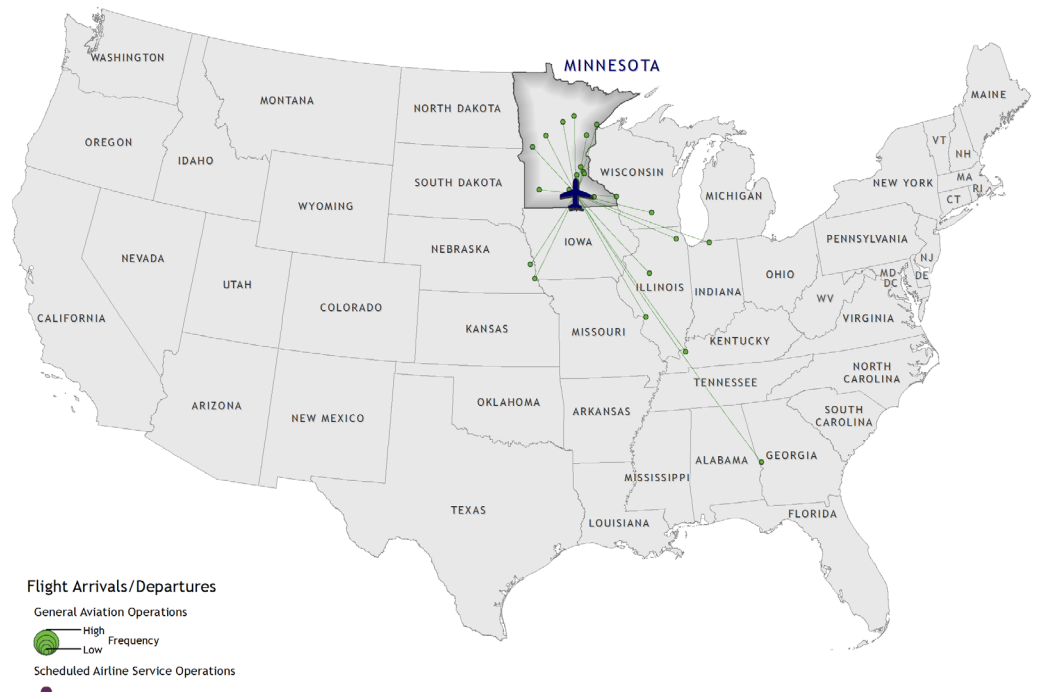
Note: More detail on the airport's economic impact estimates can be found in the Technical Report at: [MnDOT.gov/aero](https://mn.gov/aero).



WASECA MUNICIPAL AIRPORT SUPPORTS NON-STOP DAILY CONNECTIVITY TO MANY DESTINATIONS THROUGHOUT THE LOWER 48 STATES.

A flight from this airport can take you almost anywhere. This connectivity is particularly important for the many businesses that rely on Minnesota's airports to deliver and receive products, reach their customers, and remain competitive.

Flight data from the FAA shown on this map displays just some of the destinations flown to and from this airport.



EXAMPLES OF HOW WASECA MUNICIPAL AIRPORT SUPPORTS THE COMMUNITY

The airport supports many uses and users that help sustain vital services and business needs.



Agricultural Support. Agriculture is a \$17-billion business in Minnesota. Over 51% of the state, or 26 million acres, is classified as farmland, and includes more than 73,200 farms. Crops fertilized and treated by aerial applicators have higher yields on a per acre basis, and aerial applications help reduce erosion. The airport supports visiting or transient aerial applicators that operate within an area for weeks at a time. While visiting, they often have local expenditures for lodging, food, and various retail purchases.



Aerial Inspections. Minnesota airports help to support various types of aerial inspections. At Waseca Municipal Airport, this includes the patrol of pipelines. Routine pipeline inspections are required by USDOT, and aerial patrols are the most effective way to carry out pipeline inspections. Aerial pipeline patrols can survey a number of different pipelines in a single day, reducing the overall costs. Leaks can be detected through evidence of dead vegetation or bubbling. The airport is also used for aerial inspection of pipelines transporting oil and gas from North Dakota and Canada. Eagle Sky Patrol uses the airport to conduct important pipeline patrols.



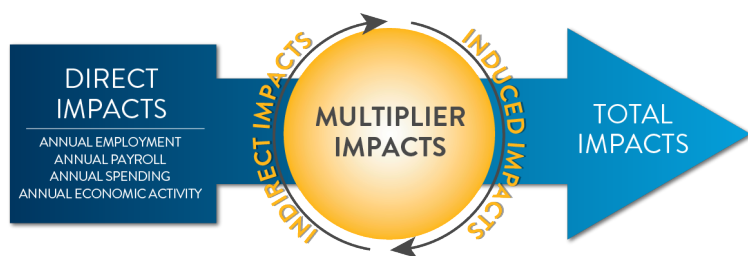
Education and Aviation Recreation. The airport serving Waseca provides an excellent example of a Minnesota airport that supports unique aeronautical activities. The airport is one of only three in the state with an area set aside for aerobatic training. The airport also supports skydiving activities provided locally by Southern Minnesota Skydiving. In addition, the airport also accommodates flight training by the University of Minnesota.



Healthcare/Medical Support. A local clinic that is part of the Mayo Clinic Health System supports area healthcare needs. While basic medical services are available locally through the clinic, more advanced medical specialties and trauma care are not. Mayo One operates at the airport on a regular basis, flying both fixed-wing and helicopters to provide life-saving services. The ability for Mayo One flights to operate at the airport helps improve the quality of life for all local residents when time-sensitive medical care is required. Mayo One uses the airport to support emergency air ambulance services from the scene to the hospital and transportation between medical facilities. By relying on the airport, lives can be saved mid-air. The airport is an important asset in the area's healthcare system.

STUDY PROCESS

First, direct economic impacts were collected. Direct impacts are the start of the economic impact cycle. Next, an econometric input/output model was used to estimate **indirect/induced** impacts, also sometimes referred to as multiplier impacts. Combined, direct and indirect/induced impacts equal **total impacts**. For this study, direct, indirect/induced, and total impacts were estimated for **annual employment, payroll, annual spending, and annual economic activity**.



ECONOMIC IMPACT CATEGORIES

Direct, indirect/induced, and total impacts were measured for each category shown below. These impacts were estimated for each airport.

	CATEGORY	DESCRIPTION
	AIRPORT MANAGEMENT	Activities associated with the daily operation of each airport
	BUSINESS TENANTS	On-airport aviation-related businesses that generate revenue and have employment
	CAPITAL INVESTMENT	Five-year average annual state, federal, airport, and private investment for airport improvements
	COMMERCIAL VISITOR SPENDING	Spending by visitors to Minnesota who arrive on a scheduled commercial airline flight
	GENERAL AVIATION VISITOR SPENDING	Spending by visitors to Minnesota who arrive on general aviation airplanes
	STATE & LOCAL TAX REVENUES	Airport-supported sales and state income taxes

TOTAL ANNUAL STATEWIDE ECONOMIC IMPACTS FOR ALL MINNESOTA PUBLIC AIRPORTS

Airport visits, interviews, surveys, and research supported development of the total annual statewide economic impact estimate for all Minnesota public airports.*

94,037 STATEWIDE EMPLOYMENT	\$4.4 Billion STATEWIDE PAYROLL	\$13.8 Billion STATEWIDE SPENDING	\$18.2 Billion STATEWIDE ANNUAL ECONOMIC ACTIVITY	\$66.3 Million STATEWIDE & LOCAL TAX REVENUES FOR 126 STUDY AIRPORTS	\$557.1 Million STATEWIDE & LOCAL TAX REVENUES FOR THE SEVEN MAC AIRPORTS

*Note: Total Annual Statewide Economic Impacts reflect those associated with all 133 Minnesota system airports. Economic impacts for the seven airports operated by the Metropolitan Airports Commission (MAC) were obtained from separate economic impact studies conducted by the MAC. For more information on the MAC studies, visit msoairports.com or metroairports.org.

For more information on the economic impact study, visit MnDOT.gov/aero.