

WORK SESSION: 6 P.M. RE: CHILDCARE
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, OCTOBER 20, 2020 7 p.m.
AGENDA

CLOSED SESSION: Pursuant to MN Statute 13D.05, Sub. 3(c)3: to develop or consider offers for the purchase or sale of real property

- 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: 961 5370 7593

Passcode: 539751

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

5. Requests & Presentations

Sophia Hoiseth – Vision 2030 Innovation Hub Roadtrip

- 6 CONSENT AGENDA

- A. Minutes – October 6, 2020
- B. Payroll & Expenditures
- C. Approval of CARES ACT Grants
- D. Accepting Michelle Oswalds Park Board Application
- E. Resolution 20-52: Seventh Ave Signal Construction
- F. Resolution 20-53: Utilities Policy Revisions
- G. Approval of Airport Capital Improvement Plan
- H. Resolution 20-54: Airport Land Lease Approval
- I. Approval of Contract Payments
- J. RCCA: Trail & Pedestrian Improvement Agreement

- 7 ACTION AGENDA

- A. Public Hearing: Resolution 20-51 - Assessment project 2019-01
- B. Public Hearing: Resolution 20-50 - Commercial Tax Abatement/Berry Pallets
- C. B.E.S.T. – Vision 2030 Funding Request

8 REPORTS

- A. City Manager's Report
- B. Commission Reports
 - EDA - Tourism

9 ANNOUNCEMENTS

CLOSED SESSION: Pursuant to MN Statute 13D.05, Sub. 3(c)3: to develop or consider offers for the purchase or sale of real property

10 ADJOURNMENT

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

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

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

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

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

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

Dated: April 2, 2020


Lee Mattson, Waseca City Manager

Title:	Innovation Hub Road Trip		
Meeting Date:	Oct 20	Agenda Item Number:	5
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:	Vision 2030 Innovation Hub Road trip Road Trip Invitation Innovation Hub Information Sheet
Originating Department:	High Quality Assets Committee	Presented By:	Sophia Hoiseth and Benya Kraus
Approved By City Manager: <input checked="" type="checkbox"/>			
How does this item pertain to Vision 2030 goals?	The Innovation Hub will be a visual and physical representation of all things Vision 2030		

BACKGROUND: BEST of Waseca County voted in their previous meetings for Vision 2030 to be the main project they take on as a committee. Under the advisory of Jim Boerboom, Vision 2030 will have the human capital power and the momentum that the BEST committee had when they supervised projects like the Veteran's Memorial and Waterpark.

BUDGET IMPACT: The funds are asked to come from the pot of Vision 2030 allocated committee funds. One member of each committee will be in attendance and still gives the High Quality Assets Committee enough funds to complete a different project by the end of the year.

ALTERNATIVES CONSIDERED: Lead For Minnesota could provide some funds and we would not have the bus available for attendees.

RECOMMENDATION: Total ask: \$1,690 to inspire the next generation of Vision 2030 leaders.

Vision 2030 Innovation Hub Roadtrip

The High-Quality Assets Committee is eager to fund their first project, the Innovation Hub Roadtrip.

BEST of Waseca County voted in their previous meetings for Vision 2030 to be the main project they take on as a committee. Under the advisory of Jim Boerboom, Vision 2030 will have the human capital power and the momentum that the BEST committee had when they supervised projects like the Veteran's Memorial and Waterpark.

BEST has also agreed to fundraise for the Waseca Innovation Hub in partnership with Lead For Minnesota. Lead For Minnesota, which supports young leaders in returning to their rural hometowns, has Waseca as their headquarters, and part of their mission means investing in Waseca as a "demonstration city" for rural innovation and talent recruitment. Lead For Minnesota and BEST has worked to identify a list of some of the most innovative intergenerational leaders in Waseca to embark on a Waseca Innovation Hub Regional Tour. In short: it is a day-long road trip of key innovation hubs across southeast Minnesota, with the intention to draw inspiration from these places to seed back home. Waseca's Lead For Minnesota Fellow, Sophia Hoiseth, is serving with the City on advancing Vision 2030 efforts, and we are combining forces to plan this event together. We are organizing meetings with tech business, brewery, and co-working space owners, arranging a tour of the Riverland College new trade/tech campus, and meeting with key development organization leaders like Region 9 Development Commission and the MN Southwest Housing Partnership in St. James, Albert Lea, and Rochester, where our group will be able to meet and see firsthand the innovative projects they've spearheaded to grow innovation in their communities. We are expecting to bring along 20 people from across all areas of Waseca, including at least 1 member from each Vision 2030 Action Team.

The Innovation Hub embodies all that Vision 2030 wants to achieve, as each Action Pillar will be woven into the built infrastructure and programmatic elements of the Hub. The road trip on October 24th seeks to take key inter generational leaders in Waseca to inspire them and encourage them to invest in that vision here in Waseca.

Attached is the invitation and Innovation Hub informational sheet.

Project Expenses

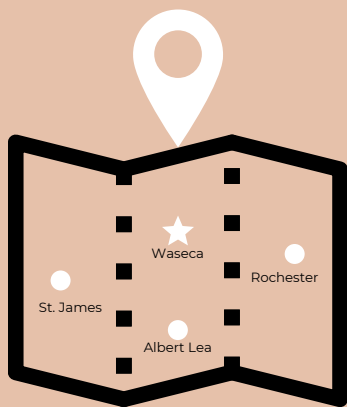
22 Person Bus	\$1250
Lunch	\$200
\$10 per person	
Dinner	\$240
\$12 per person	

Total ask: \$1,690 to inspire the next generation of Vision 2030 leaders.

innovation hub road trip

bringing inspiration back home

You are invited to the Innovation Hub Road Trip. A tour across southeast Minnesota to garner inspiration and excitement for the Waseca Innovation Hub.



tentative itinerary

Morning in St. James
Polos Building Rehab

Lunch in Albert Lea
*MORTARR & Riverland
College*

Evening in Rochester
*Collider and Forager
Brewery*

Saturday, October 24

9

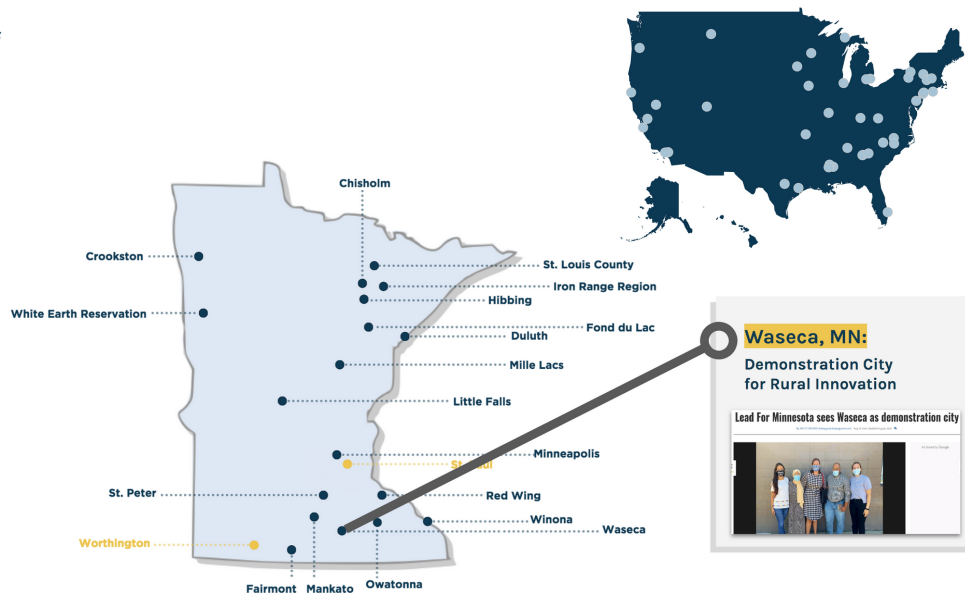
lunch, dinner

car pool or sign up for free group bus

RSVP by Oct. 16.

A Demonstration City: Waseca

Lead For Minnesota is a state affiliate of Lead For America, a national organization whose mission is to ensure that our most dynamic young talent are working on their communities' toughest challenges - particularly in places where leaving and never coming back is the norm. Our core program is a two-year paid fellowship for recent college graduates to return and help revitalize their hometowns/states. With 25 Fellows across MN, and 93 across 21 states nationwide, Waseca will serve as the training site and Demonstration City for what can happen when young people reinvest in their communities.



LEAD FOR MINNESOTA
START WHERE YOU LIVE

The LFA fellowship program selects, trains, and places leaders ages 21-30 in high-leverage roles within their local communities. The fellowship is a 2-year paid program with an additional 2 year service commitment to the community that allows Fellows to become rooted in the the places they love and begin a life of public service. Our Fellows are catalysts for a larger revitalization and are deeply committed to supporting their community's flourishing.

**RETHOS
MAIN STREETS MN**

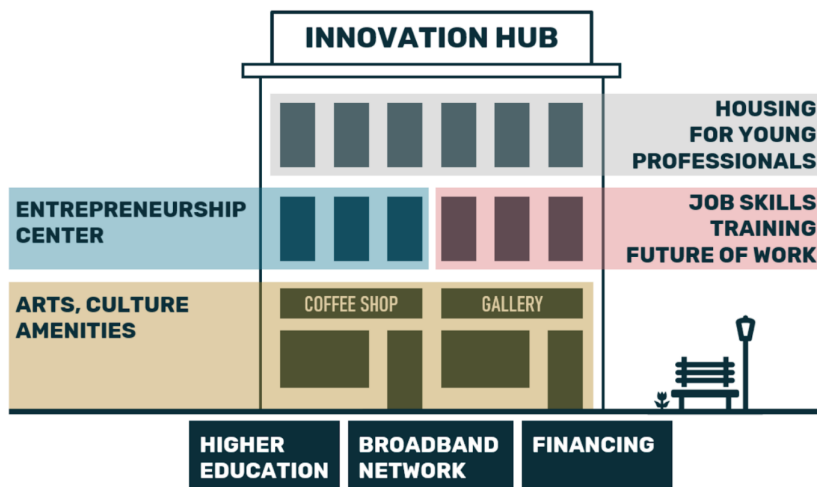
Through a variety of programs that work on the individual, local and state level, Rethos provides support to promote practical building reuse as a driver for economic and social growth. Since the start of the program, Rethos has helped communities across Minnesota foster over \$95,000,000 in private and public investment, providing vital growth to each unique downtown space.



**DEPT OF PUBLIC
TRANSFORMATION**

An arts-based nonprofit organization that works locally and relationally to develop creative strategies for increased community connection, civic pride, and equitable participation in rural places. Our work manifests in projects like the YES! House - an artist-led design build process transforming a vacant Main Street building into a radically welcoming creative community gathering space to meet the needs and imagination of local residents.

The Innovation Hub



The purpose of the Innovation Hub is to repurpose a vacant Main Street building into:

- 1) An experiential learning lab for trade & digital skilling;
- 2) A community gathering space that attracts Millennials and GenZ talent;
- 3) A satellite experiential learning campus for regional higher-ed partners.

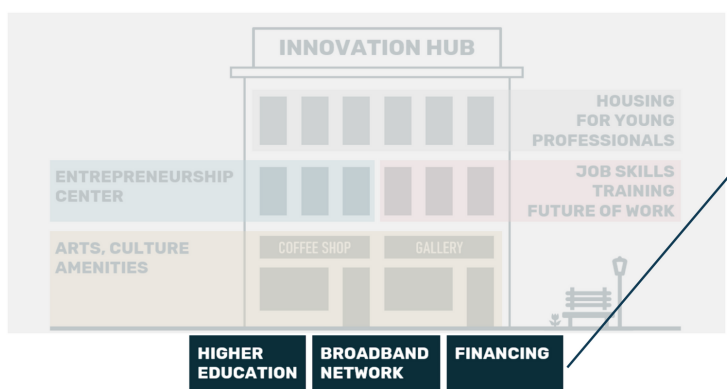
Built by and for Waseca

It will be owned by nonprofit Rethos Places Reimagined, with Lead For Minnesota serving as the central tenant and property/program manager. The construction rehab, design process, and supportive financing will be led by Waseca community members - including the BEST of Waseca County.

The Innovation Hub & Vision 2030

BEST of Waseca County, in partnership with multiple Waseca Institutions, hired Future iQ, a consulting firm to draft a visioning document with help of over 500 Waseca participants to help us imagine what the future of Waseca could and should look like. That document revealed a multitude of insights, the most rewarding of which were the four action pillars all Waseca residents agreed were the ingredients to what a successful future will look like in Waseca.

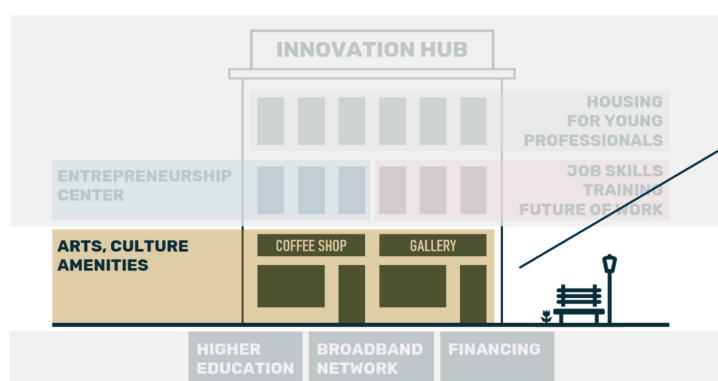
The Innovation Hub serves as a physical model for what investing in the four goals of Waseca's Vision 2030 can look like. BEST of Waseca County, comprised of city and business leaders across the county, voted to make Vision 2030 a key focal area for their work this year. What we achieve in the building will catalyze partnership and new developments city and county wide. While the exact design and overall programming needs will be confirmed through the Community Design Process, below are a few proposals on what this space can hold:



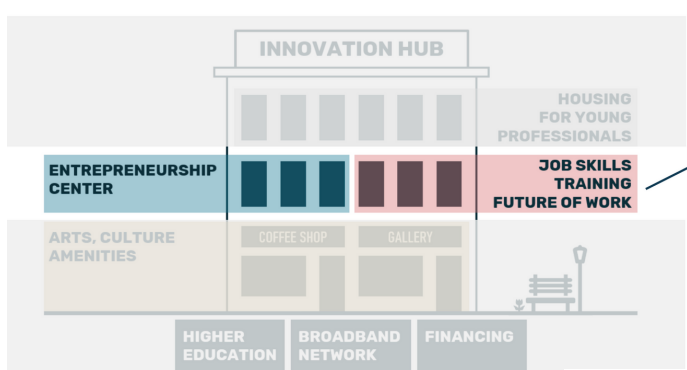
- **Polytechnic Campus:** Senior capstones, weekend bootcamps, certification programs (i.e. MSU's Construction Management)
- **Co-Working & Digital Training:** Early morning & late night access for remote workers + workforce specific digital literacy training
- **Region 9 Development Commission:** A satellite to the Mankato office; expands RDC's reach to serve small rural communities

1 Strengthen regional connections

2 A vibrant, dynamic community



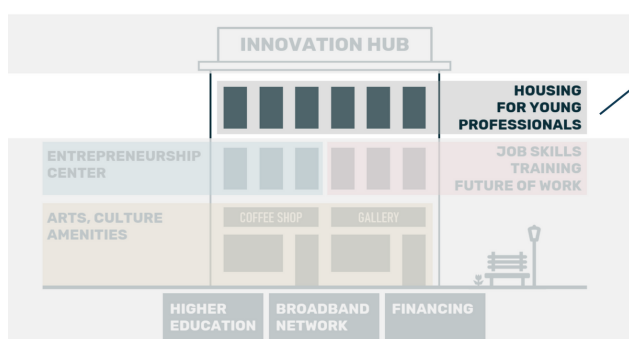
- **Bread Bakery + Cafe:** Open all week with local foods
- **Food Learning Lab:** Non-cafe hours includes evening healthy cooking lessons & shared commercial kitchen rentals
- **Community Gathering Space:** Bookable space for after school club meetings, poetry slams, TEDx presentations; exact programming designed by Department of Public Transformation's community envisioning process



- **Year-Long Construction Open Learning Lab:** Building of Innovation Hub is a year-long open course in rehab construction
- **Adjacent Digital Skilling:** Construction workshops are paired with on-site adjacent digital skilling workshops (i.e. Electrical wiring + Raspberry Pi), led by regional higher-ed partners + faculty
- **Entrepreneurial Support:** Hosts Shark Tank pitch + hack-a-thons b/w business leaders & entrepreneurs

3 Leverage economic development

4 Build high quality assets

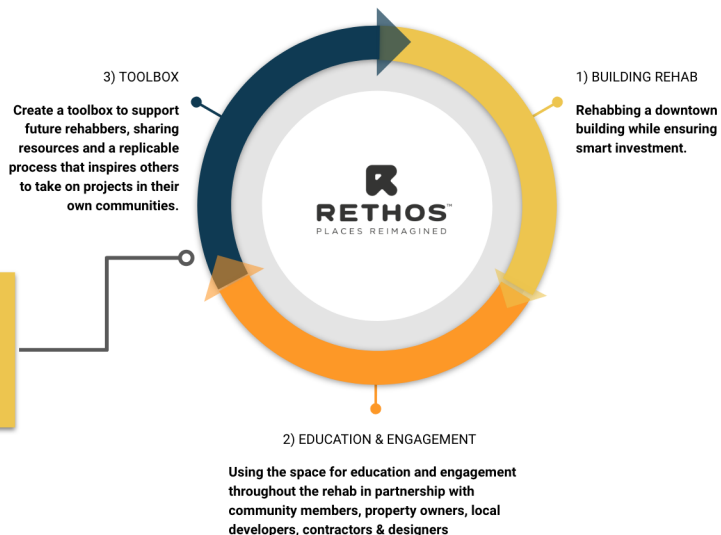


- **Revitalizing Downtown Housing Stock:** Builds high quality downtown apartments as a pilot for a comprehensive downtown housing rehab project
- **Artist-In-Residence:** Houses an annual rotating Artist-in-Residence that supports community public art projects
- **UMN Rural Design Lab:** Hosts UMN College of Design student architects to design innovative & affordable housing prototypes for rest of city

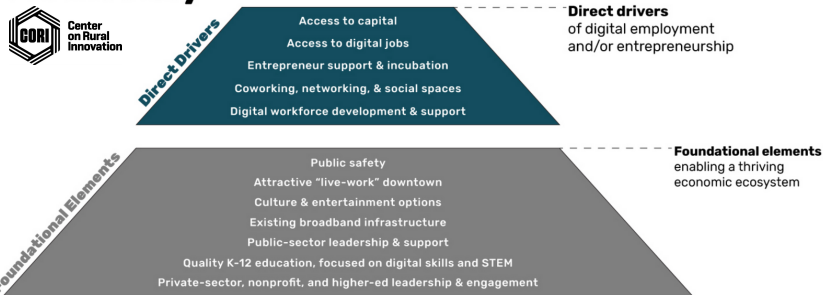
Buildings on Main Street

Through a series of open workshops, Rethos instructors will train the region's contractors, developers, and entrepreneurs on how to repair and invest in aging downtown buildings. The programming will give participants hands-on experiences in cost-effective rehabilitation. The experiential-based training fills a significant workforce shortage in construction, plumbing, etc. for the region, and empowers Main Street leaders and contractors across the state in how to lead their own rehab and Main Street revitalization projects.

Waseca as the demonstration site for their pilot Buildings on Main Street program.



Elements of a Digital Economy



Digital Economy Growth

Like rural communities everywhere, Waseca's traditional industries - manufacturing and agriculture - have become increasingly automated, eliminating thousands of middle class jobs. Using the Center on Rural Innovation's model for a holistic approach to growing, and retaining, a digital-based workforce, Lead For Minnesota will pair Rethos' hard skills training with digital skilling opportunities. This helps Waseca and our region meet immediate workforce shortages, while working with regional higher-ed to build an ecosystem for lifelong learning, and meet the demands of a 21st century workforce.

Timeline for Action

To learn more & offer support, reach out to benya.kraus@lead4america.org

Predevelopment Stage
Jan.-April 2021

Construction, Education + Engagement Stage
April 2021-April 2022

Innovation Hub Programming
April 2022....





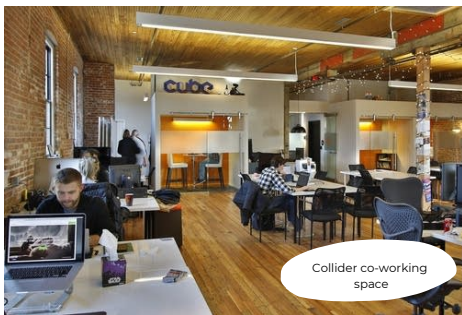
historic rehab

10:00-11:30 | st. james
*engaging community
rehab*



future of work

1:00-3:00 | albert lea
*leveraging tech &
higher-ed*



shared innovation

4:00-5:00 | rochester
*growing & attracting
entrepreneurs*



community space

5:00-7:00 | rochester
*inspiring arts, music &
culture*

MINUTES
REGULAR WASECA CITY COUNCIL MEETING
TUESDAY, OCTOBER 6, 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

Others Present: Sophia Hoiseth, Lead for MN

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 Conrath, seconded by Arndt, to approve the Consent Agenda as presented. Roll call 7-0. The motion carried.
- A. Minutes – September 15 Regular City Council Meeting & Special Meetings September 22 & 29
 - B. Payroll & Expenditures
 - C. Resolution 20-47: Approval of Tax Abatement Application
 - D. Resolution 20-46: Setting Hearing Date for Assessment Project 2019-01
 - E. Resolution 20-49: Authorizing Chief Vought to Sign Grant Agreement with MN Department of Public Safety

- F. Approval of Gaiter Lake Development Request for Proposals
- G. RCCA: Approval of Crack and Seal Coat Project Payment
- H. Approval of Contract Payment: RAW Construction
- I. Set Public Hearing Date for Berry Pallets Tax Abatement Request – October 20, 2020
- J. Approval of COVID 19 Business and Non-Profit Grants

ACTION AGENDA

- 7 A. Public Hearing: Resolution 20-48 Assessment Roll 20-99
- Finance Director Fischer informed Council that the assessments are for unpaid bills issued by the City to various property owners for services and fees that total \$1,491.25.
- The Public Hearing opened at 7:16 p.m. and closed at 7:17 p.m. Nobody approached the Council during the Public Hearing.
- A motion was made by Rose, seconded by Tloutan to approve Resolution 20-48. Roll call 7-0, motion carried.
- B. RCCA: Vision 2030 Funding Request
- Sophia Hoiseth requested funding from the City Council that had been previously allocated to Vision 2030 in the amount of \$1,250 for yard signs and marketing materials.
- A motion was made by Arndt, seconded by Tloutan to approve the request. Roll call 7-0, motion carried.
- A second request was also made to have all remaining fund balance from unissued dollars be transferred to 2021. This request will not add monies to the already budgeted Vision 2030 item, but the left over funds will be awarded by City Council upon request.
- A motion was made by Tloutan, seconded by Arndt to approve assigning this fund balance for 2021. Roll call 7-0, motion carried

REPORTS

- 8 A. City Manager's Report
- Paul Snook accepted the Recovery Coordinator Position, begins 11/9/20
 - Nate Willey begins on 10/26/20
 - Denise Seberson has resigned
- B. Commission Reports
- Heritage Preservation Commission
- Discussed Historic Banners & Signage
 - State Preservation Conference attendance
- Park Board
- Dog Park Discussions
 - Mike Francis has resigned

- Southview Park Shelter concrete has been poured
- TLCF dugouts almost complete
- Bridge Installation complete, trail hopefully will open end of the month
- Brad Dushaw working with United Way on a project

ANNOUNCEMENTS

- 9 Tloutan – It is an election year, early voting has begun
 Fall Leaf pick up has started

Christiansen – Boy Scouts are selling wreaths and the Art Center is open Wed – Fri.

Closed Session – Council went into closed session at 7:47 p.m.
 Council returned from closed session at 8:12 p.m.

ADJOURNMENT

- 10 There being no further business to be brought before the Council, it was moved by Arndt, seconded by Conrath, to adjourn the meeting at 8:12 p.m.; Roll call, 7-0. Motion carried.

R. D. SRP
 MAYOR

MIKE ANDERSON
 ASSISTANT TO THE CITY MANAGER

Micah Fischer

6B

LIST OF EXPENDITURES

October 20, 2020

Lee A. Miller

=====

City Council	0.00
Streets	27,578.39
Parks	14,678.00
Wastewater	8,033.63
Utility Administration	4,709.63
Utility Billing	7,756.94
Electric	15,238.09
Water	7,529.29
Building and Code Compliance	2,673.52
Police	61,278.20
Administration	7,180.02
Community Aides	881.50
Fire	7,847.30
Paid On Call Fire Department	1,718.98
Election Judges	0.00
PEG	0.00
Finance	10,051.69
Connections	2,331.90
Community Development	5,260.45
Engineering	16,082.48
Recreation	1,281.70
Econ Development	<u>2,785.35</u>
 Total Gross Payroll	 204,897.06
 *Less- Payroll Deductions	 <u>(70,895.33)</u>

Net Payroll Cost \$ 134,001.73

*These costs are included in Accounts Payable totals below

Accounts Payable

Expenditures dated:
October 3, 2020-October 15, 2020
Includes check #'s 155760-155833
Bank ACH Withdrawals..... 1,063,922.83

GRAND TOTAL EXPENDITURES \$ 1,197,924.56

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
General Fund						
10/08/2020	102006	ACH Internal Revenue Service	FEDERAL WITHHOLDING TAX Pay Period: 10/4/2020	101-21701-0000	18,902.93	M
Total 101217010000:					18,902.93	
10/08/2020	102002	MN Department of Revenue	STATE WITHHOLDING TAX Pay Period: 10/4/2020	101-21702-0000	8,593.71	M
Total 101217020000:					8,593.71	
10/08/2020	102006	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 10/4/2020	101-21703-0000	8,376.09	M
10/08/2020	102006	ACH Internal Revenue Service	SOCIAL SECURITY Pay Period: 10/4/2020	101-21703-0000	8,117.99	M
Total 101217030000:					16,494.08	
10/08/2020	102003	Public Employees Retirement Assn (ACH	PERA COORD Emplr 1% Pay Period: 10/4/2020	101-21704-0000	1,350.43	M
10/08/2020	102003	Public Employees Retirement Assn (ACH	PERA COORDINATED Employee Pay Period: 10/4/2020	101-21704-0000	8,777.78	M
10/08/2020	102003	Public Employees Retirement Assn (ACH	PERA POLICE Employee Pay Period: 10/4/2020	101-21704-0000	7,507.65	M
10/08/2020	102003	Public Employees Retirement Assn (ACH	PERA COORDINATED Employer Pay Period: 10/4/2020	101-21704-0000	8,777.78	M
10/08/2020	102003	Public Employees Retirement Assn (ACH	PERA POLICE Employer Pay Period: 10/4/2020	101-21704-0000	11,261.43	M
Total 101217040000:					37,675.07	
10/08/2020	155772	IBEW	IBEW UNION DUES Pay Period: 10/4/2020	101-21707-0000	335.09	
10/08/2020	155773	IUOE Local #70	FIRE UNION DUES Pay Period: 10/4/2020	101-21707-0000	133.78	
10/08/2020	155773	IUOE Local #70	IUOE UNION DUES Pay Period: 10/4/2020	101-21707-0000	549.10	
10/08/2020	155774	Law Enforcement Labor Services	POLICE UNION DUES Pay Period: 10/4/2020	101-21707-0000	682.00	
Total 101217070000:					1,699.97	
10/15/2020	20200808	Greater Mankato Area United Way	UNITED WAY Pay Period: 10/4/2020	101-21708-0000	45.00	
Total 101217080000:					45.00	
10/08/2020	102008	MN Life	LIFE INSURANCE MN Pay Period: 10/4/2020	101-21710-0000	653.70	M
10/13/2020	102008	MN Life	LIFE INSURANCE MN Pay Period: 10/4/2020	101-21710-0000	653.70-	V
10/15/2020	155810	MN Life	LIFE INSURANCE MN Pay Period: 10/4/2020	101-21710-0000	653.70	
10/15/2020	155810	MN Life	LIFE INSURANCE MN Pay Period: 10/4/2020	101-21710-0000	1,163.25	
10/13/2020	102008	MN Life	LIFE INSURANCE MN Pay Period: 10/4/2020	101-21710-0000	1,163.25-	V
10/08/2020	102008	MN Life	LIFE INSURANCE MN Pay Period: 10/4/2020	101-21710-0000	1,163.25	M
10/08/2020	102008	MN Life	Sept Jes adj	101-21710-0000	20.30	M
10/13/2020	102008	MN Life	Sept Jes adj	101-21710-0000	20.30-	V
10/15/2020	155810	MN Life	Sept Jes adj	101-21710-0000	20.30	
10/15/2020	155810	MN Life	Kellogg October	101-21710-0000	24.75	
10/13/2020	102008	MN Life	Kellogg October	101-21710-0000	24.75-	V
10/08/2020	102008	MN Life	Kellogg October	101-21710-0000	24.75	M
10/08/2020	102008	MN Life	McKay Oct Cobra	101-21710-0000	37.25	M
10/13/2020	102008	MN Life	McKay Oct Cobra	101-21710-0000	37.25-	V
10/15/2020	155810	MN Life	McKay Oct Cobra	101-21710-0000	37.25	
10/15/2020	155810	MN Life	Rugger Oct Life	101-21710-0000	9.55	
10/13/2020	102008	MN Life	Rugger Oct Life	101-21710-0000	9.55-	V
10/08/2020	102008	MN Life	Rugger Oct Life	101-21710-0000	9.55	M
Total 101217100000:					1,908.80	
10/08/2020	102006	ACH Internal Revenue Service	MEDICARE Pay Period: 10/4/2020	101-21712-0000	2,759.50	M
10/08/2020	102006	ACH Internal Revenue Service	MEDICARE Pay Period: 10/4/2020	101-21712-0000	2,759.50	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101217120000:					5,519.00	
10/08/2020	102009	MSRS- (DEF COMP)	MSRS - ROTH (AFTER TAX) Pay Period: 10/4/2020	101-21713-0000	990.00	M
10/08/2020	102009	MSRS- (DEF COMP)	MSRS - DEF COMP Pay Period: 10/4/2020	101-21713-0000	669.00	M
Total 101217130000:					1,659.00	
10/08/2020	102005	Vantagepoint Transfer Agents 457	ICMA DEF COMPENSATION Pay Period: 10/4/2020	101-21714-0000	2,305.00	M
Total 101217140000:					2,305.00	
10/15/2020	102001	Further	Flex/HSA Claims Reimbursement	101-21716-0000	64.45	M
10/15/2020	102014	Further	Flex/HSA Reimbursement	101-21716-0000	53.16	M
10/08/2020	102010	Further	VEBA Contributions Pay Period: 10/4/2020	101-21716-0000	20,559.96	M
10/08/2020	102010	Further	HSA Contribution Pay Period: 10/4/2020	101-21716-0000	463.34	M
10/08/2020	102010	Further	HSA Contribution Pay Period: 10/4/2020	101-21716-0000	6,825.77	M
Total 101217160000:					27,966.68	
10/08/2020	102004	MN Child Support Payment Center	CHILD SUPPORT FLAT AMT Pay Period: 10/4/2020	101-21717-0000	880.47	M
Total 101217170000:					880.47	
10/08/2020	102007	Delta Dental	DENTAL EE + SPOUSE Pay Period: 10/4/2020	101-21719-0000	297.25	M
10/08/2020	102007	Delta Dental	DENTAL SINGLE Employee Pay Period: 10/4/2020	101-21719-0000	551.00	M
10/08/2020	102007	Delta Dental	DENTAL FAMILY Employee Pay Period: 10/4/2020	101-21719-0000	1,218.70	M
10/08/2020	102007	Delta Dental	Sept Jes Adjustment	101-21719-0000	78.70	M
10/08/2020	102007	Delta Dental	Oct COBRA McKay	101-21719-0000	59.45	M
10/08/2020	102007	Delta Dental	October RuggerCobra	101-21719-0000	114.00	M
10/08/2020	102007	Delta Dental	October Ziemke Coibra	101-21719-0000	29.00	M
10/08/2020	102007	Delta Dental	Kellogg October	101-21719-0000	59.45	M
Total 101217190000:					2,407.55	
10/08/2020	102011	VSP	VISION FAMILY Employee Pay Period: 10/4/2020	101-21722-0000	105.95	M
10/08/2020	102011	VSP	VISION SINGLE Employee Pay Period: 10/4/2020	101-21722-0000	60.93	M
10/08/2020	102011	VSP	VISION + ONE Employee Pay Period: 10/4/2020	101-21722-0000	85.61	M
10/08/2020	102011	VSP	Kellogg October	101-21722-0000	12.23	M
10/08/2020	102011	VSP	Rugger October	101-21722-0000	12.23	M
10/08/2020	102011	VSP	Ziemke October	101-21722-0000	6.77	M
Total 101217220000:					283.72	
10/15/2020	155808	MN Department of Labor & Industry	3rd Qtr Bldg permit surcharge to state	101-32280-0000	4,280.04	
Total 101322800000:					4,280.04	
10/15/2020	20200812	Innovative Office Supply	Office supplies	101-41110-2000	25.76	
Total 101411102000:					25.76	
10/05/2020	155760	Adventures by Kari	Covid 19 business grant program	101-41110-4450	1,500.00	
10/05/2020	155761	Compassionate Counseling Services	Covid-19 Business grant program	101-41110-4450	1,500.00	
10/05/2020	155762	House of Hope Inc	Covid 19 business grant program	101-41110-4450	1,500.00	
10/05/2020	155763	Lush Cakes	Covid 19 business grant program	101-41110-4450	1,500.00	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/05/2020	155764	Pearl Button Primitives	Covid 19 business grant program	101-41110-4450	1,500.00
10/05/2020	155765	Rick's Major Appliance Repair	Covid 19 business grant program	101-41110-4450	2,000.00
10/05/2020	155766	SouthSide Marine Inc.	Covid 19 business grant program	101-41110-4450	1,500.00
10/05/2020	155767	Speckled Hen	Covid 19 business grant program	101-41110-4450	1,500.00
10/05/2020	155768	TMP Contracting & Management Inc	Covid 19 business grant program	101-41110-4450	2,000.00
10/05/2020	155769	Waseca Area Chamber of Commerce	Covid 19 business grant program	101-41110-4450	1,500.00
10/05/2020	155770	Waseca Dental Care	Covid 19 business loan grant	101-41110-4450	5,500.00
10/05/2020	155771	Waseca Hockey Association	Covid 19 business grant program	101-41110-4450	1,500.00
Total 101411104450:					23,000.00
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-41320-1340	50.85 M
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-41320-1340	9.50 M
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-41320-1340	12.37 M
Total 101413201340:					72.72
10/15/2020	20200812	Innovative Office Supply	Certificate holder	101-41320-2000	16.26
Total 101413202000:					16.26
10/15/2020	155803	Martin-McAllister	Pesonnel Evaluation	101-41320-3000	2,200.00
Total 101413203000:					2,200.00
10/15/2020	20200792	APG Media of So MN LLC	10/6 Public Hearing Notice	101-41320-3400	34.13
Total 101413203400:					34.13
10/15/2020	20200825	U.S. Bank - CC	Annual Membership Fees	101-41320-4330	120.00
Total 101413204330:					120.00
10/15/2020	20200827	Waseca Area Chamber of Commerce	Employee Recognition	101-41320-4930	35.00
Total 101413204930:					35.00
10/15/2020	155816	South Central College	Safety Program	101-41320-4940	1,300.00
Total 101413204940:					1,300.00
10/15/2020	20200825	U.S. Bank - CC	6 Protective sneeze guards	101-41410-2000	569.94
Total 101414102000:					569.94
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-41500-1340	79.79 M
Total 101415001340:					79.79
10/15/2020	20200812	Innovative Office Supply	Calendars	101-41500-2000	7.52
10/15/2020	20200825	U.S. Bank - CC	Fraudulent Charges-will be credited back next month	101-41500-2000	102.03
10/15/2020	20200825	U.S. Bank - CC	Fraudulent Charges-will be credited back next month	101-41500-2000	18.23
Total 101415002000:					127.78
10/15/2020	20200825	U.S. Bank - CC	Lunch for Wellness activity	101-41500-2200	337.69

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/15/2020	20200825	U.S. Bank - CC	Monitor Mount for new desk	101-41500-2200	49.99
10/15/2020	20200825	U.S. Bank - CC	Mobile Pedestal for new desk	101-41500-2200	129.90
Total 101415002200:					517.58
10/15/2020	20200792	APG Media of So MN LLC	CARES Utility Assistance Program Notice	101-41500-3400	340.00
Total 101415003400:					340.00
10/15/2020	20200805	Flaherty & Hood PA	September Legal Fees	101-41600-3000	725.00
10/15/2020	20200805	Flaherty & Hood PA	September Legal Fees	101-41600-3000	3,588.75
10/15/2020	20200805	Flaherty & Hood PA	September Legal Fees	101-41600-3000	910.50
10/15/2020	20200805	Flaherty & Hood PA	Labor and employment services	101-41600-3000	506.25
10/15/2020	20200814	Kennedy & Kennedy Law Office	September Legal Fees	101-41600-3000	204.00
Total 101416003000:					5,934.50
10/15/2020	20200812	Innovative Office Supply	Office Supplies	101-41940-2000	2.24
10/15/2020	20200812	Innovative Office Supply	Office supplies	101-41940-2000	22.41
Total 101419402000:					24.65
10/15/2020	155783	Cintas Corporation	First aid cabinet supplies	101-41940-2170	39.29
10/15/2020	155813	Red Feather Paper Company	2 ply tissue, roll towels, can liners	101-41940-2170	107.45
10/15/2020	155813	Red Feather Paper Company	2 ply tissue, roll towels, can liners	101-41940-2170	177.50
10/15/2020	20200825	U.S. Bank - CC	Ziplock bags for masks	101-41940-2170	3.88
10/15/2020	20200825	U.S. Bank - CC	Capsules for cleaning spray	101-41940-2170	48.39
Total 101419402170:					376.51
10/15/2020	155782	Cintas Corporation	Floor mat service	101-41940-3100	45.05
10/15/2020	155782	Cintas Corporation	Floor mat service	101-41940-3100	45.05
10/15/2020	155811	Orkin Pest Control	City Hall Pest Control	101-41940-3100	93.29
10/15/2020	155811	Orkin Pest Control	City Hall Pest Control	101-41940-3100	93.29
10/15/2020	20200823	ServiceMaster by Ayotte	City Hall Monthly	101-41940-3100	1,556.00
10/15/2020	20200829	Waste Management of Southern MN	September Service	101-41940-3100	194.92
Total 101419403100:					2,027.60
10/15/2020	102015	City of Waseca	September Utilities	101-41940-3800	1,801.44 M
Total 101419403800:					1,801.44
10/15/2020	20200828	Waseca Hardware LLC	Parts & Supplies	101-41940-4000	12.56
Total 101419404000:					12.56
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-41950-1340	53.70 M
Total 101419501340:					53.70
10/15/2020	155831	Waseca County Recorder	Abstract Recording	101-41950-3000	46.00
Total 101419503000:					46.00
10/08/2020	102010	Further	Timlin October Cobra	101-42100-1310	513.17 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101421001310:					513.17
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-42100-1340	526.67 M
Total 101421001340:					526.67
10/15/2020	20200812	Innovative Office Supply	Office Supplies - Police	101-42100-2000	72.40
Total 101421002000:					72.40
10/15/2020	20200825	U.S. Bank - CC	USBs for BCA compliancy	101-42100-2050	61.03
10/15/2020	20200825	U.S. Bank - CC	USBs for BCA compliancy	101-42100-2050	89.53
Total 101421002050:					150.56
10/15/2020	155829	Waseca County Highway Department	Monthly billing	101-42100-2120	1,643.26
Total 101421002120:					1,643.26
10/15/2020	155813	Red Feather Paper Company	Janitor supplies	101-42100-2170	137.34
10/15/2020	20200825	U.S. Bank - CC	Latex glvoves	101-42100-2170	99.92
10/15/2020	20200825	U.S. Bank - CC	Mailed Blood Kit	101-42100-2170	11.00
10/15/2020	20200825	U.S. Bank - CC	Alcohol Wipes	101-42100-2170	10.77
Total 101421002170:					259.03
10/15/2020	20200793	Armendariz, James	Uniform Allowance	101-42100-2180	170.00
10/15/2020	20200809	Harren, Andrew	Uniform Allowance	101-42100-2180	75.49
10/15/2020	20200824	Streicher's	Uniform expense	101-42100-2180	74.36
10/15/2020	20200824	Streicher's	uniform expense	101-42100-2180	49.99
10/15/2020	20200825	U.S. Bank - CC	Flash light-Brent Brass Uniform Allowance	101-42100-2180	139.99
10/15/2020	20200825	U.S. Bank - CC	Clothing for Tomsche's uniform allowance	101-42100-2180	36.99
10/15/2020	20200825	U.S. Bank - CC	Clothing for Tomsche's uniform allowance	101-42100-2180	79.53
10/15/2020	20200825	U.S. Bank - CC	Clothing for Tomsche's uniform allowance	101-42100-2180	23.99
Total 101421002180:					650.34
10/15/2020	20200795	Blue Earth County	Patrol MTD's 3rd Qtr	101-42100-3100	540.00
10/15/2020	155780	Bureau of Crim Apprehension	Access Fee	101-42100-3100	270.00
10/15/2020	155782	Cintas Corporation	Floor MATs	101-42100-3100	13.79
10/15/2020	155782	Cintas Corporation	Floor Mats	101-42100-3100	13.80
10/15/2020	155782	Cintas Corporation	Floor Mats	101-42100-3100	13.79
10/15/2020	20200829	Waste Management of Southern MN	September Service	101-42100-3100	88.73
Total 101421003100:					940.11
10/15/2020	20200825	U.S. Bank - CC	Returned Cell phone case	101-42100-3200	32.02-
10/15/2020	20200825	U.S. Bank - CC	Cell phone case	101-42100-3200	32.02
10/15/2020	20200825	U.S. Bank - CC	Cell phone case and screen protector	101-42100-3200	29.82
10/15/2020	102016	Verizon Wireless	Monthly Billing	101-42100-3200	951.66 M
10/15/2020	102016	Verizon Wireless	Monthly Billing	101-42100-3200	41.44 M
Total 101421003200:					1,022.92
10/15/2020	155786	Dare Iowa Inc	DARE training	101-42100-3300	100.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/15/2020	20200825	U.S. Bank - CC	Forensic DNA Training	101-42100-3300	75.00
10/15/2020	20200825	U.S. Bank - CC	Forensic DNA Training	101-42100-3300	75.00
10/15/2020	20200825	U.S. Bank - CC	Lunch while at Swat	101-42100-3300	11.11
10/15/2020	20200825	U.S. Bank - CC	MN Chiefs of Police online training (x5)	101-42100-3300	500.00
Total 101421003300:					761.11
10/15/2020	102015	City of Waseca	September Utilities	101-42100-3800	932.41 M
Total 101421003800:					932.41
10/15/2020	155777	Ancom Communications Inc	Radio equipment	101-42100-4040	1,436.00
Total 101421004040:					1,436.00
10/15/2020	20200825	U.S. Bank - CC	Mail prints and DNA to BCA	101-42100-4330	2.00
Total 101421004330:					2.00
10/15/2020	155826	Waseca Clarks Grove Vet Clinic LLP	animal control expense	101-42150-3100	171.60
Total 101421503100:					171.60
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-42200-1340	55.42 M
Total 101422001340:					55.42
10/15/2020	155829	Waseca County Highway Department	Monthly billing	101-42200-2120	86.95
Total 101422002120:					86.95
10/15/2020	20200794	Batteries Plus Bulbs	air pack batteries	101-42200-2170	54.72
10/15/2020	20200818	Napa Auto Parts	Parts	101-42200-2170	11.83
10/15/2020	20200825	U.S. Bank - CC	Cleaning supplies	101-42200-2170	107.42
10/15/2020	20200828	Waseca Hardware LLC	Parts & Supplies	101-42200-2170	13.98
Total 101422002170:					187.95
10/15/2020	20200802	Culligan	Water	101-42200-2190	252.00
Total 101422002190:					252.00
10/15/2020	155782	Cintas Corporation	Floor MATs	101-42200-3100	13.80
10/15/2020	155782	Cintas Corporation	Floor Mats	101-42200-3100	13.79
10/15/2020	155782	Cintas Corporation	Floor Mats	101-42200-3100	13.80
10/15/2020	155790	Express Pressure Washers Inc	Annual service	101-42200-3100	249.00
10/15/2020	155793	Fire Catt LLC	Fire hose testing	101-42200-3100	3,697.05
10/15/2020	20200829	Waste Management of Southern MN	September Service	101-42200-3100	88.74
Total 101422003100:					4,076.18
10/15/2020	102016	Verizon Wireless	Monthly Billing	101-42200-3200	46.44 M
Total 101422003200:					46.44
10/15/2020	155781	Centerpoint Energy	September Service woodvill	101-42200-3800	17.68

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
10/15/2020	102015	City of Waseca	September Utilities	101-42200-3800	932.41	M
10/15/2020	102015	City of Waseca	September Utilities	101-42200-3800	60.04	M
Total 101422003800:					1,010.13	
10/15/2020	155823	Volunteer Firefighters Benefit Assn	2021 Benefit renewal	101-42200-4330	655.00	
Total 101422004330:					655.00	
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-42400-1340	23.75	M
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-42400-1340	6.96	M
Total 101424001340:					30.71	
10/15/2020	20200798	City Building Inspection Services LLC	monthly bulding inspections	101-42400-3000	3,246.57	
Total 101424003000:					3,246.57	
10/15/2020	20200815	Lenz Lawn Care & Landscaping Inc.	mow/trim 709 4th Ave NE	101-42400-3100	55.00	
Total 101424003100:					55.00	
10/15/2020	102016	Verizon Wireless	Monthly Billing	101-42400-3200	24.35	M
Total 101424003200:					24.35	
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-43000-1340	7.17	M
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-43000-1340	65.66	M
Total 101430001340:					72.83	
10/15/2020	155829	Waseca County Highway Department	Monthly billing	101-43000-2120	33.21	
Total 101430002120:					33.21	
10/15/2020	20200825	U.S. Bank - CC	Spot Light	101-43000-2170	49.97	
10/15/2020	20200825	U.S. Bank - CC	Cooler for concrete cylinder testing	101-43000-2170	16.88	
Total 101430002170:					66.85	
10/15/2020	155817	Stantec Consulting Services Inc	ConAgra Project EAW	101-43000-3000	5,037.57	
Total 101430003000:					5,037.57	
10/15/2020	102016	Verizon Wireless	Monthly Billing	101-43000-3200	41.44	M
Total 101430003200:					41.44	
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-43100-1340	108.77	M
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-43100-1340	2.16	M
Total 101431001340:					110.93	
10/15/2020	20200825	U.S. Bank - CC	Computer Mouse	101-43100-2000	14.88	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 101431002000:					14.88
10/15/2020	155829	Waseca County Highway Department	Monthly billing	101-43100-2120	1,521.74
10/15/2020	155829	Waseca County Highway Department	Monthly billing	101-43100-2120	5.00
10/15/2020	155829	Waseca County Highway Department	Monthly billing	101-43100-2120	151.34
Total 101431002120:					1,678.08
10/15/2020	155779	Builders First Source Inc	Wire twister	101-43100-2170	4.78
10/15/2020	155779	Builders First Source Inc	wire twister	101-43100-2170	11.98
10/15/2020	155779	Builders First Source Inc	screws	101-43100-2170	31.04
10/15/2020	155783	Cintas Corporation	First Aid supplies	101-43100-2170	67.86
10/15/2020	155783	Cintas Corporation	First Aid supplies	101-43100-2170	46.78
10/15/2020	155785	Condon Farm Service	Propane	101-43100-2170	14.45
10/15/2020	20200818	Napa Auto Parts	Parts	101-43100-2170	22.70
10/15/2020	20200825	U.S. Bank - CC	Rebar for Streets	101-43100-2170	199.60
10/15/2020	20200825	U.S. Bank - CC	Rebart for Streets	101-43100-2170	349.30
10/15/2020	20200825	U.S. Bank - CC	Safety Glasses	101-43100-2170	29.67
Total 101431002170:					778.16
10/15/2020	20200791	AmeriPride Services Inc	uniform-service	101-43100-2180	185.75
10/15/2020	20200791	AmeriPride Services Inc	uniform-service	101-43100-2180	186.63
Total 101431002180:					372.38
10/15/2020	20200823	ServiceMaster by Ayotte	Streets Monthly	101-43100-3100	286.00
10/15/2020	20200829	Waste Management of Southern MN	September Service	101-43100-3100	178.37
Total 101431003100:					464.37
10/15/2020	155781	Centerpoint Energy	September Service woodvill	101-43100-3800	17.67
10/15/2020	102015	City of Waseca	September Utilities	101-43100-3800	60.03 M
10/15/2020	102015	City of Waseca	September Utilities	101-43100-3800	758.40 M
Total 101431003800:					836.10
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-43125-1340	28.20 M
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-43125-1340	2.16 M
Total 101431251340:					30.36
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-43170-1340	6.04 M
Total 101431701340:					6.04
10/15/2020	155818	Stensrud Aviation	Fuel for Paint Sprayer	101-43170-2170	51.40
Total 101431702170:					51.40
10/15/2020	102015	City of Waseca	September Utilities	101-43170-3800	182.72 M
Total 101431703800:					182.72
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-43220-1340	10.07 M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 101432201340:					10.07	
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-45130-1340	14.58	M
Total 101451301340:					14.58	
10/15/2020	20200825	U.S. Bank - CC	Ink for Waterpark Printer	101-45130-2000	84.78	
Total 101451302000:					84.78	
10/15/2020	20200828	Waseca Hardware LLC	Parts & Supplies	101-45130-2165	147.78	
Total 101451302165:					147.78	
10/15/2020	20200828	Waseca Hardware LLC	Parts & Supplies	101-45130-2170	108.71	
Total 101451302170:					108.71	
10/15/2020	20200799	Cole's Electric Inc.	Electrician	101-45130-3000	90.00	
Total 101451303000:					90.00	
10/15/2020	20200825	U.S. Bank - CC	Refund for McKay's training-Never rescheduled	101-45130-3300	285.00-	
10/15/2020	20200825	U.S. Bank - CC	Low Pressure Boiler exam prep	101-45130-3300	209.00	
Total 101451303300:					76.00-	
10/15/2020	102015	City of Waseca	September Utilities	101-45130-3800	2,690.11	M
Total 101451303800:					2,690.11	
10/15/2020	20200825	U.S. Bank - CC	waterline auto fill solenoid valve	101-45130-4000	136.72	
10/15/2020	20200825	U.S. Bank - CC	Anti-slip paint for waterpark	101-45130-4000	2,050.00	
10/15/2020	20200825	U.S. Bank - CC	Rebar for Water Park	101-45130-4000	299.40	
10/15/2020	20200825	U.S. Bank - CC	Rebar for Water Park	101-45130-4000	149.70	
Total 101451304000:					2,635.82	
10/15/2020	155806	Mediacom	TLCF Communications	101-45180-3200	181.59	
Total 101451803200:					181.59	
10/15/2020	155807	MN Department of Agriculture	Consolidated food license	101-45180-4330	25.00	
Total 101451804330:					25.00	
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-45200-1340	90.00	M
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	101-45200-1340	3.64	M
Total 101452001340:					93.64	
10/15/2020	155829	Waseca County Highway Department	Monthly billing	101-45200-2120	401.22	
Total 101452002120:					401.22	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/15/2020	20200828	Waseca Hardware LLC	Parts & Supplies	101-45200-2170	8.98
Total 101452002170:					8.98
10/15/2020	20200804	Fastenal Company	CLP Gate Locks	101-45200-2230	63.63
10/15/2020	20200818	Napa Auto Parts	Parts	101-45200-2230	2.29
10/15/2020	20200828	Waseca Hardware LLC	Parts & Supplies	101-45200-2230	73.05
Total 101452002230:					138.97
10/15/2020	155778	Bock's Service Inc.	New Tire - Truck #52	101-45200-2240	168.00
Total 101452002240:					168.00
10/15/2020	155817	Stantec Consulting Services Inc	Crack Fill	101-45200-3000	183.00
Total 101452003000:					183.00
10/15/2020	20200800	Connors Plumbing & Heating Inc.	Park Shop plumbing service	101-45200-3100	264.00
10/15/2020	155804	McClune's Tree Service	Boulevard Tree removal	101-45200-3100	1,137.50
10/15/2020	20200823	ServiceMaster by Ayotte	Service Master - Parks	101-45200-3100	158.86
10/15/2020	20200829	Waste Management of Southern MN	September Service	101-45200-3100	27.85
10/15/2020	20200829	Waste Management of Southern MN	Sept parks - waste management	101-45200-3100	1,064.71
Total 101452003100:					2,652.92
10/15/2020	20200825	U.S. Bank - CC	Virtual Annual Conference	101-45200-3300	150.00
Total 101452003300:					150.00
10/15/2020	102015	City of Waseca	September Utilities	101-45200-3800	564.59 M
Total 101452003800:					564.59
10/15/2020	155776	Affordable Lawn Care Inc	Maplewood Shoreline Rip Rap Hauling	101-45200-4000	1,485.00
Total 101452004000:					1,485.00
10/15/2020	155778	Bock's Service Inc.	Tire Repair - Mower	101-45200-4040	20.00
10/15/2020	155778	Bock's Service Inc.	Tire repair	101-45200-4040	10.00
Total 101452004040:					30.00
10/15/2020	155811	Orkin Pest Control	Library-Pest control	101-45500-3100	69.00
10/15/2020	155811	Orkin Pest Control	Library-Pest control	101-45500-3100	69.00
10/15/2020	20200823	ServiceMaster by Ayotte	Library Monthly	101-45500-3100	790.00
10/15/2020	20200829	Waste Management of Southern MN	Library service	101-45500-3100	56.73
Total 101455003100:					984.73
10/15/2020	102015	City of Waseca	September Utilities	101-45500-3800	993.97 M
Total 101455003800:					993.97
Total General Fund:					211,690.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Airport					
10/15/2020	155818	Stensrud Aviation	Mailbox Numbers	230-49810-2170	28.00
10/15/2020	155818	Stensrud Aviation	Fuel	230-49810-2170	45.20
10/15/2020	155818	Stensrud Aviation	Fuel Pump Coupling Sleeves	230-49810-2170	110.26
10/15/2020	155818	Stensrud Aviation	Mower Fuel	230-49810-2170	17.85
Total 230498102170:					201.31
10/15/2020	155818	Stensrud Aviation	Door Brake Motor for Hangar 12	230-49810-2230	700.63
Total 230498102230:					700.63
10/15/2020	102017	CenturyLink	Century Link	230-49810-3200	2.95 M
Total 230498103200:					2.95
10/15/2020	102015	City of Waseca	September Utilities	230-49810-3800	86.15 M
10/15/2020	155833	Xcel Energy	Airport September Service	230-49810-3800	130.31
10/15/2020	155833	Xcel Energy	Airport September Service	230-49810-3800	233.07
Total 230498103800:					449.53
10/15/2020	155778	Bock's Service Inc.	Tire and tubes	230-49810-4000	119.42
10/15/2020	20200828	Waseca Hardware LLC	Parts & Supplies	230-49810-4000	11.98
Total 230498104000:					131.40
10/15/2020	155818	Stensrud Aviation	Airport License Renewal	230-49810-4330	40.00
Total 230498104330:					40.00
Total Airport:					1,525.82
Economic Development-General f					
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	261-46700-1340	12.37 M
Total 261467001340:					12.37
10/15/2020	20200805	Flaherty & Hood PA	September Legal Fees	261-46700-3000	1,377.50
Total 261467003000:					1,377.50
Total Economic Development-General f:					1,389.87
Safe Haven Grant					
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	279-46350-1340	16.92 M
Total 279463501340:					16.92
10/15/2020	20200825	U.S. Bank - CC	Alcohol Wipes	279-46350-2000	26.91
Total 279463502000:					26.91
10/15/2020	20200810	Herschman, Kesi	Cleaning supplies for Connections	279-46350-2170	28.36
10/15/2020	20200825	U.S. Bank - CC	Connections supplies	279-46350-2170	114.26
10/15/2020	20200825	U.S. Bank - CC	Connections supplies	279-46350-2170	304.91

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 279463502170:					447.53	
10/15/2020	102016	Verizon Wireless	Monthly Billing	279-46350-3200	41.44	M
Total 279463503200:					41.44	
Total Safe Haven Grant:					532.80	
PEG Channel						
10/15/2020	20200812	Innovative Office Supply	Office supplies	290-41920-2170	25.53	
Total 290419202170:					25.53	
Total PEG Channel:					25.53	
Capital Improvement						
10/15/2020	20200805	Flaherty & Hood PA	September Legal Fees	430-43010-3000	978.75	
Total 430430103000:					978.75	
10/15/2020	20200825	U.S. Bank - CC	Rebar for SV Park Project	430-43010-5320	299.40	
Total 430430105320:					299.40	
10/15/2020	155791	Fendler Patterson Construction Inc	TLCF Dugout Project	430-43010-5340	47,025.00	
10/15/2020	155817	Stantec Consulting Services Inc	TLCF Dugouts	430-43010-5340	3,397.78	
Total 430430105340:					50,422.78	
10/15/2020	155789	Erickson Engineering	Engineering services for pedestrian bridge installation	430-43010-5440	6,964.07	
10/15/2020	20200826	Veit & Company Inc	NE Trail - Veit Bridge Installation	430-43010-5440	89,652.82	
10/15/2020	155832	Wheeler Lumber LLC	NE Trail - Bridge	430-43010-5440	48,800.00	
Total 430430105440:					145,416.89	
10/15/2020	155815	Sonic Concrete	sidewalk project	430-43010-5460	34,377.97	
Total 430430105460:					34,377.97	
10/15/2020	155809	MN Dept of Transportation	Materials testing 2020 Street Project	430-43010-5560	325.23	
10/15/2020	155817	Stantec Consulting Services Inc	Elm Ave-PFA Reporting	430-43010-5560	308.00	
Total 430430105560:					633.23	
Total Capital Improvement:					232,129.02	
HWY 14 Reconstruction						
10/15/2020	155817	Stantec Consulting Services Inc	Elm Avenue Closeout	436-43010-5560	199.00	
Total 436430105560:					199.00	
Total HWY 14 Reconstruction:					199.00	
Water						
10/15/2020	102018	MN Sales and Use Tax Payable	Sales Tax Payable for September	601-20210-0000	2,158.44	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 601202100000:					2,158.44
10/15/2020	155825	Wagner, Nicholas	Refund of last payment over payment	601-37470-0000	65.90
Total 601374700000:					65.90
10/15/2020	155795	Hawkins Inc	BEF Chemical Well 4	601-49401-2170	3,411.24
10/15/2020	155795	Hawkins Inc	City Wells Chemicals	601-49401-2170	5,857.50
Total 601494012170:					9,268.74
10/15/2020	20200819	Northern Safety Co. Inc.	Eyewash Supplies / PPE	601-49401-2230	69.71
10/15/2020	155821	USA Blue Book	Eye wash saline Cartridges	601-49401-2230	853.01
Total 601494012230:					922.72
10/15/2020	102015	City of Waseca	September Utilities	601-49401-3800	9,640.19 M
10/15/2020	155833	Xcel Energy	September Service	601-49401-3800	152.60
Total 601494013800:					9,792.79
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	601-49430-1340	21.83 M
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	601-49430-1340	26.51 M
Total 601494301340:					48.34
10/15/2020	155829	Waseca County Highway Department	Monthly billing	601-49430-2120	292.06
Total 601494302120:					292.06
10/15/2020	20200817	Metering & Technology Solutions	Meters	601-49430-2215	953.92
Total 601494302215:					953.92
10/15/2020	155817	Stantec Consulting Services Inc	SE Development Water Model	601-49430-3000	901.00
Total 601494303000:					901.00
10/15/2020	20200791	AmeriPride Services Inc	uniform service	601-49430-3100	17.83
10/15/2020	20200791	AmeriPride Services Inc	uniform service	601-49430-3100	17.25
10/15/2020	20200807	Gopher State One-Call Inc	Location calls - September	601-49430-3100	74.25
10/15/2020	155822	Utility Consultants Inc	Coliform Testing	601-49430-3100	180.00
Total 601494303100:					289.33
10/15/2020	102016	Verizon Wireless	Monthly Billing	601-49430-3200	40.01 M
Total 601494303200:					40.01
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	601-49585-1340	21.77 M
Total 601495851340:					21.77
10/15/2020	20200812	Innovative Office Supply	Toner	601-49585-2000	115.89

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 601495852000:					115.89	
10/15/2020	20200816	MAS Communications Inc.	Answering Service - September	601-49585-3200	50.47	
Total 601495853200:					50.47	
10/15/2020	20200821	On Target Inc.	CASS address certification-quarterly	601-49585-3500	42.81	
Total 601495853500:					42.81	
10/15/2020	155784	City of Waseca	Summit AR	601-49585-4320	18.28	
Total 601495854320:					18.28	
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	601-49586-1340	4.46	M
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	601-49586-1340	2.75	M
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	601-49586-1340	13.81	M
Total 601495861340:					21.02	
10/15/2020	20200805	Flaherty & Hood PA	September Legal Fees	601-49586-3000	1,667.50	
Total 601495863000:					1,667.50	
10/15/2020	20200790	American Engineering Testing Inc	State Street South Water Main Replacement	601-49593-5300	715.50	
10/15/2020	20200801	Core & Main LP	valve box adapter	601-49593-5300	30.40	
10/15/2020	20200801	Core & Main LP	valve parts	601-49593-5300	42.20	
10/15/2020	155817	Stantec Consulting Services Inc	ConAgra Water Main Improvements	601-49593-5300	1,399.25	
10/15/2020	155817	Stantec Consulting Services Inc	South State Water Main	601-49593-5300	4,212.00	
10/15/2020	155817	Stantec Consulting Services Inc	ConAgra Project Water	601-49593-5300	10,079.50	
10/15/2020	155817	Stantec Consulting Services Inc	MJ Properties	601-49593-5300	398.00	
Total 601495935300:					16,876.85	
10/15/2020	155788	Dorsey & Whitney Corporation	GO Revenue Bond 2020A Legal Services	601-49980-6200	2,600.00	
Total 601499806200:					2,600.00	
Total Water:					46,147.84	
Sanitary Sewer						
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	602-49470-1340	36.25	M
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	602-49470-1340	2.16	M
Total 602494701340:					38.41	
10/15/2020	20200820	Northern Tool & Equipment Co	Shelving for NW Lift	602-49470-2170	263.79	
Total 602494702170:					263.79	
10/15/2020	20200807	Gopher State One-Call Inc	Location calls - September	602-49470-3100	74.25	
Total 602494703100:					74.25	
10/15/2020	102016	Verizon Wireless	Monthly Billing	602-49470-3200	40.01	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
10/15/2020	102016	Verizon Wireless	Monthly Billing	602-49470-3200	40.01	M
Total 602494703200:					80.02	
10/15/2020	102015	City of Waseca	September Utilities	602-49470-3800	1,246.94	M
Total 602494703800:					1,246.94	
10/15/2020	20200794	Batteries Plus Bulbs	alarm dialer batteries	602-49470-4020	149.70	
Total 602494704020:					149.70	
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	602-49480-1340	65.50	M
Total 602494801340:					65.50	
10/15/2020	155795	Hawkins Inc	Chlorine Sulfur Dioxide	602-49480-2170	2,421.00	
10/15/2020	155813	Red Feather Paper Company	can liner	602-49480-2170	43.25	
10/15/2020	20200825	U.S. Bank - CC	Break room supplies	602-49480-2170	15.04	
10/15/2020	20200825	U.S. Bank - CC	Operator Work Lunch	602-49480-2170	19.30	
10/15/2020	155821	USA Blue Book	Lab supplies	602-49480-2170	189.50	
10/15/2020	155821	USA Blue Book	Lab Supplies	602-49480-2170	207.77	
10/15/2020	20200828	Waseca Hardware LLC	Parts & Supplies	602-49480-2170	24.96	
Total 602494802170:					2,920.82	
10/15/2020	20200819	Northern Safety Co. Inc.	PPE	602-49480-2180	214.35	
Total 602494802180:					214.35	
10/15/2020	155797	K Turbo USA Inc	UPS replacement blowers	602-49480-2210	998.00	
Total 602494802210:					998.00	
10/15/2020	155817	Stantec Consulting Services Inc	Chlorine Safety Audit	602-49480-3000	9,338.00	
Total 602494803000:					9,338.00	
10/15/2020	155782	Cintas Corporation	Floor Mats	602-49480-3100	19.10	
10/15/2020	155783	Cintas Corporation	First Aid supplies	602-49480-3100	59.24	
10/15/2020	155797	K Turbo USA Inc	UPS install Blowers	602-49480-3100	1,950.00	
10/15/2020	155812	Pace Analytical Services Inc	Permit testing	602-49480-3100	378.00	
10/15/2020	155822	Utility Consultants Inc	Permit testing	602-49480-3100	2,973.45	
10/15/2020	20200829	Waste Management of Southern MN	Waste Mgmt	602-49480-3100	302.65	
Total 602494803100:					5,682.44	
10/15/2020	102016	Verizon Wireless	Monthly Billing	602-49480-3200	41.44	M
Total 602494803200:					41.44	
10/15/2020	102015	City of Waseca	September Utilities	602-49480-3800	605.89	M
Total 602494803800:					605.89	
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	602-49585-1340	21.77	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
Total 602495851340:					21.77	
10/15/2020	20200812	Innovative Office Supply	Calendars	602-49585-2000	22.69	
Total 602495852000:					22.69	
10/15/2020	20200816	MAS Communications Inc.	Answering Service - September	602-49585-3200	50.46	
Total 602495853200:					50.46	
10/15/2020	20200821	On Target Inc.	CASS address certification-quarterly	602-49585-3500	42.81	
Total 602495853500:					42.81	
10/15/2020	155784	City of Waseca	Summit AR	602-49585-4320	35.04	
Total 602495854320:					35.04	
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	602-49586-1340	4.46	M
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	602-49586-1340	2.75	M
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	602-49586-1340	13.81	M
Total 602495861340:					21.02	
10/15/2020	155817	Stantec Consulting Services Inc	I&I Project	602-49593-5300	1,283.00	
10/15/2020	155817	Stantec Consulting Services Inc	I&I Facilities Plan	602-49593-5300	1,640.00	
Total 602495935300:					2,923.00	
10/15/2020	155788	Dorsey & Whitney Corporation	GO Revenue Bond 2020A Legal Services	602-49980-6200	3,900.00	
Total 602499806200:					3,900.00	
Total Sanitary Sewer:					28,736.34	
Electric Utility						
10/15/2020	102018	MN Sales and Use Tax Payable	Sales Tax Payable for September	604-20210-0000	43,136.56	M
Total 604202100000:					43,136.56	
10/15/2020	102013	SMMPA	SMMPA	604-49550-3810	384,761.92	M
Total 604495503810:					384,761.92	
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	604-49570-1340	3.35	M
Total 604495701340:					3.35	
10/15/2020	102015	City of Waseca	September Utilities	604-49570-3800	67.12	M
Total 604495703800:					67.12	
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	604-49571-1340	73.84	M

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 604495711340:					73.84
10/15/2020	155829	Waseca County Highway Department	Monthly billing	604-49571-2120	416.65
Total 604495712120:					416.65
10/15/2020	20200828	Waseca Hardware LLC	Parts & Supplies	604-49571-2170	49.95
Total 604495712170:					49.95
10/15/2020	20200789	Amaril Uniform Co.	Uniforms	604-49571-2180	469.32
Total 604495712180:					469.32
10/15/2020	155801	Locators & Supplies Inc.	high vis jackets	604-49571-2190	102.52
Total 604495712190:					102.52
10/15/2020	155798	Lake Shore Inn Nursing Home Inc.	Energy Management Program	604-49571-2320	232.50
10/15/2020	155799	Latham Place	Energy Management Program	604-49571-2320	100.00
10/15/2020	155827	Waseca County Community Services	Energy Management Program	604-49571-2320	145.00
10/15/2020	155828	Waseca County Courthouse	Energy Management Program	604-49571-2320	325.00
10/15/2020	155830	Waseca County Highway Department	Energy Management Program	604-49571-2320	125.00
Total 604495712320:					927.50
10/15/2020	20200807	Gopher State One-Call Inc	Location calls - September	604-49571-3100	74.25
10/15/2020	20200815	Lenz Lawn Care & Landscaping Inc.	lawn restoration	604-49571-3100	336.25
Total 604495713100:					410.50
10/15/2020	102016	Verizon Wireless	Monthly Billing	604-49571-3200	80.02 M
Total 604495713200:					80.02
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	604-49572-1340	7.43 M
Total 604495721340:					7.43
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	604-49573-1340	13.39 M
Total 604495731340:					13.39
10/15/2020	20200803	Ditch Witch of Minnesota	Boring Parts	604-49573-2230	617.49
Total 604495732230:					617.49
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	604-49574-1340	3.77 M
Total 604495741340:					3.77
10/15/2020	155833	Xcel Energy	September Service	604-49574-3800	482.42
Total 604495743800:					482.42

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount	
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	604-49584-1340	2.82	M
Total 604495841340:					2.82	
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	604-49585-1340	21.91	M
Total 604495851340:					21.91	
10/15/2020	20200816	MAS Communications Inc.	Answering Service - September	604-49585-3200	50.46	
Total 604495853200:					50.46	
10/15/2020	20200821	On Target Inc.	CASS address certification-quarterly	604-49585-3500	42.81	
Total 604495853500:					42.81	
10/15/2020	155784	City of Waseca	Summit AR	604-49585-4320	99.02	
Total 604495854320:					99.02	
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	604-49586-1340	3.61	M
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	604-49586-1340	5.27	M
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	604-49586-1340	14.22	M
Total 604495861340:					23.10	
10/15/2020	20200805	Flaherty & Hood PA	September Legal Fees	604-49586-3000	72.50	
10/15/2020	155805	McGrann Shea Carnival Straughn & Lam	Attorney	604-49586-3000	91.25	
Total 604495863000:					163.75	
10/15/2020	20200796	Border States Electric Supply	conversion supplies	604-49593-5300	591.42	
10/15/2020	20200796	Border States Electric Supply	conversion supplies	604-49593-5300	560.78	
10/15/2020	20200796	Border States Electric Supply	wire	604-49593-5300	7,418.68	
10/15/2020	20200796	Border States Electric Supply	wire for palmer bus	604-49593-5300	2,355.20	
10/15/2020	20200815	Lenz Lawn Care & Landscaping Inc.	lawn restoration	604-49593-5300	2,967.50	
10/15/2020	155801	Locators & Supplies Inc.	EV Charge Station	604-49593-5300	233.18	
Total 604495935300:					14,126.76	
Total Electric Utility:					446,154.38	
Storm Water Utility						
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	651-43140-1340	12.08	M
Total 651431401340:					12.08	
10/15/2020	20200825	U.S. Bank - CC	Fuel tank & fittings for leaf vac	651-43140-2240	293.77	
Total 651431402240:					293.77	
10/15/2020	102015	City of Waseca	September Utilities	651-43140-3800	101.94	M
Total 651431403800:					101.94	
10/15/2020	155779	Builders First Source Inc	concrete mix	651-43140-4000	24.27	

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
10/15/2020	155792	Ferguson Enterprises Inc	pipe & fittings	651-43140-4000	416.00
10/15/2020	20200813	James Brothers Construction Inc.	Tile rock	651-43140-4000	592.37
10/15/2020	155814	Rick's Major Appliance Repair	Sump pump repair related to tile issue	651-43140-4000	106.39
10/15/2020	20200822	Sanco Equipment LLC	Mini-rental	651-43140-4000	350.00
10/15/2020	20200822	Sanco Equipment LLC	Mini-Rental	651-43140-4000	350.00
10/15/2020	20200822	Sanco Equipment LLC	Mini-Rental	651-43140-4000	350.00
10/15/2020	20200822	Sanco Equipment LLC	Mini-Rental	651-43140-4000	350.00
10/15/2020	20200825	U.S. Bank - CC	PVC Fittings	651-43140-4000	88.05
10/15/2020	155824	W W Blacktopping Inc.	Hot Mix-Sink holes	651-43140-4000	1,488.69
10/15/2020	155824	W W Blacktopping Inc.	Hot Mix-Storm sewer repairs	651-43140-4000	3,057.45
Total 651431404000:					7,173.22
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	651-49585-1340	3.45 M
Total 651495851340:					3.45
Total Storm Water Utility:					7,584.46
Central Garage Services					
10/08/2020	10212	Reliance Standard	Oct LTD Insurance	701-43180-1340	36.78 M
Total 701431801340:					36.78
10/15/2020	155829	Waseca County Highway Department	Monthly billing	701-43180-2120	135.69
Total 701431802120:					135.69
10/15/2020	155796	Huber Supply Co Inc	tank rental	701-43180-2170	22.98
10/15/2020	20200811	IFACS	zip ties	701-43180-2170	52.00
10/15/2020	155801	Locators & Supplies Inc.	safety shirts	701-43180-2170	65.12
10/15/2020	155819	Texas Refinery Corp.	tube grease	701-43180-2170	435.00
10/15/2020	20200828	Waseca Hardware LLC	Parts & Supplies	701-43180-2170	7.84
Total 701431802170:					582.94
10/15/2020	155775	Accessory Pro Warehouse	Seat Cover	701-43180-2210	154.70
10/15/2020	20200797	Christensen Tire Service	118 tire repair	701-43180-2210	29.80
10/15/2020	155787	Deml Ford Lincoln Mercury Inc	police seat cover	701-43180-2210	280.00
10/15/2020	155787	Deml Ford Lincoln Mercury Inc	window switch	701-43180-2210	90.85
10/15/2020	155802	MacQueen Equipment Inc.	headlamp assembly	701-43180-2210	168.86
10/15/2020	20200818	Napa Auto Parts	Parts	701-43180-2210	252.65
10/15/2020	20200820	Northern Tool & Equipment Co	Cylinder for leaf vac	701-43180-2210	104.49
10/15/2020	20200820	Northern Tool & Equipment Co	Flow Control for Leaf VAc	701-43180-2210	71.98
10/15/2020	155820	Truck Center Companies East LLC	brake chambers	701-43180-2210	268.55
10/15/2020	20200825	U.S. Bank - CC	Replacement tarp for # 21	701-43180-2210	203.00
10/15/2020	20200830	Ziegler Inc	air filters	701-43180-2210	91.67
Total 701431802210:					1,716.55
10/15/2020	20200804	Fastenal Company	die grinder bits	701-43180-2400	125.38
10/15/2020	20200806	GMS Industrial Supplies Inc.	drill bits	701-43180-2400	71.23
10/15/2020	20200818	Napa Auto Parts	Parts	701-43180-2400	7.81
10/15/2020	20200828	Waseca Hardware LLC	Parts & Supplies	701-43180-2400	65.97

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Check Amount
Total 701431802400:					270.39
10/15/2020	20200825	U.S. Bank - CC	Monthly diagnostic tool charge	701-43180-3100	149.00
Total 701431803100:					149.00
Total Central Garage Services:					2,891.35
Property and Liability Insuran					
10/15/2020	155800	League of MN Cities Insurance Trust	4th Qtr Liability Insurance	702-49955-3610	9,868.25
Total 702499553610:					9,868.25
10/15/2020	155800	League of MN Cities Insurance Trust	4th Qtr Property Insurance	702-49955-3620	20,248.75
Total 702499553620:					20,248.75
10/15/2020	155794	Fruechte, Neil	No Water due to Park winterizing irrigation	702-49955-3640	96.42
Total 702499553640:					96.42
Total Property and Liability Insuran:					30,213.42
Worker's Compensation Insuranc					
10/15/2020	155800	League of MN Cities Insurance Trust	4th Qtr Work Comp	703-49956-1510	54,703.00
Total 703499561510:					54,703.00
Total Worker's Compensation Insuranc:					54,703.00
Grand Totals:					1,063,922.83

Report Criteria:

Report type: GL detail

[Report].Amount = {<>} 0

CITY OF WASECA

Board/Commission/Authority Application Form

Date June 2nd 2020

Name Michelle Oswald

Address 916 3rd Ave. SE Waseca, MN 56093

Telephone Number: (Home) 507-461-5417 (Work) _____ email: meeshchan@hotmail.com

Occupation: Buyer / Supply Chain

Please check the Board/Commission/Authority for which you are applying:

____ Airport Board

____ Human Rights Commission

____ Charter Commission

____ Community Ed Advisory Board

☒ Park Board

____ Planning Commission

____ Economic Development Authority

____ Heritage Preservation Commission

____ Housing & Redevelopment Authority

Please tell us why you are interested in serving on this Board/Commission/Authority.

- Member of the community
- Interest in development of community
- Interest in Parks & Rec
- Interest in getting a dog park
- Interest in Govt.

Have you previously served on this Board/Commission/Authority? (if yes provide dates)

No

Have you held, or do you currently hold, an office on this Board/Commission/Authority?

No

Please list what qualifications you possess that will be helpful to this Board /Commission /Authority. ^{- Degree in Int'l Buss.}
(List your experience, education, certification, etc.)

- Held roles in college including
 - Student Representative } for IR club
 - Public Relations officer } for Japan Club
 - President
- Experience in Supply Chain / Purchasing

Please return completed application to Waseca City Hall, ATTN: City Clerk, 508 South State Street, Waseca, MN 56093.

Title:	Seventh Avenue North Signal Construction		
Meeting Date:	October 20, 2020	Agenda Item Number:	6E
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:	Attached MnDOT Agreement No. 1044487 and Resolution No. 20-52
Originating Department:	Public Works & Electric Utility	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>			
How does this item pertain to Vision 2030 goals?	A new and improved MnDOT signal system at Seventh Avenue North and State Highway 13 will be a high-quality community asset.		

BACKGROUND: The State will perform ADA improvements, drainage, and signal system construction and other associated construction upon, along, and adjacent to Trunk Highway No. 13 at 7th Avenue NW and County State Aid Highway (CSAH) No. 13 according to State prepared plans and specifications.

The County will participate in the costs of the signal system construction, State Furnished Materials, and associated construction engineering.

The City will be responsible for minor signal system maintenance. Electric conductor realignment may or may not be necessary, dependent on site conditions during construction.

Upon completion of the project, scheduled in 2021, the City will provide the following without cost or expense to the State: Maintenance of sidewalks, pedestrian ramps, power hook-up & maintenance & monthly charges, maintenance and replacement of LED luminaires, clean, maintain & paint all infrastructure, reimburse the State for costs associated with battery replacement for the battery back-up system including battery purchase, installation, and disposal.

The attached cooperative agreement, MNDOT Contract No. 1044487, outlines responsibilities for all parties. The attached Resolution No. 20-52 authorizes the City to enter into MnDOT Agreement No. 1044487 with the State of Minnesota to provide signal system maintenance.

BUDGET IMPACT: Maintenance of the signal system and potential electric conductor realignment.

ALTERNATIVES CONSIDERED: This is a MnDOT project.

RECOMMENDATION: Council approval of the attached cooperative agreement and Resolution 20-52.

CITY OF WASECA

RESOLUTION 20-52

IT IS RESOLVED that the City of Waseca enter into MnDOT Agreement No. 1044487 with the State of Minnesota, Department of Transportation for the following purposes:

To provide signal system maintenance for the signal system construction to be performed upon, along, and adjacent to Trunk Highway No. 13 at 7th Avenue Northwest and County State Aid Highway No. 13 within the corporate City limits under State Aid Project No. 081-613-010 and State Project No. 8102-28 (T.H. 13=013).

IT IS FURTHER RESOLVED that the Mayor and the _____ City Manager
(Title)
are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Waseca at an authorized meeting held on the _____ 20th _____ day of _____ October _____, 2020, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this
_____ 20th _____ day of _____ October _____, 2020

Notary Public _____

My Commission Expires _____

(Signature)

Lee Mattson
(Type or Print Name)

City Manager
(Title)

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
AND
CITY OF WASECA
AND
WASECA COUNTY
COOPERATIVE CONSTRUCTION
AGREEMENT**

State Project Number (S.P.):	<u>8102-28</u>	County Estimated Amount Receivable
Trunk Highway Number (T.H.):	<u>13=013</u>	<u>\$147,597.49</u>
State Aid Project Number (S.A.P.):	<u>081-613-010</u>	
Federal Project Number:	<u>NHPP-STPF 0071(329)</u>	
Signal System "A" ID:	<u>20279</u>	

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), the City of Waseca acting through its City Council ("City"), and Waseca County acting through its Board of Commissioners ("County").

Recitals

1. The State will perform ADA improvements, drainage, and signal system construction and other associated construction upon, along, and adjacent to Trunk Highway No. 13 at 7th Avenue Northwest (NW) and County State Aid Highway (C.S.A.H.) No. 13 according to State-prepared plans, specifications, and special provisions designated by the State as State Aid Project No. 081-613-010 and State Project No. 8102-28 (T.H. 13=013) ("Project"); and
2. The County wishes to participate in the costs of the signal system construction, State Furnished Materials, and associated construction engineering; and
3. The City will be responsible for minor signal system maintenance as outlined in this Agreement; and
4. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits

- 1.1. *Effective Date.*** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. *Expiration Date.*** This Agreement will expire when all obligations have been satisfactorily fulfilled.
- 1.3. *Survival of Terms.*** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 3. Maintenance by the City; 9. Liability; Worker Compensation Claims; 11. State Audits; 12. Government Data Practices; 13. Governing Law; Jurisdiction; Venue; and 15. Force Majeure. The terms and conditions set forth in Article 4. Signal System Operation

and Maintenance will survive the expiration of this Agreement but may be terminated by another Agreement between the parties.

1.4. *Plans, Specifications, and Special Provisions.* Plans, specifications, and special provisions designated by the State as State Aid Project No. 081-613-010 and State Project No. 8102-28 (T.H. 13=013) are on file in the office of the Commissioner of Transportation at St. Paul, Minnesota, and incorporated into this Agreement by reference ("Project Plans").

1.5. *Exhibits.* Preliminary Schedule "I" is on file in the office of the City Manager, the office of the County Engineer, and attached and incorporated into this Agreement.

2. Construction by the State

2.1. *Contract Award.* The State will advertise for bids and award a construction contract to the lowest responsible bidder according to the Project Plans.

2.2. *Direction, Supervision, and Inspection of Construction.*

- A. *Supervision and Inspection by the State.*** The State will direct and supervise all construction activities performed under the construction contract, and perform all construction engineering and inspection functions in connection with the contract construction. All contract construction will be performed according to the Project Plans.
- B. *Inspection by the County.*** The County participation construction covered under this Agreement will be open to inspection by the County. If the County believes their participation construction covered under this Agreement has not been properly performed or that the construction is defective, the County will inform the State District Engineer's authorized representative in writing of those defects. Any recommendations made by the County are not binding on the State. The State will have the exclusive right to determine whether the State's contractor has satisfactorily performed the County participation construction covered under this Agreement.

2.3. *Plan Changes, Additional Construction, Etc.*

- A.** The State will make changes in the Project Plans and contract construction, which may include the County participation construction covered under this Agreement, and will enter into any necessary addenda and change orders with the State's contractor that are necessary to cause the contract construction to be performed and completed in a satisfactory manner. The State District Engineer's authorized representative will inform the appropriate City or County officials of any proposed addenda and change orders to the construction contract that will affect the City or County participation construction covered under this Agreement.
- B.** The County may request additional work or changes to the work in the plans as part of the construction contract. Such request will be made by an exchange of letter(s) with the State. If the State determines that the requested additional work or plan changes are necessary or desirable and can be accommodated without undue disruption to the project, the State will cause the additional work or plan changes to be made.

2.4. *Satisfactory Completion of Contract.* The State will perform all other acts and functions necessary to cause the construction contract to be completed in a satisfactory manner.

3. Maintenance by the City

Upon completion of the project, the City will provide the following without cost or expense to the State:

- 3.1. Sidewalks.** Maintenance of any sidewalk construction, including stamped and colored concrete sidewalk (if any) and pedestrian ramps. Maintenance includes, but is not limited to, snow, ice and debris removal, patching, crack repair, panel replacement, cross street pedestrian crosswalk markings, vegetation control of boulevards (if any), and any other maintenance activities necessary to perpetuate the sidewalks in a safe, useable, and aesthetically acceptable condition.
- 3.2. Additional Drainage.** No party to this Agreement will drain any additional drainage volume into the storm sewer facilities constructed under the construction contract that was not included in the drainage for which the storm sewer facilities were designed, without first obtaining written permission to do so from the other party.

4. Signal System Operation and Maintenance

Operation and maintenance responsibilities will be as follows for the Signal System on T.H. 13 at 7th Avenue NW and C.S.A.H. 13.

4.1. City Responsibilities.

- A. Power.** The City will be responsible for the hook-up cost and application to secure an adequate power supply to the service pad(s) or pole(s) and will pay all monthly electrical service expenses necessary to operate the Signal System, and Interconnect.
- B. Minor Signal System Maintenance.** The City will provide for the following, without cost to the State.
- i. Maintain the signal pole mounted Light-emitting Diode (LED) luminaires, including replacing the luminaires when necessary. The LED luminaire must be replaced when it fails or when light levels drop below recommended American Association of State Highway and Transportation Officials (AASHTO) levels for the installation.
 - ii. Replace the Signal System LED indications. Replacing LED indications consists of replacing each LED indication when it reaches end of life per the MnDOT Traffic Engineering Manual or fails or no longer meets Institute of Traffic Engineers (ITE) standards for light output.
 - iii. Clean the Signal System controller cabinet and service cabinet exteriors.
 - iv. Clean the Signal System and luminaire mast arm extensions.
 - v. Paint and maintain the cross street pedestrian crosswalk markings.
 - vi. Reimburse the State for the costs associated with battery replacement for the battery back-up system which includes battery purchase, installation, and disposal.

4.2. State Responsibilities.

- A. Timing; Other Maintenance.** The State will maintain the Interconnect and signing, and perform all other Signal System, Accessible Pedestrian Signals (APS), and signal pole luminaire circuit maintenance without cost to the City or County. All Signal System timing will be determined by the State, and no changes will be made without the State's approval.
- B. Battery Backup Replacement Batteries.** Perform all tasks associated with battery replacement for the battery back-up system which includes battery purchase, installation, and disposal and invoice the City 100% of the costs associated with this work. The State will maintain the remainder of the battery back-up system at its cost and expense.

- 4.3. Right-of-Way Access.** Each party authorizes the other party to enter upon their respective public right-of-way to perform the maintenance activities described in this Agreement.

4.4. *Related Agreements.* This Agreement will supersede and terminate Agreement No. 59968, dated June 4th, 1980, between the State and City and will supersede and terminate Article 3.2.A, the operation and maintenance terms of Agreement No. 02458, dated January 11, 2013, between the State and City for the intersection of T.H. 13 at 7th Avenue NW and C.S.A.H. 13.

5. Basis of County Cost

5.1. *Schedule "I".* The Preliminary Schedule "I" includes all anticipated County participation construction items, State Furnished Materials lump sum amounts, and the construction engineering cost share covered under this Agreement and is based on engineer's estimated unit prices.

5.2. *County Participation Construction.* The County will participate in the following at the percentages indicated. The construction includes the County's proportionate share of item costs for Mobilization and Traffic Control.

A. 100 Percent will be the County's rate of cost participation in all the S.A.P. 081-613-010 construction. The construction includes, but is not limited to, those construction items tabulated on Sheet No. 2 of the Preliminary Schedule "I".

5.3. *State Furnished Materials.* The State will furnish a Type "R" Cabinet and Video Detection Cameras and Components ("State Furnished Materials"), according to the Project Plans, to operate the traffic control signal system covered under this Agreement. The County's lump sum share for State Furnished Materials is **\$25,164.34**. The County's cost share for State Furnished Materials will be added to the County's total construction cost share as shown in the Schedule "I".

5.4. *Construction Engineering Costs.* The County will pay a construction engineering charge equal to 8 percent of the total County participation construction covered under this Agreement.

5.5. *Plan Changes, Additional Construction, Etc.* The County will share in the costs of construction contract addenda and change orders that are necessary to complete the County participation construction covered under this Agreement, including any County requested additional work and plan changes.

The State reserves the right to invoice the County for the cost of any additional County requested work and plan changes, construction contract addenda, change orders, and associated construction engineering before the completion of the contract construction.

5.6. *Liquidated Damages.* All liquidated damages assessed the State's contractor in connection with the construction contract will result in a credit shared by each party in the same proportion as their total construction cost share covered under this Agreement is to the total contract construction cost before any deduction for liquidated damages.

6. County Cost and Payment by the County

6.1. *County Cost.* **\$147,597.49** is the County's estimated share of the costs of the contract construction, State Furnished Materials, and the construction engineering cost share as shown in the Preliminary Schedule "I". The Preliminary Schedule "I" was prepared using estimated quantities and unit prices, and may include any credits or lump sum costs. Upon award of the construction contract, the State will prepare a Revised Schedule "I" based on construction contract unit prices, which will replace and supersede the Preliminary Schedule "I" as part of this Agreement.

6.2. *Conditions of Payment.* The County will pay the State the County's total estimated construction and construction engineering cost share, as shown in the Revised Schedule "I", after the following conditions have been met:

A. Execution of this Agreement and transmittal to the County, including a copy of the Revised Schedule "I".

B. The County's receipt of a written request from the State for the advancement of funds.

6.3. Acceptance of the County's Cost and Completed Construction. The computation by the State of the amount due from the County will be final, binding and conclusive. Acceptance by the State of the completed contract construction will be final, binding, and conclusive upon the County as to the satisfactory completion of the contract construction.

6.4. Final Payment by the County. Upon completion of all contract construction and upon computation of the final amount due the State's contractor, the State will prepare a Final Schedule "I" and submit a copy to the County. The Final Schedule "I" will be based on final quantities and include all County participation construction items and the construction engineering cost share covered under this Agreement. If the final cost of the County participation construction exceeds the amount of funds advanced by the County, the County will pay the difference to the State without interest. If the final cost of the County participation construction is less than the amount of funds advanced by the County, the State will refund the difference to the County without interest.

The State and the County waive claims for any payments or refunds less than \$5.00 according to Minnesota Statutes § 15.415.

7. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

7.1. The State's Authorized Representative will be:

Name, Title: Malaki Ruranika, Cooperative Agreements Engineer (or successor)
 Address: 395 John Ireland Boulevard, Mailstop 682, St. Paul, MN 55155
 Telephone: (651) 366-4634
 E-Mail: malaki.ruranika@state.mn.us

7.2. The City's Authorized Representative will be:

Name, Title: Lee A. Mattson, Waseca City Manager (or successor)
 Address: South State St, Waseca, MN 56093-3033
 Telephone: (507) 835-9747
 E-Mail: leem@ci.waseca.mn.us

7.3. The County's Authorized Representative will be:

Name, Title: Nathan Richman, Waseca County Engineer (or successor)
 Address: 1495 5th St SE, Waseca, MN 56093
 Telephone: (507) 835-0660
 E-Mail: nathan.richman@co.waseca.mn.us

8. Assignment; Amendments; Waiver; Contract Complete

8.1. Assignment. No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.

- 8.2. Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 8.3. Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 8.4. Contract Complete.** This Agreement contains all prior negotiations and agreements between the State, City, and County. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

9. Liability; Worker Compensation Claims

- 9.1.** Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of others and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City and County.
- 9.2.** Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

10. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

11. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the City's and the County's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

12. Government Data Practices

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

13. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination; Suspension

- 14.1. By Mutual Agreement.** This Agreement may be terminated by mutual agreement of the parties.
- 14.2. Termination for Insufficient Funding.** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the performance of contract construction under the Project. Termination must be by written or fax notice to the City and County.
- 14.3. Suspension.** In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, and performance of work authorized through this Agreement.

15. Force Majeure

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

[The remainder of this page has been intentionally left blank]

CITY OF WASECA

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

WASECA COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(District Engineer)

Date: _____

Approved:

By: _____
(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With Delegated Authority)

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

Preliminary Schedule "I"
Agreement No. 1044487
City of Waseca and Waseca County

S.P. 8102-28 (T.H. 13=013)

Preliminary: October 6, 2020

S.A.P 081-613-010

Fed. Proj. NHPP-STPF 0071(329)

ADA improvements, drainage, and signal system construction to start approximately Spring 2021 under

State Contract No. ____ with ____

located on Trunk Highway No. 13 at 7th Avenue Northwest and County State Aid Highway No. 13

County Cost Participation		
Signal System Work Items From Sheet No. 2		111,500.00
State Furnished Materials From Sheet No. 2		25,164.34
Subtotal		\$136,664.34
Construction Engineering (8%)		10,933.15
(1) Total County Cost		\$147,597.49

(1) Amount of advance payment as described in Article 6 of the Agreement (estimated amount)

1044487

Data is considered Non-public prior to project award.

Title:	Waseca Utilities Billing Policy Revisions		
Meeting Date:	October 20, 2020	Agenda Item Number:	6F
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Attached policy revisions and Resolution 20-53
Originating Department:	Utilities	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>			
How does this item pertain to Vision 2030 goals?	Good governance requires policy updates as appropriate.		

BACKGROUND: Waseca Utilities provides consistent billing policies to our customers through a City Council approved comprehensive Billing Policy. The most recent revisions approved by the Council were in 2014. Since that time, staff has been accumulating improvements to the Council policy based on customer interactions and staff review & research. The attached policy revisions detail staff recommendations as strike-through of old wording and underlining new wording.

Perhaps the most important and timely policy consideration is the “electric meter service limiter device, or *limiter* for short.” This limiter reduces the electricity which can be used by a customer whose account is scheduled for disconnection, based on Council policy. Staff considers the use of a limiter an important tool due to difficult financial times and suspension of meter disconnection due to the COVID pandemic, while allowing additional time for a customer to bring their account current. The attached customer handout explains why and how an electric meter limiter is used.

BUDGET IMPACT: Staff proposes purchase of about 50 limiter devices, at a cost of about \$140 each, say \$7,000. This purchase would use City designated COVID dollars, not Electric Utility funds.

ALTERNATIVES CONSIDERED: The alternative considered is to not use an electric service limiter device, simply to completely pull the meter to disconnect all electric service. Staff recommendation is to use the limiter device as an additional tool to help encourage customers to bring their accounts current while allowing customers to keep their furnaces running during the winter and refrigerators running during the summer. The State recognizes the use of the limiter device as an actual disconnection, so it is important that the Council policy clearly identifies its use.

RECOMMENDATION: Staff recommends Council consideration of Resolution 20-53.

RESOLUTION NO 20-53

**A RESOLUTION OF THE WASECA CITY COUNCIL
AMENDING CITY POLICY HANDBOOK
CHAPTER SEVEN, SECTION ELEVEN (7.11)
WASECA UTILITIES (UTILITY) BILLING POLICY & PROCEDURES**

WHEREAS, the current City Policy Handbook Chapter 7, Section 11, Utility Billing Policy & Procedures has been reviewed by the City Council and staff for customer service enhancements and staff efficiency improvements,

WHEREAS, the need exists to address more information than was previously written in the policy,

WHEREAS, this version of the Utility Billing Policy shall replace and supersede any and all previous versions of said policy,

WHEREAS, the need exists for the Utility Billing Policy and Procedures to be removed from the current City Policy Handbook Chapter 7.11 and be established as a separate chapter,

NOW, THEREFORE, BE IT RESOLVED by the City of Waseca that the City Policy Handbook be amended to remove Chapter 7.11, and to add Chapter 12, Waseca Utilities (Utility) Billing Policy and Procedures, attached as Exhibit A.

This resolution shall become effective October 20, 2020, upon its adoption without publication.

Adopted this 20th day of October, 2020.

R. D. SRP
MAYOR

ATTEST:

Mike Anderson
Assistant to the City Manager

A 20 AMP SERVICE LIMITER HAS BEEN INSTALLED ON YOUR ELECTRIC METER

Instead of COMPLETELY disconnecting your electric service, Waseca Utilities has limited your use of electricity by installing a service limiting device that restricts the amount of electrical power you can use at any one time. This action was taken because your utility bill is past due and you have not made the minimum required payment, made arrangements for payment, or have not kept a previous payment arrangement.

FOR RECONNECTION TO FULL SERVICE, please call Waseca Utilities at 835-9718 or come to City Hall, 508 State Street South. Acceptable payment methods include: cash, money order, or debit/credit card. Checks are not accepted for reconnection payment. Service reconnection will be given high priority.

Please be aware that in addition to your past due balance, there has been a \$50.00 disconnect/reconnect utility billing fee applied to your account and an additional deposit amount of \$ _____ is required based on previous correspondence you have received from Waseca Utilities. These amounts must also be paid before the limiter will be removed.

MANAGING YOUR LIMITED ELECTRIC SERVICE

Disconnect anything that will exceed a total of 20 amps. You can do this by physically disconnecting or unplugging these appliances and devices or by turning off breakers and/or removing fuses. See the reverse side of this sheet for typical amperages of appliances and devices.

If the total electric load exceeds 20 amps, the service limiter will shut off your entire electric service and must be manually reset.



In order to reset your service limiter and restore your electricity, you must do the following:

1. Reduce your total electric load to less than 20 amps
2. Wait two (2) minutes
3. Switch the reset button from OFF to ON, located at the electric meter base
4. Turn on appliances/devices one by one, not to exceed 20 amps

Typical Appliance Amperages**

Appliances	Amps
Clothes Dryer - Gas (120V)	7
Clothes Dryer - Electric (240V)	21
Computer	2
Dehumidifier	3
Dishwasher	13
Freezer	4
Furnace Fan	9
Heater (Portable)	9
Hair Dryer	11
Humidifier	1
Microwave	12
Radio	1
Range/Oven (240V)	15
Refrigerator	5
Television	3
Toaster	10
DVD Player	1
Washing Machine	5
Water Heater - Electric (240V)	19
Water Heater - Gas (120V)	5

All appliances or devices combined cannot exceed a total of 20 amps.

**For reference only – please verify manufacturer ratings for your individual appliances and devices.

Tampering with or damage to the service limiter, electric meter, or meter seal is a criminal act and you will be financially responsible for damages and subject to prosecution under City of Waseca Code.

~~SECTION 7.11~~ **CHAPTER 12** ~~UTILITY BILLING POLICY & PROCEDURES~~
~~EFFECTIVE February 3, 2014~~

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CITY OF WASECA
WASECA UTILITIES (UTILITY) UTILITY BILLING POLICY &
PROCEDURES

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CITY OF WASECA

WASECA UTILITIES (UTILITY) BILLING POLICY & PROCEDURES

Section 1. Utility Billing Policy

The following policy shall govern the provision of billing municipal utilities of the City of Waseca. The purpose of this policy is to provide consistent customer rules and guidelines. Based on unique circumstances, City of Waseca ~~Utility Billing~~ Utilities staff may authorize exceptions to this policy. Individuals who have questions regarding service provided by the City of Waseca Utilities are encouraged to contact the Utility Billing staff.

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Section 2. Utility Billing Information

Utility Billing Hours

The office hours are: Monday through Friday (excluding City of Waseca observed holidays or for City designated reasons)
8:00 a.m. to 4:30 p.m.

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Utility Billing Address

Mailing address for business office: 508 S. State Street, Waseca, MN 56093

Customer Service phone number: 507-835-9718

~~Internet~~ Website address: www.ci.waseca.mn.us

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Emergency Service

Emergency service phone number: 507-835-9718

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Section 3. Utility Billing

The City of Waseca ~~Utility~~ Utilities Billing-billing office shall be responsible for the calculation and generation of all municipal utility bills. Utility Billing shall maintain account records for each customer that includes the customer's legal name, billing address, account number, service address, current charges and account history including consumption, past due charges, penalties and fees. Utility Billing policies and operation are under the responsible charge of the ~~Utilities Director~~ Director of Utilities and Public Works.

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Section 4. Rate Ordinance, Policy or Resolution

All municipal utility charges shall be calculated in accordance with the specific rate ordinance, policy or resolution as adopted by the City Council and applicable to each municipal utility or service provided to a customer.

a) Rate Classifications

1) Residential Services

- a. Available to a single family private residence or farm as 60 cycle, single-phase service at a nominal voltage of 120/240 volts, furnished through one meter for domestic purposes including lighting, domestic appliances, heating, refrigeration, cooling and domestic power.
- b. **Electric Water Heater Credit.** Water heater credit applies to the monthly bills of those Customers with electric water heaters that have separate meters and the water heater is controlled under the Utility Load Control Program. The consumption from the water heater and residential meters will be added together and billed under the residential rate. The credit shall not reduce the bill below the Customer charge. Customers who use water heaters on the electric water heater credit rate shall include contactors or control circuits so Utility-furnished load control equipment with one set of control contacts (120 volts, 20 amps) can control the water heater(s) in the facility. Utility Load Control equipment that is disconnected or inoperable renders the credit invalid for the entire calendar year in which the disconnection is identified.
- c. **Residential Service** to a multiple dwelling or apartment house through a single meter is not allowed except for common spaces. Meter sockets shall be located in a central location and shall be furnished by the building owner. Meter sockets shall comply with Electric Utility requirements.
- d. **Electric service to a multiple dwelling or apartment house** for common use spaces shall be billed under the appropriate General Service rate schedule. Common space service shall be single-phase or three-phase, depending on the size of the multiple dwelling and the common load. Three-phase service is available only on multiple dwellings larger than 10 units.
- e. **Service for residential and commercial purposes** on the same property, under a common Ownership, and with the same electrical characteristics may be combined through a single meter, but the service shall be billed under the General Service Rate Schedule.
- f. **Electric central air conditioning** under Utility Load Control Program. The credit for each Customer shall be as established by the City Council for the months of June through September. Air conditioning that is part of the Utility Load Control program shall have control contactors so the load(s) can be controlled by a Utility-furnished controller with one set of contacts. Utility Load Control equipment that is disconnected or inoperable renders the credit invalid for the entire air conditioning season.

2) General Service Rate

- a. Available to any customer for general service at one location as 60 cycles, single-phase and/or three-phase service through one meter at the secondary voltage available at the customer's location. This rate applies to loads with a demand NOT in excess of 50 kW. Three-phase services must be balanced as determined by the City.
- b. **Electric Central Air Conditioning** under Utility Load Control Program. The credit for each customer shall be as established by the City Council for the months of June through September. Air conditioning that is part of the Utility Load Control program shall have control contactors so the load(s) can be controlled by a Utility furnished controller ~~with one set of contacts~~. Utility Load Control equipment that is disconnected or inoperable renders the credit invalid for the entire air conditioning season.

3) Power Service

- a. Available to any customer for service at one location as 60 cycle, three-phase service through one meter at the secondary voltage available at the customer's location. The customer's load must be balanced per Electric Utility requirements to qualify for this rate. The availability of this service is dependent on the site and the load, but must have a demand in excess of 50 kW to qualify for this rate. Waseca Utilities will consider service under other special circumstances, but the owner shall pay for the costs associated with the installation of the primary service and transformer. The secondary voltage will be 120/208 volts, three-phase, four-wire; or 277/480 volts, three-phase, four-wire.
- b. **Primary Voltage Service.** If the customer agrees to take service at the primary voltage available and to pay all costs incurred in the ownership, operation and maintenance of transformer, primary switchgear with circuit breaker, protective relaying, revenue VT and CT provisions, and substation equipment (except meters), a discount of 5% will be allowed on the amount of the monthly bill upon resolution of the City Council.
- c. **Primary Metering.** At the option of the Electric Utility, secondary service hereunder may be metered at the primary voltage, in which case a 0.5% discount will be allowed on the amount of the monthly bill upon resolution of the City Council. The customer shall pay all costs for primary metering. The metering VTs and CTs will be furnished by Waseca Utilities and shall be housed in a metering enclosure.
- d. **Power Factor Clause.** The customer must maintain an average power factor as close to 100% as possible, but in no event less than 90% lagging for secondary services per Electric Utility requirements.

- e. **Electric Central Air Conditioning.** Under Utility Load Control Program, the credit for each customer shall be as established by the City Council for the months of June through September. Air conditioning that is part of the Utility Load Control Program shall have control contactors so the load(s) can be controlled by a Utility furnished controller with one set of contacts. Utility Load Control equipment that is disconnected or inoperable renders the credit invalid for the entire air conditioning season.

Section 5. Monthly Utility Bill Calculation

~~The Utility Billing office~~ **Waseca Utilities** shall provide each municipal utility customer a combined monthly municipal utility bill which shall include the fixed monthly ~~base~~ charges as well as charges incurred by the customer for regular monthly water, sewer (wastewater), ~~surface storm~~ **water**, ~~street light~~ and electric services or any combination thereof, plus any fees, taxes, penalties or previous balances. Each municipal utility shall be designated as a separate entry on the billing statement. Bills for municipal utility services provided shall be issued monthly by Waseca Utilities. By the due date, bills are required to be paid monthly in full by the customer.

- a) Billing for electric consumption is based on actual meter readings, kilowatt hour (kWh) consumption, kilowatt (kW) demand or combination thereof.
- b) Water usage is billed in units. One (1) unit is equal to 100 cubic feet, or 748 gallons. Water usage will be billed based on actual meter readings.
- c) The non-residential sewer billing is calculated as follows:
 - 1) Billed based on actual monthly water consumption, as registered by the customer's water meter(s), year round.
- d) A sanitary sewer meter may be required by the City.
- e) Special billing accounts may be established by the City.
- f) The residential customer sewer billing is calculated as follows:
 - 1) For bills due January 15 through May 15, the sewer (wastewater) billing is based on the actual water meter reading each month. This period of time includes usage from mid-November through mid-April, which is winter water usage.
 - 2) For bills due June 15 through December 15, the sewer (wastewater) billing is based on the five (5) month average of winter water usage or actual monthly water usage, whichever is less.
 - 3) Winter average of water usage is calculated using "standard rounding".
- g) ~~Surface Storm~~ **water** fees are based on how a property is used. In general, charges are calculated on the amount of ~~surface storm~~ **water runoff**

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contributed from each lot to the City's ~~surface storm~~ water system.

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- 1) The ~~surface storm~~ water fee will be invoiced every month with water, sewer (wastewater) or electric utility bills. In the absence of existing water, sewer (wastewater) or electric utility account, the ~~surface storm~~ water fee will be billed on an annual basis. The fee shall be due and payable on the same terms as water, sewer (wastewater) and electric bills. If a bill is not paid in full on or before the due date, a late fee equal to ten percent (10%) of the current billed amount shall be added to the charges. Any prepayment or overpayment of charges shall be retained by the City and applied against subsequent fees. All fees are approved by the City Council.

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- ~~h)2) All accounts are the responsibility of the utility account holder. In the situation that the property does not have a City water, City sewer, or City electric account, the account shall be the responsibility of the property owner. The utility account holder or property owner shall be liable for the surface storm water management fee for the property, whether or not the property owner is occupying the property, and any charges unpaid shall be a lien upon the property. The City of Waseca reserves the right to certify unpaid storm water charges incurred by the property owner against the property with Waseca County through the approved legal process, according to state and local laws.~~

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- ~~h) Unless otherwise provided herein, all applicable monthly charges will continue for each municipal utility customer until such time as the following may occur:~~

- ~~1) The electric meter is removed from the meter socket by City staff, per customer request, for the purposes of discontinuing electric service to the property.~~

- ~~h)2) The water and sewer services are disconnected in accordance with City Council Policy Chapter 7–Utilities. The City owned water or sewer meter must be disconnected from the private plumbing and returned to Waseca Utilities billing office by the property owner.~~

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Section 6. Extra Service Bills

Billings for any extra services, installation charges or other special charges shall be billed in accordance with the applicable utility policy or service rate resolution and shall be included on the appropriate monthly billing statement or as a separate bill.

The customer shall be responsible for the cost of repairs for damage to the electric meter, water meter or sewer meter at their service address. Billing for the cost of the repairs shall be in accordance with the specific fee schedule, rate ordinance, policy or resolution adopted by the City Council.

Section 7. Billing Cycle

a) Meter Reading Date

- 1) Typically, meters shall be read between the 12th and 17th day of the month.
- 2) Most utility meter readings are obtained once a month ~~through radio-read frequency.~~
- 3) In the event that the Utility is unable to obtain a meter reading, the consumption will be estimated by ~~Utility Billing~~ staff. ~~Any required adjustment due to an estimated bill will be made during a subsequent billing period.~~
- 4) Monthly meter readings are ~~truncated or~~ billed as a whole number.

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b) Billing Period

- 1) Monthly billings shall be mailed within thirty (30) calendar days following the dates of service in which municipal utility service is provided.
- 2) Utility bills are mailed by first class U.S. mail at the end of each month. Failure to receive the bill shall not release a customer from the obligation to pay in full by the due date.
- 3) The date the bill is created shall be known as the billing date.
- 4) The bill shall be due and payable in full by the fifteenth (15th) day of the next month after the billing date.
- 5) If the due date falls on a City of Waseca observed holiday, Saturday, or Sunday, the due date shall be on the first business day following the holiday or weekend.

c) Delinquent Date

- 1) If a regular monthly bill is not paid in full on or before the due date, a late fee equal to ten percent (10%) of the current billed amount, less sales tax, shall be added to the customer's account.
- 2) The first business day following the due date shall be known as the delinquent date.
- 3) Late fees will be removed from the account as a one-time courtesy per customer if a customer agrees to sign up for the automatic bank payment program. This sign up must occur prior to the due date of the next monthly utility bill following the month in which the late fees were incurred.
- 4) In the event of a billing error, late fees will be removed from the account as determined by ~~Utility Billing~~ staff.

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Section 8. Delinquent Accounts and Disconnection of Service and Installation of Electric Meter Service Limiting Device

- a) Any customer whose utility bill remains unpaid in full by the fifth (5th) day of the month ~~after~~ following the due date, shall receive by first class U.S. mail a combined Notice of Past Due Balance and ~~Notice of Disconnection of Service~~ Final Notice Before Disconnection or Installation of Electric Meter Service Limiting Device. The notice will require by first class US mail, requiring full payment of the past due balance within twenty (20) calendar days of the date of the combined notice. Electric service limiting will be accomplished by the installation of a service limiting device on the Utility's electric meter servicing the property.
- b) Failure to make full payment of the past due balance or arrange and sign a mutually agreed upon payment plan, as outlined in the notice, will result in disconnection of the customer's utility service or installation of a service limiting device on or after the disconnect date listed in the notice. A written guarantee from an assistance agency will be accepted as payment on the account to prevent disconnection or installation of a service limiting device, provided the amount of the guarantee covers the past due balance as outlined in the notice. Utilities will be ~~shut off or discontinued~~ disconnected as provided in City Code 50.04 and in accordance with applicable state statutes.
- c) Disconnection or installation of a service limiting device will not occur on Fridays, Saturdays, and Sundays or on the day before a City observed holiday.
- d) From October 15th through April 15th the City of Waseca acknowledges and complies with guidelines as outlined in Minnesota Statute 216B.097, Cold Weather Rule for Municipal Utilities. The most current version of the Cold Weather Rule shall prevail.
- e) Any customer ~~who is disconnected~~ subject to disconnection or installation of a service limiting device for non-payment shall not be reconnected ~~or reinstated~~ until payment of all charges, fees, and deposit as outlined in the combined Notice of Past Due Balance and ~~Notice of Disconnection of Service~~ Final Notice Before Disconnection or Installation of Electric Meter Service Limiting Device.
- f) Reconnection will ~~only~~ typically occur between the hours of 9:00 a.m. and 3:00 p.m., Monday through Friday, excluding City observed holidays. Reconnection occurs based on staff work schedules and as authorized by the Director or designee.
- g) Payment must be received in the Utility Billing office before 3:00 p.m. for a same-day reconnection. If payment for reconnection is made after 3:00 p.m., reconnection will occur on the next business day. ~~Utility Billing office staff~~ The Director or designee may adjust the 3:00 p.m. payment deadline past 3:00 p.m.
- h) The City of Waseca does not accept personal or business checks for reconnection payment. Checks from an assistance agency or organization paying on behalf of a customer who has been disconnected or who has had a service limiting device installed may be accepted at the discretion of staff.

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- i) If payment for reconnection does not occur within fourteen (14) calendar days of the date of disconnection, the account will be closed and a final bill issued. Any currently held deposit will then be applied to the outstanding balance on the final bill.
- j) Failure to pay the final bill by the due date of the final notice will result in referral of the account to a collection agency or attorney for collection on a case-by-case basis.
- k) Reestablishment of service by the disconnected customer at the same or another service address shall be treated as a new account and will be subject to the deposit requirements as outlined in Section Ten (10) of this policy.

~~l)~~ The City of Waseca reserves the right to ~~assess~~ certify delinquent water, sewer (wastewater), ~~surface~~ storm water, and electric charges incurred by the property owner against the property with ~~the Waseca county~~ County through the approved legal process for assessment, according to all state and local laws.

~~l)m)~~ The City of Waseca reserves the right to pursue collection of unpaid utility bills using any and all legal means, as deemed appropriate by the Director or designee, on a case by case basis.

~~n)~~ An after-hours reconnection may be granted by the City at the landlord's request upon discovery that the City utility service has been disconnected or has had a service limiting device installed due to non-payment of a tenant's utility bill. Based on the good faith knowledge of the landlord property owner, the tenant will have vacated the rental property. City staff will reconnect the property utility through the call back process at no charge. This reconnection will occur if the landlord agrees to assume responsibility for payment of the utility bill from the date of reconnection. The landlord shall establish the utility account through the Utility Billing office within three (3) business days after reconnection. If service is not established by the landlord, the property utility service will be subject to disconnection according to the policy notification process.

~~o)~~ Upon discovery and verification that the service was disconnected or a service limiting device was installed in error, the service will be reconnected after hours. The customer will not be charged a disconnection/reconnection fee, additional deposit or callback fee.

~~p)~~ The City of Waseca has the right to enter in and upon private property, including buildings and dwelling houses, upon which a municipal utility is installed or connected to, at all times reasonable under the circumstances, for the purpose(s) of: reading utility meters; inspection/repair/upgrade of meters, utility systems, or any part thereof; or to disconnect utility service.

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Section 9. Municipal Utility Service Application

- a) Any person or legal entity desiring to establish any municipal utility service or combination thereof shall make application for said service(s).
- b) Applicants must be at least eighteen (18) years of age.

- c) The application shall be on such form(s) as may now or hereinafter be prescribed by the appropriate utility.
- d) The application shall include the applicant's name, ~~spouse name or~~ names of other adults living in the residence, service address, ~~mailing address,~~ landlord's name, telephone number ~~s,~~ personal identification number (e.g., social security number, driver's license number or date of birth) or federal identification number (businesses), employment information and signature of the authorized party responsible for payment.
- e) Persons applying on behalf of others or acting as an agent for others may provide the required information provided such agent agrees to assume responsibility as provided on the application for utility service.
- f) Two (2) forms of identification are required at the time of application for utility service. At least one form of identification must include a personal photograph ~~identification card.~~ Acceptable forms of identification include, but are not limited to: driver's license, passport, state issued identification card, social security card, work badge or other photo identification card, insurance card, and bank credit/debit card.
- g) If more than one electric, water or sewer connection to City infrastructure exists at a single service address, ~~Each service connection shall be considered a separate account,~~ subject to separate base charges, consumption charges and applicable utility charges.
- h) In the event of death or divorce requiring a name change on the account, a new application is required by the property occupant. Disconnection or installation of a service limiting device policy rules will apply for non-compliance.
- i) A utility service applicant for a rental property must be listed on the lease and must reside at the rental property. Reasonable allowance will be made in the case of a customer occupying a property of a deceased account holder, subject to ~~Utility Billing~~ approval, but shall be required to comply with item 9h.

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Section 10. Utility Deposit

a) Account Deposit

- 1) Any customer who establishes water, sewer (wastewater) and/or electric service shall be required to pay an initial utility deposit at the time of the application or set up and sign a mutually agreed upon payment plan for the initial utility deposit to be paid within the ~~approximate~~ timeframe of ten (10) business days after moving in. Default of deposit payment or failure to set up and sign a mutually agreed upon payment plan will be subject to utility service disconnection or installation of a service limiting device as outlined in Section Eight (8) of this policy.
- 2) In the event of ~~spouse death or divorce~~ the death of a spouse or legal partner, a requested change of name will be allowed with no additional deposit required for the remaining spouse or legal partner at the time the account name change is made.

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- 3) Residential deposits shall be collected in accordance with the deposit amount established by the specific rate ordinance, policy or resolution adopted by the City.
- 4) Commercial deposits are based on the full intended use of the property. If no previous representative billing history exists for the full intended use of the property, City staff will determine the amount of the required deposit based on billing history for a similar business receiving City utility service.
- 5) Utility deposits shall be maintained in a separate City account and held as security for the payment of municipal utility bills. Any deposit monies held in a customer's name may be applied to any outstanding unpaid utility bills left in that customer's name.
- 6) The utility deposit ~~once so established~~ shall be considered a combined utility deposit for the benefits of any and all municipal utilities received by the customer.
- 7) Utility deposits shall not be required for federal, state or local government agencies.
- 8) Credit references or a letter of credit will not be accepted as a deposit.
- 9) City Staff reserves the right to require a deposit for existing customers without an existing deposit when moving to a new service address if the customer has not established a satisfactory payment history ~~of by paying~~ twelve (12) consecutive monthly bills on time ~~payments~~.
- 10) City Staff reserves the right to require a larger initial deposit at the City's discretion when a customer has been identified as a credit risk, defined as ~~for failing to pay off a previous utility account with the City of Waseca or failing to~~ make pay twelve (12) consecutive monthly bills on time ~~payments~~ on a utility account with the City of Waseca. The deposit amount will be determined based on the customer's previous account(s) history.
- 11) The customer must pay all delinquent accounts in their name in full for service to be provided or continued at another location. A mutually agreeable payment plan must be ~~approved signed by the customer and approved by staff~~. The City of Waseca may refuse utility service to a customer until all delinquent accounts in their name and the required utility deposit are paid in full or a mutually agreeable payment plan has been signed by the customer and approved by staff.
- 12) The City of Waseca reserves the right to require a deposit when a customer returns to the Utility Billing system if the time elapsed between service dates for that customer exceeds six (6) months. If the time elapsed between service dates is less than six (6) months and the customer has been identified as a credit risk as outlined above in Section 10(a)(10), City staff reserves the right to require a deposit.
- 13) In the event of accountholder divorce, a requested change of accountholder will be treated as a request to terminate service for the existing accountholder. The

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individual that will remain at the service address shall be subject to all application and deposit requirements for the establishment of utility service as outlined in this policy.

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b) Deposit Interest

- 1) All deposits will earn interest at the rate established by the State of Minnesota, Statute 325E.02 (b), published annually on the Minnesota Department of Commerce website. This rate will be adjusted annually on the first day of each year. Accrued deposit interest shall be paid to the customer annually, on the last day of each year, as a credit to the customer's utility account.

c) Deposit Application: Service Termination

- ~~1) In the case of default on the utility bill resulting from the termination of services, the utility deposit shall be credited to any unpaid balance relative to the total bill. When a customer terminates their existing service and no longer needs utility service from the City of Waseca, the utility deposit plus accrued interest shall be credited against the final bill. Any credit balance over \$5.00 remaining on the account after the final bill has been satisfied will be refunded to the customer in the form of a check from the City of Waseca.~~

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d) Reconnect Deposit

- 1) Prior to restoration of municipal utility service, any residential customer whose service has been disconnected or has had a service limiting device installed shall be subject to an increased service deposit equal to one half of the current deposit amount, until the deposit held on the account reaches the maximum established by the specific rate ordinance, policy or resolution adopted by the City.
- 2) In the event an account has no deposit on record, the residential customer is required to pay an initial deposit, as established by the specific rate ordinance, policy or resolution adopted by the City, before utility service will be restored.
- 3) Prior to the restoration of municipal utility service, any commercial customer whose service has been disconnected or has had a service limiting device installed ~~or discontinued~~ due to non-payment shall be subject to an increased service deposit equal to ~~one-half of the current deposit amount until the deposit held on the account reaches the maximum of three (3) times the most recent twelve (12) month average total utility bill.~~ the current deposit amount.
- 4) In the event a commercial account has no deposit on record, the commercial customer is required to pay a deposit equal to an average of twelve (12) months prior monthly utility bills before utility service will be ~~restored~~ reconnected.

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e) Deposit Transfers: Customer to Customer

- 1) Utility deposits may be transferred from one customer to another upon both the transferor (former account holder) and transferee (new account holder) signing the Waseca Utilities Deposit Waiver.
- 2) The City must receive full payment of any amounts due as of the due date of the final bill ~~before a deposit will be transferred.~~
- 3) If the original final bill is not satisfied by the transferor, the transferee will be responsible for payment of the deposit as outlined in Section Ten (10) of this policy.

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f) Deposit Transfers: Service Address to Service Address

- 1) In the event that a customer moves to a new service address, the deposit will be transferred from the previous service address to the new service address.
- 2) The City must receive full payment of any amounts due as of the due date of the final bill for the previous address ~~before a deposit will be transferred.~~
- 3) If the final bill for the previous address is not satisfied, the customer will be subject to disconnection of the utilities or installation of a service limiting device at the new address until the final bill for the previous address is paid in full, and the City of Waseca reserves the right to charge a higher deposit for that customer. The customer is responsible for payment of the difference needed to bring the deposit to the required amount. Any unpaid balance for the previous address must be satisfied and the new deposit amount paid for continued utility service at the new address.

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Section 11. Utility Deposit Credit

The municipal utility deposit will be credited to the customer's utility account in accordance with the following provisions:

- a) Upon completion of twelve (12) consecutive ~~months of payment history~~ monthly bill payments by the due date with no penalties or late charges, said deposit, plus accrued interest, shall be credited to the customer's utility account.
- b) Upon termination of municipal utility service ~~and payment of all amounts owed,~~ said deposit plus the accrued interest, shall be applied in the same manner as the deposit application for service termination as outlined in Section Ten (10) of this policy.

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Section 12. Credit Refunds and Balance Write-offs

- a) Any credit amount in excess of \$5.00 remaining on a customer's utility account after the final bill has been created shall be refunded to the customer

in the form of a check issued by the City of Waseca.

- b) Any credit amount of \$5.00 or less remaining on a customer's utility account after the final bill has been created shall be retained by the City to cover administrative expenses.
- c) Account balances in excess of ~~\$25.00~~ **\$50.00** that remain on a customer's utility account for more than thirty (30) days after the final bill has been created ~~shall~~ **may** be referred to a collection agency for collection.
- d) An account balance of ~~\$25.00~~ **\$50.00** or less that remains unpaid for more than thirty (30) days after the final bill has been created shall be written off as uncollectible **with the approval of the Director.**
- e) Previously written off account balances must be paid in full if said customer should apply to obtain utility service from the City of Waseca in the future.

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Section 13. Disputed Utility Bills **and Billing Errors**

Any dispute regarding a customer's utility bill shall be directed to ~~the Utility Billing office~~ staff for resolution, as outlined below, within thirty (30) calendar days of the mailing date of the bill or notice in question.

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- a) Customers may obtain a Utility Bill Appeal Form at the Utility Billing office **or online from the City of Waseca's website.** The customer's written request for appeal, along with any supporting documentation, will be submitted to the ~~Utility Billing Supervisor~~ **Utilities Office Manager** for review and investigation.
- b) Reduction of utility charges based on consumption will generally not be granted when the meter has been tested as accurate. It is the property owner's responsibility to maintain private property equipment and facilities to the benefit of the private property customer so that the customer is not charged for inadvertent consumption. Meter calibration may be required to resolve a disputed utility bill. A disputed utility bill shall be routed through the approved review process as provided in this section. A one-time account credit ~~will~~ **may** be granted in the case of inadvertent consumption caused by ~~broken malfunctioning~~ customer equipment, as determined by the City **through the Utility Bill Appeal process.**
- c) A customer's request for a meter calibration test is subject to an account charge as provided by the City Council. The account charge will not be applied if the meter does not comply with industry calibration standards. The account charge will be applied when the meter complies with industry calibration standards.
- d) The performance of all watthour meters is considered to be acceptable when the percent registration is not less than 98% or more than 102% as determined by testing for average accuracy.
- e) If the period of inaccuracy cannot be determined, it will be assumed that the

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metering equipment has become inaccurate at a uniform rate since it was installed or last tested unless there is valid reason to use another method. Recalculation of bills is based on a uniform rate of inaccuracy as determined by staff.

- f) Whenever a water meter is found upon test to be out of compliance with the accuracy and capacity requirements of American Water Works Association standards, a recalculation of bills for service will be made on the basis that the meter should comply with applicable standards.
- g) Whenever a sewer (wastewater) meter is found upon test to be out of compliance with the accuracy and capacity requirements of the metering system manufacturer, a recalculation of bills for service will be made on the basis that the meter should comply with the standard of the metering system manufacturer.
- h) The ~~Utility Billing Supervisor's~~ Utilities Office Manager's written decision will be mailed by USPS first class mail to the customer at the mailing address supplied by the customer on the Utility Bill Appeal Form.
- i) If the customer still believes the bill is incorrect, the customer must submit a request for further review in writing to the Utility Billing office no later than fifteen (15) calendar days after the postmark of the ~~Utility Billing Supervisor's~~ Utilities Office Manager's written decision.
- j) The ~~Utilities~~ Director will review the initial appeal, any supporting documentation, and the ~~Utility Billing Supervisor's~~ Utilities Office Manager's written decision. Upon completion of this review, a written decision from the ~~Utilities~~ Director will be mailed by USPS first class mail to the customer at the mailing address supplied by the customer on the Utility Bill Appeal Form.
- k) All decisions of the ~~Utilities~~ Director will be final.
- k)) Billing errors shall be remedied in accordance with Minnesota Administrative Rules 7820.3800.

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Section 14. Payment Plans

- a) Customers that are unable to pay ~~the~~ their utility bill by the due date are encouraged to contact the Utility Billing office to arrange and sign a mutually agreed-upon payment plan, with the goal of the payment plan to bring a customer's account current in a timely manner. ~~Utility Billing staff~~ Staff has the right to reject a proposed payment plan if it is determined not to achieve the goal of bringing a customer's account current. All payment plans must be in writing, signed by the utility account holder, and approved by staff to be valid.
- b) If a customer fails to comply with any term and/or condition contained within the signed payment plan, the customer shall be removed from the payment plan, flagged as "No Payment Plans Allowed", and will be subject to disconnection of utility service or installation of service limiting device.

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- c) ~~If a customer is removed from a payment plan for failure to comply with any term and/or condition contained within the signed payment plan. Customers that have been flagged as "No Payment Plans Allowed" will be given two opportunities per year to again be allowed to set up payment plans: at the beginning and end of~~ during the Cold Weather Protection period as defined by Minnesota Statute 216B.097, ~~the account status will be flagged as "No Payment Plans Allowed."~~ This account status will remain in force until the end of the Cold Weather Protection period.

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Section 15. Payments

a) Automatic Bank Withdrawal

- 1) Waseca Utilities offers an automatic bank withdrawal payment ~~option~~ program. After enrollment in this program, monthly utility payments will be deducted on the ~~15th of~~ due date each month from the customer's designated checking or savings account, subject to banking regulations.
- 2) If the ~~15th due date~~ falls on a weekend or a City observed holiday, then the deduction shall be taken on the first business day following the holiday or weekend. After two returned Automated Clearing House payments, the customer shall be removed from the automatic bank withdrawal payment ~~plan~~ program at the City of Waseca's discretion. Reinstatement may be requested after twelve (12) consecutive on time full payments.
- 3) ~~The Utility Billing Department~~ Staff may or may not approve the request to sign up for the automatic bank withdrawal payment program based on specific customer account history. This includes, but is not limited to, customers who have been removed from the program due to insufficient funds and customers who have used the sign up option in the past to have late fees removed.

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b) By Mail

Mail payments to the City of Waseca, 508 S. State Street, Waseca, MN 56093. Payments must be received by the City of Waseca on or before the due date. The City of Waseca does not accept or hold post-dated checks.

c) In Person

Make a payment at the Utility Billing office in City Hall by cash, check, money order or debit/credit card as approved by the City of Waseca. The City of Waseca accepts Visa, MasterCard and Discover. The card service fee will be paid by Waseca Utilities, as determined by the City of Waseca.

d) By Phone

Debit or credit card payments (Visa, MasterCard and Discover) are accepted over the phone during regular business hours. The card service fee will be paid by the City of Waseca.

e) Drop Box

Drop box locations may be changed by the ~~Utilities~~ Director. The current location is the drive through on the north side of City Hall at 508 State Street ~~South~~.

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f) Online Bill Pay

The City of Waseca offers ~~a payment option and view utility bills online option via a secure website. This program allows customers to make payments via a secure website using their computer. Payments will come out of the customer's checking or savings account or debit/credit card.~~ online bill viewing and payment via a secure, third-party website. Online bill payments can be made using a debit/credit card or the customer's checking or savings account.

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g) Budget Billing

Budget Billing is available to any residential customer that has twelve (12) months of billing history and is current, no past due balance on the account. Budget Billing payments are based on the customer's actual consumption history and recalculated two times per year, in May and November. Budget Billing accounts are not subject to late fees.

All customers enrolled in Budget Billing will also be required to sign up for the Automatic Bank Payment program. After two insufficient funds payments, the account will be removed from both Budget Billing and Automatic Bank Pay programs. Future utility payments must be made by cash, debit/credit card, or money order. Reinstatement may be requested after twelve (12) consecutive on time full payments. The account ~~also~~ will be charged a returned item fee, as established by the specific rate ordinance, policy or resolution adopted by the City, for each returned item. The disconnection on process or installation of a service limiting device for collection of unpaid bills will also apply.

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h) Personal Check

The City of Waseca's acceptance of a personal check for payment is a conditional payment of the amount due pending the check clearing the customer's bank. If the check is returned for non-payment to the City by the customer's bank, it will be treated as if no attempt at payment had been made, and the account will be subject to disconnection of utility services or installation of a service limiting device as outlined in any previous notice of disconnection.

Section 16. Service Charges

The following additional fees shall be charged for services provided by the municipal utility:

- a) Utility fee for disconnection or installation of a service limiting device and ~~/reconnection of service due to nonpayment of bill and/or deposit, as established by the specific rate ordinance, policy or resolution adopted by the City.~~

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- b) Returned item fee for all checks and/or Automated Clearing House payments, as established by the specific rate ordinance, policy or resolution adopted by the City.
- 1) The customer shall pay by cash, debit/credit card, cashier's check, or money order the amount of the returned item(s) plus the corresponding returned item fee.
 - 2) After two returned checks and/or Automated Clearing House payments, the customer shall pay all current and future payments by cash, debit/credit card, or money order.

Section 17. Landlord/Tenant Policy

- a) The City of Waseca recognizes the rights and duties of landlords and tenants as outlined in federal law, state statutes, local ordinances, safety and housing codes, common law, contract law and a number of court decisions.
- b) Information can be obtained from the Minnesota Attorney General's web site: ~~www.ag.state.mn.us/Consumer/Housing/Default.asp~~ or from the handbook Landlords and Tenants: Rights and Responsibilities, written and published by the Minnesota Attorney General's office.
- c) Owners of rental property shall be responsible for the utility service and bills for all units and services on their property at all times unless occupied by a tenant who has made the required application for the service to Waseca Utilities. Services shall continue until the owner of the property or the tenant makes a request for termination of the service. Once a tenant requests cancellation of their service, the property owner shall be responsible for subsequent utility bills for that service.
- ~~e)d~~) Notification for the establishment of utility service at a rental service address may be made by either the landlord or tenant to the Utility Billing office.
- ~~e)e~~) Scheduling of a meter reading for termination of service can also be made by either landlord or tenant to the Utility Billing office.
- ~~e)f~~) If an account holder fails to notify the Utility Billing office of a request to discontinue service, the account holder will continue to be responsible for any and all charges incurred while the account is in account holder's name, even if no longer residing at the service address, until such time as the account holder notifies the Utility Billing office to discontinue service.
- ~~f)g~~) Billing of the utilities at a rental property shall revert back to the landlord between tenant occupancy based on the notification guidelines.
- ~~e)h~~) Utility charges incurred by the account holder remain the responsibility of the account holder after termination of service, and do not transfer with the property.
- ~~h)i~~) ~~The Utility Billing office~~ **Staff** will not mediate disputes regarding billing

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issues between a landlord and tenant.

~~h)l~~ The lease or rental agreement between the landlord and tenant does not represent an agreement for utility service between the City of Waseca and the tenant.

~~h)k~~ Per Minnesota Statute 504B.215, Subdivision 2, "the landlord of a single metered residential building shall be the bill payer responsible"; the statute defines "single metered residential building" as a multiunit rental building with more than one separate residential living unit where the utility service is measured through a single meter. The most current version of this statute will apply.

~~h)l~~ Waseca Utilities will not mediate or investigate disputes between a landlord and tenant relating to privately owned electrical wiring and plumbing.

Section 18. Requests for Information

- a) In accordance with Minnesota Statute 13.685, municipal electric customer utility data, and all other utility data associated with an electric account, is considered private and will only be released to the current account holder at a property, unless said account holder has signed a written consent for release authorizing the City of Waseca to share that information.
- b) Consent to release utility information forms are available from the Utility Billing office or from the City of Waseca's website.
- c) The request for information must be made in writing and the customer making the request may be billed, based on the City of Waseca Data Charges policy, if the request is not routine in nature, as determined by ~~the Utility Billing~~ staff.

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Section 19. Definitions

For purposes of this policy, the following words and phrases shall have the meaning as defined by this section.

Bill	The statement of account for municipal utility services provided by the City to a customer and due and payable by the due date of the bill to the City by the customer.
City	The municipality known as the City of Waseca, and any designated agent authorized to act on behalf of the City, including Utility Billing staff.
Customer	Any person or legal entity to which the municipal utility services are provided.

Day	Calendar day unless otherwise specified in this policy.
Delinquent Customer	Any person or legal entity who fails to pay any current charges or portion thereof for any municipal utility by the due date of the bill.
Disconnect	The utility services shall not be made un available to any person or legal entity due to non-payment or shall be limited through the use of an electric meter service limiting device, as determined by Waseca Utilities. Disconnection includes installation of a service limiter or any device that limits or interrupts electric service in any way, as referenced in MN Statute 216B.097.
Final Bill Due Date	The due date disclosed on the final bill.
<u>Late Fee</u>	Ten (10) percent of the billed amount less sales tax.
Municipal Utilities	Water, sewer (wastewater), surface storm water and/or electric services, departments or systems of the City of Waseca or any combination thereof.
Past Due Amount	Any current charges or portion thereof for any municipal utility which remain unpaid past the due date of the bill on which such current charges first appear.
Payment Plan	A signed written agreement between customer and the City allowing the customer to make payments to the City to pay any current or past due charges or portion thereof for any municipal utility by a mutually agreed upon date.
<u>Surface Storm Water Utility</u>	The dedicated utility fund established by the City Council to control and treat runoff from rain and melting snow. Purposes of the utility include State permit compliance, water quality improvements, storm sewer maintenance, and new infrastructure and system upgrades in order to alleviate localized flooding problems of the City's storm water system.
Uniform Rate	Linear rate of decline, that is, of accuracy.
Winter Water Usage	Residential metered water usage from mid-November through mid-April, for bills due January 15 th through May 15 th .

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ACQ - Waseca Municipal Airport
Capital Improvement Program 2021-2040

Fiscal Year			Description	Funding Rates			Project Cost	FAA Funding	State Funding	Local Funding	Hangar Loan Fund (State)	FAA Funding			See Note 1		Notes
Fed	State	Local		FAA	St	Mun						FAA AIP Entitlement	Other FAA Funds	FAA Funds Remaining	Entitlement Transfer Out	Entitlement Transfer In	
														\$300,341			
2021	2022	2021	Multi-Unit Hangar Site Prep and Design	90	5	5	\$150,000	\$135,000	\$7,500	\$7,500		\$150,000	\$0	\$315,341			100% AIP eligible
2022	2023	2022	Multi-Unit Hangar Construction	90	5	5	\$675,000	\$607,500	\$33,750	\$33,750		\$150,000	\$0	\$7,841		\$150,000	At least 1 year of transfers needed
2023	2024	2023	Apron/Taxilane Crack Sealing	0	70	30	\$100,000	\$0	\$70,000	\$30,000		\$150,000	\$0	\$7,841	\$150,000		Tranfer repayment #1
2024	2025	2024	10-Unit T-Hangar Construction - Loan	0	0	20	\$850,000	\$0	\$0	\$170,000	\$680,000	\$150,000	\$0	\$157,841			Hangar Loan Fund (80% funding, 0% int, 20 year term)
2024	2025	2024	T-Hangar Site Prep/Taxilanes	40	40	20	\$350,000	\$140,000	\$140,000	\$70,000			\$0	\$17,841			
2025	2026	2025	Parking Lot Expansion	0	70	30	\$150,000	\$0	\$105,000	\$45,000		\$150,000	\$0	\$167,841			
2026	2027	2026	Runway 15/33 Reconstruction/Lighting Design	90	5	5	\$175,000	\$157,500	\$8,750	\$8,750		\$150,000	\$0	\$160,341			Design only with NPE's is preferred by FAA
2027	2028	2027	Runway 15/33 Reconstruction	90	5	5	\$2,500,000	\$2,250,000	\$125,000	\$125,000		\$150,000	\$1,939,659	\$0			
2027	2028	2027	Runway Lighting Replacement	90	5	5	\$600,000	\$540,000	\$30,000	\$30,000			\$540,000	\$0			
2027	2028	2027	Runway 15/33 PAPI's and REIL's	90	5	5	\$150,000	\$135,000	\$7,500	\$7,500			\$135,000	\$0			
2027	2028	2027	Land Acquisition (Parcel D) - Rwy 15 Approach	90	5	5	\$160,000	\$144,000	\$8,000	\$8,000			\$144,000	\$0			
2027	2028	2027	Taxiway A Reconstruction & Design	90	5	5	\$750,000	\$675,000	\$37,500	\$37,500		\$150,000	\$525,000	\$0			
2028	2029	2028	Ag Spray Operator Site Development	0	70	30	\$300,000	\$0	\$210,000	\$90,000			\$0	\$0			
2029	2030	2029	Environmental Assessment (Rwy/Twy Extension)	90	5	5	\$75,000	\$67,500	\$3,750	\$3,750		\$150,000	\$0	\$82,500			
2030	2031	2030	Runway/Taxiway Extension Design	90	5	5	\$300,000	\$270,000	\$15,000	\$15,000		\$150,000	\$37,500	\$0			
2031	2032	2031	Runway/Taxiway Extension Construction	90	5	5	\$3,500,000	\$3,150,000	\$175,000	\$175,000		\$150,000	\$3,000,000	\$0			
2032	2033	2032	No Projects Programmed				\$0	\$0	\$0	\$0		\$150,000	\$0	\$150,000			
2033	2034	2033	Apron/Taxilane Crack Sealing	90	5	5	\$150,000	\$135,000	\$7,500	\$7,500		\$150,000	\$0	\$165,000			
2034	2035	2034	Environmental Assessment (Crosswind Rwy)	90	5	5	\$75,000	\$67,500	\$3,750	\$3,750		\$150,000	\$0	\$247,500			
2035	2036	2035	Turf Crosswind Runway Design	90	5	5	\$250,000	\$225,000	\$12,500	\$12,500		\$150,000	\$0	\$172,500			
2036	2037	2036	Turf Crosswind Runway Construction	90	5	5	\$1,500,000	\$1,350,000	\$75,000	\$75,000		\$150,000	\$1,027,500	\$0			
2037	2038	2037	Runway Crack Sealing	90	5	5	\$150,000	\$135,000	\$7,500	\$7,500		\$150,000	\$0	\$15,000			
2038	2039	2038	No Projects Programmed				\$0	\$0	\$0	\$0		\$150,000	\$0	\$165,000			
2039	2040	2039	No Projects Programmed				\$0	\$0	\$0	\$0		\$150,000	\$0	\$315,000			
2039	2040	2039	No Projects Programmed				\$1	\$0	\$0	\$0		\$150,001	\$0	\$465,001			

Totals \$12,910,000 \$10,184,000 \$1,083,000 \$963,000 \$680,000

(1) Entitlement transfers due back to other airports are subject to terms of agreement and expiration.

Title:	Airport Farmland Leases 2021-2022		
Meeting Date:	October 20, 2020	Agenda Item Number:	6H
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:	Attached Resolution 20-54 and two bids
Originating Department:	Utilities & Public Works Director	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>			
How does this item pertain to Vision 2030 goals?	Airport Farmland leases enhance the airport financial operation as a high-quality community asset.		

BACKGROUND: The City advertised for Airport Farmland Leases, received bids, and opened said bids on Thursday, October 15, in the City Hall Council Chambers. Two bids were received as attached. The high bidder is Steven and Gary Schoenfeld in the amount of \$133,763 for the two-year leases, ag-land and hay-land.

BUDGET IMPACT: The 2019-2020 high bid amount was \$132,114.00, awarded to Steven and Gary Schoenfeld. All revenue from the airport farmland leases is used to operate the City Airport, as required by the FAA.

ALTERNATIVES CONSIDERED: Not applicable.

RECOMMENDATION: City staff recommends Council adoption of Resolution 20-54, two-year Airport Farmland Leases to Steven and Gary Schoenfeld in the amount of \$133,763.00

RESOLUTION NO. 20-54

**A RESOLUTION AUTHORIZING THE LEASE
OF CITY OF WASECA AGRICULTURAL LAND AND HAY LAND TO STEVEN & GARY SCHOENFELD**

WHEREAS, the City of Waseca (City) desires to authorize the lease of City owned agricultural land and hay land at the Waseca Airport to Steven and Gary Schoenfeld; and

WHEREAS, the City has advertised for written quotes and has received written quotes based on City written specifications.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waseca that the City Manager is hereby authorized to execute a two-year written lease with Steven & Gary Schoenfeld in the amount of \$133,763.00.

Adopted this 20th day of October, 2020.

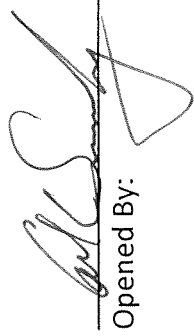
R.D. SRP
MAYOR

ATTEST:

MICHAEL ANDERSON
ASSISTANT TO THE CITY MANAGER

CITY OF WASECA
 AIRPORT AGRICULTURAL LAND LEASE QUOTE TABULATION FOR TWO YEAR LEASES 2021-2022 CALENDAR YEARS GRAND TOTALS

QUOTE SUBMITTED BY:	SECTIONS A + B TOTAL
Pinedale Farms	124,327.40
Steve & Gary Schoenfeld	133,763.00



Opened By:

Jon Hanson 10-15-2020

Witnessed By and Time and Date

9:03 AM

Notes:

CITY OF WASECA AGRICULTURAL FARMLAND LEASE QUOTE FORM

This form must be returned in a sealed envelope marked "CITY OF WASECA LAND LEASE" by Thursday, October 15th, 2020, 9:00 a.m. (Central Standard Time) to the Utility Billing Office at City Hall, City of Waseca, 508 South State Street, Waseca, Minnesota, 56093 at which time quotes will be publicly opened and read aloud. The City of Waseca reserves the right to award quotes in the best interests of the City including awarding sections below to different persons and to reject any or all quotes in the best interests of the City of Waseca, and to waive any minor irregularities, informalities, or discrepancies. The submitted Quote **must** include Section A and Section B. Note Sections A and B will be awarded to a single quoter. The Lease award is based on the Grand Total quote for both (2) years.

SECTION A: For years 2021, 2022: AIRPORT AGRICULTURAL LAND

205.0 acres per year @ \$ 301 times 2 years = \$ 123,410

SECTION A TWO YEAR TOTAL 123 410

SECTION B: For years 2019, 2020: AIRPORT HAY LAND

29.58 acres per year @ \$ 175 times 2 years = \$ ~~57,250~~ 10,353

SECTION B TWO YEAR TOTAL 10,353

SECTION A + B TWO YEAR TOTAL = \$ 133,763

50% OF THE SECTION A + B TOTAL IS DUE AND PAYABLE IN FULL ON OR BEFORE

DECEMBER 1 OF EACH LEASE YEAR. THIS AMOUNT IS \$ 66,881.50

Steven Schenfeld

Gary Schoentfeld

[Signature]

[Signature]

AUTHORIZED PRINTED NAME AND AUTHORIZED SIGNATURE

Gary 461-1669 Steve 461-3701

10252 350th Ave

DATE, CELL PHONE, EMAIL & MAILING ADDRESS

Waseca MN 56093

CITY OF WASECA AGRICULTURAL FARMLAND LEASE QUOTE FORM

This form must be returned in a sealed envelope marked "CITY OF WASECA LAND LEASE" by Thursday, October 15th, 2020, 9:00 a.m. (Central Standard Time) to the Utility Billing Office at City Hall, City of Waseca, 508 South State Street, Waseca, Minnesota, 56093 at which time quotes will be publicly opened and read aloud. The City of Waseca reserves the right to award quotes in the best interests of the City including awarding sections below to different persons and to reject any or all quotes in the best interests of the City of Waseca, and to waive any minor irregularities, informalities, or discrepancies. The submitted Quote **must** include Section A and Section B. Note Sections A and B will be awarded to a single quoter. The Lease award is based on the Grand Total quote for both (2) years.

SECTION A: For years 2021, 2022: AIRPORT AGRICULTURAL LAND

205.0 acres per year @ \$ 265 times 2 years = \$ 108650

SECTION A TWO YEAR TOTAL 108650

SECTION B: For years 2019, 2020: AIRPORT HAY LAND

29.58 acres per year @ \$ 265 times 2 years = \$ 15677.40

SECTION B TWO YEAR TOTAL 15677.40

SECTION A + B TWO YEAR TOTAL = \$ 124327.40

50% OF THE SECTION A + B TOTAL IS DUE AND PAYABLE IN FULL ON OR BEFORE

DECEMBER 1 OF EACH LEASE YEAR. THIS AMOUNT IS \$ 62163.70.

Peter Zimmerman (Partner) [Signature] PINDALL FARMS

AUTHORIZED PRINTED NAME AND AUTHORIZED SIGNATURE

10/15/20 507-461-2347 16289 368th Ave
WASECA, MN 56093

DATE, CELL PHONE, EMAIL & MAILING ADDRESS

**Stantec Architecture Inc.**

733 Marquette Avenue, Suite 1000
Minneapolis, MN 55402
Tel: (612) 712-2000

To: Carl Sonnenberg

Company: City of Waseca

Address: 508 South State Street
Waseca, MN 56093

Phone: (507) 521-1540

Date: October 7, 2020

File: 193804966

Delivery: Email

From: Bruce Paulson

☐ For Your Information

☒ For Your Approval

☒ For Your Review

☐ Returning Documents

Reference: Tink Larson Community Field Dugouts Improvements – Application and Certificate for Payment No. 1

Attachment:

Copies	Doc Date	Pages	Description
1	10/5/2020	3	Application and Certificate for Payment No. 1

Hi Carl,

Please have the attached copy signed and then it can be scanned and emailed to Nick Driessen at ndriessen@fendlerpatterson.com and to me. Please let me know if you need paper copies and I will get them to you. Thank you.

Respectfully yours,

STANTEC ARCHITECTURE INC.

Bruce P. Paulson, AIA
Senior Project Manager
Phone: (612) 712-2108
Cell: (651) 492-9089
Bruce.Paulson@stantec.com

c. File



Owner:	City of Waseca, 508 South State Street, Waseca, MN 56093	Date:	October 7, 2020
For Period:	9/1/2020 - 9/30/2020	Request No:	1
Contractor:	TMG Construction, Inc., 576 Front Ave., St. Paul, MN 55117		

CONTRACTOR'S REQUEST FOR PAYMENT
TINK LARSON COMMUNITY FIELD DUGOUTS IMPROVEMENTS

STANTEC FILE NO. 193804966

SUMMARY

1	Original Contract Amount		\$	55,000.00
2	Change Order - Addition	\$	0.00	
3	Change Order - Deduction	\$	0.00	
4	Revised Contract Amount		\$	55,000.00
5	Value Completed to Date		\$	49,500.00
6	Material on Hand		\$	0.00
7	Amount Earned		\$	49,500.00
8	Less Retainage 5%		\$	2,475.00
9	Subtotal		\$	47,025.00
10	Less Amount Paid Previously		\$	0.00
11	Liquidated damages -		\$	0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. 1		\$	47,025.00

Recommended for Approval by:
STANTEC ARCHITECTURE INC.

See attached for signature

Approved by Contractor:
FENDLER PATTERSON CONSTRUCTION, INC.

See attached for signature

Approved by Owner:
CITY OF WASECA

Specified Contract Completion Date:
September 18, 2020

Date:

TO OWNER/CLIENT:

City of Waseca

PROJECT:20-147 Tink Larson Field Dugouts
400 7th Avenue NE
Waseca, Minnesota 56093**APPLICATION NO: 1****INVOICE NO: 1****PERIOD:** 09/01/20 - 09/30/20**PROJECT NO:** 20-147**FROM CONTRACTOR:**Fendler Patterson Construction, Inc
4839 West 124th Street
Savage, Minnesota 55378**VIA ARCHITECT/ENGINEER:****CONTRACT DATE:****CONTRACT FOR:** 20-147 Tink Larson Field Dugouts Prime Contract**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1.	Original Contract Sum	\$55,000.00
2.	Net change by change orders	\$0.00
3.	Contract Sum to date (Line 1 ± 2)	\$55,000.00
4.	Total completed and stored to date (Column G on detail sheet)	\$49,500.00
5.	Retainage:	
	a. 5.00% of completed work	\$2,475.00
	b. 0.00% of stored material	\$0.00
	Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$2,475.00
6.	Total earned less retainage (Line 4 less Line 5 Total)	\$47,025.00
7.	Less previous certificates for payment (Line 6 from prior certificate)	\$0.00
8.	Current payment due:	\$47,025.00
9.	Balance to finish, including retainage (Line 3 less Line 6)	\$7,975.00

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:		\$0.00	\$0.00
Total approved this month:		\$0.00	\$0.00
Totals:		\$0.00	\$0.00
Net change by change orders:		\$0.00	

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: Fendler Patterson Construction, Inc

Date: 10-05-2020

By:

State of: MN

County of: Scott

Subscribed and sworn to before

me this

5th day of October 2020

Notary Public:

My commission expires:

01/31/22

**ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$47,025.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER:

By:

Dore F. Huber

Date: October 7, 2020

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 1

APPLICATION DATE:

PERIOD: 09/01/20 - 09/30/20

Contract Lines

A		B	C	D	E		F	G		H	I
ITEM NO.	COST CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		% (G / C)	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	BALANCE TO FINISH (C - G)	RETAINAGE	
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD						
1	1-10000 - Misc General Requirements	Misc General Requirements	\$4,866.00	\$0.00		\$4,379.40	\$0.00	\$4,379.40	90.00%	\$486.60	\$218.97
2	1-11200 - Insurance	Insurance	\$255.00	\$0.00		\$229.50	\$0.00	\$229.50	90.00%	\$25.50	\$11.48
3	1-11300 - Contractors Fee	Contractors Fee	\$3,118.00	\$0.00		\$2,806.20	\$0.00	\$2,806.20	90.00%	\$311.80	\$140.31
4	1-12000 - Price and Payment Procedures	Price and Payment Procedures	\$616.00	\$0.00		\$554.40	\$0.00	\$554.40	90.00%	\$61.60	\$27.72
5	1-992000 - Superintendent	Superintendent	\$4,600.00	\$0.00		\$4,140.00	\$0.00	\$4,140.00	90.00%	\$460.00	\$207.00
6	4-40000 - Masonry	Masonry	\$23,850.00	\$0.00		\$21,465.00	\$0.00	\$21,465.00	90.00%	\$2,385.00	\$1,073.25
7	7-76000 - Flashing and Sheet Metal	Flashing and Sheet Metal	\$5,950.00	\$0.00		\$5,355.00	\$0.00	\$5,355.00	90.00%	\$595.00	\$267.75
8	7-79200 - Joint Sealants	Joint Sealants	\$2,500.00	\$0.00		\$2,250.00	\$0.00	\$2,250.00	90.00%	\$250.00	\$112.50
9	9-99100 - Painting	Painting	\$4,550.00	\$0.00		\$4,095.00	\$0.00	\$4,095.00	90.00%	\$455.00	\$204.75
10	32-323113 - Chain Link Fence	Chain Link Fence	\$4,695.00	\$0.00		\$4,225.50	\$0.00	\$4,225.50	90.00%	\$469.50	\$211.27
TOTALS:			\$55,000.00	\$0.00		\$49,500.00	\$0.00	\$49,500.00	90.00%	\$5,500.00	\$2,475.00

Grand Totals

Grand Totals												
A	B		C		D	E		F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE	
GRAND TOTALS:		\$55,000.00	\$0.00		\$49,500.00		\$0.00	\$49,500.00	90.00%	\$5,500.00	\$2,475.00	

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: October 13, 2020

TO: Mayor & City Council
Lee Mattson-City Manager

PROJECT NAME: 2020 SIDEWALK PROJECT

CITY PROJECT NOS. : 2020-04

PAYMENT REQUEST : NO. ONE

PAYMENT PERIOD : September 7, 2020 to October 9, 2020

CONTRACTOR: SONIC CONCRETE, LLC.
702 DUTTON DRIVE
ELLENDALE, MN 56026

CONTRACT

Original Contract sum:	<u>\$ 35,779.40</u>
Change Orders No. One 10/13/2020	<u>\$ 270.00</u>
Net change by change orders:	<u>\$ 270.00</u>
Contract Sum to date:	<u>\$ 36,049.40</u>

PAYMENT

Contract Amount to date:	<u>\$ 36,049.40</u>
Change Orders to date:	<u>\$270.00</u>
Total completed to date (earned):	<u>\$ 36,187.34</u>
Retainage: 5%	<u>\$ 1,809.37</u>
Total earned less retainage:	<u>\$ 34,377.97</u>
Less previous payment requests:	<u>\$ -</u>
Payment due this request:	<u>\$ 34,377.97</u>
% Contract completed to date:	<u>100%</u>
Amount remaining on contract	<u>\$ (137.94)</u>
Total Amount Due	<u>\$ 34,377.97</u>

Approved By:

Brian Smith 10-13-2020
Contractor Date

Anna Peterson 10/14/2020
Director of Finance Date

City Engineer

Date

Lee A. Mattson 10-14-2020
City Manager Date

CHANGE ORDER

CHANGE ORDER NO. ONE

CITY OF WASECA PROJECT NO. 2020-04

DATE: OCTOBER 13, 2020

PROJECT NAME: 2020 SIDEWALK PROJECT

CONTRACTOR:

SONIC CONCRETE, LLC
702 DUTTON DRIVE
ELLENDALE, MN 56026

THE JUSTIFICATION FOR THIS CHANGE ORDER IS:

An old concrete light pole base and a portion of a building footing were encountered and needed to be removed on the 2nd Avenue NW portion of the sidewalk project.

ITEM	UNIT	QTY.	UNIT PRICE	INCREASE (DECREASE)
Skid Loader and Breaker	HR.	1	\$150.00	\$150.00
Laborer	HR.	1	\$50.00	\$50.00
Dump Charge	HR.	1	\$70.00	\$70.00
TOTAL CHANGE ORDER NO. ONE				\$270.00

ORIGINAL CONTRACT PRICE	\$35,779.40
PREVIOUS CHANGE ORDERS	\$0.00
AMOUNT OF THIS CHANGE ORDER	\$270.00
REVISED CONTRACT AMOUNT	\$36,049.40

APPROVED BY:

Brian S. Soder 10-13-2020
CONTRACTOR DATE

CITY ENGINEER

DATE

Michael Fechner 10-14-2020
DIRECTOR OF FINANCE DATE

Shirley A. Mitter 10-14-2020
CITY MANAGER DATE

CERTIFICATE OF PAYMENT

PAGE 1 OF 2

PROJECT: 2020 SIDEWALK PROJECT

CITY PROJECT NO. 2020-04

PAYMENT REQUEST NO. ONE

DATE: OCTOBER 13, 2020

CONTRACTOR:
SONIC CONCRETE, LLC
702 DUTTON DRIVE
ELLENDALE, MN 56026

PAYMENT PERIOD

FROM: SEPTEMBER 7, 2020

TO: OCTOBER 9, 2020

ORIGINAL CONTRACT AMOUNT: \$ 35,779.40

REVISED CONTRACT AMOUNT: \$ 36,049.40

CONTRACT APPROVAL DATE: SEPT 1, 2020

CONTRACT COMPLETION DATE: NOVEMBER 1, 2020

To the City Council of the City of Waseca, The following payment is requested in accordance with the plans, specifications and conditions of the contract.

No.	Item Number	DESCRIPTION	UNIT	PLAN QTY.	UNIT PRICE	PLAN AMOUNT	THIS PERIOD QUANTITY	THIS PERIOD PAYMENT	TO DATE QUANTITY	TO DATE PAYMENT
1	2021.501	MOBILIZATION	L.S.	1	\$600.00	\$ 600.00	1	\$ 600.00	1	\$ 600.00
2	2104.503	REMOVE CURB & GUTTER	L.F.	68.4	\$10.00	\$ 684.00	90.9	\$ 909.00	90.9	\$ 909.00
3	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ.YD.	21	\$1.95	\$ 40.95	14.85	\$ 28.96	14.85	\$ 28.96
4	2104.505	REMOVE CONCRETE SIDEWALK	SQ.FT.	2276	\$1.95	\$ 4,438.20	2425.6	\$ 4,729.92	2425.6	\$ 4,729.92
5	2104.513	SAWING CONCRETE SIDEWALK	LN. FT.	277	\$4.50	\$ 1,246.50	40.2	\$ 180.90	40.2	\$ 180.90
6	2301.602	DRILL & GROUT REINFORCEMENT BAR (EPOXY COATED)	EACH	93	\$2.00	\$ 186.00	193	\$ 386.00	193	\$ 386.00
7	2521.501	4" CONCRETE WALK	SQ.FT.	1502.5	\$7.80	\$ 11,719.50	1497.55	\$ 11,680.89	1497.55	\$ 11,680.89
8	2521.501	6" CONCRETE WALK	SQ.FT.	83.5	\$8.50	\$ 709.75	80.5	\$ 684.25	80.5	\$ 684.25
9	2521.501	8" CONCRETE WALK	SQ.FT.	380	\$9.00	\$ 3,420.00	691.13	\$ 6,220.17	691.13	\$ 6,220.17
10	2521.501	4" EXPOSED AGGREGATE SIDEWALK	SQ.FT.	146	\$13.25	\$ 1,934.50	245	\$ 3,246.25	245	\$ 3,246.25
11	2521.501	8" EXPOSED AGGREGATE SIDEWALK	SQ.FT.	109	\$16.00	\$ 1,744.00	0	\$ -	0	\$ -
12	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L.F.	68.4	\$60.00	\$ 4,104.00	90.9	\$ 5,454.00	90.9	\$ 5,454.00
13	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ. YD.	21	\$20.00	\$ 420.00	14.85	\$ 297.00	14.85	\$ 297.00
14	2563.601	TRAFFIC CONTROL	L.S.	1	\$300.00	\$ 300.00	1	\$ 300.00	1	\$ 300.00
15	2573.502	STORM DRAIN INLET PROTECTION	L.S.	1	\$300.00	\$ 300.00	1	\$ 300.00	1	\$ 300.00
16	2573.530	STORM DRAIN INLET PROTECTION	EACH	3	\$300.00	\$ 900.00	3	\$ 900.00	3	\$ 900.00
17	2575.505	SOD, TYPE LAWN SOD (4TH ST NE)	SQ.YD.	24	\$32.80	\$ 787.20	0	\$ -	0	\$ -
18	2575.505	SOD, TYPE LAWN SOD (REST OF PROJECT)	SQ.YD.	61	\$36.80	\$ 2,244.80	0	\$ -	0	\$ -
TOTAL PROJECT 2020-04						\$ 35,779.40		\$ 35,917.34		\$ 35,917.34

CONTRACT CONSTRUCTION PAYMENT REQUEST

DATE: October 12, 2020

TO: Mayor & City Council
Lee Mattson, City Manager

PROJECT NAME: Waseca Pedestrian Bridge Installation

CITY PROJECT NO. 2020-06

PAYMENT REQUEST : NO. ONE

PAYMENT PERIOD : September 7, 2020 to October 9, 2020


CONTRACTOR: Veit & Company, Inc.
14000 Veit Place
Rogers, MN 55374

PAYMENT AMOUNT: \$89,652.82

Approved By:

Department Head

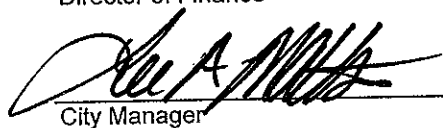
Date



Director of Finance

10-12-2020

Date



City Manager

10-12-2020

Date

APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 200278-1

To Owner: City of Waseca
508 South State Street
Waseca, MN 56093

Project: 200278 Waseca Pedestrian Bridge
Installation

Application No.: 1
Period To: 10/12/2020

Distribution to:
☐ Owner
☐ Architect
☐ Contractor

From Contractor: Veit & Company, Inc.
14000 Veit Place
Rogers, MN 55374

Via Architect: City of Waseca
508 South State Street
Waseca MN 56093-3033

Project Nos: City Project No.: 2020-06

Contract For: Pedestrian Bridge Installation

Contract Date: 7/28/2020

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. Original Contract Sum	\$92,207.00
2. Net Change By Change Order	\$2,441.60
3. Contract Sum To Date	\$94,648.60
4. Total Completed and Stored To Date	\$94,371.39
5. Retainage:	
a. 5.00% of Completed Work	\$4,718.57
b. 0.00% of Stored Material	\$0.00
Total Retainage	\$4,718.57
6. Total Earned Less Retainage	\$89,652.82
7. Less Previous Certificates For Payments	\$0.00
8. Current Payment Due	\$89,652.82
9. Balance To Finish, Plus Retainage	\$4,995.78

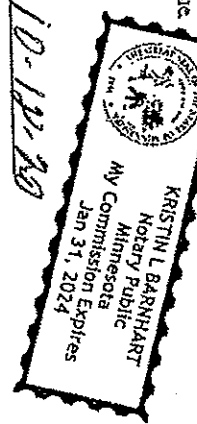
CHANGE ORDER SUMMARY		Additions	Deductions
Total changes approved in previous months by Owner		\$0.00	\$0.00
Total Approved this Month		\$2,441.60	\$0.00
TOTALS		\$2,441.60	\$0.00
Net Changes By Change Order		\$2,441.60	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Veit & Company, Inc.

By: *[Signature]* Date: 10-12-20

State of: Minnesota County of: Hennepin
Subscribed and sworn to before me this 12 day of October 2020
Notary Public: *[Signature]*
My Commission Expires: 1-31-24



ARCHITECT'S CERTIFICATE FOR PAYMENT
In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 89,652.82

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Progress Bill

From: Veit & Company, Inc.
14000 Veit Place
Rogers, MN 55374

To: City of Waseca
508 South State Street
Waseca, MN 56093

Invoice: 200278-1
Date: 10/12/20
Application #: 1

Invoice Due Date: 11/11/20
Payment Terms: Net 30 Days

Contract: 200278 Waseca Pedestrian Bridge Installation

Item	Description	Contract Amount	Contract Quantity	UM	Quantity JTD	Unit Price	Materials On-Site	Total		Amount Previous	Quantity This Period	Amount This Period
								Completed And Stored To Date	%			
1	Install Pedestrian Bridge Superstructure	26,100.00	0.000	LS	0.000	0.000000	0.00	26,100.00	100.00%	0.00	0.000	26,100.00
2	Geotextile Filter Type 7	639.00	90.000	SY	90.000	7.100000	0.00	639.00	100.00%	0.00	90.000	639.00
3	Reinforcement Bars (Epoxy Coated)	4,968.00	2,070.000	LBS	2,070.000	2.400000	0.00	4,968.00	100.00%	0.00	2,070.000	4,968.00
4	CIP Concrete Piling 12" Driven	14,590.00	200.000	LF	196.200	72.950000	0.00	14,312.79	98.10%	0.00	196.200	14,312.79
5	Pile Points 12"	820.00	4.000	EA	4.000	205.000000	0.00	820.00	100.00%	0.00	4.000	820.00
6	Structure Concrete	23,370.00	19.000	CY	19.000	1,230.000000	0.00	23,370.00	100.00%	0.00	19.000	23,370.00
7	Random Rip Rap Class II	3,300.00	30.000	CY	30.000	110.000000	0.00	3,300.00	100.00%	0.00	30.000	3,300.00
8	Exc, Const, and Backfill Abutments	18,420.00	2.000	EA	2.000	9,210.000000	0.00	18,420.00	100.00%	0.00	2.000	18,420.00
9	CO Addn'l Geotextile Filter Type 7	681.60	96.000	SY	96.000	7.100000	0.00	681.60	100.00%	0.00	96.000	681.60
10	CO Addn'l Random Rip Rap Class II	1,760.00	16.000	CY	16.000	110.000000	0.00	1,760.00	100.00%	0.00	16.000	1,760.00
Total for items with No Bill Group		94,648.60					0.00	94,371.39	99.71%	0.00		94,371.39

Total Billed To Date: 94,371.39
Less Retainage: 4,718.57
Less Previous Applications: 0.00
Total Due This Invoice: 89,652.82

Title:	Trail and Pedestrian Improvement Agreement		
Meeting Date:	Oct 20	Agenda Item Number:	6J
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:	Trail and Pedestrian Improvement Agreement
Originating Department:	High Quality Assets Committee	Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>			
How does this item pertain to Vision 2030 goals?	Creation of High Quality Community Assets and Improved Public Safety		

BACKGROUND: The City and School District have a verbal agreement to cost share the local portion of the Highway 13 Pedestrian Safety Improvement Project which is to be constructed along Highway 13 near the high school. This document formalizes that agreement.

BUDGET IMPACT: The City has already committed to this expenditure. Funds will be drawn from a Capital Fund such as our State Aids for roads.

ALTERNATIVES CONSIDERED: Council previously considered alternatives when establishing the project. This agreement formalizes a previous Council Action.

RECOMMENDATION: Approve the Trail and Pedestrian Improvement Agreement

**SRTS TRAIL AND PEDESTIRIAN IMPROVEMENT COST SHARE AGREEMENT
BY AND BETWEEN
CITY OF WASECA AND INDEPENDENT SCHOOL DISTRICT #829**

THIS AGREEMENT (the “Agreement,”) is made and entered into as of this ____ day of _____, 2020 by and between the CITY OF WASECA, 508 South State Street, Waseca, MN 56093-3033, a municipal corporation under the laws of the State of Minnesota (the “City”), and INDEPENDENT SCHOOL DISTRICT #829, 501 East Elm Avenue, Waseca, MN 56093, a public corporation under the laws of the State of Minnesota (“District”); (individually, the City and District may be referred to as a “Party”; collectively, as the “Parties”).

RECITALS

WHEREAS, City proposes to locate and construct a pedestrian trail along Trunk Highway 13 (“TH 13”) near the District-owned and operated Waseca Junior High School and Senior High School (“Schools”) (“the Project”); and

WHEREAS, the Project will also run on property owned by the District; and

WHEREAS, the Project will include the creation of the trail both on and off District-owned property, as well as a Rectangular Rapid Flash Beacon (“RRFB”) to assist with the trail crossing at TH 13; and

WHEREAS, the trail and RRFB will provide safer ways for students attending the Schools to access school properties and buildings by providing a designated pedestrian path and safety crossing; and

WHEREAS, the Project will be partially funded by the Minnesota Department of Transportation (“MNDOT”) both through the Safer Routes to School (“SRTS”) grant and general MNDOT constructions funds, which will be provided directly to the City; and

WHEREAS, the Project’s estimated cost will be more than the funding by MNDOT, requiring the Project to be financed from other sources; and

WHEREAS, the District desires to improve the safety of students attending the Schools when traveling to and from the Schools and increase the ability of students to safely travel as pedestrians near the Schools; and

WHEREAS, the City desires to improve the safety of community members traveling to and from the Schools and increase the walkability of the City; and

WHEREAS, in furtherance of these desires, the Parties wish to support the Project by sharing the non-MNDOT covered costs defined herein; and

WHEREAS, the parties desire to enter into this Agreement defining the terms and conditions under which the Parties will contribute funds to the design and construction of the Project.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained here, the Parties agree as follows:

AGREEMENT

ARTICLE ONE

Term of Agreement

- A. Term. This Agreement shall be in effect and binding on the Parties beginning on the effective date and shall terminate upon full payment of the Allocated Project Cost to the City by the District, unless earlier terminated pursuant to this Agreement.

ARTICLE TWO

Representations and Warranties

- A. Representations and Warranties of the City. The City represents and warrants that the City is a municipal corporation organized and existing under and by virtue of and pursuant to the laws of the State of Minnesota and its Home Rule Charter and has the power to enter into this Agreement and carry out its obligation hereunder.
- B. Representations and Warranties of the District. The District represents and warrants that the District is a public corporation organized and existing under and by virtue of and pursuant to the laws of the State of Minnesota and has the power to enter into this Agreement and carry out its obligations hereunder.

ARTICLE THREE

Project Funding

- A. Remaining Cost. The Remaining Cost shall be defined as those costs incurred by the City in association with the Project not covered by the US Federal government, MNDOT, or any other department of the State of Minnesota, including, but not limited to costs for construction, supervision, planning, design, and site preparation.
- B. Cost share. The City shall provide seventy-five percent (75%) of the Remaining Cost and the District shall provide twenty-five percent (25%) up to \$40,000.
- C. Payments. The City shall pay the Remaining Cost pursuant to City's agreement with vendors and granting agencies; the City shall invoice the District for twenty-five (25%) of such Remaining Cost payments on a monthly basis. The District shall pay the City's invoices within 60 days of the City sending the invoice.

ARTICLE FOUR

Indemnification

- A. Indemnification. Each Party (the “Indemnifying Party”) shall indemnify and hold harmless the other Party, and its respective officers, employees and members and agents (the “Indemnified Party”), from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by the Indemnifying Party or its agents, employees, contractors or subcontractors with respect to the Indemnifying Party’s performance of its obligations under this Agreement. The Indemnified Party, at its expense, shall have the right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of the Indemnified Party. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement. Nothing in this Contract shall be construed to waive any immunities or limitations to which either Party is entitled under Minn. Stat. Chapter 466 or otherwise.
- B. No Third-Party Right of Action. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against the City or the District.

ARTICLE FIVE

Termination

- A. Termination by Mutual Agreement. This Agreement may be terminated by mutual written agreement of the Parties at any time, provided that the District shall pay its portion of the Remaining Cost of the Project owing to the City for all such costs incurred and liabilities on or prior to the date of termination.
- B. Termination on Default. This Agreement may be terminated by either Party for default of the other Party, as described herein in Article Six, if the defaulting Party fails to cure such default upon 60 days’ written notice by the other Party.

ARTICLE SIX

Default and Remedies

- A. District Default. If the District shall default in the payment of any sum required to be paid by the District under this Agreement, and such default shall continue for sixty (60) days after written notice to the District, or if the District shall default in the observance or performance of any of the other covenants, obligations or conditions in this Agreement, which the District is required to observe or perform, and such default shall continue for sixty (60) days after written notice to the District, or if the interest of District in this Agreement shall be levied upon under execution or other legal process, or if the District

shall abandon or vacate the Property, then the City may treat the occurrence of any one or more of the foregoing events as a breach of this Agreement and thereupon at its option may terminate this Agreement, in addition to exercising any and all other rights and remedies provided at law or in equity.

- B. City Default. If the City shall default in the observance or performance of any of the covenants, obligations or conditions in this Agreement, which the City is required to observe or perform, and such default shall continue for sixty (60) days after written notice to the City, then the District may treat the occurrence of any one or more of the foregoing events as a breach of this Agreement and thereupon at its option may terminate this Agreement, in addition to exercising all other rights and remedies provided at law or in equity, including specific performance.
- C. Attorneys' Fees. Whenever any Event of Default occurs and if a party shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of a party under this Agreement, the party prevailing in such action make a demand upon the other party and, within ten business days of written demand by the prevailing party the losing party shall pay to the prevailing party the reasonable fees of such attorneys and such other expenses so reasonably incurred.
- D. Litigation. The District shall promptly advise the City in writing of all litigation or claims affecting any part of the Property and all written complaints and charges made by any governmental authority materially affecting the Property or materially affecting the District's ability to perform under this Agreement. City shall promptly advise the District in writing of all litigation or claims affecting the Project and all written complaints and charges materially affecting the Project.

ARTICLE SEVEN

Miscellaneous

- A. Notices. Any notice, demand, or other communication required or permitted to be given hereunder shall be deemed delivered and effectively given when delivered personally to the representatives of the City and the District identified below or three (3) business days after being mailed by registered or certified mail, return receipt requested, addressed as follows:

To City:
City of Waseca
Attn: City Manager
508 South State Street
Waseca, MN 56093-3033

To District:
Waseca School District, ISD #829
Attn: Superintendent
501 East Elm Avenue
Waseca, MN 56093

- B. No Partnership, Joint Venture, or Fiduciary Relationship Created Hereby. Nothing contained in this Agreement shall be interpreted as creating a partnership, joint venture, or relationship of principal and agent between the City and the District.
- C. Project Ownership. Nothing contained in this Agreement shall be construed as to give ownership rights of the Project or the underlying real property to either Party or to alter the existing ownership rights of the Project or underlying real property.
- D. Assignment. This Agreement may not be assigned by either Party without the written consent of the other Party.
- E. Governing Law. This Agreement shall be deemed to have been made and accepted in Waseca County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of this Agreement without regard to its choice of law or conflict of laws principles.
- F. Compliance with laws. The Parties shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Agreement.
- G. Dispute Resolution. The City and the District agree to negotiate all disputes between them in good faith for a period of thirty (30) days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law. Any claims or disputes unresolved after good faith negotiations shall first be submitted to mediation utilizing the Minnesota District Court Rule 114 Roster.
- H. Force Majeure. The Parties shall each be excused from performance under this Agreement while and to the extent that either of them are unable to perform, for any cause beyond its reasonable control. Such causes shall include, but not be restricted to fire, storm, flood, earthquake, explosion, war, total or partial failure of transportation or delivery facilities, raw materials or supplies, interruption of utilities or power, and any act of government or military authority. In the event either Party is rendered unable wholly or in part by force majeure to carry out its obligations under this Agreement then the Party affected by force majeure shall give written notice with explanation to the other Party immediately.
- I. No Waiver. Any Party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that Party's right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving Party.

- J. Severability The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.
- K. Recitals. The recitals set forth at the beginning of this Agreement are acknowledged by the Parties to be true and correct and are hereby incorporated herein by reference.
- L. Survivability. All covenants, indemnities, representations and warranties by any Party or Parties shall survive such expiration.
- M. Entire Agreement. All prior understandings, letters of intent, discussions and agreements are merged in the governing terms of this Agreement, which is a complete and final written expression of the intent of the Parties. Every warranty or representation binding upon the City is set forth in this Agreement. Neither Party makes any further warranties or representations and neither Party has relied on any other warranties or representations, express or implied, relative to the terms of this Agreement. In the event of a conflict or inconsistency between the terms of this Agreement regarding the subject matter hereof and those of any other agreement between the Parties, the terms of this Agreement shall govern.
- N. Modification/Amendments. Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by an authorized representative of the City and the District.
- O. Execution. This Agreement may be executed simultaneously in two or more counterparts that, when taken together, shall be deemed an original and constitute one and the same document. The signature of any Party to the counterpart shall be deemed a signature to the Agreement, and may be appended to, any other counterpart. Facsimile and email transmissions of executed signature pages shall be deemed as originals and sufficient to bind the executing Party.

[Remainder of page left intentionally blank]

SIGNATURES

IN WITNESS WHEREOF, the Parties have hereunto executed this document the day and year first above written.

INDEPENDENT SCHOOL DISTRICT #829

By: _____

Date: _____

Title: _____

Print Name: _____

By: _____

Date: _____

Title: _____

Print Name: _____

CITY OF WASECA:

By: _____
_____, Its Mayor

Date: _____

By: _____
_____, Its City Clerk

Date: _____

Title:	RESOLUTION NO. 20-51 ADOPTING ASSESSMENT ROLL #281-CITY PROJECT 2019-01		
Meeting Date:	October 20th, 2020	Agenda Item Number:	7A
Action:	<input type="checkbox"/> MOTION <input type="checkbox"/> REQUESTS/PRESENTATIONS <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> DISCUSSION	Supporting Documents:	Assessment Roll #281 Resolution No. 20-51 and Project Area Map
Originating Department:	Engineering	Presented By:	Project Engineer
Approved By City Manager: <input checked="" type="checkbox"/>	Proposed Action: Conduct a Public Hearing and consider adopting Resolution 20-51 and Assessment Roll #281 for Projects No.2019-01		
How does this item pertain to Vision 2030 goals?	Create High Quality Community Assets		

PURPOSE: To adopt Assessment Roll #281 following the Public Assessment Hearing for City Project 2019-01-3rd Street NE Improvements.

BACKGROUND: Attached is Assessment Roll #281 for City Project 2019-01-3rd Street NE Improvements. The total cost of project 2019-01 was \$3,706,593.00 which is \$105,276.34 more than the amount presented in the Feasibility Report. Assessment rates for the 2019-01 Project have been adjusted based on the current City Assessment Policy and applied to each property according to its use.

BUDGET IMPACT: The assessments for Project 2019-01 total \$144,082.87 the project will also be funded by City CIP, Water, and Sewer Funds as well as State Aid Funds, County State Aid Funds and the LRIP funds.

RECOMMENDATION: Move to adopt Resolution 20-51, being a Resolution Adopting Assessment Roll #281 for City Project 2019-01, 3rd Street NE Improvements.

At the Council Meeting, staff recommends proceeding as follows:

1. Staff presentation of the assessment roll and pertinent information
2. City Council questions and comments
3. Open Public Hearing
4. Read any written comments into record
5. Receive verbal comments and questions from the public
6. Council questions, comments, or further discussion
7. Close Public Hearing
8. Council consideration of Resolution 20-42

RESOLUTION 20-51

**A RESOLUTION OF THE WASECA CITY COUNCIL
ADOPTING ASSESSMENTS FOR
MUNICIPAL PROJECT 2019-01
ASSESSMENT ROLL #281
3RD STREET NE IMPROVEMENTS PROJECT**

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for the construction of Municipal Project 2019-01 – Assessment Roll #281.

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

1. Such proposed Assessment Roll #281, a copy of which is attached hereto and made a part thereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by at least the amount of the proposed assessment.
2. Prior to November 21, 2020, payments on such assessments can be made with no interest accrual to the Waseca City Finance Department.
3. After November 21, 2020, assessment balances remaining will be certified to the Waseca County Auditor-Treasurer's Office to be placed on property tax statements. The balance of the assessment may be paid after November 21, 2020 to the Waseca County Auditor-Treasurer's Office. These assessment balances will accrue interest at a rate of four percent (4%) per annum. First year interest is calculated for a 12-month period, January 2021 through December 2021. Payments shall be payable in equal annual installments extending over a period of 10 (ten) years.
4. The Finance Department shall forthwith transmit a certified duplicate of this assessment to the Waseca County Auditor-Treasurer to be extended on the property tax lists. Such assessments shall be collected and paid in the same manner as other municipal taxes.

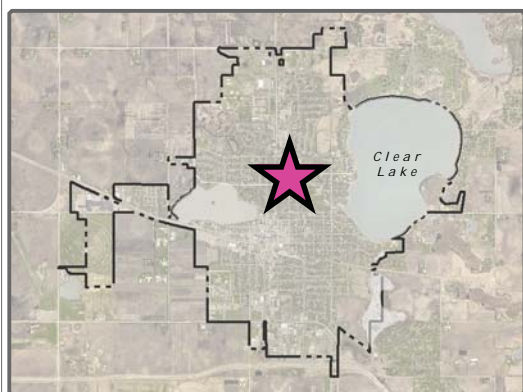
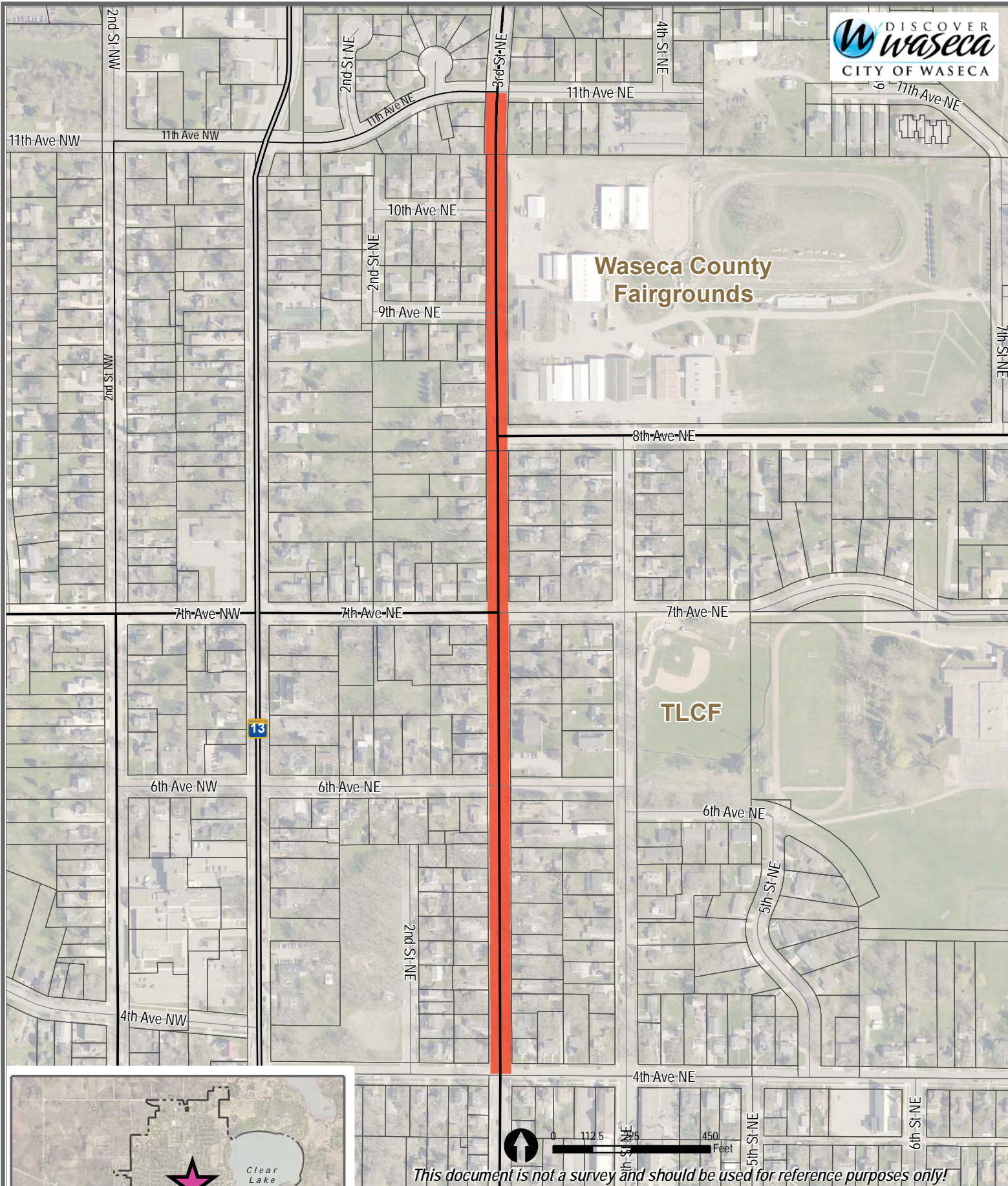
Adopted this 20th day of October 2020.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE CITY MANAGER

Final Assessment Roll Roll Number 281															
Date: 10/14/2020															
3rd Street NE Improvement Project - City Project 2019-01															
No.	Owner Name 1	Owner Name 2	Parcel ID	Property Description	Property Address	Classification	Front Footage	Side Footage	Credit or Addition	Assessable Footage	Assessment Rate	Consent Assessment	Total Assessment	Mailing Address-1	Mailing Address-2
1	JANET SONNEK & BERNETTA WOLFF		171500230	LOT 3 & BEG. ...BLK 3 BARTZ ADDN. PUD 2	208 11TH AVE NE WASECA MN 56093	RESIDENTIAL	69.99	110.16	34.99	35.00	\$ 30.24		\$ 1,058.40	208 11TH AVE NE	WASECA MN 56093
2	ROBERT O TIEDE TRUSTEE	SHIRLEY A TIEDE TRUSTEE	171500245	LOT 4 EX. ... BLK 3 BARTZ ADDITION PUD 2	210 11TH AVE NE WASECA MN 56093	RESIDENTIAL	85.00	72.82	42.50	42.50	\$ 30.24		\$ 1,285.20	210 11TH AVE NE	WASECA MN 56093
3	SCOTT & MELISSA NEWMAN		172040010	LOT 1 E 4FT OF 2 BLK 1 CLASENS #2	213 10TH AVE NE WASECA MN 56093	RESIDENTIAL	127.50	76.57	60.00	67.50	\$ 30.24		\$ 2,041.20	213 10TH AVE NE	WASECA MN 56093
4	REBECCA D BRUDER		172040060	LOT 1 BLK 2 CLASENS #2	212 10TH AVE NE WASECA MN 56093	RESIDENTIAL	127.50	72.62	60.00	67.50	\$ 30.24		\$ 2,041.20	212 10TH AVE NE	WASECA MN 56093
5	SHARON K HANSEN		172060040	LOT 4 BLK 2 CLASENS THIRD ADD	213 9TH AVE NE WASECA MN 56093	RESIDENTIAL	102.00	74.00	51.00	51.00	\$ 30.24		\$ 1,542.24	213 9TH AVE NE	WASECA MN 56093
6	DELORES E POWELL TRUSTEE	DELORES E POWELL REVOC TRUST	172060070	LOT 3 BLK 3 CLASENS THIRD ADD	212 9TH AVE NE WASECA MN 56093	RESIDENTIAL	106.00	82.00	53.00	53.00	\$ 30.24		\$ 1,602.72	212 9TH AVE NE	WASECA MN 56093
7	CHRISTOPHER M MITCHELL		173770140	E 130FT OF ... BLK 22 JENKINS 2ND ADDN.	809 3RD ST NE WASECA MN 56093	RESIDENTIAL	65.00			65.00	\$ 30.24		\$ 1,965.60	809 3RD ST NE	WASECA MN 56093
8	RANDY R BARTZ		173770150	E 130FT OF ... BLK 22 JENKINS 2ND ADDN.	805 3RD ST NE WASECA MN 56093	RESIDENTIAL	65.00			65.00	\$ 30.24		\$ 1,965.60	15657 SNAKE TRL	WASECA MN 56093
9	JOSEPH H BARNES	KEITH W BARNES	173770170	S 42FT OF ... BLK 22 JENKINS 2ND ADDN.	801 3RD ST NE WASECA MN 56093	RESIDENTIAL	64.00			64.00	\$ 30.24		\$ 1,935.36	801 3RD ST NE	WASECA MN 56093
10	GAYLE E O'REGAN		173770180	S 64FT OF ...BLK 22 JENKINS 2ND ADDN.	725 3RD ST NE WASECA MN 56093	RESIDENTIAL	64.00			64.00	\$ 30.24		\$ 1,935.36	725 3RD ST NE	WASECA MN 56093
11	JARROD M KRAMER		173770190	N 64.5FT OF ... BLK 22 JENKINS 2ND ADDN.	723 3RD ST NE WASECA MN 56093	RESIDENTIAL	64.50			64.50	\$ 30.24		\$ 1,950.48	723 3RD ST NE	WASECA MN 56093
12	DANIEL CONRAD SWENSON		173770210	E 1/2 OF S ...BLK 22 JENKINS 2ND ADDN.	719 3RD ST NE WASECA MN 56093	RESIDENTIAL	64.50			64.50	\$ 30.24		\$ 1,950.48	719 3RD ST NE	WASECA MN 56093
13	DONG HUI CHEN		173770300	E 140FT OF S...BLK 22 JENKINS 2ND ADDN.	715 3RD ST NE WASECA MN 56093	RESIDENTIAL	64.50			64.50	\$ 30.24		\$ 1,950.48	14210 375TH AVE	WASECA MN 56093
14	NICHOLAS WAGNER		173770230	S 64 1/2 FT...BLK 22 JENKINS 2ND ADDN.	711 3RD ST NE WASECA MN 56093	RESIDENTIAL	64.50			64.50	\$ 30.24		\$ 1,950.48	711 3RD ST NE	WASECA MN 56093
15	MARY E BUENZOW		173770260	N 62FT OF ... BLK 22 JENKINS 2ND ADDN.	707 3RD ST NE WASECA MN 56093	RESIDENTIAL	62.00			62.00	\$ 30.24		\$ 1,874.88	707 3RD ST NE	WASECA MN 56093
16	KEVIN & KELLY CROMER		173770290	E 85FT OF ... BLK 22 JENKINS 2ND ADDN.	219 7TH AVE NE WASECA MN 56093	RESIDENTIAL	110.00	85.00	55.00	55.00	\$ 30.24		\$ 1,663.20	219 7TH AVE NE	WASECA MN 56093
17	KIRSTEN STEGEMAN		173780130	N57 FT...BLK 15 JENKINS SUBD OF BLKS 15&17	629.631 3RD ST NE WASECA MN 56093	RESIDENTIAL	57.00	108.00	28.50	28.50	\$ 30.24		\$ 861.84	132 N MAIN ST	JANESVILLE MN 56048
18	WILLIAM F & MARY J SHOUTS		173780140	S29 FT...BLK 15 JENKINS SUBD OF BLKS 15&17	625 3RD ST NE WASECA MN 56093	RESIDENTIAL	57.00			57.00	\$ 30.24		\$ 1,723.68	625 3RD ST NE	WASECA MN 56093
19	DONALD J KRONEBUSCH	KATHRYN L KRONEBUSCH	173780150	E 1/2 ...BLK 15 JENKINS SUBD OF BLKS 15&17	621 3RD ST NE WASECA MN 56093	RESIDENTIAL	58.00			58.00	\$ 30.24		\$ 1,753.92	621 3RD ST NE	WASECA MN 56093
20	WILLIAM D FLOREA		173780160	E 162FT...BLK 15 JENKINS SUBD OF BLKS 15&17	617 3RD ST NE WASECA MN 56093	RESIDENTIAL	86.00			86.00	\$ 30.24		\$ 2,600.64	617 3RD ST NE	WASECA MN 56093
21	DARLENE M & BROYCE R LARSON		173780190	N 54FT OF ...BLK 15 JENKINS SUBD OF BLKS 15&17	611 3RD ST NE WASECA MN 56093	RESIDENTIAL	54.00			54.00	\$ 30.24		\$ 1,632.96	611 3RD ST NE	WASECA MN 56093
22	ENK PROPERTIES LLC		173780180	S 60FT OF...BLK 15 JENKINS SUBD OF BLKS 15&17	605.607 3RD ST NE WASECA MN 56093	RESIDENTIAL	60.00			60.00	\$ 30.24		\$ 1,814.40	7375 CHESTER AVE	NORTHFIELD MN 55057
23	CURTIS D ANHORN	KATHLEEN M ANHORN	173780170	S 58FT OF...BLK 15 JENKINS SUBD OF BLKS 15&17	601 3RD ST NE WASECA MN 56093	RESIDENTIAL	58.00	101.00	29.00	29.00	\$ 30.24		\$ 876.96	601 3RD ST NE	WASECA MN 56093
24	MATTHEW JORDAN WHITE	ANDREA MARIE WHITE	173780060	E 80FT OF ...BLK 15 JENKINS SUBD OF BLKS 15&17	218 6TH AVE NE WASECA MN 56093	RESIDENTIAL	100.00	80.00	50.00	50.00	\$ 30.24		\$ 1,512.00	218 6TH AVE NE	WASECA MN 56093
25	FOLIE-MILLER PROPERTIES LLC		173780040	LOT 13 EX...BLK 15 JENKINS SUBD OF BLKS 15&17	511 3RD ST NE WASECA MN 56093	RESIDENTIAL	33.00			33.00	\$ 30.24		\$ 997.92	4210 350TH AVE	JANESVILLE MN 56048
26	FOLIE-MILLER PROPERTIES LLC		173760710	LOT 9 EX W 80FT BLK 14 JENKINS ADDITION	511 3RD ST NE WASECA MN 56093	RESIDENTIAL	70.00			70.00	\$ 30.24		\$ 2,116.80	4210 350TH AVE	JANESVILLE MN 56048
27	JAMES FOLLMUTH		173760610	E 1/2 LOT 8 BLK 14 JENKINS ADDITION	505 3RD ST NE WASECA MN 56093	RESIDENTIAL	70.00			70.00	\$ 30.24		\$ 2,116.80	505 3RD ST NE	WASECA MN 56093
28	ROBERT C EGGERS		173760600	E 1/2 LOT 7 BLK 14 JENKINS ADDITION	501 3RD ST NE WASECA MN 56093	RESIDENTIAL	70.00			70.00	\$ 30.24		\$ 2,116.80	501 3RD ST NE	WASECA MN 56093
29	KENNETH H WIEBOLD		173760590	E 1/2 LOT 6 BLK 14 JENKINS ADDITION	423 3RD ST NE WASECA MN 56093	RESIDENTIAL	70.00			70.00	\$ 30.24		\$ 2,116.80	423 3RD ST NE	WASECA MN 56093
30	CAROLYN ELLICKSON		173760580	E 1/2 LOT 5 BLK 14 JENKINS ADDITION	419 3RD ST NE WASECA MN 56093	RESIDENTIAL	70.00			70.00	\$ 30.24		\$ 2,116.80	419 3RD ST NE	WASECA MN 56093
31	BRYAN & CHELSEA YOUNG		173760560	LOT 4 EX W 97FT BLK 14 JENKINS ADDITION	415 3RD ST NE WASECA MN 56093	RESIDENTIAL	70.00			70.00	\$ 30.24		\$ 2,116.80	415 3RD ST NE	WASECA MN 56093
32	SARA E GERDTS		173760550	E 1/2 LOT 3 BLK 14 JENKINS ADDITION	411 THIRD ST NE WASECA MN 56093	RESIDENTIAL	70.00			70.00	\$ 30.24		\$ 2,116.80	411 THIRD ST NE	WASECA MN 56093
33	JUSTIN R PEIRCE	JENNIFER L BETHKE	173760540	E 1/2 LOT 2 BLK 14 JENKINS ADDITION	407 3RD ST NE WASECA MN 56093	RESIDENTIAL	70.00			70.00	\$ 30.24		\$ 2,116.80	33002 170TH ST	WASECA MN 56093
34	KATIE L CLAYTON		173760530	E 1/2 LOT 1 BLK 14 JENKINS ADDITION	211 4TH AVE NE WASECA MN 56093	RESIDENTIAL	70.00	100.00	35.00	35.00	\$ 30.24		\$ 1,058.40	211 4TH AVE NE	WASECA MN 56093
35	TROY A BROUWERS		173760850	S 72 1/2 FT OF LOT 1 BLK 16 JENKINS ADDITION	301 4TH AVE NE WASECA MN 56093	RESIDENTIAL	72.50	74.00	36.25	36.25	\$ 30.24		\$ 1,096.20	1108 4TH ST NE	WASECA MN 56093
36	JEREMY R JULKOWSKI		173760860	S 72 1/2 FT OF N ... BLK 16 JENKINS ADDITION	408 3RD ST NE WASECA MN 56093	RESIDENTIAL	72.50			72.50	\$ 30.24		\$ 2,192.40	408 3RD ST NE	WASECA MN 56093
37	BENJAMIN P HACKER		173760870	N50FT OF LOT 2 AND...BLK 16 JENKINS ADDITION	410 3RD ST NE WASECA MN 56093	RESIDENTIAL	55.00			55.00	\$ 30.24		\$ 1,663.20	2119 199TH ST W	FARIBAULT MN 55021
38	JEFF & DANIELLE ROHL		173760920	S42FT OF LOT 6 BLK 16 JENKINS ADDITION	412 3RD ST NE WASECA MN 56093	RESIDENTIAL	42.00			42.00	\$ 30.24		\$ 1,270.08	412 3RD ST NE	WASECA MN 56093
39	SUZANNE J DAYTON		173760930	N28FT OF LOT 6 AND... BLK 16 JENKINS ADDITION	414 3RD ST NE WASECA MN 56093	RESIDENTIAL	70.00			70.00	\$ 30.24		\$ 2,116.80	414 3RD ST NE	WASECA MN 56093
40	BRIAN S DAHNERT		173760970	N28FT OF LOT 7 AND... BLK 16 JENKINS ADDITION	420 3RD ST NE WASECA MN 56093	RESIDENTIAL	58.00			58.00	\$ 30.24		\$ 1,753.92	607 8TH ST NE	WASECA MN 56093
41	CHRISTOPHER & KRISTIN WEBER		173760960	S50FT OF W 1/2 LOT ... BLK 16 JENKINS ADDITION	422 3RD ST NE WASECA MN 56093	RESIDENTIAL	90.00			90.00	\$ 30.24		\$ 2,721.60	422 3RD ST NE	WASECA MN 56093
42	DANIEL & SARAH RACHEL BOMSTA		173761000	N90FT OF W 1/2 LOT ... BLK 16 JENKINS ADDITION	426 3RD ST NE WASECA MN 56093	RESIDENTIAL	90.00			90.00	\$ 30.24		\$ 2,721.60	426 3RD ST NE	WASECA MN 56093
43	EUGENE L & BONNIE J MILLER		173761050	S70FT OF W 148FT ... BLK 16 JENKINS ADDITION	500 3RD ST NE WASECA MN 56093	RESIDENTIAL	70.00			70.00	\$ 30.24		\$ 2,116.80	34980 VALLEYVIEW RD	WASECA MN 56093
44	MINNEAPOLIS AREA INVESTMENTS LLC		173761035	N70FT OF LOT 12 BLK 16 JENKINS ADDITION	512 3RD ST NE WASECA MN 56093	MULTIPLE DWELLING	70.00	70.00	35.00	35.0	\$ 46.08		\$ 1,612.80	PO BOX 495	MOUND MN 55364
45	MINNEAPOLIS AREA INVESTMENTS LLC		173780380	S65FT OF ...BLK 17 JENKINS SUBD OF BLKS 15 & 17	516 3RD ST NE WASECA MN 56093	RESIDENTIAL	65.00	148.00	32.50	32.50	\$ 30.24		\$ 982.80	PO BOX 495	MOUND MN 55364
46	CHERYL K COLLINS TRUSTEE	DONALD T COLLINS TRUSTEE	173780340	LOTS 7... BLK 17 JENKINS SUBDIV OF BLKS 15 & 17	608 612 3RD ST NE WASECA MN 56093	MULTIPLE DWELLING	206.00	148.00	60.00	146.0	\$ 46.08		\$ 6,727.68	653 MARSH DR	DELANO MN 55328
47	AUDRA ROSS RYAN	BRANDON L RYAN	173780330	LOT 7 BLK 17 JENKINS SUBDIV OF BLKS 15 & 17	618 3RD ST NE WASECA MN 56093	RESIDENTIAL	75.00			75.00	\$ 30.24		\$ 2,268.00	618 3RD ST NE	WASECA MN 56093
48	SCHAROL A & DARWYNN R EWEST		173780300	LOT 3 BLK 17 JENKINS SUBDIV OF BLKS 15 & 17	622 3RD ST NE WASECA MN 56093	RESIDENTIAL	75.00			75.00	\$ 30.24		\$ 2,268.00	9360 SHEPHERD DRIVE	BEAUMONT TX 77707
49	DARREN D & DEBORAH A MARANELL		173780290	LOT 2 BLK 17 JENKINS SUBDIV OF BLKS 15 & 17	628 3RD ST NE WASECA MN 56093	RESIDENTIAL	75.00	148.00	37.50	37.50	\$ 30.24		\$ 1,134.00	628 3RD ST NE	WASECA MN 56093
50	CURTIS A & CHERI E WAUGH		173770110	LOT 11 EX E60 FT. BLK 20 JENKINS 2ND ADDN.	702 3RD ST NE WASECA MN 56093	RESIDENTIAL	73.50	88.00	36.70						



REFERENCE MAP -- MUNICIPAL PROJECT #2019-01
3RD STREET NE
FROM 4TH AVENUE NE
TO 11TH AVE NE



Request for City Council Action

Title:	Resolution 20:50 Commercial Tax Abatement for Berry Pallets		
Meeting Date:	October 20, 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 20:50
Originating Department:		Presented By:	City Manager
Approved By City Manager: <input checked="" type="checkbox"/>			
How does this item pertain to Vision 2030 goals?	Retaining High Quality Community Assets		

BACKGROUND: Richard Berry, representing Berry Pallets, Inc. is requesting a fifteen-year tax abatement to assist with his new addition onto his facility in Waseca. The project involves construction of a 38,850 square foot addition on the North side of the current structure built in 2012.

The project qualifies for use of tax abatement due to increased tax base and job retention. A score of 35 qualifies the project for a 15-year abatement term. Scoring is based on the number of jobs created, wages, building materials, and the project meeting specific goals of the City Council.

The amount of tax abatement available for the project is based on building construction costs only because taxes related to the value of land are not abated. Based on a building post construction valuation of \$1,690,307, the total annual City tax abatement available yearly is estimated not to exceed \$31,260. 15-year abatement would be estimated not to exceed \$468,898. The company is requesting abatement by both the City and County. Waseca County's process follows approval by the City Council of City abatement.

BUDGET IMPACT: Deferred tax revenue.

STAFF RECOMMENDATION: Hold public hearing and take action on Resolution No. 20-50: Resolution Relating to a Tax Abatement for Berry Pallets, Inc.-Granting the Abatement.

RESOLUTION NO. 20-50

RESOLUTION RELATING TO A TAX ABATEMENT FOR BERRY PALLETS, INC. GRANTING THE ABATEMENT

BE IT RESOLVED by the City Council (the "Council") of the City of Waseca, Minnesota (the "City"), as follows:

Section 1. Authorization and Recitals.

1.1. The City, pursuant to Minnesota Statutes, Sections 469.1812 to 469.1815, as amended (the "Act"), is authorized to grant an abatement of the property taxes imposed by the City on a parcel of property, if certain conditions are met, through the adoption of a resolution, specifying the terms of the abatement.

1.2. Berry Pallets, Inc. (the "Owner") has proposed to undertake a project (the "Project") consisting of site improvements including construction of a 25,000 square foot production facility on certain property located in the City, a property legally described in the attached EXHIBIT A (the "Property"), and as conceptually shown on the attached EXHIBIT B.

1.3. Pursuant to the Act, this Council on October 20, 2020, conducted a public hearing on the desirability of granting the abatement. Notice of the public hearing was duly published as required by law in the Waseca County News, a newspaper of general circulation in the City, on October 8, 2020.

Section 2. Findings. On the basis of the information provided by the Owner and elicited at the public hearing referred to in Section 1.03, is the Council hereby finds, determines and declares that:

2.1. The proposed abatement of the property taxes on the Property is in the public interest because it will 1) retain and provide new employment opportunities for residents of the City; 2) increase the tax base of the City; and 3) retain and expand industrial enterprise in the City.

2.2. The public benefits that the City expects to result from the abatement are the relocation/retention of 54 full time jobs on the Property and increased tax capacity of the City over the life of the abatement.

2.3. The City expects that the benefits of the proposed abatement are not less than the costs of the proposed abatement.

2.4. The Property is not located in a Tax Increment Financing district.

2.4. This Council hereby finds that the Project conforms to the general plan for the development of the City as a whole.

2.5. In any year, the granting of the proposed abatement will not cause the aggregate amount of abatements granted by the City to exceed the greater of ten percent (10%) of the current levy or \$200,000.

2.6. It is in the best interests of the City to grant the Tax Abatement authorized in this Resolution.

Section 3. Grant of Tax Abatement.

3.1. A property Tax Abatement (the "Abatement") is hereby granted to the Owner with respect to property taxes levied by the City on the Property pursuant to the following terms and conditions:

- a. The Abatement shall be for fifteen (15) years and shall apply to the taxes payable in the years 2023 through and including taxes payable in 2037.
- b. The City will abate an amount equal to () percent of the increased portion of the City's share of ad valorem property taxes on the Property resulting from the Project, not to exceed \$31,260.00 in any given year.
- c. The Abatement shall be limited to the increase in property taxes resulting from the Project, as provided in Section 469.1813, Subdivision 2 (2); the Abatement shall therefore not include any property taxes levied by the City attributable to the value of the land, or existing improvements thereon.
- d. The total amount abated over the entire 15-year period shall not exceed \$468,900.00.

3.2. The City shall pay the Abatement on the dates and in the respective amounts set forth in a Tax Abatement and Business Subsidy Agreement to be approved by the City Council for the City of Waseca and executed by the City Manager and the Owner (s) hereto; provided, however, that the Abatement shall be payable solely from the property taxes paid with respect to the Property and actually received by the City on or before such dates and shall not be payable from any other funds of the City, in no event shall the amount of the Abatement in a year exceed the total amount of increased property taxes attributable to the Project and levied by the City on the Property and received by the City from the collection thereof in such year.

3.03. The Abatement shall be payable to the Owner or any successor owner or lessee of the Property, as authorized by Section 469.1815, Subdivision 2.

3.4. All terms will be subject to final approval of the Tax Abatement and Business Subsidy Agreement between the City and the Owner setting forth the rights and obligations of the parties with respect to the Abatement in greater detail.

3.5. In order to be entitled to the Abatement, the Developer shall not be in default within the City of any of its payment obligations respecting any taxes, assessments, utility charges or other governmental impositions, or in any material respect with the Tax Abatement and Business Subsidy Agreement between the City and the Developer.

3.6. The Abatement shall be subject to all the terms and limitations of the Act.

3.7. The Abatement may be modified or changed during its term.

Adopted this 20th day of October, 2020.

R.D. SRP
MAYOR

ATTEST:

MIKE ANDERSON
ASSISTANT TO THE
CITY MANAGER



New Richland • Waldorf • Janesville • Waseca

WASECA COUNTY

B.E.S.T. OF WASECA COUNTY

October 15, 2020

Dear Mayor Srp and Council Members,

I am writing with a request to repurpose up to \$1,000 of the \$8,687 appropriation to BEST of Waseca to cover costs for a Waseca Vision 2030 Community Celebration and Input Session.

This event will be held on October 28th from 4:30 to 6 pm. An invitation is attached.

Background

In July 2019, the Waseca City Council approved a challenge grant up to \$10,000 to BEST of Waseca. Under the terms of the grant the City will match, dollar for dollar, all private contributions to BEST of Waseca for a contract with the Institute for Decision Making (IDM) and other Vision 2030 activities

In November 2019, the council amended the \$10,000 challenge grant to BEST of Waseca to a direct appropriation of \$8,687.

In February 2020, BEST of Waseca executed a contract with Minnesota State University, Mankato (MSU) Office of Strategic Partnerships. MSU in turn entered into an agreement with the Institute for Decision Making (IDM) at the University of Northern Iowa (UNI).

Rational

The contract for \$15,000 requires IDM to make two on-site visits to the Waseca/Mankato, MN area to meet with MSU and Waseca community leaders to inventory/assess progress on Waseca 2030, identify implementation gaps, and to develop clear plans of action including responsibilities, needed resources and timelines.

In August 2020, staff at IDM offered to amend the contract to make one on-site visit and to redirect the funds for other Vision 2030 activities and Lead for Minnesota (LFM). The rational is the travel restrictions with COVID-19 and the staff capacity at LFM to implement Vision 2030. A request for the amount under an amended contract was sent to MSU last week.

Thanks for your financial support and consideration of this request.

Jim Boerboom

President, BEST of Waseca



WASECA VISION 2030

SAVE THE DATE

Wednesday, October 28th

4:30 pm to 6:00 pm

A Celebration and Input Session on Waseca Vision 2030

Get involved for opportunities to help
future generations and to create a sense of
belonging in Waseca!

Collaborate with local leaders to
execute Vision 2030.

Get involved for opportunities
to help future generations
and to create a sense
of belonging in Waseca!

SAVE THE DATE

Wednesday, October 28th

4:30 pm to 6:00 pm
at the Mill

A CELEBRATION AND INPUT SESSION ON WASECA VISION 2030



WASECA VISION 2030

Collaborate with
local leaders to
execute Vision
2030.